



**THE INSTITUTION OF ELECTRONICS AND TELECOMMUNICATION ENGINEERS (IETE)  
RANCHI CENTRE**

Letter No:- IETE Ranchi /Ec /2010-2011/02

Dated 19-06-2010

**Minutes of executive committee meeting held on 13-06-2010**

**Subject** Minutes of the of the Executive Committee , Ranchi Sub-Centre.  
**Date, Time & Venue :**13-06-2010 at 1100 Hours at Conference Hall ,  
Telephone Bhawan , BSNL, Ranchi.

The following executive committee members were present for the Meeting.

**Executive Committee Members**

1. Prof Umesh Kumar Chairman
  2. Sh Ajay Kumar Honorary Secretary
  3. Shri Gauri Shankar Honorary Treasurer  
Gupta
  4. Sh Anupam Swaroop Vice-Chairperson
  5. Sh Panday Vijay Member  
Bhushan Prasad
  6. Sh Ganeshwar majhi Member
  7. Sh Vinay Kumar Co-opted Member
- Sh R. Mathur from M / S Computer Ed. and his associated were also present.

**Proceedings**

**1. Confirmation of the minutes of the last meetings of the Executive Committee held on 09-05-2010:**

The Executive Committee approved the minutes of the 1<sup>st</sup> Executive Committee meetings held on 09-05-2010 with minor changes related to responsibility of the executive committee members which has already been conveyed to the HQ.

The observation regarding non members in the executive members was discussed and it was persuaded from the non members to fillup membership forms as soon as possible and become members. Till they are elected in case HQ does not approve their presence



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as members of executive committee members they will be treated as co opted members .

**2. Briefing to the Executive Committee Members by M / S Computer Education.  
Regarding Website Design :**

In the 1<sup>st</sup> E C Meeting it was decided to create and go for up linking of Ranchi chapter website for Ranchi to have a visibility among the students and members and to offer as a dynamic notice board and tracker of events locally to all the members and persons interested in it. In this case to give the design of web pages a professional look even help of agencies could be taken was made known t the chairman of the sub committee dealing this.

The Chairman Website design committee has survey the organisation that could do the design works in professional way. After reviewing the costs and technical expertise of various agencies it was decided by the Sub-committee chairman along with supporting members to get the site developed by M / S Computer Ed. . Sh R. Mathur of the agency briefed the Executive committee members regarding Website Lay out and Design. Executive committee members have also forwarded valuable suggestion which Sh Mathur agreed to incorporate. The committee informed M / S Computer ED. to give final touch to the the proposal in one month time.

**3. Handing over of Accounts & asset to new Executive committee:-**

Dr Arun Kumar Honorary Treasurer and the past Hony Secretary Dr Biswajeet Chakraborty were not present in the meeting, so handing over of accounts and assets could not be taken up. Executive committee decided to contact Dr Arun Kumar and Dr Chakraborty to settle the advances & dues for early settlement of handing over of accounts and assets as early as possible.

**4. Discussion related to facility to executive committee members:-**

As per prevailing practices in most of the centres and chapters it was decided by the executive committee to pay a token sum of Rs 150/- as convenience allowances to all executive and sub- committee members for attending executive committee meeting / Sub-committee / Office bearers meeting.



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**5. Students related matters:-**

Chairman informed that exam for AMIETE students are going to be held from 15<sup>th</sup> June 2010 and requested Sub-Committee chairman to visit the examination centre at Govt. Polytechnic, Church Road Ranchi for smooth conduction of examination. The chairman himself will be also visiting the centres as per norms and need.

The cheque / DD received from the HQ of Rs 15000 ( Rs fifteen thousand ) only was handed over to the Hony Treasurer Mr Gauri Shankar Gupta for deposit in the bank accounts as soon as he gets charge of accounts.

**6. Any other Items with Permission to Chair :-**

Executive committee feels that separate proposal to be send to I E T E , H Q , New Delhi , to improve the infrastructure of Ranchi Centre . A draft proposal was discussed drafted and is being enclosed for forwarding to the HQ.

**7. Vote of thanks.**

Meeting ended with the permission of chairman. The vote of thanks was delivered by the Hony Secretary Mr Ajay Kumar and sincere appreciation of executive committee members for giving their valuable time and suggestions. It was expressed that and in future also the executive committee will work as a cohesive unit to bring the I E T E Ranchi Centre to new heights.

It was decided to hold the next EC meeting at BITT, Ranchi on the fixed IInd Sunday of every month i.e. on 11 th July 2010.

**Proposal for Infrastructure**

1.	Office Premises Flat outright purchase @2400 to 2600/sft	- Rs 35,00000/-
2.	Office Staff 5000 per month X 12	- Rs 60,000/-
3.	Class IV staff 3000 X 12	- Rs 36,000/-
4.	Computer	- Rs 35,000/-
5.	Fax Machine	- Rs 8,000/-



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6.	Printer	- Rs 10,000/-
7.	Furniture for Committee room/office/ class room	
	Conference Table	- Rs 15,000/-
	Chair's 12 @ 5000	- Rs 60,000/-
	Secretary Table 4 @ 8750	- Rs 35,000/-
	Chair's 12 @4000	- Rs 48,000/-
	Sofa with Centre Table 1	- Rs 30,000/-
	Almira 4 @ 10000	- Rs 40,000/-
	Computer Table 1 @ 4000	- Rs 4,000/-
	Computer Chair 1 @ 4000	- Rs 4,000/-
8.	Telephone Landline with Broadband	- Rs 15,000/-
	Total	- Rs 39,00000
	( Thirty nine lakh's rupees )	

Discussed and approved by the members present in the EC

Sd/

Umesh Kumar

Chairman

IETE Ranchi Centre