



**IEEE STUDENT BRANCH**  
**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY**  
**DEOGHAT JHALWA ALLAHABAD-211012**



**Minutes of Meeting**  
**Date – September 14, 2015**

The meeting has been conducted on September 14, 2015 for the formation of executive committee of IEEE student branch, to discuss the progress of events going to be organized on the upcoming IEEE Day, and to discuss the formation of IEEE Signal Processing Society Student Branch Chapter & IEEE Computer Society Student Branch Chapter.

Dr. Satish Kumar Singh, Coordinator, IEEE Student Branch, IIIT Allahabad addressed the meeting and talked about following things

- IEEE code of conduct was discussed and all members were advised to follow the same.
- Every member should take great care during financial transactions. It is advised that each monetary transaction should be accompanied with proper receipts.
- Ms. Monika Rani was congratulated for her appointment as Interim Chairperson of IEEE WIE Student Branch Affinity Group.

Dr. Pavan Chakraborty, Secretary, IEEE Uttar Pradesh Section RAS Chapter also addressed the meeting and emphasized on 'system in place' for everything. He advised that student branch, student branch chapter (s), and affinity group(s) should work together for the greater success of events organized. Dr. Satish Kumar Singh also pointed out that each student chapter/group has its autonomy but according to the IEEE Bylaws.

Ms. Monika Rani, Interim Chairperson, IEEE WIE Student Branch Affinity Group talked about women safety and women empowerment in engineering. She also discussed about the WIE activities to be held just before the IEEE UPCON 2015.

Following were the agendas and decisions made in the meeting-

**Agenda 1:** To form the Executive Committee of IEEE Student Branch.

**Decision:** The executive committee of IEEE SB IIITA for the 2015-16 session consists of the following members:

1. Mr. Vijay Bhasker Semwal, Chairperson, IEEE Student Branch, IIIT Allahabad,
2. Mr. Avinash Kumar Singh, Immediate past-chairperson, IEEE Student Branch, IIIT Allahabad,
3. Mr. Sourabh Prakash, Vice-chair, IEEE Student Branch, IIIT Allahabad,
4. Mr. Dheeraj Chitara, Vice- chair, IEEE Student Branch, IIIT Allahabad,
5. Mr. Shiv Ram Dubey, Secretary, IEEE Student Branch, IIIT Allahabad,
6. Mr. Soumendu Chakraborty, Joint Secretary, IEEE Student Branch, IIIT Allahabad,
7. Mr. Vinod Jatav, Treasurer, IEEE Student Branch, IIIT Allahabad,
8. Mr. Anush Bekal, Chairperson, Technical Event Manag. Committee, IEEE Student Branch, IIIT Allahabad,
9. Ms. Monika Rani, Interim Chairperson, IEEE WIE Student Branch Affinity Group, IIIT Allahabad,
10. Mr. Padmakar Pandey, Chairperson, Publications Committee, IEEE Student Branch, IIIT Allahabad,
11. Mr. Venkat Beri, Chairperson, Web Management Committee, IEEE Student Branch, IIIT Allahabad,
12. Mr. Soumyarka Mondal, Chairperson, IEEE RAS Student Branch Chapter, IIIT Allahabad.
13. Mr. Apoorva Agrawal, Chairperson, Industry Interface Committee, IEEE Student Branch, IIIT Allahabad,
14. Mr. Shivam, Chairperson, Publicity Committee, IEEE Student Branch, IIIT Allahabad.



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**Agenda 2:** To discuss the progress of the events going to be organized on the upcoming IEEE Day (i.e. 6th October 2015)

**Decision:**

1. There will be a 'Poster Presentation' competition on IEEE day. It was decided that event will be publicized using various means such as: e-mail, presentations in different colleges, social media, etc.
2. The 'Physical Training Workshop for Women Safety' scheduled on IEEE Day is rescheduled in the last week of October 2015 due to the working day on IEEE Day 2015.

After consultation with all the members it was found that preparation for the event is going on good.

**Agenda 3:** Formation of 'IEEE Signal Processing Society Student Branch Chapter' and 'IEEE Computer Society Student Branch Chapter'.

**Decision:** It was decided that students of IIIT Allahabad will be encouraged to take membership of these societies and once the required criteria for the formation of these societies is met IEEE SB IIIT Allahabad will initiate the process of forming the same. The interim chairperson for these societies will be nominated in the next ExeCom meeting.

**Agenda 4:** To open a bank account for smooth financial functioning of IEEE-SB-IIITA.

**Decision:** It was decided that a bank account for IEEE Student Branch IIIT Allahabad will be opened with signatory of Coordinator, IEEE-SB-IIITA as well as Treasurer, IEEE-SB-IIITA.

**Agenda 5:** To form the two separate committees namely "Publicity Committee" and "Membership Committees" which was earlier jointly handled by the Chairperson, Publicity and Membership Committee.

**Decision:** All members were agreed with this point. Mr. Sourabh Prakash (Vice Chair, IEEE-SB-IIITA) has given an additional responsibility to become the Chairperson of Membership Committee and he assumed the charge immediately. Mr. Shivam (Earlier Chairperson, Publicity and Membership Committee) has given the responsibility to become the Chairperson of Publicity Committee and he assumed the charge immediately.

**Attendees:**

1. Dr. Pavan Chakraborty, Secretary, IEEE RAS Chapter, Uttar Pradesh Section,
2. Dr. Satish Kumar Singh, Faculty Coordinator, IEEE Student Branch, IIIT Allahabad,
3. Mr. Vijay Bhaskar Semwal, Chairperson, IEEE Student Branch, IIIT Allahabad,
4. Mr. Avinash Kumar Singh, Immediate past-chairperson, IEEE Student Branch, IIIT Allahabad,
5. Mr. Sourabh Prakash, Vice-chair, IEEE Student Branch, IIIT Allahabad,
6. Mr. Dheeraj Chitara, Vice-chair, IEEE Student Branch, IIIT Allahabad,
7. Mr. Shiv Ram Dubey, Secretary, IEEE Student Branch, IIIT Allahabad,
8. Mr. Soumendu Chakraborty, Joint Secretary, IEEE Student Branch, IIIT Allahabad,
9. Mr. Vinod Jatav, Treasurer, IEEE Student Branch, IIIT Allahabad,



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10. Mr. Anush Bekal, Chairperson, Technical Event Manag. Committee, IEEE Student Branch, IIIT Allahabad,
11. Ms. Monika Rani, Interim Chairperson, IEEE WIE Student Branch Affinity Group, IIIT Allahabad,
12. Mr. Padmakar Pandey, Chairperson, Publications Committee, IEEE Student Branch, IIIT Allahabad,
13. Mr. Venkat Beri, Chairperson, Web Management Committee, IEEE Student Branch, IIIT Allahabad,
14. Mr. Soumyarka Mondal, Chairperson, IEEE RAS Student Branch Chapter, IIIT Allahabad,
15. Mr. Shivam, Chairperson, Publicity Committee, IEEE Student Branch, IIIT Allahabad.
16. Mr. Akash Dubey, Secretary, IEEE RAS Student Branch Chapter, IIIT Allahabad,
17. Mr. Abhishek Menon, B.Tech Student, IIIT Allahabad,

The meeting was very motivational for IEEE-SB IIIT Allahabad students as faculty advisors actively participated in the meeting. The meeting was fulfilling as most of the office bearers participated in the meeting.