

Interim evaluation for M.tech practice school students-Reg

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Dear students,

Please find attachment of Practice school Interim Report Model. The model which was attached is only for your reference. For more details of format contact to your department coordinator ,practice school

Venue: KL University campus

Location :Respective departments, contact department coordinator ,practice school

Report Preparation:

- Each one has to submit their individual reports. (Spiral binding enough)
- Report standards:-
 - A4 Page size- One side printing- Min 30 pages only(**executive bond papers only**). start page no.s after index bottom middle.
 - Margins- Left 1.2inch remaining sides - 1.0 inch and boards.
 - Cover page should contain our logo and Company logo
 - Text- Main Heading- Times new roman-14+bold, Sub heading - Times new roman -13, body- times new roman- 12- Justified _normal _unbold & non-italic.
- Figures and Tables names- Times new roman- 11 italic- unbold.*
 - Don't paste figures and equations which are not clear- retype and redraw if needed.
 - See the attachment for format (contents may vary depends on company)

Interim Presentation:-

- Presentation is mandatory and 20 min duration & Individual presentation. (if you want to place any video get prior permission from the undersigned)
- Presentation should contains following
 - 1st slide- First slide your PS Title, Your name , ID No, Department, CG Name & Designation, UG Name.
 - 2nd slide- Abstract/Description of your work (Points wise)
 - 3rd slide- put table with column-1: fortnight duration; column-2: work done; column-3: remarks(In remarks mention how much % of your work completed)
 - 4-17 slides- main work carried-diagrams, modeling, analysis, case studies, observations, calculations, machinery working etc.
 - 18th slide- Conclusion
 - 19th slide- References if any
 - 20th slide- Learning outcome (what you learned in practice school just in 80-90 words)

I hope every one of you clear about interim report and presentation.

Send presentations to your UG he/she has finalized , put your presentation name as **Region name_ IDNO**.(Presentations should be approved by your CGs also)

If you have any doubts regarding preparation of presentations you can send me doubts or call me for clarifications.

- You will not be allowed for interim Evaluation without Company Guide signature on Report.**
- And Information placed in presentation and in report should be same.**
- Don't bring simple, format less, without page numbers, downloaded documents etc. for Interim Evaluation.**
- Use Mr./Ms./Mrs. before the names of CG, UG etc.**
- No two students reports and presentations should be same.**
- Attend Interim Evaluation with all necessary documents/work note books/ calculations done etc.**

Note: Every one should attend to the interim evaluation only after the prior permission from the company guide

Thanks & Regards,

**B. Suresh
Manager,
Practice School,
K L University
Vaddeswaram, Guntur (A.P.)
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