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| <b>Meeting Title :</b> RSF Meet 11 |                                 |                              |
| <b>Minutes:</b> 120                | <b>Meeting Date:</b> 08/08/2017 | <b>Meeting Time:</b> 5.30 PM |

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| Meeting Location  | C1, EEE   |
| Meeting Called by | Vimal Yadav   |
| Meeting Headed BY | Dr. B.K.Rai   |
| Main Agenda       | Discussions on GBM, DPPC, 5MT, Latex Workshop etc.    |
| Attendees         | 11 (including DPPC student's representative & GS-SAB) |
| Absent            | 0   |
| Note Taker        | Mr. Vimal K. S. Yadav                                 |

**Conclusions:**

- General Body Meeting (GBM) is proposed to be organized at least once in a semester. Queries and issues to be collected first and circulated among RS of EEE. Some of current issues to be raised in GBM are as follows:
  - Skype or Video conferencing facilities for proper conduction of interviews, Ph.D. defense, invited lectures from foreign university professors.
  - Funding should be provided by department for extra pages in a journal paper.
- 5MT Competition: RS of EEE will be informed about the event followed by a google doc to collect the number of participants.
- Email access: We are instructed to talk with CC Head to enable rsfeee webmail with relevant alias so that mail can be sent to all departments. In this way info of RSF-EEE events can be conveyed to more people around the departments.
- RSF team can come out with a format for M.Tech and Ph.D. thesis format and we need help of Mr. Sanjib for creating this format if HOD permits.
- Dr. B.K.Rai is requested to become the Faculty Advisor for RSF-TAs.
- Latex Workshop: (a) It is advised that before this workshop RSF-EEE shoul register as a society to organize a fund raising event. (b) Latex workshop can be organized with a specific theme related to a particular research area by a group of 4-5 people and duration of program can be for whole long day in Institute seminar hall.
- AI workshop can be planned in collaboration of IEEE-SB IITG or if it is a talk on AI then we can invite some faculty from reputed foreign university through video conferencing.
- We may collaborate with Cepstrem for Teachers' Day celebration.
- RSF can invite UG students in the events of their relevance.
- Some common questions can be asked to the new faculty members in Faculty member – RS integration program