ALAGAPPA UNIVERSITY, KARAIKUDI – 630 003 CHOICE-BASED CREDIT SYSTEM (CBCS)

REGULATIONS (For the Postgraduate Programmes)

(For the candidates admitted from the academic year 2022-23 onwards)

I. ELIGIBILITY:

1) For Admission

A candidate who is a graduate of this University or any recognized college /University in the main programme/courses as given below against each or who has passed an examination accepted by the Syndicate, as equivalent thereto. Provided that candidates who have qualified for the B.A. / B.Sc. / B.Com. / B.B.A. / B.Lit. shall also be eligible for M.A. programmes in the Language concerned offered by them under Part I and Part II.

Arts

1.	M.A. Tamil	A pass in B.A /B.Lit., degree with Tamil B.A., B.Sc.,		
		B.Com/BBA under Part I or Part III		
2.	M.A. English	A pass in B.A., English Literature/B.A./ or B.Sc.,		
	_	B.Com/BBA with Part I – II English		
3.	M.A. History	A pass in any degree however preference be given to History		
		Graduates		
4.	M.A. Economics	A pass in B.A., Economics/ Business Economics/		
		Cooperation/ B.B.M./B.B.E./BBA /B.Com/ B.Sc., Statistics		
		and B.Sc., Mathematics.		

Science

A candidate who is a graduate of this University or any recognized University in the main programme/courses as given below against each or who has passed an examination accepted by the Syndicate as equivalent thereto.

1.	M.Sc. Physics	A pass in B.Sc., Physics, Applied Science, Special		
		Physics/Electronics.		
2.	M.Sc.,	A pass in B.Sc., in Computer Science/ Information		
	M.Sc., Computer	Technology/Electronics or B.C.A. or any qualification		
	Science	equivalent thereto in 10+2+3 pattern with 55% marks in Part		
		III (for SC/ST candidates 45%)		
3.	M.Sc.,	A pass in B.Sc., Mathematics/Applied Mathematics /Special		
	Mathematics	Mathematics		

4.	M.Sc.,	A pass in B.Sc., Bio-Chemistry / Chemistry / Zoology /		
1.	Biochemistry	Botany/ Nutrition & Dietetics / Food Science / Microbiology		
	Diochemistry	/ Biotechnology.		
5.	M.Sc.,	A pass in degree in Mathematics/ Statistics/ Applied		
	Information	Sciences/Computer Science/Information Technology (or)		
	Technology /	B.Sc., in Physics/Chemistry/Electronics with Mathematics as		
	M.Sc.,	an ancillary subject (or) B.C.A./B.Com/B.B.A./B.E. (or) any		
	Computer	equivalent qualification thereto (for others - 60%, SC/ST		
	Science and IT	candidates- 55% in Part III).		
6	M.Sc.,	A pass in B.Sc., Microbiology as Major or Allied subjects or		
	Microbiology	B.Sc. Botany / Zoology / Biology / Nutrition and Dietetics		
		/Biochemistry / Biotechnology or Botany or Zoology or		
		Biology as Allied subjects in B.Sc. Degree.		
7	M.Sc.,	A pass in B.Sc., Degree examinations with Chemistry / Special		
	Chemistry	Chemistry / Industrial Chemistry / Textile Chemistry / Electro		
		Chemistry/ Applied Chemistry/ or other specialization in		
		Chemistry		
8.	M.Sc., Botany	A pass in B.Sc., Botany / Plant Science		
9.	M.Sc., Zoology	B.Sc in Zoology/Biological Sciences/Life sciences [except		
		Botany] as the main subject of study from any		
		University/colleges.		
10.	M.Sc.,	A pass in B.Sc., Electronics / Physics, or any equivalent to		
	Electronics	Electronics degree		
11.	M.Sc., Geology	A pass in B.Sc., Geology		
12.	M.Sc., Home	A pass in B.Sc., related to Biological Science		
	Science			
13.	M.Sc.,	A pass in B.Sc ., related to life science		
	Environmental			
	Science			
14.	M.Sc.,	A pass in B.Sc ., related to life science/Biological Science		
	Biotechnology			

Commerce & Management

1.	M.Com	A pass in B.Com. / B.B.M/BBA / B.A. Corporate Secretaryship/	
		B.A., Economics with Accountancy as ancillary.	
2	M.Com	A pass in B.Com / BBM/BBA / B.A. Corporate Secretaryship/	
	Computer	B.A., Economics with Accountancy as ancillary /with computer	
	Application	applications.	
3.	M.Com	A pass in B.Com. / BBM/BBA / B.A. Corporate Secretaryship/	
	(Corporate	B.A., Economics with Accountancy as ancillary	
	Secretaryship)		
4	M.B.A.	A pass in any degree with a 10+2+3 pattern	
5	M.S.W.	A pass in any degree with a 10+2+3 pattern	

2) FOR THE DEGREE

The candidates shall have subsequently undergone the prescribed programme of study in a college affiliated with this university for not less than two academic years comprising four semesters, passed the prescribed examinations, and fulfilled the required conditions.

3) DURATION

The programme is for two years. Each year shall consist of two semesters viz. Odd and Even semesters. Odd semesters shall be from June / July to October / November and Even semesters shall be from November / December to April / May. There shall be not less than 90 working days which shall comprise 450 teaching clock hours for each semester (exclusive of the days for the conduct of the University end-semester examination).

4) MEDIUM OF INSTRUCTION

The medium of instruction for all PG programmes is English except M.A., Tamil .

5) SEMESTERS

An academic year is divided into two semesters. In each semester, courses are offered in 15 teaching weeks and the remaining 5 weeks are to be utilized for the conduct of examination and evaluation purposes. Each week has 30 working hours spread over 5 / 6 days a week.

6) CREDITS

The term 'Credit' refers to the weight assigned to a course, usually based on the instructional hours. Credits are typically assigned to each course based on the number of lectures, tutorials, laboratory sessions, and other learning activities required to complete the course contents within a 15-week schedule. One credit equals one hour of lecture per week, while for laboratory or fieldwork, one credit equals two hours. The total minimum credits required for completing a PG programme is 90. The details of credits for individual components and courses are provided in the programme structure.

7) COURSE

Each **Course** is to be designed variously under lectures/tutorials/laboratory or field work/ seminar/ practical training/ assignments/term paper or report writing etc., to meet effective teaching and learning needs.

8) COURSES IN PROGRAMMES

A PG programme consists of many courses. The term "course" is applied to indicate a logical part of the subject matter of the programme and is invariably equivalent to the subject matter of a "paper" in the conventional sense. The following are the various categories of the courses suggested for the PG programmes:

- A. Core courses (CC) "Core Papers" means "the core courses" related to the programme concerned including practicals and project work offered under the programme and shall cover core competency, critical thinking, analytical reasoning, and research skills.
- B. Discipline-Specific Electives (DSE) means the courses offered under the programme related to the major but are to be selected by the students, shall cover additional academic knowledge, critical thinking, and analytical reasoning.
- C. Non-Major Electives (NME)- Exposure beyond the discipline

Students have to undergo a total of two Non-Major Elective courses offered by other departments (one in the II Semester and another in the III Semester). A uniform time frame of 3 hours on a common day shall be allocated for the Non-Major Electives. Non-Major Elective courses offered by the departments pertaining to a semester should be announced before the end of the previous semester. Students have to register for the Non-Major Elective course within 15 days from the commencement of the semester in the department.

D. Self-Learning Courses from MOOCs platforms (Voluntary/optional basis)

MOOCs shall be voluntary/optional for students. Students must complete a total of two self-learning courses (MOOCs): one in the second semester and

another in the third semester. The actual credits earned through MOOCs shall be transferred to the credit plan of the programs as extra credits. If the selflearning course (MOOC) is without credit, two credits per course shall be given. Preference should be given to courses related to employability skills when selecting MOOCs.

E. Dissertation/ Project

Each candidate shall be required to take up a Project /Dissertation and submit a Report/thesis at the end of the second year. The Head of the Department shall assign the Guide who in turn will suggest the Project /Dissertation Work to the student at the beginning of the second year. The candidate should prepare three copies of the project report/thesis. One typed copy of the Project Report shall be submitted to the University through the Head of the Department on or before the date fixed by the University. The report /thesis will be evaluated by an Internal Examiner and an External Examiner, nominated by the University. The candidate concerned has to defend his project in a Viva- Voce examination. After evaluation, one copy will be retained in the department library, the guide will retain one copy and the student shall hold one copy. If the candidate is desirous of availing the facility from other Universities/laboratories/Organizations, they shall be permitted only after getting approval from the Guide and be informed to the HOD and Principal. In such a case, the candidate shall acknowledge the same in their dissertation/project. The format /certificate for the dissertation /project to be followed by the student is enclosed in Annexure I

G. Internship

The students shall undergo Internship / industrial training in reputed organizations for a minimum of two weeks to acquire industrial knowledge during the summer vacation of the second semester. The students have to find an industry related to their discipline (Public Limited/Private Limited/owner/NGOs etc.,) in consultation with the faculty in charge/Mentor and get approval from the Head of the Department and Departmental Committee before going for an internship / industrial training. The format (model) for the internship report to be followed by the student is enclosed in **Annexure II**.

9) EXAMINATIONS and EVALUATION

The examinations shall be conducted separately for theory and practical to assess (remembering, understanding, applying, analyzing, evaluating, and creating) the knowledge required during the study. There shall be two systems of examinations viz., internal and external examinations. The internal examinations shall be conducted as Continuous Internal Assessment tests I and II (CIA Test I & II).

9.1 Internal Assessment

The internal assessment shall comprise a maximum of 25 (Theory)/40 (Practical) Marks for each course/subject. The following procedure shall be followed for awarding internal marks.

Sr.No	Content	Marks
1	Average marks of two CIA tests	15
	(Third/repeat tests for genuine Absentees)	
2	Seminar/group discussion/quiz	5
3	Assignment/field trip report/case study	5
	report	
	Total	25

Theory -25 marks

Practical -40 Marks (Science)

Sr.No	Content	Marks
1	Major Experiment	16
2	Minor Experiment	8
3	Spotter (4 x4) or any other mode	16
	Total	40

Project/Dissertation: 25/50 Marks (assessed by Guide & HOD /in charge /supervisor)

Sr.No	Content	Marks
1	Two presentations (mid-term)	15/30
2	Progress Report/Thesis	10 / 20
	Total	25/50

9.2 External Examination

- i) There shall be examinations at the end of each semester, for odd semesters in October / November; and for even semesters in April / May.
- ii) A candidate who does not pass the examination in any course(s) may be permitted to appear in such failed course(s) in the subsequent examinations to be held in October / November or April / May. However, candidates who have arrears in Practical shall be permitted to take their arrear Practical examination only along with the Regular Practical examination in the respective semester.
- iii) A candidate should get registered for the first-semester examination. If registration is not possible owing to a shortage of attendance beyond the condonation limit/regulation prescribed OR belated joining OR on medical grounds, the candidates are permitted to move to the next semester. Such candidates shall re-do the missed semester after completion of the stipulated programme period.
- iv) Viva-Voce: Each candidate shall be required to appear for the Viva-Voce Examination (in defense of the Dissertation/Project/internship only).
- v) For the Project/Dissertation/Internship report, the maximum marks will be 50/100 for report/ thesis evaluation, and for the Viva-Voce it is 25/50 (if in some programmes, the project is equivalent to more than one course, the project marks would be in proportion to the number of equivalent courses).
- vi) The results of all the examinations will be published through the College/ University where the student underwent the course as well as through the University Website. In the case of private candidates, the results will be published through the Centre in which they took the examinations as well as through the University Website.

vii) Question paper pattern

Part A	Answer for all $10 \ge 2 = 20$ Marks	20 Marks	10 questions – 2 each from every unit
Part B	Either/or type like 1. a (or) b 5 x 5 = 25 Marks	25 Marks	5 questions – 1 each from every unit
Part C	Essay type questions 3 out of 5, 3x 10 = 30	30 Marks	5 questions -1 each from every unit

Attendance need not be taken as a component for continuous assessment, although the students should put in a minimum of 75% attendance in each course. In addition to the continuous evaluation component, the end semester examination, which will be a written examination of at least 3 hours duration, would also form an integral component of the evaluation. The ratio of marks to be allotted to continuous internal assessment and to end the semester examination is 25: 75 (Theory)/40: 60 (Practical). The evaluation of laboratory components, wherever applicable, will also be based on continuous internal assessment and an end-semester practical examination.

CONDONATION

Students must earn 75% of attendance in each course to appear for the examination. Students who have earned 74% to 70% of attendance are to be applied for condonation in the prescribed form with the prescribed fee. Students who have earned 69% to 60% of attendance are to be applied for condonation in the prescribed fee along with the Medical Certificate. Students who have below 60% of attendance are not eligible to appear for the examination. They shall re-do the semester(s) after completion of the stipulated programme period.

PASSING MINIMUM

A candidate shall be declared to have passed each course if he/she secured not less than 40% marks in the External Examination and 40% marks in the Internal Assessment and not less than 50% in the aggregate, taking Continuous internal assessment and External examinations marks together. A candidate shall be declared to have passed the project/dissertation/internship if they obtain not less than 40% in the thesis/report and viva-voce (internal assessment and external examination) and not less than 50% in the aggregate of both internal and external marks for the thesis/report and viva-voce

A candidate who gets less than 40% in the Project/dissertation must resubmit the report/thesis. Such candidates need to take again the Viva-Voce on the resubmitted report/thesis.

Grading of the Courses

The following table gives the marks, Grade points, Letter Grades, and classifications meant to indicate the overall academic performance of the candidate. Conversion of Marks to Grade Points and Letter Grade (Performance in Paper / Course)

RANGE OF MARKS	GRADE POINTS	LETTER GRADE	DESCRIPTION
90 - 100	9.0 - 10.0	0	Outstanding
80 - 89	8.0 - 8.9	D+	Excellent
75 - 79	7.5 - 7.9	D	Distinction
70 - 74	7.0 - 7.4	A+	Very Good
60 - 69	6.0 - 6.9	Α	Good
50 - 59	5.0 - 5.9	В	Average
00 - 49	0.0	U	Re-appear
ABSENT	0.0	AAA	ABSENT

- a) Successful candidates passing the examinations and earning a GPA between
 9.0 and 10.0 and marks from 90 100 shall be declared to have Outstanding (O).
- b) Successful candidates passing the examinations and earning a GPA between8.0 and 8.9 and marks from 80 89 shall be declared to have Excellent (D+).
- c) Successful candidates passing the examinations and earning a GPA between7.5 7.9 and marks from 75 79 shall be declared to have Distinction (D).

- d) Successful candidates passing the examinations and earning a GPA between7.0 7.4 and marks from 70 74 shall be declared to have Very Good (A+).
- e) Successful candidates passing the examinations and earning a GPA between
 6.0 6.9 and marks from 60 69 shall be declared to have Good (A).
- f) Successful candidates passing the examinations and earning a GPA between
 5.0 5.9 and marks from 50 59 shall be declared to have an Average (B).
- g) Candidates earning a GPA between 0.0 and marks from 00 49 shall be declared to have Re-appear (U).
- h) Absence from an examination shall not be taken as an attempt.

From the second semester onwards the total performance in a semester and continuous performance starting from the first semester are indicated respectively as Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA). These two are calculated by the following formulate

GRADE POINT AVERAGE (GPA) = $\Sigma_i C_i G_i / \Sigma_i C_i$

GPA = <u>Sum of the multiplication of Grade Points by the credits of the courses</u> Sum of the credits of the courses in a Semester

Classification of the final result

CGPA	Grade	Classification of Final
		Result
9.5 - 10.0	O+	First Class – Exemplary*
9.0 and above but below 9.5	0	
8.5 and above but below 9.0	D++	First Class with
8.0 and above but below 8.5	D+	Distinction*
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	First Class
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	Α	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	В	
0.0 and above but below 5.0	U	Re-appear

The final result of the candidate shall be based only on the CGPA earned by the candidate.

- a) Successful candidates passing the examinations and earning a CGPA between 9.5 and 10.0 shall be given Letter Grade (O+), and those who earned a CGPA between 9.0 and 9.4 shall be given Letter Grade (O) and declared to have First Class –Exemplary*.
- b) Successful candidates passing the examinations and earning a CGPA between 7.5 and 7.9 shall be given Letter Grade (D), those who earned a CGPA between 8.0 and 8.4 shall be given Letter Grade (D+), those who earned a CGPA between 8.5 and 8.9 shall be given Letter Grade (D++) and declared to have First Class with Distinction*.
- c) Successful candidates passing the examinations and earning a CGPA between 6.0 and 6.4 shall be given Letter Grade (A), those who earned a CGPA between 6.5 and 6.9 shall be given Letter Grade (A+), those who earned a CGPA between 7.0 and 7.4 shall be given Letter Grade (A++) and declared to have First Class.
- d) Successful candidates passing the examinations and earning a CGPA between 5.0 and 5.4 shall be given a Letter Grade (B), and those who earned a CGPA between 5.5 and 5.9 shall be given a Letter Grade (B+) and declared to have passed in Second Class.
- i) Candidates who earned a CGPA between 0.0 and 4.9 shall be given Letter Grade (U) and declared to have Re-appear.
- e) Absence from an examination shall not be taken as an attempt.

CUMULATIVE GRADE POINT AVERAGE (CGPA) = $\Sigma_n \Sigma_i C_{ni}$ $G_{ni} / \Sigma_n \Sigma_i C_{ni}$

CGPA = <u>Sum of the multiplication of Grade Points by the credits of the entire Programme</u> Sum of the credits of the courses for the entire Programme

Sum of Grade Points X credits of the entire Programme

Where 'Ci' is the Credit earned for Course i in any semester; 'Gi' is the Grade Point obtained by the student for Course i and <u>'n' refers to the Number of semester</u> in which such courses were credited.

CGPA (Cumulative Grade Point Average) = Average Grade Point of all the Courses passed starting from the first semester to the current semester.

Note: * The candidates who have passed in the first appearance and within the prescribed Semesters of the PG Programme are alone eligible for this classification.

10. SELF-FINANCING STREAM:

The above regulations shall also apply to candidates undergoing programs in the self-financing stream.

11. GRIEVANCE REDRESSAL COMMITTEE:

The college shall form a Grievance Redressal Committee for each course in each Department with the Course Teacher and the HOD as the members. This committee shall solve all grievances relating to the Internal Assessment marks and other student-related activities.

12. REVISION OF REGULATIONS AND CURRICULUM:

The university may revise, amend, and change the regulations and curriculum from time to time if found necessary.

Annexure –I

Format of the title page

Title of Dissertation/Project Work

Dissertation submitted in partial fulfilment of the requirement for the

Postgraduate degree of Arts/Science/Management in ------ to the ------,

Alagappa University, -----, -----, ------,

By

(Student Name)

(Register Number)

University Logo

Department of -----

Name of the college

Alagappa University

(Year)

Format of certificate

Guide Letter Head

Certificate (Guide)

This is to certify that the thesis entitled "------" submitted to ------", Alagappa University, Karaikudi-630 003 in partial fulfilment for the M.A.,/M.Sc.,/M.F.A.,/M.P.A.,/ Programmes in ------by Mr/Mis------ (Reg No:-----) under my supervision. This is based on the results of studies carried out by him/her in the Department of -------,--------College, affiliated to Alagappa University,-----. This dissertation/project or any part of this work has not been submitted elsewhere for any other degree, diploma, fellowship, or any other similar titles or record of any College, University, or Institution.

Place: -----

Date:_____

Research Supervisor

Format of the certificate (HOD)

In Letterhead (HOD) Certificate (HOD)

This is to certify that the Dissertation/Project work entitled			
submitted by Mr/Mis(Reg No:) to the)			
College, Alagappa University, in partial fulfilment for the award of the			
M.A.,/M.Sc.,/M.F.A.,/M.P.A.,/other Programmes is a bonafide record of research			
work done under the supervision of, Assistant Professor, Department of -			
college, affiliated to Alagappa University,			
This is to further certify that the thesis or any part thereof has not formed the basis			
of the award to the student of any degree, diploma, fellowship, or any other similar			
title of any college, University, or Institution.			
Place: Head of the Department			
Date:			
Format of Declaration certificate			
Name			
Programme			
Register number			

Declaration (student)

I hereby declare that the dissertation/project entitled "------" submitted to the, ------college, Alagappa University for the award of the M.A/M.Sc.,/M.F.A/ Integrated programme in ------ has been carried out by me under the guidance of------, Assistant Professor, Department of------------, -----college, affiliated to Alagappa University, ----.This is my original and independent work and has not previously formed the basis of the award of any degree, diploma, associateship, fellowship, or any other similar title of any college, University, or Institution.

Place: -----

Date:_____

(-----)

Acknowledgement

I am overwhelmed with gratitude and humility to express my gratitude to the almighty for all of his blessings, which have shaped who I am now, and I am filled with gratefulness to extend my thankfulness to all those who have supported me in completing the thesis.

I am extremely grateful to ----- College esteemed Principal for providing me with this fantastic opportunity to pursue my PG Degree. I would like to express my heartfelt gratitude to My Guide for his unconditional support of my research work. Aside from my adviser, I'd like to thank other professors for their insightful comments, motivation, and positive attitude, as well as for providing the facilities and resources necessary to finish my thesis.

I would like to thank my friends for their constant motivation and areas of improvement throughout my research. I express my heartfelt gratitude to my lovely family members, I would like to express my gratitude to everyone who has helped with this project, directly or indirectly.

(Name)

Chapter	Title	Page number
No		
1	Introduction	
2	Aim and objectives	
3	Review of literature	
4	Materials and methods	
5	Result	
6	Discussion	
7	Summary	
8	References	

Content

Annexure-II

Format of the title page

Title of internship report

Internship report submitted in partial fulfilment of the requirement for the

M.A/M.Sc/M.FA/M.Com degree in ----- to the -----college, -----

----affiliated to Alagappa University, Karaikudi -630003.

By

(Student Name)

(Register Number)

Logo

Department of -----

-----College, affiliated to

Alagappa University

(Year)

Format of the certificate (faculty in charge)

Letter Head

Certificate (Mentor/in-charge)

Place:

Date:_____

Mentor/In charge

PG Regulations

Format of the certificate (HOD)

<u>In Letterhead</u> <u>Certificate (HOD)</u>

This is to certify that the Internship report entitled "------" submitted by Mr/Mis.-----(Reg No:-----) to the -----college, affiliated to Alagappa University, in partial fulfilment for the award of the M.A./M.Sc./M.F.A./M.P.A./Integrated Programmes is a bonafide record of Internship report done under the guidance of ------, Assistant Professor, Department of ------, -------college, Alagappa University, and the work carried out by him/her in the organization M/S ------. This is to further certify that the thesis or any part thereof has not formed the basis of the award to the student of any degree, diploma, fellowship, or any other similar title of any college, University, or Institution.

Place:-----

Head of the Department

Date:_____

Format of the certificate (Company supervisor/ Head of the Organization) Letter Head

Certificate

This is to certify that the internship report entitled "------------" submitted to -------college, affiliated to the Alagappa University, Karaikudi-630 003 in partial fulfilment for the M.A.,/M.Sc.,/M.Com.,/M.B.A.,/Integrated Programmes in -------by Mr/Mis----------- (Reg No:------) under my supervision. This is based on the work carried out by him/her in our organization M/S ------ for the period of three months or -----. This Internship report or any part of this work has not been submitted elsewhere for any other degree, diploma, fellowship, or any other similar record of any College, or University, or Institution.

Place:

Date:_____

Supervisor or in charge

Format of the declaration certificate Name Programme Register number

Declaration (student)

I hereby declare that the internship report entitled "------" submitted to the Alagappa University for the award of the M.A/M.Sc.,/M.Com/ Integrated programme in ------ has been carried out by me under the guidance of------, Assistant Professor, Department of------, Alagappa University, Karaikudi – 630 003. This is my original and independent work carried out by me in the organization M/S ------ for the period of three months or ----- and has not previously formed the basis of the award of any degree, diploma, associateship, fellowship, or any other similar title of any College or University or Institution.

(-----)

Place:-----

Date:_____

Acknowledgment

I am overwhelmed with gratitude and humility to express my gratitude to the almighty for all of his blessings, which have shaped who I am now, and I am filled with gratefulness to extend my thankfulness to all those who have supported me in completing the thesis.

I am extremely grateful to Alagappa College esteemed Principal for providing me with this fantastic opportunity to pursue my PG Degree. I would like to express my heartfelt gratitude to My in charge/guide for his unconditional support of my internship work. Aside from my adviser, I'd like to thank other professors for their insightful comments, motivation, and positive attitude to finish my thesis. I would like to express my heartfelt gratitude to the organization in charge for providing me the opportunity to pursue my internship program in the reputed organization and for their unconditional support of my internship work. Aside from my adviser, I'd like to thank other office members for their insightful comments, motivation, and positive attitude to finish my internship work.

I would like to thank my friends for their constant motivation and areas of improvement throughout my research. I express my heartfelt gratitude to my lovely family members, I would like to express my gratitude to everyone who has helped with this project, directly or indirectly.

Name

Content

Chapter	Title	Page number
No		
1	Introduction	
2	Aim and objectives	
3	Organization profile / details	
4	Method work	
5	Observation and knowledge gained	
6	Summary and outcome of the study	
7	References	