Minutes of 2nd Ex-Com Meeting of IEEE-SB-IIITA Session 2017- 2018
(March 30, 2017)

The 2nd Ex-Com Meeting of the IEEE Student Branch, IIIT Allahabad for the session 2017-2018 was conducted on 30th March 2017 (5:00 to 7:00 P.M.) at CC-3 Building (5055). All the Office Bearers 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.

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

Agenda 1: Updating Website – IEEE SB IIITA with new committee members, photos of CSIS.

Decision: Web Management & Graphics Committee has been advised to update the details of new committee members on the Website – IIITA-SB-IIITA. After discussion with the
Dr. Satish Kumar Singh (Faculty Coordinator, IEEE SB IIIT Allahabad) directed to the updating of the photos of CSIS' 17 with the Abstract & attached the note that the detail report is in progress by the Documentation Committee.

Agenda 2: Student Retention - IEEE Student Membership Drive

Decision: Following policy has been passed- 1) M. tech students must be given a rebate of 50% in IEEE Membership. 2) Ph.D. Students must get the 100% rebate

in their membership. 3) There must not be any personal benefit given to any member in their membership.

4) Chairperson of different committees has been suggested to motivate their team members & juniors to for IEEE membership.

Agenda 3: Reincarnation of RAS society, Selection of new office bearers, making more vibrant with respect to Membership, events, and awareness.

Decision: All the RAS society, IS, SCI M.tech & Ph.D. students must be called in meeting proposed on April 11, 2017, to make the RAS Society more vibrant. Mr. Padmakar Pandey as Chairperson & Mrs. Shruti as Secretary will be next office bearers for RAS Society, IEEE SB IIITA.

Agenda 4: Mistake in the printing of Logo and IEEE name in CSIS T-shirt, Delay in shipment. Imposing penalty on the dealer, and banning him for future works.

Decision: 16 T-shirt were missing in the total ordered of T-shirt for CSIS' 17 & there was a printing error too in all the received T-shirt, so imposing the penalty on the dealer minimum of Rs. 5000 INR.

Agenda 5: Not to give much work to Mr. Rishabh in Old Canteen (Stationery shop in IIITA Campus) from next event itself as he delays the work till the last moment.

Decision: It has been observed that Mr. Rishabh has taken the task & delays the work till the last moment so from now give him a tender on lower priority, furthermore to search a new supplier in Allahabad itself or nearby cities in the same rate for further printing task.

Agenda 6: Carelessness of AMS Society in covering CSIS' 17.

Decision: Not to criticize the AMS Society as the Acoustics and Media Society is the student crew that overlooks the lights, audio and media related engagements of all academic and cultural events organized by IIIT Allahabad. Better to form a new committee for the Events which having few numbers capturing the whole event accordingly & the committee must get dissolved just after the event gets over as the following committee is not the part of IEEE SB IIITA.

Agenda 7: Handing over Chairperson Position of Technical Event Management Committee to Mr. Sandeep Kumar Singh as per decision made during AGM-2017 held on 13/01/2017.

Decision: As per decision made during the AGM -17 held on January 13, 2017 the charge of Technical Event Management Committee Chairperson has been handed over to Mr. Sandeep Kumar Singh.

Agenda 8: Election for Secretary

Decision: Dr. Satish Kumar Singh(Faculty Coordinator, IEEE-SB-IIITA) concluded that Mr. Sudhkar Mishra (Secretary, IEEE-SB-IIITA) must continue his work for current session

Agenda 9: Nomination for IEEE WIE ILS

Decision: No Nominations has been done yet.

Agenda 10: From now onwards, for any event, whoever will be the event organizers, must connect to Publication committee working on report writing and do provide the proper format in which the report must be given before the event gets start so that there will be transparency and the work will be done easily and on time.

Decision: To maintain the transparency and the work to be done easily and on time, it has been decided that the Publication Committee will contact to event organizer, & it will be the responsibility of the Event organizer to provide the required details.

Agenda 11: Selection Committee and Rules for IEEE-SB-IIITA Outstanding Awards.

Decision : Three awards which have been decided to given to the Outstanding Student Volunteer, Outstanding Event Organizer, Best Student Volunteer, IIITA ., with the following norms that the nominations will be called for these awards from the Chairpersons of the respected committee, IEEE SB IIITA . The Chairperson and Secretary IEEE SB IIITA will filter the nominations for the final nominees for outstanding Awards.

Agenda 12: Retention/Removal of Inactive (Since a long time) Office Bearers.

Decision: After the discussion, it has been decided that Mr. Jay Tibrewal(Coordinator, Web Management& Graphics Committee) will be promoted as (Chairperson,Web Management & Graphics Committee). Ms. Nishtha Sharma will be promoted for the post of (Chairperson, Membership Committee). Mr. Vaibhav Malviya (Chairperson, Finance and Accounts Committee)will be continuing his post assuring that he must work actively .

Agenda 13: Approval of revamped team for IEEE-CS SB Chapter IIITA

Decision: In order to revamp the Chapter and give new members an opportunity, an Ex-com meeting was called on March 29, 2017, by the Chairperson, IEEE-CS SB-IIITA.

Agenda 14: Status of General and Budget Reports for IEEE CSIS 2017. Actual Budget Analysis, Submission of Expenditure Bills and Signed MoU's with Sponsors of IEEE CSIS 2017 to Treasurer, IEEE SB IIIT A to maintain transparency in financial matters.

Decision: Documentation Team head Ms. Anushree Goswami has been instructed to submit the General report for IEEE CSIS 2017. Mr. Shivam (Event Coordinator, CSIS - 2017) and Mr. Pratik Mangalore (Head, Sponsorship Committee, CSIS-2017) have been asked to submit the budget report to Treasurer, IEEE-SB- IIIT A to maintain transparency in financial matters. Budget analysis would be done in next Ex-Com Meeting after receiving the report along with the bills.

Agenda 15: IEEE SB IIITA Team Certificates Modification (2016-17).

Decision: IEEE SB IIITA Team Certificate of Mr. Aditya & Mr. Raghvendra has some printing errors. Hence, the certificated have been forwarded to Mr. Venkat Beri (Chairperson, IEEE-SB-IIITA) to get it re-print & handover to immediate past Chair, IEEE-SB-IIITA.

Agenda 16: Renewal of IEEE Membership by Coordinators/Office Bearers, IEEE SB IIITA.

Decision: Chairperson, IEEE SB IIITA had a talk with the Coordinators/Office Bearers, IEEE SB IIITA having the arrears & motivated them for renewal of their membership.

Agenda 17: Hosting AISYWC 2017 in IIIT Allahabad.

Decision: Dr. Satish Kumar Singh concluded that AISYWC'17 is the joint event with MNNIT ALLAHABAD and they are ready to host this event with the partnership, the tentative date for hosting the event is from 6-8 October,2017.

Agenda 18: Request of Mrs. Shruti Jaiswal (Ph.D. Scholar) to join IEEE-SB-IIITA, backed by her work in CSIS 17 as a team member of Registration and Finance Committee. Recommended for post of Joint Secretary, IEEE-SB-IIITA.

Decision: Request of Mrs. Shruti Jaiswal (Ph.D. Scholar) for the post of Joint Secretary, IEEE-SB-IIITA has been postponed till the next Ex-com of IEEE-SB IIITA but also, she has been attached with the Finance & Account Committee, IEEE-SB IIITA as a Coordinator.

Agenda 19: Recommendation of Ms. Anamika Jain (currently working as treasurer WIE) as the treasurer of IEEE SB-IIITA.
Decision: Recommendation has been kept on hold till the Budget report of CSIS '17 event is given by the Treasurer, IEEE SB IIITA. Once the report will

submitted, the post of the Treasurer will be given to Ms. Anamika Jain in next Ex-com meeting of IEEE SB IIITA.

Agenda 20: Handing over Chairperson Position of Industry Interface Committee to
Ms. Sushmita Gayen.

Decision: IEEE Ex-com members rejected the agenda and concluded that Mr. Prateek Mangalore will continue with his post of Chair, Industry Interface Committee, IEEE SB IIITA till the selection of new Chair for same.

Attendees:

Ex-com Members:

1. Mr. Venkat Beri (Chairperson, IEEE-SB-IIITA)
2. Mr. Vinod Kumar Jatav (Chairperson, IEEE-Computer Society SB Chapter-IIITA)
3. Mr. Padmakar Pandey (Vice-Chair, IEEE-SB-IIITA)
4. Mr. Sudhakar Mishra (Secretary, IEEE-SB-IIITA)
5. Mr. Shrikant Malviya (Joint Secretary, IEEE-SB-IIITA)
6. Ms. Suvidha Tripathi (Chairperson, WIE Affinity Group, IEEE-SB-IIITA)
7. Mr. Punit Singh (Chairperson, Program and Schedule Committee, IEEE-SB-IIITA)
8. Mr. Swapnil Singh (Chairperson, Publication Committee, IEEE-SB-IIITA)
9. Mr. Shivam (Chairperson, Publicity Committee, IEEE-SB-IIITA)
10. Mr. Vaibhav Malviya (Chairperson, Finance and Accounts Committee, IEEE-SB-IIITA)
11. Mr. Pratik P. Mangalore (Chairperson, Industry Interface Committee, IEEE-SB-IIITA)
12. Ms. Apurva Gupta (Chairperson, Membership Committee, IEEE-SB-IIITA)
13. Mr. Sulyab Thottungal (Chairperson, Technical Event Management Committee, IEEE-SB-IIITA)

Non Ex-com Members:

1. Ms. Anamika Jain (Treasurer, WIE Affinity Group, IEEE-SB-IIITA)
2. Mr. Jay Tibrewal (Coordinator, Web Management and Graphics Committee, IEEE-SB-IIITA)
3.   Mr. Sandeep Kumar Singh (Coordinator, Technical Event Management Committee, IEEE-SB-IIITA)
4.   Ms. Shruti Jaiswal (Team Member, IEEE-SB-IIITA)