

CHINMAYA INSTITUTE OF TECHNOLOGY

MASTER OF COMPUTER APPLICATION PROGRAMME

Seminar Guidelines in brief:

1. Seminar is mandatory for every student for all semesters except the sixth semester.
 2. Students are expected to conduct a comparative study of systems or technologies and their implementation as part of their seminar.
 3. Each student should choose a guide for seminar who will remain his/her guide for a period of one year.
 4. Student should select a relevant topic in his/her own area of interest and get it approved by the seminar guide after proper analysis of the topic in the first week of starting of semester classes.
 5. Once the topic is approved, the student should inform the seminar coordinator about the topic.
 6. Student should prepare a synopsis of the seminar in consultation with the guide and submit it to the concerned guide by the specified date.
 7. Students should get the approval of the synopsis from the guide after which he/she can start preparing the seminar report.
 8. Seminar report guidelines are given in Annexure II
 9. Students should submit Seminar report on the specified date (TBA by the seminar coordinator) to the guide. Those students who fail to submit the report on time will not be allowed to present the seminar.
 10. Seminar coordinators for each class are responsible for preparing the schedule of seminar.
 11. Students should prepare an abstract of the topic and distribute (by email) it to every faculty members at least two days ahead of the seminar. The format to be followed by the students while preparing General Seminar invitation mail given in Annexure VII.
 12. Students are expected to present the seminar on the specified date without fail. No further chance will be given to the student to present the seminar.
 13. After the seminar is presented, student should put the presentation on their webpage.
 14. Presentation guidelines are given in Annexure III
 15. Presentation and seminar report will be evaluated by a group of at least three faculty members (50% for report and 50% for presentation and discussion).
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SEMINAR REPORT – GUIDELINES

1. The seminar report should have a proper title. The chapters, properly titled, of the report should be properly organized and coordinated.
 2. The information and data collected in respect of the seminar should be presented in the report in an integrated manner.
 3. The bound report should be in the following format:
 - Cover Sheet (Annexure IV)
 - Declaration of the Student (Annexure V)
 - Certificate (Annexure VI)
 - Acknowledgment
 - Abstract
 - Contents
 - Introduction.
 - Body
 - Conclusion.
 - References
 4. Project report should be typed or printed in double space using font Times New Roman/Nimbus Roman 9L and font size 12 for regular text in A4 size bond papers with a left margin of column 10 and right margin of column 65.
 5. A page should not contain more than 25 lines.
 6. All pages should be numbered.
 7. The report should contain a minimum of 30 pages.
 8. Binding specifications: Wrapper should be light blue in color and hard bound.
 9. **Two** copies of the report should be submitted to the guide on the specified date.
 10. Seminar Report will carry 25 Marks and will be evaluated based on the following criteria :

Originality	:5
Content	:10
Organization of Content	: 5
Formatting	: 5
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SEMINAR PRESENTATION – GUIDELINES

1. The duration of the seminar shall be one hour (Forty-five minutes for presentation and fifteen minutes for query session).
2. Guideline for preparing slides :
 - The presentation slides should contain only points and student is expected to explain the points while delivering the seminar.
 - Care should be taken while choosing font size, font style, font color, background color such that the presentation is appealing to audience.
 - Make use of pictures and diagrams extensively; do not hesitate to use diagrams and pictures more than once.
3. Guideline for Seminar Presentation :
 - Presentation should be audible to all.
 - Laser pointer and microphone should be used in order to make the seminar more effective.
 - Students are expected to be thorough with the contents of the slides.
 - During the query session, encourage audience to ask doubts loudly so that all can listen and then answer to all (do not answer to an individual student).
 - Be calm and happy while delivering the seminar.
4. Seminar Presentation will carry 25 Marks and will be evaluated based on the following criteria:

Content	: 7.5
Presentation	: 7.5
Maintaining Interest	: 2.5
Query Clearing	: 5
Time keeping	: 2.5

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KANNUR



SEMINAR REPORT

On

(title of the Seminar)

Presented by

(Name of the student)

(Class)

SCHOOL OF COMPUTER SCIENCE
AND
INFORMATION TECHNOLOGY

CHINMAYA INSTITUTE OF TECHNOLOGY
KANNUR

SCHOOL OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

DECLARATION

I _____ (Name of Student), _____ (Class) Semester MCA, student of Chinmaya Institute of Technology, do hereby declare that the Seminar Report entitled _____ (Seminar Title) is the original work carried out by me under the supervision of _____(Name of Guide) towards partial fulfillment of the requirement of MCA Degree.

Signature of the Student

Kannur

Date :

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SCHOOL OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

CERTIFICATE

This is to certify that the Seminar Report titled _____ was prepared and presented by _____ of the School of Computer Science and Information Technology, Chinmaya Institute of Technology in partial fulfillment of the requirement as a subject under the University of Kannur during the _____ Semester.

Faculty in Charge

Kannur

Date :

MCA ---- Semester
School of Computer Science and Information Technology,
Chinmaya Institute of Technology, Kannur

Information and Emerging Technologies Seminar Series 200_

Title: title of the seminar

Speaker: name of the speaker

Date & Day:

Time:

Venue:

Abstract:

Biography of the Speaker :

ALL ARE WELCOME
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