

## Report

Title of the program - Guest lecture Essentials of Effective Technical Writing and Project Proposal Framework” at

Date and Time: 18<sup>th</sup> March 2023 - 10.30 AM to 12.00 PM

Guest Speaker: Dr. G. Arthanareeswaran FRCS, Professor, National Institute of Technology, Tiruchirappalli

Mode: Online

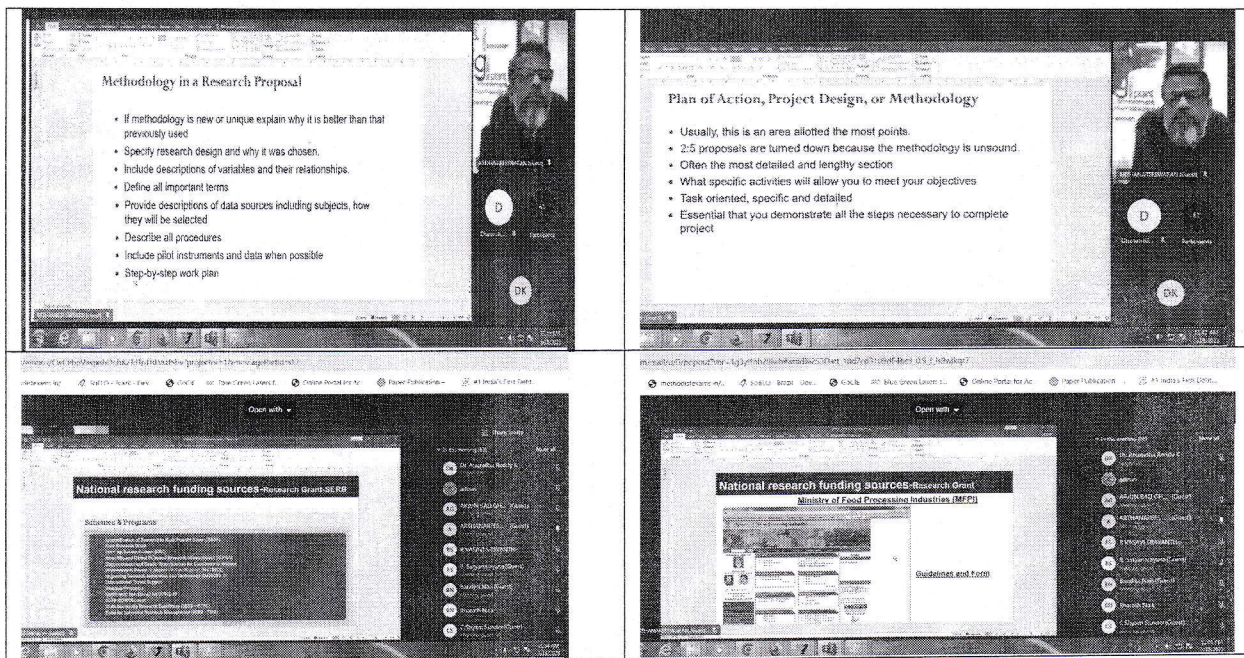
No. of Participants: 71 members

Dr. K. Jayasankar, Dean – R & D have welcome the guest and he gives brief about college

Dr.K.Anuradha, HOD – H & S have introduced guest to the participants.

Dr. Arthanareeswaran outlined the essential components of a project proposal, such as the problem statement, objectives, methodology, timeline, budget, and expected outcomes. He stressed the need for clarity, feasibility, and alignment with the funding agency's objectives.

Dr. G. Arthanareeswaran elaborated on the importance of clarity, conciseness, and coherence in technical writing. The speaker discussed the typical structure of technical documents, including abstracts, introductions, methods, results, discussions, and conclusions. He provided examples and practical tips for organizing information effectively within each section.



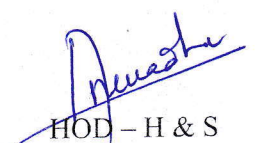
The speaker shared guidelines for maintaining consistency in writing style, formatting, and referencing in technical documents and project proposals. He highlighted the importance of following prescribed formats and citation styles to enhance readability and professionalism.

He highlighted common mistakes in technical writing, such as ambiguity, verbosity, and lack of organization. He provided strategies for overcoming these challenges and improving the quality of written communication.

Finally he also tells about the opportunities for applying proposal from India and from other countries.

The lecture was followed by an interactive Q&A session, where attendees had the opportunity to seek clarification on specific topics and engage in discussions with Dr. Arthanareeswaran. Participants actively participated by sharing their experiences and seeking advice on addressing challenges encountered in technical writing and project proposal development.

  
Event Co-ordinator

  
HOD – H & S  
**Head of the Department**  
**Department of H & S**  
**Methodist College of Engg. & Tech,**  
**Abids, Hyderabad-500 001**