

### Policy for Seminar Work

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.

#### **1. 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.

#### **2. 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.

#### **3. 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.

#### **4. 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.

#### **5. 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).



**6. Outcome of the Seminar Work**

Publication (preferably in SCI / SCOPUS / UGC-Care Listed Journals / Conferences of repute like IEEE / Springer etc.) is desirable.

**7. Award of Marks**

During the Semester, internal marks will be awarded (as per Teaching and Evaluation Scheme concerned, as prescribed by affiliating university) based on marks awarded by evaluators (rubrics-based evaluation).

Note : Delay in communicating topic / submission of seminar report on due date will be penalized by 2 marks (per calendar day). Compilation of marks will be done by faculty I/c. The entire detailed schedules will be planned and declared by faculty I/c, consulting HOD concerned.

**8. Report Writing and Formatting Rule**

A report is the concise literature representation of the work carried out in seminar. All the students must be present for presentation and must participate actively through-out the presentation. Some of the formatting rules are as follows :

**Chapter Heading**

Before chapter heading (e.g. 'CHAPTER - 1') : One Enter

After Chapter Heading (e.g. 'INTRODUCTION') : One Enter

All Headings : Font size = 14 and Bold

Chapter Heading = In Capital letters and Underline, Centre Aligned

Main Heading = In Capital Letters ; Sub-headings : Sentence case (Justified)

**Text Formatting**

Font Size in Text : 11 or 12

Line Spacing : 1.5

Alignment : Justified

Font : Times New Roman, Arial, Book Antiqua, Bookman Old Style

Paragraph Spacing : Before = 6 or 12 point ; After = 6 or 12 point

Heading :

Before = Press 'Enter' one time i.e. make 1.5 line spacing with before and after points

After = as appears with spacing (No further line spacing)

It is applicable for all types of headings, i.e. including Chapter Heading, Major Headings and Minor headings etc.

**Table Formatting**

Table Heading appears on the top of table and make spacing as :

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



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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**9. Submission**

This seminar report must be approved by supervisor concerned. In total, Two copies of soft bound (stapled), printed on both sides, alongwith one CD containing all the matter in 'pdf' are to be submitted at the time of final submission. The number of pages, in total, may vary from 20 to 50.

**Department can update this policy (in the same line) based on their requirement through DQAC. Further, student / faculty concerned are required to refer to the PG manual of AKTU, Lucknow, available at [www.aktu.ac.in](http://www.aktu.ac.in), and / or guidelines issued by department concerned.**

  
(Dr. Brijesh Singh)

Director

***Copy for information and necessary action to :***

1. Hon'ble Chairman and Vice Chairman
2. Dean – Academics, Associate Dean-I Year, Dean-SW, Chief Proctor, Chief Warden, COE
3. All the HODs, IQAC, Registrar, ERP, Accounts, Library



# Meerut Institute of Engineering & Technology

N.H. 58, Delhi-Roorkee Highway, Baghpat Road Crossing, Meerut - 250 005. UP (India)

### Evaluation of Seminar Presentation : 20..... - 20.....

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					



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## Rubrics # Seminar

Level of Achievement Purpose	Excellent (5)	Good (3)	Average (1)	Weightage	Score
<b>Knowledge and Understanding</b>	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	
<b>Communication</b>	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	
<b>Audience Engagement</b>	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	
<b>Report and Outcome</b>	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)

To develop a working model of manually operated  
water lifting and sprinkling system

*A Seminar Submitted  
In Partial Fulfilment of the Requirements  
For the Degree of*

Bachelor of Technology  
in  
Mechanical Engineering

by  
Student Name (AKTU Roll No)

**Under the supervision of**  
Name of Supervisor  
Designation



to the  
DEPARTMENT OF MECHANICAL ENGINEERING  
**Meerut Institute of Engineering and Technology, Meerut**  
**DR. APJ ABDUL KALAM TECHNICAL UNIVERSITY, LUCKNOW**  
November, 2022 / April, 2023

## UNDERTAKING

I declare that the work presented in this seminar entitled "*Topic*", submitted to the Department of Mechanical Engineering, Meerut Institute of Engineering and Technology, Meerut, for the award of the *Bachelor of Technology* degree in *Mechanical Engineering* from Dr. APJ Abdul Kalam Technical University, Lucknow is my original work. The contents of the seminar do not form the basis for the award of any other degree to the candidate or to anybody else from this or any other University/Institution. Further, I have not plagiarized or submitted the same work for the award of any other degree. In case this undertaking is found incorrect, I accept that my degree may unconditionally be withdrawn.

Name of Student  
(University Roll No.)  
Date : April 12, 2023  
MIET, Meerut



## CERTIFICATE

Certified that **Name of student** (University Roll No.) has carried out the research work presented in this seminar entitled “**Title of Seminar.....**” for the award of **Bachelor of Technology** in **Mechanical Engineering** from Dr. APJ Abdul Kalam Technical University, Lucknow under my supervision. The seminar embodies results of original work, and studies are carried out by the student himself/herself and the contents of the seminar do not form the basis for the award of any other degree to the candidate or to anybody else from this or any other University/Institution.

(Name of guide)  
Designation  
Dept. of Mechanical Engg.  
Meerut Institute of Engineering and Technology,  
Meerut – 250 005, INDIA  
Date : .....

## ACKNOWLEDGEMENT

I wish to take this opportunity to express my deep sense of gratitude and thanks to my supervisor

I am thankful; to all those staff members of the department who helped me directly or indirectly in completing this work.

Last, but not least, I am thankful to the ..... who permitted and supported me for completing this research work.

(Name of Students)

## ABSTRACT

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## ABBREVIATIONS

MSME            Micro and Small Enterprises

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