

## MANIFESTO FOR JOINT SECRETARY(HR)

I, **Nimita Shinde, 143190007, M.Tech, 1st Year, IEOR**, contesting for the post of **Joint Secretary (HR)**, if elected, propose to do the following:

### Basic Duties:

- Work as **coordinator** between professors and students.
- Ensure that **IEOR students** are actively involved in taking **decisions pertaining to department**.
- Increase the **interaction between alumni and current students** by trying to set up **mentorship program**.
- Organize **mock Personal/Technical Interview** sessions with senior and industry sponsored students of IEOR department which will help students to learn from their experience and be better prepared for placements.
- Represent and **increase visibility of IEOR** in various events like TECHFEST, PG CULT.
- Assist General Secretary in **organizing** various department events like **Freshers and Valfi**.
- Conduct **aptitude test and interview** to aid students for **placements** with the help of DPC.
- Give a platform to students to voice their **grievances** regarding all department matters and **address** them with the help of General Secretary.

### Initiatives:

- Try to **organize alumni meets** for IEOR department with help from **SARC**.
- Increase **interaction with alumni** in order to benefit the department with their knowledge and experience.
- **Contact IEOR** alumni working in **various domains** like academics, finance, etc. and arrange **interactive session** with them to increase awareness and help current students realize scope of the each field.
- Ensure **smooth admission process** for the new batch.
- Help General Secretary with **conducting Orientation Program** for 2015-17 batch.
- Organize **interactive session between freshers and seniors** to clear any academic and non-academic doubts that arise and make them feel comfortable in the new environment.
- Address queries raised by students regarding new department building.

### Initiatives taken by previous HR which will be continued:

- Create a **database** of placements of IEOR alumni.
- With the help of **social media platform**, I will try to **create awareness** about IEOR within as well as outside the campus.
- Conduct **buddy talks** and **guest lectures** with alumni who can visit campus.

- Work towards getting **financial aid** from alumni of IEOR for the department.
- Help DPC to **contact** more **companies** and call them for placements of IEOR students.

**Credentials:**

- I currently hold the position of **Maintenance Secretary** at Hostel 11.
- **Part of organization committee** of cultural show **Spandan-12** at LSI.
- Represented IEOR in various sports like TT, Athletics in PG Sports and won the same.