

**Notice: Industrial Interaction (Internship) Viva, Presentation Report Submission for 7<sup>th</sup> Semester Students**

All the 7<sup>th</sup> semester students are hereby informed that their Industrial Interaction (Internship done after 6<sup>th</sup> semester) presentation and viva will start from Monday, 10 October, 2022. The students will have to prepare a report which includes the certificate and the hard copy report has to be submitted at the time of presentation. The students will also prepare a short presentation of maximum 5 minutes. .

Total Marks: 100 (Report 60 Marks, Presentation 20 Viva 20 Marks). The exact schedule of viva will be provided in the class groups.

Students who fail to present themselves for the presentation/ viva and submit the report at the scheduled time will be summarily marked Absent.

The report should contain the following

- Title Page
- Copy of Certificate
- Contact Details of HR Manager/Project Manager/ Reporting Person / Faculty of the organization where internship was carried out.
- Table of Contents
- Acknowledgement
- About the Company/Organization
- Work Responsibilities/Task Schedule
- Work/Task Details (Can be divided into one or more chapters, do not insert generic contains include only specific details according to your work.)
- Skills Learned
- Conclusion

Additionally all the students are required to upload a copy of their Internship certificate using the following link latest by 5 PM, Saturday, 8<sup>th</sup> October, 2022 without fail.

[https://docs.google.com/forms/d/e/1FAIpQLSfk4YReemwMhoyQ7xy6\\_kdU6NaMacj\\_Hc-AIVYE6Ps3VCA3hA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfk4YReemwMhoyQ7xy6_kdU6NaMacj_Hc-AIVYE6Ps3VCA3hA/viewform?usp=sf_link)