

AMITY UNIVERSITY

AMITY SCHOOL OF ENGINEERING AND TECHNOLOGY

GUIDELINES

Course Title: Seminar I

Course Code: ETSM601

Credit Unit : 02

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

OBJECTIVE OF SEMINAR: To provide an opportunity to students to demonstrate the ability to develop the skill in written and oral presentation. Further, the seminar aims to give an opportunity to students to harness the skill of literature survey in their respective fields.

1. CREDITS AND ASSESSMENT

Credit Units	Continuous Internal Assessment (CIA)	Final Assessment (FA)
02	30	70

2. ALLOCATION /FINALIZATION OF FACULTY GUIDE

- a) It is the responsibility of the concerned department to provide the seminar guide to each student.
- b) In the first week of the semester, the students are highly encouraged to search for the relevant seminar topics through various sources and also consult the faculty member(s) whom he/she plans to opt as guide, and choose a topic that is of interest to both the student as well as the faculty.
- c) After finalizing the seminar topic students should inform it to the department through their respective programme leader A list comprising of students, seminar topics and allotted guides is to be prepared by the department.
- d) In case of any conflict of interest, dispute, the final decision would be made by concerning head of departments.

3. SEMINAR TOPIC

3.1. SELECTION OF THE TOPIC

The seminar topic for each student is to be decided in consultation with their respective faculty guide. The entire process should be completed within the first week of the semester. The seminar topic will be selected from the area ideally connected in some way to the current research going on in their respective field of studies.

3.2. APPROVAL OF THE TOPIC

In the second week of the semester, student will submit the seminar synopsis on a prescribed format (annexure A). The seminar topic will be approved by the board of faculty members constituted by the

concerned head of department. In any case, on the last day of second week, the list of approved seminar topics should be displayed on the department notice board.

4. PROGRESS MONITORING & ASSESSMENT

The assessment shall be done in two parts- Continuous Internal Assessment (CIA-30%) and Final Assessment (FA-70%).

4.1. BREAKUPS OF CONTINUOUS INTERNAL ASSESSMENT

The department shall conduct two presentations- during mid semester and before the end of semester.

The breakup of marks and time milestone for Continuous Internal Assessment are given in tabular form as below:

Sl. No.	Activity	Marks (CIA= 30%)	Time Milestone
1	Timely Registration	01	1 st Week
2	Topic and Synopsis Approval	02	2 nd Week
3	WPRs (total 6-8 WPRs) (No. of satisfactory WPRs submitted)	04	Weekly
4	Mid Semester Progress Review by the board of faculty through presentation	05	8 th Week
5	Draft report on time	02	9 th -10 th Week
6	Final assessment by the board of faculty through presentation	10	11 th Week (In any case, two weeks before the last teaching day)
7	Lay out, and content of Final Report writing and timely submission	06	12 th Week (In any case, one week before the last teaching day)

4.2. SUBMISSION OF FINAL REPORT

Students are supposed to prepare the seminar report in his/her own words and submit it along with WPRs.

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

- i) Has done online Registration on Amizone for the seminar.
- ii) Topic and Synopsis were approved by the departmental board of faculty members.
- iii) At least 90 % of WPRs were submitted.
- iv) At least 80% of the WPRs were satisfactory.
- v) Under special circumstances, Vice Chancellor may condone upto 5% of eligibility criteria for Submission of report.
- vi) Similarity index not more than 15 % as per Plagiarism Prevention Policy.

4.3. FINAL ASSESSMENT

- a) Final assessment is to be done by the external examiner.
- b) It shall be mandatory for the students to appear for final assessment as per scheduled date and time.
- c) If a student fails to appear in the final assessment as per schedule, he/she shall be treated as absent.
- d) For such cases same rules shall be applicable as those for examinations of teaching courses. The assessment of 'I' category students shall be done within one month of final assessment of the batch.
- e) The breakup of marks for final assessment shall be as under-

Sl. No.	Activity	Marks (FA = 70%)
1	Report (Layout and content)	30
2	Presentation (presentation skill, adherence to time schedule, ppt preparation)	20
3	Viva-voce	20

4.4. CLASSIFICATION OF SEMINARS

On the basis of seminar topic, report, oral presentation, and external examiner comments, the faculty board will classify each submitted seminar as per following criterion:-

Total Marks Scored	Criterion Meeting	Classification
90-100%	Seminar is based on innovative idea and discussing latest research field, outstanding presentation, outstanding report, May be used for project/dissertation	Excellent
80-89%	Excellent Presentation, good report	Very Good
70-79%	Very Good Presentation, Most design aims achieved	Good
60-69%	Good Presentation, Some aims committed in synopsis not achieved	Average
Less than 60 %	Seminar work not satisfactory	poor

5. DOCUMENTATION

5.1. Guidelines for Seminar Report

Sufficient time should be allowed for satisfactory completion of reports, taking into account that initial drafts should be critiqued by the faculty guide and corrected by the student at each stage. The File is the principal means by which the work carried out will be assessed and therefore great care should be taken in its preparation.

It is recommended that the student meets the guide regularly during the course of the seminar, and maintain a record of the discussions, survey details, derivations etc. Such a system will allow easy and quick access to the details and chronology of the work. Please read the guidelines carefully and make sure your report strictly conforms to specifications.

5.2. Structure of Seminar Report

In general, the seminar report should be comprehensive and as per the guidelines summarized in following subsections:

5.2.1. Front Cover and Title Page

These should be similar to **Annexure-B**. The title page should include the following information:

- Seminar Title
- Students Name;
- The award title, e.g. M.Tech in Power System
- Year
- Name of the Supervisor's.

(Cover Page and first page inside the report must be same)

5.2.2. Declaration

The seminar report must also contain a **declaration** from the student to avoid the problem of plagiarism. This should be similar to **Annexure – C**

5.2.3. Certificate

- This should be similar to **Annexure – D**

5.2.4. Acknowledgements

Author of seminar should acknowledge to any significant advisory, financial assistance, facilities received in

his/her seminar. When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

5.2.5. Abstract

A good "Abstract" should be straight to the point; not too descriptive but fully informative. First paragraph should state what was accomplished with regard to the objectives. The abstract does not have to be an entire summary of the seminar, but rather a concise summary of the scope and results of the seminar. The abstract should contain the context/relevance of the problem at hand, a description of what was done and a gist of the significant observations/results. In no case the abstract of seminar should exceed on A4 page in length. While writing the Abstract, assume that the reader has some background knowledge of the subject area but has no knowledge of the report content.

5.2.6. Table of Contents

Include page numbers indicating where each chapter / section begins. Chapter / section are to correspond exactly with those in the text (**Appendix –E**). The table of contents gives a bird's eye view. Try to fit it into one or two pages.

List of Figures and **List of Tables** should be on separate pages. Each list should give, in tabular form, the figure or table number, its title/caption and its page number.

5.2.7. Introduction

Here a brief introduction to the problem that is central to the seminar and an outline of the structure of the rest of the report should be provided. It is the first chapter of the Report. The purpose of an introduction in the seminar report is to justify the reasons for writing about the report. The goal in this section is to introduce the topic to the reader, provide an overview of previous research on the topic, and identify the own hypothesis. It can be noted here that the introduction should not contain every bit of detail in the report, and it should not include support for the report. An introduction might, however, include the reasons for supporting the report.

The introduction should aim to catch the imagination of the reader, so excessive details should be avoided.

5.2.8. Main Body of Seminar Report

This will normally consist of several chapters each describing distinct parts of the work, such as analytical work, numerical work, experimental work, and presentation and discussion of results from which the conclusions and recommendations are subsequently derived. These chapters should have informative titles such as "Production of composite components" and "video recording formats" and should not be entitled

“Literature Review” or “Main Body”

All figures, graphs, charts, tables, drawings, photos, etc. must be numbered and have titles and they must be referenced in the text. Also, it must be made clear in the text what purpose they serve. If they are not mentioned in the text, they are clearly not relevant to the work and they should be omitted from the report.

Extensive amounts of analytical and mathematical work, unless original or essential to the development of the text, are usually better presented in appendices.

As a general rule, numerical tables are best avoided and their content instead displayed in graphical form at an appropriate point in the main body of text. Where the use of tables is unavoidable, confine their use to summary tables of processed data and consideration should be given to including them in appendices.

Graphs using suppressed origins should be avoided wherever possible. Diagrams should be positioned as close as possible to the text in which they are referenced. Diagrams included for the sake of occasional reference or completeness should be consigned to appendices.

5.2.9. Conclusion

A conclusion should be the final section in which the outcome of the seminar is to be mentioned briefly. Check that your work answers the following questions:

- Did the seminar meet its aims (check back to introduction for stated aims)?
- What are the main findings of the seminar?
- Are there any recommendations?

5.2.10. Appendices

- The Appendix contains material which is of interest to the reader but not an integral part of the seminar report and any problem that have arisen that may be useful to document for future reference.

5.2.11. References / Bibliography

References:

Referencing is necessary to avoid plagiarism, to verify quotations and to enable readers to follow-up. Indicate references by number(s) sequentially in square brackets [] in the order in which they appear in the text.

Examples:

For Journals

1. P. K. Fuller, E. F. Fuchs, and K. J. Roesler, "Influence of harmonics on power distribution system protection," *IEEE Trans. Power Delivery*, vol. 3, pp. 579-557, Apr. 1998.

For Books:

2. E. Clarke, *Circuit Analysis of AC Power Systems*, vol. I. New York: Wiley, 1956, p. 81.
3. G. O. Young, "Synthetic structure of industrial plastics," in *Plastics*, 2nd ed., vol. 3, J. Peters, Ed. New York: McGraw-Hill, 1964, pp. 15-64.

For Technical Reports:

4. E. E. Reber, R. L. Mitchell, and C. J. Carter, "Oxygen absorption in the Earth's atmosphere," Aerospace Corp., Los Angeles, CA, Tech. Rep. TR-0200 (4230-46)-3, Nov. 1968.
5. S. L. Talleen. (1996, Apr.). The Intranet Architecture: Managing information in the new paradigm. Amdahl Corp., Sunnyvale, CA. [Online]. Available: <http://www.amdahl.com/doc/products/bsg/intra/infra/html>

For Conference Proceedings

6. J. L. Alqueres and J. C. Praca, "The Brazilian power system and the challenge of the Amazon transmission," in *Proc. 1991 IEEE Power Engineering Society Transmission and Distribution Conf.*, pp. 315-320.

For Seminars:

7. S. Hwang, "Frequency domain system identification of helicopter rotor dynamics incorporating models with time periodic coefficients," Ph.D. SEMINAR, Dept. Aerosp. Eng., Univ. Maryland, College Park, 1997.

5.3. Guidelines Related to Text Processing

With regard to the text please note:

- **Margins** of pages shall conform to the following specifications.
 - a. Left margin - 1.5 inch from edge of paper.
 - b. Right margin - 1.25 inch from edge of paper.
 - c. Top margin - 2.0inch on pages on which chapter begins (from edge of paper.)
- 1.0 inch other pages (from edge of paper.)
 - d. Bottom margin - 1.25 inch. from edge of paper.

- **Spacing** of the text material shall be 1.5 with the following exceptions:
 - a. Footnotes - single spacing
 - b. Long biographical quotes - single spacing
 - c. Extensive quotations - single spacing and indented eight (8) spaces relative to the text material.
- Pages should be **numbered** at bottom center (including pages that contain only figures or tables).
- **Font** style and size: Times New Roman, 12 pt.
- For font size of chapter, section and subsection use **headings**.
- **Typing**: One side
- **Color**: Black on white
- Each sketch, drawing, graph and photograph should have a figure number and title below the figure etc. Numbering should be sequential, chapter wise. For instance, if there are 20 figures in chapter 1 spread over all of its sections the figure numbers should run from Figure 1.1 through Figure 1.20. In figures experimental data should typically be represented by centered symbols, and theoretical data by continuous curves.
- Each table should have a table number and caption above the table. Numbering should be sequential, chapter wise, as in the case of Figure numbers. For instance, if there are 18 tables in chapter 3 the table numbers run from Figure 3.1 through Figure 3.18.
- Make sure that figures and tables are complete in other respects such as legends, references (if any) and coordinate labels with units. Each figure and table must be explicitly referred to in the text and located where its first reference occurs, preferably *after* the reference.
- The numbering of equations should be sequential, chapter wise. Numbered equations must be explicitly referred to in the text

5.4. Size of Seminar Report

It is recommended that in no case the number of pages in the report shall exceed 40 pages, and not below 20 pages of typed matter reckoned from the First page of Chapter 1 to the last page of the Appendix.

5.5. Number of Copies to be submitted

Two spiral bound (one for supervisor, one for department) along with softcopy of the seminar report are to be submitted on or before the due date.



AMITY UNIVERSITY

UTTAR PRADESH

AMITY SCHOOL OF ENGINEERING AND TECHNOLOGY

Synopsis of Seminar:

Seminar Title:

Name of Guide(s):

Programme:-		Year/Semester:-	
S. No.	Enrolment No.	Name	Signature

Seminar Summary:

Resource requirement:-

Schedule of seminar work completion:-

Signature of student

Signature of Guide(s)

Signature of Programme Leader
Name:

Approval by Board of Faculty

Member	Signature	Remark (Approved/Not Approved)

A Seminar Report
on

TITLE OF THE SEMINAR

Submitted to

Amity University Uttar Pradesh



in partial fulfillment of the requirements for the award of the degree of

Master of Technology
in
Specialization

by

STUDENT(S) NAME

under the guidance of

Name of faculty

DEPARTMENT OF

AMITY SCHOOL OF ENGINEERING AND TECHNOLOGY
AMITY UNIVERSITY UTTAR PRADESH
NOIDA (U.P.)

May-June 2013

DECLARATION

I,, student of M.Tech (....) hereby declare that the seminar titled “.....” which is submitted by me to Department of, Amity School of Engineering and Technology, Amity University Uttar Pradesh, Noida, in partial fulfillment of requirement for the award of the degree of Master of Technology in, has not been previously formed the basis for the award of any degree, diploma or other similar title or recognition.

Noida

Date

Name and signature of Student(s)

CERTIFICATE

On the basis of declaration submitted by, student of M. Tech, I hereby certify that the seminar titled “.....” which is submitted to Department of, Amity School of Engineering and Technology, Amity University Uttar Pradesh, Noida, in partial fulfillment of the requirement for the award of the degree of Bachelor of Technology in, is an original contribution with existing knowledge and faithful record of work carried out by him/them under my guidance and supervision.

To the best of my knowledge this work has not been submitted in part or full for any Degree or Diploma to this University or elsewhere.

Noida

Date

(Guide)

Department of

Amity School of Engineering and Technology

Amity University Uttar Pradesh, Noida

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FEEDBACK BY EXAMINERS

A. Comments From Seminar Guide

B. Comments From External Examiner