

Branch Name:	Mechanical Engineering (CAD/CAM)
Program Code:	ET201
Course Name:	Seminar
Course Code:	2ET2010207P
Pre-requisite Course:	None

Course Objective: To assess the possibility of making active theoretical contributions such as extending a model to include more cases, re-doing a derivation with changed assumptions and so on.

Credit	Teaching Scheme Hours per week				Evaluation Scheme (Marks)								
					Theory (Marks)				Practical (Marks)				Total (Marks)
	L	T	P	Total	SEE		CCA		SEE		CCA		
					Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	
1	-	-	2	2	-	-	-	-	10	25	10	25	50

Guidelines:

- Selection of Topic
- Select a topic relevant to the stream of study with content suitable for M.Tech level presentation. For selection topics refer internationally reputed journals. The primary reference should be published during the last two or three years.
- Exhaustive survey of literature based on a clear definition of the scope and focus of the topic
- Development of a theme or a unifying or classification scheme within which this literature can be reviewed and discussed cogently
- Get the topic approved by the faculty supervisor well in advance.

Preparation:

- Know the topic very well. The message of the presentation should be very clear.
- Critical analysis of selected studies from the literature which includes pointing out lack of or deficiency of data or information in the literature, comments on the validity of data or assumptions in theory and models, comparison of data or models, inconsistencies.
- Summary of salient observations and trends, scope and desirability of further work in the area of review, implications on related fields, applications.
- In slides, list out key point only. You may include figures, charts equations tables etc. but not running paragraphs.
- In slides, everything should be readable –Font size used should be at least 20.
- Show figures tables etc. only if you have to explain something about it. Just flashing a slide and skipping the explanation is not desirable.
- Figures should be very clear. Develop the habit of drawing your own figures using suitable software tools for better clarity.
- For the presentation, adopt simple themes; avoid unnecessary animation and sound effects.

Give a title for each slide. Also add slide numbers.

- There should be a slide for “conclusions and/or summary”.

Presentation

- Keep a handout of presentation. This will help organize the talk better.
- Introduce yourself at the beginning.
- Introduce the topic and highlight its significance.
- Have good voice projection; deliver in modest pace; modulation of voice is desirable.
- Keep eye contact with the audience.
- Face the audience - Don't talk to the screen.
- Never argue with the audience.
- Familiarize with presentation aids.
- Avoid repeated use of certain words/gestures.
- Don't say any offensive comments.
- Give a good conclusion.

Answering questions

- Listen to the question completely– then only start to answer.
- Repeat the question for the benefit of remaining audience.
- Each answer is for the entire audience, not just for the person who raised the question.
- Check with the audience, whether the answer is satisfactory.
- At the end, don't forget to say Thanks for the attention.