

**MAHATMA GANDHI INSTITUTE OF TECHNOLOGY**  
**DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING**  
**IV Yr General Seminar Guidelines**

01.09.2022

All the IV Yr EEE students are required to follow the following guidelines for the General Seminar Which shall be evaluated by the Internal committee

**Selection of the Seminar Topic**

1. Every student shall select a topic of their interest and not part of the academic curriculum for presenting in the General Seminar.
2. As an initiative to help the students in the selection of the General Seminar topic and also to help them in their respective Project Work ( as part of Project Stage – I) it is decided to suggest the students to select a topic from the literature review being done by the students as part of their Project Work only as their seminar topic
3. The seminar topic shall be from among the literature review for the project only and shall not be the same for any 2 students. The students shall discuss with their respective project guides for necessary help in selection of the same and the submit the topic latest by 26 September 2022 in the google form to be circulated separately

**Preparation of the Report**

1. The students shall conduct a thorough research on the chosen topic for presentation of the seminar and prepare a Seminar Report.
2. The seminar report shall be hand written with not less than 10 pages and not less than 25 lines per page.
3. Figures if any shall be drawn / printed on the left hand side of the respective pages
4. A cover page clearly mentioning the Title of the Presentation, Student Particulars, Academic Year shall be appended at the beginning
5. The prepared report shall be submitted in triplicate to the Seminar Coordinator at least 2 working days prior to the date of presentation

**Preparing and Presentation**

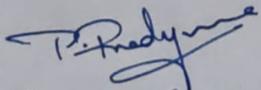
1. Each student shall be given a time slot of 15 minutes out of which 12 minutes is allocated for presentation and 3 mins for Questions / Queries and Discussion
2. The presentation can be done using a Power Point presentation primarily for displaying Figures and Complex equations
3. The presentation outlay should consist of the Title Page, Agenda, Introduction, Technical Body and Concluding remarks

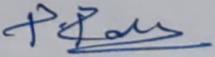
## Evaluation

1. The seminar Presentation shall be evaluated by a committee consisting of the HoD, the Seminar Coordinator, a Senior Faculty member and the respective Project Supervisor / Guide
2. Each student presentation shall be evaluated for 100 marks based on
  - a. Report preparation
  - b. Content of the Presentation
  - c. Presentation Skills
  - d. Time Management Skills
  - e. Questions and Queries
3. The Questions and Queries have to be from the audience and not the evaluation committee alone.

## Schedule and Adjustment

1. The schedule of the presentation for the students shall be decided and displayed in the notice board in due course of time, giving ample time for preparation and presentation of the seminar
2. Due to the limited time available and the likely disturbances that may arise due to placement sessions, it is not possible to cancel any presentation. In case any student is unable to present on the scheduled date, the same has to be compensated with another student by means of swapping of sessions.
3. In case of emergency, when any student is unable to give his / her presentation on the scheduled date and he / she wishes to swap the presentation slot with another student, the request may be submitted at least 2 days in advance along with the consent of the other student

  
Seminar Coordinator

  
HoD EEE