21 Aug 2020

<u>**Circular for Review & Assessment of**</u>
<u>**Summer Internship Report and Presentation**</u>

All ABVSME students were required to undertake the Summer training / project. As a part of their summer training, the students are required to submit a Project Report and give a presentation along with their certificate of successful completion of their training specifying the tenure and nature of work done by student.

The Report, Certificate, Presentation of project report and Viva on Project Report are the basis for evaluation of the Summer Internships/Project work at the School level to earn the eligible credit for summer training/project work. Online Presentation (in PDF), Project report and a Viva of summer training / project will be conducted by the School for the purpose of grading the Summer training/project.

The review and assessment of summer training / projects of ABVSME students shall begin from 27 Aug 2020 to 30 Aug 2020. All students are expected to submit their presentation and reports along with certificate in e-form on or before 26 Aug 2020 by 2 pm over ABVSME email id: abvsme.jnu@gmail.com

All the students are recommended to follow the below given instructions and also refer to the further details given in Annexure 1:

About Training / Project Report:

- Looking to the prevailing Covid-19 situation, the student are required to submit the following documents through upload as the e-copy submission.
  - Training / Project Report complying to the details given in Annexure 1
- Once situation gets resumed, students shall be notified to submit the three copies of their project / training report along with single copy of their presentation and the certificate in original for the final approval of their training / project work by competent authority at ABVSME.
- The project report without accompany certificate shall be disqualified from getting the credits for Summer internship / projects.
- The Certificate of Completion of Project / internship should bear the signature and the stamp of the officer concerned in the organization.
- The e-submission is mandatory for review and assessment of summer project/training undergone by ABVSME Students. The subject of email should contain: '**Report of (Registration No – Student Name)**'
- **Students shall be informed to block their online review slot and ABVSME facilitator will send the link to connect for their review.**
- In case of any doubt students are recommended to connect their mentor for further details and support.

Best wishes,

Dean, ABVSME

Particulars for submission of Summer training / project reports

- The size of the report would depend on the nature of project undertaken. However, it must not be less than **25** typed pages with minimum **5000** words in 1.5-line space on A4 size white paper.
- Students are expected to use the uniform font and format (except from heading and subheadings) throughout the text of the report. For example, any text such as used Times New Roman or Arial should not be less than font size 12 or greater than 14 in the text size except the title or headings, the students are expected to use uniform font type and size throughout the report.

The training / project report should highlight below given aspects:
- Cover and Title page
- Copy of certificate carrying Name of institution, Supervisor, Period & nature of work
- Executive Summary of Training / Project report
- Acknowledgement
- Brief about project/training
- Rationale or Purpose/objectives of your internship:
- Introduction to the organization wherein Student has carried out their training / project work
- An overview of the project(s)
- Methods, Skills, & Technology Used:
- Results & Conclusion / Recommendations / Student's findings
- Way foreword learnings from summer training / project (Optional)
- References

Presentation:
- Presentation time: 04 to 06 minutes (Total Review time about 10 minutes)
- Maximum Five Slides (Negative marking for additional slides or slides not in good presentable formats / alignments)
  - Slide 1: Name, Introduction of the organization and period
  - Slide 2: Key Responsibilities Areas (Scope of Work)
  - Slide 3: Detailing of the work (An overview of the project(s))
  - Slide 4: Findings / Results and Learnings

- Best wishes -

21/8/2020