**General Guidelines for Viva**

**1. Schedule & Attendance**

* **Dates:** May 5 and 7, 2025 (Monday & Wednesday)
* **Venue:** As per the assigned lab in the schedule
* **Time Slots:** Strictly adhere to the allocated time (no delays)
* **Missed Viva Policy:**
  + Only students present on **Monday** but unable to present due to time constraints will be accommodated on **Wednesday**.
  + **No retakes** for absentees—attendance is mandatory.

**2. Grading & Weightage**

* **Viva:** **20%** of the total grade
* **Final Exam:** **30%**

**3. Dress Code & Materials**

* **Formal attire** is compulsory (no casual wear).
* Bring a **blank paper and pen** for preparation.
* **Strictly Prohibited:**
  + Cellphones, smartwatches, or electronic devices
  + Notes, books, or any reference material

**4. Presentation Format**

* **Type:** **Impromptu Persuasive Speech**
* **Preparation Time:** **2 minutes** (to outline key points)
* **Presentation Time:** **5-7 minutes**
* **Q&A Session:** Follows immediately after the presentation

**5. Rules & Conduct**

* **Punctuality:** Latecomers may forfeit their turn.
* **No External Assistance:** Independent preparation only.