

SOP for Organizing Seminar / Webinar, Lectures etc. under Departmental Society and Ramjas College

To organize Seminar, lecture, workshop etc. or webinar, the following standard operating procedure must be followed:

1. Creation of committee/working group/individual to prepare proposal for Webinar/Seminar etc. with the approval of the Principal.
2. A consent letter must be sent to IQAC co-ordinator for the approval of the Webinar/Seminar containing the content in not more than 2 pages outlining the aims and objectives of the Webinar/Seminar, learning outcomes, target audience, requirement for content and the names of all committee members. The target audience should be identified, the strategy for invitation, and the educational needs identified. A clearly defined topic and a skilled presenter/host should be identified. Plans for technical quality and Funding involved (if any) should be presented to the college in detail. All financial transactions will be done as per GFR 2017 rule mentioned in SOP for purchases.
3. After approval through the IQAC team, the schedule for the Webinar will be finalized and correspondingly it must be notify to the office.
4. Promotion of the webinar is key to its success. It is important to allow the office/department adequate time in order to inform members. The notice regarding the Webinar/Seminar should be circulated through various medium like WhatsApp groups, e-mail, college website etc.
5. The notice can be prepared in the form of Brochure that must contain the LOGO of Ramjas college, Title of the Webinar/Seminar, date, time, platform, link, name of the chief guest, designation, speaker, name of the convenor, organising members, contact information etc.

Note: In case the webinar or Seminar is organized by the department then the brochure must mention “(Under the aegis of IQAC)”. However, if the Webinar/Seminar is organized with the help of College then the “Ramjas College, IQAC” will be depicted in the brochure where the Patron: will be Principal, Ramjas College along with the name of IQAC Coordinator, designation. See annexure-I and II

6. It is mandatory to fill the “**Feedback form**” at the end of every Webinar/Seminar containing name, email-ID of the participant, phone number (optional), regarding the content of the session, experience, relevance to the topic, medium of the event and any suggestion etc. must be identified. This feedback will need to be seriously considered and incorporated into the report where appropriate.
7. Action taken report (ATR) based on feedback have to prepare to do better in future while organizing webinars or seminars.
8. A detailed report have to submit to the IQAC co-ordinator not more than 3 pages regarding the Highlights of the Webinar/Seminar, screen-shorts, picture of the speakers basically Geo-tagged photos, brochure, list of participants, feedback and ATR.



