



## NOTICE

Date: 25/08/2025

### CIA Internal Project Assignment Submission September, 2025 INSTRUCTIONS FOR THE STUDENTS INTERNALS:

This is to inform all **FYBSC-IT and FYBSC-CS** that the internal assessment for **Semester - I**  
**Subject- Communication Skills in English** will be evaluated based on the following criteria:

1. **Letter Writing and CV Writing:** 5 Marks

Types of Letter options (any one):

- A. Job Application
- B. Job Acceptance
- C. Resignation Letter
- D. Job Offer Letter

**Note:** Letter can be of any format – Block, Modified Block or Semi Block.

2. **Newspaper Article Understanding** – Reading and Explaining the article: 5 Marks

3. **Newspaper Analysis** – Writing Newspaper Article Details According to Your Understanding: 5 Marks

4. **Attendance:** 5 Marks

The teachers can provide the article, or students can bring the article. (only English newspaper)

#### Schedule of VIVA VOCE

Sr. No	Date	Day	Time	Name of Course	Room No
1.	17/09/2025	WEDNESDAY	11.00 to 12.40 pm	FYBSc I.T	T5
2.	20/09/2025	SATURDAY	11.00 to 12.40 pm	FYBSc CS	T7

#### Note -

- 1. Students have to be present in person for the submission.
- 2. Submission of projects or assignments to be done on proper A4 size paper ONLY.

The Front page should contain details -

- 1. Name of the student,
- 2. Roll no.
- 3. Class and Division
- 4. Semester
- 5. Subject
- 6. Date.

3. A google link will be provided to the students on day to upload their Certificate (will be provided on day) Front page, CV, Letter and Newspaper assessment.

4. If the student fails to present himself on the given date and time he will be marked **ABSENT** for the said subject.

5. Any Submissions after the above mentioned date and time will not be accepted and entertained under any circumstances.

CA. Durgesh Kenkre  
Exam Convener

Ms. Subhashini Naikar  
Vice Principal (SFC)

Prof. (Dr.) D.N Ganjewar  
Principal