

## **Systematic Way of Organising Seminars & Conferences in Educational Institutions - An Educative Analysis**

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**Abstract:** *The educational institutions particularly the Higher Educational Institutions are the authorities and means for the inventions and innovations. Discussions, Ideas, Conferences and Seminars organised in the higher educational institutions have more value than that of the others. Government of India or the State Governments or the authorized Departments are allocating funds to conduct the seminars and conferences etc. But in majority of the institutions, the programmes are not conducted systematically and they spend all the funds for nothing and finally the programs are totally becoming failure by wasting hard works of the dedicated persons, time, energy and by creating unnecessary issues and by disturbing the future of the students etc.,. It should be organised and conducted systematically. If anybody plays politics in the conduct of such valuable programs, they are to be punished. The certificates issued in the seminars should have the value and it should not be issued for a name sake. Systematic way of conducting the Programs like Seminar, Conferences, Discussions etc., has been given in this piece of work which will be highly useful for the faculties, head of the departments, head of the institutions, research scholars and even for the non-academics. The author is of the opinion that once the impediments in the path of the process of organising the conference, discussion and seminar and the system & methodology suggested by the author are followed at the time of organising the conference, discussion and seminar, the programs will be successful, useful to the students community, teaching community, authorities of planning for growth and development, administrators, and new feasible, possible and viable inventive and innovative ideas will come from the programmes.*

### **Introduction**

The Higher Education provides suitable measures to each problem of human being, and hence it is the basis for the culture, trade, commerce, industry, agriculture, political, management and administration, arts, science & technology and quality of overall environment. If the quality of the Higher Education is not improved, then everything will go waste. Quality is not a chance but a choice. The main aim of the Higher Education is the development and perfection of industrial pursuit, and transmission of knowledge and stability and in the society. The educational institutions particularly the higher educational institutions must be an example of the place where the activities of innovations and inventions are carried out. In the educational institutions, perfections are to be the main activity to be taught and to be functioned. Providing Ideas, organising seminars, conferences are some of the main functions of the higher educational institutions in the process of inventions and innovations. The Govt. of India through various departments, sanctions huge amount to organise seminars, conferences, meetings, etc., but only

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less number of these seminars, and conferences are organised systematically and maximum seminars are not satisfactorily organised and hence the outcome of the seminars will be very low and sometimes it may go on negative also. The main reason is the less awareness of the systematic way of organising the seminar, absence of the awareness of the different activities are to be undertaken prior to Seminar and after the Seminar. Hence an attempt is made to give my opinion about the systematic way of Organising Seminar.

### **Need For the Systematic Conduct of Seminar**

Governments allocate more amount of money to conduct such programmes like conferences and seminars for the purpose of inviting inventions and innovations. Seminars organised by the academic institutions, with highly intellectuals, professors, experts, scholars and students, are having long vision, will motivate the young brains, will give research education, and will induce creativeness in the minds of the young students and scholars. If such useful seminar is organised only for name sake without any system, the students will be forced to think about the indiscipline; and the money allotted to the seminar, the handworks of the dedicated persons, valuable time of the scholars, students, experts, materials purchased for seminar etc. will go waste and will go to dust bin. Even in some institutions due to their internal politics, the seminars are not conducted properly. They purposely avoid the important personalities and purposely they do lot of unwanted activities and finally the purpose of the seminar will be nil and sometimes it will go negative. Such unorganized seminars will never bring any final result or benefit to any section of the people. If this type of unorganized and unsystematic seminars is arranged, it is presumed that this is not definitely for educational purpose and for something else. People will gather, garlanding, giving shawls, praising each other, eating lunch and disappear by giving no result and leaving no conclusion. Hence this paper concentrates on how the Seminars, Conferences and other Discussions are to be conducted systematically to attain the objectives, and to bring the ultimate purpose of the government for which the hard earned fund is being allocated.

### **Idea, Conference & Seminar**

Idea means submission of a thought or suggestion as to a possible course of action among the alternative courses of actions. It may come at any time. Generally such ideas are invited in the programmes arranged by inviting the educated and literate people.

Conference is a formal meeting by the educated people normally for period of more than one day to discuss, to consult, to offer ideas, and to exchange information about a matter which is common to all, beneficial to all and to the society. The conference may be academic conference, business conference, news conference, parent-teachers conference, peace conference, trade conference. Of all, the academic conference is the main and basis for all the other conferences.

Seminar means a meeting of the small groups where in one or more persons will discuss about the chosen issue or issues with the possible and suitable measures to solve the problems. Many other participants keenly watch and actively participate in the discussion without going outside the topic/issue. The discussion will be headed by a chairperson normally an expert in the particular field. He will coordinate the submissions, discussions and final conclusion. The main purpose of the seminar is to familiarize the senior students particularly the third year Graduate and all the Post Graduate Degree Course students more extensively with the methodology of

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their chosen subject. Another objective is to allow the students to interact with examples of the practical problems occurring during their research work.

### **Objectives**

The main objective of the, receiving Ideas, organizing Conference and Seminar is to give knowledge to the upcoming generation, young students, active research scholars and to the society at large. Utilizing the resources like man, material etc (5Ms) will go waste if these are not systematically arranged. Though all persons can participate in the Seminar and Conference, the persons, experts directly related to the topic and subject are to be compulsorily called. It is the duty of the head of the department and the person who organizes the seminar and conference or workshop. At that time of seminar and conference, the participants' concentrations should not be diverted here and there and they are not supposed to analyze about the unsystematic way of organizing the seminar. For that purpose, the seminar should be systematically organized.

### **How to organise seminar?**

The following procedures are suggested to make the conference, seminar, workshops, presentation of Ideas etc., successful, meaningful and useful to achieve the objectives and the ultimate purpose. There are six stages in Organising the Seminar namely:

1. On the receipt of approval,
2. Prior to the day of Inauguration of Seminar,
3. On the day of Inauguration
4. On the day of technical sessions of the seminar,
5. On the day of Valedictory of Seminar and
6. Post –Seminar activities

### **On the Receipt of Approval**

- ❖ In an educational institution after getting the approval and the amount is sanctioned for the seminar, the faculty who wishes to organise the seminar has to immediately inform the matter to his senior most professor i.e., his head of the department. Sometimes the faculty to butter the Principal or the Director may directly go to the Principal/ Director and wishes to discuss about the conduct of seminar. If the Principal or the director is prudent, he should advise the concerned faculty to discuss the matter with his Head of the Department.
- ❖ The head of the department will immediately convene a meeting with all the faculty members in the department and will discuss about the date which will be suitable to all the department colleagues, procedure, agenda, inauguration schedule, selection of a chief guests both for the inauguration and valediction, number of related persons to be called, who will be called as resource the persons from other institutions, model of invitation etc. The Principal in case of a college or the Director in case of an Institute has no role in selection of the resource person, procedure and the matter of Chief Guest.
- ❖ Normally the head of the department will be the Seminar Director and concerned faculty who organizes will be the Seminar Organising Secretary and all the faculty members are the Seminar Executive Members.
- ❖ The Seminar Director, Seminar Organising Secretary and Seminar Executive members are collectively called as “Seminar Family” (SF).

- ❖ Inclusion of unrelated person in the SF and exclusion of the department faculty will create unwanted issues and the activity itself shows that faculty organising has the lack of knowledge in organising the seminar. It is the duty of the head of the institution to see the things are going smoothly.
- ❖ Faculties from the other departments should not be allowed into and included in the SF under any circumstances. The SF is fully responsible for the conduct of the seminar. If any faculty from other department is included in the SF, then the seminar will lose its purpose and will be called as “Lam Duck Seminar” and “Blind, Deaf and Dump Seminar”
- ❖ After deciding the date of seminar and fixing the subject personalities as the resource persons to be called from the other colleges or institutes, universities and the personalities for Chief Guest on the day of Inauguration and valediction, the head of the department must conduct a meeting with the Principal of the college or the Director of the Institute for the permission to conduct the seminar in the institution premises and his availability on the day of seminar.
- ❖ The Principal in case of college or the Director in case of institute will normally be the Guest of Honor as far as the inaugural and valedictory functions are concerned. The Principal / Director is fully responsible for the supply of resources for the conduct of the seminar.

#### **Prior to the Day of Inauguration of Seminar**

- ❖ The Seminar Director will allocate the works to be carried out by each member of the seminar board i.e his own faculty members. The Post Graduate Students in the department and the faculty members in the department are to be requested to carry out all the works by the organising secretary.
- ❖ In case in the department number of faculties is less, the other very closely related department faculties may be requested after taking permission from the concerned heads of the departments. Unnecessarily, the faculties from the other department should not be called when the concerned department has the sufficient required number of faculties and students.
- ❖ The Organising Secretary must arrange for the Certificates in consultation with the Seminar Director. The college or the institute should have maintained a Register of Certificates. It is the responsibility of the principal in case of college, the director in case of the institute to maintain such Register of Certificates. This is subject to verification.
- ❖ All the certificates should bear the running consecutive numbers which should be tallied with the serial number in the register. The name of the certificate awardees, his/ her class, designation, year, date, name of the function, seminar or conference, discussion etc are to be entered in the register.
- ❖ The Certificate should bear the valid identification verifiable number, first signature of the Seminar Organising Secretary with his designation in extreme left of the certificate, next the Principal of the College or the Director of the Institute in the centre of the certificate and last in the extreme right the signature of the Seminar Director with his Designation i.e. the head of the department, the ultimate authority of the seminar. If the certificate is issued with out the running number and with out the signature of the head of the department, the certificate can not be a valid certificate and it is equal to a paper meant for dust bin.

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- ❖ The Principal in case of college or the Director in case of institute must provide the hall, audio & video equipments and apparatus with the operator, electric power, minimum three multi task employees from one day prior to the inauguration function and to the next day after the completion of the seminar i.e. valedictory function.
- ❖ The organising secretary i.e. the concerned faculty who organizes the seminar will carryout the activities with the help of the other faculty members and PG Students after the classes are over everyday.
- ❖ He should not call anybody at the time of class hours under any circumstances. The faculty who organizes should also engage his allotted classes. Distribution of invitation, arrangement of bouquet, flowers and other formalities are to be done only after the class hours.
- ❖ The concerned faculty i.e. the seminar organising secretary should intimate his movements and update the developments to the Seminar Director i.e. to his head of the department.
- ❖ The Organising Secretary should prepare the stage.

### **On the day of Inauguration**

- ❖ The Organising Secretary should prepare the stage at 0600 Hrs. There should be Six Chairs on the stage. The chairs are for the Organising Secretary, Seminar Director, Chief Guest, Guest of Honor, and senior most Resource Person called among the Resource Persons from the other Institute or colleges or universities.
- ❖ The lady faculty member in SF has to anchor the program. The program should be started by 0900 Hrs and the chief guest should come by 0930 Hrs
- ❖ On the day of Inauguration, the classes of the concerned department are to be suspended. All the students of the department concerned are to be seated well in advance. The students preferably the senior students are to be placed in front of the entrance of the inauguration hall with the flowers, panner, and chandan as welcome formalities.
- ❖ All invitees are to be seated in their respective seats with proper welcoming formalities. Then, the Seminar Director and Seminar Secretary along with the other faculties of the department must invite the Guest of Honor from his Chamber and he should be placed in his seat just down the stage (not on the stage).
- ❖ Then, the Seminar Director with his faculty members including organizing Secretary must be ready to receive the Chief Guest. On his arrival, first the Seminar Director should give his hand for shaking and then the organising secretary. The Seminar Director will introduce all his colleagues there itself before entering into the hall.
- ❖ Then in the entrance, the students will put chandan, shower flowers to the Chief Guest. The Chief Guest will be walking towards his seat arranged just below the Stage. While walking the Seminar Director should be on his Right Side and the organising Secretary should be on his left side. Here also the Principal has no role. Now the chief guest is being seated.
- ❖ All the faculty members will be disbursing themselves in the seminar hall to main discipline and all the Post Graduate Students will be assisting the faculties in maintaining the discipline.
- ❖ The inauguration function should be anchored by only the concerned department faculty preferably the lady member in SF who is very fluency in English and Hindi. The Seminar Director should prepare one of his colleagues for this purpose. If the faculty

members fearing and shying to do this anchoring work, any professed student can be prepared.

- ❖ First the anchoring person must welcome all the dignitaries on stage by announcing Bouquet presentation. Bouquet should be given to Chief Guest by the Seminar Director, to the Guest of Honor by the Organising Secretary, to the Senior Most Resource Person by the senior most members in the SF or Class representative of the senior Post Graduate Student.
- ❖ Then Lightening the lamp and from here the speeches will start.
- ❖ Welcome address will be given by the Seminar Director (Head of the Department) in 05 minutes,
- ❖ Blessing Address will be given by the Guest of Honor (Principal of the College or the Director of the Institute) in 05 minutes.
- ❖ Key note address will be given by the Senior Resource Person invited from the other college/institute/university in 05-10 minutes.
- ❖ Then Chief Guest will speak in 05-10 minutes.
- ❖ Finally the vote of thanks will be proposed by the Organising Secretary (faculty of the department) in 03 minutes.
- ❖ The anchoring person should declare the invitation for Tea.
- ❖ This function should be held in 35 to 40 minutes. The program should be over by 1015-1030 Hrs. The tea time is between 1030 hrs to 1130 Hrs.
- ❖ All must be ready for the First Technical Session at 1200 Hrs.
- ❖ The Seminar Director should maintain the timings and accordingly he should direct the seminar secretary and other members of the SF.

#### **On the day of Technical Sessions of the Seminar**

- ❖ The total number of papers submitted will be classified into three categories. First Category includes all papers submitted by the senior faculties and officials from non-academic side. The Second Category includes all the papers submitted by the faculties with less than 08 years of service. The Third Category includes all the papers submitted by the Students. The Seminar Director will decide this classification and he has to select the papers to be presented in the respective sessions and the concerned resource persons to be chaired for the technical sessions.
- ❖ The Senior Resource Person invited from other colleges /institutes should be chaired for the first session in which the senior faculties and officials from non-academic side will present the paper one by one. In this session maximum 03 papers will be submitted. If the papers from this category are more than one more session should be arranged with the second senior resource person invited from the other colleges / institutes. The second and third categorized scholars and faculties should actively participate in the discussion.
- ❖ The second session should be chaired by the Head of the Department i.e. Seminar Director should be chaired and in this sessions the papers under the third category i.e by the students will be presented.
- ❖ The third sessions will be chaired by the resource person called from the outside the college/institute will be chaired and the papers under the second category persons are to be presented.
- ❖ Each session's business is to be recorded by one of the Seminar Board members (faculty members of the concerned department). After the sessions are over, the recording

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member must prepare the report and the report will be handed over to the Seminar Organising Secretary.

### **On the day of Valedictory of Seminar**

- ❖ For the valedictory function, any head of the office or the principal of the other colleges, director of the other institute is to be called as the Chief Guest and the naturally the Principal of the concerned college will be the Guest Honor on the valedictory function also.
- ❖ Here only any one student among the students presented the paper will be anchoring the program. Distribution of Certificate is the main activity of the valedictory function.
- ❖ Now the question is to whom the certificates are to be issued. The model of the certificate has already been discussed. All the persons presented papers in the Technical Sessions for their presentations, other persons who have contributed papers but could not present the papers in seminar for their contributions, and all the Seminar Board Members for their valuable services and cooperation are to be given certificates duly signed by the Organising Secretary, Principal / Director and the Seminar Director with their designations after properly recorded in the Register of Certificate maintained by the Office of the Principal / Director.
- ❖ Two more Certificates are to be issued by the Principal /Director to the Organising Secretary and Seminar Director stating that they were functioning as Organising Secretary and Seminar Director.
- ❖ Here in this function, Welcome address will be given by the Seminar Director, Blessing address will be given by the Guest of Honor, Report will be read by any one of the Seminar Board Members, Speech will be given by the Chief Guest and the vote of thanks will be given by the Seminar Organising Secretary.

### **Post –Seminar Activities**

- ❖ The organising secretary has to file all the presented papers and contributed papers. Then he has to prepare the history and proceedings of the seminar and the abstracts of each paper.
- ❖ From the report read on the valedictory function and from the abstract he has to prepare the findings and suggestions. Now he has to make these three parts namely Proceedings of the Seminar Part –I, Abstracts of the Papers Part – II, and Findings and Suggestions Part – III in a small semi-binding book form called “Seminar Book -Abstracts & Findings”.
- ❖ This book must contain three messages from First Seminar Director, next Organising Secretary, .and the last the Principal / Director with their photos.
- ❖ Accounts are to be prepared. All the bills are to be countersigned by the Organising Secretary. These accounts are to be submitted to a Chartered Accountant and after his certification all the bills are to be submitted as per the procedure laid down by the Fund Sanctioned Authority along with a copy of the “Seminar Book -Abstracts & Findings” book.
- ❖ He has to issue one copy of the book each to the Seminar Director, Guest of Honor, Chief Guest in the Inauguration Function, Chief Guest in the Valedictory Function, Members of Seminar Board compulsorily, and ,Persons presented papers in and contributed papers for seminar if fund permits or on payment.

- ❖ He has to keep a copy of the bills in his file and if wishes a copy may be given to the Head of the Department and Principal/Director for the record and evidence purpose.

### **Conclusion**

Hence, the educational institutions particularly the Higher Educational Institutions are the authorities and means for the inventions and innovations. Everybody in the educational institution is responsible for the innovations and inventions and teach & disburse the discipline to the younger generation since they are the future of this Galaxy. Discussions, Ideas, Conferences and Seminars organised in the higher educational institutions have more value than that of the others. It should be organised and conducted systematically. If anybody plays politics in the conduct of such valuable programs, they are to be punished since they waste huge money, government machinery, hard works of the dedicated people, disturb the future of the students etc., the certificates issued in the seminars should have the value and it should not be issued for a name sake. Once the impediments in the path of the process of organising the conference, discussion and seminar and the system & methodology suggested by the author are followed at the time of organising the conference, discussion and seminar, the programs will be successful, useful to the students community, teaching community, authorities of planning for growth and development, administrators, and new feasible, possible and viable inventive and innovative ideas will come from the programmes. The teachers, the office bearers, head of the institutions, entrepreneurs, edupreneurs, agropreneurs, students and scholars will learn the system and the outcomes of their programmes will be an asset to our nation. This piece of work on educative analysis on the systematic way of organising a seminar is only a suggestion at the interest of the students, higher education, and contribution to the knowledge of management and of the nation as a whole. Accepting or rejecting is up to the readers of this research article. The views of the readers are invited to the email address.