

**DEPARTMENT OF ENTOMOLOGY  
N.M. COLLEGE OF AGRICULTURE  
NAVSARI AGRICULTURAL UNIVERSITY  
POST: ERU A.C., NAVSARI-396 450**

**Dr.G.G.Radadia**  
Professor and Head &  
P.G. Seminar Coordinator



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**CIRCULAR**

The Programme of P.G. Seminar Series 2013-14 is enclosed herewith for information and necessary action for this semester commenced from August 2013. It is further informed that under normal circumstances, no changes will be allowed in date and time of seminar schedule. The venue of seminar is Seminar Hall, N.M.College of Agriculture, Navsari. All the staff members and P.G. Students are requested to attend and actively participate in the seminar. They are also advised to interact with the speaker and make the seminar more live and interesting. **All the P.G. Students should note that minimum 75 per cent attendance is compulsory at M.Sc. (Ag.) and Ph.D. levels.** It is mandatory for Major Guide and Co-guide to remain present to evaluate the seminar. All the Major Guides are requested to inform the Co-guide of their students to remain present in the seminar. All the Major Guides are also requested to send only the **“REPORT OF SEMINAR”** on the basis of **Appendix-A** along with two copies of seminar script after completion of seminar to the undersigned **within one week**. At the end of P.G. Seminar Series 2013-14 (odd series), Principal, N.M. College of Agriculture, Navsari will be circulating the list of seminar result on the basis of report of seminar and attendance requirements. Finally, Major Guide will have to submit the result of seminar in prescribed proforma of **“Result Sheet”** to the Principal, N.M.College of Agriculture, Navsari. The Guidelines for preparation of Seminar Script and Power Point Presentation is also enclosed herewith for necessary action please.

Encl.: As above

No. ACN/Ento./PG Semi./421-426/2013  
Navsari, Date : 14.08.2013

Sd/-  
(G.G. Radadia)  
Professor and Head &  
P.G. Seminar Co-ordinator,  
NMCA, NAU, Navsari

**Copy submitted with respect for favour of information and necessary action to:**

1. The Director of Research & Dean, P.G.Studies, N.A.U., Navsari
2. The Principal, N.M. College of Agriculture, N.A.U., Navsari.
3. The Principal, ASPEE College of Horticulture and Forestry, N.A.U., Navsari.
4. Dr. J. D. Thanki, Professor and Head & P.G. Academic Incharge, Department of Agronomy, N.M.C.A., Navsari
5. Dr. S.N. Sarvaiya, Associate Professor & Seminar Co-ordinator, ACHF, N.A.U., Navsari.

**Copy to:**

1. Academic Branch (PGT), N.M.C.A., Navsari for information.
2. All Major/Co-guide concern (Through NAU website)

**Guidelines for preparation of Seminar Script and  
PowerPoint Presentation for P.G. Seminar Series – 2013-14  
N.M. College of Agriculture, Navsari Agricultural University, Navsari**

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**Preparation of Seminar Script:**

1. Prepare Seminar Script in two pages only in Times New Roman with minimum font size 11. Distribute script in the beginning of the presentation to all the present faculty members as well as P.G. students.
2. Proof your script for spelling mistakes and grammatical errors. More than four mistakes in spelling/typing/grammar will not be allowed in the script.
3. References should be quoted strictly in alphabetical orders.
4. Research work pertaining to seminar topic under Gujarat state must be included in the seminar, if it is available.
5. There is no necessity of giving sub titles in the script.
6. Soft copy of the script should be given at the time of presentation to the P.G. Seminar Co-ordinator.

**PowerPoint Presentation:**

While addressing to the audience, the Seminar Speaker should introduce him/her self and give brief account of under graduate/post graduate studies and regarding research work if started. Give background of the Seminar without help of any visual aids.

1. Write in bullet form, not complete sentences.
2. Include 4-5 points per slide.
3. Avoid wordiness: use key words and phrases only.
4. Concentrate audience on what you are saying.
5. Do not use distracting animation and do not go overboard with the animation.
6. Use different size of fonts e.g. Title 36, text 28 and subsequent 24. Minimum font size will be 18.
7. Use a standard font like Times New Roman or Arial. Don't use a complicated font.
8. Capitalize only when necessary. It is difficult to read.
9. Use a colour of font that contrasts sharply with the background. e.g. blue font on white background.
10. Use only 2 to 3 colours for different points, if necessary.
11. Use the same background consistently throughout your presentation.
12. Proof your slides for spelling mistakes and grammatical errors.
13. Give readable numbers to all the slides of your presentation on the bottom at right corner is mandatory.
14. Conclude your presentation keeping in view all the quoted references only.
15. Seminar related forms (APPENDIX-A, Result of Seminar) are given hereunder for your perusal.

**APPENDIX-A**

**Post Graduate Seminar Evaluation Score Card**

Name of College: N.M. College of Agriculture, N.A.U., Navsari

1.	Name of student (In capital letter)	:	
2.	Registration No.	:	04-
3.	Degree	:	
4.	Discipline		
	Major	:	
	Minor/ Supporting	:	
5.	Seminar topic	:	
6.	Date of Seminar	:	
7.	Course No.	:	
8.	Semester	:	

**EVALUATION REPORT**

Sr. No.	Aspect	Marks	
		Maximum	Obtained
(i)	Synopsis (Covering objective, theme, methodology, literature appropriate to the topic)	10	
(ii)	Presentation Language (10) + Style (5) + Time (5)	20	
(iii)	Justice to the theme.....(30) (a) Presentation and expression (Covering/not up to the mark).	20	
	(b) Material presented (Appropriate/unnecessary/repetition/hardly justifying theme).	10	
(iv)	Preparation of matter/Material/ Charts/ Tables, slides, live specimens (Clarity content, easy in understanding the matters, statistical base and colour choice).	15	
(v)	Discussion (Own seminar) Ability to answer the queries/questions, etc.	25	
	<b>Total score</b>	<b>100</b>	
	<b>Average Score</b>	<b>-</b>	

**Evaluators Signature:**

**Name:**

**Designation:**

**Confidential**

(In duplicate)

**NAVSARI AGRICULTURAL UNIVERSITY**  
**N.M. COLLEGE OF AGRICULTURE, NAVSARI**

**REPORT OF SEMINAR**

1.	Name of student (In capital letter)	:	
2.	Registration No.	:	04-
3.	Degree	:	
4.	Discipline		
	Major	:	
	Minor/Supporting	:	
5.	Seminar topic	:	
6.	Date of Seminar	:	/ /20
7.	Course No.	:	
8.	Semester	:	

The seminar judging committee hereby certify that on considering the talk given by Mr./Ms. \_\_\_\_\_ above named student, in the partial fulfillment of the requirement of the degree of **M.Sc. (Ag.)/M.Sc./Ph.D.** in the discipline of \_\_\_\_\_ and in their judgment the candidate has **satisfactory meant/failed to meet** the requisite standard of performance.

Sr. No.	Name of the committee members	Signature	Marks (100)
1.			
2.			
3.			
4.			
5.			
6.			
		<b>Total Score</b>	
		<b>Av. Score</b>	

**Place: Navsari**

**Date: / /20**

**Signature of Major Guide  
Name & Designation**

**To,  
The P.G. Seminar Co-ordinator & Professor (Ento.)  
Department of Entomology  
N.M. College of Agriculture,  
N.A.U., Navsari**

**Confidential**

*(In triplicate)*

**NAVSARI AGRICULTURAL UNIVERSITY  
NAVSARI  
POST GRADUATE DEPARTMENT  
SEMINAR RESULT**

**College: N.M. College of Agriculture, Navsari**

**Semester:**

**Discipline: Major:**

**Date of Seminar:        /        /20**

**Degree:**

**Year:**

**Minor/Supporting:**

<b>Sr. No.</b>	<b>Name of Student (Full Name)</b>	<b>Registration No.</b>	<b>Topic of Seminar</b>	<b>Course No.</b>	<b>Credit</b>	<b>Total Score (100)</b>	<b>Grade Point (10)</b>	<b>Remark</b>

**To,  
The Principal  
N.M. College of Agriculture  
Navsari Agricultural University, Navsari**

**Signature & Designation of  
Major Guide**