



MINUTES OF THE MEETING

2nd IEEE HYDERABAD SPECIAL SECTION MEETING, 2019 SLATE

Date: 10th February, 2019 Time: 9:30 AM to 5.30 PM

Venue: Kinerra Hall, Plaza Hotel, Ameerpet

Total Section Execom Members Attended: 48

All the Presentations delivered @IEEE Hyderabad Special Section Meeting can be viewed here:

<https://bit.ly/2S7Vky7>

1. Chairman's Introduction and Purpose

IEEE Hyderabad Section Chairman Mr. N Venkatesh addressed the Special Section describing the IEEE Hyderabad Section Vision and Mission. He emphasized the importance of conducting quality and diversified events targeting professionals and Student communities. Also indicated the importance to raise Membership Development and make it part of every Event agenda to speak about IEEE and benefits. Further, requested the Society/ Joint Chapter / AG chairs to raise the funds through events. This Special Section did not take any call on the approval of funds for Chapter events.

2. Secretary : Special Section Agenda

Mr. Bala Peddigari explained the agenda and described the overall execution of the meeting. He also mentioned that Section Annual Report has been submitted

3. Finance Procedures

Mr. Srinivasa Nookala, Section Treasurer officially disclosed the indicated budgets allotted to Society chapters/ joint Chapter and Affinity groups. This data would be revisited once actual rebates are received from IEEE Head Office. Treasurer issued the cheques to 4 Colleges for their Student Branch related activities (who submitted physical bills which are verified and authorized by Chairman, SAC – Dr. Vijayalata Reddy Y.

4. Organizing and Conducting Technical Events – Best Practices

Mr. Bala Peddigari, Secretary, IEEE Hyderabad Section shared the best practices associated to Technical Events organization and execution by emphasizing on the importance of Planning and monitoring. Some of the key practices associated to venue identification, speaker identification, targeting the right audience, creating a blend of events for professionals and students. Further, importance of branding the event coverage through social media and newsletter were also emphasized.

5. Planning and Reporting Methodology



Mr. Venkatesh, Chairman, IEEE Hyderabad Section shared the Event Planning and importance of doing the L31. He provided the complete view of Event creation, eNotice creation, broadcasting the event and filing the L31 post event.

Venkatesh also handed over the VOLT CLP certificates to Vamsikrishna and Mousmi for their successful completion of the program.

6. Website and Social Media Outreach

Vamsi and Abhay Joshi navigated the audience on Social media outreach procedures and disclosed the current IEEE Hyderabad Website and social media handles.

7. Volunteering Opportunities and nominating for an Award

Dr. Atul Negi emphasized the importance of volunteering and exposed the various awards available which can be used as a medium to recognize the volunteer's contributions by nominating for awards.

8. SM Elevation – Eligibility and Procedures

Dr. Lakshminarayana Merugu described the overall procedure for Senior Member Elevation and how section can support the need to the eligible members within the Hyderabad Section

9. Organization of Conferences with Technical Co-sponsorship and Raising Grants for your society and chapter events

Dr Amit Kumar, Vice Chair, IEEE Hyderabad Section described the Section policies and practices in mentoring the conferences in right way. He described the Technical co-sponsorship involvement from Section and time for planning the conferences ahead of time. He disclosed the way chapters should draft proposals to raise the grants from various societies ahead of time and execute the same

10. SAC Updates

Dr Vijayalata shared her updates on the overall efforts to reactivate the student branches and her new team of SAC coordinators for different subsections including Warangal. Further disclosed SAC committee with Chaitanya represented as Section Student Representative and Joint SSR by G Rajesh Kumar. SAC disclosed their plans and current rebates received for each college based on their activities reported.

11. SubSection – Plans and Budgets

Vizag Bay subsection yearly plan and budget was presented by K V Sriram and Anantapuramu Subsection plan and budget was disclosed by Dr. Sankar. No Budget approvals were granted as part of Special Section.

12. Society – Plans and Budgets



Computer Society by Vidyasagar, Educational Society represented and presented by Tara Saikumar, TEMS Society by P Ravi Shankar and Photonics Society by PV Ramana (from Webex) have presented their respective Society yearly plans and budgets expected.

Chairman guided all the societies to drive programs for Professionals, raise grants and make programs self-funded through registrations as well. Try to attract industry sponsorship.

13. Joint Chapters – Plans and Budgets

COMSOC/SP by Lalitha Vadlamani, CIS/GRSS by Dr. Hitendra Sharma, CAS/EDS Joint chapter by Dr. Arif Sohel, PES/PELS/IAS by Dr. PV Rajagopal, MTT/AP/EMC Joint Chapter by Runa Kumari presented their respective plans and budgets.

14. Affinity Groups – Plans and Budgets

YP Affinity Group by Saurabh Jain and Vamsi, WIE Affinity Group by G Sreelakshmi presented their respective Affinity Groups Yearly plans and budgets. Both the Affinity Groups were advised to jointly drive programs with Societies and Joint Chapter to raise the presence.

15. STEM Committee

Dr. Lakshminarayana Sadasivuni described the STEM committee vision and plans to create more rigor in the college level with different STEM activities

16. Educational Activities

P Ravishankar described the overall plan and current execution of Skill connect programs and the importance of association with other vendors to create more rigor

17. Closure

N Venkatesh, Chairman, IEEE Hyderabad Section thanked all the delegates who represented the Special Section meeting and summarized the overall proceedings. All the Event approvals will be taken up in the Next Section Meeting on March 10, 2019. Any other priority approvals can be taken by chapter chairs through Email channel.

Based on chair's approval – Event funds will be released.

IRC was not presented to share their plans



IT Department General Power of Attorney

IEEE Hyderabad Section Execom has decided to give General Power of Attorney to Auditors so that they can respond to the IT Department on some queries on IEEE Hyderabad Section behalf.

Next Section Meeting

IEEE Hyderabad Section – 3RD Section Meeting is planned on March 10, 2019 (Sunday) – Please block your calendars

Action Items

S. No.	Action Description	Assigned To	Opened On	Closed Date	Current Status
1	Complete database of all society members to each chapter chair before the next SEC.	Abhay Joshi, Membership Development, Chair	Jan 6, 2019	TBD	Open
2	Sign the GPA copy and submit to the Auditors and IT Department	N Venkatesh Bala Peddigari Venu	Feb 14, 2019	TBD	Open

Section Execom Members Attended

1. N Venkatesh, Chairman, IEEE Hyderabad Section
2. Dr Amit Kumar, Vice Chair, IEEE Hyderabad Section
3. Bala Prasad Peddigari, Secretary, IEEE Hyderabad Section
4. Dr Nookala Srinivasa Rao, Treasurer, IEEE Hyderabad Section
5. KV Sriram, Vizag Bay Subsection Chair
6. Dr V Sankar, Anantapuramu Subsection Chair
7. Vidyasagar T, Chair, Computer Society
8. Dr. Akhil Jabbar, Vice Chair, Computer Society
9. Dr. Rajanikanth Alavalu, Secretary, Computer Society
10. Dr. G Ramesh Chandra, Treasurer, Computer Society
11. Dr. Atul Negi, Awards and Recognitions Committee
12. Dr Lakshminarayana Merugu, Nominations Committee
13. Mousmi Ajay Chaurasia, Secretary, CIS/GRSS Joint Chapter
14. G Sreelakshmi, Chair, WIE Affinity Group
15. Runa Kumari, Secretary, MTT/AP/EMC Joint Chapter
16. Dr. A Bharathi, Member, WIE Affinity Group
17. Dr Y Vijayalata, Chair, SAC
18. P Ravi Shankar, Vice Chair, TEMS
19. A Chakradhar, Member CAS/EDS
20. C R Sarma, Chair, IOT Special Interest Group



21. Dr Ariffuddin Sohel, Chair, CAS/EDS
22. L Chaitanya, SSR, SAC
23. Dr C Harinatha Reddy, Member, PES/IAS/PELS
24. B Nagaraju, Warangal, SAC Coordinator
25. S Sai Thejeswar, Member, YP
26. Dr S Harivardhagini, Treasurer, WIE Affinity Group
27. Dr D Ravi Kumar
28. P Shashavali
29. T Saikumar, Secretary, Education Society
30. KNV Sudhakar, Chair, STEM Committee
31. Dr PV Rajagopal, Chair, PES/IAS/PELS
32. Dr M Satyanarayana, Vice Chair, Photonics Society
33. D Sandeep, Member, YP
34. A Mounica, Member, WIE
35. Dr J Namratha Manohar, Member, PES/IAS/PELS Joint Chapter
36. Lalitha Vadlamani, Chair, COMSOC/SP Joint Chapter
37. Dr Hitendra Sarma, Chair, CIS/GRSS
38. Abhay Ravindra Joshi, Chair, Membership Development
39. P Sudhakar, Member, Photonics Society
40. J Vamsikrishna, Secretary, Young Professionals Affinity Group
41. Lakshminarayana Sadasivuni, Member, Section Executive Committee
42. PVS Maruthi Rao, Past Chairman, IEEE Hyderabad Section
43. Saurabh Jain, Chair, Young Professionals
44. Dr Suresh Merugu, Member, Young Professionals
45. Dr Tilottama Goswami, Member, CIS/GRSS Joint Chapter
46. Akanksha Chirra, Member, WIE Affinity Group
47. Md K M Chisti, Secretary, Vizag Bay Subsection
48. PV Ramana, Chair, Photonics Society (Webex)