

## IEEE Madras Section

### Minutes of the EC Meeting - Sep 2022

Meeting Sl. No: 03/2022

Date & Time: Sep 17<sup>th</sup>, 2022, 3.30 PM

Venue: IEEE Madras Section Office

#### ExeCom Members

Dr. K. Porkumaran(KPK) (Chair)	Dr. P. Sakthivel(PS) (Vice-Chair- Academics)	Dr.S. Joseph Gladwin (SJG) (Vice-Chair – Industry)
Dr.R. Hariprakash (RHP) (Secretary)	Dr. S. Radha(SR) (Treasurer)	Dr. N. Kumarappan (NK) (Immediate Past Chair)
Dr. R.G. Sangeetha (RGS)	Dr. D. Nirmal (DN)	Dr. S. Brindha(SB)
Mr. M. Arun(MA)	Dr. V. Nagaraj(VN)	Dr. S. Rathinavel(SRV)
Mr. B. Ashvanth(BA)		

#### Invitees - Chairs of Society Chapter

AES10 – Dr. Muthu Manikkam(MM)	AP03 – Dr.T.Shanmuganatham (TS)	C16 – Dr. P. Sakthivel(PS)
COM19 – Mr. P. Subramanian (PSM)	CIS11 – Dr. N. Kumarappan(NK)	CS23 - Dr.N.S. Bhuvanewari(NSB)
IM09 - Dr. Uppu Ramachandraiah(URC)	EMB18 - Dr. B. K. B Jayanthi (BKBJ)	E25 - Prof. A. Darwin Jose Raju (ADJR)
ED15 – Dr. D. Nirmal(ND)	IAS34 – Mr. R. Srinivasan(RS)	EMC27 - Mr.P.Salil (PS)
IT12 - Dr. V. Gomathi (VG)	MTT12 - Dr. V. Abhaikumar (VA)	NANO42 - Dr Madheswaran (MSV)
PH036 – Dr. C. Arunachalaperumal (CAP)	PEL35 - Dr. R. Seyezhai (RSE)	PE31 – Dr.Mahesh Mishra(MM)
PSE43 - Dr. R.Dhanasekaran (RD)	PC26 - Dr. E. Kannan (EK)	RA24 - Dr. B. Vinod (BV)
SIT30 - Mr. Navaneethakrishnan R(NR)	TEM14 - Dr. Kulanthaivel (KV)	SP01 – Dr. N. Venkateswaran
BT02 - Dr. B. Nagaraj (BN)	GRSS - Dr. S.S. Ramakrishnan (SSR)	OES - Prof. S.A. Sannasiraj(SAS)
YP – Mr.A. Aravindhan (AA)	WIE - Dr.N.Nithyavathy (NNV)	LM – Mr. S. Sunderash(SS)
Student Representative -		

<b>ExeCom Members Present:</b>	KPK, PS, SJG, RHP, SR, RGS, DN, SB, MA, SRV, BA
<b>Leave of Absence Granted:</b>	Nil
<b>ExeCom Members Not Present:</b>	VN
<b>Invitees Present:</b>	PS, DN, CAP, SS

Items	Decision Taken	Action Taken
<b>2022/09/01:</b> Meeting call to order, Roll	The Section Chair, Dr. K. Porkumaran Chaired the meeting and rendered a warm welcome to the new EXECOM(EC) members and Society Chairs	Dr.KK

<p>call, Welcome by Chair.</p>	<p>present. He thanked the previous committee and requested the new team to support and cooperate for the betterment of the Madras Section members.</p>	
<p><b>2022/09/02:</b> Approval of Previous Minutes</p>	<p>It was understood by the present EC that, previous EC has not approved the MOM held on 2<sup>nd</sup> Sep 2022 till date. Hence after the approval by the previous EC, the same will be placed in the next EC meeting.</p>	<p>All EC members</p>
<p><b>2022/09/03:</b> Discussion of 18<sup>th</sup> AGM scheduled on 26<sup>th</sup> Sep 2022</p>	<ul style="list-style-type: none"> <li>□ The following are the decisions taken regarding the forthcoming AGM: <ul style="list-style-type: none"> <li>- Venue : Alumini Hall, Anna University, Chennai</li> <li>- Time : 5.30pm – 7.00pm followed by dinner</li> <li>- Date : Upon request of members, the date has been postponed to 28<sup>th</sup> Sep 2022, Wednesday.</li> </ul> </li> <li>□ The Treasurer’s report for the FY 2021-22 was presented by Treasurer, Dr. S. Radha and activity wise expenses were discussed by the EC. <ul style="list-style-type: none"> <li>- It was informed by the Dr. S. Radha, Treasurer that certain clarifications regarding documents, expenses incurred in MASCON2021 are needed from the Section office or from the organizers of the MASCON2021 before presenting in the AGM. It was informed by the Section office staff that No Records related to Proceedings, Papers of MASCON2021 are available. Hence Dr. Joseph Gladwin was requested to arrange the same. It was unanimously decided that during the Treasurer’s presentation on audited statement for 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022 in AGM, any queries as raised during last Annual meet regarding MASCON will be answered/clarified ONLY upon receipt of all documents from the organizers.</li> <li>- Since as per the Tamilnadu Society registration act, AGM meet need to be conducted before 30<sup>th</sup> September 2022, the present EC has recently taken over and in spite of insufficient documents(MASCON2021 Activity) on the financial statement(FY) for FY ending March 2022, it was discussed to go-ahead and do the presentation of financial report 2021-2022 in the AGM.</li> <li>- The EC also decided to continue with the current( Kumar &amp; Raj) Auditor for the year 2022-23.</li> <li>- It was discussed by the EC that there is a need to study the Section Bylaws, Functioning of Section office, Updating of rules and regulation for each activity conducted by section, conduct of election process of EC, Guidelines for travel and Dearness Allowances etc. Hence it was decided that Chairman will form suitable committee to study the above requirements and submit their recommendation to the EC.</li> </ul> </li> </ul>	<p>Dr.RHP, KPK SJG &amp; SR</p>
<p><b>2022/09/04:</b> Allocation of Sub-Committee &amp; Responsibilities of EXECOM</p>	<p>After deliberation and on hearing to the views of all the members of EC, the Chairs for various Sub – Committees was approved by the EC members present as per the ANNEXURE I.</p> <p>The Secretary requested all the sub-committee Chairs to submit their budget before next EXECOM Meeting to kick-start the activities for the year 2022 immediately, since the new team has taken over almost end of 2022.</p> <p>The Secretary also requested each sub-committee chair to contact the section office an find out the minimum number of activities to be completed before year end in order to get rebate.</p> <p>It was decided that the section Chair will nominate a suitable person for Ethical Committee Chair and Ombudsman for the EC. The Chairman will consult the Past Chairs of Madras Section and then fill the positions of Ethical Committee Chair an Ombudsman.</p>	<p>All EC members</p>

<p><b>2022/09/05:</b> Discussion regarding Calendar of activities for the section</p>	<p>As proposed by the Secretary during the Annual meet held on 2<sup>nd</sup> Sep 2022 it was decided to frame an Calendar of activities.</p> <p>The Chairman suggested that this Calendar of activities will be published in Website for the benefit of section. The format of the calendar of activities will be circulated to all the EC Members.</p> <p>The EC Members are requested to fill their proposed activities and submit it by one week's time for the approval of the EC and then the same will be uploaded in the Madras Section website.</p> <p>IEEE Day will be conducted on 15<sup>th</sup> Oct 2022 at TAG Auditorium and it will be coordinated by Mr. M. Arun. The budget can be submitted to the EXECOM for approval. Innovation awards session can be planned on this day.</p> <p>The Section Chair requested Dr. Nirmal to consolidate all the awards and submit it to the EC for approval at the earliest, so that the awards can be presented in the IEEE Day celebration on 15/10/2022.</p>	<p>Dr.RHP</p>
<p><b>2022/09/06:</b> Any other items with the permission of the Chair</p>	<p><b>Student Representative in EC</b></p> <p>The EC will call for nominations for nominating the Student Representative and Dr. Brindha, SAC Chair will follow-up the selection of student representatives to EC.</p> <p><b>Section Rep in India Council and AISYWLC 2022</b></p> <p>The EC approved to nominate 4 members to attend the AISYWLC 2022 which is going to be held on 7-9 Oct 2022 at Pune, organized by India council . The EC also approved the package of Rs. 25000/- (4tickets). Since India council EC is going to be held on 8<sup>th</sup> Oct 2022 at Pune, the Chairman and Secretary will represent the Madras Section EC in ALSYWLC 2022. Nomination for students will be called open by Dr.Brindha and shortlisted, 2 student members will attend the same.</p> <p><b>News letter</b></p> <p>The Pending newsletter issues will be consolidated and sent as quarterly issue till September 2022. The EC has decided to send as monthly issue from Oct 2022 onwards and also decided to send the printed format to colleges (Three per college- Principal, Library and Student Branch).</p> <p>The\procedures for printing the newsletter can be initiated by Mr.Arun with the assistance of Mr. Raja and update accordingly.</p> <p><b>Travel Support to Mr. S. Sundaresh, LM Chair</b></p> <p>Mr. S. Sundaresh, LM Chair, attended the R10SYWLC 2022. He presented a PPT on his experiences to the EC members present and requested to release the financial support for his travel expenses, It was also decided that 75000 will be supported by section and remaining 25000 can be claimed from LIFE Senior affinity group as per it as norms.</p> <p><b>Staff Increment</b></p> <p>The email request from the section staff regarding their increment was discussed. The EC has informed that they will discuss with all EC members</p>	<p>All EC members</p>

and revert back during the AGM on 26<sup>th</sup> Sep 2022 or in next EC meeting.

### **GST to IEEE**

The Secretary will clarify, regarding the filing / applying of GST for IEEE Madras Section. After discussing with to Dr. Harish Mysore, GIEEE Bangalore and other sections.

### **Financial support for Tamil Webinars:**

The EC requested the past YP Chair, Mr. A. Aravindan to provide the approval copy for sanctioned amount Rs.10,000/- for conducting the tamil webinars in association with St. Joseph Engineering college. So that it will be easy for the present EC to take further action regarding this.

### **FDP**

Dr. P. Sakthivel, Vice-Chair has suggested to the EC members that 5 days FDP can be conducted in Madras Section in association with Center of Faculty Development, Anna University. The EC approved the same and such activities will be beneficial for the Teaching Community.

### **Deepavali Bonus to Section Staff**

The Execom has approved one-month salary for all the IEEE Madras Section staff members as Deepawali bonus considering the previous ECs approval.

### **Travel Grant**

The Section Chair has informed that a revised travel guideline should be framed for different categories.

### **Conference approval**

Any IEEE International conference application must be submitted by a student branch for the section technical sponsorship approval before 7 months from the date of conference. The revised guidelines for the conference will be uploaded in the Madras Section website.

### **Provisional Audited Statement**

The Section Chair has requested the previous Treasurer to submit the provisional audit report for the period of 1<sup>st</sup> April 2022 – 31<sup>st</sup> Aug 2022.

### **Section office files**

The EC suggested that all the files should be kept in proper order for the office records and updated list of file to be submitted in next EC by Section Staff through Secretary.

### **Section office WORKING Hours , Repairs and Maintenance**

The EC members suggested that any one of the staff should be present in office by 9.00am -4.00pm and other 2 staff from 10.00 a.m – 5.00pm in rotation. A schedule can be prepared submitted.

The EC has approved to repair of the office equipment's. The Secretary will prepare the list and submit in next EC.

<p><b>2022/09/07:</b> Vote of Thanks and date of next meeting</p>	<p>Dr. RHP, Secretary proposed the vote of thanks. He thanked all the members who have voted and selected to serve the IEEE and he also thanked all the EC and Society Chairs present. Next Meeting date : 15<sup>th</sup> Oct 2022</p>	<p>Dr. RHP</p>
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**Dr. R. Hari Prakash**  
Secretary,  
IEEE Madras Section

**ANNEXURE - I**

**IEEE Madras Section Sub- Committee 2022-23**

<b>Sl. No.</b>	<b>Sub-committee</b>	<b>Chairperson</b>
1	Professional Activities	Dr. K. Porkumaran
2	Educational Activities	Dr .P. Sakthivel
3	Industry Relations	Dr. S. Joseph Gladwin
4	Conferences	Dr. R. Hariprakash
5	Budget and Finance	Dr. S. Radha
6	Student Activities Committee	Dr. S. Brindha
7	Student Projects	Dr. V. Nagarajan
8	Newsletter Publication	Mr. M. Arun
9	Membership Development	Dr. R. Hariprakash
10	Awards & Recognition	Dr. D. Nirmal
11	Webmaster	Mr. Ashwanth B
12	vTools Coordinator	Dr .P. Sakthivel
13	Young Professionals	Mr. Ashwanth B
14	Women In Engineering	Dr. R. G. Sangeetha
15	SIGHT	Mr. M. Arun
16	Section Society Chapters	Dr. S. Rathinavel
17	Advisor	Dr. N. Kumarappan
18	Ombudsman	TSR / HRM
19	Ethics Committee Chair	Dr. T. Thyagarajan