

Guidelines for organisation of Seminar and workshops

As we are passing through an extraordinary condition due to COVID- 19, which has forced us to change to the new normal. Most of the institutions in the world are organising the teaching, seminar, workshops and meetings in the virtual mode and is going to become a new normal to some extent for future

Bihar Animal Sciences University is also engaged in organising virtual teaching as well as organising seminar in virtual mode, since beginning of lockdown, for the benefit of our faculty and students to a greater extent. There is ample provision for organisation of seminars and workshops under NAHEP -IG project.

For smooth conduct organisation of the seminars in the university it has been felt that a brief guideline should be laid down.

keeping this in view following guidelines should be observed for planning, organisation and conduct of seminar and workshops in virtual mode.

1. Any faculty member interested in organising a seminar or workshop in his field of specialisation must decide and discuss on the relevance of topic in his department with the departmental colleagues and **put forth the proposal through proper channel to the office of Director Research, at least 15 - 20 days in advance.**
2. No proposal submitted directly to the office of Director Research/PI, NAHEP shall be entertained.
3. While deciding the topic of seminar for workshop it should be preferred that either it should be on the priority list of the department or very much relevant to the need of the day for faculty and students of the discipline and allied subjects.
4. Consequent to acceptance of the proposal the coordinator of the seminar or workshop, shall supply information related to the organisation of seminar same to the office of the Director Research for display on the website of University as well as NAHEP (Annexure – I)
5. The coordinator shall be responsible for preparation of Seminar announcement and scheduling of the seminar in consultation with the External expert.
6. He or she shall be also responsible for preparation of list of participants for the seminar and workshop.
7. Once the list of participants is prepared by given deadline no more addition to the same shall be permitted.
8. Seminar Coordinator shall that all registered participants, join the session at least five minutes before start of session and does not leave the seminar midway.
9. The coordinator shall communicate the user ID and password for virtual seminar and workshop and facilitate easy participation of all the participants.
10. The seminar should be organised on **Friday or Saturday afternoon**, preferably so that the normal teaching is not affected to a greater extent.

Annexure - I



Seminar on

"....."

..date... , ...month... -2020

Under NAHEP

Bihar Animal Sciences University is going to organise Seminar through Zoom cloud for Faculty and Post graduate students on "....." for faculty members and students of the Bihar Animal Sciences University, Patna.

Objective of this Seminar is:



This seminar is being organized under NAHEP_IG project funded by ICAR. ...no.... members (Faculties and Post graduate Students of University) will be participants of this Seminar.

Seminar Speaker: -

Seminar Coordinator: ---

BVC, Patna

- Email Id: -
- Mob. No.: -
- Venue: - Virtual Mode