

## MoM

<b>Meeting Title : RSF Meet 22</b>		
<b>Minutes: 120</b>	<b>Meeting Date: 17/01/2018</b>	<b>Meeting Time: 4.00 PM</b>

Meeting Location	Meeting Room, EEE Dept.
Meeting Called by	Anirban Bhowal
Meeting Headed by	Vimal K. S. Yadav and Anirban Bhowal
Main Agenda	RSD'2018 planning, RSF By Laws Amendment, Upcoming events
Attendees	14 (Anirban, Rahul, Darpan, Debajit, Vimal, Vivek, Pavan, Vineeta, Manoranjan, Pralay, Kaushik, Tilendra, Atanu, Deepak)
Absent	1 (Satyajit)
Note Taker	Vimal Yadav

### Conclusions:

1. **RSF EEE By laws (for amendment):** The RSF EEE by Laws were discussed for amendment under Article VI, Article XII and Article XIII after discussion with present executive members and lab representatives. Discussion was also done on present structure of RSF EEE and role of lab reps. It was finalized to invite lab reps for at least thrice in a semester in meeting for discussion around current RSF event. Based on lab reps attendance, they will be allowed to vote for RSF decisions.
2. **Research Scholar Day (RSD) 2018 in EEE department:**
  - a) It was decided to bring the event as EEE department event organized by RSF EEE.
  - b) It was decided to shift the venue of RSD'18 to EEE Seminar room from institute conference center and also the date to be shifted from 31 March 2018 to 30 March 2018 (a working day) based on seminar availability due to expected scarcity of enthusiastic volunteers for the event.
  - c) Duty allotment for RSD'18: Faculty talks (Vimal), Oral presentation (Vivek), Poster (M. Pavan), Panel discussion (Rahul), Mixed quiz (Vineeta), Budding researcher and other awards (Anirban, Pralay), Cultural (Deepak, Debajit), Tea, snacks and dinner (Darpan, Manoranjan), Advertisement and publicity (Satyajit, Kaushik).
  - d) Other Decisions: Oral/poster participants, executive members, lab reps and volunteers will get the benefit for free dinner. The dinner location is kept as IRCTC.
  - e) Participants and volunteers will get their concerned certificates.
  - f) In case the volunteers do not turn out in G-sheet, department can be requested to allot some official volunteers after approval of the same by HoD.
  - g) The tentative structure for RSD'2018 to be forwarded to HoD through FA, RSF EEE for his approval and financial help is as follows:

<b>Event</b>	<b>Timing</b>	<b>Venue</b>
Inauguration and a brief speech by HoD	9.00-9.30 AM	EEE Seminar Room (SR)
Faculty Talk 1 (EEE faculty)	9.30-10.00 AM	SR
Faculty Talk 2 (Invited faculty)	10.00-10.30 AM	SR
Tea Break	10.30-11.00 AM	SR Corridor
Oral Presentations by EEE RS	11.00-12.30 PM	SR
Lunch Break	12.30-2.00 PM	Respective Hostels
Poster Session	2.00-3.00 PM	EEE Office Area
Panel Discussion/ Mixed Quiz	3.00-4.30 PM	SR
Tea Break	4.30-5.00 PM	SR Corridor
Cultural Event	5.00-6.00 PM	SR
Award Ceremony	6.00-6.30 PM	SR
Dinner	7.30 PM onwards	IRCTC