

Section 1

1.) I think the responsibilities of a web convener include the following:

- **Website Management:** The web convener is responsible for overseeing the management and maintenance of the Insight website. This includes ensuring that the website is up-to-date, functional, and aligned with the organization's goals.
- **Content Management:** The web convener may be responsible for managing the content published on the website. This includes creating and editing web pages, uploading and organizing multimedia content, and ensuring that the content is accurate, engaging, and meets the organization's standards.
- **Website Design and Layout:** The web convener may collaborate with designers or be responsible for designing and maintaining the website's visual appearance. This involves choosing appropriate layouts, color schemes, fonts, and graphics that align with the organization's branding and user experience goals.
- **Technical Maintenance:** The web convener may handle technical aspects of the website. They should ensure that the website operates smoothly, is secure, and adheres to best practices for web development and security.
- **Collaboration and Communication:** The web convener may collaborate with other teams. They should effectively communicate and coordinate with these teams to ensure the website aligns with the Insight's overall aim and objectives.
- **Accessibility:** The web convener should consider accessibility standards and ensure that the website is easily accessible to users. This may involve implementing features like alt tags for images, proper heading structure, text resizing options, and ensuring compatibility with assistive technologies.
- **Stay Updated:** The web convener should stay informed about emerging web technologies, trends, and best practices.

2.)During my stay in the institute, the activities I have been a part of include:

- I was part of NSO-Table Tennis, apart from that I pursued my interest in other sports such as Chess and Basketball.
- I took part in the Institute Table Tennis League in which our team secured the Second Position.
- Recently, I have been a part of Inter IIT Preparatory Camp for Chess.
- I also went on ChEA department trip to Kashid Beach, Alibaug in January.
- I was also part of a team that stood among the top 24 projects in the new MS101 course, in which we had to make a line-follower bot by ourselves.
- I started coding(extensively) for the first time in the second semester and I think I have grown a knack for it and have been enjoying doing it since.
- I was also an organiser in Mood Indigo in the Horizons Department.
- Apart from all this, I made lots of friends and cherished the memories I made throughout the year.