

**Minutes of the Meeting
Undergraduate Researchers' Symposium 2026
Kamala Nehru College, University of Delhi**

Date: 25/03/2026

Time: 12:00 PM

Venue: College Staffroom

Agenda of the Meeting

- 1. Finalisation of symposium structure and schedule**
- 2. Mode of conduct (online/offline)**
- 3. Guidelines for paper presentations**
- 4. Submission requirements and publication criteria**
- 5. Communication and coordination strategy**

The following members were present

- 1. Prof. Jyoti Raghvan**
- 2. Dr Urna Sarkar Dutta**
- 3. Dr Chetna Sharma**
- 4. Dr Pravati Dalua**

Key Discussions and Decisions

1. Mode of Symposium

It was unanimously decided that the Undergraduate Researchers' Symposium 2026 will be conducted in online mode, ensuring wider participation and logistical ease. All presentations will be evaluated by external experts to maintain academic rigor and objectivity.

2. Symposium Structure and Schedule

The committee finalised that the symposium will be held on 25th and 26th April 2026.

- There will be a total of 10 technical sessions, with 5 sessions scheduled per day.**
- Each session will accommodate approximately 18–20 paper presentations at max.**

Session Composition:

Each technical session will include:

- One External Chair (subject expert)**
- One Co-Chair (from the internal review committee)**
- Participants/Presenters**

- One Teacher Coordinator (from the organising team) responsible for overall session management
- Two Student Coordinators to assist in timekeeping, technical support, and smooth conduct of the session

3. Presentation Guidelines

In light of the large number of accepted abstracts and limited time:

- Each presenter will be allotted 7–8 minutes for their presentation.
- Presentations should be concise and focused on key arguments and findings.
- The use of PowerPoint (PPT) presentations is discouraged to ensure smooth flow and avoid technical disruptions.

4. Registration and Participation Confirmation

- A registration fee of ₹500/- was approved to confirm participation.
- Submission of proof of payment via Google Form will serve as confirmation.

5. Submission Requirements

A flexible submission model was approved:

- **Mandatory Requirement:**
 - Proof of Payment
- **Optional (For Publication Consideration):**
 - Full Paper
 - Plagiarism & AI Report (from respective institutions)

6. Formatting and Chapter Framework

For participants submitting full papers:

- APA citation style
- Maximum word limit: 3,000 words
- Suggested structure:
Title, Abstract, Introduction, Literature Review, Methodology, Findings, Discussion, Conclusion, References

7. Review and Publication Process

- All submitted full papers will be sent to two reviewers for evaluation.
- Reviewers will be required to submit their reports by 15th May 2026.
- The review outcomes will fall under three categories:
 - Accepted
 - Minor Revision
 - Major Revision
- Papers requiring minor revision will be returned to students, who must revise and resubmit within one week.

- This process will ensure timely progression of the publication work for symposium proceedings/book/journal.

8. Publication Policy

- All selected participants will present their work.
- Only those who submit full papers will be considered for publication.
- Final publication decisions will be based on peer review and editorial board assessment.

9. Communication and Coordination Strategy

- All acceptance emails will be sent between 25th March and 27th March 2026.
- Each Teacher Coordinator will be responsible for:
 - Creating a WhatsApp group for their assigned group of participants
 - Sharing instructions, updates, and guidelines with students
 - Regularly following up with participants regarding submissions and requirements
 - Maintaining and updating the master Excel sheet, including:
 - Status of acceptance emails sent
 - Confirmation of participation
 - Receipt of full papers (where applicable)
- A broader WhatsApp group may also be used for general announcements and coordination.

Conclusion

The meeting concluded with consensus on all the above decisions. Clear roles and responsibilities were assigned to ensure effective communication, timely submissions, and smooth execution of all sessions.

Prepared by:
Dr. Pravati Dalua