310255: Seminar and Technical Communication
(Guidelines and Log Book)

Third Year Computer Engineering

YEAR 2018-19

Seminar ID:

Name of Student: _____

Mobile No.: _____ e- Mail ID: _____

Seminar Title   : _____

Seminar Guide : _____

Area of the Seminar: _____

Department of Computer Engineering

Vishwakarma Institute of Information Technology

Affiliated to
Savitribai Phule Pune University, Pune

General Instructions

1. Students should enter the correct information in the work book.

2. Get all entries verified by respective seminar guide. No changes are to be made without seminar guide's permission.

3. Students should report to their respective guides as per the schedule and the visit log is to be maintained in the work book.

4. Follow all deadlines and submit all documents strictly as per prescribed formats.

5. The work book should be produced at the time of all discussions and presentations.

6. The work book must be submitted to Seminar coordinator/ guide/ department / College after successful examination.

7. All documents and reports are to be prepared in Latex only (All the formats specifications provided adheres to MS Word but consequently applicable to final seminar report published using Latex)

8. Submit hard as well as soft copy as per guidelines

Savitribai Phule Pune University, Pune
Computer Engineering

Program Educational Objectives

1. To prepare globally competent graduates having strong fundamentals, domain knowledge, updated with modern technology to provide the effective solutions for engineering problems.
2. To prepare the graduates to work as a committed professional with strong professional ethics and values, sense of responsibilities, understanding of legal, safety, health, societal, cultural and environmental issues.
3. To prepare committed and motivated graduates with research attitude, lifelong learning, investigative approach, and multidisciplinary thinking.
4. To prepare the graduates with strong managerial and communication skills to work effectively as individual as well as in teams.

Program Outcomes

Students are expected to know and be able –

1. To apply knowledge of mathematics, science, engineering fundamentals, problem solving skills, algorithmic analysis and mathematical modeling to the solution of complex engineering problems.
2. To analyze the problem by finding its domain and applying domain specific skills
3. To understand the design issues of the product/software and develop effective solutions with appropriate consideration for public health and safety, cultural, societal, and environmental considerations.
4. To find solutions of complex problems by conducting investigations applying suitable techniques.
5. To adapt the usage of modern tools and recent software.
6. To contribute towards the society by understanding the impact of Engineering on global aspect.
7. To understand environment issues and design a sustainable system.
8. To understand and follow professional ethics.
9. To function effectively as an individual and as member or leader in diverse teams and interdisciplinary settings.
10. To demonstrate effective communication at various levels.
11. To apply the knowledge of Computer Engineering for development of projects, and its finance and management.
12. To keep in touch with current technologies and inculcate the practice of lifelong learning.

Program Specific Outcomes (PSO)

A graduate of the Computer Engineering Program will demonstrate-

PSO1: Professional Skills-The ability to understand, analyze and develop computer programs in the areas related to algorithms, system software, multimedia, web design, big data analytics, and networking for efficient design of computer-based systems of varying.

PSO2: Problem-Solving Skills- The ability to apply standard practices and strategies in software project development using open-ended programming environments to deliver a quality product for business success.

PSO3: Successful Career and Entrepreneurship- The ability to employ modern computer languages, environments, and platforms in creating innovative career paths to be an entrepreneur, and a zest for higher studies.

Contents

1. About Seminar

The word *seminar* is derived from the Latin word *seminarium*, meaning "seed plot". It refers to a course of intense study relating to the student's major intended for the improvement of technical knowledge of student. The ability to articulate ideas is an important life skill which will be required outside the academic world in the world of work, for interviews, consulting experts, getting and understanding advice and giving work presentations etc. Seminars give practice in these general skills and help students to develop confidence. It is an important way of learning - by discussing and questioning issues, students can clarify their own ideas and also learn from each other. (Ref: https://en.wikipedia.org/wiki/Seminar)

Keeping this in mind each student of Third Year Computer Engineering has to deliver the seminar under the head "SEMINAR AND TECHNICAL COMMUNICATION" that is Term Work of 50 marks in second semester.

As per the individual learner's domain interest the selected topic can be explored with determined perspective and definite methodology helping the learner to develop scientific and methodical approach in the study. In the course of the topic exploration various skills are built, directly and indirectly contributing to the development of learner.

To aid both student and faculty this booklet provides the guidelines for preparation of topic, report, presentation, evaluation.

a. Objectives and Outcomes

Objectives -

- To explore the basic principles of communication (verbal and non-verbal) and active, empathetic listening, speaking and writing techniques.
- To expose the student to new technologies, researches, products, algorithms, services

Outcomes -
On completion of the course, student will–
- be able to be familiar with basic technical writing concepts and terms, such as audience analysis, jargon, format, visuals, and presentation.
- be able to improve skills to read, understand, and interpret material on technology.
- improve communication and writing skills

b. Guidelines for selection of Seminar Topic
- Each student will select a topic in the area of Computer Engineering and Technology preferably keeping track with recent technological trends and development beyond scope of syllabus avoiding repetition in consecutive years.
- The topic must be selected in consultation with the institute guide.

- Each student will make a seminar presentation using audio/visual aids for duration of 20-25 minutes and submit the seminar report prepared in Latex only.
- Active participation at classmate seminars is essential.
- Softcopy(CD) must include copy of synopsis, report, PPT, reference material and related.

c. **Recommended Guidelines for Evaluation**

Panel of staff members along with a guide would be assessing the seminar work based on these parameters-
- Topic
- Contents and Presentation
- regularity, Punctuality and Timely Completion
- Question and Answers
- Report, Paper Presentation/Publication
- Attendance and Active Participation.

(Kindly note that these guidelines provided for selection, evaluation, presentation and documentation are recommended to follow. However it is suggested to refer the guidelines prescribed in respective course of syllabus by SPPU)

2. <u>Copy of Synopsis as per format (Annexure i)</u>

2. <u>Copy of Synopsis as per format (Annexure i)</u>

3. Record of Visit

Sr. No.	Date	Details of Discussion/ Remark	Signature of Guide/ Seminar In charge
1.		Topic Finalization	
2.		Topic Finalization	
3.		Preparing draft of proposal of seminar	
4.		Submission of Proposal	
5.		Preparing for presentation	
6.		Preparing for presentation	
7.		Seminar Report rough draft Preparation	
8.		Seminar Report finalization	
9.		Seminar Report submission	
10.			

4. Seminar Evaluation Sheet (Internal)

Table 1.1 Evaluation Sheet

Sr. No.	Contents and Presentation (Table 1.2)	Punctuality and Timely Completion	Seminar Report	Attendance and Active participation	Question and Answers	Paper Publication and Participation at Conference (Bonus)	Total
	25	05	10	05	05	05	50
1.							
	# To be filled by guide/ authorities						
	Whether the seminar is delivered as per schedule(yes/ no): **(If no, mention the reason)**						

Table 1.2 Content and Presentation

Slide Preparation	Verbal Skill	Confidence	Eye Contact	Contents	Total
5	5	5	5	5	25

Name and Signature of Evaluation Committee:

1. **Prof.**

2. **Prof.**

Signature of Guide
[Name of Guide]   **Head**

(Refer Rubrics – page number 08)

5. <u>Rubrics</u>

A) Contents and Presentation

Grade (Grade Point) **Parameter**	Excellent (10-9)	Very Good (6-8)	Fair (3-5)	Poor (1-2)
Slide Preparation				
Verbal Skills				
Confidence				
Eye Contact				
Contents				

B) Overall Performance

Grade (Grade Point) **Parameter**	Excellent (10-9)	Very Good (6-8)	Fair (3-5)	Poor (1-2)
Punctuality and Timely Completion				
Question and Answers				
Attendance and Active Participation				
Seminar Report				
Paper publication & presentation				

Annexure i: Format for Synopsis

1) **Cover Page:**

   Name of the Student:

   Roll No: **Branch:**   **Email ID:**

   Mobile:

   Title of the topic:

   Area of topic

   Abstract:

   Abstract should be of approximately 200-300 words giving brief

   introduction about the topic along with scope.

2) **Briefs about Contents:**

   The contents shall follow abstract indicating the topics, sub

   topics under consideration not exceeding two pages.

3) **Applications areas, if any:**

4) **References / Bibliography**

   List of books/ web/ Journal/ Magazine etc referred.

Annexure ii: Format for Seminar Report

Each student is required to write a comprehensive report about the seminar. The report should be in the format as described below. It is important that you adhere to these guidelines

  A. Seminar report should be arranged as

1. Title Page with Title of the topic, Name of the candidate with Exam Seat Number / Roll Number, Name of the Guide, Name of the Department, Institution and Year & University
2. Seminar Approval Sheet/Certificate
3. Abstract and Keywords
4. Acknowledgements
5. Table of Contents, List of Figures, List of Tables and Nomenclature
6. Chapters Covering topic of discussion- Introduction with section including organization of the report, Literature Survey/Details of design/technology/Analytical and/or experimental work, if any/ …..,Discussions and Conclusions ,Bibliography/References
7. Plagiarism Check report
8. Report Documentation page

 B. Preparation Format

1) **Report Size:** Limit your seminar report to preferably 25- 40 pages.
2) **Footer:** The footer "Department of Computer Engineering, VIIT, Pune" should be included. It should be TIMES NEW ROMAN 10 pt. and right justified.
3) **Header:** The header "Seminar Title" centered and page numbers on right should be included. **Start numbering from Introduction.**
4) **Paper Size :** A- 4 size bond paper
5) **Margins   : Mirrored**
       1. **Top**   : 1 inch
       2. **Bottom** : 1 inch
       3. **Inside** : 1.25 inch
       4. **Outside :** 1 inch
6) **Line Spacing:**   1.5 lines
7) **Title of Chapter**
      i. **Font**   : Arial (Bold face, capital)
      ii. **Size**   : 16 point **Alignment**   : centered
8) **All Topics Headings**
      i. **First Order Heading :** (for example – **1. INTRODUCTION**)
         1. **Font**   : Times New Roman (Bold Face)
         2. **Size**   : 14 point
      ii. **Second Order Heading:** (for example – **1.1. Evolution**)
         1. **Font**   : Times New Roman (Bold Face)
         2. **Size**   : 12 point

iii. **Third Order Heading:** (for example – **1.1.1.** Image Processing)
   1. **Font**   : Times New Roman (Normal Face)
   2. **Size**   : 12 point

9) Text:
   i. **Font**   : Times New Roman
   ii. **Size**   : 12 point

10)   Figures and Tables:
   i. **Caption:** (for figures below the figure and for tables above the table)
   1. **Font**   : Garamond (**Bold**)
   2. **Size**   : 11 point
   3. **Alignment**   : Center

11)   References:

   i. **Book**
   Author name(s), Book Title, Publisher, Copyright Year, page nos. if any.
   ii. **Journal/ Magazine/ Periodical**
   Author name(s), paper name, Journal/ Magazine/ Periodical name, issue no., page nos.
   iii. **Web Resources**
   Complete URL including File name.

Annexure iii: Format for Cover Page

Seminar Report

On

[Title of Seminar]

By

[Name of Student]

[Exam No:]

Under the guidance
of

[Name of the Guide]

DEPARTMENT OF COMPUTER ENGINEERING

VISHWKARMA INSTITUTE OF INFORMATION TECHNOLOGY, Pune

Affiliated to
Savitribai Phule Pune University
[2018-19]

Annexure iv.: Certificate

Department of Computer Engineering
Vishwkarma Institute of Information Technology, Pune

CERTIFICATE

This is to certify that **[name of student]** from **Third Year** …………

Engineering has successfully completed his / her seminar work titled ''[

Name of Seminar Topic]" at Vishwakarma Institute of Information

Technology, Pune in the partial fulfillment of the Bachelors Degree in

Engineering.

[Name of Guide]
Guide   Head of the Department   Principal

Annexure v: Report Documentation

Seminar Report Documentation

Report Code: CS-TE-Seminar 2015-2016   **Report Number: <roll_no>**

Report Title:

Address (Details):
Vishwakarma Institute of Information Technology, Pune
Pin Code: 411039

Author [with Address, phone, E-mail]:
Address

E-mail :
Roll: **<Roll Number>**
Cell No:

Year: 2018-19
Branch: Computer Engineering

Key Words: <Keywords in the Report>

Type of Report: FINAL	*Report Checked By:*	Report Checked Date:	**Guides Complete Name:**	Total Copies
			<Guide's Complete Name>	**2**

Abstract: <A Brief Abstract of the Seminar>

NOTE –
This table should not go beyond this page.
Scale down the Abstract if it does not fit in one page.
Take guide's Signature in the **"Report Checked By:"** Cell and Date of Signature in the "Seminar **Report Checked Date:"**
This page is the last page of the seminar report and is NOT to be included in the **"Page Count"**