

## Seminar Convenor Guidelines for the Session 2024-2025

### Duties and Work Allotment:

The Delhi School of Journalism aims to ensure the smooth and efficient organization of academic seminars, guest lectures, workshops, and conferences. The following guidelines are established to streamline the process and maintain a structured approach to event planning and execution.

### Roles and Responsibilities:

1. There will be **one Seminar Convenor (appointed by the Honorary Director, DSJ)** who will ensure the smooth functioning of all seminar-related activities.
2. **Event Approval & Communication:**
  - Any seminar or academic event must be **proposed and approved at least 15<sup>\*</sup> days in advance** through the proper channel.
  - The proposal should include details such as the **topic, speaker(s), venue, date, time, and expected audience.**
  - **The proposed topic will be approved by the Honorary Director after discussing with Seminar convenor.**
3. **Scheduling of Seminars:**
  - Seminar scheduling should ensure that regular academic classes are not disrupted.
4. **Approval Process:**
  - The seminar proposal given by the faculty will be the faculty coordinator of the proposed event.
  - The seminar request will follow the proper channel:  
**Faculty Coordinator → Seminar Convenor → Honorary Director.**
  - We welcome collaborations from any funding institution subject to approval.
5. **Guest Speakers & Invitations:**
  - Invitations to guest speakers should be sent **well in advance** after obtaining the necessary approvals.
  - The guest speaker will be given an honorarium as per university guidelines.
6. **Event Execution:**
  - The **Seminar Convenor** will ensure that all necessary arrangements such as venue booking, technical support, and promotional activities are completed **at least 3 days before the event.**
  - The Seminar Convenor will take support from **ECA societies** according to their respective function through the **ECA Coordinator.**
  - The refreshments for the guests, faculty members, staff and students/participants will be given after a discussion with the Honorary Director.
7. **Participation & Promotion:**
  - Active participation of students and faculty members should be encouraged.
  - The event will be **promoted through official communication channels** like the **Team DSJ Whatsapp group, DSJ website, ECA official group, social media, and notice boards.**
8. **Report Submission:**
  - After the seminar, the Faculty Coordinator will submit a **report** including key highlights in the form of a press release and a detailed report with pictures to the **Seminar Convenor on the same day of the event.**
  - The Seminar Convenor will forward the report to the **Website Committee** for publication on **social media handles and the DSJ website.**
9. **Event Documentation:**
  - Photos, videos, and key discussion points will be **documented and archived** for future reference.

\* 15 working days



- A summary of the event should be shared with the administration for institutional records.

10. **Last-Minute Changes:**

- Any changes to the event schedule must be **communicated at least 48 hours in advance** to all concerned.

11. **In Case of Convenor's Absence:**

- If the **Seminar Convenor** is unavailable on the event day, the Faculty coordinator will assume the role for that particular event.

*MGA*  
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