MOM

Meeting Title : RSF Meet 03			
Minutes: 120	**Meeting Date:** 12/06/2017	**Meeting Time**: 5 PM	

Meeting Location	Conference room, C1
Meeting Called by	Dr. B.K.Rai
Type of Meeting	Introduction cum guidance session for new members
Attendees	09
Absent	01 (Mr. Rahul Sharma)
Note Taker	Mr. Vimal K S Yadav

S.N.	Agenda Item	Action
1	Introduction of new Executive members of RSF-EEE 2017-18 to Faculty Advisor, Dr. B.K.Rai and Community Advisor, Dr. Tony Jacob	New members introduced by CEF of forum, Mr. Vimal Kumar Singh Yadav and suggestions and guidance for organizing events asked for.
Suggestions by Faculty members of RSF-EEE:		
2	Lecture series	1. Organization of regular lecture series in the deptt. set the core event of RSF-EEE
3	Research conclave (RC)	1. RSF-EEE can be lead representative of EEE deptt. research activities during RC 2017 2. Funding can also be given for poster presentation by deptt.
4	Freshers, Farewell, Teachers day	1. M.Tech Farewell can be organized in May and their research experience can be discussed 2. PhD farewell can be organized at the time of convocation. Also, farewell can be given to those PhD seniors who have given their synopsys. 3. RSF-EEE can organize teacher's day celebration
5	Special Lectures by senior most Professors of deptt. (AM, SD)	1. Senior most professors can talk on topics like "Evolution of EEE deptt." 2. "What is called research"… by Prof…..

S.No	Agenda	Action
6	Lectures or panel discussion by female professors of deptt.	Topics like: "Engineering and PhD journey of women in India "
7	Prof. SRM Prasanna sir lecture	T1: "How to bring project grants?" T2: "His Experience as Dean R & D"
8	Department Research Day	Best researcher award and discussion on publications by deptt.
9	Picnic Day	Self-sponsored picnic program to increase the interaction between faculties and RS
10	Lectures by PhD defense external examiners	A mail through office can be sent to concerned supervisor to request external for an expert lecture
11	Movie/Documentary Screening	Scientific documentaries related to EE etc. can be screened. Movie club of IITG could be asked for collaboration. Archives/documentaries DVDs can also be bought from market.
12	Interview experiences	One session can be put on interview experiences, type of questions asked in interviews after PhD with the help of senior PhD students applying for jobs currently
13	Lecture session on emerging and latest technologies	A generic talk can be organized on emerging areas like nanotechnology, biomedical signal processing underwater commn., SAW devices (By Prof. HBN) etc.
14	Technical writing	Lecture session by senior PhD students on technical writing. Special lecture by a Prof. TP.(expected), Deptt. of chemistry on technical writing
15	Director/HoD lecture	Special lectures related to research area can be thought of my HoD/director.
16	Website	CIF facilities mention, FAQ sections around research and deptt. in general areas, basic informations of IIT G positives points, blogs of members (if any) can also be linked with, job openings in EE related areas, PhD-M.Tech-B.Tech thesis templates, a blog or section for funding agencies
17	Open house	T1: "Comprehensive exam- plus and minus" T2: Present scenario, issues and generic challenges faced in the research can be discussed in deptt. level GBM with DPPC faculty members T3: PhD admission pattern
18	Registration of RSF	Forum can be converted as a registered body as well (Dr. Sonkar can be contacted in this regard)
19	Generic lectures	T1: How to creat a professional webpage T2: How to use Linux T3: How to prepare good PPTs
20	Alumni Database	Highlight the achievements and present position, contact details of PhD and if possible M.Tech alumni on website itself. Alumni meet-up can be organized on

		National Science day or any special day.
21	Newsletter	Monthly newsletter can be presented on current research activities throughout the campus along with other imp. events
22	Social Media	Facebook group and linkdIn page can be linked with RSF-EEE website
23	Article writing	Someone can write articles on topics like T1: "Experiences of new PhD students in IITG" T2: "Why PhD at IITG-Benefits"
24	Library	Special archive books related to EE discoveries, biographies of EE related famous scientists can be added in deptt. library, also general EE book store can be upgraded
25	Common reading place for RS	A common separate place for RS to read can be sought of in the deptt.
26	Motivational speeches	T1: "Art of Time management"