

HOW TO CONDUCT SEMINAR

Dr. Lalit Kumar

Faculty of Education

Patna University, Patna-800
004

Seminar as a Group Controlled Approach

- Teaching methods and approaches are of two groups and four types
 - (i) (a) Teacher Controlled (b) Learner controlled
 - (ii) (c) Individual Controlled (d) Group Controlled
- Individualised learning is better in acquiring knowledge, developing understanding and inculcating skill whereas group-controlled learning experiences take care of the development of affective attributes besides higher cognitive abilities.

Seminar as a Group Controlled Approach-01

- Group Controlled approaches provide opportunity for the learner's self-development and active participation in the teaching learning process.
- Group Controlled learning experiences are increasingly used in higher education institutions to develop affective attributes besides cognitive abilities.

Seminar as a Group Controlled Approach-02

- Seminar as a group controlled instructional approach is employed in a college classroom comprising members having common academic goals, similar academic background and more or less same similar age.
- Seminar provides better opportunity of learning as generally there is a considerable variation in the socio-cultural background and psychological attributes of the learners like Aptitude, Attitude, Interest, Norms, Values, etc.

Seminar as a Group Controlled Approach-03

- Seminar as a method and approach is being used outside the class-room situations to provide various learning experiences & opportunity to interact to find solutions through different presentation of the experienced and expert individuals.
- Discussion Session, Buzz Session, Tutorial Session, Debate Discussion, Symposium, Panel Discussion, Brainstorming, Simulation through Role Playing, etc. are some techniques of providing group controlled learning experiences besides the Seminar.

Seminar Vs Symposium

- Seminar and symposium are used interchangeably, but they differ in the sense that seminar is organized when a topic requires in-depth study whereas Symposium is suitable for the topics or themes having various dimensions.
- In seminar presentation a theme paper is presented and then discussion is done. In Symposium selected students form teams for the presentation and each team presents the different dimensions of the same theme one by one in a preplanned sequence. And then it is being thrown open to the floor or house for discussion.
- Seminar leads to the greater specialization whereas Symposium presents the multidimensional (multidisciplinary) approach.

Elements of Seminar Session

- Chairperson & Co-chairperson
- Speaker
- Participants
- Reporteur (observer or recorder)

Task under taken in a Seminar Session

- Paper presentation
- Discussion
- Problem Solving
- Negotiation
- Decision Making

Phases of Organisation of a Seminar Session

- Arranging the Interaction Session
- Conducting the Interaction Session
- The Follow-up of the Interaction Session

Arranging the Session

- **Identifying themes** (Instructional objectives, subject matter)
- **Motivating** (to encourage students to get rid of fear)
- **Notification** (Notification helps in psychological readiness)
- **Circulating writes-up** (Advance circulation of papers helps to ensure that enough time is provided for study & preparation).
- **Planning the strategy** (preparation for the interaction session)

Before the actual conduct of the session, it would be desirable to know which categories the interaction belong to- discussion, problem-solving, negotiation or decision making.

Conducting the Session

- Initiator (to do away starting trouble)
- Motivator (Avoid passive participation)
- Facilitator (Adopt various ways to improve discussion)
- Elaborator (elaborating to do away participants difficulty in expressing their thought in words)
- Moderator (moderate the length of time, general climate of interaction)
- Controller (keeping the discussion orderly, systematic and purposeful)
- Closing an interaction session (With concluding remarks to highlight the content covered or to sum up).
- Leaderless groups (Small group can choose a convener instead of a chairperson)

Follow-up Session

- Interaction sessions not to be treated in isolation from other instructional activities.
- Follow-up of seminar session may include
 - Organising lecture-discussion sessions
 - Organising interaction sessions in continuity
 - Organising real/contrived demonstrations
 - Arranging field visits
 - Providing reference materials
 - Encouraging library readings, etc.
- Follow-up is also to know participants opinions, reactions, etc.
- It can provide information regarding likes, dislikes, satisfaction, frustration, etc. and on effectiveness of chairperson (strengths & weaknesses).

Committees to organise a Seminar

- Organising Committee
- Finance Committee
- Academic Programme & Proceeding Committee
- Advisory Committee
- Souvenir Committee
- Reception and Registration Committee
- Press & Publicity Committee

Important Sessions of a Seminar

- Inaugural session (opening the seminar & theme presentation)
- Technical Sessions
- Valedictory Sessions
- Key Note Address/Guest Lectures