

## **CIRCULAR**

Requirement for organizing a

### **STUDENTS PROJECT FAIR**

**Suggested Date :** Any suitable date **on or before 25<sup>th</sup> April 2015.**

*(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*

*(ii) Those, who are associated with the College/ Institute/ Polytechnic in its Sankul Committee.*

*(iii) If a College/ Institute/ Polytechnic 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 neighbouring 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 pre-Final 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.

| GTU INNOVATION COUNCIL (<http://www.gtuinnovationcouncil.ac.in>) |

|Contact: [gtu\\_innovation\\_council@gtu.edu.in](mailto:gtu_innovation_council@gtu.edu.in), [gic@gtu.edu.in](mailto:gic@gtu.edu.in) | Tel: +91-79-2630 0699 |

# 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 has already conducted such a Fair during this semester, every student group may be asked to make a presentation before its class. The marks (out of the 25% of the marks of the Term-work) 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. After the Fair is over, the HOD should send the List of the best three projects of each Department, selected by the Committee, to GTU Innovation Council along with a report on the work done by the Department for successfully organizing the Fair. These entries will be considered as nominations for GIC **i2i** Awards 2016. (Please see at <http://awards.gtu.ac.in/>). A suitable web-link will be given to enter the details of the selected projects.

*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 also

- (i) help the students, who have done the three best projects to carry the project forward by providing support and entrepreneurial support, as required by the students,
- (ii) help the students file a patent if they want (through the Patent Clinic program of GTU Innovation Council after the examinations)
- (iii) help the students - of those best projects, which are ready for crowdfunding- through Crowdfunding Initiator (CFI) program in the summer of 2015 after the final exams are over; (Please see the GTU web-site for reports on CFI 1 and CFI 2.)
- (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 [gic@gtu.edu.in](mailto:gic@gtu.edu.in). Please mention the subject of the mail as “Final year project poster exhibition 2015 @ 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 2016.
- Every college has to upload a report of this fair on their website.

15<sup>th</sup> April 2015

I/C Registrar

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## Appendix-1

### 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.
2. 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.
3. The team of students may prepare handouts about their project for distribution at the Fair.
3. 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.

Reference: Last year's circular at <http://www.gtu.ac.in/circulars/14Apr/22042014.pdf>