



SAGE University, Bhopal

Standard Operating Procedure Organizing Academic Events



(Conference/Seminar/Workshop/FDP/HR Meet/Advisory Meet)

Name of Approval Authority: Vice Chancellor
Signature: [Signature]
Date: 10/5/2022

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Introduction

It is very important for any University to organize various activities which are academic in nature such as Conference/Seminar/Workshop/FDP/HR Meet/Advisory Meet for the growth and development of the Students/Teachers/Other stakeholders of the University.

Objectives

The events are organized with the following objectives

- To have knowledge about current trends in the research areas/Technology/ Industry practices
- To give exposure to Stakeholders
- To have Networking with Peers /Professional Bodies/Industrial Organizations
- To have strong branding for the University
- To Score better marks under various categories in NBA/NAAC/ NIRF/QS/THE rankings.

Process

- School should appoint Coordinator(s) of the event Proposed
- Coordinator will prepare a draft proposal and get it forwarded through HOD/HOS/Dean for the recommendation /approval of DG/VC/ED/Pro Chancellor. Draft proposal should have the following: (Annexure-1) Page No 3-6
 - Theme
 - Brochure
 - Proposed dates
 - Advisory Board
 - Tentative proposed expert
 - Tentative Budget/ Budget
 - Expected amount of Sponsorship from outside University

University Contribution / Sponsorship (if any)



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- iii) Coordinator should apply for the grant from various Sponsoring agencies such as DST/MPCOST/CSIR/AICTE/UGC/NAAC/AIMS/ NABARD or any other relevant organization.
- iv) For effectively organizing event, various committees to be formed (Annexure-2) Page No 7-8
- v) Sponsorship letter needs to be prepared to take Sponsoring form organizations against stalls /advertisement in Souvenir Product display/nomination of faculty/Students etc. (Annexure-3) Page No 9-10
- vi) Brochure needs to be circulated to various organizations for nomination of students/faculty
- vii) All the guests to be invited through Phone/E-mail etc. by sending an invitation Draft. invitation letter is attached (Annexure-4) Page No 11
- viii) At the end of event, all the guests to be sent a thanks letter along with related photographs and event report (Annexure-5) Page No 12
- ix) At the end of the event, a concluding file to be prepared and submitted in Library / School (Annexure-6) Page No 13
- x) A brief summary of the event to be prepared and its soft copy to be send to Registrar office for record (Annexure-7) Page No 14-15



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Brochure Contents

About the University

About the Event

Event Objectives

Call for Papers & Posters

The broad areas/ sub-areas that will be of interest for the conference are:-

Guidelines for Abstract Submission (In Case of Conference)

- Only Registered delegates can attend the Conference.
- The abstract should not exceed 400 words and have a maximum of five keywords.
- Posters must be submitted electronically as a PDF with following specifications:
 - One Power Point Slide using the 16:9 ratio resolution setting
 - Font: Times New Roman
 - No video
 - Maximum file size 10 MB
 - Save the final slide presentation as a PDF file
- The research paper is to be typed in Times New Roman with font size 12 and line spacing 1.5, headings to be typed in font size 14 bold and footnotes in font size 10.
- Only original, unpublished research work, not exceeding 5000-6000 words, should be sent.
- All the authors, in case of co-authors, must register individually. At least one co-Author should be available to present the paper at the conference.
- Registered candidates cannot claim for a refund due to absence or withdrawal from the conference.
- The abstract must include the title of the paper, author(s) name, designation, Name Of Institution/ Organization, mailing address, email address and contact number.
- Softcopy of the paper must be submitted in A4 size page, portrait lay out using Times New Roman font with the heading in size 14 and the body of the text in size 12 with 1.5 line spacing.
- Selected papers will be notified by email.
- Please follow the link for electronic submission: Easy Chair link
- The author(s) should clearly mention under what track of the conference the abstract is to be included. Authors shall use APA 7th edition formatting style.

Points to be considered while designing the poster:

- Scientific problem (what's the question?)
- Its importance (why should we care?)
- How the experiment addresses the problem (what's your strategy?)
- The experiments performed (what did you actually do?)
- The results obtained (what did you actually find?)
- The conclusions (what do you think it all means?)
- Future prospects (where do you go from here?)

Note: Other relevant research papers may also be considered after extensive review for presentation and publication.

Design your poster to address one central question and to provide an explicit take-home message. The Poster Category can be any one:

1. Original study or research – displays an abstract, strategy, methods, results, and conclusion.
2. Evaluation of a method, device, or protocol – describes a systematic evaluation of a newer technique or device.

Who should Participate

- Academicians
- Entrepreneurs
- Research Scholars
- Policymakers
- Practitioners
- UG/PG Students

Important Dates:

- Last date for abstract submission :
- Full Paper Submission Deadline :
- Acceptance of Full Paper :
- Registration Deadline :
- Conference Date :

Abstract Submission Link

Registration Fee

SN	Category	Fees
1.	Academicians (Single/First Author)	INR
2.	Research Scholars	INR
3.	UG/PG Students	INR
4.	For each Co-Author/Attendees	INR
5.	International Participants	US \$

Payment Link:

Contact Detail

Contact Person:

Contact No:

Email:

Advisory Board

Chief Patron

Er. Sanjeev Agrawal
Honorable Chancellor
SAGE University Bhopal and SAGE University Indore

Patron(s)

Dr. Prashant Jain

Honorable Pro-Chancellor SAGE
University Bhopal

Ms. Shivani Agrawal

Honorable Executive Director SAGE
University Bhopal

Dr. V.K. Jain

Honorable Vice-Chancellor
SAGE University Bhopal

There must be 5-10 National/International Senior persons in the Advisory Board
Resource Persons/Experts Details

Event Chairperson

Event Convener(s)/Coordinator(s)

Tentative Budget

A.) Sources of Income

S No	Sources	Amount (₹)
1.	Registration Fee (@---per head *expected registration no of students)	
2.	Registration Fee (@---per head* expected registration no of delegates)	
3.	Sponsorships (External/Internal)	
	Total	

B.) Expenditure Heads

S No	Heads	Expenditure amounts (₹)	Remarks
1.	TA to Experts		Approx No of Experts
1a.	Honorarium to Experts(if any)		
2.	Lunch		Appx. No of person @---
3.	Accommodation of Speakers		Delegate will stay at Guest House SUB
4.	Brochure/Preconference		Brochure send by Email/Whatsaap
5.	Souvenir		Soft copy
6.	High Tea		No of persons @ ----
7.	Certificates		No of Certificate @----
8.	Kit		Approx No of Kit @
9.	Banner		
10.	Memento		
11.	Best paper/poster presenter Awards		
12.	Misc.(Campus Decoration, Stationary items)		
	Total		

Students Competitions (if any)

1. Research Paper Competition (First @----- Rs Cash, Second @----- Rs Cash)
2. Poster Competition (First @----- Rs Cash, Second @----- Rs Cash)
3. Project Competition (First @----- Rs Cash, Second @----- Rs Cash)
4. Business Proposal Competition (First @----- Rs Cash, Second @----- Rs Cash)

Teachers Competitions (if any)

1. Research paper Competition Category 1 (First @----- Rs Cash, Second @----- Rs Cash)
2. Research paper Competition Category 2 (First @----- Rs Cash, Second @----- Rs Cash)



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Annexure-2



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To,

.....

Date:.....

Conference/Seminar/Workshop/FDP/HR Meet/Advisory Meet on

"....."

Date:

Organizing Committee

Sr No	Name of Committee	Members Name	Functions/Responsibilities	Due Date
1	Core (Conveners)		1. To plan, prepare budget, get approval, prepare brochure 2. Promotion of Conference and attracting a good no of papers/Models/Projects/Posters, participants etc. 3.To invite all experts 4.To coordinate with Technical Program Committee and other committee 5.To send thanks letters to all experts 6.To prepare the Conference file and submit it in Lib for reference	From conception till Closure report submission file in Lib.
2	Reception and Hospitality		1.To arrange Guest House/Hotel to Invitee experts/participants 2.To make travel arrangements to guests 3.To take the guests to local sight seeing 4.To Make arrangements for the High Tea, Lunch Dinner etc.	One Month prior till conclusion of the event
3	Technical Program		1. To review and edit the research papers and communicate with the authors 2.To make the Paper presentation plan 3. To arrange for the messages to be published in Souvenir of Dignitaries such as PM, CM, Minister, Sr Scientists and Professors. 4. To coordinate with Session Chairs/Co Chairs and arrange for the Memento, Certificate, TA etc. 5.To be available as rapporteur in all	Two Months prior to the date of Conference till Conference organization

			the sessions and coordinate with experts and participants 6. To create, circulate and collect the feedback from all the participants/experts.	
4	Sponsorship Committee/Branding		1. To arrange for the Funds from funding agencies, Book Suppliers, Industry or any other relevant agency. 2. To get advertisement of Sponsors in Souvenir 3.To print required banners/standees and promote the event through social Media/Print Media	Six Months prior to the date of Conference till Conference organization
5	Registration and Certificate Distribution		1. To finalize the Kit/Bag/Pad/Pen etc. 2. To finalize Memento to Guests/Winners/Runners up 3. To get Certificates Printed 4.To prepare & distribute the certificates	One Months prior to the date of Conference till Conference organization
6	Venue Management		1.To arrange for Venue, its decoration, installation of Banners, standees, flowers etc as per need 2.To arrange for checking Projector/AC/Audio System/Pad Pen/Water bottles/University Literature and related promotion material 3. Arrangement for Tilak, Saraswati vandana, bouquet, memento to guest.	One day prior to the event dates
7	Cultural		1.Organize for Cultural program as per need 2.To organize for the students dresses/makeup/take budget approval 3.To maintain discipline back stage	On the days of event
8	Discipline and Attendance		1. To maintain students discipline in Auditorium/ venue 2.To take attendance as per requirement	On the day of event
9	Tech Support		1. To see Audio Visual Display, Projector etc 2.Depute staff for the onsite support during the program	A Day Prior and on day of event
10	Admin Support		1.To make the venue ready before the event 2.To depute sufficient support staff at the venue 3.To Change/Modify the bus timings as per the event 4.Make the things organized after the event	Before, during and after the event



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Sponsorship Letter

To,

SAGE University Bhopal cordially invite you as a sponsor in Conference/Seminar/Workshop/FDP/HR Meet/Advisory Meet to be held on -----(Date--) at SAGE University, Bhopal

In making a commitment to become a sponsor, your company will be assured high profile exposure at this Conference/Seminar/Workshop/FDP/HR Meet/Advisory Meet.

Please take a few moments to read our proposal. We have appended the brochure for your perusal. If you require further information about sponsoring, please contact Dr. ----- at the SAGE University Bhopal, +91----- or email: ----- To secure your place in the event, simply choose the sponsorship option that best suits you, and contact the organization team the event.

Event Details

Kind of Event:

Date:

Venue:

The prime objective of this event is to bring experts, researchers and innovators from academia, R & D and industry working in the various fields of science & technology together and provide them a forum for knowing what is happening in the research arena, identifying and conceptualize new ideas and sharing their valuable findings and thoughts. The event also aims to create research interest in the minds of young graduates to pursue research as their career. It will facilitate and promote interdisciplinary research among researchers and help in reducing the gaps between different disciplines.

Who will attend?

The event is relevant to:

- Students
- Researchers
- Faculty Members
- Industry Executive

Expected Number of Participants: We are expecting over- attendee from all over the country. The event will be promoted through websites, newspapers, and extensive email lists.

Sponsorship benefits

1. The event will be promoted to key Stakeholder in (relevant field) worldwide through newsletters, websites, brochures, Social Media and publicity, ensuring wide exposure for sponsors and their identification with related research. Your brand will also receive extensive exposure on conference material, banners and in the satchel.
2. Networking with event Speakers/Expert of the event will share their views and insights on the event topics. Their presence will be valuable to sponsors who wish to interact with them. Your representatives can network with key national & international event delegates to update their knowledge and understanding of your organization and services.
3. Strengthening the corporate Image through the event, your company will be projected as an important player and leader committed to activities that benefit the academic & science life community. The event can also directly support your venture's marketing efforts by offering brand positioning, and image association.

All sponsors are promoted prior to and at the event as well as in the event, depending upon the level of sponsorship agreed.

PLATINUM SPONSOR - INR -----

- Exclusive: only few Platinum Sponsorships are available
- Naming a session or reception (poster reception or icebreaker) after the sponsor
- Prominent display of company logo in presentation rooms and Banners
- Company logo included in the souvenir
- Space for a booth at the venue to the company during the whole event.
- Complimentary full registrations which includes attendance at all event sessions
- Acknowledgement of Platinum Sponsorship on all promotional material
- Inclusion of leaflets, flyers and paraphernalia (e.g. writing pads, pens) in event bag
- Specific requests might be accommodated (upon further agreement)

GOLD SPONSOR - INR -----

- Display of company logo in presentation rooms and Banners
- Company logo included in the souvenir
- Complimentary full registration which includes attendance at all event sessions.
- Acknowledgement of Gold Sponsorship on all promotional material
- Inclusion of leaflets, flyers and paraphernalia (e.g. writing pads, pens) in event

SILVER SPONSOR - INR -----

- Acknowledgement of Silver Sponsorship on all promotional material
- Inclusion of leaflets, flyers and paraphernalia (e.g. writing pads, pens) in event bag.

Please note

1. The production of banners and any promotional material is the responsibility of the sponsor.
2. The arrangement of booth/business stand out has to be arranged by sponsor.



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Invitation Letter

To,

Sub.: Invitation as Chief Guest/Guest of Honor/Special Guest/Expert in Conference/Seminar/Workshop/FDP/HR Meet/Advisory Meet on Date----- in the Inaugural /Valedictory function at Time -----Venue-----.

Dear Sir/ Madam

Greetings of the day!!

The SAGE University, Bhopal is a fastest growing Educational Institute of central India under the banner of SAGE Group. The SAGE group under the dynamic vision and persevered leadership of Honorable Chancellor Er. Sanjeev Agrawal has earned erudition in various disciplines of Learning. In pursuit of its sustained mission of sharing qualitative knowledge and research in partnership with highly qualified faculty, in fields of ----- SAGE Group provides excellent learning centers with the state-of-the-art facilities. The unmatched twenty years of experience at the Learning Centers has contributed in pioneering outstanding teaching skills and practices, most suitable for ever evolving industrial and environment sector.

This event is going to provide a platform to Researchers, Academician and Industry Person working in various areas of Broader Discipline to represent their works and to flourish the dimensions of the theme of the conference. The speakers would be coming from most of the well reputed Universities/ Research Institutes. Participants will be well conceptualized and benefitted by interactive sessions to be delivered by subject experts from both Academics and Industry which will help in enhancing the quality of their research & teaching, giving new dimensions to their research.

The programme details (brochure) are attached herewith for your kind perusal.

We would be grateful to you for your kind presence as -----.

Thanking you in anticipation.

Warm Regards



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To,

Thanks Letter

Dear Sir/Madam,

Greetings of the Day!!

On behalf of SAGE University Bhopal I would like to express sincere gratitude to your for taking time from your busy schedule to be the Expert in the (event name) organized at SAGE University, Bhopal. Your presence and wise words helped magnify our cause in the best possible way. The (event name) was a huge success.

I also thank you on behalf of our other speakers and guests who were thrilled to have you and for the deliberations done. Your enlightening words inspired so many people out there.

Once again thank you for your participation. We would look forward to have more such interactions with your in the future.

Please find attached the event coverage in Print/Electronic Media, report of the event along with few photographs for your records.

Best Regards



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Event File Creation

In order to have better documentation of the events being organized by Faculty/HOD/HOS/ Clubs/Societies, please maintain a file (Hard copy) and keep one copy in the Library and one copy in the School within one week after conduction of the event with the following documents:

Documents List

1. Report of event with Photographs
2. Copy of news coverage, If any
3. Copy of detailed Schedule / Minute to Minute Program of Inaugural, Valedictory, Technical Sessions etc
4. Detail of all the Income & Expenses with Budgeted and Actual expenditure comparison
5. Basic Proposal which was duly approved by Senior Authorities of University
6. List of participants with paid fee details
7. Receipt /Acknowledgement of A/C Department
8. Brochure(s)
9. Creatives (all)
10. Copy of invitation mail to experts
11. Copy of thanks letter to experts
12. Sample copy of the Flex/Certificates/ Standees
13. Sample copy of the Memento/text printed in it etc
14. Details/brief resumes of all experts invited
15. Copy of the Souvenir /any other document printed
16. All the original messages of the Dignitaries, Experts printed in Souvenir
17. Any other relevant document

Note: Librarian will confirm the receipt of the Physical file in the Library duly signed by Coordinator and HOD/HOS through mail to VC/Registrar/ Concerned HOS/HOD/Faculty members.



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Annexure-7



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Report of Event

A) Brief Detail

Sr No	Head	Description	Remark / Requirements
1	Name of the School (Organizer)		
2	Type of Event/Activity	Conference/Seminar/Workshop/FDP/HR Meet/ Advisory Meet /Seminar/ Extension Activities/ Training Program/Culture/Sports/Outreach Program/Day Celebration/Skill Development / Gender Sensitization/Anti Ragging /Placement Training/Competitions/NSS/others	
3	Dates of Event	(From-To) : DD/MM/YYYY	
4	Title of Event	Example- International Conference on Recent Advances in Science and Engineering – 2022”	
5	Venue		
6	Name(s) of Chief Guest/Special Guest/Resource Person/Speaker(s): If any		
7	Name of Coordinator		
8	Details of Collaborator/ Sponsor : If any		
9	Details of Participants (Faculty Members and Students separately)		

B) Brief about the Event (Minimum 50 Words)

C) Outcome/Impact of Event / Activity in Brief

D) Attachment: (Where ever Available)

- Photographs
- Press Release
- Fund utilization in case of external sponsorship
- Letter of Collaboration/Sponsorship

**Signature of Coordinator
(Name)**

**Signature of HOS
(Name)**