<u>**IEEE Bhubaneswar Subsection**</u>

<u>**Minutes of the 24th EC Meeting**</u>

Date: 9th April 2022, Time: 5:30 PM

Venue: Conference Hall, Silicon Institute of Technology

The meeting was chaired by Dr. S. R. Samantaray, Chair, IEEE Bhubaneswar sub-section. The meeting was attended by the following members:

Dr. S. R. Samantaray
Prof. Ashok Kumar Tripathy
Dr. Chandrashekhar Narayan Bhende
Dr. Chinmoy Panigrahi
Dr. Debi Prosad Dogra
Dr. Ramaprasad Panda
Dr. Sujata Chakravarty
Dr. Tripti Swarnkar
Dr. Renu Sharma
Dr. Ranjeeta Patel
Dr. Pradyut Kumar Biswal
Dr. Rabinarayan Mishra
Dr. Tanmoy Roy Choudhury

The proceeding of the meeting continued as per the agenda items and the following decisions were made on each item:

1. **Welcome address by Chair**: The Chair congratulated and welcomed all the EC members and congratulated all the members who elevated to higher grades and encouraged other members eligible for higher grades to submit the applications.

2. **Section Petition**: The Chair mentioned that the subsection is now ready for section petition with more than 1000 active members. The EC decided to prepare the last 3 years plan and roadmap to be used during section petition. The Chair proposed the name of Dr. Braja K Mishra to coordinate the process of section petition and road map preparation. The Chair requested all members to expedite the process needed and help Dr. Mishra during the process of section petition. The Chair mentioned that for section petitioning, society activities to be expedited and highlighted.

3. **Subsection Awards**: The EC decided to introduce 4 awards (yearly) as follows: (i) Society Chapter Recognition (ii) Students Chapter Recognition (iii) Subsection Volunteer (iv) Women Volunteer. Subsection will identify the chapters/candidates and decision will be taken by the committee members. This will be placed in the EC for approval.

4. **INDISCON-22:** It was discussed in the EC that INDISCON will be conducted in physical mode and the keynotes can be arranged in hybrid mode depending on the availability and preference of the speakers. For sponsorship, there was no confirmation as out of the 13 companies/organization contacted so far. The process is ongoing and the Chair and Dr. Panigrahi requested the EC members to look for sponsorship opportunities through personal contacts. It was decided to send the papers with 25-30% similarity scores will be sent for reviews. These authors be given special instruction to reduce the similarity index below 25%. Prof. Rahman, President IEEE will be contacted to be the Chief Guest (in virtual mode) and Dr. Mathur be invited as Guest of Honor. All documentations related to INDISCON-22 must be completed by 1st week of July, 2022.

5. **Society Chapter** It was planned to conduct society chapter events in physical mode and the EC meeting may be conducted after the society chapter event. The Chair suggested to call reputed professionals for such talks. Dr. Renu Sharma suggested to introduce honorarium to the invited speaker. EC decided to provide Rs. 5000.00 as honorarium to the invited speakers in such events.

6. **WIE Activities**: WIE Chair presented the yearly plan of activities. It was accepted by the EC. Dr. Tripti Swarnakar pointed out that in physical events, participants from various institutes should join the talk sessions.

7. **Membership Fee Reimbursement**: It was placed in the EC by the Chair that the section will reimburse the membership fee soon to subsection.

8. **Conference Approval**: It was discussed in the EC. The members pointed out that there was no bounding rule that a conference applications must be approved through section. Such applications can be approved at the subsection level. Thus, it was decided to prepare a framework for conference approval at the subsection level. New regulations for conference approval will be prepared. The application format will be prepared and uploaded in the subsection website. The subsection will charge Rs. 10000.00 as the conference application fee.

9. **V-Tool Update**: All society events and chapter events must be updated in v-tool. This is important for report generation during section petition.

10. **Conference Applications**: APSIT-2023 application by SOA University was discussed and approved in-principle. ICORT-2033 application by ITR Chandipur was discussed and approved in-principle. However, the organizing bodies will be asked to re-submit these applications directly to the subsection. The revised application form will be prepared and shared with the organizing bodies.

11. Vote of thanks was given by Dr. Ramaprasad Panda.

The meeting was ended with thanks to the chair and a photo session.