



SESHADRIPURAM EDUCATIONAL TRUST
SESHADRIPURAM INSTITUTE OF COMMERCE AND MANAGEMENT

(Permanently Affiliated to Dr Manmohan Singh Bengaluru City University)

NAAC ACCREDITED 'A' GRADE

AICTE Approved, ISO Certified 9001:2015

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Policy for National Conference

Members in the Draft process	Assoc Prof Pramod A V Asst Prof Shilpashree M C Asst Prof Manasa V
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Preamble

Owing to the need of the modern educational requirement, matching with the dynamic and ever-changing environment in the global scenario and to substantiate the moto of inspiring possibilities of the college, Conference Policy is drafted to provide a transparent and structured framework for planning, organising, supporting and reviewing with the intention of contributing meaningfully to teaching–learning processes, research output and the overall academic profile at the Seshadripuram Institute of Commerce and Management.

Definitions

- **Conference:** A conference is a formal meeting where people with a common interest gather to present, discuss and share ideas or research. A conference is typically a larger event conducted for more than a day where the researchers, professionals and students present papers, attend talks and discuss recent developments in a particular field. Its purposes include knowledge sharing, getting feedback on work, networking, and learning about current trends or innovations in that area.

- **National Conference:** A national conference is a conference whose main participants, organizers, and topics are focused on one country, usually drawing delegates from across India. In a national conference organizers, speakers and participants are from the same country, themes highlight issues, research or policies relevant at the national level. It may still allow some foreign participants, but it is designed primarily as a platform for researchers and professionals to present their work and collaborate with peers across different regions of the nation.
- **Multidisciplinary National Conference:** A multidisciplinary national conference is a nationwide academic or professional event that brings together participants from multiple disciplines to discuss themes or problems of common interest, using different subject perspectives in parallel rather than just one field. It aims to create a shared platform where researchers, teachers, professionals and students from varied domains present their work, learn from each other, and build cross-disciplinary networks.
- **Patrons:** Patrons are senior dignitaries who lend their name, credibility, and broad guidance to the conference. They may help in securing funding or permissions, act as figureheads in inaugural and valedictory sessions and promote the event within wider academic or professional networks.
- **Conference Convenors:** Convenors are responsible for leading and coordinating the overall conference planning and execution from initial concept and committees to programme and logistics.
- **Heads of the Department:** HoD's facilitate departmental participation by motivating faculty and students to submit papers, chair sessions, volunteer and they ensure the conference theme aligns with academic goals.
- **Technical team:** The technical team is responsible for all technology-related arrangements: audio systems, projectors, internet connectivity, recording, streaming, and troubleshooting during sessions.

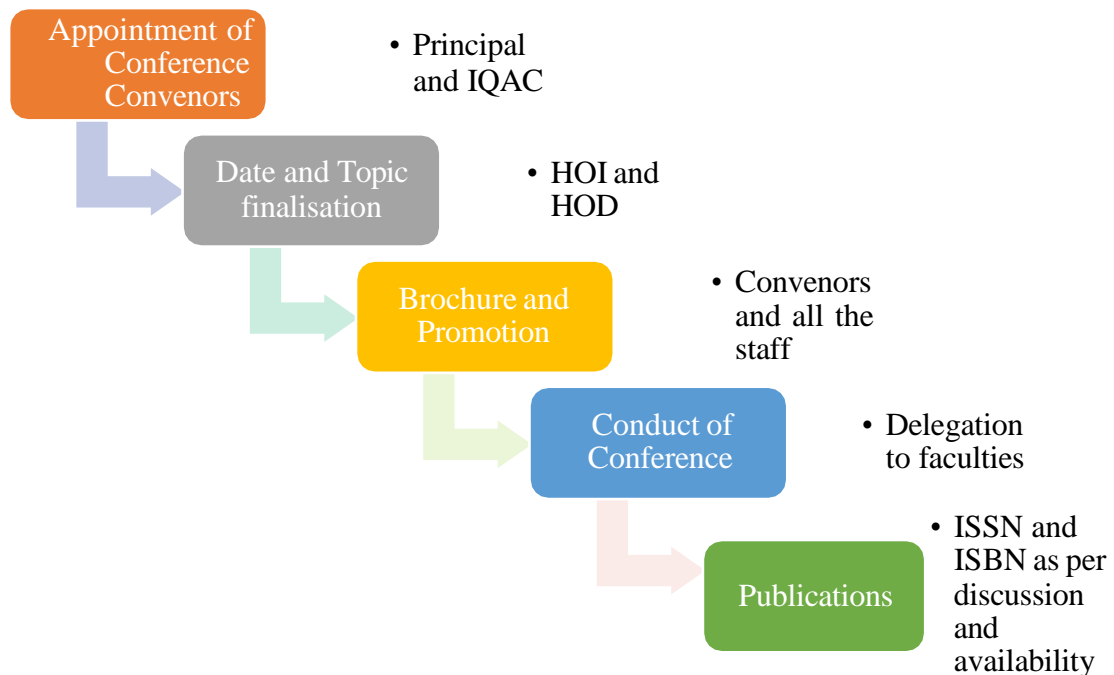
Objective

The academic conferences are conducted with the following objectives

- 1) To advance the knowledge and to foster innovation by nurturing a vibrant research culture among the faculty and students.

- 2) To promote scholarly exchange, interdisciplinary dialogue among the faculty and students.
- 3) To collaborate with academia, industry and society.
- 4) To promote leadership and participative learning among the faculty and the students.

Modus operandi



Roles of the Nominated Convenors

- Define purpose, theme, and expected size of delegates, proceedings and certificates.
- Prepare a brief proposal with objectives, tentative dates, expected budget and submit to Principal for formal approval.
- The convenors in consultation with the Principal and call for meeting by inviting all the related faculties to the meeting, the agenda should be to
 - Nominate Organizing Committee (whose name and phone numbers should reflect in the brochure)

- Decide on the E-mail ids officially to be used for communication relating to the Conference.
 - Decide and take the approval of the amount of registration to be charged from the participants.
 - Approval of the theme and decide on the publication ideologies.
 - Finalise sub-themes that reflect national-level issues/policies and invite eminent national experts as keynote and invited speakers.
 - Draft and publish the Call for Papers/Abstracts specifying themes, guidelines, submission deadlines, review process and publication plan (proceedings, special issue, ISBN volume) in the form of brochure.
 - Decide on the contents of the certificates.
 - Formulation of the technical committee with substantial IT knowledge department wise.
 - Discussion on the budgets including the honorarium to be provided to the invited judges for each track.
 - Approval to Create a conference website or page with brochure, important dates, fee structure, and contact email; set up an online submission and registration system using Google Forms in the conference platform.
 - Strategies to promote nationally through professional bodies, mailing lists of the previous attendees, social media, institutional circulars for sister concerns of Seshadripuram Educational Trust to attract participants from within and different states.
- Receive abstracts of the papers, delegate peer review through the departmental heads nominated Committee, send acceptance or rejection decisions and collect final full papers for presentation.
 - Design the detailed programme: inaugural session, parallel technical sessions and valedictory along with time slots and chairpersons.
 - Open a dedicated account or identify the existing account with the help of administrative heads and accountant, define fee categories and set up payment modes (bank transfer, online gateway, UPI, etc.).
 - Overview the Maintenance of receipts, vouchers to support auditing.

- Conduct inaugural, technical sessions and valedictory as per schedule, manage timekeeping, issue participation/presentation certificates and collect session-wise attendance.
- Update the website with photos and outcomes.
- Send thank-you emails and feedback forms to delegates and speakers.
- Finalise and publish proceedings of the selected papers.

Roles of the Head of the Department

- Department heads are responsible for guiding the academic content, overseeing session planning and ensuring that presentations and discussions align with the conference's objectives.
- To coordinate with other department heads, session chairs and organizing committees to manage the flow of sessions, allocate resources and address logistical issues.
- Department heads act as the primary liaison between their department and the broader conference organizers, communicating policies, decisions and updates to faculty and participants.
- To review abstracts, select presenters and help develop balanced and high-quality standards by working closely with local organizing committees.
- Department heads are expected to resolve academic or administrative issues that arise during the conference, such as speaker substitutions or technical difficulties in virtual sessions.
- To supervise departmental staff and faculty, delegate tasks and ensure that all departmental contributions to the conference meet the required standards.
- Department heads may need to ensure that their teams are familiar with virtual conferencing tools and platforms, and may assist in troubleshooting technical issues.
- To encourage participation and engagement among their department members, promote interactive sessions and support the use of digital tools for networking and collaboration.

Selection Process of the Research Papers

- Authors submit original, unpublished papers that align with the conference theme and guidelines. Papers are checked for plagiarism and adherence to formatting standards.
- The conference chair or program committee performs an initial screening to ensure the paper fits the conference scope and meets basic requirements.
- Based on reviewers' feedback, the program committee decides whether to accept, reject or request revisions. Accepted papers are scheduled for presentation and may be published in conference proceedings or journals.

Evaluation Criteria in Commerce and Management

- Originality and contribution to the field
- Appropriateness of methodology
- Clarity and structure of writing
- Relevance to commerce and management topics
- Potential to stimulate discussion at the conference.

Evaluation Criteria in Languages

- Originality and contribution to language research
- Appropriateness and clarity of methodology
- Relevance to the conference theme and current issues in language studies
- Quality of writing and presentation

Evaluation Criteria in Sports

- Originality and contribution to sports research
- Methodological rigor and validity
- Relevance to sports science, management or analytics
- Clarity of presentation and writing

Evaluation Criteria in Computer Application

- Originality and contribution to the field
- Methodological soundness and technical rigor
- Clarity of presentation and results
- Ethical compliance and proper referencing

Evaluation Criteria in Library Sciences

- Originality and contribution to Library research
- Methodological rigor and validity
- Relevance to library science, management or analytics
- Clarity of presentation and writing

Note: The title of the study, objectives of the study, hypothesis or assumptions and conclusions has to match with each other for the paper to be selected for presentation.

Publication

- Only papers from registered authors are considered for presentation and publication.
- Selected papers are compiled into conference proceedings with ISBN or ISSN numbers and may be indexed in academic databases.
- Outstanding papers may be recognized with awards and considered for publication in associated journals.

This process ensures that only high-quality, original research is presented and published, maintaining the academic integrity of the conference.

Roles of the Track Moderators

- Track moderators introduce the session and presenters, outlining the session's purpose and what attendees can expect.
- To keep strict time control, ensuring each presenter stays within their allotted slot and that the session runs on schedule.
- Facilitate discussions, guide Q&A sessions and ensure all voices are heard, balancing participation and keeping the conversation on topic.

- To coordinate with presenters, manage transitions between speakers and address any technical or logistical issues that arise.
- Moderators encourage audience interaction, manage questions and ensure both in-person and virtual participants feel included.
- To remain neutral, avoiding personal opinions and ensure discussions are fair and respectful.
- Moderators often review papers or abstracts beforehand to prepare relevant questions and ensure session coherence.
- At the end of the session, they summarize key takeaways, thank speakers and sometimes collect feedback for future improvements.

Roles of the Track Rapporteurs

- Rapporteurs attend assigned sessions and workshops, taking detailed notes of presentations, discussions and any decisions made.
- To produce concise summaries, often in the form of PowerPoint slides or written reports, capturing main points, speaker findings, conclusions and recommendations.
- Rapporteurs collect and organize relevant materials such as presentation slides, handouts, photos and may prepare templates for reporting.
- After each session or at the end of the conference, rapporteurs submit their summaries to the chief rapporteur or organizing committee for consolidation and publication in conference proceedings.
- May work in teams, often paired for efficiency and coordinate with other rapporteurs to ensure comprehensive coverage of all sessions.
- Rapporteurs may also be responsible for reporting any issues or interruptions during sessions and assisting with logistics as needed.
- Rapporteurs review speaker materials in advance and may contact presenters to clarify points or gather additional information.
- After the conference, they may contribute to final reports, highlight emerging themes and suggest follow-up actions or research directions.

Roles of the IT Team

- The IT team sets up and manages the virtual conference platform, ensuring it is accessible, secure and able to handle all planned activities such as live sessions, Q&A and networking.
- To provide real-time technical assistance to presenters and attendees, resolving connectivity, audio, video and software issues as they arise.
- The team has to conduct pre-event technical rehearsals, tests all equipment, software, train presenters and moderators on platform usage.
- To upload and queue presentation materials, manage live streams and ensure all digital content is properly displayed during sessions.
- The IT team have to monitor sessions for technical problems, manages chat, Q&A functions, data privacy and security throughout the event.
- To prepare contingency plans for technical failures, including backup systems and alternative communication channels.
- The IT team works closely with event organizers, moderators and rapporteurs to ensure seamless integration of all technical and logistical requirements.
- After the conference, they may assist with archiving recordings, collecting feedback, and analyzing technical performance for future improvements.

Checklist for the Conference

- Did we Finalize the title and date of conference
- Did we create Mail id creation (Internal & External)
- Did we finish the Preparation of brochure (finalize registration fees)
- Did we prepare the Budget

- Did we strategise the Promotion of the conference
- Did we prepare the Invitation and Schedule
- Did we Arrange for key note speaker
- Did we Send the invitation
- Did we send the request letters to keynote speaker
- Did we Collect speaker profile
- Did we design the contents and design of the Certificates
- Did we Mail invitations to earlier participants and known colleges
- Did we Prepare Google form for registration
- Did we Arrange for Zoom link or any other source
- Did we finalise on Allotment of rooms for different departments
- Did we request for Feedback forms
- Did we Cross check the amount received
- Did we collect the Presenters PPT should be collected and arranged in order
- Did we Allot of Rapporteurs
- Did we maintain the paper senders' details in excel sheet
- Did we Allot papers for each track
- Did we Arrange all the technical equipments
- Did we Mail the participation certificates within a week
- Did we Send thanking mail to keynote speaker
- Did we Collecting the report and compile it
- Did we plan the Rehearsal schedule
- Did we check the Presentation compatibility
- Did we Load presentations trackwise
- Did we send the mail regarding Timing and link to the external invitees
- Did we arrange for recording
- Did we collect the Feedback

Communication through Circular

SICM/NC/ /2025-2026

Meeting Circular

SICM/NC/ /2025-2026

The meeting is convened in the Room Number to discuss the following agenda

MEMBERS

Communication for receiving of the abstract

Subject: Acknowledgment of Abstract Submission

Dear [Author's Name],

Thank you for submitting your abstract titled "[**Abstract Title**]" for the upcoming [**Name of Conference**]. We have received your submission and will now proceed with the review process.

We appreciate your interest in participating and contributing to this conference. You will be notified of the review outcome within [**timeframe**] and further instructions will be provided if your abstract is accepted.

Please feel free to contact us if you have any questions or need additional information.

Thank you once again for your submission.

Best regards,
Conference Team
SICM

Communication for receiving of Full Paper

Subject: Acknowledgment of Full Paper Submission

Dear [Author's Name],

Thank you for submitting your full paper titled "[Paper Title]" for the [Name of Conference]. We have received your submission and will now begin the review process.

You will be notified of the review outcome within [timeframe], and further instructions will be provided if your paper is accepted. Please feel free to contact us if you have any questions or require additional information.

Thank you for your contribution to the conference.

Best regards,
Conference Team
SICM

Communication for Accepting the Paper for Publication

Subject: Acceptance of Your Research Paper for Publication

Dear [Author Name],

Greetings from

It is a pleasure to inform you that your research paper titled "[Paper Title]" has been accepted for publication in Journal/Conference Name, after a positive evaluation by the reviewers and the editorial committee.

Kindly follow the instructions below to complete the publication process:

1. Submit the final version of your paper in wordformat as per the prescribed template by (date).
2. Ensure that all authors' names, affiliations, and contact details are correct in the final version.

Your paper is scheduled to appear in [Volume/Issue or Conference Proceedings Details], expected to be published in [month/year]. Further information regarding proofs and publication schedule will be shared in due course.

Thank you for your valuable contribution to the field of library and information science. We look forward to your continued association with [Journal/Conference Name].

With best regards,

Conference Team
SICM