KESHAV MEMORIAL INSTITUTE OF MANAGEMENT

Narayanaguda, Hyderabad – 500 029

Date: 01/09/2025

A meeting was held at Director's Office for the smooth conduction of National conference to be held in the month of November 14^{th} and 15^{th}.

Agenda for the Meeting

1. **Confirmation of Committees**
   To confirm the committees formed for the National Conference.
2. **Allocation Review**
   To review the allocation of students and faculty members to each committee.
3. **Committee Leadership Structure**
   To ensure that each committee has a designated faculty in-charge and student coordinator.
4. **Roles and Responsibilities**
   To clarify the roles and responsibilities of each committee.
5. **Hospitality Arrangements**
   To discuss planning and responsibilities related to snacks, tea, and lunch arrangements.
6. **Invitation Committee Planning**
   To finalize tasks and deadlines for the Invitation Committee.
7. **Staff Help Committee Role**
   To clarify the role of the Staff Help Committee during the event.
8. **Hosting Committee Responsibilities**
   To discuss the responsibilities of the Hosting Committee.
9. **Registration Process Management**
   To plan and manage the registration process.
10. **Communication and Coordination System**
    To establish a communication system among committees, including creation of WhatsApp groups.
11. **Resource and Logistics Planning**
    To discuss resource allocation and logistical requirements.
12. **Event Day Workflow**
    To plan the workflow for the event day.
13. **Risk Management and Contingency Planning**
    To identify potential challenges and prepare contingency plans.
14. **Reporting and Accountability**
    To define reporting structure and accountability measures.
15. **Any Other Matter**
    Any other matter with the permission of the Chair.

The following are the attendees to the meeting.

S. No	Name	Designation	Signature
1	Dr. A.V. Subrahmanyam	Sectretary	
2	Dr. J. Nageswara Rao	Director - KMES	
3	Dr V. Naga Santhisree	HOD	
4	Mr. D. Amba Prasad	IQAC Coordinator	
5	Dr. B. Renuka	Associate Professor	
6	Dr. V. Sai Poorna	Assistant Professor	V. Sai. Poorna
7	Ms. J. Deepa	Assistant Professor	Deepa J
8	Ms. T. Swetha	Assistant Professor	
9	Mr. K.V.R. Murthy	Assistant Professor	
10	Mr. K. Aditya	Assistant Professor	

Agenda Point 1: Confirmation of Committees
Minutes:
The Chairperson welcomed all participants. The committees formed for the National Conference were reviewed, and the structure was approved. The following committees were confirmed: Track Committee, Helpdesk Committee, A/V Committee & General Management, Stage Maintenance & Help, Hospitality Committee, Invitation Committee, Hosting Committee, and Registration Committee. It was also decided to establish clear communication channels and conduct regular coordination meetings.

Agenda Point 2: Allocation Review
Minutes:
The allocation of students and faculty members to the respective committees was discussed in general, with emphasis on ensuring balanced distribution.

Agenda Point 3: Committee Leadership Structure
Minutes:
It was decided that each committee must have a designated Faculty In-charge and a Student Coordinator.

Agenda Point 4: Roles and Responsibilities
Minutes:
The roles and responsibilities of each committee were discussed and clarified:

- Track Committee: Managing session tracks and coordinating speakers.
- Helpdesk Committee: Handling participant queries, on-site assistance, and registration/record management.
- A/V Committee & General Management: Managing audio-visual arrangements and technical support.
- Stage Maintenance & Help: Ensuring stage setup and smooth transitions.
- Hospitality Committee: Managing guest reception, refreshments, and accommodation.
- Invitation Committee: Preparing and sending invitations and follow-ups.
- Hosting Committee: Managing stage anchoring and event flow.

Agenda Point 5: Hospitality Arrangements
Minutes:
Hospitality-related responsibilities, including arrangements for snacks, tea, and lunch, were discussed and assigned to the Hospitality Committee.

Agenda Point 6: Invitation Committee Planning
Minutes:
The Invitation Committee was assigned the responsibility of preparing and sending invitations and following up with invitees. Tasks were outlined for timely execution.

Agenda Point 7: Staff Help Committee Role
Minutes:
The Helpdesk/Staff Help Committee's role in assisting participants and managing on-site queries and registration support was clarified.

Agenda Point 8: Hosting Committee Responsibilities
Minutes:
The Hosting Committee was assigned responsibility for stage anchoring and ensuring smooth flow of the event.

Agenda Point 9: Registration Process Management
Minutes:
The Registration Committee was entrusted with managing participant registration and maintaining records efficiently.

Agenda Point 10: Communication and Coordination System
Minutes:
It was decided to create WhatsApp groups and establish a structured communication system for effective coordination among all committees.

Agenda Point 11: Resource and Logistics Planning
Minutes:
The requirements for equipment, materials, and other logistical arrangements were discussed. All committees were instructed to submit their requirements to the organizing head for approval.

Agenda Point 12: Event Day Workflow
Minutes:
A basic workflow for the event day was discussed to ensure smooth execution of all sessions and activities.

Agenda Point 13: Risk Management and Contingency Planning
Minutes:
Potential challenges such as technical issues and absenteeism were identified, and committees were advised to prepare contingency plans.

Agenda Point 14: Reporting and Accountability
Minutes:
A general understanding was reached regarding reporting structure and accountability, with committees expected to coordinate with the organizing head.

Agenda Point 15: Any Other Matter
Minutes:
No additional matters were raised.

Conclusion

The meeting concluded with a vote of thanks to the Chair. All committees were advised to begin preparations immediately.

Signature

Mr. D. Amba Prasad

IQAC Coordinator

KESHAV MEMORIAL INSTITUTE OF MANAGEMENT

Narayanaguda, Hyderabad – 500 029

Date: 2/12/2025

A review meeting for the National Conference was conducted at the Director's Office to discuss the arrangements and overall conduct of the event. The following are the attendees to the meeting.

S. No	**Name**	Designation	Signature
1	Dr. A.V. Subrahmanyam	Sectretary	AVSubrahmanyam
2	Dr. J. Nageswara Rao	Director - KMES	J Nageswara Rao
3	Dr V. Naga Santhisree	HOD	VNS
4	Mr. D. Amba Prasad	IQAC Coordinator	[illegible]
5	Dr. B. Renuka	Associate Professor	[illegible]
6	Dr. V. Sai Poorna	Assistant Professor	V. Sai. Poorna
7	Ms. J. Deepa	Assistant Professor	Deepa J
8	Mrs. T. Swetha	Assistant Professor	[illegible]
9	Mrs. K. Sunanda	Assistant Professor	[illegible]
10	Mr. K.V.R. Murthy	Assistant Professor	[illegible]
11	Mr. K. Aditya	Assistant Professor	[illegible]

Agenda for the Meeting

1. **Review of Student Participation and Volunteer Performance**
   To review student involvement and evaluate volunteer performance.
2. **Conference Participation and Representation**
   To review participation across states and institutions.
3. **Technical Sessions and Track Evaluation**
   To evaluate the effectiveness of Finance, HR, Marketing, and Entrepreneurship tracks.
4. **Room-wise Allotment and Track Distribution**
   To review allocation of presenters and track management.
5. **Online Presentation Sessions**
   To assess the conduct and effectiveness of parallel online sessions.
6. **Inaugural Session and Guest Coordination**
   To review planning and execution of the inaugural session and guest management.
7. **Paper Submission and Review Process**
   To evaluate the process of abstract and full paper submissions and selection.
8. **Publication Status**
   To discuss the publication of abstracts and full papers.
9. **Feedback Collection Process**
   To review participant feedback and response quality.
10. **Hospitality and Lunch Arrangements**
    To review food arrangements, adequacy, and wastage control.
11. **Mementos, Shawls, and Recognition**
    To examine purchase, distribution, and recognition processes.
12. **Certificate Distribution Process**
    To review certificate issuance and address any issues.
13. **Logistics, Infrastructure, and Venue Management**
    To assess facilities, equipment, and overall arrangements.
14. **Coordination and Communication Among Committees**
    To evaluate coordination and communication effectiveness.
15. **Suggestions for Future Improvement**
    To discuss recommendations for future conferences.

Minutes of the Meeting

Agenda Point 1: Review of Student Participation and Volunteer Performance
Minutes:
The Chairperson welcomed all participants. The students who actively participated and volunteered during the conference were appreciated for their dedication and sincere efforts. It was decided to issue Certificates of Appreciation to all volunteers.

Agenda Point 2: Conference Participation and Representation
Minutes:
General participation levels were reviewed, and it was noted that engagement was satisfactory. However, further efforts can be made to improve participation across tracks.

Agenda Point 3: Technical Sessions and Track Evaluation
Minutes:
The overall conduct of technical sessions was reviewed. It was observed that some tracks had fewer presenters, indicating the need for better planning and balanced allocation in future conferences.

Agenda Point 4: Room-wise Allotment and Track Distribution
Minutes:
Room-wise allotment of paper presenters and distribution across tracks were reviewed. It was suggested to ensure more balanced distribution in future events.

Agenda Point 5: Online Presentation Sessions
Minutes:
The conduct of online sessions was reviewed briefly, and it was noted that such sessions should be further streamlined for better coordination.

Agenda Point 6: Inaugural Session and Guest Coordination
Minutes:
The inaugural session and guest coordination were reviewed and found to be satisfactory.

Agenda Point 7: Paper Submission and Review Process
Minutes:
The process of submission and review of papers was discussed in general, with emphasis on maintaining quality and timelines.

Agenda Point 8: Publication Status
Minutes:
The status of publication of abstracts and full papers was reviewed. Necessary instructions were given regarding timely compilation, editing, and publication.

Agenda Point 9: Feedback Collection Process
Minutes:
A Google feedback form was circulated to participants. It was suggested that physical feedback forms may yield better response rates. It was also advised that feedback forms should be reviewed and approved by higher authorities before circulation.

Agenda Point 10: Hospitality and Lunch Arrangements
Minutes:
Lunch arrangements were reviewed in terms of quantity, sufficiency, and wastage. It was appreciated that better estimation on Day 2 helped reduce wastage.

Agenda Point 11: Mementos, Shawls, and Recognition
Minutes:
The purchase and distribution of mementos were reviewed and found to be satisfactory.

Agenda Point 12: Certificate Distribution Process
Minutes:
Some confusion was observed during certificate distribution. It was recommended to arrange certificates systematically (track-wise/room-wise) for smoother distribution in future events.

Agenda Point 13: Logistics, Infrastructure, and Venue Management
Minutes:
General arrangements and logistics were reviewed and found to be adequate.

Agenda Point 14: Coordination and Communication Among Committees
Minutes:
Coordination among committees was reviewed, and it was suggested to further strengthen communication mechanisms.

Agenda Point 15: Suggestions for Future Improvement
Minutes:
It was suggested that first-year students be allotted to presentation rooms as audience to improve engagement. Additional improvements were discussed for better planning and execution in future conferences.

Conclusion

The meeting concluded with a vote of thanks to the Chair.

Signature

Mr. D. Amba Prasad

IQAC Coordinator