

CIRCULAR

Employability Skills –I - Viva-Voce Examination

Employability Skills –I, Viva-Voce Examination (24BSO 102) for all the First Year Students (U.G) will be conducted on Wednesday, the 23<sup>rd</sup> October 2024.

All the First Year U.G. Students are asked to attend the same without fail.

There will be No Theory Classes for the II & III year U.G. students on 23<sup>rd</sup> October 2024.

The first year students are asked to come in formal dress.

The Viva Examination carries 25 Marks.

- 1) Self-Introduction (5 Marks)
- 2) Oral Presentation (Speech) – (10 Marks)
- 3) Resume ( 10 Marks)

The Viva will commence at 9.00 a.m. for Shift –I and 2.30 p.m. for Shift-II in their respective classrooms. All the students are asked to assemble at least 30 minutes before the time of commencement. The venue for the examination and room numbers will be informed later.

Instructions for Students

1. The List of Topics for Oral Presentation (Speech) will be provided to the students in advance.
2. Students should submit a copy of their Resume to the examiner at the time of Viva.
3. Students are instructed to be punctual for the examination.
4. ID Card is a must for the Examination. You will not be permitted to attend the Viva without ID Card.
5. Students are advised to maintain discipline in the classroom.
6. Students should attend the Viva-Voce Examination with a positive frame of mind.
7. Further details can be sought from the respective Employability Skills Teachers.

  
PRINCIPAL

Copy to:

1. Vice - Principal (Academic)
2. Vice - Principal (Administration)
3. C.O.E.
4. HODs ( Shift – I & Shift - II)
5. Director, IQAC
6. Deputy Warden
7. All Officials
8. NCSA – Staff Lounge
9. CIC – Co-ordinator
10. The Superintendent
11. Attendance Clerk
12. File
13. Notice Board