**Section 1**

1. Responsibilities of a web convenor -->

(i) to assist the web manager in maintaining the website

(ii) to take part in meetings and discussion with team members and give your valuable suggestions

(iii) H e should work closely with other team within the insight ,such as Design team, Editorial team, video team etc. He should effectively communicate and coordinate with these team to gather requirements provide technical assistance etc.

(iv) He should stay updated with the latest web technologies and trends as people should fascinate toward it otherwise they would not interested to explore about it.

(v) He should be adaptable and able to take on additional responsibilities as needed to ensure the smoothing of the website.

(vi) He should take initiative to make website and its content user friendly and attractive otherwise its just like that they will visit the website once only.

2.Activities I participated during first year –

(i) worked as the organizer in Techfest and Mood indigo

(ii) worked as a Core team member in **WISE Program(Women In Science and Engineering)**

(iii) worked as a **Runner in placement** of a 5th year student in EE department