

**IEEE Madras Section**  
**Minutes of the EC Meeting - May 2023**

**Meeting Sl. No: 05/2023**

**Date & Time: May 20<sup>th</sup> , 2023, 10.30 AM onwards**

**Venue: B.M. Birla Planaturium, Kottur, Chennai.**

**ExeCom Members**

Dr.K.Porkumaran(KP) (Chairman)	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. Bhuvaneswari(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. Kulanthavel (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 -	

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

Items	Decision Taken	Action Taken
<b>2023/05/01:</b> Meeting call to order, Rollcall, Welcome by Chair.	The Section Chair, Dr. K. Porkumaran Chaired the meeting and rendered a warm welcome to the EXECOM(EC) members and Society Chairs present.	Dr.KPK
<b>2023/05/02:</b> Approval of PreviousMinutes	The Dr. RHP, Secretary, took up agenda for discussion: The MOM held on 29 <sup>th</sup> April 2023, was presented and discussed and the EC members after deliberations approved the minutes.	Dr.RHP

<p><b>2023/05/03:</b> Discussion on the Recommendations given by ARC</p>	<p>Dr. RHP, Secretary briefed the members that the final report(10<sup>th</sup> May 2023) of ARC has been received and it was already circulated all the EC members. After deliberations all the members approved the ARC report. It was also decided to upload all the supporting documents related with ARC recommendations in the section website. Dr. RHP, Secretary, insisted that Mr.Rajan, Office staff will receive the signature of the missing member in the report before uploading same in the website.</p>	<p>Dr. RHP</p>
<p><b>2023/05/04:</b> Finalization of date for Adjourned AGM(AAGM)</p>	<p>The EC decided to convene the Adjourned AGM on 14<sup>th</sup> June 2023, Wednesday by 5.00pm onwards.</p> <p><b>The below are the tentative agenda points to be discussed in the forthcoming AAGM:</b></p> <ol style="list-style-type: none"> <li>1. Welcome by Chairman</li> <li>2. Secretary's Report – Detailing the earlier AGM and the recommendations of ARC. Interim report and Final Report</li> <li>3. Treasurer's Report</li> <li>4. Appointment of auditor</li> <li>5. Current Financial Status</li> <li>6. Vote of thanks.</li> </ol> <p>After decisions of the tentative agenda points. It was decided by the EC, the following documents will be uploaded in the section website.</p> <p><b>As decided by the EC the following documents will be uploaded in the section website:</b></p> <ul style="list-style-type: none"> <li>- Notice of AAGM</li> <li>- Constitution of ARC(Administrative Reforms Committee)</li> <li>- ARC Interim Report dated 17<sup>th</sup> Dec 2022</li> <li>- MOM of the EXECOM relevant to this</li> <li>- ARC Final Report dated 10<sup>th</sup> May 2023</li> <li>- AGM Minutes held on 28th Sep 2022</li> <li>- Schedules with Auditor Comments It was also decided to hold the next EC meeting on 14<sup>th</sup> June 2023 by 4.00pm to discuss exclusively on the Adjourned AGM.</li> </ul>	<p>Dr. RHP</p>
<p><b>2023/05/05:</b> Finalization of Calendar of activities and Budget for the section for the year 2023</p>	<p>The Calendar of Activities 2023 has been circulated to the EC Members. The EC Members can inform for any additions if any with-in 2 days from the date of circulation. After two days it will be uploaded in the Section website.</p>	<p>Mr. MA</p>
<p><b>2023/05/06:</b> Financial Status of the Section and Societies</p>	<ul style="list-style-type: none"> <li>- The Section Treasurer presented the current financial status of the section.</li> <li>- The Treasurer reported on the Treasurer's Meet held at Bangalore. She Informed that Financial transaction must be more transparent. For this a drive has been created for each section. In that drive all the transaction details must be uploaded every month.</li> <li>- Conflict of Interest form must be filled and sent to HQ by all the Section OBs.</li> <li>- Quotation must be provided for any purchase made more than Rs.5000/- .</li> <li>- Any remuneration given for more that Rs.30,000/-, TDS must be deducted.</li> <li>- The payment for the section activities can be sanctioned based on the priority / requirement.</li> </ul>	<p>Dr. SR</p>
<p><b>2023/05/07:</b> Reports of Sub-Committees</p>	<p><b>YP:</b> YP Chair, Mr. M. Arun has obtained \$1500 for YP Meetup from IEEE MGA Young Professionals Committee. He has requested the section. to transfer the funds at the earliest.</p> <p><b>Newsletter:</b> Dr.RHP informed on behalf of DR. R.G Sangeetha, Chair, Sub-committee, that Jan and Feb 2023 newsletter is ready for circulation.</p> <p><b>SPF:</b> Dr. V. Nagarajan, Chair, Sub-committee has informed that PG Student Project Funding will be announced by next week.</p> <p><b>WIE:</b> Dr. TSS, Chair WIE has informed that HQ has approved the matching grant of \$280 for IEEE WIE MAS Leadership Conclave 2023 and another \$280 will be given by the Section. She also informed that the HQ has sanctioned \$400 for IEEE Connecting the Dots (2.0)2023</p>	<p>All EC Members</p>

<p><b>2023/05/08:</b> Any other Item</p>	<ul style="list-style-type: none"> <li>- The EC has decided to collect the Processing fee/ Service charge of Rs.20,000/ for each conference application which will be received from 1<sup>st</sup> July 2023 onwards. This amount will be deducted from the TCS fee advance amount of Rs. 1,15,000/- collected. The balance of Rs. 95000/- will be returned to the conference organizer.</li> <li>- The Section Chair, Dr. KP has informed to reform all the dormant Madras Section Societies. Dr. S. Rathinavel will coordinate in this regard and he will send a reminder mail to the concern Society Chairs to initiate the process before 15<sup>th</sup> June 2023. If there is no response received from any of the societies, the section will take initiative and complete the process through Vtools.</li> <li>- The Section Chair, Dr. KP requested Mr. Arun, to prepare a detailed write-up and communicate to ADSF SIGHT Chair and also inform them the said members from ADSF SIGHT should participate in the committee meeting along with the required documents.</li> <li>- Dr. KP updated that Dr. Thangaprakash is a member of India Council representing Madras Section without his consent. In this regard Dr.KP informed that he has already sent a mail to Indian Council Chair informing that Dr. Thangaprakash is not a representative of Madras Section and he must be replaced. If one more nominee needed by Indian Council the Madras Section will nominate the same.</li> <li>- The Treasurer, Dr. Radha has requested the office staff Mr. Rajan to provide three quotations for purchase of all the office equipments. It was informed by office staff Mr. R. Rajan that it is difficult to get the quotation from the company. Therefore the Secretary informed that he will assist him to get the quotation from vendors and arrange for the purchase.</li> <li>- Dr. S. Rathinavel has informed to display the section societies closing balances along with section's financial status.</li> <li>- Dr, RHP, explained about, Mr. Vincent Jain's mail dated 20<sup>th</sup> May 2023 received regarding the Annual Meet Minutes on Meeting updation / correction. His suggested points/mail contents were discussed in the EC and it was decided that his suggestions will be represented during next Annual Meeting.</li> <li>- The Section Chair, Dr.KP and all EC members informed that Mr. Vincent Jain used the unparliamentary words in a public forum. The EC wants to record that during the AGM any unprofessional way of behaving can be avoided to maintain decency in the public forum. In future such incidence should be avoided.</li> <li>- The EC decided for the first time to approved the consolation prizes for all the SPF participated teams. So as to encourage the students.</li> <li>- Since the previous EXECOMC(2020 – Sep 22) has handed over and new EXECOM has taken over the office only on 2<sup>nd</sup> Sep 2022. The current EC members resolved that a nomination committee will be formed for continuation for the next year.</li> </ul>	<p style="text-align: center;">All EC Members</p>
<p><b>2023/05/09:</b> Vote of Thanks</p>	<p>Dr. RHP, Secretary proposed the vote of thanks. He thanked all the EC members and Society Chairs present.</p> <p>The next meeting is tentatively planned on 14<sup>th</sup> June 2023.</p>	

**Dr. R. Hariprakash,  
Secretary,  
IEEE Madras Section.**