

Annexure-1
(MINUTES OF SMC MEETING - ITEM 1)

<p>(DRAFT) Minutes of 2nd Meeting of Section Management Committee, ISTE Gujarat Section HELD ONLINE 26.01.2021 TUESDAY 04.00 PM – 5.20 PM</p>
<p>Present in the meeting:</p> <p>Dr. Sachin P. Parikh, Chairman Prof. Bhasker V. Bhatt, Hon. Secretary cum Treasurer Dr. Jayesh A. Shah, EC Member Dr. K. M. Makwana, EC Member Dr. Sanjay K. Dave, EC Member Prof. Alifiya Kachwala, SMC Member Prof. Hardik Bhatt, SMC Member Prof. Shilpa Kathad, SMC Member</p>
<p>Welcome address: Dr. Sachin Parikh, Chairman, ISTE Gujarat Section welcomed all present members in the 2nd SMC Meeting of ISTE Gujarat Section held for the term of 2020-2024. He appreciated for all to remain present in the previous meeting and providing inputs. He expressed a feeling of being happy to have another SMC meeting in a short span. In his address, he mentioned about preface of the meeting to be the meeting agenda based on thought out proposals seeking deliberation for further action.</p>

ITEM Number with AGENDA	DISCUSSION/ RESOLUTION	EXPECTATION/ ACTION STATUS
<p>Item 1 Approval on the Minutes of the SMC Meeting (1st meeting of 2020-2024) held online using Google Meet Platform, on Dt. 12/12/2020.</p>	<p>No comments have been received from any of the members. The Minutes were placed before the Section Management Committee for confirmation & approval and the same has been approved unanimously.</p>	<p>No action needed.</p>
<p>Item 2 Section activity agenda by ISTE Gujarat Section:</p>		
<p>2.1 Discussion on aspects in concern with proposed actions 2.2 Strategy for increasing IM in Gujarat for the year 2021</p>	<ul style="list-style-type: none"> • Each of SMC and EC member shall ensure two Institutional Member with a faculty chapter and students chapter admitted to ISTE before the end of the year 2021; Section office to be informed of all actions performed in the aspect. • Discussions held towards increasing membership of students. • Efforts of Student Chapter at NIRMA University and VVPEC, Rajkot were cited. • Identification of benefits leveraged to students to be chalked out through a committee consist of Prof. Alifiya and Prof. Shilpa being actively connected with student fraternity. Both shall draft a document in the regards. 	<ul style="list-style-type: none"> • Follow up for progress with each of SMC and EC member in next meetings to be held in the year 2021. • No Action needed. • No Action needed. • Submission of document (action plan) expected from committee before next SMC meeting. • Status - Pending as on date.

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	<ul style="list-style-type: none"> Prof. Bhasker Bhatt is in process to create a map showing geographical positions of IM colleges and non-IM colleges in Gujarat. 	<ul style="list-style-type: none"> Map shall be submitted for perusal by all members. Map circulated on WhatsApp and uploaded on section website.
2.3 Appointment of zonal coordinators (follow-up activity for proposal of names in different geographical parts of State Section)	<ul style="list-style-type: none"> All members to propose names and communication details for ISTE LM to be appointed as zonal coordinators for extending ISTE reach. 	<ul style="list-style-type: none"> Proposed names are expected till 5th February 2021 by all SMC and EC members Status - pending as on date.
2.4 Review of protocols by IM colleges for organizing technical events	<ul style="list-style-type: none"> Protocols defined as record item during the ISTE Term 2015-2019 shall be shared among all members for a review and suggestive revision if required in context of existing scenario. 	<ul style="list-style-type: none"> Proposed review to be completed by all with a responding note till 5th February 2021 by all SMC and EC members Status - pending as on date.
2.5 Progress status of ISTE Gujarat Section Website	<ul style="list-style-type: none"> Committee to be formed for chalking out action plan and submit for approval towards further action. 	<ul style="list-style-type: none"> Submission of report for proposed action was expected from committee appointed by Hon. Chairman before 15th February 2021. Report received with a recommendation based on which work order issued. Website of ISTE Gujarat Section is Live on internet.
2.6 Procedural follow-up requirements for identification to host STTP by ISTE Gujarat Section. (Follow-up activity)	<ul style="list-style-type: none"> Industries to be identified for organizing STTP out of a college campus 	<ul style="list-style-type: none"> All to put efforts – to be discussed about findings in next meeting. Status - Pending as on date.
	<ul style="list-style-type: none"> Possibilities for MoU with GTU, GUJCOST to be explored for joint organization of STTP/FDP 	<ul style="list-style-type: none"> Section office to act and update in next meeting. GTU Postponed for proposed joint provision for STTP.
	<ul style="list-style-type: none"> Communication with ISTE ND seeking guidelines to organize training events in industries. 	<ul style="list-style-type: none"> Section office to take further follow up at ISTE ND office. Status - Pending as on date.
Item 3		
Proposal for institutionalizing New State Awards		
3.1 Proposal for using ISTE Gujarat State Section funds for sponsoring an award	<ul style="list-style-type: none"> Proposal to sponsor award from ISTE Gujarat Section funding was discarded unanimously where sponsoring institutes/industries to be approached. 	<ul style="list-style-type: none"> Action by all members to identify sponsor towards institutionalizing state-level awards
	<ul style="list-style-type: none"> Branch specific awards to be proposed. 	
3.2 Proposal for an award by contributions from each member of SMC member of ISTE Gujarat Section	<ul style="list-style-type: none"> Hon. Secretary shall communicate with each of members personally. 	<ul style="list-style-type: none"> Status to be discussed and declared in next meeting. Status - Pending as on date.
3.3 SMC Member reporting and special appreciation towards recognition	<ul style="list-style-type: none"> SMC members were informed to keep record of their every involvement in the activities performed/involved for ISTE Section. At end of each year, SMC 	<ul style="list-style-type: none"> No Action needed.

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	members shall be reporting it towards a comprehensive action taken report by Gujarat Section. EC members also were requested to maintain records as above.	
Item 4		
State level annual conventions:		
4.1 Review of approval status and future action for organizing State Conventions	<ul style="list-style-type: none"> Section office communicated to ISTE ND to have Revised Sanction issued for which, a response is awaited to extend the state level conventions to be organized in the year 2021 against non-organization during the year 2020 due to COVID-19. 	<ul style="list-style-type: none"> Section office to take further follow up at ISTE ND office. Revised Sanctions are received and shared to Convention hosts.
	<ul style="list-style-type: none"> Follow-up communication to be made once the institutes are restored with in-campus activities with activities 	<ul style="list-style-type: none"> No immediate action needed.
	<ul style="list-style-type: none"> Preparations to be reviewed later after the convention dates are proposed by hosting institutes. 	<ul style="list-style-type: none"> No immediate action needed.
Item 5		
5.1 Any other matter with the permission of the Chair	<ul style="list-style-type: none"> Telegram channel of ISTE Gujarat Section to be strengthen by publicizing about it. The application is having one-way communication and honoring privacy code with no limitation in file size sharing. Ideal for promoting section guidelines and informing about ISTE IM/Faculty chapter/Student Chapter event announcement and updates. 	<ul style="list-style-type: none"> All to put efforts – to be discussed for status in next meeting.
	<ul style="list-style-type: none"> MoU between ISTE Gujarat Section and SSIP Gujarat to be initiated for activities and awards. Possibilities to be thought out by all. 	<ul style="list-style-type: none"> No immediate action needed.
5.2 Vote of thanks and adjournment of the meeting	Prof. Bhasker V. Bhatt thanked all for sparing their time and actively participating in the meeting.	<ul style="list-style-type: none"> No action needed.

Signed the minutes on approval in SMC Meeting

Hon. Secretary cum Treasurer,
ISTE Gujarat Section

Date: 26/June/2021