Format of the Final Reports of SG/CW Activities to be submitted for Evaluation:

Final Report Structure for CW Activities

Clearly no single report structure will suit all types of work. However, some things are essential:

- Name, Roll Number
- Title of the activity, and start date and end date
- Details about the NGO: Briefly explain the working of NGO - what do they do? How do they sustains themselves (in terms of funding)? What is the organizational structure? How many employees? What are the existing technologies currently in place? etc.
- Goals and achievements – In detail describe what the NGO/group wanted you to achieve during the semester (if a group is formed, this will be one common document) and what you have been able to achieve.
- Plan and adherence – how you planned to achieve the goal. This should be developed based on discussion with the NGO (again for the group, this will be one common document) and how was your adherence to the plan all through the activity.
- Weekly log – for each week, how many hours were spent, and what specific things were done in that week. If you had the log on a page include the pictures of your log in your report itself. Do not create a separate log file.
- Certificate from the organization: Include the certificate from the organization as a picture in your report.
- Team Members: List out names of other students who also did the CW with you with the same NGO (for the group, list out all the group members).
- Scope of technology intervention: Based on your experience working with NGO and what you have learned at IIIT Delhi, briefly explain how IT can play a role in improving upon the existing activities. If your work involved some technology intervention, please explain how it will help the organization and how will it be sustained after you finish your activity.
- Personal account of experiences including what transformation it has brought in your thinking.

Final Report Structure for SG Activities

Clearly no single report structure will suit all activities. However, some things are essential:

- Title of the activity, and name, roll no, of the student
- Initial capabilities/skills in this area
- Goals and achievements – In detail describe what you wanted to achieve with the activity and what you have been able to achieve.
- Plan and adherence – how you planned to achieve the goal and how was your adherence to the plan all through the activity.
- Weekly log – for each week, how many hours were spent, and what specific things were done in that week
- Propose extensions: How you plan to extend your current activity into the future and build upon it.
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