

22nd February, 2016

Minutes of EC Meeting held on 19-02-2016 at IOCL, SMC, New Delhi

2nd EC meeting of the Executive Committee of ISAS-Delhi Chapter (Term 2015-18) was held on 19-02-2016 at SMC, IOCL, Sadiq Nagar, New Delhi. Following members attended the meeting:

1. Dr. J. Christopher, Chairman
2. Dr. Prabhat K. Gupta, Vice-Chairman
3. Dr. G.S. Kapur, Secretary
4. Mr. V. Kagdiyal, Jt Secretary
5. Dr. A.P. Singh, Treasurer
6. Dr J.L. Sharma, Jt Treasurer
7. Dr. Ram Singh, Member
8. DR Rupesh Kumar, Member
9. Dr. V. Bansal, Member
10. Dr. Ravindra Kumar, Member
11. Special Invitees from Hansraj College, Delhi University

The agenda was already circulated to the members by e-mail. The outcome of the meeting is given below:

- Chairman, while welcoming all the members for the meeting thanked all the EC members of the previous committee for their support & help during this period to conduct various activities.
- Secretary briefed the members about the previous one-day programme on low field NMR Spectroscopy, which was basically a industry sponsored event. The seminar was attended by about 50 delegates mostly from the Polymer Industry. There were no expenses on ISAS- DC and some money could also be saved during the event.
- **The Hansraj program scheduled for 4-5th March, 2016 was discussed and following are the observations/advice of the EC:**
 - The program has been made very well and confirmation of all the speakers by this time was appreciated.
 - The sessions will be no frill and there will be no session chairpersons. The session will be moderated by one faculty/ student per session.
 - Each speaker must get 30-35 minutes of time for speaking. Therefore, no time wastage on Biodata reading etc.
 - Biodata should be prepared as a single power point slide in bullets, which will be on display before the session starts.

- Only Research scholars should speak during the student sessions, as far as possible. They will get 8 minutes of time plus 2 minutes for Q/A. In 60 minutes session on day-1, 6 presentations to be kept. 2 Best oral awards to be given.
 - B.Sc and M.Sc students will be presenting Posters only in Poster sessions. Number of Best poster awards will be decided depending upon the number of posters. However, total award money should be below Rs 20,000 as per the budget prepared.
 - Day-2 sessions (90 minutes) will be for faculty presentations and other contributory papers received (one paper received from Mr Bagchi forwarded by me). Each presenter will get 13 minutes + 2 minutes Q/A. Total 9 presentations. There should not be any Best paper award for Faculty.
 - Budget is okay. ISAS will contribute Certificates + Rs 50,000 max.
 - Minute to minute program for Inaugural session to be prepared.
 - As a special gesture, EC has agreed that in case anyone becomes life member before 4th March, 2016 by paying life membership fee of Rs 1500, his/her participation will be free in this seminar. That means, for all those registration fee will be paid by ISAS to Hansraj College.
 - Dr JL Sharma shall visit Hansraj college next week to discuss all the above + any other point
- **The proposal received from TIT Bhiwani was also discussed in details and following are the observations/advice of the EC:**
 - EC okayed the proposal to hold the joint symposium with TIT Bhiwani.
 - The budget is on quite high side, particularly first 5 heads on financial support to speakers, paper presenters and on printing + miscellaneous charges. EC has desired strongly to reduce the overall budget to maximum 5 lacs. That means ISAS contribution will not exceed more than 1.25 Lacs. In case, TIT Bhiwani is able to generate more / enough funds, budget can be exceeded.
 - ISAS will help to arrange eminent speakers who will not ask for travel support etc. Normal paper presenters should not be given any financial assistance.
 - The focus should be section-1 and 2 (75%) and other sections to be limited.
 - Secretary informed that membership data base of Jamia Hamdard has been updated with the help of Dr (Mrs) G. Chawla of Jamia Hamdard. He requested Dr Rupesh Kumar and Dr Prabhat Gupta to expedite updating the data bases of their respective institutes.

The meeting ended with a vote of thanks to the Chair and all members.

Secretary
ISAS-Delhi Chapter