**Final Examination – Case Presentation Instructions**

**Case Presentations - Total 20 marks (PPT 10 marks and Oral Presentation 10 marks)**

**Instruction for preparation of PPT slides (10 marks – group assessment) – Set the timer for 15 minutes**

**All the slides should have similar backgrounds with the same design and color (students can choose). Also, there must be consistency with the font style, font size, and font color. Any inconsistency will lead to a loss of marks. -** The presentation will be done using the PPT slides only

Slide 1: KBTU Logo, Student IDs and Names of group members, Photos of students, faculty name, and the date of presentation

Slide 2: Name of the case

Slide 3: Detailed Introduction to the case

Slide 4 Problems identified in the case **(very important slides)**

Slide 5: Problems identified in the case **(very important slides)**

Slide 6: Case Study Question 1 and the Solution to the Question

Slide 7: Case Study Question 2 and the Solution to the Question

Slide 8: Case Study Question 3 and the Solution to the question

Slide 9: Conclusion for the case problem and solution

Slide 10: Learnings from the case **(very important slide)**

Slide 11: References, Sources, Citations, Bibliography.

**Note: If the case study has more than three questions, you have to prepare additional slides – one additional slide for each additional question.**

**In the order/sequence of oral presentation, each student will cover the below**

Student1: Slides 1, 2, 3

Student 2: Slides 4, 5

Student 3: Slides 6, 7

Student 4: Slides 8, 9

Student 5: Slides 10, 11

**Note: If the case study has more than three questions, you must readjust the portion of slides to each group member to deliver such that all slides are covered proportionately.**

**The slides will have details in the form of points and not paragraphs. You can use pictures/images wherever necessary**

The PPT File Name should be **<Group Number> (Example: Group 1). The due date for submission of the PPT file will be one day before the presentation, at 08:00 PM using a link that will be shared (Any one student from the group must upload the PPT File using the link). The same PPT slides will be used for presentation during the exam. Late submission of PPT slides will not the accepted and such groups will lose 10 marks.**

**Instruction for making an oral presentation in the class (10 marks – individual assessment)**

* 1. The groups will be called in random sequence for presentations
  2. All the group members should be aware of the entire case and its solutions
  3. **The order of oral presentation within the group of five members will be decided by the faculty**
  4. **The time for the presentation will be no more than 15 minutes. At the end of 15 minutes, the presentation will stop**
  5. **The students must deliver the oral presentation with right and relevant information. Vague description of contents will not get marks**
  6. The team members must manage the presentation timings
  7. **Each member should talk for not more than 3 minutes giving chance for everyone to present**
  8. You are not allowed to use mobiles during the presentation for any reference
  9. You are not allowed to read from the PPT – rather, explain by referring to the points from the PPT
  10. During the presentation, all the group members should be in a **formal dress code** and will be on the stage.
  11. The actual date and time of the presentation will be communicated.
  12. If any of the group members are not actively involved in the PPT preparation, you can communicate the same to the faculty. Other members will get an advantage of marks over the ones who did not participate.
  13. When a team is doing an oral presentation during the class, the other students should listen attentively. **Any use of mobiles, laptops, or other readings during such presentations will lead to loss of marks.**
  14. **The faculty may ask questions related to the case to any students randomly.**