

Minutes of the IEEE EXECOM meeting held on 14th July, 2023 at the Dept. of EEE

President Dr. K. Ramesh Reddy

Name of the Faculty	Designation	Category
Dr. K. Ramesh Reddy	Principal	Principal
Dr. N. Malla Reddy	Professor, EEE	Mentor
Dr. Himabindu.T	Asst. Prof, EEE	SB Counsellor, IES faculty advisor
Dr. Renuka Devi SM	Professor, ECE	WiE, Photonics Faculty Advisor, Financial advisor
Dr. C. Padmaja	Asst. Prof, ECE	Sensors Council advisor
Mrs. K. Swarna Latha	Asst. Prof, EEE	PELS faculty advisor
Mrs. B. Amrita	Asst. Prof, CSM	Group Challan, Web Master
Mrs. D. Vandana	Asst. Prof, IT	Membership Development Committee (MDC) Chair
Mrs. G. Madhavi	Asst. Prof, ECE	Financial advisor, Minutes Of Meeting in charge
Mrs. K. Pranathi	Asst. Prof, ETE	Public relations and Content Writing

Name of the Student	Department	Category
Nasira Banu	ECE	Chair
V. Nanditha Reddy	ECE	Vice-chair, WiE chair
C. Madhuri	EEE	Secretary
G. Jhansi Laxmi	EEE	Treasurer
K. Sahithi	CSE	Public Relations Head
Ch. Poojitha	CSE	Public Relations Co-Head
S. Meenakshi	EEE	Content writing & Designing Head
A.Pranavya	CSM	Content writing & Designing Co-Head
B. Sri Vaishnavi	EEE	Photography Head
B. Usha Sri Chowdary	ECE	Photography Co-Head

EVENT HIGHLIGHTS

Following points are discussed:

Dr. Himabindu.T, Assistant Professor of EEE Dept., the new branch counsellor of IEEE SB GNITS, extended a cordial welcome to all the IEEE faculty members for the meeting.

- 1) After lengthy deliberations and progressive discussions in the meeting, it is decided to conduct minimum of 6 events on behalf of Student Branch (SB) and respective IEEE chapters each.
- 2) Technical talks are conducted according to the list of Distinguish Lecture (DL) mentioned in the IEEE website.

- 3) New circular templates (both for internal and external activities) prepared by Dr. Himabindu.T are shared to all the members present in the meeting. So that from now onwards internal circular template is owned to institution level activities and the external circular template is owned to the college collaboration activities with other institutions, industries/organizations.
- 4) In-house Workshops and seminars are also encouraged to conduct.
- 5) All the events which are conducted under the student branch are to be carried out through a proper channel only i.e., need to be intimated or messaged to the branch counsellor and IEEE faculty group without any fail. So that every IEEE faculty member will know the updated information regarding the conduction of the event.
- 6) Proper documents are to be maintained for all the events - DL's, Seminars, Technical Talks, FDPs and VTOOLS for both faculty and students with all the appropriate content i.e., circular, invitation mails (both sent and received), attendance sheets, summary report, feedback forms, summary report, photographs (with geo tag in jpeg format), Receipts, an article about the event (for GNITS newsletter, IEEE newsletter, Newspaper publishings). Soft copies of the documents are also preferably saved for website updating.
- 7) Increase the number of IEEE student memberships by September/October. Discounts coupons are available. Mrs. D. Vandana from IT Dept. is chair for this Membership Development Committee (MDC). This drive is at institutional level.
- 8) Website updating about the IEEE SB GNITS is regularly carried out without any fail. Mrs. B. Amrita from CSM will control this work.
- 9) For any IEEE new chapter, 6 students need to have compulsory membership of that respective chapter to file a petition.
- 10) Following are the allotted activities/ Sessions from respective Dept.'s planned till August.
 - i. July – August: 1 activity from EEE Dept.
 - ii. August- September: 1 activity from IT Dept.
 - iii. August: 1 activity from Sensors Council, ECE Dept.
- 11) Website updating about the IEEE SB GNITS is regularly carried out without any fail. Guidelines on updating website as per NAAC/any inspection on college level have been discussed and summarized.



