

Seminar & Research Committee Manual

HSS Department

1. The Seminar & Research committee is responsible for arranging seminars (invited talks and job talks) in all disciplines in the department.
2. The Committee also oversees the research events which are organized by the faculty members of the department. It decides on the research proposals received from faculty members and allocates the grant accordingly. Interested faculty members are expected to submit Forms 101- 103 whichever is relevant.
3. The practice of inviting speakers to give seminars in the department has been revived. Budgetary constraints allow only one speaker per discipline in a year; however one more speaker can be considered if money is left over in the budget by the end of the financial year. The discipline should nominate a speaker in its area only after discussion within the group.

Responsibilities of the Members

4. The discipline representatives or the members of the committee are expected to nominate speakers for their discipline after consulting their colleagues in the discipline. After getting the approval of the seminar committee and Head of the department, they have to initiate correspondence with the speaker and finalize a convenient day and time for the talk. They have to pass on this information, along with the title and abstract of the talk, to the convenor of the committee.

Responsibilities of the Convenor

5. The Convenor sends the formal "letter of invitation" to the speaker along with the Response Form. S/he is also responsible for arranging for the accommodation of the speaker in the VH. It is the convenor's responsibility to ensure that the date and time of the seminar is convenient and does not clash with other similar events in the department or institute.
6. S/he sends out the formal notice for the seminar and timely reminders to academic staff and students in the department.

The above procedure does not apply to seminars or other talks which are organized using the initiation grant / project money of individual faculty members. New faculty members can utilize their initiation grant to invite speakers to the department. The department will provide local hospitality while the travel expenses will have to be borne by the faculty member.