

Office of the Dean(Academic)
Krishna Kanta Handiqui State Open University
Resham Nagar:: Khanapara:: Guwahati -22

Ref.No.: KKHSOU/Academic Matters/19/2020 /13

Date: 01/08/2024

**Guideline for Preparation and Evaluation of Seminar Paper
for the PG Programmes in the 2nd Semester**

The learners admitted in July 2023 onwards (i.e. the learners whose enrolment No. begins with number “230, 232 and 241” only) in various Post Graduate Programmes of the University are required to prepare a “Seminar Paper” in the 2nd semester as a part of their total credit requirements. The Seminar Paper entails 4 credits to be evaluated for 100 marks in total. The following guidelines, accordingly, are issued regarding Preparation and Evaluation of Seminar Paper for the PG Programmes in the 2nd Semester as per the requirement.

- (1) Learners of the 2nd semester PG Programmes will be asked by their respective study centres to prepare a scholarly seminar paper on a topic of their choice.
- (2) The topics of the seminar papers shall be decided by the learners based on the core courses they have studied in the 1st and 2nd semesters.
- (3) To help the learners in deciding a topic for the seminar paper the concerned study centres may provide a suggestive list of probable topics consisting of 10 to 12 topics in each discipline/subject based on the core courses of the 1st and 2nd semesters.
- (4) The respective study centres will provide necessary guidance to the learners in preparing the seminar paper as and when requested.
- (5) The learners should be encouraged to take up issues from their surrounding environment and should be encouraged to collect some amount of primary data through surveys, interviews, focus group discussions and/or case studies as may be required. This is though desirable, should not be made mandatory.
- (6) The total length of the **paper should be a minimum of 6000 words** including bibliography/references.
- (7) The learners shall have to submit the Seminar Papers both in hard copy and soft copy to their respective study centres. The soft copies of the Seminar Papers should be submitted through emails and the respective study centres all create a separate email for receiving the seminar papers and communicate the learners accordingly.



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- (8) The Seminar Papers have to be typed in A4 size plain papers in Times New Roman font, Font Size 12 point with 2 cm margin all side with line spacing of 1.15. The Seminar Papers should contain headings (bold) and subheadings (bold and italic) and must be given page numbers serially. All tables and figures should be numbered serially.
- (9) The format of the Seminar Paper should be as per the **Annexure A** enclosed herewith.
- (10) The concerned study centres will make necessary arrangements for evaluating the Seminar Papers submitted by the learners. The format for evaluation is provided as **Annexure B** herewith. The parameters of evaluation are also indicated.
- (11) The study centres will arrange a presentation cum viva of the seminar paper and evaluate the same. Total marks for presentation and viva is fixed at 30 (10+20) marks. Idea is to equip the students with necessary presentation skills and face scholarly interviews.
- (12) **The last date of submission of the Seminar Paper is September 15, 2024 and complete the process of evaluation is September 30, 2024.**


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1. Secretary to Vice- Chancellor for kind information.
2. Secretary to Registrar for kind information.

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Format for Seminar Paper

Dear Learner,

Please choose a topic that aligns with the seminar's themes provided to you in respect of your Programme by the University. Once you have chosen your seminar paper topic, proceed to develop it and structure your paper according to the following format:

1. Title Page

- Title of the Seminar Paper:
- Name of the Learner.....
- Enrolment No.
- Name of Programme:
- Name of the Study Centre:
- Name of the Mentor:.....
- Date of Submission:

2. Abstract

- A brief summary of the seminar paper (between 250-350 words) highlighting the purpose, methodology, key findings, and conclusions
- Minimum three and maximum five key-words

3. Table of Contents

- List all sections and subsections with corresponding page numbers

4. Introduction

- **Background and Context**
 - Provide an overview of the topic and its importance
- **Objectives of the Paper**
 - Outline the objectives of the Seminar Paper aims to achieve

5. Literature Review

- **Review of Existing Literature**
 - Summarize
- **Critical Analysis**
 - Evaluate the strengths and weaknesses of existing literaturerelevant theories, models, and previous studies
- **Identification of Gaps**
 - Highlight areas where there might exist some gaps
 - further research is needed
 - Justify the significance of your study

6. Methodology

- **Research Approach/Method**
 - Describe the overall approach/methodyou have used to write the Seminar Paperfor this purpose (e.g., qualitative, quantitative, mixed-methods) along with justification of the chosen approach/method
- **Data Collection Methods from the Primary and Secondary Sources (as applicable)**
 - Specify how data was gathered and tools used for the study (e.g., surveys, interviews etc.)

7. Analysis and Results

- Analyse the data and present the results in relation to the objectives of your Seminar Paper.
- Use of tables, graphs, or charts for clarity (if necessary)

8. Discussion

- **Critical evaluation of the results**
 - Present a thorough and objective assessment of your findings
- **Comparison with Literature**
 - Discuss how your findings relate to existing theories and studies
- **Implications**
 - Explore the implications of your findings for theory, practice, or policy

Bas.

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9. Conclusion

- **Summary of Key Points**
 - Recap the main findings and their significance
- **Limitations**
 - Identify any limitations of your study
- **Recommendations for Future Research**
 - Suggest directions for future research based on your findings

10. References

- List all sources cited in the paper following the APA citation style
- All references should be listed in alphabetical order by the last name of the first author of each reference

11. Appendices (if applicable)

Supplementary materials such as theories, models, previous studies or anything relevant to the Seminar Paper which could not be presented in the main body like- questionnaires, raw data, detailed methodologies, theoretical framework (if any).

Formatting Guidelines of the Seminar Paper

- **Length:** 40-60 pages
- **Font and Size:** Times New Roman, 12
- **Line Spacing:** 1.15
- **Margins:** 2 cm margin all side
- **Page Numbers:** to be inserted at the bottom
- **Headings:** 14 points


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Seminar Paper (Evaluation), Full Marks: 100

Indicative Format for Evaluation of the Seminar Paper by the Study Centres

Introduction	Literature Review	Methodology	Analysis and Results	Discussion	Conclusion	References	Structure and Organization	Originality and Creativity	Language and Style	Presentation & Viva-voce
Clarity and relevance of the Title and Objectives of the Seminar Paper	Depth and breadth of the literature reviewed Ability to identify the gaps (if any)	Clarity and coherence in explaining the methodology of the seminar paper	Clarity and depth of the analysis of results Interpretation of findings in relation to the Objectives of the Seminar Paper	Insightfulness and depth of discussion	Summarization of key findings Quality of conclusions drawn	Accuracy and completeness of referencing in APA style	Logical flow between sections and paragraphs Appropriateness of headings and subheadings	Novelty of ideas and approaches Creativity in problem-solving and interpretation	Clarity, precision, and appropriateness of language Correctness in grammar, spelling, and punctuation	

[Signature]
 01-08-2024

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