Matoshri Education Society's

Matoshri College of Engineering and Research Centre, Nashik

Department of Electrical Engineering

Third Year

SEMINAR AND TECHNICAL COMMUNICATION

Year 2021 - 2022

Seminar ID: _____

Seminar Title: _____

Name of Student: _____

Roll No: _____ **Exam No:** _____

Seminar Guide: _____

CONTENTS

Seminar

The word seminar is derived from the Latin word *seminarian*, 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.

Keeping this in mind each student of Third Year Engineering has to deliver the seminar under the head "SEMINAR AND TECHNICAL COMMUNICATION" that is Term Work of 50 marks in second semester. To aid both student and faculty this booklet provides the guidelines for preparation of topic, report, presentation, evaluation.

1. Instructions

1. Each student should select a seminar topic in the area of Electrical Engineering preferably keeping track with recent technological trends and development within last two years.
2. Kindly note that repetition among current year as well as last two years seminars is to be avoided and preferably the topic should not be from syllabus.
3. Each student should submit at least two seminar topics in the form of synopsis in prescribed format during or before the first week of July. Panel of faculty would look over the submissions, finalize and do the needful for display of the list of student, seminar guide and seminar title. Further work related to seminar work is to be carried out in consultation with guide and seminar coordinator.
4. Once topics and guides have been finalized, a schedule would be displayed in second week of August. Tentatively seminars would be scheduled in second week of September.
5. Each student will make a seminar presentation in scheduled time by making use of audio/visual aids for a duration of 15-20 minutes and submit the seminar report in the form of spiral bound journal (two hard copies) duly signed by the guide and Head of department on the day of presentation.
6. This logbook is to be submitted along with reports.
7. Attendance at all seminars is compulsory for all the students.
8. A panel of staff members will assess the seminar during the presentation as per the evaluation guidelines.

2. Format of Abstract

Name of the Student:

Roll No:

Branch:

Email ID:

Mobile:

Title of the topic:

Area of topic: (Networking/Image processing/Security/ Databases etc.)

Abstract:

Abstract should be of approximately 200-300 words giving brief introduction about the topic along with scope.

3. Evaluation Guidelines

As a panel of staff members along with a guide would be assessing the seminar work on the basis of following guidelines:

- Contents and Presentation   : **20 Marks**
- Punctuality and Timely Completion   : **05 Marks**
- Question and Answers   : **05 Marks**
- Seminar Report   : **10 Marks**
- Paper publication & presentation   : **05 Marks**
- Attendance and Active Participation   : **05 Marks**

4. Format of 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. Formatting Guidelines:

1. **Report Size:** Limit your Seminar report to preferably 25-40 pages (Spiral Bound).

2. **Number of Copies:** 2 (1 for college + 1 for student)

3. **Paper Size:** A4

4. **Header & Footer:**

    1. The header should be: Seminar Title right justified.

    2. The footer should be: Electrical Engineering Department, MCOERC and Nashik and page number.

5. **Page Numbering:** The preliminary parts are numbered in *roman numerals* to all till Introduction (i, ii, etc). Introduction onwards will be numbered 1 onwards.

6. **Margins (Mirrored, only for both sided prints)**

    Top: **1"**   Bottom: **1"**   Left: **1.25"**   Right: **1"**

7. **Line Spacing:**

    Main Text of manuscripts should be **Times New Roman, 12 pts, justified** and **1.5** line spacing for text and double lines spacing for equations. Leave **two** spaces between section heading and **one** space between two section subheadings.

8. **Fonts**

    ➢ **Chapter titles** along with chapter number should be **bold** with **16 PT** typed in all **Capitalize Each Word** aligning at the **center** of the page with font **Arial**.

    ➢ **Section headings** should be with **14 pt** and **bold** and **Title case, Left Justified, Times New Roman**

9. **Subsection headings** should be with **12 pt** and **bold** and **Sentence case, Left Justified, Times New Roman**

10. **Images, diagrams, tables** should be placed at the beginning or end to page. Image caption should be below the figure and for tables above the table with Font **Times New Roman (Bold)** , font size **12 PT** and alignment at **Center**.

11. References :

1. References to journal papers should contain the name of the author(s), title of the paper, name of the journal, volume number, issue number, particular pages (pp) and year of publication.

2. References to books should contain name of the author, title of the book, name of the publisher, edition number, and year of publication. If possible ISBN Number also can be quoted.

3. References to web should contain complete URL including File name.

Sample

[Sr. No.] Name of the author(s), "Title of Paper," name of the journal, volume number, issue number, particular pages (pp) and year of publication.

For Example

[1] Kunjal Jane, Prof. S. A Borakhade ,"Dissolved Gas Analysis in Transformer using Three Gas Ratio Method and Fuzzy Logic based on IEC Standard", (SSRG-IJEEE) – volume 2 Issue 4 April 2015.

[2] R. Naresh, Veena Sharma, and Manisha Vashisth, "An Integrated Neural Fuzzy Approach for Fault Diagnosis of Transformers," IEEE transactions on power delivery, October 2008, vol. 23, no. 4, pp. 2017– 2024.

[3] Naveen Kumar Sharma, Prashant Kumar Tiwari, and Yog Raj Sood, "Review of Artificial Intelligence Techniques Application to Dissolved Gas Analysis on Power Transformer," in International Journal of Computer and Electrical Engineering, August 2011, vol. 3, No. 4, pp. 577– 582.

A. Seminar report should be arranged as

1. Front page (Refer Appendix I)

2. Certificate (Refer Appendix II)

3. Acknowledgement

4. Abstract

5. Table of Contents (Refer Appendix III)

6. List of Figures, (Refer Appendix IV)

7. List of Tables, if any (Refer Appendix V)

8. Nomenclature and abbreviations, if any

9. Chapters: The chapters include

   A. Introduction: Introduction should be minimum of 3 pages briefing of the details like topic, scope, applications etc. and organization of report.

   B. Topic in detail: All about the area under study including information relevant to seminar topic arranged in proper order and summary at the end.

   C. Discussions and Conclusions.

   D. References / Bibliography: References should be either in order as they appear in the paper or in the alphabetical order by the last name of first author.

5. 16 Tips for Good Presentations

1. **10-20-30 Rule** –This rule states that a power point slide should have no more than 10 slides, last no longer than 20 minutes and have no text less than 30 point font. He says it doesn't matter whether your idea will revolutionize the world, you need to spell out the important nuggets in a few minutes, a couple slides and a several words a slide.

2. **Be Enthusiastic** –Simply reciting dry facts without any passion or humor will make people less likely to pay attention.

3. **Slow Down** – Nervous and inexperienced speakers tend to talk way to fast. Consciously slow your speech down and add pauses for emphasis.

4. **Eye Contact** – Match eye contact with everyone in the room. I've also heard from salespeople that you shouldn't focus all your attention on the decision maker since secretaries and assistants in the room may hold persuasive sway over their boss.

5. **15 Word Summary** – Can you summarize your idea in fifteen words? If not, rewrite it and try again. Speaking is an inefficient medium for communicating information, so know what the important fifteen words are so they can be repeated.

6. **20-20 Rule** –This one says that you should have twenty slides each lasting exactly twenty seconds. The 20-20 Rule forces you to be concise and to keep from boring people.

7. **Don't Read** – This one is a no brainer, but somehow Power point makes people think they can get away with it. If you don't know your speech without cues, that doesn't just make you more distracting. It shows you don't really understand your message, a huge blow to any confidence the audience has in you.

8. **Project Your Voice** - Nothing is worse than a speaker you can't hear. Even in the high-tech world of microphones and amplifiers, you need to be heard. Projecting your voice doesn't mean yelling, rather standing up straight and letting your voice resonate on the air in your lungs rather than in the throat to produce a clearer sound.

9. **Don't Plan Gestures** - Any gestures you use need to be an extension of your message and any emotions that message conveys. Planned gestures look false because they don't

match your other involuntary body cues. You are better off keeping your hands to your side.

10. **"That's a Good Question"** – You can use statements like, "that's a really good question," or "I'm glad you asked me that," to buy yourself a few moments to organize your response. Will the other people in the audience know you are using these filler sentences to reorder your thoughts? Probably not. And even if they do, it still makes the presentation smoother than um's and ah's littering your answer.

11. **Breathe In Not Out** – Feeling the urge to use presentation killers like 'um,' 'ah,' or 'you know'? Replace those with a pause taking a short breath in. The pause may seem a bit awkward, but the audience will barely notice it.

12. **Come Early, *Really* early** – Don't fumble with power point or hooking up a projector when people are waiting for you to speak. Come early, scope out the room, run through your slideshow and make sure there won't be any glitches. Preparation can do a lot to remove your speaking anxiety.

13. **Get Practice** – Join Toastmasters and practice your speaking skills regularly in front of an audience. Not only is it a fun time, but it will make you more competent and confident when you need to approach the podium.

14. ***Do* Apologize if You're Wrong** – One caveat to the above rule is that you should apologize if you are late or shown to be incorrect. You want to seem confident, but don't be a jerk about it.

15. **Put yourself in the Audience** - When writing a speech, see it from the audiences perspective. What might they not understand? What might seem boring? Use WIIFM (What's In It for me) to guide you.

16. **Have Fun** - Sounds impossible? With a little practice you can inject your passion for a subject into your presentations. Enthusiasm is contagious.

6. Record of Visit to Guide

Sr. No.	Date	Details of Discussion/ Remark	Signature of Guide / Seminar In charge
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			

303150: Seminar

Teaching Scheme   **Examination Scheme**

Practicals: 2Hrs/Week   Term Work: 50

Seminar should be based on a detailed study of any topic related to Electrical engineering preferably the advance areas/application and the topic should preferably on the topic outside the syllabus of Electrical Engineering.

Format of the Seminar report should be as follows:
1. The report should be neatly written or typed on white paper. The typing shall be with normal spacing and on one side of the paper. (A-4 size).
2. The report should be submitted with front and back cover of card paper neatly cut and bound together with the text.
3. Front cover: This shall have the following details with Block Capitals
   a. Title of the topic.
   b. The name of the candidate with roll no. and Exam. Seat No. at the middle.
   c. Name of the guide with designation below the candidate's details.
   d. The name of the institute and year of submission on separate lines at the bottom.
4. Seminar approval sheet.
5. The format of the text of the seminar reports: The report shall be presented in the form of technical paper. The introduction should be followed by literature survey. The report of analytical or experimental work done, if any, should then follow.

   The discussion and conclusions shall form the last part of the text. They should be followed by nomenclature and symbols used and then acknowledgement. The reference shall form the last section.

   The total number of typed pages, excluding cover shall from 20 to 25 only. All the pages should be numbered. Two copies of the seminar report shall be submitted to the college. The candidate shall present the seminar before the examiners. The total duration of presentation and after-discussion should be about 30 minutes.

      The assessment for the subject shall be based on,
      1. Report submitted.
      2. Presentation,
      3. Discussion.

Appendix

Seminar Report

On

Title of Seminar

By

Name of Student
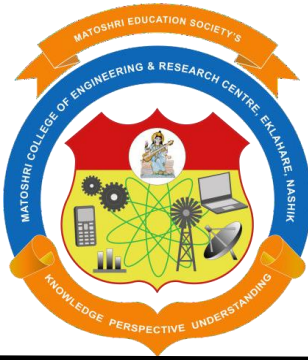
Exam No:

Under the guidance
Of

Name of the Guide

DEPARTMENT OF ELECTRICAL ENGINEERING

Matoshri College of Engineering & Research Center, Eklahare, Nashik Pin No.:422135

UNIVERSITY OF PUNE
[Academic Year: 20__-20__]

Appendix 11

Department of Electrical Engineering,
Matoshri College of Engineering and Research Centre, Nashik

CERTIFICATE

This is to certify that [**Name of student**] from **Third Year Electrical Engineering** has successfully completed his / her seminar work on "[**Name of Seminar Topic**]" at Matoshri College of Engineering and Research Centre, Nashik in the partial fulfillment of the Bachelors Degree in Engineering.

(Name of Guide)	(Dr. S. S. Khule)	(Dr. G. K. Kharate)
Guide	**Head of the Department**	**Principal**

Appendix 12

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2	Certificate	II
3	Acknowledgement	III
4	Abstract	IV
5	Table of content	V
6	List of Figures	VI
7	List of Table	VII
8	Chapter 1	1
	1.1 Introduction	
	Chapter 2 and so on	
9	References	

Appendix 13

List of Figure

Fig. No.	Description	Page No.

Appendix 14

List of Table

Table No.	Description	Page No.