

Internal Quality assurance Cell KARPAGAM ACADEMY OF HIGHER EDUCATION

(Deemed to be University)

(Established Under Section 3 of UGC Act, 1956)

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Guidelines for Conduct of Seminars / Conferences / Symposia

General Objective:

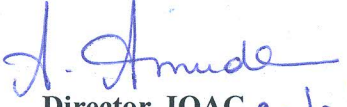
To enhance the quality of the process for conducting a Seminar / Conference / Symposia.

Specific Objectives:

- i. To ensure the maximum working time is being spent for academic / intellectual deliberations.
- ii. To ensure the quality of papers presented in the Seminar / Conferences
- iii. To invite resource persons of high academic calibre from reputed universities / research organization across the country, in case of national level / regional level seminars / conferences.
- iv. To invite faculty and students from outside institutions in addition to our own faculty and students.
- v. To publish the proceedings of the seminar / conferences as a “Special Issue” through Karpagam Publications.
- vi. To explore the possibility of studying the contribution to policy formulation of the Govt. / allied agencies as the outcome of the seminar / conferences.

Guidelines:

1. In the case of programme being planned at the Nation level there must be considerable representation of resource persons and participants from other States.
2. In case of International Programme, the duration of the programme shall be a minimum of 2 days. There must be 2 to 3 resource persons outside the Country and of the natives of those countries.
3. The topic / title for the programme should be consciously selected in such a way that the outcome of the proceedings shall lead to further study / research / social relevance.
4. The contents of the papers / presentation materials should be relevant to the topic / title of the programme.
5. The papers have to be presented directly by one of the Authors. In-Absentia / Presentation / Poster presentations shall not be permitted.
6. To ensure the quality of the papers being presented, all the papers have to be necessarily subjected to the “Similarity Index (Plagiarism) Check” before taken up for presentation and the permissible limit is 10% and technical / subject scrutiny to be done by a team of faculty of the respective department.
7. The formal deliberation has to take place at least for 6 hrs per day. It is desirable that the Inaugural Function may even be planned on the previous day AN so that an effective 6 hrs could be dedicated for intellectual deliberations.
8. At the end of the programme, it has to be made clear that how the outcome of the proceedings will be made use of in the form student projects / research / patent publication.
9. A detailed report confirming the above points needs to be submitted to the Registrar with a copy to IQAC.


Director, IQAC 22/2/2020