Department of Computer Science and Engineering
Data Science

Academic Year: 2023-2024
Semester: V
Class / Branch: CSE(DS)
Subject: BCE
Name of Instructor: Prof. Parwathy Warrier

Name of Student: Arya Patil
Student ID: 21107009
Date Of Performance: 11-10-23
Date Of Submission: 11-10-23

Assignment 7

Assume you are the newly elected General Secretary of the APSIT Student Council for the academic year 2023-24. You are required to meet the council and discuss the activities for the year.

1) Draft the notice for the meeting:

Subject: Notice of APSIT Student Council Meeting - Academic Year 2023-24
Dear Members of the APSIT Student Council,

I trust this message finds you in good health and high spirits. It is my great pleasure to connect with you as the recently elected General Secretary of the APSIT Student Council for the academic year 2023-24.

As we embark on our mission to cultivate excellence, promote collaboration, and drive positive transformation within our college community, I extend a warm invitation to our inaugural meeting of the APSIT Student Council for the upcoming academic year. This meeting signifies the significant commencement of our collective journey, and your attendance and active involvement are vital to our shared success. Kindly make note of the meeting particulars:

Date: 18th October 2023

Time: 10:20 a.m.

Venue: Seminar Hall (008)

2) Draft an agenda for the same:

Agenda for APSIT Student Council Meeting - Academic Year 2023-24

I. Welcome and Introduction

1. Opening Remarks by the General Secretary
2. Introducing the Distinguished Council Members
3. Recognition of the Council Members Pivotal Roles and Dedication.

II. Reflection of Past Achievements

1. A Succinct Overview of the Previous Student Council's Milestones and Challenges
2. Extracting Valuable Insights from Last Year's Experiences
3. Identifying Growth Opportunities and Enhancements Based on Historical Performance

III. Setting Our Course - Goals and Objectives

1. Engaging in a Discourse About the Overarching Vision and Objectives for the Academic Year 2023-24
2. Prioritizing Key Focus Areas and Defining Clear, Measurable Goals
3. Ensuring Harmonious Alignment with APSIT's Mission and Core Values

IV. Event Planning

1. Brainstorming and planning of events, activities, and initiatives for the academic year
2. Identifying major events (e.g., cultural festivals, workshops, seminars, charity drives)
3. Allocation of responsibilities, timelines, and resources for each event

V. Budget Allocation

1. Discussion and approval of budget proposals for planned activities and events
2. Reviewing potential sources of funding or sponsorship
3. Monitoring budget utilization throughout the year

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VI. Communication and Outreach

1. Strategies for enhancing communication within the council and with the wider student body
2. Leveraging various communication channels (e.g., meetings, emails, social media)
3. Defining roles and responsibilities for maintaining a strong online presence
4. Outreach initiatives to engage and involve the student community

VII. Setting the Date for the Next Meeting

1. Determination of the date and time for the next council meeting
2. Coordination of schedules to ensure maximum attendance

VIII. Closing Remarks

1. Summarizing key points discussed during the meeting
2. Emphasizing the importance of teamwork, collaboration, and dedication
3. Expressing gratitude to all council members for their participation

Please come prepared to actively contribute to the discussions and decision-making process. Your input and dedication are vital to our success in making the academic year 2023-24 at APSIT productive, memorable, and beneficial for all students.

Warm regards,

Arya Patil

General Secretary

APSIT Student Council

Academic Year 2023-24

- Write the minutes of the meeting to be submitted to the principal of our college:

Minutes of the APSIT Student Council Meeting

Date: 18th October 2023

Time: 10:20 a.m.

Venue: Seminar Hall (008)

I. Welcome and Introduction:

1. The meeting commenced with a warm welcome by the General Secretary, Rutuja Patil.
2. All council members introduced themselves, providing their names and roles within the council.

II. Review of Past Achievements:

1. A brief review of the accomplishments and challenges faced by the previous Student Council was presented.
2. It was noted that the previous council had successfully organized several events and initiatives.

III. Setting Our Course - Goals and Objectives:

A robust discussion took place regarding our primary goals and objectives for the academic year 2023-24. The following key objectives were identified:

1. Enhancing student engagement and involvement in extracurricular activities.
2. Fostering a sense of community and belonging among students.
3. Promoting academic excellence and personal development opportunities.
4. Strengthening the council's financial sustainability through responsible budgeting.
5. These objectives will be refined and documented for future reference.

IV. Event Planning:

1. Various events and initiatives for the academic year were brainstormed, including cultural festivals, workshops, seminars, and charity drives.
2. Subcommittees were formed to oversee the planning and execution of specific events, and responsibilities were allocated as follows:
   - Content Writing Team
   - Designing Team
   - Social Media Team
   - Technical Team
   - Photography & Videography Team
3. Timelines and milestones for each event were discussed and will be detailed in event planning documents.

V. Budget Allocation:

1. Budget proposals for the planned activities and events were presented and approved after thorough discussion.
2. The Treasurer, will finalize the detailed budget plan and share it with all council members.

VI. Communication and Outreach:

1. Strategies to enhance communication within the council and with the broader student body were discussed.

2. It was decided that Communication Lead would be responsible for maintaining a strong online presence, including social media and email communications.

VII. Any Other Business:

No additional topics were raised during this meeting.

VIII. Setting the Date for the Next Meeting:

1. The date and time for the next council meeting were agreed upon, and members were informed.

2. It was decided to hold regular meetings to ensure effectivecommunication and progress monitoring.

IX. Closing Remarks:

1. The General Secretary, Arya Patil, summarized the key points discussed during the meeting.

2. The importance of teamwork, collaboration, and dedication in achieving our goals was emphasized.

The meeting concluded with gratitude to all council members for their participation and commitment to making the academic year 2023-24 at APSIT productive and memorable.

Meeting Adjourned: 12:30 a.m.

Minutes recorded by: Vinay Sharma (Student co-ordinator)

Arya Patil

General Secretary

APSIT Student Council