

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

1. Internal viva-voce examination of “**Industrial Training**” for Civil Engg. Students (Batch 2014-18) – 8<sup>th</sup> 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.

<b>Date (Time)</b>	<b>Venue</b>	<b>URN</b>
<b>04/06/18</b>  (9:00 am to 5:00 pm)	Consultancy Hall	1410648, 1410672, 1410689, 1410700, 1410745, 1459291, 1410675, 1410729, 1410743, 1508318, 1508319, 1508327, 1410703, 1508333, 1413330, 1411490, 1508309, 1500852, 1508310, 1410671, 1410710, 1508317
	Room No. G1	1411086, 1410696, 1410695, 1508325, 1410102, 1410726, 1410721, 1410732, 1508329, 1410716, 1508316, 1410742, 1508315, 1508326, 1410665, 1410669, 1410687
	Room No. G2	1508332, 1410713, 1410670, 1410740, 1410749, 1402050, 1410724, 1411189, 1410720, 1410735, 1410750, 1508322, 1410677, 1410685, 1410691, 1508321, 1508328
<b>05/06/18</b>  (9:00 am to 5:00 pm)	Consultancy Hall	1508305, 1410682, 1410708, 1410699, 1410747, 1410746, 1410664, 1410668, 1410701, 1410751, 1410727, 1410733, 1410673, 1410697, 1410723, 1410738, 1410752, 1410748, 1402107, 1508331, 1508334
	Room No. G1	1508320, 1410736, 1410731, 1410718, 1410676, 1410753, 1410629, 1508324, 1410714, 1410739, 1410741, 1410692, 1410744, 1410725, 1508330, 1410681, 1410680, 1410684
	Room No. G2	1411082, 1410652, 1508323, 1410674, 1410707, 1410711, 1410719, 1410728, 1410694, 1410709, 1410655, 1410704, 1410688, 1410734, 1410737, 1410591, 1508302, 1508304, 1508307

2. All students shall come ready with following documents:
- a. Final report including certificate from trainer (The certificate shall not be loose but bound in the report)
  - b. Daily diary

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

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

**Note: The report shall be signed by the concerned ‘Training Incharge at Project/Training Place’. Unsigned reports will not be considered for evaluation.**

**Note: 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.**

**Note: Check the report thoroughly for any grammatical/spelling mistakes before submitting.**

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: External Viva-Voce Examination of “Industrial Training” will be held on 07/06/2018**

Dr. Jagbir Singh  
Incharge T&P, Deptt. of Civil Engg.

- CC:
- i) College notice board
  - ii) Department notice board
  - iii) All hostel notice boards
  - iv) e-notice board (Deptt. web site)