



MINUTES OF THE MEETING

5th IEEE HYDERABAD SECTION EXECUTIVE COMMITTEE MEETING

Date: May 3, 2020 Time: 9:00AM to 1:00 PM (IST)

Venue: Virtual Meeting Over WebEx

Chapter Activity Planning Presentation are uploaded here:

https://drive.google.com/open?id=1RzLL_JK6P_2_vhwk3szk2m1m07jouxZj

Amit Kumar called to order the Fifth SEC meeting of IEEE Hyderabad Section at 9:00AM on May 3, 2020 through Virtual meeting over Webex to discuss on Chapter, Joint Chapters, Affinity Group and Subsection Activity Planning

1. Secretary Address – Bala Peddigari

- a. Bala Peddigari, Secretary has Welcomed all the SEC Members and called out the Agenda for SEC-5 meeting.
- b. SEC-4 Minutes were displayed for adoption and it was approved
- c. Overall Events conducted with IEEE Hyderabad Section are 362
- d. Student Branches conducted 230 events
- e. IEEE Hyderabad Section Chapters, AGs and Subsections conducted 132 Events
- f. Virtual Webinar Series of IEEE Hyderabad section is a huge success garnered larger attention. Chapters conducted 63 Virtual events in April 2020 and planned around 12 events in May 2020.
- g. Bala Peddigari appreciated the efforts put-in by Education Society, Computer Society, TEMS, WIE AND CIS/GRSS who were able to leverage Virtual platform to conduct events.
- h. IEEE Hyderabad Section Website is updated with Upcoming events and also chapter pages are updated with List of events conducted. Each event is linked with Vtools eNotice URL
- i. Bala Peddigari requested Chapter Execom members NOT to send eNotice without creating event and also requested to use IEEE WebEx Attendee URL for registration – it captures the IEEE membership number to segregate IEEE and NON-IEEE members for reporting purpose.
- j. Virtual Webinar Instructions and Best Practices are shared – requested Chapter Chairs to use the same
- k. IEEE Hyderabad Section social handles are activated. Social media guidelines are published, please leverage to brand your events appropriately. IEEE Collabratec Hyderabad Section community will be reactivated and it will link all social handles. Narendra Ramya is leading that efforts.
- l. Bala Peddigari requested Chapter Chairs to focus more on Quality of the events and involve Chapter Execom members to drive and moderate events. So, sufficient grooming and exposure happens.
- m. Bala Peddigari requested pending L31 reports to be filed in time.

2. Treasurer Updates

- a. Treasure appraised SAC on the importance of Student Branch accounts for rebates to be processed as per MGA mandate.
- b. HydCon Budget was requested. Amit mentioned it will be presented in today's meeting
- c. All the pending payments were released – it was detailed in the Treasurer report
- d. SIGHT funds received towards for Short film under Arabic, Spanish and Portuguese
- e. AISYWC Surplus share 50% distribution to India Council is approved. Post computation – it will be released to India Council – This is approved in SEC
- f. COVID-19 Hackathon two events sponsorship amount of Rs. 22500 is approved. It will be released.
- g. Treasurer acknowledged the IEEE MGA Compliance on Finance documents submitted.
- h. Computer Society Hackathon Prize winners to disburse Rs. 10000 from the funds received through competition – it is approved.
- i. All SEC office related expenses were approved and to be released.

3. Brainstorming – Conducting Quality Webinars

- a. Plan your events 7 to 15 days in advance
- b. Check the Event Calendar and try to create event which does not overlap with other SEC events published
- c. Dr Rajgopal mentioned avoid overlapping of events and provide details to attendees to join within eNotice
- d. Madhav Negi mentioned that Chapter Chair should Communicate to speaker in advance on Do's and Don'ts in Webinars.
- e. Venkatesh suggested to have exclusive webinars for IEEE members and also have exclusive Download access only to IEEE members. At least one event in two weeks to be conducted for IEEE members exclusively
- f. Vamsi mentioned that working with ieev.TV to get our Section Webinar's quality content to be promoted to ieev.TV. Once this is formalized, we will enable it for members.
- g. Bala Peddigari suggested members will have access to download the content and they will have access to PDF/PPT version of the content.
- h. Atul also recommended Quality events through speakers should be promoted only to IEEE members.
- i. Madhav suggested Chapter Execom members to check on the Bandwidth speed to be around 1.5Mbps
- j. Vijayalata mentioned there are some events duplicated across the chapters. It need to be evaluated and carefully avoid the same.
- k. Dr Rajgopal mentioned post lock-down distribution of physical events and virtual events to be planned. Exclusive member events can be planned for members.
- l. Atul Negi suggested to explore the streaming options through facebook live or through other social channels to increase reach.
- m. Amit suggested following

- i. to use Youtube to push content and based on LIKES/comments – we will promote content to ieev.tv appropriately.
- ii. Student Branch events should use Section logo only when Section is involved.
- iii. No Certificates will be given for attending the webinars. Certificates will be given only to Trainings, workshops and hackathon kind of programs.
- iv. Subsection should lead the events independently and Chapters will support
- v. Post the events in social media not more than 2 times.
- vi. Involve Chapter Execom members to drive the events.
- vii. Embrace Collabratec for Hyderabad Section community
- viii. Take consent of speaker for recording the event.
- ix. Attendance Report for all events will be shared with Membership Development Chair

4. IEEE Awards – Discussion

- a. IEEE R10 Awards released list of awards for which we can nominate. Deadline is 15-May-2020. Refer Chairman's address for Awards PPT and PDF copy
- b. Awards are under the category of SAC, WIE, YP, EduSoc, LM and SIGHT
- c. Detailed Award guidelines and criteria is also shared in the PDF Copy
- d. Amit requested Chapter Chairs to review the same and share their recommendation. Secretary to share the List of Awards and Guidelines to SEC members.
- e. Amit expressed the intent to submit nomination for
 - i. IEEE MGA Outstanding Large Section Award
 - ii. IEEE William W Middleton Distinguished Service Award – need inputs to nominate for this award.
- f. Amit suggested every chapter chair to have closer view of Technical Society/ Chapter centric awards and share their nominations by 29-May-2020.
- g. Many RUSH Proposals on COVID-19 requested. We should TRY for the same.
- h. SEC Chapter Chairs can review the list of Awards and share their nominations.

5. Women in Engineering - Padma Sai

- a. Requested to release Rs. 2500 towards GRIET Womens Day Celebration – This is approved by SEC from the budget allocated to WIE
- b. Events Conducted: 6**
- c. Amit suggested NOT to include Student Branch events in our reporting where we only recommending a speaker.

6. TEMS Chapter – Aditya Rao

- a. Events Conducted : 7**
- b. Best Practice:** Team is focusing on capturing the feedback and analyzing the impact and benefit of the session.
- c. SEC suggested TEMS to have good branding and marketing to increase the reach of professionals.

7. Student Activities Committee - G Sree Lakshmi

- a. Events Conducted: 7
- b. Student Network Member meeting conducted to indicate the importance of their role and function
- c. Announced SSR, JSSR, ZSR, ZTCSR, Chapter /AG Representatives from 35 nominations of 73 SN members
- d. Events Planned : 5
- e. Planning a Virtual Section Student Congress 2020 with a theme
 - i. Use of Technology during Disaster Management
 - ii. Root Causes of Disaster – Human Innocence or Intelligence
 - iii. SEC approved to conduct SSC Virtually in October 2nd week.
- f. NO funding requested

8. CIS/GRSS Joint Chapter – Mousmi Chaurasia

- a. Events Conducted: 4
- b. Events Planned : 3
- c. NO funding requested

9. Newsletter – Mousmi Chaurasia

- a. Chapter Chairs are requested to share their updates.
- b. Final Release date of Synapse Newsletter is 11-May-2020
- c. All R10 and India Council newsletter articles to be shared through Newsletter team and Section chair

10. Membership Development Vinit Kumar Gunjan

- a. Vizag member base is separated from Hyderabad Section
- b. Currently Hyderabad Section member count is 3247
- c. Events Planned
 - i. Senior Membership Elevation
 - ii. Membership benefits
 - iii. Membership Session
- d. ACTION: One member from each chapter is requested to share representative responsible for Membership Development
- e. ACTION: Working on proposal to R10 for Individual Benefits and Services for promoting member benefits and services.

11. Mentorship -Athota Kavita

- a. Virtual Internship Webinar conducted
- b. Mentorship Program launched
- c. IEEE Skill Connect Program finalized.
 - i. Content for Phase-1 and Phase-2 completed
 - ii. Automated evaluation of submitted code is under exploration
- d. IHMPS – 2020
 - i. 16 Mentors identified and each will mentor 2 students.

12. Education Society - Vijayalata

- a. Events Conducted : 15
- b. Administrative meetings: 3
- c. Joint Activities : 3
- d. One each with Guntur and Ananthapuramu Subsections
- e. Two virtual webinars and one Faculty Development Program planned.
- f. No funding requested.

13. Professional Activities – Madhav Negi

- a. Following programs are planned
 - i. Causing Incredible Performance
 - ii. YP Soft Skills Series
 - iii. Advanced Soft Skills for Members
 - iv. Managing Adversity on the workplace
- b. SEC recommended to do it as a PAID programs and leverage platforms such as Townscript or Explara
- c. Events Conducted: 1

14. Young Professionals Affinity Group – Vamsikrishna J

- a. Event Conducted under the theme #LockDownDiaries
 - i. How to Handle your Dreams when everything you see around is collapsing
- b. Shared the details of Welcome a Virtual Speaker to a Student Branch in MGA SAC
- c. **Planned Events: 4**
 - i. Robotics and AI before and after COVID-19
 - ii. Industry Phase Shift – YP dealing the post COVID19 World
 - iii. Is Digital Education a New Reality
 - iv. YP Scaling through the Pandemic
- d. **No Funding requested**

15. CAS EDS Joint Chapter – Chandrashekar Paidimarry

- a. Events Conducted: 1
- b. Events Planned : still in planning
- c. No funding requested.

16. Educational Activities – Syed Musthak Ahmed

- a. Shared the plan for Educational Activities
- b. Project 1(April) : Selecting a right project and completing in time
- c. Project 2(May): Initialization, Conceptualization, Exploration, Modelling and Deployment
- d. Project 3(June, July): How to draft paper (Literature Review, Previous work, Past Work, Results and discussion, conclusion and Future Scope of work); Check For Grammar and Plagiarism and Selecting an appropriate Journal and submission.
- e. Project 4(In Progress): Skill connect- with Java Technology
- f. Project-5(Development Stage): **Skill Connect- with IoT**
- g. **Estimated Budget: Rs. 150000**

- h. SEC approved to allocate initial budget to drive the functions. Treasurer to assign the budget.**

17. PES / PELS / IAS Joint Chapter – Rajgopal

- a. Events conducted: 3 (2 administrative meetings and 1 technical webinar)
- b. Events Planned : 3 in May

18. Life Members Affinity Group – R Balasubramaian

- a. Events Conducted: 1
- b. Events Planned : 1 (by Prof Yagna Narayana on Human Vs Machine Intelligence)
- c. Shared the Proposed scope of activities to be done by LMAG

19. SIGHT – Suresh Merugu

- a. Described about Humanitarian activities and associated goals
- b. Planned a webinar on “Humanitarian Activities : Experiences and Opportunities toward ICT4DSG by Supavadee Aramvith
- c. Plan for submitting the IEEE HAC and SIGHT Projects 2020
- d. "ROAD-WAY TO ECO-FRIENDLY SELF HELP INITIATIVE FOR RURAL WOMEN", Submitted by Dr. Vijayalaxmi SMIEEE, Past Chair, IEEE WIE AG Hyderabad section. Funding has been approved for the same and it should be credited into SECTION account.
- e. **Currently ongoing projects**
 - i. Science Technology & Innovation Hub for Development of Scheduled Tribes in Medchal Dist. of TS
 - ii. Localization and Mapping Portable Assistive System for Visually Impaired

20. Entrepreneurship and Startup Committee – N Venkatesh

- a. We are starting an IEEE Hyderabad Entrepreneurship Community Similar to being in an Affinity Group
- b. There are two classes of membership:
 - i. Mentors
 - ii. Entrepreneurs and Aspiring Entrepreneurs

21. Guntur Subsection – Swarana Sri

- a. Events Conducted
 - i. A Webinar on “Smart Cities – Challenges and Opportunities”
 - ii. Virtual Labs for Science and Engineering
 - iii. Subsection Executive committee
 - iv. Branch Counsellors Meeting

22. Computer Society – Vidyasagar T

- a. Events conducted: 18 (SEC recommended to remove Ekalvya from reporting)
- b. Events Planned: 2
- c. Events supported: 4
- d. SEC recommended to work with SAC to drive IEEE Students Ethics Competition and IEEE eXtreme Global Coding competition



- e. Funds Approved
 - i. SEC approved Rs. 15600 towards hackathon contest winners prizes
 - ii. SEC approved to release budget of Rs 20000 from allocated Computer Society budget towards eXTREME Global Coding contest

23. Vizag Bay Section

- a. Bala Peddigari shown the Email of S Lakshminarayana stated about the current progress of Vizag Bay Section committee formation. Following contents were read during the SEC-5 meeting
 - i. Our Volunteers are very happy and participating in selected and interested WebEx events, which are organized by the Section. I also wrote to many IEEE members of this area to participate in the WebEx events, as they are useful. Even if we plan too, we also need to plan in virtual mode only and use the WebEx. We called for a 'Call for Volunteers for Vizag Bay Section' and the process is on. I will request help from the Hyderabad Section soon. I am sure that we will get support in future.
 - ii. "VIZAG BAY SECTION CALLED FOR VOLUNTEERS FOR ITS EXECUTIVE COMMITTEE FORMATION"
 - iii. INDISCON received 120+ manuscripts.

24. COMSOC/SPS Joint Chapter

No Representations

25. MTT/APS/EMC Joint Chapter

No Representation

26. Photonics Society

No Representation

27. Resource Development Center

No Representation

28. Website and Social media – Narendra Ramya and Bala Peddigari

- a. Social media handles created
- b. Website is currently updated with all the events.

29. Awards and Recognitions – Sreenivas Jasti

No Representation

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30. Conference Committee by Atul Negi

- a. Draft Conference Policy Documents are ready. A new application form for Technical Co-sponsorship is made available.
- b. Emphasized on the Conference Policies, it is ready and will be uploaded at section website. Processing fee of Rs 25000 on all TCS conferences will be levied by section apart from TCS fee to be paid to IEEE MCE by TCS conference organizers.
- c. A joint conference on Machine learning and applied network technologies with IEEE EL Salvador section will be jointly organized with IEEE Hyderabad Section without any financial commitment from Hyderabad section in Dec 2020. Any corporate or Academic institution may show interest to financially sponsor the event.
- d. COW and mini POCO Conference training events will be announced soon.

31. Chairman Address – Amit Kumar

- a. IEEE COVID Move completed 2 hackathons with over 2000 member participation across India supported by 5 Sections with 100 teams and 7 prototypes are finalized and progressing.
- b. IEEE HA Project approval for 1000 USD for Telemedicine - Vijayalakshmi Biradar
- c. Social Media / websites are updated on regular basis.
- d. Virtual Webinars are highly successful and thanks to all Chapter Chairs.
- e. No Participation Certificates will be awarded to attendees of webinars.
- f. All Co-Opted Committees must work with STEM and industry relations
- g. We are putting our nomination for MGA Large Section Award. Website is KEY to WIN the same.
- h. HydCon progressing well and it may get organized virtually.
- i. Guntur TCS Conference papers are online in Record time.
- j. Amended Section Byelaws were shown in the SEC and requested for their feedback by May 15, 2020. ACTION: Secretary to share the amended byelaws.
- k. CS-SYP India Activities and related Volunteers. We have received a complaint on its functions and its volunteers associated with CS-SYP, Compute and other activities related to the same.
- l. R10 / ICNL entries should be submitted after consulting with Section Newsletter Editor and Section Chair or Secretary
- m. HydCon budget presented – with a revised budget set to Rs. 7.49, 625 from Rs. 9,75,000
- n. IEEE Vizag Bay Section Transition is completed

32. HydCon Updates – Mousmi Chaurasia, Convenor

- a. All Track owners finalized the Paper reviews
- b. Tutorial track to be finalized and submitted

33. Chairman Closing remarks:

- a. Chair thanked all the Chapter chairs and representatives for the participation in SEC.
- b. Chair proposed that IEEE Hyderabad Section SAGM will be happened on June 21, 2020 – this will happen virtually. SEC approved the same.
- c. IEEE Hyderabad Section SEC-6 meeting will be done virtually on June 3, 2020.
- d. Meeting ended with a vote of thanks to the chair

Attended by

1. Amit Kumar, Chair, IEEE Hyderabad Section
2. Bala Prasad Peddigari, Secretary, IEEE Hyderabad Section
3. Nookala Sreenivasa Rao, Treasurer, IEEE Hyderabad Section
4. Sreenivas Jasti, Section Executive Member (WebEx)
5. N Venkatesh, Immediate Past Chair, IEEE Hyderabad Section
6. Mousmi Ajay Chaurasia, Vice-Chair, CIS/GRSS
7. Y. Vijayalatha, Chair, Education Society
8. P.V. Rajgopal, Chair, PES/PELS/IAS Joint Chapter
9. Y. Padma Sai, Chair, WIE
10. Vamsi J Krishna, Chair, Young Professionals
11. Vinit Gunjan, Chair, Membership Development
12. R. Balasubrahmanian, Chair, Life Members Affinity Group
13. K Swarnasri, Treasurer, Guntur Subsection
14. G. Sreelakshmi, Chair, SAC
15. A. Kavitha, Chair, Mentorship Program
16. Atul Negi, Chair, Conference Committee
17. Syed Musthak Ahmed, Chair, Educational Activities
18. Mahesh Neerati, Editor, Newsletter
19. Vidyasagar T, Chair, Computer Society
20. Aditya Rao, Chair, TEMS
21. Usha Rani N, Secretary, Guntur Subsection
22. Chandrashekar Paidimarry, Chair, CAS/EDS Joint Chapter
23. Suresh Merugu, Chair, SIGHT
24. Narendra Ramya, Website and Social Media
25. Madhav Negi, Chair, Professional Activities