



**INTERNAL QUALITY ASSURANCE CELL**  
**RAMA DEVI WOMEN'S UNIVERSITY, VIDYA VIHAR,**  
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IQAC/.....105...../23

Date...18.01.2023

**NOTICE**

Rama Devi Women's University is organizing a "Research Scholars' Conclave-2023" on 10<sup>th</sup> and 11<sup>th</sup> February 2023 (Friday and Saturday) at Kuntala Kumari Library at 10.30 AM. All the registered Ph.D. Scholars of this University are required to make a Poster Presentation on their Research findings in the Conclave which will be evaluated by external experts.

All HoDs /Coordinators of the Departments bearing Ph.D. Programmes are requested to inform all the Scholars of their Departments to participate in the Conclave positively. The supervisors concerned may also be intimated to co-ordinate the process.

Participation and presentation in the Conclave is mandatory for Ph.D. Scholars. It will be reflected in their half-yearly progress report.

Memo No. IQAC/.....106...../23 Date...18.01.2023

*S. Mohanty*  
18/01/23  
Director, IQAC

Copy to CPGC/ Registrar/ HoDs concerned/All faculties/ CoE/ CoF/OIC, Ph.D. Admission/ PIC, Library/ Notice Board/ OIC, Website for information and necessary action/ P.S to V.C for kind information of the Honourable Vice Chancellor.

*S. Mohanty*  
18/01/23  
Director, IQAC



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IQAC/.....109...../23

Date.....18.01.2023

**NOTICE**

**Guidelines/SOP for Poster Preparation**

**Date of Presentation: 10.02.2023 and 11.02.2023**

The Ph.D. Scholars are advised to follow the Guidelines/SOP for Poster Presentation.

1. Poster size : 4 feet length (120 cm) X 3 feet breadth (90 cm)
2. Format : Portrait Size
3. Title front size : 40
4. Author's name front size : 30
5. Affiliation front size : 28
6. Body of text front size : As per the content
7. Heading and Sub-headings : 22 (Bold)

**Contents of the poster**

1. Abstract
2. Brief Introduction
3. Objectives
4. Materials/ Methodology followed
5. Findings/ Observation
6. Conclusion
7. Future plan
8. References

**Background Colour of the Poster** : white or off White

**Headings and Sub-headings Colour** : Maroon

**Body text colour** : Black

*S Mahanty*  
18/01/23  
Director, IQAC

Memo No. IQAC/.....110...../23 Date.....18.01.2023

Copy to CPGC for information and necessary action/ HoDs concerned / P.S to V.C for kind information of the Honourable Vice Chancellor.

*S Mahanty*  
18/01/23  
Director, IQAC



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**OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
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**Registration Form for Poster Presentation in Research Scholars' Conclave**

For Office Use	
<b>Poster Stand allotted</b>	: No.....

1.	Name of Scholar (in CAPITAL LETTER)	:
2.	Name of Supervisor	:
2.	Subject	:
3.	Ph.D. Registration No. /Year	:
4.	Title of Poster Presentation	:
5.	Title of Ph.D. Thesis	:
6.	Contact No./ WhatsApp No.	:
7.	E-mail Id.	:

**Declaration:**

I shall follow the guidelines/SOP for poster preparation and abide by the rules for the same as well as maintain discipline.

Full signature of Scholar