

IEEE Madras Section

Minutes of the EC Meeting - July 2023

Meeting Sl. No: 07/2023

Date & Time: July 29th, 2023, 4.00 PM onwards

Venue: In person

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. N. D. Muthu Manikkam(MM)	AP03 – Dr.T.Shanmuganantham (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. S. Albert Alexander(SAA)	PE31 – Dr.Mahesh Mishra(MM)
PSE43 - Dr. R.Dhanasekaran (RD)	PC26 - Dr. E. Kannan (EK)	RA24 - Dr. B. Vinod (BV)
SIT30 - Mr.NavaneethakrishnanR(RNK)	TEM14 - Dr. Kulanthaivel (KV)	SP01 – Dr. N. Venkateswaran(NV)
BT02 - Dr. B. Nagaraj (BN)	GRSS - Dr. S.S. Ramakrishnan (SSR)	OES - Prof. S.A. Sannasiraj(SAS)
YP - M. Arun (MA)	WIE – Dr. T. Sree Sharmila (TSS)	LM – Mr. S. Sunderash(SS)
VTS – Dr. S. Brindha(BS)	Student Representative – Mr. S. Adithya Subramani	

ExeCom Members Present:	KPK, SJG, RHP, RGS, SB, MA, SRV, BA
Leave of Absence Granted:	PS, SR, VN
ExeCom Members Not Present:	NK, DN
Invitees Present:	NV, TSS

Items	Decision Taken	Action Taken
2023/07/01: Meeting call to order, Roll call, Welcome by Chair.	The Section Chair, Dr. K. Porkumaran Chaired the meeting and rendered awarm welcome to the EXECOM(EC) members and Society Chairs present.	Dr.KPK
2023/07/02: Approval of EarlierMinutes	The MOM held on 20 th May 2023 and 14 th June 2023, has been approved unanimously by the EC after discussion. Major discussions are as below: - Nomination Committee: The EC has approved to form a nomination committee for preparing the slate for the year 2024. The Committee	Dr.RHP

	<p>members are as below:</p> <ol style="list-style-type: none"> 1) Dr.S. Salivahanan 2) Mr. T.S. Rangarajan 3) The third member will be decided in the next EC <ul style="list-style-type: none"> - AAGM Queries for Mr. Vincent Jain: The EC has approved to form a three-member committee. The committee members are as below: <ol style="list-style-type: none"> 1) Dr. R. HariPrakash 2) Dr.T. Sree Sharmila 3) Dr.S. Rathinavel - Dr.KP suggested that a flagship conference can be organized by the section during third week May 2024. The name, theme, venue and date can be confirmed during next meeting. 	
<p>2023/07/03: Discussion on Submission of Proposal for hosting INDICON 2024</p>	<p>The Section has submitted the proposal to India Council for organizing the INDICON 2024 and waiting for the results.</p>	<p>Dr.PK</p>
<p>2023/07/04: Discussion on IEEE YESIST 12 2023</p>	<p>It was discussed that Dr. N. Nithyavathy is not connected with the section EC, her request for the financial support for attending the YESIST 12 2023 cannot be considered now but these type of applications/request will be considered in future after framing the norms and will be intimated to all members by mail circulation. During the course of discussion the two EC members (Mr. M. Arun and Mr. B. Ashwanth) has expressed that they are also travelling for IEEE YESIST 12 2023. It was decided that as they are EC members their travel can be considered.</p>	<p>All EC Members</p>
<p>2023/07/05: Discussion on report sent by Ms. Shruthi Viswanathan regarding IEEE Partnered Conferences.</p>	<p>The EC has decided to follow the below to sort out this issue:</p> <ul style="list-style-type: none"> - Frame a three member committee. The committee members are as below: <ol style="list-style-type: none"> 1) Dr. R. G. Sangeetha 2) Dr. S. Brindha, 3) Dr. N. Venkateswaran. - Dr, RHP shall organize Mini POCO (Panel of Conference Organizers) 2023 program to educate the conference organizers. This program can be organized during 3rd week of Sep 2023. The conference organizers attending this program should do their conference presentations. In spite of those organizers who are not attending the POCO program their conferences will not be approved. - It was decided that for technical sponsorship of section all international conferences must be conducted only through off-line (Inperson) and there must be International participants in the conference. - The TCS fees will be refunded only after collecting the proceedings and other promotion materials. - The undertaking content will be revised and the same will be communicated to the conference organizers hereafter. It should be ensured that NO THIRD PARTY should be involved in organizing the conferences. 	<p>Mr. MA</p>
<p>2023/07/06: Discussion on AAGM Minutes held on 14 July 2023 and TORs to be finalized for the ARC Committee with cutoff dates.</p>	<ul style="list-style-type: none"> - As decided in AAGM, a draft letter will be prepared regarding the conflict of interest for Dr. S.Thangaprakash and sent to GIEEE. - The next AGM is planned to organize during Sep or Oct 2023. Before conducting the AGM the society registration for the year 2022-23 should be renewed. - A thanking mail will be sent by the Secretary, Dr. RHP to the ARC committee for finalization of the MASCON 2021-23 report. The other TORs will be taken care by the EC members itself by framing the various internal committees as below: 	<p>All EC Members</p>

	<p>Travel Norms – Dr. S. Gladwin and Mr. M. Arun</p> <p>FDP – Dr. P. Sakthivel</p> <p>SPF – Dr. V. Nagaraj</p> <p>- Byelaw – Dr. N. Venkateswaran, Mr. T. S. Rangarajan</p>	
<p>2023/07/07: Discussion on IEEE Section Congress 2023 to be held at Ottawa, Canada</p>	<p>The Chair will be attending the IEEE Section Congress 2023 held at Ottawa, Canada during August 2023. The Section Chair requested the section to take care of the minor difference amount of expenses incurred for attending the Section Congress. He also informed that he will write a mail to MGA that HQ should financially support for secondary delegate also. As decided in previous meetings secretary Dr. RHP has already registered for the Section Congress, he requested the section to support financially for travel.</p> <p>After detailed discussions it was decided to extend financial support the same being extended by Headquarters for Primary delegate.</p>	All EC Members
<p>2023/07/08: Discussion on revision of norms for Financial Assistance for SBs, Travel grant, FDP</p>	<p>The various committees has been formed as below to revise the norms:</p> <ul style="list-style-type: none"> • Financial assistance to SBs Travel Norms – Dr. S. Gladwin and Mr. M. Arun • FDP – Dr. P. Sakthivel • SPF – Dr. V. Nagaraj • Byelaw – Dr. N. Venkateswaran, Mr. T. S. Rangarajan 	ALL EC Members
<p>2023/07/09: Financial Status of the Section and Societies</p>	<p>- The Chairman, Dr.KP informed that he has received the internal audit report from the HQ as partially satisfactory. In that the following recommendations has been given to be followed by the section hereafter. Therefore the EC has approved the below:</p> <ol style="list-style-type: none"> 1) Apply for TAN (Tax Deduction Account Number) and deduct TDS for all payments. 2) Limit the cash transactions. 3) Make the payments directly to vendors. <p>A reply mail will be sent to HQ that their recommendations will be followed and their findings will be rectified hereafter.</p> <p>- The secretary Dr.RHP presented the financial status of the section on behalf of the Treasurer. He informed that the section has received the rebate for the year 2022. In that the dormant student branches list were also presented. Mr. M. Arun explained about the dormant student branches and initiative taken to improve it. As there are more numbers of dormant student branches, the Chairman informed that SAC and MD Chair will take responsibility to revive the dormant student branches on the given time otherwise it may be informed to the HQ to dissolve. He also informed that, an online meeting can be convened daily for half an hour with 3 inactive student branches and try make them active.</p>	
<p>2023/07/10: Reports of Sub-Committee Activities – PPT Presentation</p>	<p>WIE: The WIE, Chair, Dr. TSS informed that "IEEE WIE MAS LEADERSHIP CONCLAVE 2023" will be conducted on August 19, 2023.</p>	
<p>2023/07/11: Any other items with the permission of the Chair</p>	<p>- As Anna University has announced the IEEE Madras Section office room for rent Rs. 25000/- plus EB charges. So the Secretary Dr.RHP has requested Vice-Chairman, Dr. P. Sakthivel to approach the concern person in Anna University regarding this. The EC has proposed to purchase a permanent property for Office use, EC Accommodation and Meeting Hall.</p> <p>- Since the EC meet scheduled at Bangalore was postponed due to administrative reasons, The EC approved to reimburse the travel expenses for the members as per the section norms. (the expenses incurred for booking the tickets for the EC meeting planned at GIEEE, Bangalore)</p> <p>- The EC has approved to purchase 2 systems, 1 Laptop, 1 Printer. Mr. M. Arun will take initiative to purchase the above items.</p> <p>-</p>	

	<ul style="list-style-type: none"> - The Secretary, Dr. RHP presented the EC attendance sheet to note the number of meetings attended by the EC members. - The roles and responsibilities, biometric attendance etc. of the section staff will be discussed in next EC meet. - The WIE, Chair, Dr. TSS requested the section to sanction the matching grant of USD 290 for the above event as endorsed in the proposal and she also requested to sponsor her travel for attending the Returning Mothers Conference. - The Chairman has informed to circulate the SSIT and Education Society Slate. The remaining societies who are holding chair positions for more years can take initiative to call for nomination and post in the VTools for election. Dr. S. Rathinavel is requested to take necessary steps to complete the task at the earliest. 	
<p>2023/07/12: Vote of Thanks</p>	<p>Dr. RHP, Secretary proposed the vote of thanks. He thanked all the ECmembers and Society Chairs present.</p> <p>The next meeting is tentatively planned on 19th Aug 2023.</p>	

Dr. R. Hariprakash
Secretary,
IEEE Madras Section