

24th August, 2015

Minutes of EC Meeting held on 21-08-2015 at IOCL, SMC, New Delhi

First EC meeting of the newly constituted Executive Committee of ISAS-Delhi Chapter was held on 21-08-2015 at SMC, IOCL, Sadiq Nagar, New Delhi. Following members attended the meeting:

1. Dr. J. Christopher, Chairman
2. Dr. M.S. Alam, Vice-Chairman
3. Dr. Prabhat K. Gupta, Vice-Chairman
4. Dr. G.S. Kapur, Secretary
5. Dr Mohan Prasad, Jt Secretary
6. Mr. V. Kagdiyal, Jt Secretary
7. Dr. A.P. Singh, Treasurer
8. Dr. J.L. Sharma, Jt. Treasurer
9. Dr. Ram Singh, Member
10. Dr. V. Bansal, Member
11. Mr. V.K. Sharma, Member
12. Dr. Ravindra Kumar, Member

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.
- Treasurer briefed the status of membership and presented the audited report and briefed about the financial status of the chapter. He also informed about the savings from the last symposium and parking of funds in the form of FDs. It was decided to close the bank account at Syndicate Bank, NIT Faridabad and transfer all the money to SBI, R&D Centre, Faridabad branch.
- Secretary raised the issue of non-availability of emails of majority of the members and stressed the need to immediately update the membership data base. It was informed that such members where email Ids are not available, belong in bulk from institutes like Delhi University, Jamia Hamdard, IIP Dehradun, NPL etc.
 - It was decided to that Dr JL Sharma, Dr Ms Alam and Dr Prabhat Gupta shall help in updating the data bases of their respective institutes within next 1 months. **(Action: Dr Prabhat Gupta, Dr MS alam and Dr JL Sharma for respective organisation)**
 - Dr Mohan Prasad offered his assistance in increasing the membership base by making new members from his company and other pharma companies. **(Action: Dr Mohan Prasad)**
- Secretary briefed all the members' particularly new members about some of the policy decisions taken by last EC w.r.t Travel allowance (TA) benefits available to EC members for attending EC meetings/ seminar/symposia organised by ISAS-DC.
 - The policy decision regarding selection of Institute / Industry / Venue for conducting workshop / seminar / Symposia was discussed in detail. It was agreed that as decided earlier, final decision shall be taken by the EC on case to case basis. In case of shortage of time, Secretary will send the venue details

of the proposal received from probable Institutes, including estimated income vs expenditure statement and contribution by the host institute etc, to all EC members for their consent. If no reply received within 2 days, it will be considered as consent. Preference shall be given to proposals contributing financially as well in the organisation of the program.

- Regarding co-option of additional EC members, it was agreed that in view of the increased membership base and the present jurisdiction of the Chapter, there is a need to co-opt few additional members. After detailed deliberations, it was decided to co-opt following additional members:

1. Dr O.P. Kanojia, IIP Dehradun
2. Prof Ashok K. Sharma, Deenbandhu Chhotu Ram University of Science & Technology, Muruthal, Haryana
3. Prof Peerzada, Kashmir University

Secretary shall write a formal letter to the above seeking their formal consent to be the members of the Executive committee of ISAS-DC. (**Action: Dr G S Kapur**)

- **Future Activities:**

Deliberations took place regarding the proposed future activities and following was decided:

- One day seminar at IOC-R&D with M/s LEXMAR on 7th November, 2015 (Saturday), LEXMAR will take care of all the expenses like tea/coffee/lunch/banner etc. and in turn will invite about 30 participants from industry against the sponsorship. Due to seating limitation, participation of ISAS-DC will be by first-cum-first-serve basis. Registration fee will be kept as follows:
 - Non-members – Rs 1500/-
 - Life Members – Rs 1000/-
 - Students members – Rs 500/- (only few seats)
- Dr JL Sharma proposed to organise 2 one-day programs in the NCR regions like DTU, Muruthal etc. Dates will be worked out along with proposals.
- Dr Mohan Prasad proposed to organise seminar focussed on Pharma industry. Dates will be worked out along with proposal.
- Dr. M.S. Alam proposed to organize National Symposium at Kashmir University during September 2016.
- Dr Prabhat Gupta informed about the International Symposium on Metrology being organised at by Metrological Society of India. He invited all the members to join for the same for which he will send the invitation and details.

Secretary stressed the need to have Service Tax number and requested Treasurer to work towards this. IN future programs, the registration fee shall include service tax as per the norms, once service tax number is obtained. (**Action: Dr AP Singh**)

It was agreed to look into the possibility of coming out with some in-house e-journal of the society, may be once in a year to start with. (**Action: Dr Ravindrav Kumar**)

It was agreed in-principle to have at least one EC meeting in 6 months or more as per the requirements. (**Action: Dr G S Kapur**)

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

Secretary
ISAS-Delhi Chapter