

## **CIRCULAR**

Requirement for organizing a

## **STUDENTS PROJECT FAIR**

**Suggested Date:** FRIDAY, 2<sup>nd</sup> May 2014

*(Note: (i) A College/ Institute/ Polytechnic may adjust the date according to the requirements of the industry partners (a) who are working with the College/ Institute/ Polytechnic on the IDPs and (ii) those, who are associated with the College/ Institute/ Polytechnic in its Sankul Committee.*

*(ii) If a College/ Institute/ Polytechnic (like BVM, Vallabh Vidyanagar) has already conducted such a Fair during this semester, it need not do so again.).*

All the Final Year students are required to show their projects - and/ or posters relating to the project - at a Fair, to be organized by every College/ Institute/ Polytechnic.

**GUIDELINES:** This Fair should be open to all the students and the faculty of the college and all the neighboring industries. The Fair should be announced at least a week in advance and an open invitation may be issued by the College so that parents of the students, alumni and any other citizens may be able to visit the Fair. The invitation to the public should also be announced through the web-site of the College/ Institute/ Polytechnic.

The College/ Institute/ Polytechnic should ask the pre-Final Year students to work for organizing the Fair. A Project Fair Organizing Team (PFOT) consisting of the third year students and Faculty Members may be set up.

Functions of PFOT:

- organizing the Fair,
- inviting the industries and other prominent persons to the Fair and
- obtaining sponsorships, if possible. The funds from sponsorship may be used for creating a Fund for support of the Final Year projects.

# Gujarat Technological University

(<http://www.gtu.ac.in/>)

**For all final year students, taking part in the Fair should be considered a necessary part of the term-work.** 25% of the marks of the Term-work may be allocated for it. The Faculty Member, who is guiding the project, jointly with another faculty member appointed by the Head of the Department for the purpose, should allocate the marks. *(If a College/ Institute/ Polytechnic (like BVM, Vallabh Vidyanagar) has already conducted such a Fair during this semester, every student group may be asked to make a presentation before its class. Out of the 25% of the marks of the Term-work, the marks may be allocated jointly by the faculty guide for the project and another faculty member appointed by the Head of the Department for the purpose.)*

For each branch, a team of experts, having a good mix of Senior Professors from the same college and the neighbouring Colleges/ Institutes/ Polytechnics, and Experts from the Industry, should be invited to judge these projects at the Fair and to choose the best three from each department. The List of the best three projects of each Department, selected by the Committee, should be sent to GTU Innovation Council immediately after the Fair is over by the HOD, along with the work done by the Department for successfully organizing the Fair.

*GTU Innovation Council will give Award to the HOD for the best overall performance by the Department in organizing and managing the Fair. In addition GTU Innovation Council will*

*(i) help the students, who have done the three best projects to carry the project forward by providing design support and entrepreneurial support, as required by the students,*

*(ii) help the students file a patent if they want,*

*(iii) provide free 2-days training in soft-skills,*

*(iv) work with the Integrated Training and Placement (I-TAP) cell of GTU to help the students obtain interview calls from good companies.*

## **Please note:**

- All colleges are required to send a report of the Fair, with feedbacks from participants (students, faculty members, industry persons and others) and mail to [s4@gtu.edu.in](mailto:s4@gtu.edu.in) . Please mention the title of the mail as “Final year project poster exhibition 2014 @ Name of college/ Institute/ Polytechnic”. We will appreciate these efforts at GTU website.
- The best 5 colleges with most innovative approach in making this event will be appreciated by GTU during Pedagogical Innovation Award event of 2015.

18<sup>th</sup> April 2014

I/C Registrar

## Guidelines for Poster Presentation

### Display Facilities

1. One panel should be available for display of each poster. To fit comfortably within the poster frame, students are instructed to make posters that should not exceed 36 inches wide x 48 inch high with 1" margin on all side.
2. The poster area should be sufficiently lit. If required spotlights may be arranged.

### Preparation of Posters:

1. Prepare the poster on material that is lightweight. The material can be on one sheet so that it can be rolled up for easy transport or on separate panels for individual mounting.
3. Posters should be readable from a distance of 6 feet (2 meters). For adequate visibility, capital letters should be at least 3/8 inch (1 cm) high after enlargement to full poster size.
4. The team of students may prepare handouts about their project for distribution at the Fair.
5. The poster should be self-explanatory so that one is free to supplement and discuss particular points raised by enquiry at the fair by the visitors. Every poster should include the poster number, Group Identity Number to distinguish while evaluation, the Title of the project, name of the faculty Guide and the names of the students, who have worked on the project.

### Guidelines for the Poster:

" heading, poster title, author(s) name(s), and their affiliations"

Suggested font sizes:

**Title** : Arial (86 pt)

**Team member's name, guide name , mention if any other contributor** : Arial (48 pt)

**Figure citation** : Arial (25 or higher)

**Rest of the text** : Arial (30 pt)

Arial font can be replaced with any other font which is readable.