

 <p>NAVARI AGRICULTURAL UNIVERSITY</p>	<p><b>Dr.G.G.Radadia</b>  Professor  <a href="mailto:drradadia@yahoo.com">drradadia@yahoo.com</a>  M:81286 86708</p>	<p><b>Department of Entomology</b>  <b>N.M. College of Agriculture</b>  <b>Navsari Agricultural University</b>  <b>Post: Eru A.C., Navsari-396 450</b></p>
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### CIRCULAR

The Programme of P.G. Seminar Series 2012-13 is enclosed herewith for information and necessary action for this semester commenced from July 2012. 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 required 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 2012-13, 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.

Sd/-

Encl.: As above

No. ACN/Ento./PG Semi./442-494/12

Navsari Date :23/07/2012

(G.G.Radadia)

Professor &

P.G. Seminar Co-ordinator

**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

**Copy to:**

1. Academic Branch (PGT), N.M.C.A., Navsari for information.
2. Dr. S.N. Sarvaiya, Associate Professor & Seminar Co-ordinator, Aspee College of Horticulture and Forestry, N.A.U., Navsari.
3. N.M. College and P.G. Hostel Notice board (Boys/Girls).

**Copy submitted to All Head of the Department and Research Scientist for information and to inform all the P.G. Teachers of your department to do needful in the matter:**

<b>Unit/ Sub Unit Head</b>	
1.	Registrar, Navsari Agricultural University, Navsari
2.	Director of Extension Education, N.A.U., Navsari
3.	Director, Information Technology (IT), N.A.U., Navsari
4.	Dean, Agri Business Management Institute, N.A.U., Navsari
5.	Professor, (Agril. Extension), N.M. College of Agriculture, N.A.U., Navsari
6.	Professor, (Agril. Chemistry), N.M. College of Agriculture, N.A.U., Navsari
7.	Professor, (Agronomy), N.M. College of Agriculture, N.A.U., Navsari
8.	Professor, (Entomology), N.M. College of Agriculture, N.A.U., Navsari
9.	Professor, (Agril. Economics), N.M. College of Agriculture, N.A.U., Navsari
10.	Professor, (Plant Pathology), N.M. College of Agriculture, N.A.U., Navsari
11.	Professor, (Animal Science), N.M. College of Agriculture, N.A.U., Navsari
12.	Professor, (Botany), N.M. College of Agriculture, N.A.U., Navsari
13.	Professor, (Horticulture), N.M. College of Agriculture, N.A.U., Navsari
14.	Professor, (Statistics), N.M. College of Agriculture, N.A.U., Navsari
15.	Professor, (Agril. Engineering), N.M. College of Agriculture, N.A.U., Navsari
16.	Research Scientist (Soil Science) Department of Soil Science, N.A.U., Navsari
17.	Research Scientist (Sugarcane) Regional Sugarcane Research Centre , N.A.U., Navsari
18.	Research Scientist, N.A.R.P., N.A.U., Navsari
19.	Research Scientist (Soil and water management), N.A.U., Navsari
20.	Associate Research Scientist (Danti Yojana), N.A.U., Navsari
21.	Assistant Research Scientist, College Farm, N.A.U., Navsari
22.	Research Scientist (L.P.M.) Live Stock Research Centre, N.A.U., Navsari
23.	Programme Co-ordinator, Krushi Vigyan Kendra, N.A.U., Navsari
24.	Professor (Horticulture) Fruit Research Centre, Horticulture Farm, N.A.U., Navsari
25.	Assistant Extension Education, Horticulture Polytechnique, N.A.U., Navsari
26.	Professor (Plant Biotechnology), ACHF, NAU, Navsari
<b>Research Centre out of Navsari Head quarter</b>	
1.	Research Scientist N.A.R.P., N.A.U., Makatampur, Bharuch- 392012
2.	Associate Research Scientist (Cotton), Cotton Research Centre N.A.U., Makatampur, Bharuch-392012
3.	Research Scientist (Cotton) Main Cotton Research Centre, Athwa lines, N.A.U., Surat
4.	Research Scientist (Sorghum) Main Sorghum Research Centre, Athwa lines, N.A.U., Surat
5.	Research Scientist (Horticulture) ,Fruit Research Centre , N.A.U., Paria, Tal- Paradi, Dist. Valsad
6.	Associate Research Scientist, Regional Rice Research Centre, N.A.U., Vyara- 394 650, Dist- Tapi
7.	Associate Research Scientist, Regional Fruit Research Centre, N.A.U., Gandevi, Distt- Navsari
8.	Associate Research Scientist, Niger Research Centre, N.A.U., Vanarasi, Tal. Vansda, Di. Navsari
9.	Programme Co-ordinator, Krushi Vigyan Kendra, N.A.U., Waghai, Tal& Dist- Dangs
10.	Programme Co-ordinator, Krushi Vigyan Kendra, N.A.U., Vyara- 394 650, Dist- Tapi
11.	Programme Co-ordinator, Krushi Vigyan Kendra, N.A.U., Dediypada, Tal- Narmada
12.	Associate Research Scientist, Hill Millet Research Centre, N.A.U., Waghai, Tal& Dist- Dangs
13.	Assistant Research Scientist, Wheat Research Centre, N.A.U., Bardoli- 394 602, Dist- Surat
14.	Assistant Research Scientist, Cotton Research sub Centre, N.A.U., Achhalia - 393 120, Taluka - Jhagadia,Dist- Bharuch
15.	Assistant Research Scientist, Agriculture Research Centre, N.A.U., Tanachha - 392 025, Dist- Bharuch
16.	Associate Extension Education, Agril. Polytechnique, N.A.U., Makatampur, Bharuch- 392012
17.	Associate Extension Education, Agril. Polytechnique, N.A.U., Vyara- 394 650, Dist- Tapi
18.	Associate Extension Education, Cooperative Banking and Marketing , Polytechnique, N.A.U., Waghai, Tal& Dist- Dangs

N.M. College of Agriculture, Navsari Agricultural University, Navsari  
Guidelines for preparation of Seminar Script and  
PowerPoint Presentation for P.G. Seminar

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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 *viz.*, APPENDIX-A, Result of Seminar will be available in Academic Branch, N.M.C.A., Navsari.