

Manifesto for the post of GSec

I, Manish Punjabi, First Year Mtech Student, contesting for the post of General Secretary of IEOR shall, if elected propose to take the following steps:

Basic Duties

- Will represent the student body at all meetings or events at the Department as well as the Institute level with the appropriate Joint Secretaries
- Will address general grievances of the students regarding all departmental facilities
- Facilitate formation of **IEOR students association** to represent the IEOR students at the institute level
- organize LATEX,cplex and other workshops to help build additional skills
- Organize GBM to ensure regular monitoring of departmental activities
- Organize **guest lectures** on interesting topics decided by incorporating student suggestions
- Ensure smooth functioning and organization of conference conducted by IEOR
- **IEOR Tshirt** to be made of better quality to enable students to represent IEOR with pride
- Update the **facebook** page for IEOR group to post IEOR related updates and include all alumni in it
- Organize **trips** department or batch-wise to increase student interaction
- Update IEOR site with the latest departmental activities so that all are well informed of department activities
- co-ordinate with other secys for smooth functioning of academic, sports, cultural, library, placement and computer related activities and address any difficulty in these areas
- Ensure fresher's day and farewell are properly organized
- Will keep in regular touch with the class representatives

Additional Responsibilities

- Will try to organize **industrial workshops** to help students understand industrial trends
- Request the faculty advisor and head of the department to get more labs for IEOR students to incorporate the entire batches of M.Tech, M.Sc and Ph.D students
- At the beginning of a each semester help identify students with good understanding(performance) of a particular subject, so as to help students taking that course to get help from others and benefit
- Request PHD students and faculty members to enlighten the student community by conducting talks (seminar) on the recent areas of their research
- Organize Photography, guitar and other workshops by students who specialize in them within the Department
- Motivate TECHFEST participation by prior planning and organizing
- Arrange for doubt clarifying session for students by interested volunteers in that particular subject
- Ensure proper timely organization of GD and mock interview to sharpen students placement skills in collaboration with DPC and HR

Credentials

- Actively volunteered in organizing food and related activities for ISCI conference
- Industry experience of two years at TCS has helped me to manage people better