***Ph.D. 104 A: Subject Specific Course-II***

***Preparation and Presentation of a Seminar Paper***

***Guidelines for Preparation and Presentation of a Seminar Paper***

1. **Preparation and Presentation of a Seminar Paper:**  
   Each researcher is required to prepare a research paper and present it at a seminar. The seminar may be of the following levels:
   * Local
   * Regional
   * State
   * National
   * International
2. **Some tips for writing a Seminar paper/PPT**:

**i. Writing the Seminar Paper**

**a. Choosing the Topic**

* Select a topic that aligns with your research area and the theme of the seminar.
* Ensure the topic is specific, relevant, and has scope for discussion.

**b. Structuring the Paper**

* **Title**: Keep it concise, clear, and informative.
* **Abstract**: Write a summary of your research, highlighting the problem, methodology, results, and conclusion (150-250 words).
* **Introduction**: State the problem, its significance, and the objectives of your research.
* **Literature Review**: Include a brief overview of existing facts or research in the area.
* **Methodology**: Describe the methods and tools used in your research.
* **Results and Discussion**: Present your findings with relevant analysis or interpretation. Use tables, charts, or graphs if necessary.
* **Conclusion**: Summarize the findings, suggestions and scope for future research directions.
* **References**: Follow the citation style required (e.g., APA, MLA, Chicago).

**c. Writing Style**

* Use simple and clear language. Avoid jargon unless necessary.
* Keep sentences short and paragraphs focused on one idea.
* Proofread to eliminate grammatical and typographical errors.

**d. Formatting**

* Follow the formatting guidelines provided by the seminar organizers.
* It is generally recommended to use formal fonts like Times New Roman or Arial, font size 12, with 1.5 or double-line spacing.

**ii. Preparing the PowerPoint Presentation (PPT)**

**a. Design and Layout**

* Keep slides clean and visually appealing. Avoid cluttering slides with excessive text or graphics.
* Use a consistent design template and font size (Title: 32-40 pt, Text: 20-24 pt).
* Maintain high contrast between text and background.

**b. Slide Content**

* **Title Slide**: Include the title of your paper, your name, and affiliation.
* **Overview Slide**: Provide an outline of your presentation.
* **Key Sections**: Summarize each section of your paper in 1-2 slides.
  + Introduction
  + Methodology
  + Findings/Results
  + Conclusion
* **Visuals**: Use graphs, charts, and images to make complex data understandable.

**c. Practice and Timing**

* Stick to the allotted time for your presentation. Typically, aim for 1-2 minutes per slide.
* Rehearse your presentation multiple times to ensure smooth delivery.

**d. Delivering the Presentation**

* Speak clearly and confidently. Maintain a steady pace.
* Make eye contact with the audience and avoid reading directly from slides.
* Use a laser pointer or gestures to emphasize key points.

**iii. General Tips**

* Familiarize yourself with the seminar venue and technical setup (projector, microphone, etc.).
* Anticipate possible questions and prepare brief, thoughtful responses.
* Carry backups of your paper and PPT on a USB drive or cloud storage.
* Dress professionally to make a positive impression.

By following these tips, you can prepare a well-structured seminar paper and deliver an impactful presentation.

**3. Submission of Documents for Evaluation:**   
 After the presentation, the researcher must submit the following documents to the Convener of Departmental Research Committee (DRC) of the related subject:

* A copy of the research paper presented.
* A copy of the certificate of presentation issued at the seminar.

These documents should be submitted in spiral-bound format.

**4. Marks Allocation for Course 104 A**:

* Marks for 104 A will be allotted by the BoS/DRC of the concerned subject.
* The total marks for this component are **50**.

**5. Forwarding of Documents**:  
The DRC will then forward the submitted documents, along with the marks, to the Research & Development Cell.

**6.** Please ensure all submissions are complete and adhere to the specified guidelines.

**7.** Cover Page Format for Paper Submission will be as follows:

**(Specimen copy of cover page 104-A)**

**Report on the Paper Presented in Seminar**

(Submitted for the Partial Fulfilment of Pre-Ph.D. Course Work)

Session\_\_\_\_\_\_\_\_\_\_\_

**(TITLE OF RESEARCH PAPER)**

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TITLE OF THE SEMINAR

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LEVEL OF THE SEMINAR (Local/Regional/State/National/International)

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(Organizing Body/Institution)

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Date of Presentation

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(Name of Department)

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Research Scholar Enrolment Number

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