

SPECIMEN REPORT WRITING SHEET (NGO SERVICE)

(available online on SIP webpage sip.xaviers.edu)

Month: Jan; Feb; Mar; Apr; May; Jun; Jul; Aug; Sep; Oct; Nov; Dec
(Circle the concerned month (s))

No. of hours completed: _____
(in figures)

Report Evaluated by (to be filled by College S.I.P. Coordinator):

Signature

Date

**NGO's Supervisor's
Signature & Date**

NGO's Stamp

Preparatory Work: (06 Marks @ 2 Marks per month)

Service Activities (Nature of service rendered): (14 Marks)

- 1. Work done (7 Marks)**
- 2. Outcome of the work done (7 Marks)**

Reflections drawn from the service-activity: (12 Marks)

- 1. Observations (3 Marks)**
- 2. Experiences (3 Marks)**
- 3. Feelings (3 Marks)**
- 4. Learnings (3 Marks)**

Visuals, if any, with captions, date and venue: