MINUTES OF THE MEETING
9TH IEEE HYDERABAD SECTION MEETING, 2019 SLATE
Date: Sep 8th, 2019 Time: 9:00 PM to 2:30 PM
Venue: IEEE Hyderabad Section Office, 644-645, Al-Karim Trade Center, Ranigunj, Hyderabad – 500 003

Total Section Execom Members Attended: 22

Please find all the presentations shared during the Section 9 Meeting:

https://drive.google.com/drive/folders/10K_eNy9Q9HBOYzbgfdd1qb1SiyZii7O6?usp=sharing

1. **Chairman Address**
   a. SPACES Conference Plagiarism has been discussed and deliberated.
   b. IEEE Membership and Benefits pitch to be mentioned in every event conducted by Section, Chapters and Student Branches
   c. Action : Why IEEE Membership ?
      i. Abhay to share the updated content to V Venkat Ramana, Chair, Industry Relations
   d. Abhay Joshi recommendation and Nominations Committee guidance to be taken to replace the current Membership Development Chair Position as he moved to Bangalore.
   e. Action: Secretary to release Chapter-wise event Updates. Also remind all the chapters who have NOT submitted L31 Reports and not complied with 6 events in the year.
   f. AISYWC Event
      i. MTT, LMAG and TEMS should plan to file L31 Report towards their events.
   g. Action: R10 Section Incentives – We should submit report to R10 to ensure we get the Section Incentive (Deadline: October 15, 2019) – Secretary to complete this submission.
   h. Every Chapter Execom is encouraged to visit Society's website to explore the options of funding by submitting relevant proposals for driving the events. There are many special funding options available which need to be leveraged.
   i. Every Chapter Chair should explore Distinguished Lecture talks through the information listed in the respective chapter's website. It Increases reputation of the Chapter and Section.
   j. Power and Energy Society Chapter is consistently placing efforts for raising funds through Membership Development Initiative.
   k. Computer Society Chapter Chair – Vidyasagar should recheck on Tulika Mitra DL talk at Hyderabad Section through Kerry Cosby.
   l. **IEEE Hyderabad Section Initiatives**
      i. **Senior Membership Drive:** Incentivize the Student Members who are ready to use the channel. Around Rs. 5000 can be given to student for Travel Allowance during the mentorship from Section.
      ii. **Senior Membership Core Team will be established to define the Guidelines and policies around the same**
         a. No two students from the same college in the group
         b. Senior Members to volunteer for mentoring
         c. Student to register to undergo mentorship

     d. Venkatesh, Chair, IEEE Hyderabad Section agreed to define the initial guidelines (need to look in the similar direction as of INAE and INSA)

    iii. Moving our Section activities through IEEE Collabratec channel.

    iv. **Action Item**: Every Chapter Chair is expected to present confidential report on Chapter Execom Member involvement and contribution. Venkatesh, Chair, IEEE Hyderabad Section to initiate the request.

    v. Section Execom recommended to invite new volunteers every quarter seeking nomination to serve in inactive positions and make their respective contribution.

m. Nominations Committee Formation

    i. Further to the SEC meeting, having discussed with the Nomination Committee, Mr. MGPL Narayana will chair the Nomination Committee and Maruthi will be the member secretary.

    ii. Other Nomination Committee Members proposed are: NV Rao, Lakshminarayana Merugu, and Atul Negi.

    iii. Action Item: Venkatesh, Chair, IEEE Hyderabad Section to send the request to all Past Chairs (mentioned above) to be part of Nominations committee to drive proceedings further.

n. Increase Contribution to each Section by IEEE Global

    i. Local Units should leverage IEEE MGA and raise funds

    ii. Student Branches should raise funds by using the brands and position according to merit

    iii. To consistently recognize Industry contribution through IEEE Awards

    iv. IRC to work with chapter to drive the Industry Participation

    v. Encourage Special Interest groups in the industries where some IEEE members are present. Specially defining What is it in for Industries?

o. Best Chapter Awards Criteria

    i. The section has instituted a Best Chapter Award. This will be awarded for the activities of the year. The first award is to be declared in the AGM in the following year that is in year 2020.

    ii. The award criteria are as given here:

        a. Events announcements planning and Reporting

            1. Number and Nature of Events held with balance of students to professionals

            2. Use of Vtools-Pre Event announcement with e notice giving 2 weeks' time ideally, announcement on chapter website and social media

            3. Balance of events between Societies in Joint Chapters

            4. Events conducted in 'neutral' venues (non-academic venues)

            5. Posting of event L31 reporting with photos and feedback

            6. updating of Chapter website and social media

        b. Impact of event

            1. Event reporting with feedback and analysis of feedback

            2. Number of attendees

            3. Feedback and analysis

4. Financial analysis of event against budgeted amount (whether event is within budget, earned a surplus etc)
        5. Repeat edition at another venue/time? Was the event so successful that there is a call to repeat the event?
    c. Communication with Section and Chapter Volunteers
        1. Is chapter represented in section meetings?
        2. Is chapter doing organization of Joint Events with other Chapters or other IEEE units/with sister societies or non IEEE units.
        3. Is Chapter giving support to section in terms section target activities like membership development
    d. Chapter/AG Governance
        1. Is the Chapter having sufficient membership to sustain activities? What is the Membership growth
        2. Does the Chapter plan administration meetings and meetings with Chapter General Body
        3. What is the Chapter plan on Volunteer Succession?
    e. Communication with Parent Society/Unit
        1. Has the chapter communicated to parent society or societies asking for Distinguished Visitors or Lectures?
        2. Has Chapter looked at Society supported programs like Seasonal Schools?
        3. Is there any participation of the Chapter in Chapter Meetings held by the Society like at Conferences of the Society etc..
    f. Financial support gathered
        1. Is the funding of Chapter activities from IEEE Society grants or from rebate only?
        2. Is the Chapter funding self-supporting from the programs it conducts?
        3. Is the Chapter getting Non- IEEE funding support, it may be in kind also like Venue sponsorship etc.

a. Joint Chapter
    a. to identify which society events are more held
    b. to distinguish the membership across societies and their contribution
    c. Execom should be member of one of the society.
b. AISYWC Funding Support
    a. Received Approval mail from TEMS from Sudeendra Koushik for 750 USD – after event is done. AISYWC team need to submit
        ▪ Event Photographs
        ▪ TEMS Logo display at prominent places
        ▪ YP TEMS participants list and new members if registered
    b. Received approval mail from ComSoc through Bruce Worthman / Susan Brooks for 1000 USD – after event is done. AISYWC team need to submit
        ▪ Event photographs
        ▪ ComSoC Logo display at prominent places
        ▪ Participant list with Email addresses to promote ComSoc Training and market membership

    c. Received approval mail from MTT from Kim Eilert for 1000 USD –after event is done. This approval is made for MTT activity in AISYWC Program.

    d. Received approval mail from Life Members Affinity Group for 1000 USD. Also Transportation and Accommodation expenses will be settled post event by LMAG group

2. **Treasurer Agenda**
   a. WIE SMC fund of $5200 is likely to be received
   b. IEEE STUDENT BRANCH MTT-SOCIETY Student Chapter Matrusri Engineering College got approval for 1000 USD and 500 USD in collaboration with MTT Society for driving the activities
   c. 4 Student Branches received Rebate. With the help of SAC approval – respective rebates are released for
      i. GITAM
      ii. Matrusri Engineering College
      iii. G Pulla Reddy Engineering College
      iv. Vaagdevi College of Engineering
   d. Robotics Society Startup fund released
   e. Auditor appointment Letter to be released
   f. Power and Energy Society Chapter
      i. Faraday memorial Lecture – Rs. 40000 to be released
      ii. Large payments to be paid to vendor directly
      iii. Rs 5000 to be given to Chapter Chair in Cash (applicable for all Chapter events)
   g. Flag ship Programs (Funds allocated and approved for all flagship programs and advances to be requested before December 10, 2019)
      i. Faraday Memorial Lecture by PES / PELS / IAS Joint Chapter
      ii. JC Bose Memorial Lecture by MTT/APS Joint Chapter
      iii. Lalitha Memorial Lecture by WIE
      iv. John McCarthy Memorial Lecture
      v. Ada Memorial Lecture
   h. **Action Item** AISYWC : Finances to be audited by 2 member committee (Recommended)
   i. **It is requested that the advances for the events approved (and to be conducted during December 10, 2019 to February 15, 2020) may kindly be collected before December 10, 2019. No advances will be given after December 10, 2019.**

3. **Computer Society (Vidyasagar represented over Webex)**
   a. AI ML Workshop is planned to be conducted on September 27, 2019 – fully managed and sponsored by IEEE Bangalore Section and executed by IEEE Computer Society, Hyderabad Section
   b. Quantum Computing Workshop for Women planned on September 21, 2019 @Microsoft Garage – sponsored by Microsoft
   c. AHCSSC 2010 is planned on January 3 ~ January 4, 2020 at Anurag Group of Institutions – Chair to claim advances

    d. Action Item: Recommended to initiate Robotics Society Petition. Abhay to confirm about 12 members ready to sign the petition to take this forward from section. Further Industrial Electronics and Reliability Society may be kindly take up.

    e. Suggested by section to consider GPREC for AHCSSC 2021 Event.

4. **Photonics Society (represented by PV Ramana)**
   a. **Status of grant to the chapter – yet to be received. Chapter Chair to check with IEEE MGA to understand the delay**
   b. **Lecture on MJCET happened on September 3, 2019**
   c. Approval of 100 USD around 7500 INR towards Photonics Kits – Approved by Section

       i. **Approved: Rs 7500 for purchasing Photonics Kit**

5. **TEMS Society (represented by Tara Sai Kumar)**
   a. Event on Soft skills development program planned at HITAM
   b. Memorial Lecture has been proposed – Proposal to be forwarded to section

6. **Educational Society**
   a. No updates shared

7. **Educational Activities**
   a. Virtual Labs to be leveraged through MHRD initiatives and Nodel centers
   b. Modern Teaching Technologies on October 5, 2019
   c. Skill Connect Program : Enrollment to leverage Moodle is now available.

   Funding of around Rs. 6000 requested – will be seeking approval after finalizing the plan.

8. **Guntur Subsection**
   a. No Representation

9. **Anantapur Subsection (Dr Sankar over Webex)**
   a. Conducted events on
      i. Statistical data at subsection
      ii. Awareness of IEEE Activities and Membership Development
      iii. Coordinating with Sri Vidya Niketan and Padma Sai, WIE to conduct event
      iv. All the expenses raised to be transferred to subsection account
      v. Deadline for all the bills and expense settlement is December 10, 2019

10. **Vizag Subsection (mentioned by Lakshminarayana Sadasivuni)**
    a. miniPOCO is planned in March 2020

11. **Conference Committee (represented by Amit Kumar)**
    a. JNTU Anantapur – Reliability Conference
       i. Denied Technical sponsorship but only Technical support form Section to Student Branch

b. SEFET Conference approval has been given toward Jan 2021 – Technical Co-sponsorship approved
c. AISP – September 20, 2019 : eNotice sent and reminder to be sent
d. HydCon – eNotice sent to call for Papers
e. Satellite events started happening
    i. CIS/GRSS took the lead to conduct 3 events (1 in Guntur and 2 in Hyderabad)
f. R10 TENCON – Hyderabad Section will bid for the same.

12. **PES / PELS /IAS Joint Chapter (represented by PV Rajagopal)**
    a. 7 Programs conduced so far
    b. 2 events conducted in July
    c. Faraday memorial lecture planned in September 21, 2019 – Prof Arindam Ghosh to deliver talk on "Micro Grids : Opportunities and Challenges in India and World-wide"
    d. NEFT reimbursements to be made to the members for cancelling the industry visit – account details will be submitted in Sep 11, 2019 to Treasurer.
    e. GRIET Conference:
        i. IEEE Hyderabad Section decided Technical Co-sponsorship after thoroughly scrutinizing.
        ii. PES Chapter Chair to ensure technical quality in the conference time-to-time.
        iii. PES Chair will be directly involved

    Budget Approval: for FML program already taken and also towards DL Visit approval given.

13. **WIE (Represented by Padma Sai and G Sreelaxmi over webex)**
    a. One event conducted at Vardhaman College of Engineering
    b. WIE Affinitiy Groups programs conducted @Stanley and @Vidyaniketan Engineering College, Tirupathi on Research Projects by Neelima S and WIE poster presentations were also carried out.
    c. Budget Approval : Rs 10000 approved – reimbursed upon receipts
    d. Rs. 20000 has been settled with IEEE Hyderabad Section by returning the money back into Section Account for not conducting event at Vizag Bay.
    e. Following Proposals sent
        i. Women Conclave at four locations – Hyderabad, Guntur, Anantapur and Vizag to be conducted between October to Jan 2020.
        ii. Lalitha Memorial Lecture in Vizag under SMC Fund – Approved
        iii. SMC meetup at Hyderabad
        iv. Decennial Celebrations event is planned.

14. **MTT/APS/EMC (represented by Sandeep Satav)**
    a. Around 3000 USD sponsorship are raised
    b. 1500 USD has been received by Section
    c. JC Bose Memorial Lecture planned in November
    d. Event at BITS Hyderabad planned – advance funding will be requested later

e. SLATE Selection is important as 4 of the Execom members DO NOT have memberships in either of the societies.

15. **SAC**
   a. Section Student Congress 2019 garnered registrations of over 1000+ students – was successfully conducted in August 2019
   b. 27 Student Branches applied for Awards
      i. Vibrant Student Branch
      ii. Leading Student Branch
      iii. Emerging Student Branch
   c. AISYWC is planned on September 28 to September 30, 2019
      i. 331 registrations received so far
      ii. Program Agenda is getting finalized
      iii. 49 invited guests for the event.
   d. IEEE Edge Program for branch counsellors – recommended to be make it part of AISYWC instead of separate event
   e. **Action Item: Approvals mails to be sent by SAC Chair towards**
      i. Jayamukhi TechHack
      ii. SASI – SPAC event
   f. **Action Item: BITS Pilani officer Reporting to be supported by SAC Chair**

16. **Website and Social Media (represented by Vamsikrishna)**
   a. No updates
   b. **Action Item: Recommendations by N Venkatesh, Chair, IEEE Hyderabad Section (to be executed by Bala Peddigari, Secretary, IEEE Hyderabad Section)**
      i. Focus on giving accurate update of Chapter Events
      ii. Forthcoming Events
      iii. Social Media Pages to be updated with handles
      iv. Photographs to be uploaded by every chapter chair.

17. **Membership Development**
   a. No representation
   b. Shadow Person to be recommended by Abhay Joshi – to be taken over later. Bala Peddigari, Secretary to follow up with Abhay on the same

18. **Awards and Recognitions (represented by Atul Negi)**
   a. Bangalore Section received MGA Outstanding Large Section Award – we should emulate the same next year
   b. We should focus in submitting nominations towards
      i. Unit Award
      ii. Two Awards at Individual Level
      iii. Extra funding to chapter for getting more recognitions can be considered by section

19. Young Professionals
   a. No updates – AISYWC is primary focus

20. STEM Committee
   a. No representation.

21. Newsletter (represented by Mousmi Ajay Chaurasia, Editor, Arifuddin Sohel, Editor in Chief)
   a. Synapse Newsletter has been finalized will be released in a week's time.
   b. Articles submitted for R10 Newsletter on Section Student Congress and ICISGT.

22. Industrial Relations Committee (represented by V Venkata Ramana)
   a. BHEL industrial visit is cancelled – reimbursement to be given back to members
   b. Schneider Industrial visit planned
   c. ESC – Memorandum of understanding to be drafted

23. COMSOC/SP (shared presentation only)
   a. Funding of 2500 USD FOR HyWIT. Expenditure of Rs. 50000 approved
   b. ICASSP 2023 is planned to be done out of Hyderabad during Aug-Sep timeframe
      i. Signal Processing society approved funding
      ii. 3000 delegates are planned to attend.

24. CIS/GRSS (represented by Mousmi Ajay Chaurasia)
   a. Blockchain technology workshop done on August 31, 2019 at Guntur.
   b. Blockchain Technology : Applications and Career opportunities was conducted on Sep 4, 2019 at MJCET
   c. Application of Geo Informatics to address Ground Water problems done at JNTU Anantapur and CMR Technical Campus. **Approval of 5500 for CMRTC and 2000 for MJCET against the bills to be reimbursed.**
   d. TCS industrial visit is delayed
   e. T-HUB Visit is planned. Suggested to use Public Transport (No budget approval granted)
   f. Rs 15000 approved towards 3 Blockchain events.
   g. Alexander Graham Bell was not approved under CIS/GRSS. Prof Alejandro Frery's expert lecture is approved. It is not a Distinguished Lecture (yet to be approved from society)

25. CAS/EDS + IoT SIG Updates (represented by Arifuddin Sohel)
   a. First CAS Membership Development carried out with IoT and Machine Learning program.
   b. CAS/EDS Research Forum 2019 @VR Siddhartha Engineering college, Vijayawada
   c. Inaugural of CAS chapter at MVSR Engineering College
   d. Upcoming Events
      i. 2nd workshop on Sep 26 ~ Sep 28, 2019
      ii. 3rd Workshop on October 14 ~October 16, 2019 by Dr. Mamatha @JNTU Anantapur
      iii. 4th Workshop @Anantapur

e. Approved to release amount of Rs. 2520, Rs, 33000 and Rs. 50000 for the workshop activities.

Section Execom Members Attended

1. N Venkatesh, Chairman, IEEE Hyderabad Section
2. Amit Kumar, Vice-Chairman, IEEE Hyderabad Section
3. Bala Prasad Peddigari, Secretary, IEEE Hyderabad Section
4. Dr Srinivas Nookala, Treasurer, IEEE Hyderabad Section
5. Vidyasagar T, Chair, Computer Society (Webex)
6. Dr Padma Sai, Acting Chair, WIE Affinity Group
7. Dr PV Rajagopal, Chair, PES/IAS/PELS
8. Lakshminarayana Sadasivuni, Member, Section Executive Committee
9. PVS Maruthi Rao, Past Chairman, IEEE Hyderabad Section
10. Abhay Joshi, Chair, Membership Development
11. R Balasubramaniam, Chair, Educational Activities
12. Vamsi J Krishna, Chair, Website and Social Media
13. V Venkataramana, Chair, Industrial Relations Committee
14. PV Ramana, Chair, Photonics Society
15. Mousmi Ajay Chaurasia, Secretary, CSI/GRSS Joint Chapter ; Editor, Newsletter
16. Dr Vijayalata Yellasiri, Chair, SAC
17. Dr Arifuddin Sohel, Chair, CAS/EDS Joint Chapter, Editor in Chief, Newsletter
18. Dr Atul Negi, Chair, Awards Committee
19. Tara Sai Kumar, Secretary, Educational Society Chapter
20. Dr V Sankar, Chairman, Anantapuramu Subsection (Webex)
21. G Sreelaxmi, Chairman, WIE (Webex)
22. Sandeep Satav, Chairman, MTT/APS/EMC