

1. Introduction
 2. Objectives
 3. Methodology
 4. Results and Discussion
 5. Conclusion

Date: _____
 Page: _____

The first part of the report is the introduction. This should provide a brief overview of the project and its objectives. It should also mention the scope of the project and any limitations.

The second part of the report is the methodology. This should describe the methods used to collect and analyze data. It should be clear and concise, and should include a flowchart or diagram if appropriate.

The third part of the report is the results and discussion. This should present the findings of the study and discuss their implications. It should be supported by evidence and should include a conclusion.

The final part of the report is the conclusion. This should summarize the main findings of the study and provide a final statement on the project.



Figure 1: Report Structure

The report should be written in a clear and concise style. It should be well-organized and easy to read. The language should be formal and professional. The report should be proofread for errors and should be formatted according to the requirements of the institution.

The report should be submitted to the supervisor for review. The supervisor should provide feedback on the report and suggest any necessary changes. The report should be revised and resubmitted if necessary.

- ✓ 1. The first part of the report is devoted to a general survey of the educational situation in the State.
- ✓ 2. The second part deals with the progress of the various educational institutions during the year.
- ✓ 3. The third part contains the results of the various examinations held during the year.
- ✓ 4. The fourth part is devoted to a detailed account of the work done by the various educational institutions.
- ✓ 5. The fifth part contains the recommendations of the committee for the improvement of the educational system.
- ✓ 6. The sixth part is devoted to a general summary of the work done during the year.
- ✓ 7. The seventh part contains the conclusions of the committee.
- ✓ 8. The eighth part is devoted to a general summary of the work done during the year.
- ✓ 9. The ninth part contains the conclusions of the committee.
- ✓ 10. The tenth part is devoted to a general summary of the work done during the year.
- ✓ 11. The eleventh part contains the conclusions of the committee.
- ✓ 12. The twelfth part is devoted to a general summary of the work done during the year.
- ✓ 13. The thirteenth part contains the conclusions of the committee.
- ✓ 14. The fourteenth part is devoted to a general summary of the work done during the year.
- ✓ 15. The fifteenth part contains the conclusions of the committee.

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(Signature)

Principal
Raj Bahadur College, Saharanpur

(Signature)

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Raj Bahadur College, Saharanpur