

Seminar Method.

- Definition, Objectives Basic requirements -
- Advantages

Types of Seminars

Mini seminar - Major seminar - National seminar - International seminar

Committee constituted for Seminar.

Role of President or Convenor

Role of Organizing Secretary Role of Chair Person of the Technical Session

Role of the Speaker

Role of the Paper presenter

Role of the observer

Steps involved in Seminar.

- Before seminar (pre seminar phase)
- At the course of seminar (running phase)
- After the seminar (post seminar phase)

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SEMINAR METHOD

The seminar method is the most modern and advanced method of teaching. A seminar is an advanced group technique which is usually used in higher education. It is an instructional technique it involves generating a situation for a group to have a guided interaction among themselves on a theme. It refers to a structured group discussion what usually follows a formal lecture or lectures often in the form of an essay or a paper presentation on a theme.

Reading maketh a full man; writing an exact man; and conference a ready man stated by Francis Bacon. The skills such as reading, writing and talking are essential for the personality development of a man. The seminar method integrates such skills of reading and writing with presentation skills.

This seminar method is employed to realize the higher objectives of cognitive & affective domains. The higher learning process requires the interactive and integrated methodologies based on the psychological principles. The seminar method applies such technique of human interaction / intervention with the learning and teaching experiences.

Aims & Objectives:

The main objectives of this unit are as follows;-

- Defining the seminar
- Classifying and listing the objectives of seminar method.
- Understanding the pre-requisites to be included in the seminar
- Listing the advantages and special features of Seminar method
- Distinguishing the types of seminar
- Understanding role and functions of seminar members.
- Acquiring the skills of implementation and organizing the seminar.
- Understanding the evaluation of seminar method of teaching.
- Analyzing the limitations and applications of seminar method.

Seminar Method:

Seminar is a teaching technique for higher learning. A specific subject or topic is delivered as an article or report in the seminar. The article and its concepts submitted in the seminar are analyzed and discussed through group discussion to arrive a final decision or concept. (C.N. Raja & T.P. Rao)



Aim & Objectives of Seminar Method:

This seminar method is utilized to realize the higher objectives of cognitive and affective domains.

Cognitive objectives

- i. To develop higher cognitive abilities.
- ii. To develop the ability of responding in this manner would involve higher cognitive actions.
- iii. To develop the ability of keen observation of experience, feelings and
- iv. To develop the ability to seek clarification and defend the ideas of others effectively.

Affective objectives

- i. To develop the feeling of tolerance to the opposite ideas of others.
- ii. To develop the feelings of co-operation with other colleagues and respect of the ideas and feelings of others.
- iii. To develop the emotional ability among the participants of the seminar.
- iv. To acquire the good manners of putting questions and answering the questions of others effectively.

The human interaction under this technique develops the good manners and skills among the participants. Provide a good learning and scholastic experience to the participants of seminar.

Pre-requisites (Basic Principles) to be included in the seminar:

- This seminar method depends with the lingual, social and emotional instances and its maturity level.
- The complex and undefined concept or article must be read and discussed for the meaningful learning experiences and new concept.
- Group discussion is emphasized. The kernel of seminar is stressed.
- The value and success of the seminar depends on the path of the learner and their learning experiences through the discussion. The learner can advocate and interact in group discussion with his experiences and concept derived. Both the group and learner can transform their ideas and to derive a new conclusion also be anticipated.
- ❖ In the lower level of learning experiences the concepts are explanatory but in this higher level of learning experience the theme or concept centered and need more evidences and explanations through the discussion.
- The interactions in this method develop observation and questioning skills, evaluation skills using their own learning experience.

Advantages and special features of Seminar Method.

- This seminar method gives good motivation and learning experience.
- . Help to evaluate the learn-ability of learners.
- Regulate the creating and organizing of facts and information.
- Dissemination and retrieval of information is scientifically managed.
- Develop the self reliance and self confidence.
- Also inculcates the responsibility and cooperative nature.
- This method is the best for socialization.
- Students' interaction is possible in participation and production of teaching learning process.
- Traditional monotony is abolished in this method.
- Ensures the understandability and enhances the capability of the students learning.
- Seminar is always subject / theme specific, so that sufficient knowledge about the concerned subject can be developed.
- The presenter or the reader of the article can get further clarifications in his subject.
- Develop the questioning skills.
- The data processing and analysis also play a vital role in this method.
- This makes teaching and learning process lively.
- The student receives good information from his teacher and the fellow students.
- A seminar does not end in the premises after the completion of discussion, the group in smaller groups carries on the discussion in informal settings in off campus. This is certainly a strong advantage of using seminar method.

Types of Seminar

Seminars are conducted in various stages. Based on the size and organizational aspects the seminars can be classified in to four types. viz.

- 1. Mini seminar
- 2. Major seminar
- 3. National seminar
- 4. International seminar

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Mini seminar:

Its coverage and scope are small and simple. A small population is enough to hold this seminar. A discussion held over the topic taught or to be taught with the students is known as Group discussion. Such group discussions held in an organized way within a class room, it is called mini seminar. This mini seminar gives the students training in questioning skills, organizing the information and presentation skills of seminar. A mini seminar is felt necessary because it gives good experience to conduct a major seminar at Institutional level.

Major seminar:

The seminar conducted at an institutional or departmental level for a specific topic or subject is known as Major seminar. Usually students and teachers are participating in this type of seminar. This major seminar can be organized at department level for every month. A specific topic or subject is selected for the theme of the seminar.

National seminar:

An association of any kind particularly with academic or professional interest or an organization (Government, Firm, etc.,) conducts the seminar at National level is called National seminar. The subject experts are invited to the seminar for discussion. The Secretary of the seminar prepares the schedule and functionaries for seminar.

International seminar:

Usually the seminar conducted by an international organization or agency is known as International seminar. Theme of this seminar has wider aspects. Globalization, Renovation, Atomic energy agreements, Policies implementation and modification etc., are examples for themes of International seminars. A Nation or its body can conduct or organize the international seminar.

Seminar Committee:

Seminar is conducted or organized by the committee proposed for this purpose only. This committee constitutes a chairperson, Organizing Secretary and subject experts who are expertise in the theme proposed for seminar. The organizing committee guides and helps with the functions of Chair person and organizing secretary. Usually a seminar has been conducted with the following team of organizing body.



1. Chairperson or President / Convenor of Seminar

Naturally, S/he may be the apex person of the Institution / Department / Government / Firm / Policy maker of the concerned body or agency.

2. Organizing Secretary of Seminar

Usually he is nominated by the Chair person or President of the Seminar committee. S/he must be a good administrator and subject expert in the field proposed theme of the seminar. He must be the person of tolerance and capable of doing things in right time with right persons.

3. Chairperson of the Technical Session of seminar

S/he must be the person with expertise in the theme proposed for the seminar. S/he would have a good experience to perform all the activities of technical session which is vital to the seminar.

4. Speaker of Seminar

S/he is the active participant of seminar presenting his / her paper among the other participants in the presence of Chair Person of Technical session of seminar.

5. Participants / Paper presenters of seminar

The people who are presenting papers and observing the paper presentation by participating in the seminar are termed as Paper presenters and Participants of the seminar.



Role and functions of the persons involved in the Seminar

Role of President or Convenor:

The convenor has to plan and prepare the total functionaries. He is the core person and decides the theme of the seminar and fixes the objectives of seminar. He is the key person to hold all administrative functions and advisory for the seminar.

Role of Organizing Secretary:

He is the key person of the Seminar and responsible for the planning and executing the functions of seminar. He is the prime advisory for the convener in selecting the appropriate functionaries for technical session and selection of paper presenters. The time and venue of seminar and other administrative works are decided by him with the advice of convenor. He has to circulate the circulars regarding the seminar (Call of Papers, Seminar information etc.,) among the participants and the firms or institutions. He is organizing the entire course of seminar till end session.

Role of Chairperson of the Technical Session of seminar:

He is the only person to hold the complete responsibility of the whole technical session. He should have the adequate knowledge about the subject or theme dealt in the seminar. Also he is cooperative and clarifies the speaker's presentation. He has to control the whole session with

lively instructions and information. If necessary, he may involve in the discussion but it must encourage the group and speaker into direct directions. At the end of each session he has to brief the discussions held by the speakers also he has to provide the vote of thanks to the participants and the members of seminar committee for their cooperation and participation.

Role of the Speaker / paper presenter of seminar:

The speaker or paper presenter is the person who prepares an article or paper about the theme or sub-theme of the seminar to read and discuss in the seminar concerned. He should prepare his paper with right and updated information with sufficient knowledge about the paper or subject he dealt. Also he may issue the copies of his paper to the participants. This makes the observers and participants for warm participation with good discussion forum. He has to reply to the group or questioner without ambiguity. He should be tolerant when the chair person interrogates his paper with remarks.

Role of the participants of seminar:

There may be 25-40 participants in each sitting only allowed. The participants should have knowledge about the theme of seminar. S/he must have the questioning skills. S/he must appreciate or criticize speakers' ideas and concepts positively. Participant may express his own experience and knowledge to interrogate speakers' view. But it must be relevant to the discussion held in the seminar. S/he should not be negative in attitude. The interaction with the speaker must be carried out with the permission of the chair person of technical session of seminar.

Role of the observer of seminar:

The eminent persons and Honorable guests are invited to attend / participate in the seminar are known as observers. They have to observe the discussion and other events occurred in the seminar and deliberate their own views regarding them with the permission of Chairperson of the technical session. Their views and impressions play a remarkable role with the discussion and finalization of the concepts derived in the seminar theme. However they should avoid the negative and inappropriate views against the seminar theme or speakers.

Steps involved in Seminar:

The seminar is a process which allows the persons to discuss a theme in a peer group with subject experts in an objective method. The steps of the seminar method are classified in to following three steps:

- Before seminar (pre seminar phase)
- At the course of seminar (seminar phase)
- After the seminar (post seminar phase)

Activities involved in the preliminary stage of seminar (pre seminar phase):

- The following activities need be done in preliminary stage of seminar.
- Selection of seminar theme and its sub-themes
- Venue (availability of physical facilities, etc.,), Date(s), and Time (duration of each session) are must be finalized well in advance.
- The panel of specialists, subject experts, Chief Guests, Observers for seminar must be prepared and obtaining the concurrence from the President or Convenor of the seminar.
- The permission must be requested from the persons listed in the panel and from their head offices to utilize their services for seminar.
- A circular regarding the seminar and its information must be prepared without ambiguity.
- The seminar circular must be circulated well in advance to the people (must have the relevant knowledge about the theme of the seminar) who are able to participate in the seminar.
- The selection of the paper presenter / speakers must be based on the article submitted by them and their professional excellence. Such selected Paper presenter will be informed with the necessary regulations to be followed by them in the seminar.
- A compendium of selected papers must be prepared by a expert committee.

Activities involved during seminar (seminar phase):

- Ensure the physical facilities (Stage settings, Seats, Audio-Visual equipments, etc.) available for the participants of seminar.
- Welcome the Chief Guests, Chair persons of Technical session, Observers and Participants of seminar and encourage their active participation in the seminar
- The compendium must be distributed to the participants before the beginning of seminar.
- The seminar theme and its sub-theme need be explained.
- Guide the paper presenters for their location and time of seminar session before the beginning of seminar.
- ☐ The Chair person of technical session and the paper presenters and speakers must manage the time effectively.
- Proper assistance must be ensure for every speaker / paper presenter to facilitate their paper presentation by providing appropriate Audio, Video equipments such as Public Address System, Over Head Projector, LCD projector etc.
- At the end of seminar session, the seminar events will be briefed by the Chairman of the seminar. This gives a clear definition to the seminar conducted and the further steps to be done in future also.
- ☐ The chairman or organizing secretary will announce the concept derived by the seminar.
- Deliver of Vote of thanks to the Participants, Seminar Committees and all the people who engaged in the seminar activities either directly and indirectly.

Activities involved after the end of seminar (post seminar phase):

- Correction of the presented papers / articles from the authors (paper presenters) must be done by themselves.
- The restructuring of paper submitted is essential, because the clarifications received during the discussion must be incorporated. A clear, definite idea or concept of each paper will be reached through the restructuring the seminar paper.
- © Compilation of the restructured papers will be done by a panel of experts.
- The prepare compilation (Compendium) must be sent to the concerned firms, institutes, Agencies, Government departments for further follow up activities.
- The compendium may be distributed on request to the people of similar interest also (with the permission of Chair person of Seminar)
- Finalization of Accounts must be done. A clear budget report must be prepared and sent to the auditing committee / officers for approval are essential.



Evaluation of Seminar:

- The seminar can be evaluated using formal and informal evaluation methods.
- The evaluation must be made to get the immediate feed back from the speaker and participants regarding the seminar paper and other seminar details.
- The objectivity of the paper presented, the view of audience also need be evaluated.
- The observation schedule, questionnaire can be used as evaluation tools for seminar.
- The information obtained through the evaluation tools must be a feed back for the paper presenters.
- The evaluation of overall seminar process can be used for the study and feasibility of forth coming seminars and its arrangements.

Merits of Seminar method:

- Saturally, the spontaneous learning can be achieved effectively in this method.
- Seminar is usually learner centered.
- Information seeking and retrieval behavior is encouraged very much in this method.
- The learner himself prepares and compiles his own paper for the seminar gives readiness of mind and learning becomes structured.
- © Learning by doing is encouraged in this method.
- The paper presenter / participant receive a reinforced learning experience from the Group discussion.
- © Learning experiences is highly structured by the learner himself.
- The teacher or chair person of technical session only plays the Guidance and instructional role.
- Develops cognitive, affective domains based learning.
- O Norms of behavior is developed and reinforced.
- © Develops open mindedness, suppress the subjective ideas from the learners.
- The interactions and interrogations develops the spirit of information seeking behaviors (norms of behavior)
- The data processing skills, compilation skills, communication skill are easily inculcated in this method.
- ② Learner gets in-depth knowledge of the subject he presented.
- This method built better social values and fault tolerance levels in the minds of learner.

Limitations of Seminar method

- Setting up of a seminar for every topic in the Text is not feasible.
- The subject area to be taught must be relevant to the theme of the seminar.
- The seminar themes must conform the learning experiences to be inculcated to the students.
- This method found fit for higher learning only.
- Implementation of this method for lower classes is cumbersome.



- Only matured and balanced minded teachers can make this method successful.
- The teacher must be resourceful (both in academic and administrative) in nature.
- Time management is some what difficult.

- Unnecessary gossips, glitches among the participants may deteriorate the scope and objectives of seminar.
- Passive observation without interaction also make seminar dull and worthless.



...and that concludes my federal report on the status of global warming. Now, special agent Coffield here will be placing you all under arrest for having classified information.

Seminar method - An example.

- * Topic in the Text book to be taught under seminar method: Water Pollution & its Preventive measures and awareness to public.
- Teacher discusses about the topic of seminar and selects the organizing secretary for the Seminar. The organizing secretary prepares a panel of subject experts with the help of teacher. With the advice of Head master, organizing secretary and the teacher form a committee and select the Chair person for Technical Session and Speakers.
- The organizing secretary classifies the seminar theme into sub-themes which are relevant with the learning experiences with the help of teacher and selected eminent students.
- The organizing secretary prepares a circular for information about the Seminar theme and its sub-themes, Venue, Time, requirements etc.

A sample circular:

Dear Student Teacher,

I am pleased to furnish below the details of the Seminar on <u>Water Pollution & its Preventive measures and awareness to public</u> to be held on June 25th, 2009, at Lawspet.

Your active participation is highly solicited and get the benefit of this event. I also request you to kindly share information regarding the Seminar with your friends of the academic circle. Kindly refer the circular enclosed for further information.

[N. Sambat Coumar] Organizing Secretary

- The secretary receives minimum 10 papers from students for each sub-theme listed above.

 The paper presenter distributes the copy of the seminar paper to the participants and read and discusses the topic he has written.
- Based on the discussion, the other learners also learnt the subject described.
- The final compilation of presented papers will be done by the secretary and the paper presenters.
- This final consolidation (compendium) becomes a good reference source for the subject mentioned above.

District Institute of Education and Training, Lawspet, Puducherry.

Institutional Seminar

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Water Pollution & its Preventive measures and awareness to public

Sep. 26, 2009

The Seminar is planned as a consultative process, to provide a forum for discussion and collaboration, to engage participants involved in educational activities and to arrive a common measures to prevent Water Pollution and its awareness to public.

Themes for Paper Presentation

- i. Water Pollution
- ii. Need for Preventive measures for Water pollution,
- iii. Methods of Prevention of water pollution,
- iv. Psychology of ID for Challenged Youths,
- Role of Public and their awareness of Water pollution and its preventive measures.
- The themes are only indicative and not exhaustive.



Submission of Abstract/ Paper

Paper Presenters shall submit the abstract of the proposed paper in about 150-200 words to the undersigned on or before 25th May, 2009. The full paper should be submitted on or before 28-05-2009.

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Venue: DIET conference Hall.

Date: 25-06-2009.

<u>For further details, please contact</u>: The Principal, DIET, Lawspet. Phone: 0413-2251243

<u>Secretary:</u> T.Madhavan, Lecturer, DIET, Lawspet,

e-mail : jtmadhavan@yahoo.com

Submit a Seminar paper regarding 'Water Pollution'.

Reference:

(Teaching of Science, First Year Source Book (D.T.Ed.) Tamil Nadu Textbook Society, Chennai-600006. p74-78.).

From: T. Madhavan. Lecturer (Science), DIET, Lawspet, Puducherry.