

**REGIONAL COLLEGE OF MANAGEMENT
P.G. DEPT. OF COMPUTER APPLICATION.**

**PROCEDURE FOR SEMINAR CLASSES
(FOR MCA 2ND & 4TH SEMESTER)**

A. Procedure of Registration

1. Take the seminar registration form from the department and choose a subject from the available list or any other topic of your choice.
2. Obtain the consent of a guide (a faculty member) by signing on the form.
3. Before starting the seminar classes you have to gather contents of your subject from different sources like Library, Computer magazines & Internet.
4. Prepare a synopsis of your chosen subject and get approval form your guide for the final preparation of your Project Report and Seminar presentation.

B. PREPARATION THE REPORT

The following instruction given below for preparing the project Report.

1. Collect the material from different source and arranging in a systematic order for the seminar report.
2. The report should contain a “**Cover Page**” (Refer to common format in College website).
3. “**Certificate**” consist of seminar title, student details, Guide name ,partial fulfillment of seminar report, & Seminar Co-ordinator’s signature. (Refer to common format in College website).
4. “**Certificate**” from the Guide. (Refer to common format in College website).
5. “**Acknowledgement**” consist of your self declaration. (Refer to common format in College website).
6. “**Contents**” that include brief introduction , details of your presentation, different chapters, Summary, Conclusion, Reference & Bibliography and copies of Presentation slides.

B. FOR PREPARING THE SEMINAR PRESENTATION

The following instruction given below for preparing the seminar presentation.

1. From your seminar report you have to collect the important points and prepare your seminar presentation in the form of Power Point Presentation slides.
2. Time duration for presenting your seminar topic is 10-15 minutes.
3. Keep time for question answers from fellow students and faculties present.
4. Marks will be awarded as per BPUT Guidelines.(Attendance, Personality, Deliver Skill, Question & Answers, Over All Performance)

REGIONAL COLLEGE OF MANAGEMENT

P.G. DEPT. OF COMPUTER APPLICATION

SEMINAR REPORT

ON

“ TOPIC NAME”



Submitted By:

Name:

Semester:

Regd. No:

Under the Guidance of :

“Faculty name with Designation”

CERTIFICATE

This is to certify that the seminar entitled

“TOPIC NAME”

has been successfully completed

By

“STUDENT NAME”

Under the guidance of

“FACULTY NAME WITH DESIGNATION”

During the academic year (2007/2008)

This seminar presentation is carried out in partial fulfillment of the
requirement for the award of the degree of 2nd semester in

MASTER OF COMPUTER APPLICATION

(Guide Name)

(Mr. P. K. Pradhan)
Seminar Coordinator

(Prof. L.N.D. Panda)
Chairman Evaluation Committee
Dean , MCA

ACKNOWLEDGEMENT

Seminar is method by which various aspects of professional life as well as the attitude of a presenter is measured. It's an experience of success to present a seminar with requirements which can not be attained by oneself but with a group of kind hearts behind.

At the outset, I am thankful to the almighty for sustained blessing through my entire seminar. I express deep gratitude to our Dean of MCA., Prof. L.N.D. Panda for granting me a chance to present the seminar. I am also grateful to **“Guide Name”** for being there and guiding me to complete the seminar successfully.

Last but not the least I would like to thank the faculty members and my batch mates for their support and encouragement.

Place:

Date:

Name of the student

MCA 2nd/4th Semester

Regd. No:

College Roll No: