

Ajeenkya DY Patil School of Engineering, Lohegaon, Pune.



# Seminar

## Standard Operating Procedure

SoP No: SoP/ 2019 /2.4.1



## *Vision*

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Empowerment through quality technical education

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## *Mission*

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M1: To achieve excellence in teaching, learning and research

M2: To impart skill based education to meet the needs of industry and Society

M3: To excel as a center of excellence in technical education

M4: To inculcate social & ethical values among the students

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## *Quality Policy*

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We strive to impart the quality technical education through academic excellence and provide best of facilities to satisfy the need & expectations of the students & stakeholders.

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## **Seminar**

### **Standard Operating Processes (SoPs)**

#### **1. Assign Faculty Members to the Students:**

- a. Provide students with the list of faculty members along with their areas of specialization.
- b. Assign each student a faculty member as their guide based on the compatibility of the faculty's expertise with the student's interests and the availability of faculty members.
- c. Students should approach their preferred faculty members for guidance and discussion regarding their seminar topic selection.

#### **2. Selection of Seminar Topic:**

- a. Students should review their areas of interest within the field.
- b. Conduct preliminary research on recent technological trends and developments beyond the scope of the syllabus.
- c. Students should consult with the faculty member assigned to them as their guide for the seminar.
- d. During the consultation, students should discuss their areas of interest and seek guidance from the faculty member to narrow down potential seminar topics.
- e. Faculty members should provide suggestions and recommendations based on their expertise and knowledge of the field.
- f. Students should consider the following factors while selecting a seminar topic:
  - Relevance: The topic should be relevant to current trends and advancements in Computer Engineering and Technology.
  - Novelty: The topic should explore new or emerging technologies, methodologies, or concepts.
  - Significance: The topic should have practical importance and potential impact in the field.
  - d. Personal interest: The topic should align with the student's passion and curiosity.
- g. Students should conduct further research (Literature Review & Survey) on the shortlisted topics to gather more information and identify potential subtopics or areas of focus.
- h. Evaluate the feasibility of each topic based on available resources, access to relevant literature and research material.
- i. Students should finalize the seminar topic in consultation with their faculty guide, ensuring that it meets the necessary criteria and aligns with the student's capabilities and interests.
- j. Once the topic is selected, students should inform the faculty guide and seek their approval and support for the chosen topic.
- k. In case the initial topic selection is not feasible or needs refinement, the student and faculty member should collaboratively explore alternative options until a suitable topic is finalized.
- l. Faculty members should also ensure that there is no repetition of seminar topics among the students in consecutive years.



**3. Continuous Assessment:** Here the role of faculty is very important

- a. Establish a schedule for continuous assessment throughout the seminar duration.
- b. Assigned Faculty members should monitor the progress of each student's seminar preparation on a regular basis.
- c. Regularly review and provide feedback on the seminar content, presentation, and overall progress of the students.
- d. Assess the regularity, punctuality, and timely completion of assigned tasks by each student.
- e. Encourage active participation of students by providing constructive feedback.
- f. Maintain a proper record of assessment.
- g. Conduct periodic discussions with students to address any challenges or difficulties they may be facing and provide necessary guidance and support.

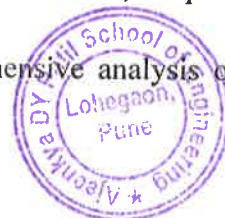
**4. Report and Journal Paper Writing:**

**Report Writing:**

- a. Follow the formatting guidelines provided by SPPU (Savitribai Phule Pune University) for writing the report. Here, the department could provide the required format.
- b. Include a cover page with the necessary information such as the title of the seminar, the student's name, institute name, and submission date.
- c. Write an abstract summarizing the seminar topic, objectives, methodology, key findings, and conclusions. Keep it within the specified word limit.
- d. Begin with an introduction that provides background information on the seminar topic, its significance, and the objectives of the seminar.
- e. Conduct a thorough literature review, summarizing relevant studies, theories, and findings related to the seminar topic.
- f. Describe the methodology used in the seminar, including the research methods, tools, data collection procedures, and analysis techniques.
- g. Present the results and analysis in a clear and organized manner. Use tables, graphs, and figures to enhance the presentation of data, following the SPPU formatting guidelines.
- h. Discuss the implications and significance of the findings, addressing any limitations or challenges encountered during the seminar.
- i. Conclude the report by summarizing the key findings, contributions, and their impact on the field of study.
- j. Include a references section formatted according to the specified citation style.

**Journal Paper Writing:** Writing a journal paper is compulsory

- a. Students should use the template provided by the publisher/department to write the journal paper.
- b. Ensure that the paper adheres to the specific formatting requirements outlined in the template.
- c. Modify the content from the seminar report to fit the sections and structure of the journal paper template.
- d. Revise the introduction to capture the attention of readers, emphasizing the novelty and significance of your research.
- e. Expand the literature review, providing a comprehensive analysis of existing research and identifying the research gap.



- f. Elaborate on the methodology section, providing detailed information on the research design, data collection, and analysis methods.
- g. Present the results and analysis with additional depth and clarity, following the template's guidelines for visual presentation.
- h. Discuss the implications of the findings, their theoretical and practical significance, and suggest future research directions.
- i. Revise the abstract to align with the template's requirements and ensure it accurately reflects the key aspects of the paper.
- j. Proofread and revise the paper, ensuring it meets all the template requirements and guidelines provided by the department.
- k. Submit the paper in the specified format as instructed by the faculty, including any additional supporting documents or permissions required.

**5. Final Assessment:**

- a. Establish clear assessment criteria and rubric based on the predefined parameters provided for the seminar assessment.
- b. Evaluate each student's seminar work according to the criteria, taking into account the specific guidelines and expectations set by the institute.
- c. Assess the chosen seminar topic in terms of its relevance to the department, considering recent technological trends and developments.
- d. Evaluate the contents and presentation of the seminar, looking for clarity, organization, and effective use of audio/visual aids.
- e. Consider the student's regularity, punctuality, and timely completion of assigned tasks throughout the seminar duration.
- f. Review the quality of the seminar report prepared in Latex (As per SPPU Guidelines), evaluating its coherence, structure, and proper referencing.
- g. Consider the student's performance during question and answer sessions, assessing their depth of understanding and critical thinking abilities.
- h. Take into account any paper presentation or publication opportunities arising from the seminar work, evaluating the quality and potential impact of the research.
- i. Calculate the overall assessment score for each student, considering the relative weightage assigned to each parameter.

**Timeline**

Sr.	Particular	Timeline	Due Date
1	Assign faculty members to the students	1st week	
2	Selection of Seminar Topic	1 <sup>st</sup> week	
3	Continuous Assessment	On weekly basis	
4	Report and Journal paper writing	8 <sup>st</sup> week	
5	Final Assessment	9 <sup>th</sup> week	



**Seminar**

**Faculty-Students Details**

Department .....Sem..... Class: ..... Division:.....

<b>Sr.</b>	<b>Name of the Student</b>	<b>Roll No.</b>	<b>Name of the Faculty</b>



**Sign of HoD**

## Seminar

### Seminar Topics

Department ..... Sem..... Class: ..... Division:.....

Sr.	Roll No.	Name of the Seminar Topic	Student Sign	Faculty Sign



**Sign of HoD**



# Seminar

## Continuous Assessment

Department ..... Sem..... Class: ..... Division:.....

Sr.	Roll No.	*1 <sup>st</sup> Presentation	Remark	2 <sup>nd</sup> Presentation	Remark

**\*Presentation – Mention P for Present and AB for Absent**



**Sign of HoD**



## Seminar

### Final Assessment

Department ..... Sem..... Class: ..... Division:.....

Sr.	Roll No.	1 <sup>st</sup> Presentation (5 marks)	2 <sup>nd</sup> Presentation (5 marks)	Quality of the report (5marks)	Presentation skill (5 marks)	Paper Publication (5 Marks)	Total Marks (Out of 25)



**Sign of HoD**

## Seminar

### Final Assessment

Department .....Sem..... Class: ..... Division:.....

Sr.	Roll No.	1 <sup>st</sup> Presentation (5 marks)	2 <sup>nd</sup> Presentation (5 marks)	Quality of the report (5marks)	Presentation skill (5 marks)	Paper Publication (5 Marks)	Total Marks (Out of 25)

Sign of HoD

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