

# **PoR Contribution Report**

Tenure: Sep 2023 – Aug 2024

GL Name: A.LEKSHMI

Smail: 22f3002737@ds.study.iitm.ac.in

Group Number & Location: 130 & Ernakulam



[www.wayanad.iitmbs.org](http://www.wayanad.iitmbs.org)

**Wayanad House, BS Programmes,**

Indian Institute of Technology Madras

## Declaration

I, A.LEKSHMI, the GL of Group 130 agree that all the information provided by me in this report are correct to the best of my knowledge.

Starting date of GLship (DDMMYYYY): 7/09/2023



14/07/2024

e-Signature of the GL with the Date of submission

## Comments from UHC

.....

Sec

.....

Dys

.....

WAdmin

## **SEPTEMBER 2023**

### **GL REPORT**

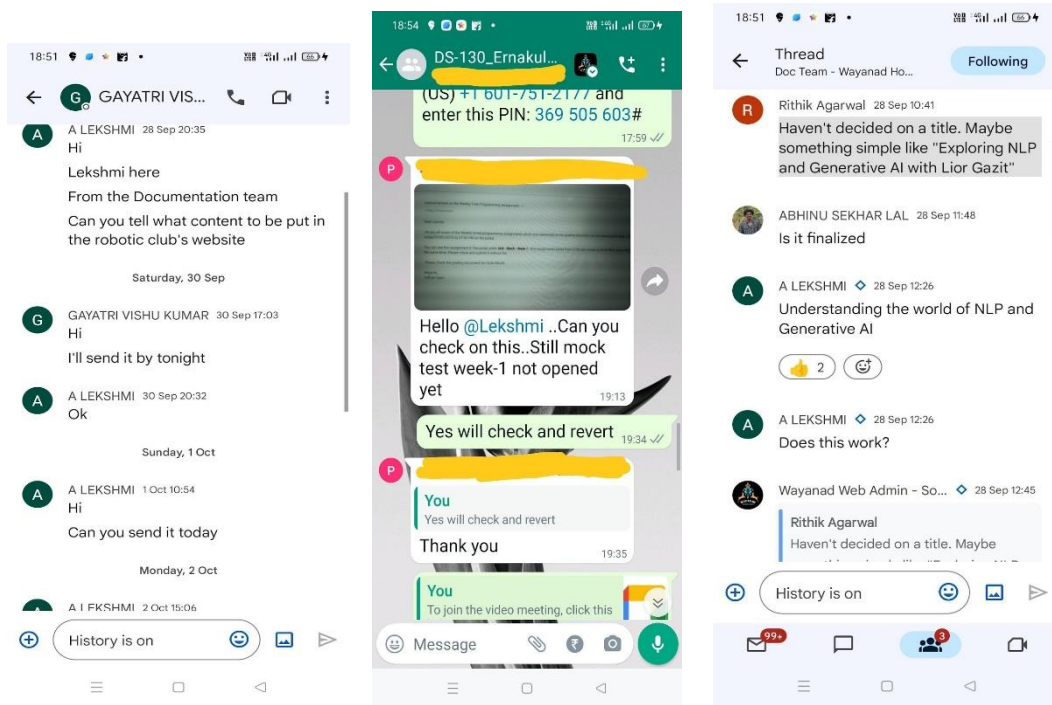
- I was officially elected as the GL of Group 130 on the 7th of September 2023.
- First thing I did was to create new Gspace and WhatsApp group for my group and add all the members to the Gspace.
- Link to join the WhatsApp group was sent in the Gspace multiple times throughout the month.
- Informed and reminded all the group members promptly about the various events happening and deadlines for submissions.
- Resolved the queries raised by my members during the time. I noticed that people found it more comfortable to dm rather than to put their query in the group.
- I also tried to organise an ice breaking session but there were no attendees even after 30 mins, so I had to end it.

### **Management Team Role (MR) REPORT**

I was a member of the Documentation Team of the Wayanad House since 27th of September,2023. I was assigned the role of the Point of Contact (PoC).

We worked as a team and gave our inputs and suggestions on the first event on AI. I also contacted the representative of the Robotics Club for their webpage content and ensured I received it and passed the required information to the concerned.

# SCREENSHOTS



## OCTOBER 2023

### GL REPORT

- All activities officially began.
- Registration and adding of new members were completed
- Remainders and information about exam city change and hall ticket release for Quiz 1 was communicated to the members multiple times.
- I also helped the students who had doubts regarding Quiz 1.
- There was an emergency situation near my group's exam centre, so there were a few confusions and concerns raised by the members. I and other group members among ourselves cleared it out.
- I also took the effort to ask if everybody's exam went well and tried to make use of the exam as an opportunity to start some conversations in the group.

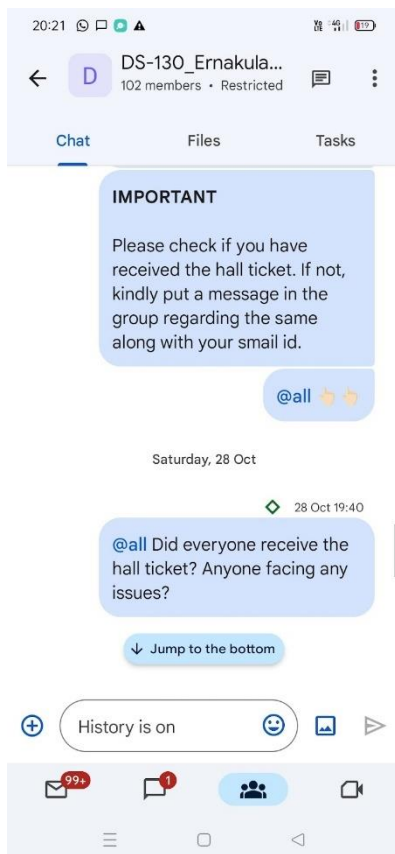
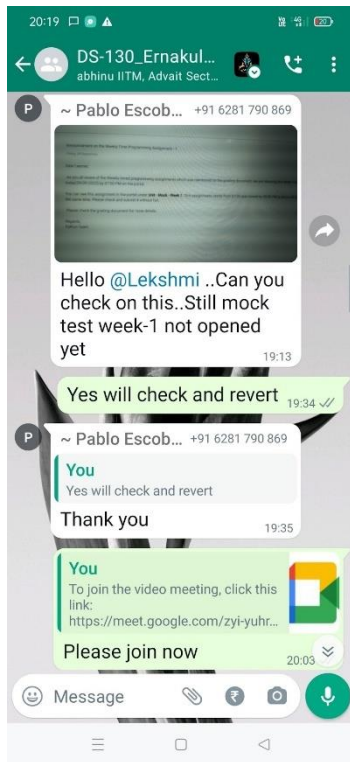
### MR REPORT

As the PoC for Doc Team of Wayanad House, I received the information from the concerned and conveyed to my team about the same.

The following activities were taken up during this month:

- Caption writing for Instagram posts of introduction of the newly elected UHC and GLs.
- Caption writing and taglines for the clubs under Wayanad House.

# SCREENSHOTS



## **NOVEMBER 2023**

### **GL REPORT**

- Data updation in WhatsApp Group:

G-form to collect mobile numbers of interested group members were shared across the Gspace and WhatsApp group multiple times.

- Changed the group settings to provide more security and privacy and made the necessary changes in the WhatsApp group.
- I had arranged for a meeting with all the members. Even though only 1 person turned up, we talked about the experience they had till now with the house and also noted down their requirements and queries. Later, I shared the requisite resources and resolved their queries.
- Important information such as college calendar, OPPE-1, exam city change, hall ticket release was communicated to all the members well in advance in both the communication channels.
- The information regarding the domain change of email in discourse platform and the link with the necessary steps to change to the new emails were also shared with the members to assist them.

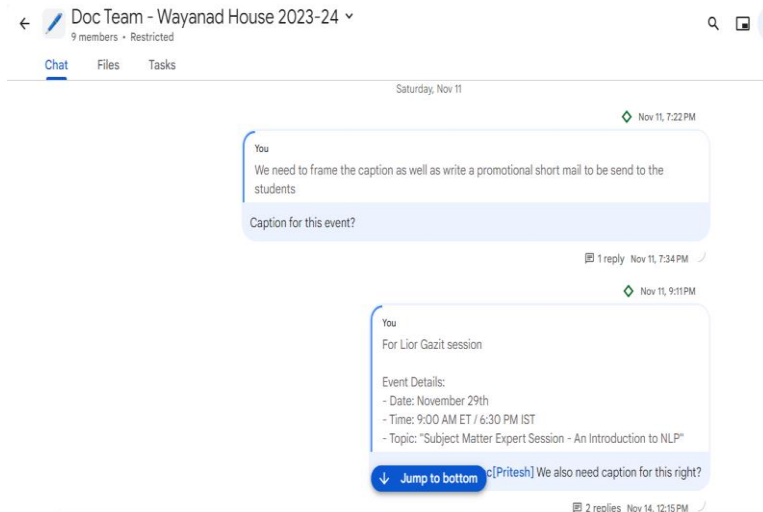
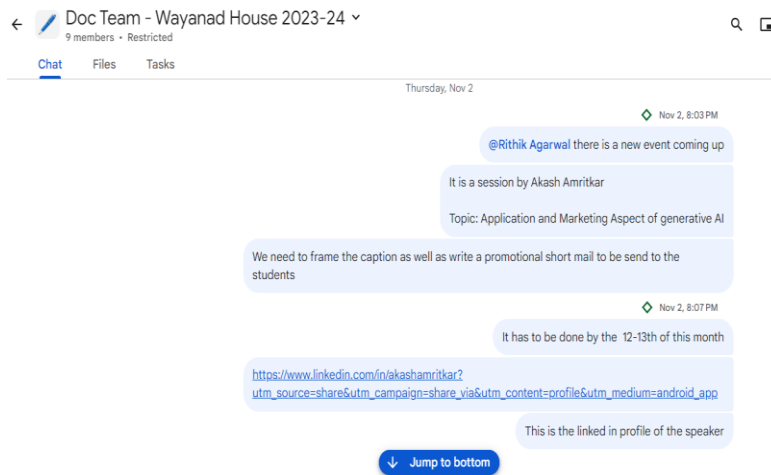
### **MR REPORT**

As the PoC for Doc Team of Wayanad House, I put across the information regarding content curation for PR emails and captions events and workshops.

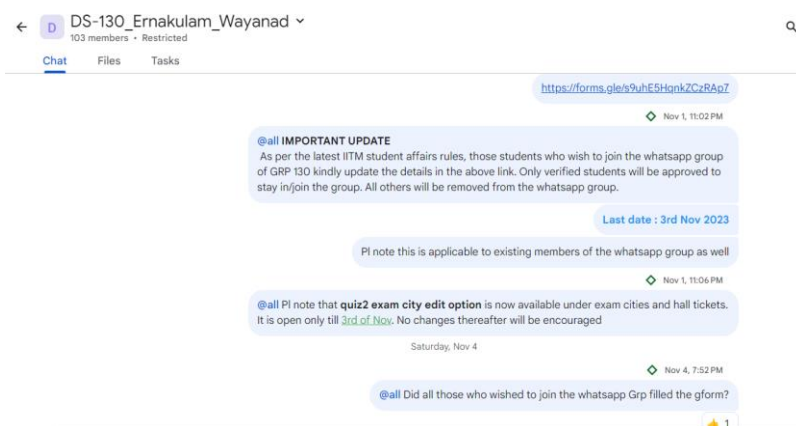
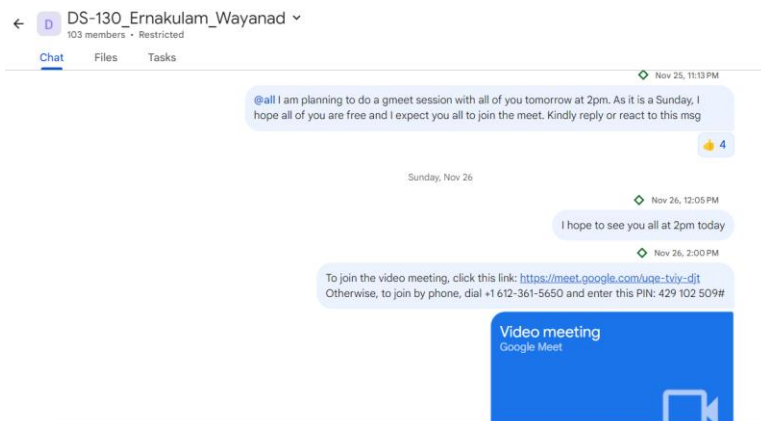
Following are the events and workshops that we have worked on in November:

- Framing the caption and promotional mail for the session ‘Application and Marketing in the realm of Generative AI’.
- Curating the caption and PR mail for the ‘The Emergence & Evolution of Natural Language Processing (NLP)’ session.

## SCREENSHOTS







# DECEMBER 2023

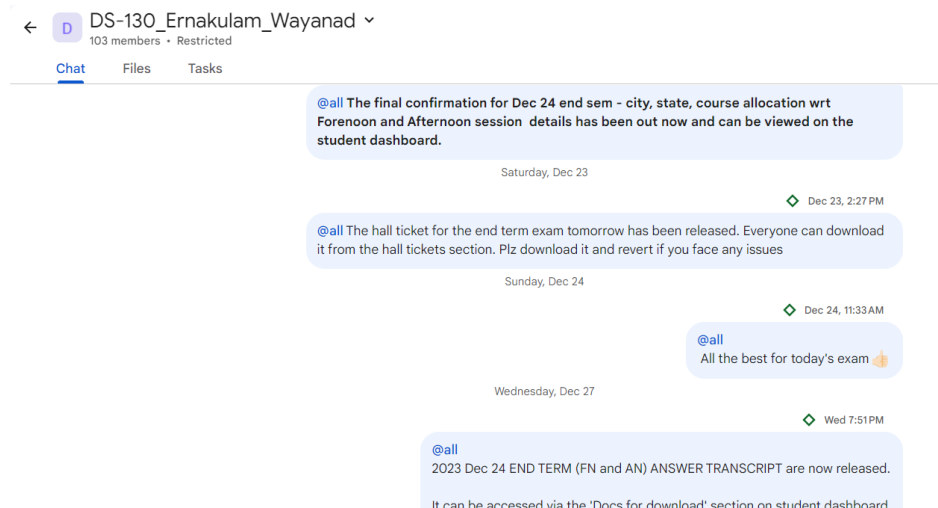
## GL REPORT

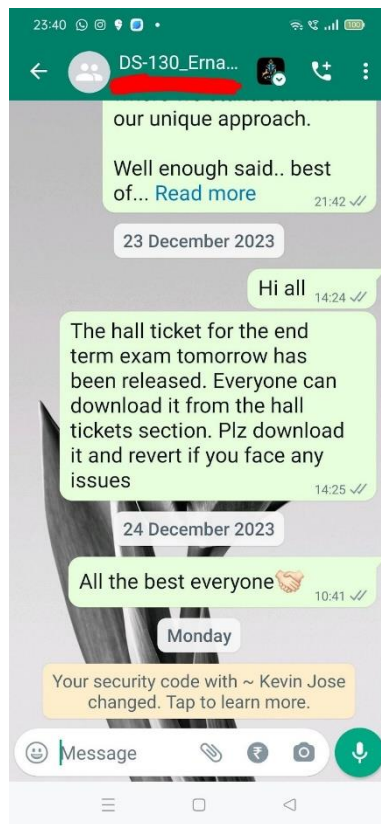
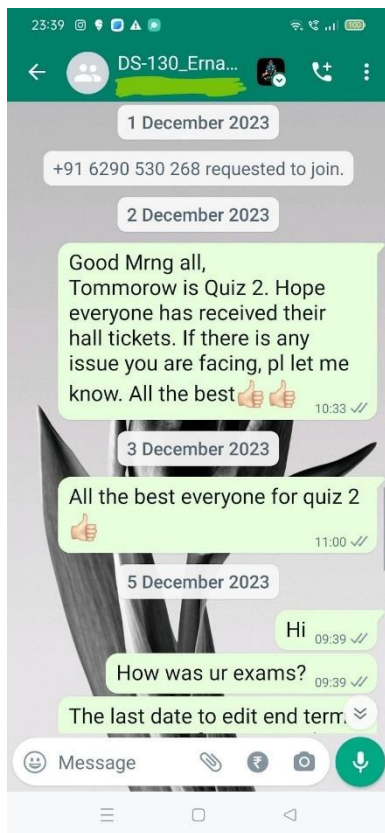
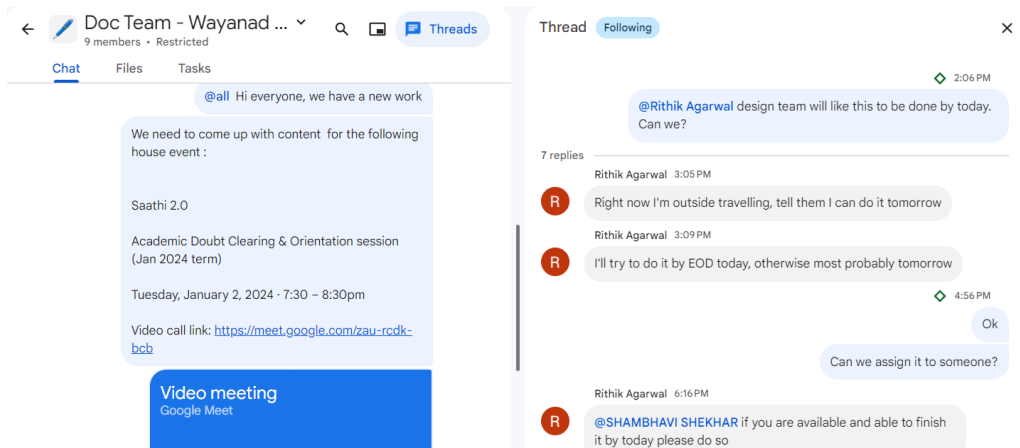
The information regarding the end term city change, hall ticket release, confirmation for the subjects for end term and the answer transcript release was conveyed to all the members via the official Gspace and the official WhatsApp group.

## MR REPORT

The email and poster content for the event Saathi 2.0 was written by the Doc Team. As the PoC of the team, I passed the information and details regarding the event to my head and team members as soon as I received the message.

## SCREENSHOTS





## **JANUARY 2024**

### **GL REPORT**

- I disseminated the routine information to all my group members regularly through Google Space and the official WhatsApp group.
- The doubts regarding new term registration from the members were taken up promptly and addressed.
- Several reminders regarding registration of new term, filling Wayanad house survey form for the September term, editing exam city preference were given through the both channels of communication.
- The WhatsApp verification cycle in January was successfully completed.
- The common house G-form for verification was circulated multiple times to ensure that the message reaches everyone.
- I was also a volunteer for the Common House WhatsApp Group Verification process.

### **MR REPORT**

I served as the Point of Contact (PoC) for the Documentation Team (Doc Team) of Wayanad House.

Work undertaken:

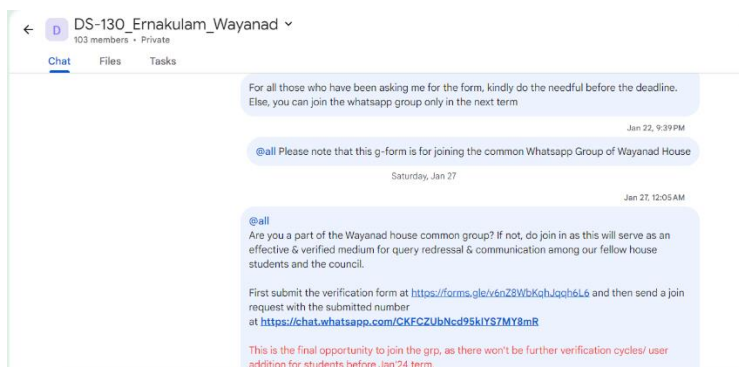
- Helped in preparing content for the House Report Presentation.
- I actively participated and took the initiative to coordinate between members of the Doc Team and created a WhatsApp

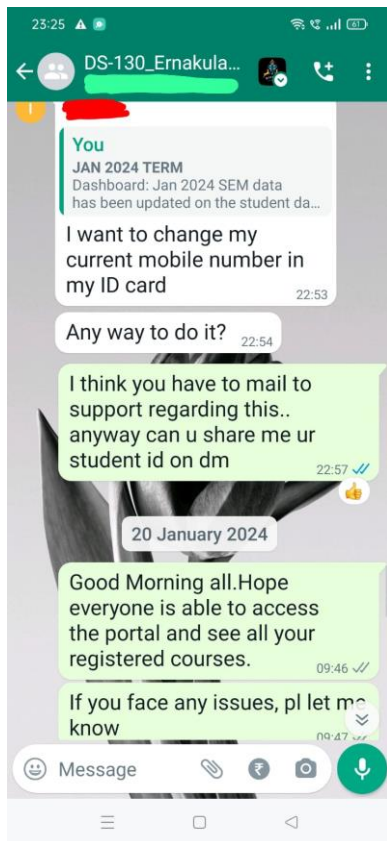
Group (members- Doc Team, Abhinu and Goutham), after taking permission from the then PoR.

The other works taken up by Doc Team during January are as follows:

- Caption for the social media post for new term beginning
- Sharing and discussion of to-do-list of Posters for the January Term
- Club creation posts- captions, text and write ups for Instagram, Twitter and LinkedIn
- Captions for the posts of Netaji Subhash Chandra Bose Jayanthi and Republic Day 2024

## SCREENSHOTS





## **FEBRUARY 2024**

### **GL REPORT**

- All relevant information such as drop course, release of exam centre information and hall ticket, option to edit exam city preference for Quiz 2 and other announcements were communicated on time to all the members through Google Space as well WhatsApp group.
- Collected Participation Preference through Survey for PARADOX 2024. Well detailed messages with all the necessary links and information about PARADOX 2024 were shared with all the group members multiple times.
- All the verified group members were personally messaged at least 3 times and data was confirmed once again before entering in the Impact portal. Unresponsive members were contacted via calls.
- I sent out individual messages in Google chat to my group members in batches according to their Smail.

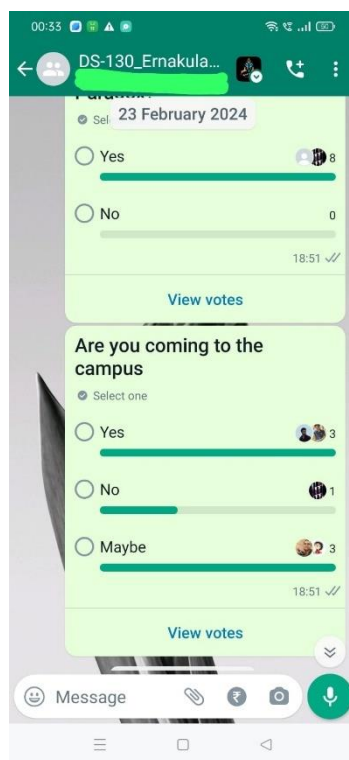
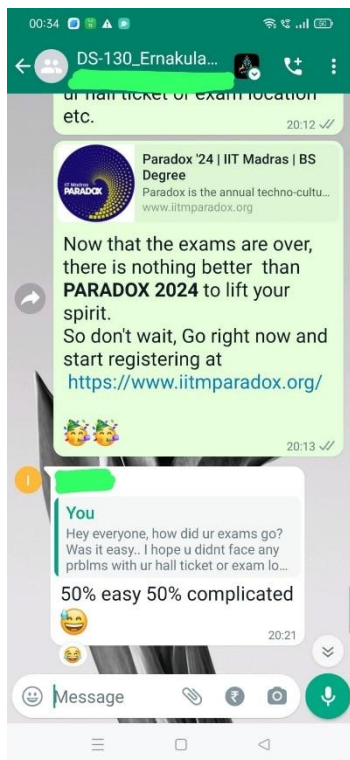
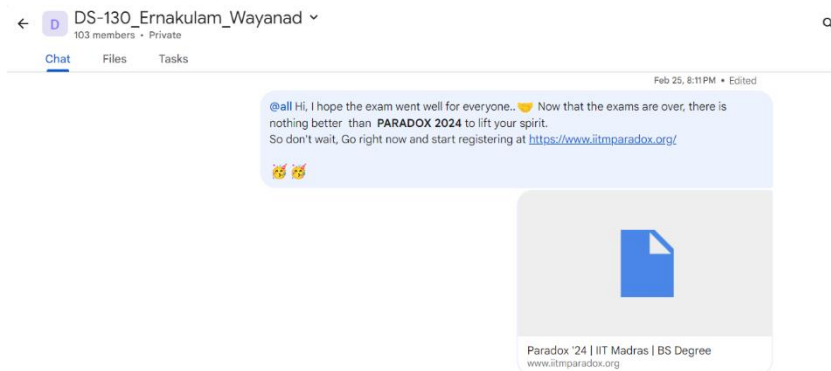
### **Results of Updation of Participation Trends for Group 130:**

- All 25 verified members + 2 verified members from previous term reached out through personal WhatsApp Chat.
- All the verified members' preferences were collected, confirmed and updated in the Impact portal.
- A group of unverified members were also reached out through Google chats before the deadline of 1st stage updation in the portal. The responses were passive.
- Total number of students for which preferences were uploaded=27

## MR REPORT

I was assigned to write the caption for the post of Vivekananda Jayanthi. I handed in the caption to my PoR and since it was not up to the mark, PoR had taken up the task to modify it.

## SCREENSHOTS





## **MARCH 2024**

### **GL REPORT**

- Promoted Wayanad at Paradox Initiative heavily using text messages as well as posters in both the Gspace and WhatsApp Group.
- Informed promptly about announcements regarding hall tickets, quiz centre modifications, schedule of OPPE and September 2023 Report Cards.
- Completed Survey 1 of the Wayanad at Paradox Initiative and uploaded the stats to the IMPACT portal.
- Took up queries from the group members and solved them then and there.
- Sent the links of updated document about new rules in Foundation and Diploma.

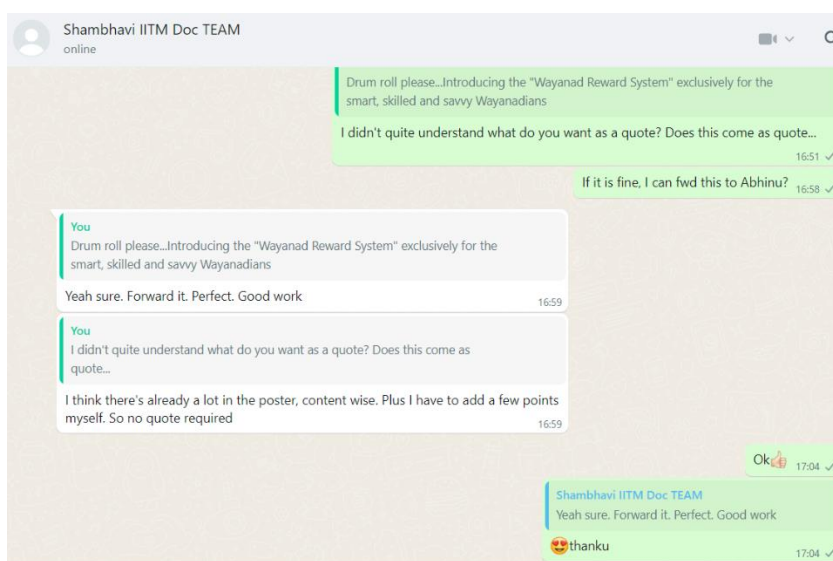
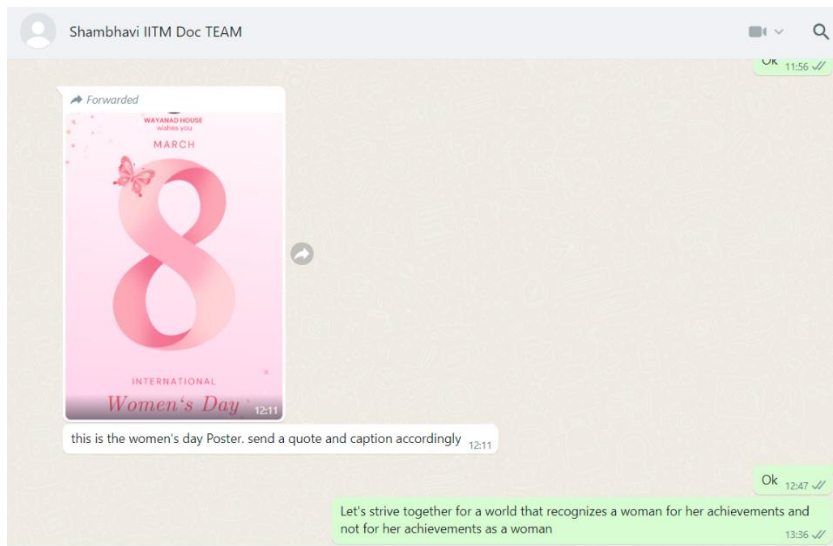
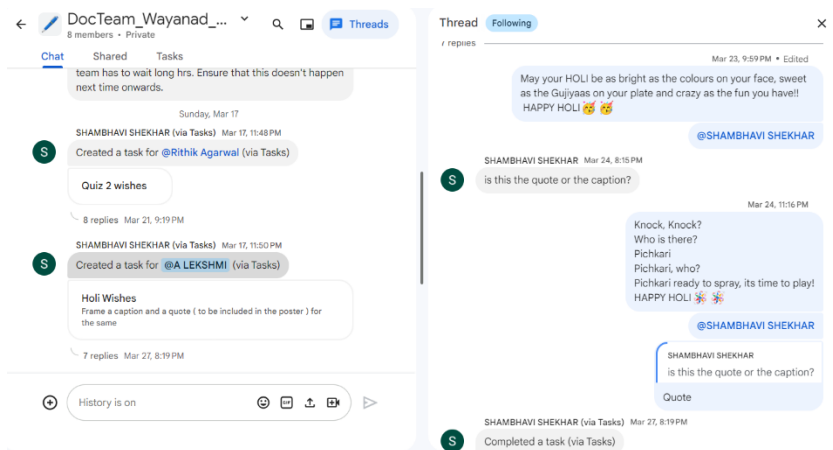
### **MR REPORT**

I served as the PoC (Point of Contact) for the Doc Team at Wayanad House.

Work done during the period includes:

- Undertaken the task to write caption and quote for Holi 2024.
- Wrote the first draft of the text for Wayanad at Paradox initiative.
- I took initiative to draft the caption and quote for Women's Day 2024.

# SCREENSHOTS



Mar 29, 10:03AM

@all Everyone might have received The schedule for OPPE-2 on your e-mail 2 days back. Sharing it here again for your convenience.

DATE	NO. OF	PT/HR	JMS	NC	MELP	C	LINKS	OWNS	POMA
07 Apr 2024	10:30 AM to 12:30 PM		YES					YES	
07 Apr 2024	12:30 PM to 02:30 PM			YES					YES
07 Apr 2024	02:30 PM to 04:30 PM		YES					YES	
07 Apr 2024	04:30 PM to 06:30 PM			YES	YES		YES		YES
13 Apr 2024	10:30 AM to 12:30 PM		YES						
13 Apr 2024	12:30 PM to 02:30 PM			YES					
13 Apr 2024	02:30 PM to 04:30 PM		YES						
13 Apr 2024	04:30 PM to 06:30 PM			YES			YES		
13 Apr 2024	06:30 PM to 08:30 PM								

Mar 29, 10:25AM

@all LAST CHANCE for you to change your mind !!

✨ WAYANAD AT PARADOX ✨

✓ Reward System for Wayanadians!!

Guaranteed pool of **exciting rewards and goodies** for all achievers (first three positions) from our house community - in any events, be it Technicals, Sports or Cultural!

✓ GL Outreach & increased interaction & tracking your fest progress

✓ Council Assistance in Event selection (based on your interest & skill-set) & All fest related matters

✓ Effortless Team formation for participation/ travelling

DS-130\_Ernakulam\_Wayanad

Information dissemination. Guidance in selecting events that align with your interests and skill-set.

REGISTER NOW FOR PARADOX 24

18:32 ✓

You

Photo

Registrations for Paradox still open. Its never too late. Register now!!

18:32 ✓

If you are registering please let me know, since then only you will be eligible for the Wayanad House Reward System.

18:33 ✓

21/03/2024

IIT Madras Online Degree Program

ds.study.iitm.ac.in

Everyone, please note that 2024 MAR 24 QUIZZ HALLTICKET has been loaded to [https://ds.study.iitm.ac.in/student\\_dashboard/exam\\_cities\\_and\\_hall\\_ticket](https://ds.study.iitm.ac.in/student_dashboard/exam_cities_and_hall_ticket). Kindly download it and inform me if you notice any discrepancies. React to the message if you have no issues in your hall ticket.

17:38 ✓

IITM 2

Hi

00:20 ✓

You

But will you be able to participate in the online events happening after the end term, ie, on the first week of May?

pl respond to this

00:20 ✓

Hi, could you share the details or is it already available in mail?

11:46

30/04/2024

It is available in the paradox website

10:11 ✓

Log in

10:11 ✓

And you can see all the information under the events section

10:11 ✓

Ok, thanks

13:41

Hi

17:42 ✓

Did you check it

17:42 ✓

## **APRIL 2024**

### **GL REPORT**

- Initiated the second leg of the Survey for Wayanad at Paradox initiative. Actively reached out to prospective participants via WhatsApp messages, G-chat and calls to know about their event preferences.
- I also asked each person to send me a screenshot of their profile page on Paradox website as a proof for the events registered.
- Actively promoted Logicloom 2.0 in the Gspace as well as in the WhatsApp Group.
- All the collected information from Survey 2 was uploaded to the Impact Portal.
- Actively sent out all information and announcements regarding end term city change and hall ticket, downloading of answer key and information about Student Activities sending out invites to join their Google Group.

### **MR REPORT**

I served as the PoC (Point of Contact) for the Doc Team at Wayanad House.

Work undertaken:

I had written the caption and quote for Ugadi 2024.

DocTeam\_Wayanad....

8 members • Private

Threads

Chat

Shared

Tasks

Good Friday Quote and caption

1 reply Mar 28, 9:08 PM

Sunday, Apr 7

SHAMBHAVI SHEKHAR (via Tasks)

Apr 7, 9:33 AM

Created a task for @A LEKSHMI (via Tasks)

Ugadi Captin and quote

1 reply Apr 7, 9:46 AM

SHAMBHAVI SHEKHAR (via Tasks)

Apr 7, 9:46 AM

Created a task for @A LEKSHMI (via Tasks)

Ugadi' Caption and Quote

14 replies Apr 9, 3:28 PM

Thread

Following

Apr 8, 10:37 PM

1

SHAMBHAVI SHEKHAR

Since we'll be circulating these posters among students, can you make it a little more personal/catchy? Prosperity/joy these are kind of common. Don't you think?

yes. How about 🍌

Apr 8, 10:41 PM

Here is to a New Year enriched with opportunities that defy all your expectations and moments so precious, they become timeless treasures in your heart. HAPPY UGADI 2024

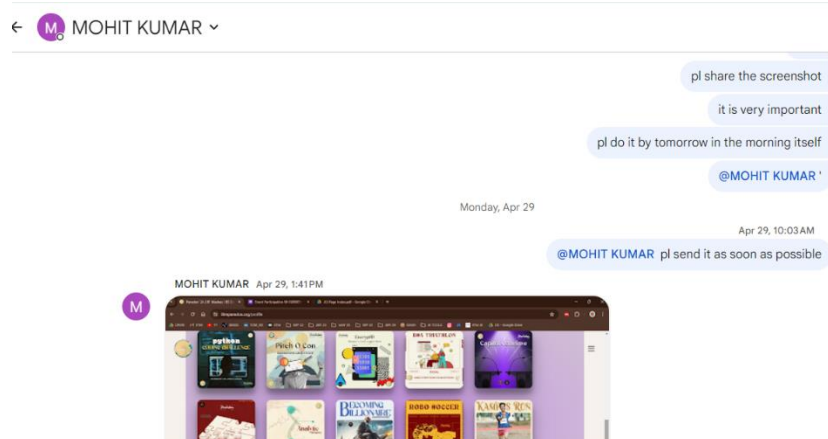
👍 1

@SHAMBHAVI SHEKHAR

You (via Tasks) Apr 9, 3:28 PM

Completed a task (via Tasks)

Ugadi: Caption and Quote



A screenshot of a WhatsApp chat conversation. The contact is 'IITM 2'. The chat shows a series of messages: 1. A green bubble from 'You' at 00:20 asking about participation in online events after the end of the term in May, and a request to respond to this. 2. A white bubble from 'IITM 2' at 11:46 asking for details or availability in mail. 3. A white bubble from 'IITM 2' at 30/04/2024. 4. A green bubble from 'You' at 10:11 stating it is available on the paradox website. 5. A green bubble from 'You' at 10:11 saying 'Log in'. 6. A green bubble from 'You' at 10:11 saying 'And you can see all the information under the events section'. 7. A white bubble from 'IITM 2' at 13:41 saying 'Ok, thanks'. 8. A green bubble from 'You' at 17:42 saying 'Hi'. 9. A green bubble from 'You' at 17:42 saying 'Did you check it'. Each message has a blue checkmark indicating it was read.

## **MAY 2024**

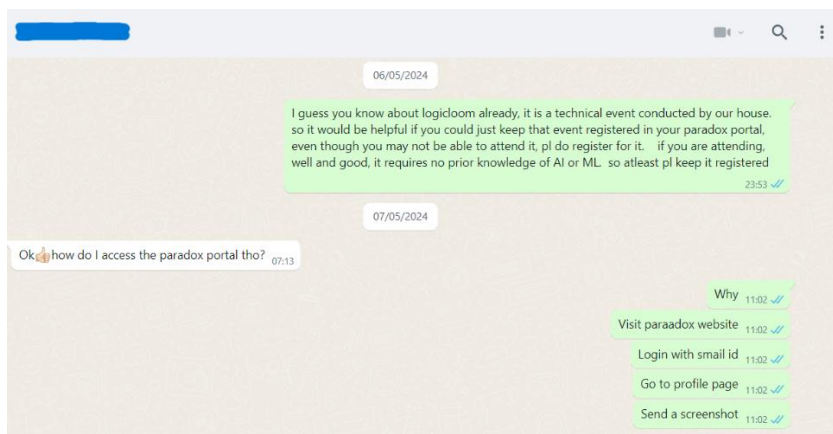
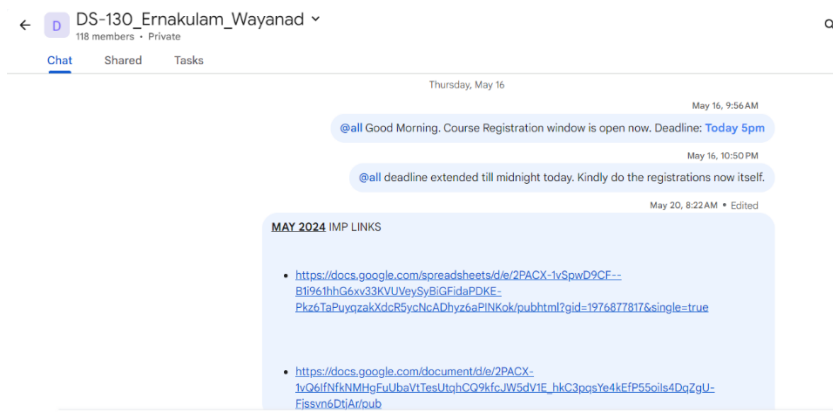
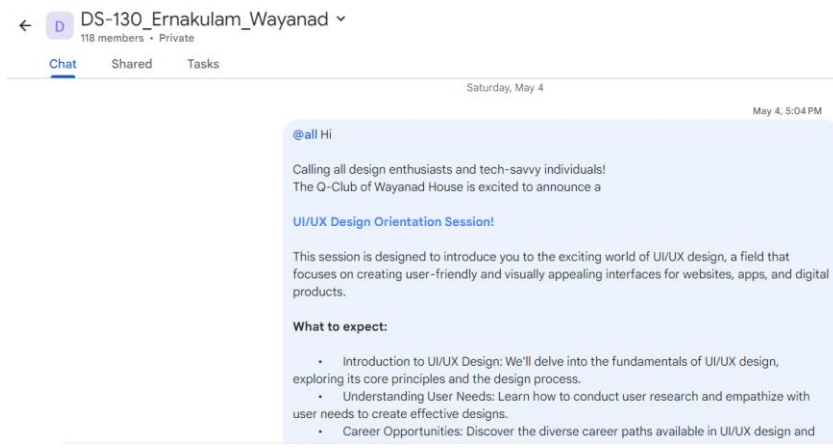
### **GL REPORT**

- Consistently informed the group members of all the events and workshops conducted by the Clubs under Wayanad House or in collaboration with the Wayanad House (UI-UX workshop, Subhāṣitam).
- Promptly delivered important information and reminders regarding May term registration.
- Connected with group members directly via calls, WhatsApp messages and G-chat to complete the Step-2 of the Wayanad House Survey for Paradox 2024, while making extra efforts to promote Logicloom 2.0 and uploaded the information on the survey portal.
- Quick redressal of queries of the group members.

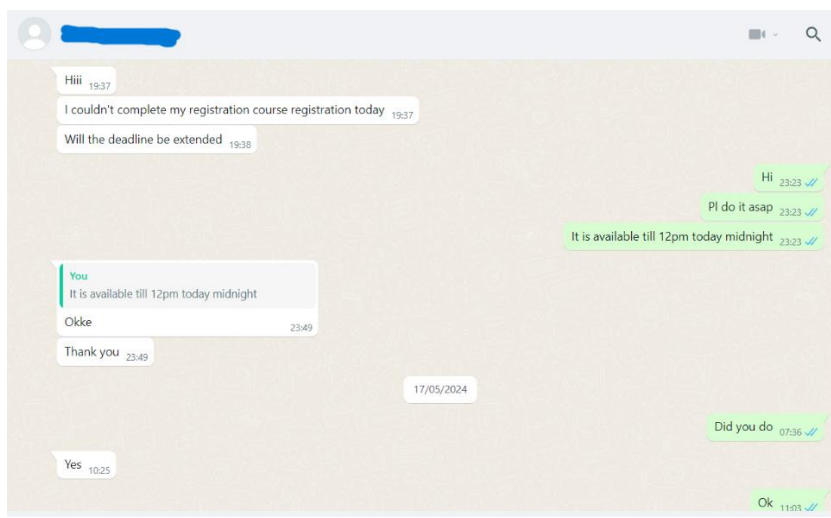
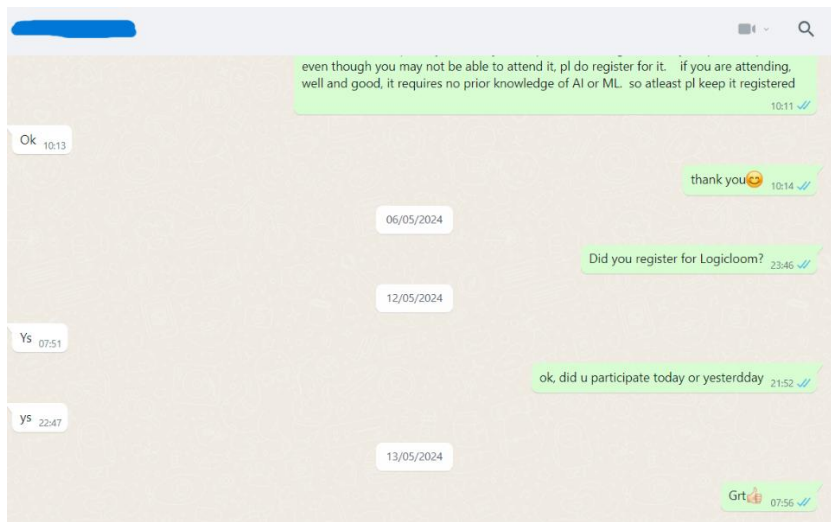
### **MR REPORT**

- Served as the Documentation Team Member
- Contributed to the House Audit Report for the September 2023 Term
- Coordinated and communicated with team members, including hosting an online meeting to discuss and divide the work allotted
- Communication with UHC and other Wayanad House members to collect required information for the House Term Report

# SCREENSHOTS







## **JUNE 2024**

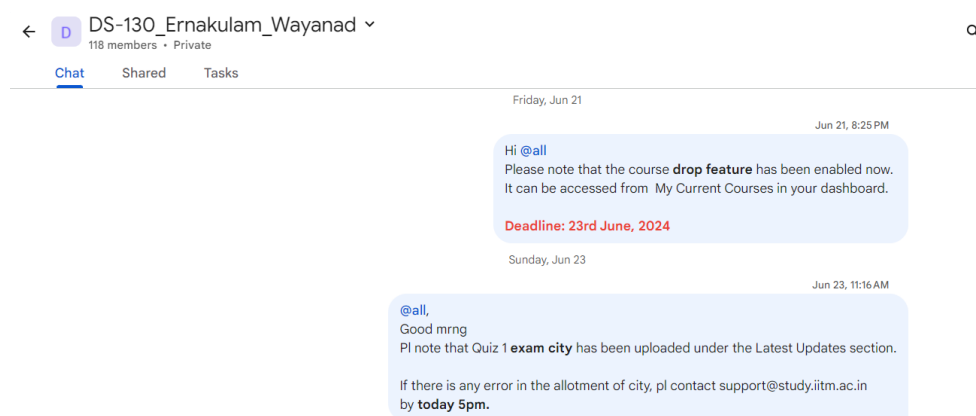
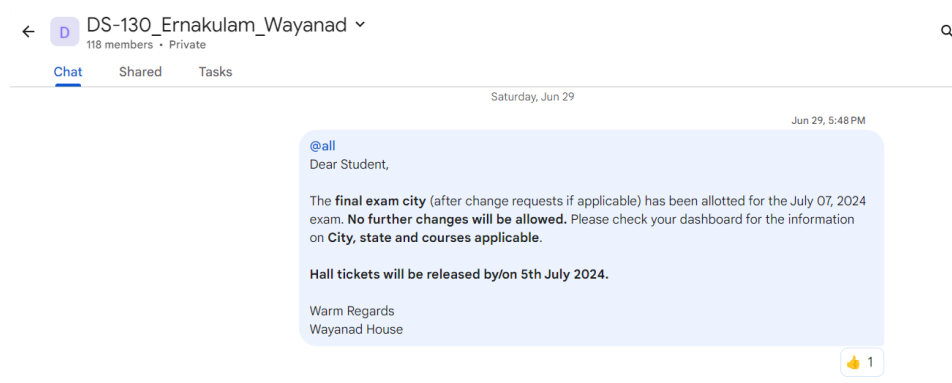
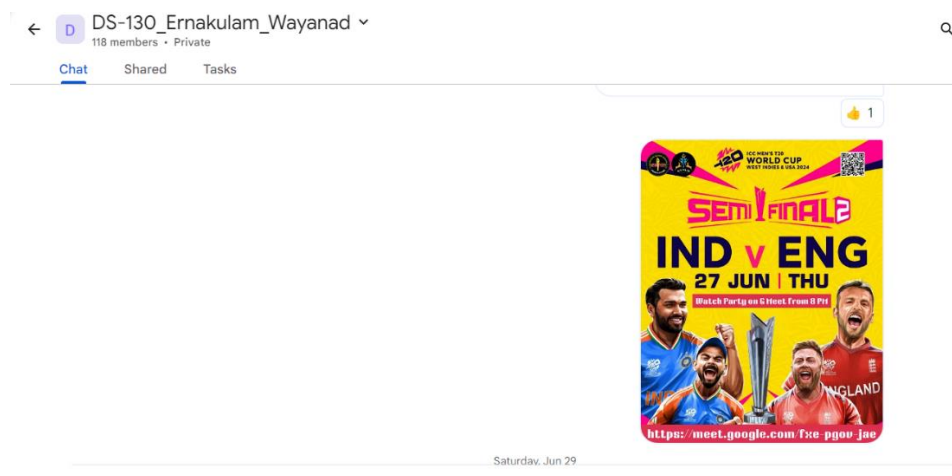
### **GL REPORT**

- Communicated important information such as Course Drop Feature, to the members via the Gspace and the official WhatsApp Group.
- Informed group members about the important dates and deadlines with regard to QUIZ 1.
- Details about the online Watch Party hosted by the House, for the ICC Men's T20 World Cup 2024 was shared with all group members via the Gspace as well as the WhatsApp group.

### **MR REPORT**

I serve as one of the volunteers of Wayanad House.

# SCREENSHOTS



## **JULY 2024**

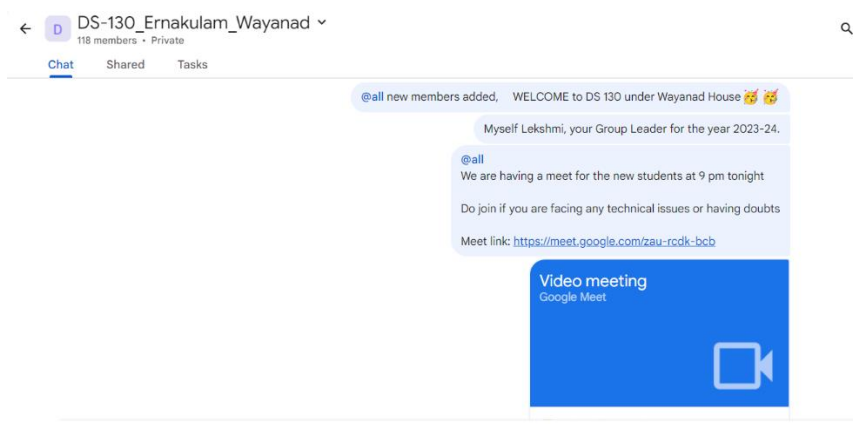
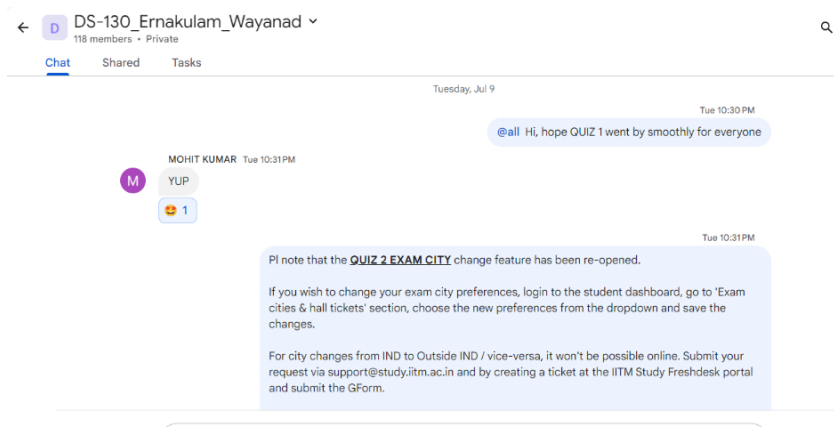
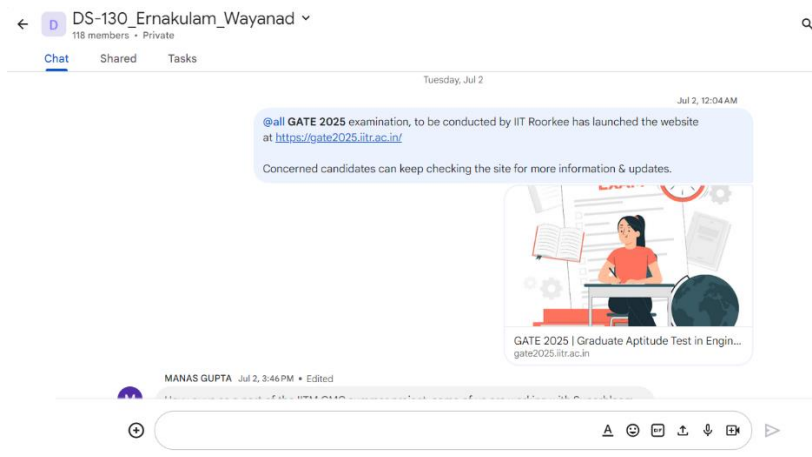
### **GL REPORT**

- Informed all the group members promptly about important details with respect to QUIZ 1 (Exam Centre, Hall Ticket, Answer Transcripts).
- Forwarded information about GATE 2025 examination and Adobe Gensolve.
- Promoted Wayand House Instagram handle in the official Gspace as well as the WhatsApp group.
- Added new members from Jan and May 2024 terms to the official Gspace.
- Officially welcomed all the new group members and introduced myself, gave them necessary information on the verification process that is required to join the WhatsApp group and other important links.
- Multiple reminders of the various deadlines.
- Forwarded the message about the Open Session with Professors.

### **MR REPORT**

I serve as one of the volunteers of Wayanad House.

# SCREENSHOTS



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**DS-130\_Ernakulam\_Wayanad**

118 members • Private

↕

Chat
Shared
Tasks

Site link: <https://sites.google.com/ds.study.iitm.ac.in/wayanad-house>  
 Instagram: [https://www.instagram.com/wayanad\\_iitm/](https://www.instagram.com/wayanad_iitm/)  
 LinkedIn: <https://in.linkedin.com/company/iitm-wayanad-house>  
 YouTube: <https://www.youtube.com/@wayanadhouseiitm>  
 Twitter: [https://twitter.com/wayanad\\_iitm](https://twitter.com/wayanad_iitm)



Wayanad House - IIT Madras (@wayanad\_iitm...  
[www.instagram.com](https://www.instagram.com)

@all Don't forget to follow the Instagram page of your house 🥳🥳

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