



Course Title: Seminar
Course Code: MSSM 600
Credit Units: Three
Level: PG

L	T	P/S	SW	FW	Total credit units
0	0	0	6	0	3

Course Objectives:

Introduction

The word *seminar* is derived from the Latin word *seminarium*, meaning "seed plot". Therefore, seminar is an intelligent articulation of a student's understanding and learning effort on a particular topic of a given domain/area/ course. A seminar paper is a record of what one wants to say to an audience about a topic one has studied.

Definition

A Seminar is an important component of learning in a programme where the student learns to prepare a report (seminar paper) and presentation on a particular topic.

Course objective

This course aims to provide an active learning format where the student is taught the ability to read critically, explore intensively and apply conceptual learning to a given theme and therefore to speak and write with clarity & precision.

Students Learning Outcome

By the end of this course students should be able:

- To learn how to read a scientific paper/s for enhancing the understanding of a topic under study
- To formalize the idea about one topic in a seminar paper format
- To organize and present a talk in a seminar

Prerequisites:

The prerequisite for this course is basic understanding of the research methodology, quantitative techniques and related area of study.

Course Contents/Syllabus:

Briefing sessions

The briefing sessions are intended for the students to gain perspectives in the topic of seminar paper and guidance from the faculty guides. Fortnightly classes for these gap lectures will be scheduled and attendance is compulsory.

Finalization and approval of topic for seminar

Topic can be selected from any domain/ sector relevant to the courses taught during the particular semester. On the allotment of the faculty guide, it is expected that students and faculty guide will meet to decide on the topic for seminar paper.

Allocation of faculty guides

Each student shall be assigned a faculty guide for the seminar paper well in advance in a formal manner depending on the number of students as per faculty member, the available specialization among the faculty guides by Institution NTCC Committee (INC).

Role and expectations of Faculty Guides

- To help students in choosing the topic and finalize with structure of the seminar paper
- To help students with understanding the seminar goal, scope of the topic and its industry relevance
- To approve the weekly progress reports(WPR's) online and provide feedback on the work

- To advise on the inherent ethical issues while writing a seminar paper
- To Verify the credentials of the literature collected for supporting the topic for seminar paper
- To help students in packaging the information for seminar presentation
- To create a log for the Frequency of meetings and contact time

Role and expectations of students

- To commit to all the scheduled meetings and maintain 100% attendance, in order to ensure that the objective of the course is achieved
- To create a timeline of meetings with faculty and other experts for interactions
- To submit weekly progress reports (WPR's) to the faculty guides
- To act responsibly and professionally during any kind of interaction with the researchers/libraries/ institutions
- To read and follow AUUP guidance and documentation to plan and monitor progress of the NTCC, to maximize the benefit of tutorial support, and to implement the feedback and approved action plan for developing the competency for report writing
- To recognize ethical responsibilities and understand the regulations with regard to plagiarism
- To learn the art of information packaging from the experts to enhance their presentation skills

Registration, Conduct of course, progress monitoring and activity calendar

Registration and Conduct of the Course

The students are required to register on-line on AMIZONE for the NTCC courses as per the University guidelines. Dates would be notified separately. The students who have not registered for the NTCC course as per regulations will not be permitted to submit any paper and will be treated as having failed in the course. Further, student will not be promoted to next year especially if he/she has failed in submission of final seminar paper and seminar presentation. The course will be spread for the duration of the entire semester.

During the period of 7 working days from the registration the student with the guidance of the faculty guide will decide on a topic for the seminar which will be submitted for approval to the Institutional NTCC committee (INC) as directed by the HOI.

Progress Monitoring

Periodic progress Review by a faculty board will be done. The student is required to submit WPR's as planned in the activity calendar and make presentation to the faculty board as per the dates schedule at the institutional level.

- Activity calendar and Internal Assessment Components

SEMINAR PROGRESS

Internal Evaluation (30 Marks)	Task	Aug	Aug	Aug	Aug	Sep	Sep
10 Marks	Final seminar paper submission and Final Presentation						
	Pre-Submission Presentation of the seminar paper with the Faculty as per the format prescribed						
	Writing the seminar paper - Preparation of First Draft with Plagiarism check and WPR 4						
	Evaluation of the literature for the gaps identified in the feedback						
10 Marks	Mid Review- Structuring Draft and Presentation (PPT) with Faculty and Submission to INC , WPR 3						
	Reviewing existing literature continued						
	Review literature and WPR 2						
	Identifying objectives of the seminar paper and planning the structure with faculty						
	INC Approval of the topic						
10 Marks	Write-up on the Justification for choosing the topic and WPR 1						
	Topic Identification						
	Faculty Allotment						
	Registration						
		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6

WEEKS →

Structure for seminar paper

A seminar paper should start with a title page and a table of contents, and it should end with a reference list. The stipulated word length for the seminar paper is 3000 words exclusive of the abstract, table of contents and referencing list. All papers should be printed double-spaced, Times New Roman and 12 Font size. Two copies in plastic folders with soft copy in CD will be finally submitted to examinations for evaluation.

The general structure of the contents is like follows:

- **Introduction-** General motivation, objective of the paper, overview
- **Related Work-** Overview about works related to the presented topics; to be discovered by the writer in a literature study
- **New/Presented Work-** Detailed presentation of the assigned topic
- **Evaluation Results** -An evaluation of the usefulness of the presented topic
- **Conclusions and Outlook-** Short conclusion on the presented work as well as open
- Questions/ scope for future research
- **References** – Citations must follow APA Style

Seminar presentation

The main goal of the seminar is to welcome the students in the world of research and develop the skill to present the idea to a group of audience.

Structure of the Slide- A presentation needs to be well organized. For example, one can follow the following arrangements of his or her slides

- First Slide, topic name and the presenter description
- Overview of the whole talk
- Introduction or motivation of the talk
- Definition of the problem space
- Solution of the problem (Own solution to the defined problem , if possible)
- Some results from the current research
- Summary and conclusion
- List of references in APA Style

FINAL ASSESSMENT

a) The final assessment of NTCC need to be done only of those students who have qualified on the basis of Conduct and progress monitoring guidelines & Submission of report/thesis guidelines as stated above.

b) The Final assessment will be treated as end semester examination. It is mandatory for the students to appear for final assessment as per scheduled date and time. If fail to appear in the students final assessment as per schedule, he/she will treated as absent. For such cases same rules will be applicable as those for theory examination. The assessment of I category students will be done within one month of final assessment of the batch.

Assessment criteria

A student will be eligible to submit his report and final assessment provided he/she meets following conditions:

- a. Online Registration for the NTCC course
- b. Approval of Topic, Synopsis and Project Plan by the guide
- c. 90 % of WPR were submitted
- d. 80% of the WPR were satisfactory
- e. Similarity index not more than 15 % as per Plagiarism Prevention Policy.

Students not meeting the eligibility criteria would be governed by the following regulation given as per university guidelines/ regulation.

Assessment/ Examination Scheme: As per university guidelines

Internal Assessment 30%
 Final Assessment 70%

The breaks up (components and their weightage) of continuous internal assessment are given as under:

S.No.	Parameter	Marks (CIA) (30%)
1	Timely Registration	5
	Synopsis approval	5
2	WPRs (No of WPRs submitted) (Satisfactory WPRs)	10
3	Final Report	5
	(Plagiarism Report with <10% Plagiarism)	3
	Plagiarism Report with 11 to 12 %	2

	Plagiarism Report with 13 to 15 %	
4	Midterm Review & Observation of supervisor	5

COMPONENTS OF FINAL ASSESSMENT

S.No.	Parameter	Marks (70%)
1	Introduction and general motivation/justification for choosing the topic	10
2	Literature evidence collected	10
3	Organization and presentation of ideas to the existing literature	8
4	Evaluation of the information , implication and future research questions	8
5	Writing quality of the seminar paper including Interpretation of the data.	10
6	Presentation(PPT) style, information packaging and communication skill	10
7	Student learning outcomes	14