



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

Letter No:- IETE Ranchi /Ec /2010-2011/01

Dated 19-05-2010

Minutes of executive committee meeting held on 09-05-2010

1st Executive committee meeting of Institution of Electronics and Telecommunication Engineers Ranchi, Jharkhand centre held on 9th May 2010 at Door Doordarshan Kendra Ratu Road Ranchi under the Chairmanship of Prof Umesh Kumar, Honorary Secretary – Ajay Kumar and Honorary Treasurer Sh Gauri Shankar Gupta.

Handing / taking of accounts could not be completed due to non availability of approval of expenses. It is decided that Honorary Treasure will take over the account in due course . Sh Anupam Swaroop - Station Engineer, Doordarshan Kendra , Ranchi has been nominated as Vice- Chairman of the centre.

Following Elected Executive committee Members are nominated as a Sub-Committee Chairman and advised them to form sub-committee consisting of 3 to 4 members and a convenor , all office bearer will be the members by default.

1. Prof A. A Khan - Advisory Committee.
2. Sh Anupam Swaroop - press and Media & Infrastructure .
3. Dr Arun Kumar - R & D and Industrial co-ordination.
4. Dr B. Chakrabarty - Membership
5. Sh Panday Viajay Bhushan Prasad - CEP & Student Affairs.
6. Sh Ganeshwar mazi - Website Design and purchase.
7. Sh Ranjit Kumar - Short Term courses.

Regarding facility to the executive committee members discussed and it is decided to discussed further in the next executive committee meeting scheduled to meet on 13-06-2006 at ARTTC , Ranchi. It is also decided to find out the suitable place for opening I E T E centre and to appoint one accountant , a class IV staff and purchase one computer , fax Machine , printer, necessary furniture for I E T E Centre and to apply for one telephone connection . This letter is issued with the approval of chairman pl.

(AJAY KUMAR)

Secretary,
I E T E, Ranchi



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

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

Dated 19-06-2010

2nd 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 1st 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



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

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 1st 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.



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

5. Students related matters:-

Chairman informed that exam for AMIETE students are going to be held from 15th 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/-



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

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



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

Agenda for 3rd Executive committee meeting on 13th June 2010 at Telephone Bhavan , Sahid Chauck, ranchi at 1130 Hrs.

1. Welcome address by chairman .
2. Short Briefing by M / S Computer Education , regarding web design of I E T E , Ranchi , Centre, over view
3. Conformation of Minutes of Executive committee meeting held on 09-06-2010.
4. Handing over of Accounts & Assets to new committee.
5. Formation of sub-committee members regarding.
6. Students related matters.
7. Any other item with permission of chair.

All executive committee members are requested to give their suggestion on (Mobile No- 9431100700) related to agenda items which could be included pl.



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

3rd Minutes of executive committee meeting held on 11-07-2010

Subject Minutes of the of the Executive Committee , Ranchi Sub-Centre.
Date, Time & Venue : 11-07-2010 at 1100 Hours at BITT , Indrapuri,
roadNo -5 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
Gupta | Honorary Treasurer |
| 4. | Sh Anupam Swaroop | Vice-Chairperson |
| 5. | Sh Rangit Kumar | Executive
Committee member |
| 6. | Sh Ganeshwar majhi | Executive
Committee 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 2nd Executive Committee meetings held on 13-06-2010 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 as members of executive committee members they will be treated as co opted members .



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

2. Development Regarding Website Design :

As discussed in E C Meeting 1st and 2nd to create websites for Ranchi Center.

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:-

Handing Taking of the accounts could not be completed due to absence of Dr Arun Kumar Honorary Treasurer and the past Hony Secretary Dr Biswajeet Chakraborty were not present in the meeting. 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.

5. Students related matters:-

Chairman informed that exam for AMIETE students are going to be held from 15th 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.



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

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 4th EC meeting at Door Darshan Ranchi on 08 Aug 2010.



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

4th Minutes of executive committee meeting held on 08 Aug 2010

Subject Minutes of the of the Executive Committee , Ranchi Sub-Centre.
Date, Time & Venue :08 Aug 2010 at 1100 Hours Ratu Road Door
Darshan Kendra 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
Gupta | Honorary Treasurer |
| 4. | Sh Anupam Swaroop | Vice-Chairperson |
| 5. | Dr Arun Kumar | Executive
Committee member |
| 5. | Sh Ganeshwar majhi | Executive
Committee member |
| 6. | Dr B Chakrabarty | Executive
committee Member |
| 8. | Dr Arun Kumar | Executive committee Member |

Proceedings

1. Confirmation of the minutes of the last meetings of the Executive Committee held on 11-07-2010

The Executive Committee approved the minutes of the 3rd Executive Committee meetings held on 11-07-2010 with minor changes.

The observation regarding non members in the executive members was discussed and it was persuaded from the non members to fill up membership forms as soon as possible and become members. .



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

2. Development Regarding Website Design :

Proposal for web site design is approved by executive committee and work order for the work is realised..

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

Handing Taking of the accounts is completed but still some documents about approval and expenses detail we not available and requested to submit in due course. as early as possible.

5. Students related matters:-

It is decided to have one student representative in the present executive committee

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 5th EC meeting at Door Darshan Ranchi on 12 th sep 2010.



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

1st Office bearer meeting held on 12-12-2011 at Doordarshan Kendra ranchi.

Following office Bearer were present in meeting:-

1. Prof Umesh Kumar - Chairman , I E T E Ranchi , Centre
2. Sh Anupam swaroop – Vice Chairman , I E T E , Ranchi
3. Sh Ajay Kumar - Secretary , I E T E , ranchi Centre.
4. Sh Binay Kumar - Executive committee member.

Following decision is taken:-

- i) A plan for office may be furnished as early as possible.
- ii) The letter for different constituted committee may be issued and committee may be made functional as early as possible.
- iii) Former chairmain Dr R. K. Singh may be invited for all executive committee meetings.
- iv) Previous exam bills may be taken and payment can be made.
- v) Time and date for future seminar / conference may be taken from head quarter and accordingly , it is to be planned
- vi) New year is approaching in light of this it is decided to send greeting cards to all members and head of the organisation of teaching establishment
- vii) An employee for Ranchi centre may be finalized as early as possible.
- Viii) information regarding conducted seminar may be uploaded in the I E T E website.

Meeting ended with thanking the chair.

Secretary I E T E , Ranci



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

2nd Office bearer meeting held on 13-03-2011 at Doordarshan Kendra ranchi.

Following office Bearer were present in meeting:-

1. Prof Umesh Kumar - Chairman , I E T E Ranchi , Centre
2. Sh Ajay Kumar - Honorary Secretary , I E T E , ranchi Centre.
3. Sh Gauri Shankar - Honorary Treasurer, I E T E , Ranchi.

Following expenditure approval were given:-

1. Bill for examination expenditure from 15-12-2010 to 22-12-2010

Of Rs 19,799=00

- ii) T A Expences for chairman towards Examination Rs4800=00

- iii) Flex printing for foundation day

Rs 3645=00

- iii) Greeting card printing for new year Rs 2288=00

- iv) Flex printing for Education fair at Capital hill Rs 2164=00

- v) Web site development Rs 9000=00

- vi) Calcutta Zonal meeting Rs 2000=00

- vii) Ist ec meeting at doordarshan Rs 700=00

- viii) 2nd EC meeting Telephone Bhavan Rs 1000=00

- xi) 3rd ec meeting at BITT Rs 1000=00



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

- x) Capital hill logistic and /receptionist TA / DA Rs 600=00
- xi) Expenditure towards foundation day Rs10000=00
- x) Approval is also given for ta expenditure for EC Meeting.

meeting ended with thanking the chair.

Secretary , I E T E , Ranchi