

# VIGNAN PHARMACY COLLEGE :: VADLAMUDI

Date: 23/07/2016

## Guidelines to the Students for Seminar Presentation

1. All the students should gather in the seminar hall within the specified time. Attendance of the students is mandatory.
2. All the students have to maintain 200 pages note book for seminars.
3. The students should write notes to their seminar topic and seminars delivered in seminar note book.
4. All the students should collect literature for the seminar topic and submit the hard copy (spiral binding) duly labeled with title of the seminar, name of the student, Regd. No., name of the guide and address of the college to the seminar committee at the time of presentation.
5. Prepare seminar assignment in A4 sheets and make it corrected by the guide and submit to the seminar committee in a folder duly labeled with title of the seminar, name of the student, Regd., No., name of the guide and address of the college.
6. All the students should Email the power point to psbabu0104@gmail.com and get "No Objection Certificate".
7. The duration of time given for each student to deliver seminar is 20-30 min. Use laser pointer during presentation.
9. The Principal and seminar committee have right to check seminar notes at any time.
10. If any student presents the seminar unsatisfactorily will have to repeat the seminar which will be decided by Principal, Seminar Committee and Guide.
11. All the students should present the seminar as per the schedule, failing which 5 marks will be deducted.
12. After completion of each seminar, seminar quiz will be conducted. The students who scores high in seminar quiz will be appreciated with a memento and certificate.
13. After completion of all seminars an exam will be conducted. The students who scores high in the exam will be appreciated with a memento and certificate.

## **FORMAT FOR PREPARATION OF POWERPOINT**

Font style : Times New Roman

Heading : 26 Bold

Sub Heading : 24 Bold

Text : 22 Normal

Line Spacing : 1.5

## **SEMINAR EVALUATION FORMAT**

Literature survey 5M	Seminar Assignment 5M	Powerpoint Preparation 10M	Quality in Presentation 10M	References 5M	Audibility 5M	Knowledge Assessment 5M	Seminar Attendance 5M	Total 50M

**Chairperson Seminar Committee**  
**Mrs. P. Sowjanya**

**PRINCIPAL**  
**(Dr. P. Srinivasa Babu)**