



**DON BOSCO COLLEGE - TURA**  
**STANDARD OPERATING PROCEDURE (SOP)**

**SEMINAR HALLS**

## **Standard Operating Procedure for Seminar Halls**

Seminar halls play a very important role in generation and exchange of knowledge. With all the classes that are in progress within the institution, seminar halls accord a space to take teaching-learning beyond the classroom and deliberate deeper and further on related topics prescribed in the syllabi and outside it. Seminar halls also provide a meeting ground for students and academicians, researchers, scholars, etc of the institution and other institutions. It is a space for augmentation of ideas, knowledge, creativity and talents.

**Prime objectives** of the **Seminar Halls** are:

1. To meet and discuss topics that are pertinent to syllabi.
2. To meet and deliberate on topics of national and global interests and issues.
3. To encourage students and faculty to extend the learning process beyond the classrooms.
4. To contribute to knowledge generation and exchange and dissemination of the same.
5. To provide platforms for students for research and self-expression.
6. To provide platforms for students and faculty to engage in discussion of various topics of interest.
7. To provide opportunities for everyone in the institution to listen to experts from outside the institution.
8. To provide occasions and place to commemorate various local, national and international days of importance thereby fostering in the students values such as sense of belonging, awareness, rights, duties, responsibilities, gratitude, courage, respect, honour, etc.

**Working Hours of the Seminar Halls:**

There are two Seminar halls in the institution - one within the College and the other in **Don Bosco College of Teacher Education (DBCTE)**. **Seminar halls are open for various lectures and commemorations and other programmes. The various departments and committees of the institution are directly associated with one or more commemorations.** Hence, the Seminar halls come into use almost every other day.

### Expected Code of Conduct in the Seminar Halls:

1. The Seminar halls shall be open as and when required by specific departments/committees or the institution in general.
2. Prior information is to be given to the Management for the use of the Seminar Halls.
3. The seminar halls may also be rented out for a day or a few days to people from outside on the payment of a stipulated amount decided by the Management.
4. Seminars halls are bigger spaces for learning and the discipline and good conduct expected in the classrooms are to be carried over to them. Accordingly, maintenance of punctuality and silence, respect for others and a listening attitude are expected from everyone while in the Seminar halls.
5. The programmes in the seminar halls are to be conducted by a previously selected Chairperson/Master of the Ceremony/Compere. The **PA system is to be handled only through the PA Operator** in tandem with the person conducting the programme.
6. The sanctity of the dais and lectern is to be maintained and as far as possible both are to be accessed by the attendees only when required or when invited to do so.
7. The Seminar halls shall be open for attendees at least an hour before the commencement of any programme. However, everyone is expected to leave the halls once the programme is over.
8. No food or drink is allowed within the Seminar halls unless otherwise decided by the Organizing Committee of a particular programme.
9. The attendees/participants are to maintain silence during lectures and participate in group discussions and deliberations as and when required.
10. Use of mobile phone is not allowed within the Seminar halls.

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