REPORT ON POST TRAINING PORTFOLIO & VIVA PREPARATION

Title: **Session on portfolio preparation and Internship VIVA**
Delivered by: **Ar Gopisainath Grandhi., Asst. Professor**
Date: **02nd JUNE 2025**
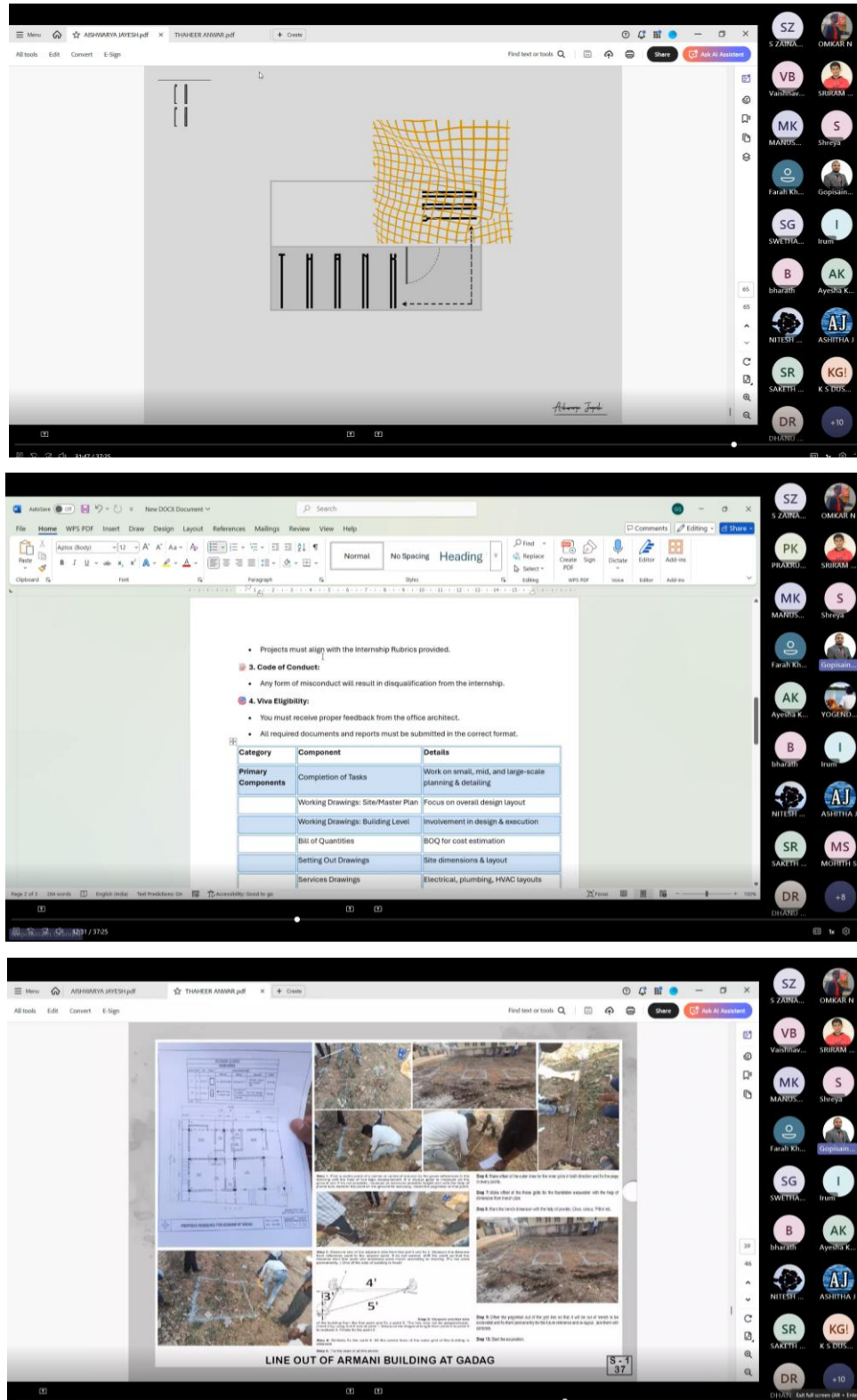Course: **B ARCH**
Venue**: MS Teams- Online**
*Attended by: **Students of School of Architecture, 10th Semester 2020 Batch***: 35

A comprehensive internship portfolio preparation session was conducted for the 10th semester Architecture students under the guidance of Prof. Ar Gopisainath Grandhi. The purpose of the session was to provide clarity on the format, content, and evaluation process of the internship portfolio, which plays a critical role in final semester assessment. Students were informed of key dates, including the **portfolio submission on June 17, 2025**, between **8:30 AM and 12:30 PM**, the **exit meeting on June 18**, and the **viva voce scheduled across June 19 and 20**. Each student is required to submit their offer letter, joining letter, eight signed attendance reports, and internship completion certificate as part of the mandatory documentation. Portfolio structure and formatting were thoroughly discussed. Students are expected to present their work in a spiral-bound format with proper sequencing: cover page, content/index page, certificates, attendance reports, followed by project sheets and supporting documentation. The preferred sheet size is **A2**, although **A3** sheets may be used where necessary. **A4** size is reserved for textual reports. The cover page must include the student's full name, office name, duration of internship, and semester details. A minimum of **two real-world architectural building projects** must be documented, with complete and original drawings. Hypothetical or conceptual projects are not permitted under the guidelines. The coordinator emphasized the importance of ethical presentation and warned against any form of data falsification or duplication. Students must maintain a **minimum attendance of 85%** during the internship period to be eligible for evaluation. The portfolio evaluation will be conducted based on three rubrics: **Primary Components** (design participation, working drawings), **Secondary Components** (site visit reports, BOQs, project inspection documentation), and **Value-Added Components** (competitions, certifications, software tools). Guidance was given on how to document partial or project-specific work, particularly for students engaged in interior design, technical documentation, or specialized roles within firms.

To support student understanding, sample portfolios from previous batches were displayed, illustrating composition styles, detail presentation, and effective layout techniques. Students were advised to prepare for a **15–20-minute viva session**, focusing on clarity, relevance, and authenticity in presenting their work. During the Q&A, it was clarified that architect feedback must be submitted

via a **PDF form** previously emailed to the respective firms. Students were encouraged to reach out for individual clarifications if required. The session concluded with a reaffirmation of professional integrity and readiness for final assessment.

Photographs:

ATTENDANCE

1. Summary	
Meeting title	Internship Portfolio session
Attended participants	32
Start time	6/01/25, 12:07:15 PM
End time	6/01/25, 12:54:59 PM
Meeting duration	47m 43s
Average attendance time	28m 7s
2. Participants	
Name of the student:	
Farah Khan	6/01/25, 12:12:29 PM
OMKAR N	6/01/25, 12:13:38 PM
Shreya (Unverified)	6/01/25, 12:14:35 PM
VEERA RAJE URS U N	6/01/25, 12:14:53 PM
S ZAINAB ZAMEER	6/01/25, 12:14:59 PM
MANUSHREE K	6/01/25, 12:15:17 PM
ANN C ANIL	6/01/25, 12:16:03 PM
bharath (Unverified)	6/01/25, 12:16:09 PM
YOGENDRA REDDY V	6/01/25, 12:16:21 PM
SRIRAM DOMMETI	6/01/25, 12:16:25 PM
Ayesha Khanum (Unverified)	6/01/25, 12:17:58 PM
DHANU SHREE G R	6/01/25, 12:18:00 PM
Irum (Unverified)	6/01/25, 12:18:16 PM
ASHITHA J	6/01/25, 12:18:22 PM
NITESH MATH	6/01/25, 12:18:24 PM
SAKETH REDDY	6/01/25, 12:19:30 PM
MOHITH S	6/01/25, 12:19:42 PM
Vaishnavi Borale	6/01/25, 12:21:27 PM
SWETHA G	6/01/25, 12:21:40 PM
K S DUSHYANTH GOWDA	6/01/25, 12:21:59 PM
SANIKOMMU SAI SINDHURA	6/01/25, 12:23:51 PM
NAMRATHA S	6/01/25, 12:24:31 PM
PRAKRUTHI K	6/01/25, 12:25:11 PM
PANCHAMI (Unverified)	6/01/25, 12:25:17 PM
maria cindy	6/01/25, 12:27:34 PM
Ramita (Unverified)	6/01/25, 12:29:53 PM
RASHMITHA R	6/01/25, 12:30:06 PM
Ramita (Unverified)	6/01/25, 12:30:50 PM
RAMITA R ADRASHANNAVAR	6/01/25, 12:32:37 PM
SAIRAM ANNADURAI	6/01/25, 12:39:14 PM
SAI UDAI C R	6/01/25, 12:44:00 PM

MeetingLink:

https://revaedumy.sharepoint.com/personal/gopisainath_grandhi_reva_edu_in/_layouts/15/stream.aspx?id=%2Fpersonal%2Fgopisainath%5Fgrandhi%5Freva%5Fedu%5Fin%2FDocuments%2FRecordings%2FInternship%20Portfolio%20session%2D20250601%5F121733%2DMeeting%20Recording%2Emp4&referrer=StreamWebApp%2EWeb&referrerScenario=AddressBarCopied%2Eview%2E5a15ff31%2D62a0%2D46d3%2D80de%2D70e85e6f6cfc

Report by Ar Gopisainath Grandhi, Vertical Head and Assistant professor, School of Architecture(Odd Sem 2024-25)