Minutes of 1st Ex-Com Meeting of IEEE-SB-IIITA Session 2017- 2018

(February 21, 2017)

The 1st Ex-Com Meeting of the IEEE Student Branch, IIIT Allahabad for the session 2017-2018 was conducted on 21st February 2017 (7:00 to 8:30 P.M.) at CC-3 Building (5007). All the Office Bearers and the Coordinators were present in the meeting. The Program and Schedule Committee was given the responsibility to manage and organize the Ex-Com Meeting and they conducted it very nicely. As every new session requires renovation, the main purpose of the meeting is to discuss the new agenda and the old one's which were not followed, put up by the Chairperson of the different committee of IEEE-SB-IIITA.

The meeting began with Mr. Punit Singh (Chairperson, Program and Schedule Committee) greeting all the Ex- Com Members and got an overwhelmed response in obverse.

Agendas which were discussed in the Ex-Com meeting including the decisions taken on them are as follows:

Agenda 1: Details of every team member were collected for CSIS 2017, their name, photo, and personal URL. These must be put on the CSIS website at least Name, Photo, and URL; this will be an added appreciation of every working member of CSIS.

Decision: Mr. Shivam has discussed the details for upcoming event IEEE CSIS 2017. At least, Name, Contact Number and Email of every member must be put on the website with personal URL.

Agenda 2: a. Discussion on – Members resigning in mid-session must not get any certificate without the consent of the Chairperson of the committee

Decision: The members resigning in mid-session must not get certificates without the consent of Chairperson.

Agenda 2: b. Every SB Member must complete the tenure of at least 9 months with IEEE-SB-IIITA to be eligible for the certificate. An exception of 6 months can be made for the very new IIIT A admissions or the IEEE mates leaving the institute within 6 months.

Decision: Chairperson of each committee will decide for their coordinators and members and the Ex-Com Members will decide for the whole IEEE team.

Agenda 3: In CSIS 2017, head of all the committee are from IIITA itself, but in documentation committee, the head is from the other section i.e., Kerala section. When UP Section organizing CSIS 2017 in Uttar Pradesh then team head

also must be from this section only, one can take a head from IIITA itself and if no one compatible in IIITA then does ask from IIT Kanpur or from IIT BHU for the head but not outside Uttar Pradesh.

Decision: Discuss in CSIS meeting itself for the consent of transparency under the whole team of CSIS. Committee decided to make a local head from the IIITA for all the committees of CSIS.

Agenda 4: Regarding Rule Book and Bylaws: A rule book for IEEE-SB-IIITA must be compiled and kept on a permanent link on our SB website so that it could be easily accessible to any of the IEEE mates.

Decision: Publication Committee would prepare the Rule book for IEEE-SB-IIITA Bylaws based upon the IEEE Bylaws, UP Section Bylaws and agendas passed in previous Ex-Com meetings. Any new rule can be incorporated after discussion in the Ex-Com meeting.

Agenda 5 Discussion on:

a. Every chair, coordinator, and volunteer must get a certificate for accomplishing an event successfully.

b. No certificates should be given to the team members who have been inactive all the time. Any certificate must be given after verification by chair of that committee (to eliminate the inactiveness of any member).

Decision: Following agenda 5(a) & 5(b) are already passed & by this ex-com meeting it has been reinforced again.

Agenda 6: Every chairperson must do their work so that no one else will dominate their committee like happening with documentation. No interference of external force must be endured in the internal work of the committee.

Decision: Decision was made that the power of chairperson should not be taken over and there should be coordination in between different committees to complete the task.

Agenda 7: Any person associated with IEEE SB IIITA must ask for the consent of the chairperson or the coordinator while adding or removing any of their team members during the formation of committees for an event. So, that the head knows to work with whom and how?

Decision: Any member must be added or removed after the discussion of head/chairperson with the coordinator.

Agenda 8: Discussion regarding registration fee for IEEE SB IIITA Members for CSIS 2017.

Decision: I was decided that registration fee for the IEEE SB IIITA Members should be Rs.500 only.

Agenda 9: Reimbursement for WIE Talk & Logo Design Competition and TA Bills (Mr. Shivam and Mr. Jay Tibrewal) for attending AICSC'16. Presentation and Report Submission has been done and approval for the reimbursement passed.

Decision: Presentation was given by Mr. Shivam & Mr. Jay Tibrewal for attending AICSC'16 in front of all Ex-com members present over there. The presentation was satisfactory hence, the reimbursement was approved.

Agenda 10: Change of name of Website of IEEE SB IIITA to get Valid Certificate. Website https://ieee.sb.iiita.ac.in/ is showing security exception as the website certificate is bought by IIITA is not valid for a second level subdomain. The certificate is valid for subdomains like name.iiita.ac.in and the IEEE-SB-IIITA website is like

name1.name2.iiita.ac.in. So, we could change it to https://ieeesb.iiita.ac.in. This technical information was given by Dr. S. Venkatesh.
Decision: The Ex-Com members decided that Web Management & Graphics Committee should proceed an application to get it updated as https://ieeesb.iiita.ac.in.

Agenda 11: Discussion on Resignation letter of Mr. Rohit Mishra (Coordinator, Publication Committee) and discussion on approval of new coordinator for the same post.
Decision: Resignation letter of Mr. Rohit Mishra (Coordinator, Publication Committee) has been accepted and approval of Ms. Anushree Goswami as coordinator for the same post has been.

Agenda 12: Discussion on Certificate distribution (during CSIS) to the members of IEEE-SB-IIITA for session 2016-17.
Decision: For distribution of the certificates, event coordinator, CSIS 2017 will tell the schedule for distribution of certificates once the schedule of CSIS 2017 gets fixed.

Agenda 13: Certificates modifications for the committee members for session 2015-2016. Mr. Venkat has pointed out that some of the previously given certificates have some horrible issues, which he had asked for changes, but the previous committee members didn't work accordingly. These should also get rectified.
Decision: Certificates were forwarded to Publication Committee for corrections.

Agenda 14: Postponement of WIE event.
Decision: The event has been shifted to 10th March, including Dr. Celia Shehnaz as chief guest of the event.

Agenda 15: Nominations for IEEE WIE International Leadership Summit Goa 2017.
Decision: Nomination was not approved in the meeting. Rules for nomination were discussed as given below:
Member should posses the membership of related society/ affinity Group including with IEEE Membership.
Chairperson of the committee can nominate any member (without repetition) based upon the contribution to the team.
Final decision would be taken by the Ex-com members in the meeting or through e-circular for TA reimbursement.

Attendees:

1. Mr. VinodKumarJatav(Chairperson, IEEE-SB-IIITA)
2. Mr. Venkat Beri (Vice- Chair (Elect Chair), IEEE-SB-IIITA)
3. Mr. Padmakar Pandey (Vice-Chair, IEEE-SB-IIITA)
4. Mr. Sumit Kumar (Treasurer, IEEE-SB-IIITA)
5. Mr. Punit Singh (Chairperson, Program Schedule Committee, IEEE-SB-IIITA)
6. Mr. Shivam(Chairperson, PublicityCommittee, IEEE-SB-IIITA)
7. Mr. PratikP. Mangalore(Chairperson, IndustryInterface Committee, IEEE-SB-IIITA)
8. Mr. Swapnil Singh (Chairperson, Publication Committee, IEEE-SB-IIITA)
9. Ms. SuvidhaTripathi (Chairperson, WIE AffinityGroup, IEEE-SB-IIITA)
10. Ms. Nidhi Verma (Vice- Chair, WIE Affinity Group, IEEE-SB-IIITA)
11. Ms. Anamika Jain (Treasurer, WIE Affinity Group, IEEE-SB-IIITA)
12. Mr. SandeepKr. Singh(Coordinator, Technical Event Management, IEEE-SB-IIITA)
13. Ms. Mansi Choudhary (Coordinator, Publication Committee, IEEE-SB-IIITA)
14. Ms. Anushree Goswami (Coordinator, Publication Committee, IEEE-SB-IIITA)
15. Mr.BikeySahaRouniyar(Coordinator,ProgramScheduleCommittee,IEEE-SB-IIITA)
16. Mr. Saurabh Pathak (Coordinator, Program Schedule Committee, IEEE-SB-IIITA)
17. Mr. Jay Tibrewal (Coordinator, Web Management & Graphics Committee, IEEE-SB-IIITA)