Seminar – I, II and III [502212, 602216, 602218]

CODE	TEACHING SCHEME	EXAMINATION SCHEME					CREDITS
	Pr /Week	Paper		TW	Oral/ Presentation	Total	
		In Semester Assessment	End Semester Assessment				
502212	4	-	-	50	50	100	4
602216	4	-	-	50	50	100	4
602218	5	-	-	50	50	100	5

Assessment of Seminar has to be carried out as per R-1.4 and R-1.5 of PG Rules and Regulations of Credit System.

INSTRUCTIONS FOR SEMINAR REPORT WRITING

It is important that the procedures listed below be carefully followed by all the students of M.E. (Mechanical Engineering).

1. Prepare 3 **COPIES** of your manuscript.
2. Limit your project report to preferably
   a) 15-20 manuscript pages for Seminar I
   b) 20-25 manuscript pages for Seminar II
   c) 25-30 manuscript pages for Seminar III
3. The footer must include the following:
   Institute Name, M. E. (Mechanical) (Design Engineering) Times New Roman 10 pt. and centrally aligned.
4. Page number as second line of footer, Times New Roman 10 Pt, centrally aligned.
5. Print the manuscript using
   a) Letter quality computer printing.
   b) The main part of manuscript should be Times New Roman 12 pt. and justified**.**
   c) Use 1.5 line spacing.
   d) Entire report shall be one chapter. No chapters for Seminar I, II and III.
   e) Seminar I shall not have last section as Conclusions, it will be summary only.
6. Use the paper size **8.5'' × 11''** or **A4 (210 × 197 mm).** Please follow the margins given below.

Margin Location	Paper 8.5'' × 11''	Paper A4 (210 × 197 mm)
Top	1''	25.4 mm
Left	1.5''	37 mm
Bottom	1.25''	32 mm
Right	1''	25.4 mm

7. All paragraphs will be 1.5 line spaced with a one blank line between each paragraph. Each paragraph will begin without any indentation.
8. Section titles should be bold with 14 pt typed in all capital letters and should be left aligned.

9. Sub-Section headings should be aligning at the left with 12 pt, bold and Title Case (the first letter of each word is to be capitalized).
10. Illustrations (charts, drawings, photographs, figures) are to be in the text. Use only illustrations really pertinent to the text. Illustrations must be sharp, clear, **black and white. Illustrations downloaded from internet are not acceptable.**
    a) Illustrations should not be more than **two** per page. One could be ideal
    b) Figure No. and Title at bottom with **12 pt**
    c) Legends below the title in **10 pt**
    d) Leave proper margin in all sides
    e) Illustrations as far as possible should not be Xeroxed.

11. **Photographs** if any should be of glossy prints
12. Please use **SI** system of units. If students would like to add the equivalent in inch-pound (British) units, they must be stated in parenthesis after the **SI** units. In case the final result comes out in any other units (say due to empirical formula etc.) covert the unit to **SI** unit.
13. Please **number the pages** on the front side, centrally below the footer
14. **References** should be either in order as they appear in the thesis or in alphabetical order by last name of first author
15. **Symbols** and **notations** if any should be included in nomenclature section only
16. Following will be the order of report
    i. **Cover page** and **Front page** as per the specimen on separate sheet
    ii. **Certificate** from the Institute as per the specimen on separate sheet
    iii. **Acknowledgement**
    iv. **List of Figures**
    v. **List of Tables**
    vi. **Nomenclature**
    vii. **Contents**
    viii. **Abstract** (A brief abstract of the report not more than **150 words**. The heading of abstract i.e. word "Abstract" should be **bold, Times New Roman, 12 pt** and should be typed at the **centre.** The contents of abstract should be typed on new line without space between heading and contents. Try to include one or two sentences each on **motive, method, key-results** and **conclusions** in the Abstract)
    ix. Section: Introduction
    x. References
17. All section headings and subheadings should be numbered. For sections use numbers **1, 2, 3, ….** and for subheadings **1.1**, **1.2**, **….** etc and section subheadings **2.1.1**, **2.1.2, ….** etc.
18. **References** should be given in the body of the text and well spread. No verbatim copy or excessive text from only one or two references. If **figures** and **tables** are taken from any reference then indicate source of it. Please follow the following procedure for references

    Reference Books

    Collier, G. J. and Thome, J. R., Convective boiling and condensation, 3rd ed., Oxford University Press, UK, 1996, pp. 110 – 112.

    Papers from Journal or Transactions

    Jung, D. S. and Radermacher, R., Transport properties and surface tension of pure and mixed refrigerants, *ASHRAE Trans*, 1991, 97 (1), pp. 90 – 98.

Bansal, P. K., Rupasinghe, A. S. and Jain, A. S., An empirical correction for sizing capillary tubes, *Int. Journal of Refrigeration*, 1996, 19 (8), pp.497 – 505.

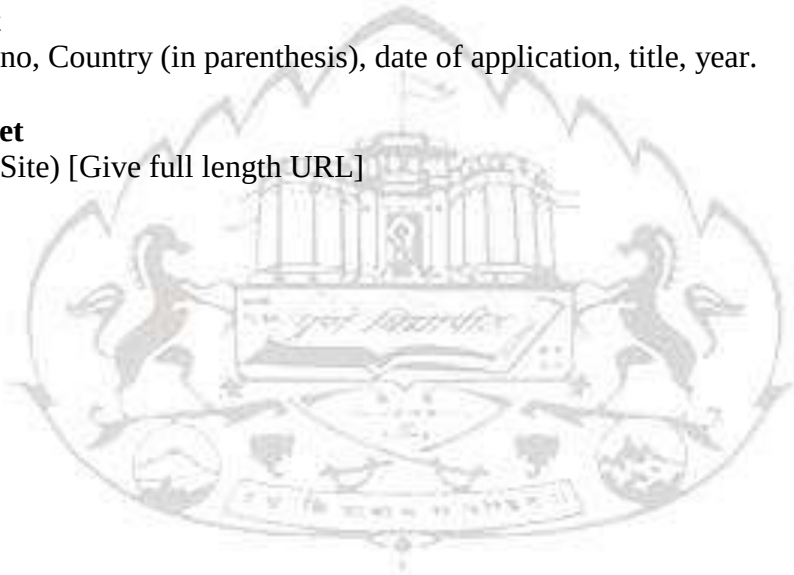
Papers from Conference Proceedings
Colbourne, D. and Ritter, T. J., *Quantitative assessment of flammable refrigerants in room air conditioners*, Proc. of the Sixteenth International Compressor Engineering Conference and Ninth International Refrigeration and Air Conditioning Conference, Purdue University, West Lafayette, Indiana, USA, 2002, pp. 34 – 40.

Reports, Handbooks etc.
United Nations Environmental Programme, Report of the Refrigeration, Air Conditioning and Heat Pumps, Technical Option Committee, 2002, Assessment - 2002.

ASHRAE Handbook: Refrigeration, 1994 (Chapter 44)

Patent
Patent no, Country (in parenthesis), date of application, title, year.

Internet
www.(Site) [Give full length URL]



Format for front page and Certificate

A Seminar I / II / III on (TNR, 16pt, centrally aligned)

Title (TNR, 27pt, Bold, Centrally Aligned, Title Case)

By (TNR, 16pt, Centrally Aligned)

Mr. Student's Name (TNR, 16pt, Centrally Aligned)

Guide (TNR, 16pt, Centrally Aligned)

Guide's Name (TNR, 16pt, Centrally Aligned)

Institute

Logo

Department of Mechanical Engineering

Name of the Institute

[2011-12](TNR, 22pt, Title Case Centrally Aligned)

Name of the Institute

Institute

Logo

C E R T I F I C A T E

This is to certify that *Mr.* ……., has successfully completed the seminar-I/II/III entitled "Performance analysis of……." under my supervision, in the partial fulfilment of Master of Engineering (Mechanical) (Design Engineering) of University of Pune.

Date :

Place :

Guide's Name
Guide

_____
Head
Department and
Institute Name

External Examiner

Seal

_____
Principal,
Institute Name