

# **INSTITUTIONAL ACTIVITY REPORT**

**Activity Number:** \_\_\_\_\_

**Activity Name:** \_\_\_\_\_

\_\_\_\_\_

## **SUBMITTED BY**

Name of the Student: \_\_\_\_\_

Course: \_\_\_\_\_

Class Roll No.: \_\_\_\_\_

Academic Session: \_\_\_\_\_

## **SUBMITTED TO**

Mr. Shahinoor Alam

Examination In-charge

Nazir Ajmal Memorial College of Education

Hojai (Assam) -782435



**Nazir Ajmal Memorial College of Education  
Hojai (Assam), 782435**

# NAZIR AJMAL MEMORIAL COLLEGE OF EDUCATION

Hojai (Assam), 782435

## Institutional Activity Report

Please filled up the information and submit to the Examination In-charge within seven days from the date of activity/programme conducted.

1. Student's Information			
Name of the Student:			
Class Roll No.:		Course:	Session:
2. Activity Information			
Name of the Activity/Programme:			
Date:		Duration:	Organized By: (Deptt./Cell/In-charge)
Nature of Participation: (Complete/Partial/Not Participated)			
Substitute Activity Name: (If not participated in the College Activity) Note: Attach separate sheet with an explanation why disciplinary action should not be taken against you for not attending the College Activity/Programme)			
Role Played: (In the Activity/Programme)			
3. Activity Description (Brief Report)			
4. Learning Outcome (In brief)			
Date of Submission:		Signature of the Student:	
5. Scoring (To be fill up by the Programme or Activity In-charge)			
Scoring (A-Very Good, B-Good, C-Average, D-Poor, E-Very Poor) :			
Remarks (In support of Score given):			
Shahinoor Alam, Examination In-charge:		Programme/ Activity In-charge:	

## **Steps to be followed for writing the Institutional Activity:**

- 1. Introduction**
- 2. Objectives of the activity**
- 3. Procedures of conducting the activity (Arrangement, List of the activities conducted etc.)**
- 4. Problems encountered during the activity**
- 5. Solution envisaged relating to the problem**
- 6. Detailed Description of the Activity**
- 7. Impact of the Activity**
- 8. My Role in the Activity**
- 9. Learning Outcomes**
- 10. List of plates**
- 11. Conclusion**