

IEEE

IEEE Core Committee Meeting : 23/01/2024

Topic : Giving brief about roles of IEEE EXCOM and how to collaborate with other SB.

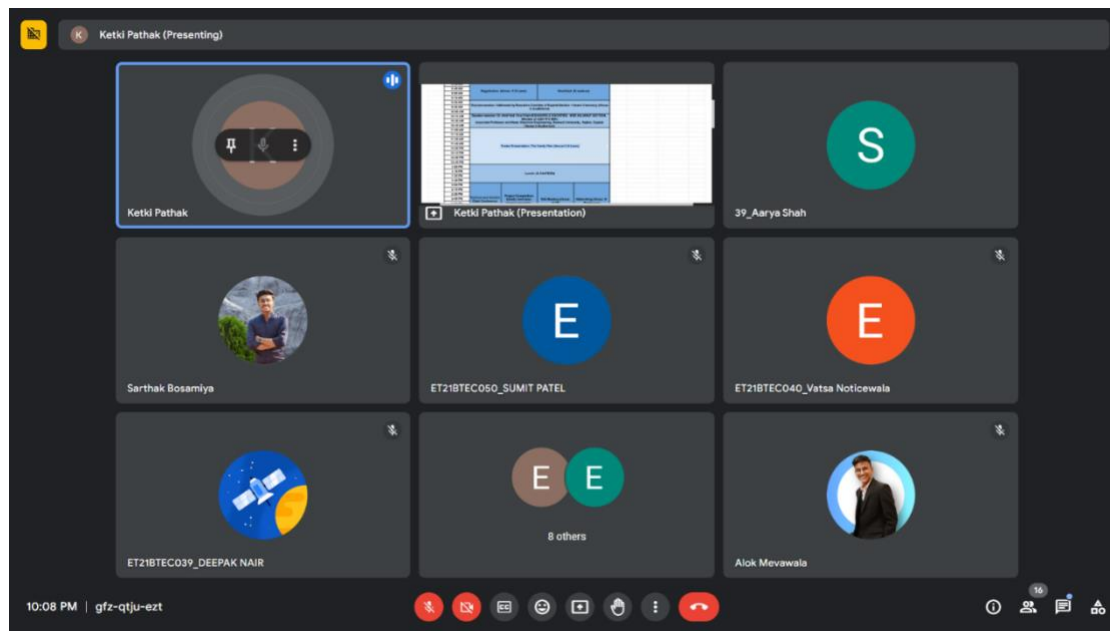
The Gist:

As we embark on our new activity as member of IEEE SB members Prof. Chirag Paunwala Sir & Prof. Ketki Pathak mam gave us valuable insight and expanded our horizon on the IEEE SB and how as a team we can work towards its betterment and along the journey we can improve and hone our skills in these domain giving us various opportunities to prove ourselves and our our skills on a larger platform.

Action Items & Key Points.

- Every one must lookup on the IEEE website regarding their Roles & how they must conduct their work.
- <https://ieee-elearning.org/totara/coursecatalog/programs.php>
- The student branch secretary is responsible for maintaining records and managing committee assignments.
- Completion of IEEE course : Training Program for Basic certification.
- Webpage reconstruction
- Consider collaboration opportunities with Gujarat chapter.
- Announce the data science challenge
- Start working on the data science challenge.
- Add more volunteers for the data science challenge and ensure diverse participation in events.
- Consider starting with smaller ventures and innovative events alongside big projects
- Coordinate with the NSS for a blood donation event under the IEEE banner
- Introduce new events like the Gujarati, English debate and technical workshops

- Prepare a proposal for the TRY Engineering event and submit it to the chapter secretary by the 31st deadline



- Share a format for writing proposals about industrial visits and workshops with the team by the 24th
- Write proposals for SAW version 2.0, including technical details and a preliminary budget
- Draft an awareness campaign plan for attracting school students in grades 11 and 12 to the institute's EC department.
- Follow up regarding the status of the WIE (Women in Engineering) petition and seek assistance from Smita if needed.
- Introduce Ketki mami to the IEEE activity Channel and discuss the WIE initiative with Smita Mam, keeping Ketki mam & Shivangi in the loop.
- Identify at least three volunteers for the **IEEE SIGHT** (Special Interest Group on Humanitarian Technology) initiative, including roles for chair, co-chair, and secretary.
- Contact Satwik to open a SIGHT branch once volunteers are identified.
- Summarize the meeting's outcomes and ensure all new committee members are familiar with their roles and responsibilities by referring to the Gujarat section website and available training programs.

- Plan and execute the DSC event
- Create a summary and minutes of the meeting
- Finalize and share the EX-COM committee members list with the team
- Complete the task of writing proposals and minutes of the meeting Ideas/Thoughts:
- **TRY Engineering**. - Conduct Workshops as Technical events where Collaborations can be done for both Financial as well as volunteer based outcomes.
- Collaborate with known Universities for various events adding to our portfolio & Connections.
- Proposal to invite an HR professional from Sun Pharma to conduct an orientation on resume preparation and interview skills for the team.
- Discussion on organizing a music event with technical training and collaboration with other institutions for future events.

Summary

- The responsibilities of the secretary in the student branch include maintaining records of branch meetings and activities, keeping a membership roster, and managing committee assignments.
- The website design and graphics design for the student branch website are important, and the website should include a page for the executive committee and minutes of meetings.
- Deadline for submitting proposals for the TRY Engineering project is **31st Jan**, and the format for the proposal should be shared with the participants by tomorrow, the **24th Jan**.
- The **Data Science Challenge** event is scheduled for **16th March**, and participants are encouraged to start working on it without waiting for instructions from the faculty.
- The primary goal of the meeting is to attract and educate school students, particularly those in **11th and 12th grade**, about the importance of electronics and communication in order to attract them to the Institute's EC department before the next admission season.

- The meeting discussed the need to assign volunteers for the **humanitarian project "SIGHT"** and emphasized the importance of identifying individuals interested in humanitarian work to take on roles such as chair, coach, and secretary for the project.

• The First list of the EX-COM Members

IEEE SCET SB/SPS EXCOMM
SARVAJANIK COLLEGE OF ENGG & TECHNOLOGY
Electronics & Communication Engg. Dept
COMMITTEE
2024

Mid Semester Examination
Attendance Sheet

Class: _____ Branch: _____
Subject Name: _____ Date: _____

Sr. No	Enrollment No	Student Name	Sign
1	ET21BTEC040	Vatsa. N. N. N. N. N.	V. M. N.
2	ET21BTEC039	Deepak. N. N.	Deepak
3	ET22BTC0027	Pratham Desai	Pratham
4	ET21BTEC063	Chahvi Tejani	Chahvi
5	ET21BTEC050	Sumit Patel	Sumit
6	ET21BTEC016	Dhruvul Fulwala	Dhruvul
7	ET21BTEC038	Dhruvul Moga	Dhruvul
8	ET21BTEC037	Alok Mevawala	Alok
9	ET21BTEC039	Dev Joshi	Dev
10	ET21BTEC010	Varsh Dalal	Varsh
11	ET21BTEC028	Khushboo Jha	Khushboo
12	ET21BTEC005	Vipra Badiyani	Vipra
13	ET21BTEC002	Khushi Banka	Khushi
14	ET21BTEC008	Smayra Chaudhary	Smayra
15	ET21BTEC034	Aruna Lokhandwala	Aruna
16	ET21BTEC062	Kavita Swami	Kavita
17	ET21BTEC064	Shirangi Y. Vyas	Shirangi
18	ET21BTEC035	Niyati Majumdar	Niyati
19	20042011013	Sanskriti Patil	S. S. Patil
20	20042011109	Hema Sen	Hema
21	200420111051	Ketavi Bhimani	Ketavi
22	200420111036	Priyanshi Gelani	Priyanshi
23	ET21BTEC007	Garthak Basamiya	Garthak
24	ET21BTEC0050	Rhase Kistari	Rhase