Meerut Institute of Engineering & Technology
N.H. 58, Delhi-Roorkee Highway, Baghpat Road Crossing, Meerut – 250 005. UP (India)

Date : January 23, 2023

Policy for Seminar Work : 2022-23

Seminar is in the curriculum of various programs (e.g. in B. Tech. – Second / Third Year of various specializations). This policy covers all the areas related to seminar work including policy to be adopted for allotment of supervisors, finalization of topics, submission of seminar document / report, presentations and award of marks.

Nominating the Faculty In-charge for Seminar Work

A faculty from the department is to be nominated by HOD concerned. This faculty I/c will supervise all the affairs related to the Seminar. The faculty I/c will serve under the supervision of HOD concerned. HOD himself / herself can be the faculty I/c.

Identifying Supervisors and their Allotment

All the departmental faculty members will be the supervisor while faculty of other departments may be the co-supervisor. Supervisor will be allotted to each student based on mutual understanding between the supervisor and student, area of interest or on discussion. For vacant students, faculty I/c will allot the supervisor. All the name of supervisors and students will be finalized by faculty I/c, in consultation with HOD concerned.

Finalization of Topic

The topic of the seminar work will be decided by each student, in consultation with project supervisor and will be communicated to the faculty I/c for final approval. Once the topic is approved, any change in topic must be brought into the notice of faculty I/c and must be re-approved.

Progress of the Seminar Work

The progress of the seminar work should be as follows :

S. No.	Work Target / Description	Deadline with remarks (month of ongoing semester)
1	Allotment of Supervisors	August / February
2	Finalization of Topic	August / February
3	Submission of Seminar Report (Two Hard Bound Copies)	September / March
4	Presentation	October / April

NOTE : Presentation can be conducted earlier to prescribed month.

Presentations

There will be one internal presentation. The evaluation format is supplied herewith. The presentation will be prepared and delivered on Power Point, on LCD projector, in a seminar room on prescribed schedule. Record of evaluation will be maintained by faculty I/c. Repetition or not presenting as per schedule will be penalized by 10 marks (as whole, per act of late submission / missing presentation schedule).

Matter in the table (in cells of table) should be suitable formatted as whole table must appear in a single page (no splitting) and gap / font size / line spacing / before and after spacing is such adjusted that it looks in a presentable and readable manner.

Text just after the table must be started with a gap of before and after points only. No further line space is to be created (by entering 'Enter' once or twice = not to be done)

NOTE : In the thesis, for large table : Arial Narrow may adopted with font size of 8, line spacing = exactly 12 points, before and after = 0 points.

Figure Formatting

Figure Heading appears on the bottom of the figure and make spacing as :

Line Spacing   : 1.5   Before and After (both) : 6 points

Text just after the figure must be started just after pressing 'Enter' for once, just after the heading (by entering 'Enter' once).

For further clarification :   Formatting rules ==> same as followed in Project Report Writing

                                                (as mention in its policy document)

Chapter Scheme

In the Seminar Report, the Chapter scheme may be as follows (or dept. concerned can amend):

Chapter – 1   : Introduction (2-3 pages)

It gives brief idea about the work, how it is to be completed and what is to be done in this work. Aspects covered in this work are also discussed with the relevance of topic, in national or global scenario.

Chapter – 2   : Review of Literature (08-10 pages)

It gives the detailed background knowledge about the work to be carried out. It may include theoretical knowledge from books, internet, research papers, newspaper, magazine etc. latest researches should also be included in the area of concern.

Chapter – 3   : Work Contribution / Methodology and Findings / Software / Prototype Development (up to 10 pages)

It gives the detailed work to be done.

Chapter – 4   : Discussion (2-5 pages)

In this chapter, own views about the work are presented, including its justification / viability / feasibility / suitability etc. Further, developments in global arena are also discussed. .

Chapter – 5   : Conclusions and Future Work (2-3 pages)

In this chapter conclusions are to be presented along with future work that may be carried out as the development work beyond the coverage of this work (which is presented in this).

Chapter – 6   : Bibliography / References

Detailed list of source is to be presented in this chapter. Adopt Harvard style of citing and writing references.

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<u>Evaluation of Seminar Presentation : 20...... - 20........</u>

Name of Student   : ....   University Roll. No. : ....

Course / Sem   : .... - .... Sem   Specialization / Branch : ....

Title   : ....

....

....

Supervisor's Name   : ....   Department : ....

Date of Presentation   : .... Time : ....   Room No. : ....

Type of Presentation   : Regular / Repeated

Evaluation :

S. No.	Rubrics-based Evaluation Parameter	Max. Marks	Marks Awarded
1.	Knowledge and Understanding	15	
2.	Communication	10	
3.	Audience Engagement	10	
4.	Report and Outcome	15	
	TOTAL	50	

Remarks   : ....

....

....

Result   : Repeat / Qualify : ....

Name and Signature of Evaluators :

Signature					
Name					

Rubrics # Seminar

Level of Achievement Purpose	Excellent (5)	Good (3)	Average (1)	Weightage	Score
Knowledge and Understanding	Communicates a thorough, clear analysis and explanation that displays a deep understanding of topic and audience	Communicates a clear explanation and of topic that shows a good understanding of topic and audience	Some understanding and explanation of topic and audience is displayed, but lacks focus and needs more clear analysis	3	
Communication	Highly effective use of media to attract audience with relevant info	Effective use of media to attract audience with relevant info	Some use of media to attract audience with relevant info	2	
Audience Engagement	Uses very appropriate and well-rehearsed cues to lead productive discussion	Uses some good cues that lead to a smooth discussion	Uses some discussion questions, but needs more understanding of audience needs and lacks interaction	2	
Report and Outcome	Succinct, clear, and high quality writing; Sentences are grammatically sound and meaning is clear; Word choice is appropriate; punctuation and spelling are virtually perfect. Paper has been published.	Some grammatical or mechanical errors, though application is still readable; Word choice is not very impressive, a bit awkward or inappropriate at times. Paper has been presented in national conference.	Many writing errors per section; grammatical errors and other problems impede clarity of meaning; style is wordy or informal; Paper has been prepared.	3	

Department concerned may update these rubrics (based on need, through DQAC)