



SESHADRIPURAM EDUCATION TRUST
SESHADRIPURAM INSTITUTE OF COMMERCE & MANAGEMENT

Permanently affiliated to Dr. Manmohan Singh Bengaluru City University

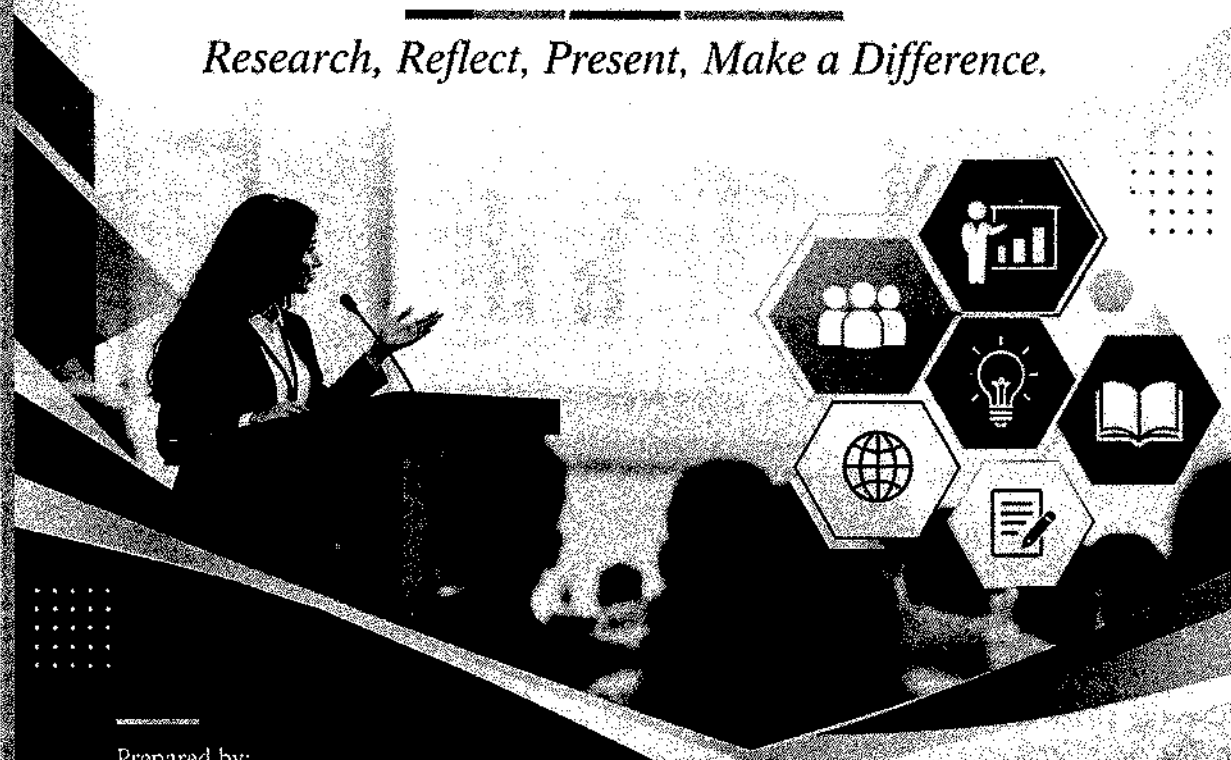
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POLICY FOR STUDENT CONFERENCES

Research, Reflect, Present, Make a Difference.



Prepared by:
Internal Quality Assurance Cell (IQAC)

Approved by:
Principal

SICM

SICM

POLICY DOCUMENT

SESHADRIPURAM INSTITUTE OF COMMERCE AND MANAGEMENT

POLICY FOR ORGANISING STUDENT CONFERENCES

Preamble

Education extends beyond the boundaries of the prescribed curriculum and should provide students with opportunities to engage with contemporary social, ethical, cultural, academic and gender-related issues. In keeping with the institution's commitment to experiential learning, research orientation and holistic student development, the Student Conference Policy is formulated to provide a structured framework for planning, organising, conducting, documenting and reviewing Student Conferences at Seshadripuram Institute of Commerce and Management.

Student Conferences shall provide students with opportunities to research, reflect, present and participate in academic dialogue. The practice aims to connect classroom learning with real-world concerns while developing research, critical thinking, academic writing, communication and presentation skills and promoting human values, equality, inclusiveness and responsible citizenship.

Definitions

Student Conference

A Student Conference is an academic platform organised primarily for students to present, discuss and exchange ideas, research findings and perspectives on a defined theme. It may include paper presentations, expert interactions, panel discussions, poster presentations, group discussions and other academic activities.

Intercollegiate Student Conference

An Intercollegiate Student Conference is a conference that provides opportunities for students from different colleges or institutions to participate, present papers and interact with one another on a common academic or socially relevant theme.

Conference Theme

The Conference Theme refers to the central subject around which the conference, paper presentations, expert sessions and discussions are organised. The theme shall be aligned with the objectives of the organising forum and relevant cross-cutting issues.

Organising Forum

The Organising Forum refers to the institutional forum, cell, association, club, Student Council or other approved institutional body responsible for planning and conducting the conference.

Faculty Coordinator

The Faculty Coordinator is the faculty member nominated by the institution/organising forum to coordinate the planning, academic and administrative aspects of the Student Conference.

Student Coordinators

Student Coordinators are students nominated under faculty guidance to assist with communication, registration, technical arrangements, session coordination and other approved conference activities.

Track Moderator

A Track Moderator is responsible for introducing presenters, managing the allotted time, facilitating discussion and ensuring the smooth conduct of a particular presentation track.

Rapporteur

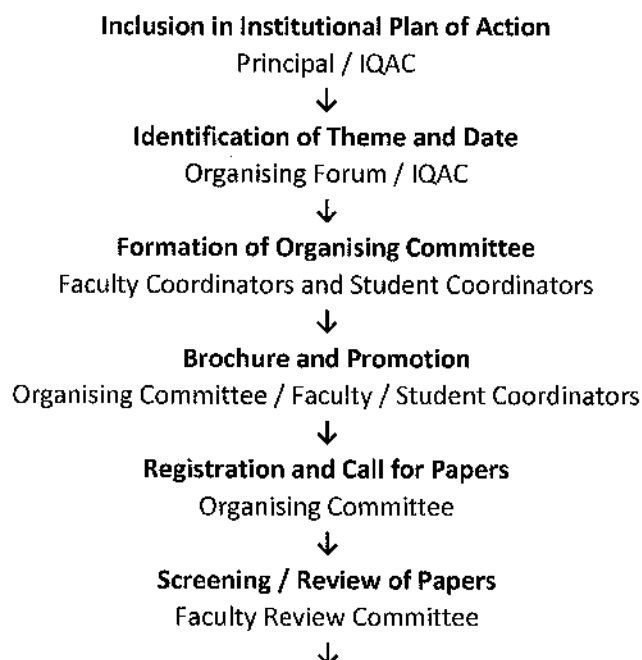
A Rapporteur is responsible for documenting the proceedings of assigned sessions, including presentations, discussions, key observations and outcomes, and submitting the report to the organising committee.

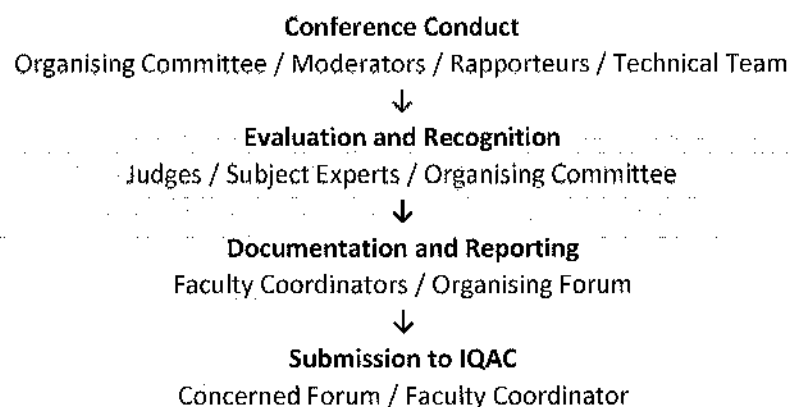
Objectives

Student Conferences shall be conducted with the following objectives:

- To create awareness among students about social, ethical, cultural and gender-related issues.
- To promote human values, equality, inclusiveness and responsible citizenship through experiential learning.
- To develop students' research, critical thinking and analytical skills.
- To strengthen academic writing and presentation skills.
- To provide students with opportunities to present their research and ideas before an academic audience.
- To promote a culture of research orientation, inquiry and independent learning among students.
- To encourage interdisciplinary and multidisciplinary perspectives wherever appropriate.
- To contribute to the holistic development of students through meaningful academic and experiential engagement.

Modus Operandi





Roles and Responsibilities

1. Principal and IQAC

- Provide overall guidance and institutional approval for the Student Conference.
- Ensure that the conference is incorporated into the institutional Plan of Action.
- Review the proposed theme, objectives and proposed programme.
- Facilitate interdepartmental and inter-forum coordination.
- Ensure appropriate documentation for institutional quality assurance.

2. Organising Forum / Cell

The concerned forum or cell shall:

- Identify the conference theme in consultation with the appropriate institutional authorities.
- Prepare the concept note and proposed programme.
- Prepare the budget, wherever required.
- Nominate faculty and student coordinators.

- Coordinate registration and communication.
- Invite experts and speakers.
- Coordinate paper submissions and presentations.
- Ensure the smooth conduct of the conference.
- Prepare and submit the final report.

3. Faculty Coordinator / Conference Convenor

The Faculty Coordinator shall:

- Define the purpose, theme and expected outcomes of the conference.
- Prepare a brief proposal and submit it for approval.
- Convene meetings of the organising committee.
- Prepare the brochure and communication material.
- Finalise sub-themes and presentation guidelines.
- Coordinate the call for papers, wherever applicable.
- Coordinate the review and selection of papers.
- Prepare the detailed programme and session schedule.
- Coordinate resource persons, moderators, judges and rapporteurs.
- Ensure proper attendance and documentation.
- Coordinate certificates and recognition.
- Collect feedback and prepare the final conference report.
- Verification of the Registration fees & Invoice generation

4. Student Coordinators

Student Coordinators shall work under faculty supervision and may assist in:

- Student communication
- Registration
- Participant coordination
- Venue arrangements
- Technical assistance
- Session coordination
- Distribution of certificates
- Collection of feedback
- Documentation and photographs

Selection Process for Student Research Papers -

Where the conference includes paper presentations:

- Students shall submit abstracts/papers according to the prescribed guidelines and deadlines.
- Papers shall be related to the conference theme or approved sub-themes.
- Submitted papers may undergo preliminary screening by the organising committee or designated faculty members.
- Papers may be reviewed for: Relevance to the conference theme / Originality of ideas/Clarity of objectives
- Methodological appropriateness, wherever applicable
- Referencing and academic integrity

- Overall presentation potential
- Papers may be accepted, rejected or returned for revision based on the review process.
- Selected students shall be allotted presentation slots and informed of the presentation guidelines.
- The organising committee shall prepare track-wise presentation schedules.
- The title, objectives, methodology/approach and conclusions of the paper should demonstrate coherence.

Academic Integrity and Ethical Guidelines

Student presenters shall:

- Submit original work.
- Properly acknowledge sources and references.
- Avoid plagiarism.
- Respect intellectual property rights.
- Avoid fabrication or misrepresentation of information.
- Use appropriate and respectful language.
- Present diverse viewpoints responsibly.
- Maintain academic and professional decorum.
- Where digital or Artificial Intelligence tools are used in preparing academic work, students shall follow the institution's applicable guidelines for responsible and ethical use.

Evaluation Criteria

Where Best Paper / Best Presentation Awards are proposed, the following broad criteria may be considered:

- Relevance & Originality – Alignment with the conference theme and originality of ideas.
- Research Quality – Clear objectives, appropriate sources/data and sound methodology.
- Presentation Quality – Organisation, clarity, communication and effective use of presentation tools.
- Critical Engagement – Analytical thinking, broader connections and quality of conclusions/recommendations.

The evaluation criteria may be suitably modified according to the nature and academic level of the conference.

Roles of Track Moderators

- Introduce presenters and manage the session.
- Maintain time and facilitate Q&A.
- Ensure orderly participation and smooth transitions.
- Summarise key takeaways.

Roles of Track Rapporteurs

- Record presentations, discussions and key outcomes.
- Maintain presenter/session details and supporting evidence.

- Prepare and submit the session report.
- Support the final conference report.

Technical Team

- Manage audio-visual and digital requirements.
- Conduct pre-event technical checks.
- Provide technical support during sessions.
- Maintain recording, digital documentation and backup arrangements.

Recognition and Awards

Students may be recognised through Participation/Presentation Certificates, Best Paper or Best Presentation Awards, Special Recognition, and Certificates for Coordinators and Volunteers. Award criteria, where applicable, shall be communicated in advance.

Publication of Student Research

Where academically appropriate, selected student papers may be considered for publication in:

- Conference proceedings
- ISBN publications
- Other approved academic publications
- Publication shall be subject to the applicable editorial, review, plagiarism and publishing requirements.
- Publication shall not be treated as automatic merely on the basis of presentation.

Feedback and Evidence of Success

IQAC shall collect and analyse feedback from students, faculty, experts and participants to assess the conference's relevance, academic value, learning outcomes and overall effectiveness.

The IQAC shall communicate the key outcomes and evidence of success to the Conference Convenor for review and future improvement. Evidence may include participation, papers presented, publications, awards, expert participation, feedback and learning outcomes.

Documentation -

The organising forum shall maintain appropriate records including:

- Approval/proposal
- Plan of Action entry
- Brochure
- Circular/notification
- Registration details
- Call for papers
- Abstracts/papers
- Review/selection records
- Programme schedule
- Resource person details
- Participant list
- Attendance

- Presentation schedule
- Evaluation sheets
- Certificates
- Photographs
- Feedback
- Conference report
- Publication/proceedings details, wherever applicable

The final documentation shall be submitted to the IQAC for record and quality-assurance purposes.

Checklist for Student Conference

- Finalise conference theme and date
- Include conference in Institutional Plan of Action
- Obtain necessary approval
- Nominate Faculty Coordinator/Convenor
- Form Organising Committee
- Identify student coordinators
- Finalise conference objectives and sub-themes
- Invite experts/resource persons
- Prepare concept note
- Prepare brochure
- Prepare Call for Papers, where applicable
- Prepare registration form
- Invite participating colleges/institutions
- Collect abstracts/papers
- Complete paper screening/review
- Prepare presentation tracks
- Appoint moderators and rapporteurs
- Arrange technical requirements
- Prepare certificates
- Finalise evaluation criteria, where awards are proposed
- Conduct conference
- Maintain attendance
- Collect feedback
- Prepare session-wise reports
- Prepare final conference report
- Compile photographs and supporting evidence
- Complete publication/proceedings process, where applicable
- Submit documentation to IQAC/institutional record

Communication

All official communication relating to the Student Conference shall be made through the designated forum email or communication channels.

Communication may include:

- Conference notification

- Call for Papers
- Registration communication
- Abstract acknowledgement
- Paper acceptance/rejection communication
- Presentation schedule
- Expert invitation
- Participant instructions
- Certificate communication
- Feedback communication
- Letter of Gratitude

Review of the Policy

The Student Conference Policy shall be reviewed periodically by the institution/IQAC based on:

- Feedback from stakeholders
- Participation trends
- Academic outcomes
- Documentation and evidence
- Institutional requirements

Necessary modifications may be incorporated with the approval of the appropriate institutional authority.


Principal
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1. The first part of the paper is devoted to the study of the properties of the function $f(x)$ defined by the equation $f(x) = \int_0^x f(t) dt$. It is shown that $f(x)$ is a constant function, and its value is determined by the initial condition $f(0) = 1$.