



**NATIONAL SEMINAR 2019 – VISHAKHAPATNAM, AP**  
**VISAKHA GOVT. PG & DEGREE COLLEGE FOR WOMEN**  
**VISHAKHAPATNAM**

*In collaboration with*

## VISIONARY WOMEN

**Tejasvi astitva foundation**

744 bhagwan gali, kotla mubarakpur,  
new delhi 110 003 bharat [india]  
9211297887, 9213505490, 8368132856  
seminar@tejasviastitva.com  
www.tejasviastitva.com



**12<sup>TH</sup> SEPTEMBER, 2019**

25<sup>TH</sup> August 2019

Hon'ble Participants  
Seminar [VISIONARY WOMEN]  
Venue: Vishakha Govt. PG & Degree College for Women  
Vishakhapatnam, Andhra Pradesh

**WELCOME TO THE SEMINAR 2019 – VISHAKHAPATNAM “VISIONARY WOMEN”**

**IMPORTANT INSTRUCTIONS TO PARTICIPANTS**

**REGARDING REGISTRATION, ISSUE OF CERTIFICATES, WELCOME KIT,**

**PAPER PRESENTATION ETC.**

While all Hon'ble & highly respectable Participants / Delegates are **Whole Heartedly Welcome to the Seminar**, the Participants / Delegates are very Humbly & Respectfully requested to carry with them the following documents and follow the undermentioned very simple instructions while attending the Seminar, simply to avoid inconvenience and discomfort at the Seminar Venue on 12<sup>th</sup> September, 2019:

1. Proof of Registration (3 copies)
2. Proof of Payment (3 Copies)
3. Copy of Abstract [**Optional**] (01 photocopy [Hard Copy] + 01 Pdf file + 01 Open File + Fonts in electronic format CD or Pen drive or SD Card, only in case the Abstract has not been submitted on Line)
4. Copy of Full-Length Paper [**Optional**] (01 photocopy [Hard Copy] + 01 Pdf file + 01 Open File + Fonts in electronic format CD or Pen drive or SD Card, only in case the Full-Length Paper has not been submitted on Line)
5. Copy Right Certificate [**Optional**] (01 photocopy [Hard Copy] + 01 Pdf file + 01 Open File + Fonts in electronic format CD or Pen drive or SD Card, only in case the Full-Length Paper has not been submitted on Line)

In case of any difficulty or problem the Participants should contact the NCC cadets in uniform or the Reception Officer available at your service.

These NCC cadets would guide the delegates to the predefined Reception Desk, Registration Desk, Certificate Desk, On the Spot Registration Desk & other Desks.

**FOR EASE AND COMFORT OF EACH PARTICIPANTS FOLLOWING ARRANGEMENTS FOR SEMINAR 2019 – VISIONARY WOMEN HAS BEEN MADE. KINDLY FOLLOW INSTRUCTIONS AS UNDER FOR**

- 1) RECEPTION / WELCOME OF DELEGATES / PARTICIPANTS
- 2) REGISTRATION OF PARTICIPANTS & ISSUE OF WELCOM KIT
- 3) SEATING ARRANGEMENTS AT SEMINAR HALL
- 4) LUNCH 13:00 HOURS TO 14:00 HOURS [01:00PM TO 02:00PM)
- 5) PAPER PRESENTATION
- 6) CERTIFICATE & AWARD DISTRIBUTION



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**PROCEDURE TO BE FOLLOWED BY THE DELEGATES / PARTICIPANTS IN**

**SEMINAR "VISIONARY WOMEN"**

There are **Separate RECEPTION DESKS** for

- 1. ACADEMICIANS / TEACHERS / PROFESSORS / RESOURCE PERSONS**
- 2. RESEARCH SCHOLARS**
- 3. STUDENTS & GENERAL PARTICIPANTS**

at the college premises near the Physical Education office (**SEE & FOLLOW SIGNAGE PLEASE**) outside managed by the College Students. For proper management at the Seminar please seek guidance if need be from the NCC Cadets available at the Venue for the purpose.

**IMPORTANT:** In case of any difficulty / problem / Query / suggestion / please contact  
Dr. KVL Sandhya Rani Phone # 7702458999  
Whatsapp # 8800126010 Email: [seminar@tejasviastitva.com](mailto:seminar@tejasviastitva.com)

**KINDLY FOLLOW THESE SIMPLE STEPS TO AVOID CONFUSION, RUSH, CROWDING, PANICK ....**

**STEP – I**

**RECEPTION DESK ARRANGEMENT**

All the tables are managed by **Reception Officer(s)** having **name plate** at the Reception Desk from 09:00 Hours (09:00AM) to till required on the day, date & Venue mentioned above.

Examples:

**RECEPTION DESK [FACULTY & ACADEMICIANS]**

**Ms. Usha Menon**  
Reception Officer (I)

**Ms Ruchika Singh**  
Reception Officer (II)

**RECEPTION DESK [RESEARCH SCHOLARS]**

**Ms. Usha Menon**  
Reception Officer (I)

**Ms Ruchika Singh**  
Reception Officer (II)

**RECEPTION DESK [RESOURCE PERSONS & GENERAL PARTICIPANTS]**

**Ms. Usha Menon**  
Reception Officer (I)

**Ms Ruchika Singh**  
Reception Officer (II)

Participants are requested to kindly contact the appropriate Reception Desk of their Category and mark their presence in the Seminar.



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After marking the attendance, they would be guided appropriately by the Designated Reception Officers available at the Reception Desk for the purpose. At the Reception Desk kindly submit the following documents:

1. Proof of Online Registration
2. Proof of Online Payment

Each Reception Officer shall collect the following documents for verification:

1. Attendance sheets: Reception Officer shall take attendance of all participants
2. Collect the payment proof from the Participants.
3. Collect the Registration Proof from the Participants and thereafter guide them to the appropriate Registration Desk for Registration and issue of Welcome Kit

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### **STEP – II**

**Proceed to the Registration Desk.** After completion of the formalities at the Reception Desk, Participants are requested to **proceed for Registration, at the Registration Desk** for completing Registration Formalities.

**Collect your Registration Card** from Reception Desk. Kindly note that this card is unsigned and the participant has to get registered at the Registration Desk and **get the Registration Card signed by the Designated Seminar Registering Authority at the Registration Desk.**

### **STEP – III** **REGISTRATION DESK**

There are **Separate REGISTRATION DESKS** in one of the Class Rooms near the OLD Seminar Hall [**kindly follow signages**] managed by the College Students of the college.

All the tables are managed by **Registration Officer(s)** having **name plate** at the Registration Desk from 09:00 Hours (09:00AM) to fill required on 23<sup>rd</sup> June 2019.

Example:

#### **REGISTRATION DESK [FACULTY & ACADEMICIANS]**

**Ms. Usha Menon**  
Registration Officer (I)

**Ms Ruchika Singh**  
Registration Officer (II)

#### **REGISTRATION DESK [RESEARCH SCHOLARS]**

**Ms. Usha Menon**  
Registration Officer (I)

**Ms Ruchika Singh**  
Registration Officer (II)



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### REGISTRATION DESK [RESOURCE PERSONS & GENERAL PARTICIPANTS]

**Ms. Usha Menon**  
Registration Officer (I)

**Ms Ruchika Singh**  
Registration Officer (II)

Please approach the appropriate Registration Desk falling under your Category & Kindly submit the following documents at the Registration Desk:

1. **Registration Card (Unsigned & Un-stamped) received from Reception Desk**
2. **Copy of Abstract (Optional)**
3. **Copy of Full-Length Paper (Optional)**
4. **Copy of Copyright Certificate (Optional)**

### PROCEDURE FOR SUBMITTING ABSTRACT & FULL LENGTH PAPER AT THE SEMINAR REGISTRATION DESK

Participants at the Seminar are very kindly requested to follow the procedure as laid down for the purpose at the online Registration site.

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### **STEP – IV**

#### **Continue at REGISTRATION DESK**

**Collect Welcome Kit** containing following items from **Registration Desk:**

1. Seminar Folder containing Pen, Scribbling Pad etc.
2. Food / Lunch Coupon (available one for one Registered Participant only)
3. Morning Breakfast Tea / Coffee Coupon (available one for one Registered Participant only)
4. Evening Snacks Coupon (available one for one Registered Participant only)
5. Copy of Conveners Report
6. The Program of the day.

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### **STEP – V**

#### **CERTIFICATE DESK**

There are **Separate Certificate Desks** in one Class room near the Seminar Hall [PLEASE FOLLOW SIGNAGES] for the easy distribution of **Seminar Certificates** to the **Registered Participants**.

All the tables should have a **name plate** of the **Student (preferable)** who will be sitting at the **CERTIFICATE DESK** from 18:00 Hours (06:00PM) onwards on 12<sup>th</sup> September 2019 for handing over the Certificates to each Registered Participants in the Seminar.



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The Desk arrangements are as follows:  
Example:

**CERTIFICATE DESK [FACULTY & ACADEMICIANS]**

**Ms. Usha Menon**  
Certification Officer (I)

**Ms Ruchika Singh**  
Certification Officer (II)

**CERTIFICATE DESK [RESEARCH SCHOLARS]**

**Ms. Usha Menon**  
Certification Officer (I)

**Ms Ruchika Singh**  
Certification Officer (II)

**CERTIFICATE DESK [RESOURCE PERSONS & GENERAL PARTICIPANTS]**

**Ms. Usha Menon**  
Certification Officer (I)

**Ms Ruchika Singh**  
Certification Officer (II)

Every Certificate Desk shall have Certificates in alphabetical order for the distribution to the Registered Seminar Participants only. Kindly carry your Registration Card to collect the certificates.

**Kindly Note:**

1. each Certificate shall be handed over to the participants only on production of the Registration Card.
2. The Registration Card shall be retained by the Certification Officer(s) after the Certificate is handed over to the Registered Participant.

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Certification Officer shall at the Certificate Desk verify the following documents before handing over the certificate to the Participant:

4. Attendance sheets: Certification Officer(s) (I) at the Certificate Desk shall take attendance of all participants before handing over the Certificates to them strictly in alphabetical order.
5. Collect the payment proof from the Participants.
6. Collect the Registration Proof from the Participants and thereafter guide them to the Certification Officer (II) at the Certificate Desk for receiving the Certificate.
7. Collect Copy of Abstract **[Optional]** (01 photocopy + 01 Pdf file + 01 Open File + Fonts in electronic format CD or Pen drive or SD Card, in case the Abstract has not been submitted on Line.)
8. Collect Copy of Full-Length Paper **[Optional]** (01 photocopy + 01 Pdf file + 01 Open File + Fonts in electronic format CD or Pen drive or SD Card, in case the Full Length Paper has not been submitted on Line.)
9. Collect Copy Right Certificate **[Optional]** (01 photocopy + 01 Pdf file + 01 Open File + Fonts in electronic format CD or Pen drive or SD Card, in case the Full Length Paper has not been submitted on Line.)



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10. The Certification Officer(s) (I), on being satisfied with all documents provided by the Participants, at the Certificate Desk shall then handover the Registration Card to Certification Officer(s) (II) based on which the Certification Officer(s) (II) shall take a receipt at the reverse of the Registration Card duly signed by the Participants mentioning "received Original Certificate". This Registration Card shall be retain by the Certificate Officers after the Certificate is handover to the Participant.

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### **STEP – VI**

### **HELP DESK** **[PAPER PRESENTATION]** **&** **[PAPER PUBLICATION]**

**HELP DESKS** shall be available at Main Seminar Hall. Participant(s) / Delegate(s) can enquire about their Turn, Time Slot, Seminar Hall Room Number for presentation of their papers in **SEMINAR 2019 – VISHAKHAPATNAM "VISIONARY WOMEN"**.

The Participants can also submit their Full-Length papers at this Desk even if they are not presenting the paper at this Seminar but if they are desirous of getting their papers published in **Tejasvi Astitva** (Print Media) **Research Journal, Multi-Lingual** [English/Hindi/Telugu/Sanskrit/ Punjabi] & **Multi-Disciplinary** published on monthly periodicity.

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