

# **Important Information Regarding Project/Intern**

- Project/Intern Committee

# No# of Phases and Follow ups

## 1. Pre-phase I

- ❑ Title Defense and 1 Follow up

## 2. Pre-phase II

- ❑ 2 Follow ups (one Before mid and one after mid)

## 3. Phase I

- ❑ 2 Follow ups (one Before mid and one after mid)

## 4. Phase II

- ❑ Pre-Defense and Final Defense

# Important Issues for Title Defense

- ▶ Students Must be **well dressed** and very formal
- ▶ They Must present for at least 5 mins. Every team member has to speak for a minute at least.
- ▶ They Must use English as official language
- ▶ Meeting with supervisor is necessary
- ▶ Proposed Title, Motivation, Objectives and Expected Outcome of the project/intern must be visible.
- ▶ Students must get the presentation format and Project report template at the very beginning of pre-phase I
- ▶ Examiners have to fill up the Title defense Evaluation Form given by Project/Intern committee
- ▶ Students and corresponding supervisors should use an online platform named “\_\_\_\_\_” for project management

# Important Issues for Follow Up

- ▶ Follow up is done by the corresponding **supervisors** (different date building and level wise)
- ▶ Students Must be **well dressed** and very formal
- ▶ Must use **English** as official language
- ▶ Supervisors have to fill up the **follow up status** monitoring form for each group
- ▶ In **pre-phase I, 5%** of project work and project report must complete
- ▶ In **pre-phase II, 25%** of project work and 20% of project report must complete
- ▶ In **phase I, 60%** of project work and project report must complete
- ▶ In **phase II during pre-defense, 100%** of project work and project report must complete
- ▶ Project/Intern Committee along with Head Sir will monitor the follow up.

# Important Issues for Defense

- ▶ Must complete 142 credit for attending defense
- ▶ Students must complete all follow ups.

# Report Writing

All the following points should be written according to DIU report template

- ▶ Grammar and sentence making
- ▶ Spelling
- ▶ Alignment
- ▶ Spacing of both line and paragraph
- ▶ Font size and style
- ▶ List of contents, list of tables and list of figures
- ▶ Page numbers
- ▶ Caption of tables and figures
- ▶ Reference (In case of reference of Website, date and time must be given)
- ▶ Relevancy of contents
- ▶ Plagiarism (not more than 30%).

**These must be checked by the corresponding supervisors and verified by the Project/Intern Committee**

# *Thank you*

