**GUIDELINES FOR THE UG SEMINAR**

As per the latest VTU norms (18OB8.2; (e)), the CIE marks awarded for Technical Seminar shall be based on the evaluation of Seminar Report, Presentation Skill and Question and Answer session in the ratio 50:25:25. Accordingly, the institute has framed the following guidelines for evaluation of performance of students in Technical Seminar.

**Part A: General Guidelines**

1. There will be 3 members in the evaluation committee including HoD, Seminar Coordinator and one faculty member (preferably senior) for every seminar session for evaluation and smooth conduct of all the seminar sessions in the dept.
2. Students may choose seminar topics from Emerging areas related to their domain or inter-disciplinary subjects of their domain; but not from regular syllabus topics (15OB 10.1).
3. Report should be prepared in the prescribed format according to the given guidelines. (Refer Part C: Report guidelines).
4. The student has to prepare 2 copies of the report (candidate-copy and department-copy). Submit the duly signed (by student and faculty advisor) seminar report to ‘Seminar Co-ordinator’ at least one day prior to the presentation.
5. The presentation will be of 20+10 minutes duration including Q & A.
6. The presentation sequence is according to the schedule displayed.
7. Distribution of seminar marks (out of 100):
   1. Report – 50
   2. Presentation –25
   3. Q & A/ interaction –25 (Benefit of attendance may also be given up to 10 marks)
8. Minimum qualifying marks: 40 (Student who fails to score qualifying marks need to repeat the seminar).

**Part B: Presentation Guidelines**

1. Mode of presentation: PPT with/ without models and/ or chalk /talk.
2. The presentation will be of 20-30 minutes duration (including Q & A).
3. A warning bell/ indication will be given at the end of 20 minutes. Summarize the topic in the next 2-3 minutes even if the presentation is not complete.
4. After summary, there will be a Q & A session (max. 10 minutes).
5. Distribution of presentation marks (maximum 25):
6. Presentation skills (Gesture, Clarity of speech, Voice level and Modulation, etc. – 15

(No reading of the slides; explain the bulleted points)

* 1. Quality of slides – 10 (Simple, no unnecessary animations, points to be mentioned in bulleted form)

**General tips for presentation**

1. PPT template with dark fonts on a light background is preferred.
2. Simple template with standard fonts is to be used (Times New Roman, Verdana, Calibri, Arial).
3. Number of slides should not exceed 15 (including title and reference slides).
4. Mention slide numbers (except for the title slide).
5. No. of lines per slide is 5-6; Title font size: 36-44 and text font size 28-30 (May use standard Templates of Microsoft Power Point).

**Part C: Seminar Report Guidelines**

* Length of the report: 8-10 pages (Abstract to Reference page)
* Technical details of the paper to be used: A-4 size bond paper
* College Logo aspect ratio should not be changed (logo shape should be a circle not an oval)
* Font: Times New Roman
* Font size: Title if any– 18 pt bold; Section heading – 16 pt bold; Subsection headings (if any) – 14 pt bold; General text/Body – 12 pt normal
* Margins: Top and bottom – 0.75”; Left – 1.25”; Right – 1”.
* Line spacing: 1.5
* Type on only one side of the paper.
* Page numbering: Hindu-Arabic numbers (1, 2, 3, etc.) should be used at the bottom centre of the page starting from Introduction page.
* Report should be pinned and tape bound (not spiral bound)
* Organization of report (No need mention chapters in seminar reports)

Title page \*

Certificate\*

Abstract

Content page

Introduction

Other sections

Summary/ Conclusion

References\*\*

Back cover

\* Follow the specimen for title pages

\*\* Follow IEEE format. A minimum of at least 5 references must be cited, among which not more than 2 are from the Internet. Only the papers, the students referred to prepare the report have be mentioned and copy of the report must be available with the students in print or soft-copy format.

Title page (specimen)

**Seminar on** (14 pt bold)

**TITLE** (18 pt bold, all caps)



by (14 pt normal)

**Name of the student** (16 pt bold)

**USN:** (14 pt bold)

**Semester and Branch:** (14 pt bold)

Under the guidance of (14 pt normal)

**Name of the guide** (16 pt bold)

**Department of ………………..Engineering** (14 pt bold)

**SDM Institute of Technology, Ujire – 574 240** (14 pt bold)

**2019-2020** (14 pt bold)

**SDM Institute of Technology, Ujire – 574240 (18 font)**

**Department of ……………… Engineering** (14 font)



**CERTIFICATE**

***This is to certify that Mr/ Ms..………… (USN ……… ) has satisfactorily completed seminar on … (title of the topic)…. in partial fulfilment for the award of degree of Bachelor of Engineering in ….(branch)…. from Visvesvaraya Technological University, Belagavi during the year 2019-2020.***

Date of Seminar presentation:

Signature of the student:

|  |  |
| --- | --- |
|  |  |
| **Faculty advisor** | **Seminar Coordinator** |

H**ead of the Department with seal and date**