

## Guide Lines for 7<sup>th</sup> Semester B. Tech Seminar

According to the APJ Abdul Kalam Technological University Scheme Seventh Semester each single B.tech student has to present a seminar on a topic of science and Technology which is relevant to the Branch of Study. They have to conduct a Power Point Slide Presentation and a Prescribed format Reports should be submitted to the department, The credit will be 100 marks to seminar and 100 marks for the Project Phase 1 , which is the initial phase and starting of the eighth semester project. The credit of the seminar will be distributed among the presentation, report, topic content, power point slide preparation, the abstract, skill of presentation, response to the questions, answering methods and to the overall efforts of the student, that are put in towards the successful execution of the seminar .

A seminar Presentation is an expert talk of a particular subject matter, however small it may be, which is not directly covered by the curriculum syllabus, but it is relevant to the branch of study, *should emphasis to grasp the physics of the problem and underlying fundamentals along with the relevance of the topic and application of your final year project work. Hard core sophisticated mathematical models, theories and correlations can be avoided.* It can be even a comparative study between existing or non existing ideas, methods, technologies, or a new practice, new principles of applications, new trends, new observations, measures, or even detailed analysis of an existing practice pros and cons etc.

### Selection of Seminar Topic:

**Seminar Topic** should be very closely related to the final eighth semester project work. As a budding Professional, the first and foremost thing, open the eyes and ears to the present science world and catch up the murmurings and watch the movements. Then you may be getting a soft corner interest to some fields of science and technology. Simply make a habit of reading the science related columns coming in newspapers. Do read the technical details and specifications of advertisements too. An idea or subject tips can be filtered out. The studious one can spent a lot of time in journals and conference papers and they can select a suitable field of interest and will lay the fundamentals and tools required for final year project work. Even the subject matter is small, it's present importance, or it's topic of new interest will be given higher priority and weightage. This is the time consuming part of the seminar preparation and. requires a lot of patience. Do not be in a hurry, patience and planned sincere hard work will pay off finally. Do not simply down load from web sites or copy the old ones from any other education institutions. That is not the purpose of seminars. The basic aims of a seminar

presentation in the B.tech professional course are to improve self studying , understanding, presentation and explanation of a topic to a group of others of same educational background (with no or a less idea about that particular topic). Before starting the real work it is better to consult and confirm with the staff in charge (for the seminar co-ordination ) and your guide that 1) the topic is not taken early in the institution 2) It is not allotted to any one else earlier . After finalizing a topic or two (minimum 3 nos. for safer side) the next step is to study in deep to the maximum extent possible and collect the material required for the power point presentation, explanation and for the report writing.

### **Literature survey**

The material collections process will lay foundation and directions, for the initiation, budding, growth and for the topic development of seminar. The materials can include information's about similar and co-existing fields. If the seminar is an analysis or comparison or an addition to the existing products, methods, process, techniques or application then literature survey includes the detailed study, analysis, explanations, limitation, various other methods used & practiced, the merits & demerits , advantages & disadvantages and comparison of the existing or present with the proposed or new ones. Generally for a totally new idea or inventions or principles the literature surveys will focus to reveal and establish that there are so many other systems existing but not this idea or method.

### **Material preparation for seminar Reports**

All collected materials should be studied thoroughly and should create a flow chart for the presentation of materials in the report. For this student should **down loads** the guide lines given in the web site **home page** of SCTCE. Strictly follow them for the seminar report preparation. A typical sample of a front page / cover page and certificate are given. The way you have to arrange (lay out) the various chapters, figures, tables, charts, nomenclature, annexes and references are given. For each and every standard journals or conferences opt their own particular pattern for reference presentation.

Numbers of total pages is not a matter of concern. With minimum numbers of pages with out any wastage of space , no over crowding , give standard margins in all sides, use standard line spacing , give bottom center page numbers , no additional spacing between paragraph prepare a neat report which ,on first look, one should feel that there is full of matters enriched to read . Do not simply introduce separate blank pages to add bulkiness that itself make a negative impression. Do not take the old seminar reports for any report writing references. Strictly make

it in the given standard format. In doubt do not hesitate to ask and clarify them. ALL certificates of all students should be of same layout and wordings.

### **Material preparation for Power Point Presentation in the Class Room**

The power point slide presentations ( PPT) in the class room is of very much importance. Each student has to give a lecture with the help of PPT for nearly 20 minutes and should clarify the doubts asked by the audience and should answer to the questions raised by the seminar reviewing/evaluation faculties. The way of presentation, method of delivery, approach to the questions rather than the correctness, but if any very basic fundamentals related to the topic are asked then you should be in a position to answer them correctly.

The PPT slide lay out should be free flowing type and the slides should positively help the smooth flow of your lecture. The main subject topic should be focused and should be arranged in the order as they come in your lecture. Please do minimum shuttling between slides and wandering. The detailing slides which may be useful in answering the various doubts, derivation of a particular formula or a process or a method or some fundamentals can be put ( in order) at the end of main presentation and the slide numbers can be noted with headings for quick presentation. The slide should generally simple aesthetic in design, pleasing back ground with natural light colours and designs with no animations. Do not use dark colours like red, violet and black etc. The headings and typing words, symbols should be well clear and distinguishable from the background. The minimum size of letters is 18 to 24, the headings can be up to 34 size. Use normal Times New Roman type letters of suitable sizes. The slides should not be over crowded with sentences or formula. Each single slide can contain a maximum of 10 to 12 lines. Do not cut and paste a whole paragraph or a definition as such rather make small bulleted sentences. There is no limit to the numbers of slides but it is not a slide show alone, use slides as a helping tool and a tool which will help to minimise the time for writing and drawing in the board.

### **Abstract preparation which should be distributed, in the Class Room, during presentation:**

You have to distribute a guide approved and signed copy of **one page abstract** of your seminar topic in the class room just before your presentation. It will help others to get an idea about the topic. The abstract should have clear title of the seminar. A small introduction to the topic discussed and the various points which will be uncovered during the real presentation ,subjects like origin and evolution of the subject matter, its growth to the present level, various methods of developments, advantages, applications, uses, limitations, disadvantages , procedures, comparisons, techniques used, theories adopted, merits and demerits of the subject

matter under the lime light . Each should be written clearly in two or three sentences, all matters should be covered in two or three paragraphs. The final paragraph should conclude with future scope or modifications or extensions.

**The important references should be mentioned in the abstract sheet** and the format of writing is the same as in that on the report. In the abstract bottom side **clearly give the seminar guide name and details along with your name, Roll no, Branch, and University candidate code**. Also give the date of presentation. Use **simple Times New Roman , size 12**, normal letters. Generally only one title, that is “ Abstract” which **will be after the title** , next line left end. Then first paragraph begins with subject introduction and so on. Prepare the abstract sufficiently early, show to your guide, get it corrected and modified and then take sufficient copies as required. Give a set of them at least one day before to the coordinator or directly to the seminar evaluators.

#### **Refreshments:**

The seminar is an one time affair so it good that **make arrangements for small refreshments** , like tea/coffee and snacks **can be served on the middle of a seminar period**. The amount of expenses **can be equally shared by the students**, who and all are taking on that particular period.

#### **Final Preparation for the real Presentation:**

It may be a shivering experience for most of the students, who are standing on the platform for the first time. You may forgot all and will feel standing just like without weapon in the middle of a battle field. **Do not get panic**. Get at least 2-3 times full dressed rehearsals, in the house or hostel room or in an empty classroom or in a garden. Take the help of a lecture note, which you have to prepare may be hand written, will guide you to pass through the seminar slides which are already prepared. **Make sure that the lecture note and the PPT slides have the same subject flow**. Else you will be in trouble during presentation. Take the lecture notes with you during presentation. But do not read that like a news reader. You can refer, you have to deliver loudly, clearly in English so that the whole audience can listen. **Do not murmur or chatter. Give sufficient energy levels**. Produce positive impressions “Do not be too slow or too fast” in presenting the subject.

**Good Luck .....Best Wishes.....Have a nice Presentation.**

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