# Guru Nanak Dev Engineering College, Ludhiana
## (Civil Engineering Department)
**Notice**

1. Internal viva-voce examination of **"Industrial Training"** for Civil Engineering Students (Batch 2016-20) – 8$^{th}$ semester will be held as per the following schedule. All students are required to make individual power point presentations and should carry individual reports and presentations.

| Date | Group | Time Slot | University Roll Number |
|------|-------|-----------|------------------------|
| 22/06/2020 | 1 | 10:00 am to 12:00 pm | 1606467, 1606484, 1606549, 1706374, 1606542, 1706347, 1606486, 1606572, 1606505, 1606456 |
| 22/06/2020 | 2 | 10:00 am to 12:00 pm | 1606515, 1606561, 1606578, 1606511, 1606538, 1706367, 1706377, 1706381, 1706348, 1606449 |
| 23/06/2020 | 3 | 10:00 am to 12:00 pm | 1606500, 1606537, 1706380, 1606512, 1606553, 1606564, 1706352, 1606547, 1706383, 1606466 |
| 23/06/2020 | 4 | 10:00 am to 12:00 pm | 1606503, 1606517, 1606403, 1706339, 1706358, 1735853, 1606443, 1606498, 1606529, 1606527 |
| 24/06/2020 | 5 | 10:00 am to 12:00 pm | 1606461, 1706356, 1606574, 1606526, 1606464, 1706336, 1706365, 1606519, 1606510, 1706360 |
| 24/06/2020 | 6 | 10:00 am to 12:00 pm | 1606568, 1706349, 1706366, 1606580, 1606582, 1606462, 1606565, 1606539, 1606571, 1606509 |
| 25/06/2020 | 7 | 10:00 am to 12:00 pm | 1606573, 1606577, 1607455, 1606523, 1606541, 1606551, 1606558, 1706335, 1606487, 1606544, 1606545 |
| 25/06/2020 | 8 | 10:00 am to 12:00 pm | 1606491, 1606518, 1507505, 1706372, 1606424, 1606474, 1706384, 1706344, 1706368, 1606576, 1706379 |
| 26/06/2020 | 9 | 10:00 am to 12:00 pm | 1606489, 1606534, 1606543, 1606552, 1706342, 1606471, 1606533, 1706353, 1706355, 1606563 |
| 26/06/2020 | 10 | 10:00 am to 12:00 pm | 1706369, 1706351, 1706361, 1606488, 1606441, 1606494, 1606425, 1606557, 1606513, 1706362 |

2. All students shall come ready with following documents:
    a. Final report including certificate from trainer (Training period must be mentioned on certificate (*e.g. dd/mm/yyyy to dd/mm/yyyy)*)
    b. Daily diary

*No student will be allowed to appear in internal viva-voce examination without above mentioned documents.*

3. Items to be included in the report are:
    a) Detail of the student
    b) Brief detail of the company
    c) Detail of the project (including its status when you joined and left)
    d) Role and responsibilities assigned to you
    e) Detail of the actual work that you did at the project/training place

4. The format of the report shall be uniform throughout as per the following guidelines:
    a) Font type                                    :        Times New Roman
    b) Font size (for heading)             :        14 (Bold)
    c) Font size (for sub-heading)      :        12 (Bold)
    d) Font size (for text)                    :        12 (Normal)
    e) Page size                                    :        A4
    f) Margins (Top/Bottom/Sides)    :        1"
    g) Line spacing                              :        1.5 lines
    h) Text alignment                          :        Justify

| | | | |
|---|---|---|---|
| i) | Page numbering | : | Bottom middle |
| j) | Pictures/Photographs | : | Normal (and not skewed or twisted) |

**Note:**

1. **All students must have report, presentation and daily diary in soft form so that these files can be uploaded on portal while viva-voce examination. The internal/external viva-voce examination will be conducted on guru.gndec.ac.in through video conferencing on BigBlueButtton. Link will be provided for the same. So you must have/arrange the required resources for examination.**

2. The report shall be signed by the concerned 'Training In-charge at Project/Training Place'. Unsigned reports will not be considered for evaluation.

3. We are interested to know through your report what you have done during training. Do not make previous year reports as the basis of your report. Also, do not include unnecessary items/photographs/theory in the report and mention only those things that you have done/learnt at the training place.

4. Check the report thoroughly for any grammatical/spelling mistakes before submitting.

**NOTE:** External Viva-Voce Examination of **"Industrial Training"** will be held in **first week of July, 2020** through guru portal and detailed guidelines for the same will be notified afterward.

Sd/-
Charnjeet Singh
Coordinator, T&P,
Civil Engineering Department

**CC**:
      i.     College e-notice board
     ii.    e-notice board (Deptt. web site)
   iii.   Department notice board