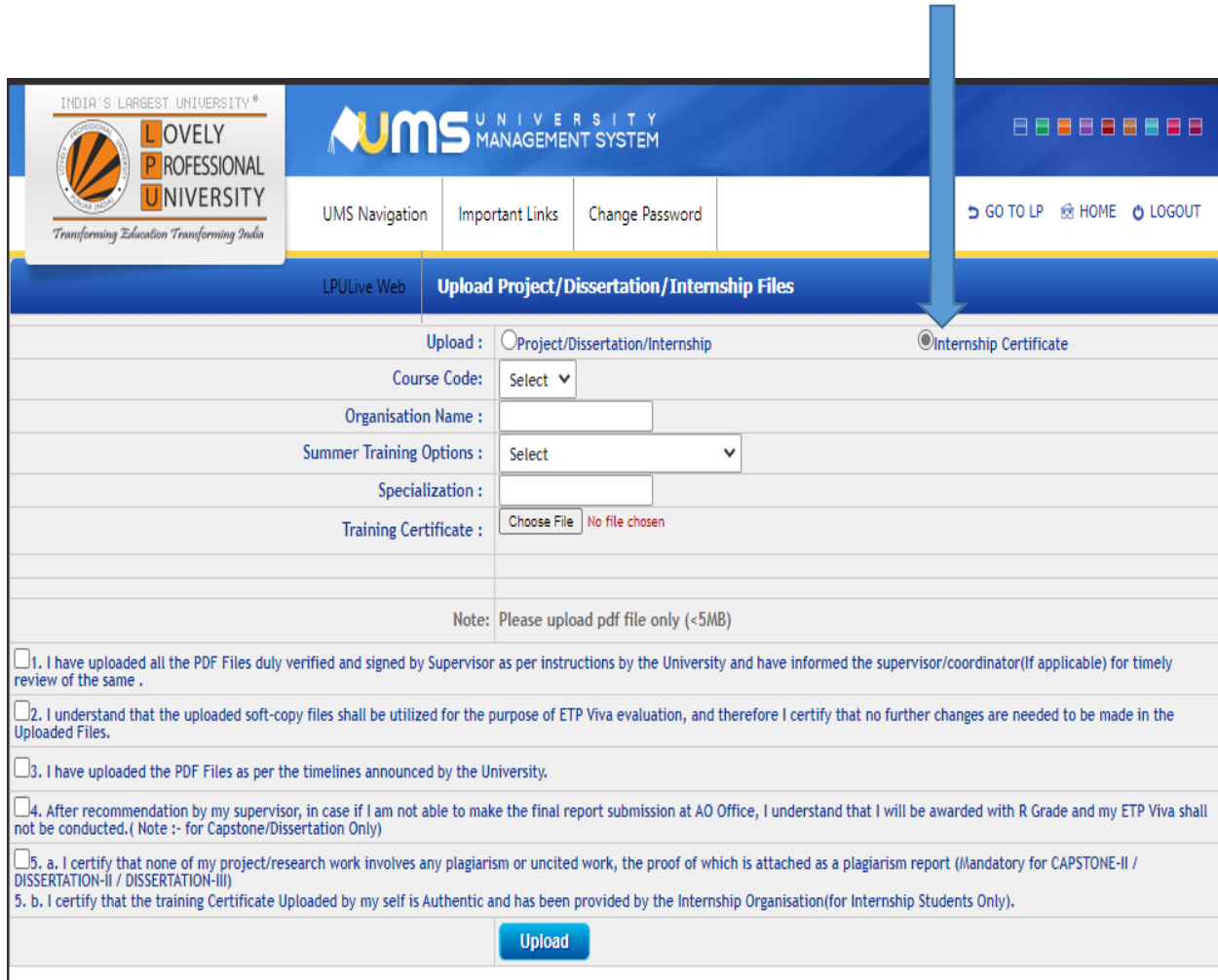


## Instructions for Uploading Training Certificate/Report

**Step 1: Go To UMS Navigation-->LMS-->Upload Research Project> Select Internship Certificate**



The screenshot shows the UMS (University Management System) interface. The header includes the Lovely Professional University logo and the text "INDIA'S LARGEST UNIVERSITY\*", "LOVELY PROFESSIONAL UNIVERSITY", and "Transforming Education Transforming India". The main navigation bar contains "UMS Navigation", "Important Links", and "Change Password". The right side of the header has "GO TO LP", "HOME", and "LOGOUT". Below the header, there is a section titled "Upload Project/Dissertation/Internship Files". The "Upload" section has two radio buttons: "Project/Dissertation/Internship" and "Internship Certificate". The "Internship Certificate" radio button is selected, indicated by a blue arrow. Below the radio buttons, there are fields for "Course Code" (a dropdown menu), "Organisation Name" (a text input), "Summer Training Options" (a dropdown menu), "Specialization" (a text input), and "Training Certificate" (a "Choose File" button with the text "No file chosen" in red). A note below these fields states: "Note: Please upload pdf file only (<5MB)". Below the note, there are five checkboxes with corresponding text: 1. I have uploaded all the PDF Files duly verified and signed by Supervisor as per instructions by the University and have informed the supervisor/coordinator(if applicable) for timely review of the same. 2. I understand that the uploaded soft-copy files shall be utilized for the purpose of ETP Viva evaluation, and therefore I certify that no further changes are needed to be made in the Uploaded Files. 3. I have uploaded the PDF Files as per the timelines announced by the University. 4. After recommendation by my supervisor, in case if I am not able to make the final report submission at AO Office, I understand that I will be awarded with R Grade and my ETP Viva shall not be conducted.( Note :- for Capstone/Dissertation Only) 5. a. I certify that none of my project/research work involves any plagiarism or uncited work, the proof of which is attached as a plagiarism report (Mandatory for CAPSTONE-II / DISSERTATION-II / DISSERTATION-III) 5. b. I certify that the training Certificate Uploaded by my self is Authentic and has been provided by the Internship Organisation(for Internship Students Only). At the bottom of the form is a blue "Upload" button.

**Step 2: Select Course Code > Fill/Choose Relevant Details> Upload File (less than 5MB) > Tick Relevant Boxes > Click Upload**

### **NOTE:**

- 1) Write Organization Name as **"Not Applicable"** in case Option 3 i.e. Challenging Problems allocated by School is chosen as summer training option.
- 2) Upload **Certificate (less than 5 MB)** in case of option 1 (Work from Home) and option 2 (MOOCs) whereas upload soft copy of **final report (less than 5 MB)** in case of option 3 (Challenging Problem allocated by School).

**See screenshot below**

Upload : ☐ Project/Dissertation/Internship

☒ Internship Certificate

Course Code:

Organisation Name :

Summer Training Options :

Specialization :

Training Certificate :

Work from Home with Industry/Organization  
Through MOOCs  
Challenging problems allocated by School

Note: Please upload pdf file only (<5MB)

☐ 1. I have uploaded all the PDF Files duly verified and signed by Supervisor as per instructions by the University and have informed the supervisor/coordinator(If applicable) for timely review of the same .

☐ 2. I understand that the uploaded soft-copy files shall be utilized for the purpose of ETP Viva evaluation, and therefore I certify that no further changes are needed to be made in the Uploaded Files.

☐ 3. I have uploaded the PDF Files as per the timelines announced by the University.

☐ 4. After recommendation by my supervisor, in case if I am not able to make the final report submission at AO Office, I understand that I will be awarded with R Grade and my ETP Viva shall not be conducted.( Note :- for Capstone/Dissertation Only)

☐ 5. a. I certify that none of my project/research work involves any plagiarism or uncited work, the proof of which is attached as a plagiarism report (Mandatory for CAPSTONE-II / DISSERTATION-II / DISSERTATION-III)

5. b. I certify that the training Certificate Uploaded by my self is Authentic and has been provided by the Internship Organisation(for Internship Students Only).

**Upload**