



IEEE UP Section Process Manual

This process manual is approved by the IEEE UP Section Chairman & office bearer and will remain effective for the calendar years 2024 – 2025.

As of January 2024

In all the instances, the Institute of Electrical and Electronics Engineers (IEEE) By laws, Constitution, MGA Process's Manual, IEEE Policy & Procedures, IEEE Section Bylaws and IEEE UP Section Bylaws will prevail when there is a conflict between these documents and IEEE UP Section process manual.

IEEE UP Section Process Manual - Indicator

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 - Prof. J. Ramkumar, IIT Kanpur, (jrkumar@iitk.ac.in), Mob. +919451220918
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Descriptions

One should know the meaning of following terms while using Section process.

Followings are the terminologies used in the IEEE UP Section process Manual-

Terminology	Description
IEEE UP Section	Section covers – Uttar Pradesh, Uttarakhand and Nepal
ISEC	IEEE UP Section Executive Committee members are appointed by IEEE UP Section Chair & office bearers to run the activities of the section.
ISPRM	IEEE UP Section Process Manual
PRM	Process Manual
Approved	Matters approved by the IEEE UP Section chair / office bearers to approve the same.
ISC	Committee of the IEEE UP Section
ISPC	IEEE UP Section Program Committee- To run a specific programs and is chaired by an ISEC members.
Simple Majority	Majority of more than the half
Member	Individual member or an organizational unit (OU) of IEEE UP Section.
Territory	Total Territory of the IEEE UP Section approved by R10 and MGA Board.
MGA	IEEE Member & Geographic Activities Board
Policies and Procedures	Document refers to IEEE UP Section Policies and Procedures
Section	IEEE UP Section
IRC	Industry Relations Committee
CQM	IEEE UP SECTION Conference Quality and Management
OU	IEEE organizational unit, it can be a Section, Technical Society Chapter, Affinity Group, Student Branch, Student Branch Chapter or Student Branch Affinity Group.

IEEE UP Section Process Manual

Introduction:

IEEE UP Section Process Manual (ISPRM) is handbook for the smooth functioning of section activities under respective office bearers. Also, it is a guide for all appointed IEEE UP Section office bearers, ISEC members and members of various committees to carry out their duties and functions effectively. In some instances it is possible that the officers' duties and committees' functions described in the ISPRM may not adequately cover the subject matter. In all such instances IEEE UP Section office bearers shall provide guidance or directives in accordance to IEEE UP Section Bylaws and IEEE policies.

If needed, different committees may either be merged or chaired by a single ISC Chair. In such cases, the ISPRM shall retain the description of each of those committees separately.

As the IEEE UP Section priorities and programs may change to meet emerging situations, the PRM is required to be reviewed and should be updated after two years corresponding to change of IEEE UP Section chairmanship and introduction of a new ISEC.

A scheme to keep a record of the changes in the PRM is explained below.

IEEE UP SECTION General Practices

The PRM is divided into several Sections to explain duties of IEEE UP Section Chair, office bearers, and all EXCOM members and functions of various committees. However, some of the general practices that apply to most of the ISEC members are described below.

- (1) Ethical Practices – IEEE UP Section upholds ethical practices and expects the highest standard of ethical behaviors from every member and volunteers involved in IEEE UP Section affairs.
 - All ISEC members and their committees' members must abide by the IEEE Code of Conduct and **IEEE Code of Ethics**.
 - It is mandatory for all members of ISEC to declare any **conflict of interest** and take appropriate steps to avoid participation in any IEEE UP Section activity where there is a chance of conflict of interest. ISEC members will also ensure that no member of the committee they chair has any conflict of interest with the matters dealt by the committee.
 - All members of ISEC are required to pay due consideration to their "Duty of Care" towards fellow volunteers and extend support in the professional and personal development of all IEEE members.
 - ISC Chairs shall collaborate with each other to avoid duplication of undertakings and wastage of resources, both financial as well as human resources.
- (2) ISC Chair, respective office bearer, committee members, and IEEE members shall serve as IEEE Executive Committee Members reporting at IEEE UP Section Annual General Meeting (AGM), normally to be held once a year.
- (3) IEEE UP Section is required to report its activities and financial transactions to IEEE R10 Section and IEEE Treasurer, respectively.

ISEC members are therefore required to-

- ✓ Provide timely inputs about their activities to the quarter monthly reports to the office

bearers.

- ✓ Complete budget expenditure in time for IEEE UP Section Treasurer to close the books by the date as specified by the section Treasurer.
- (4) All ISEC members who act as office bearers, committee Chairs, chapter chairs, and team mentors shall lead their committees in an efficient manner by providing necessary data and information for committee members to understand the tasks at hand and deliver successful outcomes. Committees Chairs will also keep committee members informed about changes in IEEE UP Section priorities and directions as communicated by the section chair and/or Vice Chair. In recruiting committee members all ISPCs Chairs must attempt to achieve a balance of diversity in terms of gender as well as experience. It is advisable to have committee members from different areas, which includes Sections, Councils, and Chapters for diversity. The committee members should have experience of serving at Section, Council or Chapter levels in some leadership role so that they have better understanding of IEEE Process. IEEE UP Section Committees Chairs should also nurture talented committee members for future leadership roles in IEEE UP Section.

Due current pandemic, generally ISC Chairs and their committees are conducting their meetings, business via online mode. If an opportunity arises they can meet in person to discuss their functions and programs. Such meetings shall be with the prior approval of IEEE UP Section chair.

- (5) Succession Plan – Where possible, all ISC Chairs must identify and groom talented volunteers and assist in putting them forward for consideration of higher-level IEEE volunteer positions. The IEEE UP Section Chairs should consider to delegate some responsibilities to their committee members as an opportunity to incubate future leaders who can become good candidates as successors of ISC Chair positions and other IEEE volunteer positions.
- (6) Every ISC Chair must annually review the section activities, ISPRM and ensure it is in alignment with IEEE UP Section objectives and policies.
- (7) Handing Over Procedures – At the end of the term of the elected IEEE UP Section chair, it is deemed that the ISEC members and members of various committees will stand down and handover to the incoming ISEC. For a smooth transition, each ISEC shall prepare a comprehensive report of the area of his/her responsibilities and pass it to the corresponding incoming ISEC members. Information shall still be required even if the EXCOM member is continuing in the new ISEC in the same position or a new position.

Updating the IEEE UP Section Process Manual (ISPRM)

The ISPRM may need to get an update every after two year to reflect the changing nature of IEEE UP Section Process and stay relevant to members' needs. It is important to amend this document in a systematic manner and keep a track of changes made so that all amendments remain traceable.

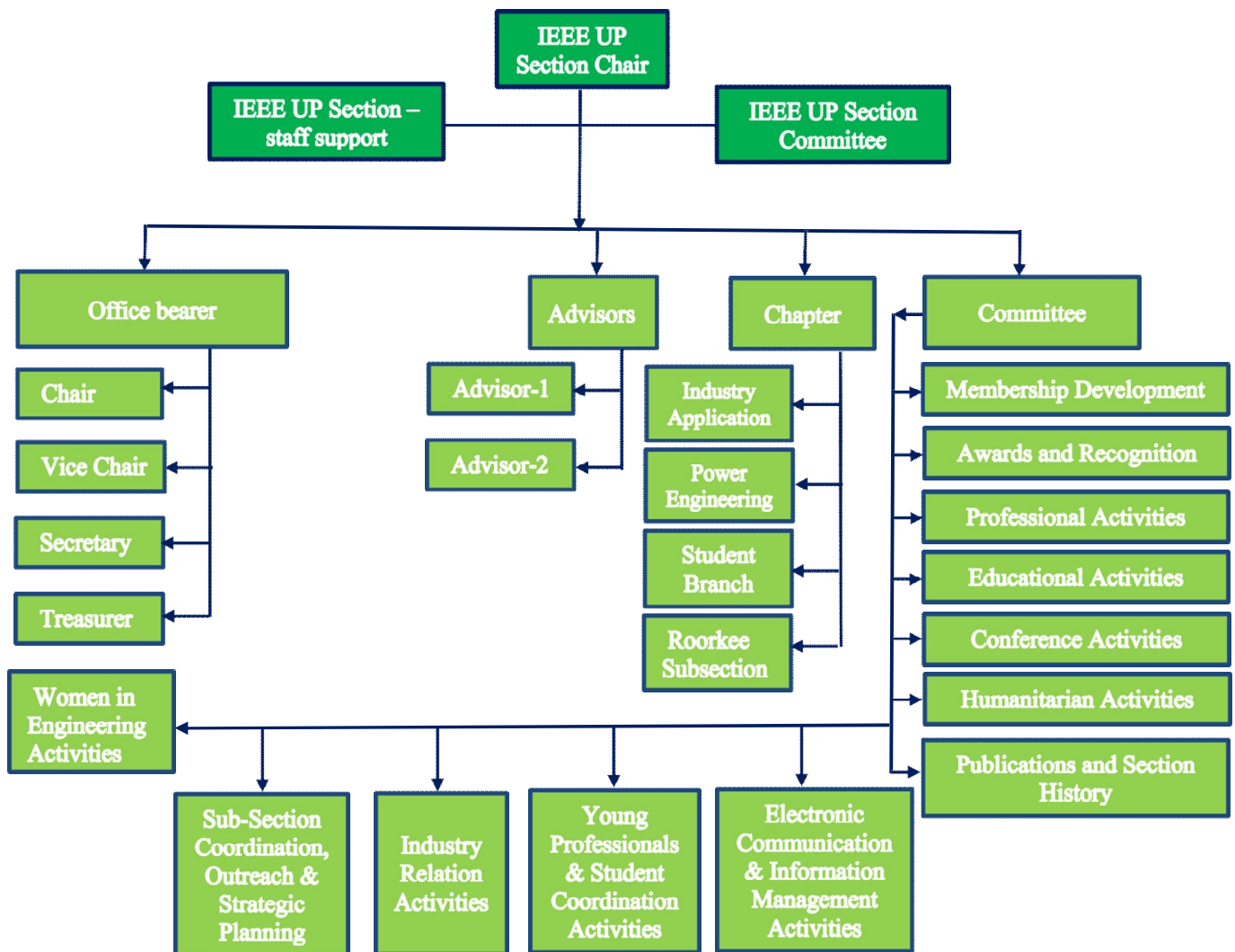
- The ISEC members shall be given an opportunity at the beginning of their term to discuss about relevant committee responsibilities, chapter activities of the PRM with the concern of section vice chair and may review it with his/her committee. After the review, appropriate amendments shall be made to reflect the true nature of objectives, role & responsibilities and the functions of ISC Chair/office bearers and

committee chairs. The revision of the ISPRM will allow the ISEC members to better understand their role and carry out their responsibilities effectively.

- The amendments suggested by ISC vice chair shall be examined by the IEEE UP Section office bearers before making recommendation to the section chair for approval. The IEEE UP Section Chair shall approve all changes in the IEEE UP Section Process Manual and a new version of the PRM shall be released. Names of all amends makers will be recorded in Annexure I. The IEEE UP Section office will preserve the softcopy of old versions of the ISPRM for the purpose of record keeping.
- The final PRM document after amendment shall be made available on the IEEE UP Section website.

Organization Chart

General structure of ISEC and office bearers is shown in the block diagram shown below.



IEEE UP Section Chair and office bearer

1.1 Introduction

The IEEE UP Section Chair is the highest elected officer of the section and suppose to implement the IEEE policies and frequent programs in the section. The elected chair serves for two years followed by roles and responsibilities.

Being the most senior volunteer in the section, IEEE UP Section chair is seen to be a role model and a leader to inspire the executive committee members, office bearers, student branches, etc., for a professionally vibrant IEEE community. Chair sets the directions for achieving IEEE goals and maximizes membership benefits for all members.

The IEEE UP Section Process Handbook specifies the functions of section chair as:

1. Represents the membership of the section.
2. Serves as a voting member of the Section10, IEEE Assembly and MGA Assembly as a delegate.
3. Serves as chair of their respective Section committee with responsibilities and authority in consonance with the Section by laws.

The IEEE UP Section Process Handbook specifies the duties and responsibilities of section as:

- Have the duties, responsibilities, and authority as identified in IEEE Bylaws and Section bylaws.
- Appoints the Treasurer, Secretary, and such other committee chairs as may be specified in the section bylaws.
- Individual office bearer will hold at least one meeting in a month with their committee members and related student branch representatives in accordance with section bylaws.
- Encourage student's representative and professional member's participation in the related office bearer meetings and address problems faced by the individual.
- Encourage branch/Chapter interaction.
- Develop an appropriate leadership development program and encourage Section officers to participate.
- Encourage student activities including the formation and successful process of Student Branches and Student Branch Chapters.
- Present recommendations for approval of branches/chapters and forward the same to the IEEE UP section secretary for ratification and transmission to the section chair.
- Approve Technical Chapters, Affinity Group, Student Branch, and Student Branch

Chapter formations for transmission to the Section chair.

- Encourage membership development, including recruitment, retention, and recovery.
- Ensure that the section financial statements and section committee roster reports are submitted to the IEEE UP section in a timely manner.
- Present to IEEE UP Section any branches/chapters items that may require section action.
- Submit a report of activities to the section before each section meeting and summary report for the section annual report.
- Develop appropriate training curricula and materials for section office bearer.

1.2 Composition of IEEE UP SECTION Executive Committee

IEEE UP Section selects experienced, enthusiastic and dynamic volunteers from across the Uttar Pradesh Section as IEEE UP Section Executive Committee members to lead different IEEE UP Section programs and serves as IEEE UP Section delegate in the section. The IEEE UP Section appoints the Secretary, Treasurer and program Committee Chairs, which forms the IEEE UP Section Executive Committee (EXCOM). There is no fixed number of EXCOM members and it is at the discretion of the IEEE UP Section office bearer to decide the optimum size of the EXCOM.

The ISC Chair/Chairs form and lead the Program Committees for implementation of the IEEE UP Section Chair's vision and mission. The functions of each EXCOM member are given in detail in the relevant SECTION of this manual.

1.3 The IEEE UP SECTION Chair's Functions

IEEE UP Section Chair performs following functions:

- Chair of the ISC, consisting of all office bearer look after overall activities.
- Formation of committees and their respective chairs
- Coordinating with all committees chair and their activities
- Responsible for making sure that each meeting is planned effectively.

1.4 Contact details for the IEEE UP Section Chair

Dr. Yagesh Singh Chauhan

IIT Kanpur

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IEEE UP SECTION and Its Committee

2.1 Introduction

The IEEE UP SECTION Committee is a standing committee of UP Section and reports to the section chair. The broad scope of the Committee includes:

- Section and its EXCOM members shall be responsible for the nominations process and identifying qualified candidates for the position of section chair, Chair-Elect.
- The Committee shall also be responsible for preparing a list of potential candidates to be considered by the IEEE UP Section & Appointments them for service on various committee chairs and advisors as well.
- The Committee will also have scope to advise the section chair on various issues referred from time to time.

2.2 Composition & Tenure

The IEEE UP SECTION Committee consists of the Section Chair, Chair-Elect, vice chair, secretary, Treasurer, joint secretary and immediate Past chair who are living and registered in the section and serving in the ISEC. The Committee shall report to the serving Section Chair.

No later than December 15 of the year preceding the term of Section Chair, the IEEE UP SECTION Committee shall be appointed by the IEEE UP SECTION Chair.

2.3 Functions

The Committee shall be:

- Responsible for recommending potential candidates to section for nomination & Advisory Committees from the IEEE UP Section. The committee shall prepare an annual list and recommend candidates for various IEEE UP Section positions, including chair and committee member candidates, within the relevant nomination deadline.
- Advising the IEEE UP SECTION Chair on various issues referred from time to time.
- Responsible for Nomination of Section Chair – Elect candidates as per the following procedure:
 - I. No later than 10 September, of the odd numbered year preceding the year of election of the section chair, vice chair, secretary & treasurer.
 - II. The deadline to receive the nomination packages from nominees is 20th October.
 - III. No later than 20th December of the odd numbered year preceding the year of election of the IEEE UP SECTION Committee will close the checking/evaluation of the nomination packages of the recommended candidates to the related positions.
 - IV. During the IEEE UP SECTION Committee Meeting concurrent with Executive Committee Meeting scheduled on first week of January of the election

year of the Section will complete the recommendations of nominated candidates for the applied positions and will be forward for approval of the section chair and related positions.

- V. No later than 20th January of the IEEE UP SECTION election year, the IEEE UP SECTION Committee will nominate a minimum of two (2) and a maximum of three (3) candidates for the position of IEEE UP SECTION Chair among those proposed by Sections.
- VI. To be valid, all nomination candidates for the position of section chair Elect, must be Fellow or Senior Member grade and shall be associated with section and must have written to the Chair of the IEEE UP SECTION Committee expressing acceptance of nomination.
- VII. In accordance with IEEE constitution and Bylaw, individual voting members may propose, by petition, names to be added to the list of candidates for section chair / Chair elect. According to IEEE Bylaw, it is stated that, “For all positions where the electorate has more than 30,000 voting members, 600 signatures of eligible voters plus 1% of the difference between the number of eligible voters and 30,000 shall berequired.” Such a petition must also reach IEEE Headquarters no later than twelveo'clock noon, New York, U.S.A. time, on the Friday preceding May 15 of the election year, accompanied by a signed statement from the petition candidate, indicating his/her willingness to serve if elected.
- VIII. IEEE Headquarters in accordance with the IEEE Bylaws shall conduct the election.
- IX. All members in IEEE UP Section of Graduate Student Member Grade or Higher, shall be eligible voting members of Section, each having one vote.

2.4 Meetings

- A meeting shall occur at the call of the IEEE UP SECTION Committee Chair. Meetings will be scheduled as required with reasonable travel expenses for committee members with in the budget.
- Electronic mail, conference calls and other non-face-to-face means may be utilized for the transaction of business and for the conduct of meetings as called by the Chair.
- A quorum shall be a majority of the Committee members. Voting shall be by majority vote with the Chair casting his or her vote in the event of a tie.

Office Bearers, Executive Committee Members, Mentors & Advisors

Office Bearers		
S. No.	Designation	Name of Authorities
1	Chair	Dr. Yogesh Singh Chauhan, IIT Kanpur
2	Chair-Elect	Dr. Mohd. Rihan, AMU Aligarh
3	Vice-Chair	Dr. Avadhesh Kumar, GU Gr Noida
4	Secretary	Dr. R. K.Singh, IIT BHU
5	Treasurer	Dr. Raghvendra Chaudhary, IIT Kanpur
6	Joint Secretary	Dr. Varun Kakar, BTKIT Dwarhat
7	Immediate Past Chair	Dr. Satish Kumar Singh, IIIT Allahabad

Advisors (up to 2)		
S.No.	Designation	Name of Authorities
1	Advisor-1	Dr. S. N. Singh, IIT Kanpur
2	Advisor-2	Dr. J. Ramkumar, IIT Kanpur

Chapter Chair (up to 3)		
S.No.	Chapter Name	Name of Chapter Chair
1	Chapter Chair-1 (EDS)-IIT Kanpur	Dr. Subham Shahay, IIT Kanpur
2	Chapter Chair-2 (Photopnics) IIIT Allahabad	Dr. Akhilesh Tiwari, IIIT Allahabad
3	Chapter Chair-3 (Student Branch)	Dr. Rafik Ahmad, BBDITM Lucknow
4	Roorkee Sub-section Chair	Dr. Dharmendra Singh, IIT, Roorkee

Student Representatives		
S. No.	Representatives	Name of Representative
1	Student Representatives-1	Mr. Praveen Pal, IIT Kanpur
2	Student Representatives-2	Ms. Alka Dileep, IIT Kanpur

Co-opted Members (up to 3)		
S. No.	No. of Co-optedMembers	Name of Co-opted Members
1	Co-opted-1	Dr. Smita Sharma, AMITY Gr Noida
2	Co-opetd-2	Dr. Sanjay Singh, IIT BHU
3	Ombudsman	Dr. Kumar Vaibhav Srivastava, IIT Kanpur

Ad-Hoc Committee on Section Growth and future directions		
S.No.	No. of Members	Name of Chair
1	Dr. K. V. Srivastava, IIT Kanpur	Prof. S. N. Singh, IIT Kanpur
2	Dr. Asheesh Kumar Singh, MNNIT Allhabad	
3	Dr. Satish Kumar Singh, IIIT Allahabad	
4	Dr. Brajesh Kaushik, IIT Roorkee	
5	Dr. Ekram Khan, AMU Aligarh	
6	Dr. R. K. Dwivedi, TMU Moradabad	
7	Dr. Vinay Rishiwal, MJP Rohilkhand Univ. Bareilly	
8	Dr. Pramod Kumar, Glocal U. Saharanpur	
9	Dr. Ajay Rana, Amity University Gr Noida	

Committee Chairs		
S. No.	CommitteeName	Name of Committee Chairs
1	MembershipDevelopment	Dr. Bhavesh Chauhan, RSMCEM, Lucknow
2	Awards andRecognition	Dr. Asheesh Kumar Singh, MNNIT Allhabad
3	ProfessionalActivities	Dr. Gaurav Mittal, DEAL Dehardun
4	EducationalActivities	Dr. Twinkle Tripathy, IIT Kanpur
5	Conference Activities	Dr. Varun Kakar, BTKIT Dwarhat
6	HumanitarianActivities	Dr. Arun Singh, REC Kannauj
7	Student Activities	Dr. Prabhakar Tiwari, MMMUT Gorakhpur
8	Publications and SectionHistory	Dr. Pushpendra Singh, REC Banda
9	Electronic Communication & Information Management Activities	Dr. Somak Bhattacharya, IIT BHU
10	Young Professionals & Student CoordinationActivities	Dr. Avirup Dasgupta, IIT Roorkee
11	Women in Engineering Activities	Dr. A. Ambikapathy, GCET Gr Noida
12	IndustryRelation Activities	Mr. Abhishek Nigam, HCL Tech
13	Sub-Section Coordination, Outreach & Strategic Planning	Dr. Rajat Kumar Singh, IIIT Allahabd

Running of the Section

3.1 Introduction

The IEEE UP SECTION Secretary and Treasurer are the key officers for running the affairs of the section related to administrative and financial matters respectively, and assist IEEE UP SECTION Chair and office bearer in correct decision making.

For conducting and promoting technical and professional activities in the section, IEEE UP SECTION Vice Chair is appointed by the IEEE UP SECTION Chair to guide and supervise ISC Chairs/Committee Chairs with their planning and implementation of various IEEE UP SECTION sponsored programs.

3.2 IEEE UP SECTION Secretary

The Secretary of IEEE UP Section is appointed by the IEEE UP SECTION Chair and is for a term of two years concurrent with the term of IEEE UP SECTION Chair. The main duties of IEEE UP SECTION Secretary areas follows -

- The first duty is to report to Section and Executive Committee (EXCOM) members under the IEEE UP SECTION Chair.
- This is necessary for the update of office bearers. The following format may be used in the reporting:

Designation	Name: (IEEE Membership No.: xxxxxxx) Affiliation with Address: Phone No.
-------------	--

- To organize and manage, with the help of the Section, at least 6 ISEC meetings, and 1 IEEE UP SECTION Annual General meetings, which take place once every year. Details are shown in the Table below:

	Type of Meeting	When	Main Attendees
1	ISEC Meeting	Throughout the year	IEEE UP SECTION EXCOM Members
2	IEEE UP SECTION Annual General Meeting	Usually in the end of year.	EXCOM Members, Graduate and Professional Members.

- Additional ISEC meetings may be called at the discretion of the IEEE UP SECTION Chair.
- Tasks include, but not limited to, finalizing meeting agenda with IEEE UP SECTION Chair, sending call for meeting and agenda, of the meeting materials, and etc. In short, Secretary needs to ensure the smooth running of the meetings.
- IEEE UP SECTION Meetings Record Keeping - Minutes of all IEEE UP SECTION meetings are to be written by the IEEE UP SECTION Secretary and approved as a true record of the meeting proceedings in the subsequent meeting. Approved minutes are subsequently uploaded to the IEEE UP SECTION website for access by members and copied to the Region 10 for information.
- The duties of Secretary shall also include review and approve IEEE conference eNotice requests for broadcasting to the members within the Section in accordance with IEEE UPSECTION eNotice policy.

3.3 IEEE UP SECTION Treasurer

The IEEE UP SECTION Treasurer is appointed by the IEEE UP SECTION Chair and is for a term of two years concurrent with the term of IEEE UP SECTION Chair. The main duties of IEEE UP SECTION Secretary are as follows-

- Treasurer carries all responsibilities related to IEEE UP SECTION financial management.
- Keep IEEE UP SECTION Chair informed about the financial position of IEEE UP SECTION throughout the year.
- Manage all matters related to income and expenses.

3.4 IEEE UP Section Vice Chair

The IEEE UP Section Vice Chair is appointed by the IEEE UP SECTION Chair for a term of two years, concurrent with the term of IEEE UP SECTION Chair. IEEE UP SECTION Vice Chair leads one of thrust areas and provides guidance to all the committees within the thrust areas. Vice Chairs also serve as a link between the IEEE UP SECTION Chair and the ISCs. Vice Chair is responsible to:

1. Provide guidance to ISC Chairs and assist them in implementing their program for the year.
2. Align activities in Line with thrust areas.
3. Seed new initiatives and promote collaboration among ISEC members.
4. Serve as IEEE UP SECTION EXCOM member and assist IEEE UP SECTION Chair as required.
5. Assist with matters related to IEEE UP SECTION Programs Committees on request from IEEE UP SECTION Chair and/or Committee Chair.
6. Ensure ISC Chairs understand their duties clearly and provide reports on time for AGM and IEEE UP SECTION meetings.

In 2024 – 2025 the Vice Chair will lead following ISCs:

- IEEE UP SECTION Conference and Technical Seminar Committee

- IEEE UP SECTION Conference Quality Management Committee
- IEEE UP SECTION Humanitarian Technology Activities Committee
- IEEE UP SECTION Industry Relations Committee
- IEEE UP SECTION Information Management Committee
- IEEE UP SECTION Awards and Recognition Committee

IEEE UP SECTION Financial Management

4.1 Section Accounts

State Bank of India, IIT Kanpur

More information on Concentration Bank:

<https://www.ieee.org/membership/services/financial/treasury/concentration.html>

NextGen Banking:

https://www.ieee.org/about/financials/nextgen/secure/nextgen-banking.html?utm_campaign=NextGen%20Banking%20Referral&utm_source=Partner%20Site&utm_medium=Referral%20Site

Assessment Account

This account maintains all membership fees received.

Cash on Hand

Since 2018, the Treasurer no longer handles cash on hand.

4.2 Section Funds

4.2.1 Sectional Allocation

The Member and Region 10 allocates a budget to the Section twice a year, normally in March and September of the year. This allocation is deposited in the Concentration Bank Account.

4.2.2 Sectional Assessment

Every member except for students in Section pays \$5.00 when he/she pays a membership due. The sum in each month is deposited in the Assessment Account.

The Sections would then pay the balance. The Section may also support participation of secondary delegates of the Sections.

4.2.3 Section Reserve

The aim of the Section Reserve is to meet any unforeseeable expenses in the course of organizing IEEE events, e.g., cancellation of the IEEE UP SECTION Conference in case of natural misfortunes, lawsuits, etc. It is designed to support and give a strong financial backup to IEEE volunteers. The Reserve should only be used with the approval in the ISC Meeting.

4.3 Role & Responsibility of the Treasurer

The Section's finances are primarily under the management of the Treasurer.

4.3.1 Budget Preparation

An annual budget of expected income and expenditures shall be prepared by the Treasurer, for the forth coming year, with the assistance of Section Executive Committee and approved

by the Chair. It shall be presented at the Section Annual Meet.

The financial year shall be the calendar year.

4.3.2 Fund Maintenance

The Treasurer shall be responsible for the receipt, deposition and recording of all money in the name of the Section.

The Treasurer is authorized to disburse the funds. In any event of uncertain expenses, disbursement shall only be made when the Section Chair's approval has been sought. The Treasurer shall make only such disbursements as approved by the Section Executive Committee members.

All disbursement shall be in line with SECTION policy. For travel expenses, the following guidelines must be adhered to:

- Train Ticket (2nd Class / 3rd Class), Car fuel (if using self-vehicle), Taxi...which is economical.
- Hotel room charges as stipulated in the meeting announcement.
- Meals taken between meeting dates.
- Bank information (i.e., bank name, bank address/branch information, bank account#, ISFC code, and name on the account), if the disbursement is the first time or bank account is recently changed.
- Other miscellaneous reimbursement is only limited to the actual related expenses arising from the Meeting and subject to the approval by the Chair.

Statements of accounts (Concentration Account and Assessment Account) will be available (via post/online report and email) to the Treasurer monthly. He shall reconcile all receipts and payments recorded in the Section books with the monthly statements to sure that the funds are well maintained.

4.3.3 Financial Records and Reports

As mentioned, the Treasurer is responsible to keep proper records of all incoming and outgoing funds in the name of the Section. In Section, records are maintained in Excel Spreadsheet. With these records, the Balance Sheet will be prepared at the end of the year. The Balance Sheet will show the financial status of Section as well as to compare the Actual Income & Expenditure with the Budgeted figures.

It is the requirement by the IEEE Headquarter for Sections to submit an Annual Financial Report via NetSuite to report on the year's activity. Instruction manuals and the form templates are available in the website:

<https://mga.ieee.org/resources-Process/geographic-unit/reporting-rebates/financial>

4.3.4. Keeping of Records

It shall be noted that all financial records should be kept for a minimum of 7 years.

4.4. Handing Over Procedures

Towards the end of the 2-year term, the Treasurer shall brief the incoming Treasurer about would-be expected roles and responsibilities of being the Section's Treasurer. He/she will hand over the financial report of the year to the new Treasurer and inform him/her of all outstanding issues so that follow-up actions can be done.

4.5 Main Point of Contacts

Name of Treasurer: Dr. Raghvendra Chaudhary

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IEEE UP Section Awards & Recognitions Committee

5.1 Introduction

IEEE Section established the Awards & Recognition Committee (IEEE UP SECTION ARC) to recognize and reward outstanding contributions of individuals and groups towards accomplishing IEEE and IEEE UP SECTION goals. Descriptions of all IEEE UPSECTION awards coordinated by the IEEE UP SECTION ARC are assembled in an IEEE UP SECTION Awards & Recognition Terms of Reference document available on IEEE UP SECTION website.

5.2 IEEE UP SECTION Awards & Recognition Committee Broad Objectives

- Recognition of outstanding performance by individual IEEE members and Organizational Units.
- Encourage excellence in all facets of volunteering and professional achievements among IEEE members in IEEE UP SECTION.
- Publicize outstanding performance by individual IEEE members and Organizational Units as examples for others to follow and to attract new members.

5.3 IEEE UP SECTION Awards & Recognition Committee (ARC) Composition

The IEEE UP SECTION Chair appoints the IEEE UP SECTION ARC Chair for a two year term. IEEE UP SECTION ARC Chair is also a member of the ISEC.

The IEEE UP SECTION ARC should consist of not less than two members appointed by the IEEE UP SECTION ARC Chair and endorsed by the IEEE UP SECTION Chair.

5.4 IEEE UP SECTION Awards & Recognition Committee Functions

The IEEE UP SECTION ARC is responsible for conducting programs, which provides the means to recognize individuals or collective efforts of the members in promoting the interests of IEEE as reflected in the process of IEEE UP SECTION and its entities.

- Develop and implement IEEE UP SECTION Awards and Recognition programs and procedures sponsored specifically by IEEE UP SECTION.
- Review existing IEEE UP SECTION awards for their continuing fitness of purposes and recommend appropriate changes as deemed necessary to achieve ARC objectives.
- Recommend new awards with appropriately written rationalizations for consideration and approval by the IEEE UP SECTION Chair.
- Serve as an action body within IEEE UP SECTION, relating to various awards and recognition programs within the IEEE, and act as an information source about them.
- Develop and keep up-to-date:
 - (a) Terms of Reference documents for the whole IEEE UP SECTION Awards & Recognition program and their availability on the IEEE UP SECTION website,

- (b) Nominations assessment procedures and schedule for the implementation of the IEEE UP SECTION Awards & Recognition programs.
 - (c) Record of IEEE UP SECTION awards winners.
 - (d) Graphics and publicity material for announcement through all available media in support of the Call for Nominations for the IEEE UP SECTION Awards & Recognitions program.
- Assist IEEE UP SECTION ARC Chair to actively encourage IEEE Sections in IEEE UP SECTION to nominate deserving members for all appropriate awards and provide assistance as may be necessary for accurate, timely and professional nominations assessments and assist in affording appropriate media exposure to awardees.
 - Develop budgeting procedures for IEEE UP SECTION awards and serve as a resource on various funding processes as may be available and permitted in the support of awards programs.

5.5 IEEE UP SECTION Awards & Recognition Committee Chair's Functions

- Form the IEEE UP SECTION ARC consisting of experienced as well as young volunteers.
- Lead IEEE UP SECTION ARC to deliver IEEE UP SECTION Awards & Recognition Program outcomes in a timely manner.
- Liaise with ISEC Committee Chairs to ensure awards relevant to their areas are suitably achieving their purposes and properly managed.
- Present IEEE UP SECTION ARC program at ISEC and Annual meetings for approval of IEEE UP SECTION Awards & Recognition Program with appropriate budget,
- Ensure timely release of Call for Nominations (CFN) for IEEE UP SECTION awards followed by appropriate publicity on all available media (eNotice, email, social media and IEEE UP SECTION website).
- Seek experienced volunteers to serve as judges and assure fair assessments of nominees for IEEE UP SECTION awards.
- Ensure fair and accurate assessment of all nominations for the IEEE UP SECTION awards including those administered by other ISCs in a timely manner.
- Encourage all OUs (Councils, Sections, Student Branches, Affinity Groups and Technical Society Chapters) to nominate deserving candidates for IEEE UP SECTION and all other IEEE awards.
- Keep IEEE UP SECTION Chair, secretary and treasurer appropriately informed about the progress and any concerns related to IEEE UP SECTION Awards & Recognition Program.
- Provide timely progress reports about the IEEE UP SECTION Awards program to the IEEE UP SECTION Secretary for inclusion in the Sectional reports for the Board of Chairs meeting.
- Represent IEEE UP SECTION on the MGA Awards & Recognition Committee.

- Invite suggestions from EXCOM members to establish new IEEE UP SECTION awards.

5.6 List of IEEE UP SECTION Awards for 2022 (*updated annually*)

- 1. IEEE UP SECTION Outstanding Large, Medium and Small Section Award** -to recognize the excellent work of the Section in the prior year. The assessment criteria for the award looks at multiple facets of Section's activities to determine the quantity with quality and the impact for the services to members and the community.
- 2. IEEE UP SECTION Best Membership Growth Large, Medium, Small Section Award** - to recognize the excellent achievement on **Membership Growth** of the Section in the prior year
- 3. IEEE UP SECTION Best Membership Retention Large, Medium, Small Section Award** – to recognize the excellent achievement on Membership Retention of the Section in the prior year
- 4. IEEE UP SECTION Outstanding Volunteer Award** – to recognize the excellent achievement and contributions of outstanding volunteer(s) to the Section and/or to the Section.
- 5. IEEE UP SECTION Humanitarian Technology Activities Outstanding Volunteer Award** – to inspire scientists and engineers to become socially responsible and be engaged in developing technological solutions to improve living conditions and livelihood of people thus making a difference in peoples' lives in a cost effective and sustainable manner.
- 6. IEEE UP SECTION Humanitarian Technology Activities Outstanding Section Award** – to recognize the Section who has done outstanding work in identifying social issues and made efforts to solve those issues through the use of technology or any other means.
- 7. IEEE UP SECTION WIE Outstanding Professional/ Student Volunteer Award** – to recognize individuals who have exhibited exemplary and substantive leadership of an extraordinary nature in implementing activities which support the visions of IEEE WIE and IEEE UP SECTION WIE, at the local, and Sectional level.
- 8. IEEE UP SECTION WIE Outstanding Section/ Student Branch Affinity Group Award** – to recognize distinguished WIE Section Affinity Group and WIE Student Branch Affinity Group respectively in IEEE UP SECTION.
- 9. IEEE UP SECTION Young Professionals Outstanding Volunteer Award** – to recognize the efforts and achievements of those individuals who have made substantial contributions to IEEE and Young Professionals Affinity Groups. The award is conferred upon two young professionals; one from academia and one from industry.
- 10. IEEE UP SECTION Young Professionals Outstanding Section Affinity Group Award** – to recognize distinguished Young Professionals Affinity Groups. The award will be conferred for one best Affinity Group who have done quality activities at Section and/or Section level and had done significant collaborations

with others OUs within the Section as well as outside the Section.

- 11. IEEE UP SECTION SAC Outstanding Volunteer Award** – to recognize a member who has been organizing activities and providing impetus to the growth of student involvement for IEEE activities and events. This award will help to improve student member retention, recruiting new members and reporting from Student Branches & Sections.
- 12. IEEE UP SECTION SAC Outstanding Student Branch Award** – to recognize a student branch that has maintained membership, provided student members with opportunities to volunteer and helped in promotion of IEEE and its mission. IEEE UP SECTION recognizes the role of Student Branch in representing and fulfilling the needs of the members and the missions of IEEE UP SECTION and IEEE. This award will help improve member, membership satisfaction and retention.
- 13. IEEE UP SECTION Educational Activities Outstanding Group Award** – to recognize Section/ Student Branch/Affinity Group who have exhibited exemplary and substantive leadership of an extraordinary nature in implementing activities in the scope of EA, as stated above, at the local, Sectional, national, and/or international level.
- 14. IEEE UP SECTION Educational Activities Outstanding Volunteer Award** – to recognize individuals who have exhibited exemplary and substantive leadership of an extraordinary nature in implementing activities in the scope of EA, as stated above, at the local, Sectional, national, and/or international level.
- 15. IEEE UP SECTION Life Member Outstanding Volunteer Award** – to recognize excellent work done by IEEE Life Members over a significant period or/and had a profound impact in various capacities as IEEE Volunteers at Subsection/ Section/Council/ Section/ MGA level.

5.7 IEEE UP SECTION ARC Schedule (*updated annually*)

- Call for Nominations: 25 March
- Nomination Deadline: 25 May
- Evaluation period: 5 June to 25 July
- Recipient Notified: Around mid-September – early October

Nomination Form can be found on IEEE UP SECTION Award webpage at: <http://www.ieeeIEEE UP Section.org/awards-recognition-committee/> and website related to various ISCs.

5.8 Point of Contacts of Awards and Recognition Committee

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IEEE UP Section Conference Activities Committee

6.1 Introduction

IEEE UP Section has established with several major technical conferences as its flagship events. These conferences are UPCON, in addition to the technical conferences, IEEE UP SECTION also organizes a major professional development event called Students, Young Professions, Women-in-Engineering and Life Members Congress, which is held every second year. Managing these IEEE UP SECTION flagship events and ensuring their success requires a very dedicated team with a good leader to guide the host OUs with attention to details on every aspect of the event.

All UPCON technical conferences are financially sponsored by IEEE UP SECTION but hosted by different organizations. The privilege of hosting of UPCON flagship events is allocated through an open bidding process. The assessment of bids takes into account several key factors, such as host Section's strengths in terms of experienced volunteers, financial viability, location, local facilities (airport, hotels, medical services, transport etc.), support from educational and research institutes and sponsorship from other professional bodies and local governmental departments. The profit of UPCON is shared among IEEE UP SECTION and the host institutes.

Besides technical conferences, IEEE UP SECTION CTS Committee also organizes a number of seminars and workshops, and facilitates IEEE Distinguished Lectures and Leadership programs across the Section. As a guide, speakers of the Technical Colloquium, Technical Seminar and Leadership Program consist of a mixture of distinguished research scientists, engineers or professors within and outside the Section. IEEE Section may support the budget for speakers' travel expenses while the host OUs are required to bear all the other expenses. Registration fees can be charged to defray the cost and generate profit. A percentage of the profit, if any, is returned to Section.

IEEE UP SECTION CTS shall hold online webinars under the IEEE UP SECTION Talk series in which eminent speakers from academia and industry are invited to deliver enlightening talks to members about the latest technology trends and career development opportunities.

6.2 IEEE UP SECTION CTS Committee Broad Objectives

The broad objectives of the IEEE UP SECTION CTS Committee are:

- Provide members with access to the latest development in Electro-technology, Computer and Information Engineering fields through supporting conferences, seminars, workshops and webinars in the Asia-Pacific Section.
- Allocate all UPCON IEEE UP SECTION major flagship conferences and IEEE UP SECTION technically sponsored by inviting proposals from potential host Sections and select the best proposals.
- Manage all flagship conferences and ensure high standards of IEEE conferences are maintained.

- Develop strategies and guidelines to address issues related to conference quality and management in IEEE UP SECTION.
- Liaison with the IEEE Conference Meetings, Conferences and Events (MCE) and guide Conference Organizing Committees (wherever required).

6.3 IEEE UP SECTION CTS Committee Composition

- The Section Chair appoints the IEEE UP SECTION CTS Committee Chair for a one-year term, and can be reappointed for the second term.
- The CTS Committee Chair then appoints several members from across IEEE UP SECTION to form the IEEE UP SECTION CTS Committee. The IEEE UP SECTION CTS Committee Chair determines the number of members and their skills to serve on the committee. On IEEE UP SECTION CTS Committee Chair's recommendation, IEEE UP SECTION Chair approves the committee membership for one year but may continue for full two-year term.

6.4 IEEE UP SECTION CTS Committee Functions

The IEEE UP SECTION CTS Committee shall carryout following functions to achieve its objectives:

- The IEEE UP SECTION CTS Committee Chair shall organize technical seminars and workshops just before or after the IEEE UP SECTION Executive Committee and IEEE UP SECTION Annual meeting.
- The IEEE UP SECTION CTS Committee shall be responsible for soliciting proposals for hosting the IEEE UP SECTION flagship conferences.
- To ensure and provide good technical quality conferences and excellent conference experience for participants.
- Conduct educational workshops on conference quality and management for Section leadership and conference organizers, and at IEEE UP SECTION flagship conferences.
- CTS shall also encourage and facilitate the organization of Section Technical Colloquium, Technical Seminar and Leadership Programs, etc.

6.5 IEEE UP SECTION CTS Committee Chair's Functions

The IEEE UP SECTION CTS Committee Chair

- Serves as a Section Executive Committee Member reporting to both the Section Annual Executive Committee Meeting and the Section Annual Meeting, normally to be held once a year.
- Prepares the Annual Report for the Section Executive Committee and Section Annual Meetings.
- Set up a Sectional Conference and Technical Seminar Committee to get views, inputs and advice on the running of conference activities and technical activities in IEEE UP SECTION,
- Invites the Sections/Councils to express the interest in organizing the IEEE UP SECTION flagship events and presents CTS committee recommendations to the IEEE UP SECTION Chair for final approval of these events.

- Recommends to IEEE UP SECTION Chair to technically support a conference organized by Organizational Units or any other organization requesting for technical co- sponsorship within the Section upon which an MOU would be required.
- Provides guidance to IEEE UP SECTION Talk Webinars Organizing Committee, which consists of several collaborating ISC Chairs and few other support volunteers.

6.6 Major Timelines of IEEE UP SECTION CTS Committee

One can submit conference/seminar proposal at any time via email, CTS committee approves the same which is having at-least one year gap to be organize and follows all rules and regulations of IEEE.

6.7 Main Point of Contacts for the IEEE UP SECTION CTS Committee:

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BTKIT Dwarhat

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IEEE UP Section Professional Activities Committee

7.1 Introduction

IEEE UP Section accords great importance to create opportunities for the professional development of members to keep their technical skills refreshed with fast paced technological developments and changing employment settings. For this purpose IEEE UP SECTION has constituted a Sectional Professional Activities Committee (PAC) to develop and sponsor professional and personal development programs and encourage IEEE Sections in the Section to conduct activities beneficial to all grades of members in their professional careers.

7.2 IEEE UP SECTION Professional Activities Committee Broad Objectives

The broad objectives for the IEEE UP SECTION PAC are:

- Maintain and enhance members' lifelong employability and career prospects
- Create opportunities for practicing engineers and scientists to learn about state of the art cutting edge technologies and latest technical innovation trends
- Motivate IEEE Sections in the Section to conduct professional activities helpful to members' career and life-long employment abilities.
- Collaborate with other ISCs to enhance the impact of IEEE UP SECTION sponsored activities.

7.3 IEEE UP SECTION Professional Activities Committee Composition

- The IEEE UP SECTION Chair appoints the PAC Chair for a one-year term, and can be reappointed for the second term.
- The PAC Chair then appoints members from across IEEE UP SECTION to form the Sectional Professional Activities Committee. PAC Chair decides the number of members required for the committee depending upon the number and scope of the activities undertaken by IEEE UP SECTION PAC.

7.4 IEEE UP SECTION Professional Activities Committee Functions

The IEEE UP SECTION Professional Activities Committee shall carry out following functions to achieve its objectives:

- Review the SECTION 8 of the IEEE UP SECTION Process Manual related to its activities and ensure it is in alignment with IEEE UP SECTION objectives and policies.
- Review current IEEE UP SECTION PAC activities for their continuing fitness for purpose and make recommendations for amendments as necessary.
- Draw plans with estimated budgets and schedules to promote the value of holding regular professional activities events by IEEE UP SECTION for its various membership classes, especially senior and young professionals.

- Support IEEE UP SECTION version of SmartTech/HardTech & IEEE Future Direction workshop.
- IEEE Future Directions and SmartTech/HardTech seminars/workshops provide a unique learning experience with topics on the cutting edge technical innovation today. These events focus on providing an opportunity for participants to learn first-hand from experts in emerging technologies. Each workshop is a springboard to a deeper understanding of technology and its myriad applications and potential for innovation
- Promote the use of IEEE Future Directions and SmartTech/HardTech areas to encourage and enhance the IEEE technical workshop series in IEEE UP SECTION sections.
- Assist IEEE UP SECTION PAC Chair in the implementation of approved IEEE UP SECTION PAC programs for the year.
- Maintain an IEEE UP SECTION Professional Activities webpage and social media presence for showcasing benefits IEEE at professional events to its members.

7.5 IEEE UP SECTION Professional Activities Committee Chair's Functions

The main functions of IEEE UP SECTION PAC Chair are:

- IEEE UP SECTION PAC Chair shall lead the PA Committee to function in an efficient manner by providing necessary data and information for committee members to understand the tasks at hand and deliver successful outcomes. The Chair will also keep PAC informed about changes in IEEE UP SECTION priorities and directions as communicated by the IEEE UP SECTION Chair and/or relevant IEEE UP SECTION Vice Chair.
- The PAC Chair may appoint subcommittees for carrying out specific duties/tasks such as keeping PAC website up-to-date and appropriately releasing announcements on social media etc.
- The PAC Chair will implement support schemes for IEEE Sections and Affinity Groups to organize professional activities in the Section.
- The PAC Chair shall encourage IEEE Sections/ Subsections to appoint a PA Coordinator.
- The PAC Chair shall submit articles/reports about IEEE UP SECTION sponsored professional activities for publication in the Section Newsletter.
- The PAC Chair shall make every effort to identify deserving Section volunteers for IEEE MGA awards and will also encourage Section leaders to nominate deserving candidates for IEEE UP SECTION awards related to professional activities.
- IEEE UP SECTION PAC Chair will liaise with other ISC Chairs for potential collaboration with other ISCs to achieve broader goals for the benefit of IEEE members and promotion of professional and personal development activities.
- Encourage IEEE UP SECTION Sections to have an active professional activities webpage and social media presence for showcasing IEEE professional events benefit to its members.
- Provide timely progress reports about professional activities to the IEEE UP SECTION Secretary for inclusion in the Sectional report for the Board of Chairs

meeting.

7.6 PAC Coordinated Projects for 2024 – 2025 (updated as required)

Project 1: IEEE UP SECTION PAC Challenge

- a. Invite proposals for initiatives targeted like lifelong learning (Non-Technical),
- b. IEEE UP SECTION Start-ups competition among students, YP, WIE, and Professional members, and
- c. Support IEEE UP SECTION Talk Series with eminent speakers for professional and personal development talks.

Project 2: Encourage IEEE UP SECTION sections for a PA Committee Chair and help developing an annual activity calendar

Project 3: Smar Tech/HardTech or IEEE Future Direction stand-alone workshop for enhancing IEEE UP SECTION member's career

Project 4: Organization of at least 1 PA event along with other committees during the annual IEEE UP SECTION Flagship conferences

7.7 Timeline

- Project 1: Announcement (Jan – Mar), Decision (Mar – Jun) and reporting by December
- Project 2: Section Outreach (throughout the year), Report by December
- Project 3: Identify events in Jan - Jun, Report by December
- Project 4: PAC events during UPCON

7.8 IEEE UP SECTION Professional Activities Committee Point of Contact:

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DEAL Dehardun

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IEEE UP Section Industry Relations Activities Committee

8.1 Introduction

IEEE UP SECTION recognizes that the engagement with industry is important for following reasons:

- Connecting industry and IEEE leadership & volunteers for mutually beneficial purposes, such as technology entrepreneurship activities, use of IEEE resources like IEEE Xplore, technical events (conferences and seminars) and Standards Association,
- Understanding industry needs and extending local IEEE's activities to meet those needs, for example training opportunities,
- Enrichment of members knowledge and experience for better career opportunities through research relevant to industry and mentoring from industry leaders, and
- Increase IEEE's visibility and membership in industry and local government, which can expand IEEE membership into industry and public sector.

IEEE UP SECTION has constituted the Industry Relation Committee to plan and conduct activities to accomplish a successful engagement with industry and local government and spread awareness about the State-of-the-Art Technology by bridging Industry Academia Gap.

8.2 IEEE UP SECTION Industry Relations Committee Broad Objectives

The broad objectives for the IEEE UP SECTION IRC are:

- Help to align Section with IEEE's strategic direction having primary focus in 'industry engagement',
- Foster industry and academia forum to promote 'innovations' with industry leaders addressing technology pain spots,
- Create professional networking platform for interactive bi-directional industry and academia activities in servicing Students, Young Professional, Women in Engineering and Life Members (SYWL).

8.3 IEEE UP SECTION Industry Relations Committee Composition

The Section Chair appoints the IEEE UP SECTION IRC Chair for a one-year term, and can be reappointed for the second term.

The IEEE UP SECTION IRC Chair determines the required number of members and their skill to serve on the committee. On IEEE UP SECTION IRC Chair's recommendation IEEE UP SECTION Chair approves the committee membership for one year but may continue for a full two-year term.

8.4 IEEE UP SECTION Industry Relations Committee Functions

The IEEE UP SECTION Industry Relations Committee (IRC) is tasked to:

- Assist in planning and execution of IEEE UP SECTION Industry related programs.

- Review documents for various IEEE UP SECTION IRC funding schemes and streamline the process related Call for Proposals, evaluation of received proposals and scrutinize the activities report from OU for claiming the IEEE UP SECTION IRC funds.
- Develop strategies to strengthen the working relations between academia and industry.
- Contemplate details of new initiatives to achieve IEEE UP SECTION IRC objectives and document procedures with timelines for implementation.
- Assist with the evaluation of nominations for IEEE UP SECTION Industry Relations related awards.
- Assist with the publicity of IEEE UP SECTION IRC projects on social media, websites and by email.

8.5 IEEE UP SECTION Industry Relations Committee Chair's Functions

The IEEE UP SECTION Chair shall strive to:

- Prepare IEEE UP SECTION IRC plans for the year with estimated budget for presentation at the ISEC and Annual General meeting for approval.
- Develop strategies and timelines for execution of approved projects.
- Collaborate with other ISC Chairs to reach out to maximum number of members and enhance the impact of IRC activities.
- Develop and maintain strong ties with Sections' leadership to promote activities of interest for industry and relevant local government departments.
- Encourage Sections to engage local industry for establishing strong ties between local higher education institutes and industry.
- Participate in joint activities such as IEEE UP SECTION Talk, with other ISC Chairs.
- Ensure all information about IEEE UP SECTION IRC projects is up-to-date and available for members on IEEE UP SECTION website.

8.6 IEEE UP SECTION Industry Relations Committee Point of Contact:

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IEEE UP Section Electronic Communication & Information Management Activities Committee

9.1 Introduction

Dissemination of information in a timely manner is critical for successful execution of IEEE UP SECTION programs. This includes the list of current EXCOM members, announcements and calls, news and reports about various IEEE UP SECTION sponsored activities and preservation of historical data. The IEEE UP SECTION Information Management Committee is tasked to manage all forms of electronic media (website and social media) related to IEEE UP SECTION and its sub-units for the dissemination of current information in the most effective and efficient manner, collect valuable data and protect stored information.

9.2 IEEE UP SECTION Information Management Committee Broad Objectives

- Promote IEEE UP SECTION objectives through electronic media:
- IEEE UP SECTION website: <https://www.ieeeup.org/>
- IEEE UP SECTION social media
- IEEE UP SECTION Facebook
- IEEE UP SECTION Twitter
- IEEE UP SECTION LinkedIn
- IEEE UP SECTION YouTube Channel
- Facilitate electronic dissemination of up-to-date information specifically about IEEE UP SECTION programs, policies and procedures and generally about IEEE to volunteers and members.
- Publicize opportunities for collaboration among OUs and IEEE volunteers through IEEE UP SECTION website and social media.
- Consolidate multiple events in Section through IEEE UP SECTION Funding Portal:
- Take appropriate measures to protect IEEE UP SECTION online data and information against cyber-attacks and crimes, and Archive IEEE UP SECTION historical records.

9.3 IEEE UP SECTION Information Management Committee Composition

1. The Section Chair appoints the Information Management Committee Chair/Chair for a one-year term, and can continue for the second term at IEEE UP SECTION Chair's discretion.
2. The IMC Chair appoints members from across the Section to form the IEEE UP SECTION IM Committee (IMC). IEEE UP SECTION IMC Chair decides the number of members required for the committee depending upon the number and scope of the activities undertaken by IEEE UP SECTION IMC.

9.4 IEEE UP SECTION Information Management Committee Functions

1. Create and maintain informative web pages about IEEE UP SECTION programs and volunteers.
2. Help with necessary graphic designs for maintaining an attractive and easy to navigate IEEE UP SECTION website.
3. Regularly backup data to avoid any catastrophic consequences
4. Collect and store IEEE UP SECTION historical records in an electronic repository.
5. Assist with establishing and maintaining electronic mails.
6. Provide support and advice to IEEE sub-entities on matters relating to information management.
7. Provide support for event funding management to all ISCs' Chairs by maintaining a functional IEEE UP SECTION Event Funding Portal for OUs to view and submit proposals for IEEE UP SECTION events.
8. Assist with the implementation of data security measures.

9.5 IEEE UP SECTION Information Management Committee Chair's Functions

As the IEEE entity webmaster and web content manager:

1. Facilitating and publicizing IEEE UP SECTION programs, guidelines for funding opportunities, information about IEEE UP SECTION flagship events like conferences, seminars, Talks, etc.
2. Work with IEEE staff to ensure security measures are effective for all IEEE UP SECTION sites.
3. Ensure a Cookie Banner is displayed on all IEEE U P SECTION related websites in compliance to the General Data Protection Regulation (GDPR).
4. Cooperate with IEEE UP SECTION newsletter editor, particularly in electronic newsletter production and publication.
5. Ensure IEEE guidelines for social media are strictly followed.
 - Establish and maintain electronic mail (email) distribution lists.
 - Providing support and advice to IEEE sub-entities on matters relating to information management.
 - Cooperate with IEEE ISCs' Chairs and provide support for event funding management via IEEE UP SECTION Event Funding Portal.

9.6 IEEE UP SECTION Electronic Communication & Information Management Activities Committee Point of Contact:

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IIT BHU

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IEEE UP SECTION Membership Development Committee

10.1 Introduction

For the continuing growth of IEEE as a global organization it is important to attract new members and retain current members. IEEE UP SECTION gives great importance to promote both professional and student membership growth and retention in Section and IEEE as a whole. IEEE UP SECTION has been the fastest growing Section for over a decade. However, this trend can be further enhanced with appropriate strategies for membership development. IEEE UP SECTION also encourages members to seek the highest membership grade for which they qualify.

10.2 IEEE UP SECTION Membership Development Committee Broad Objectives

- Monitor current IEEE membership trends across the globe and especially factors influencing membership growth in IEEE UP SECTION.
- Keep Section and Council Chairs informed about the membership growth status in their OUs and draw attention to both positive and negative changes in membership growth.
- Develop strategies for OUs to attract new members and retain current members.
- Team up with IEEE active members and volunteers in the Section to promote membership development across IEEE UP SECTION.

10.3 IEEE UP SECTION Membership Development Committee Composition

The Section Chair appoints the IEEE UP SECTION MDC Chair for a one-year term, and can be continued for the second term at Chair's discretion.

The Membership Development Committee shall consist of an IEEE UP SECTION MDC Chair and appropriate number of members.

10.4 IEEE UP SECTION Membership Development Committee Functions

- Monitor Section membership status and conceive, develop and implement Section membership growth programs.
- Promote the phased emphasis programs of MDC:
- Highlight the MD programs to facilitate the transition from Student member to Member, from Associate Member to Member, and from Member to Senior Member for maximum retention of members.
- Promote and monitor MDC activities (grants), such as membership promotion events, membership publicity projects and membership development tours.
- Launch initiatives to motivate Section MD Chairs to work with all Section Committee members, such as YP, WIE, SAC and Societies Chapters Chairs, for making the MD as an essential part of their objectives and work plans.

- Monitor evolving situations such as natural disaster and calamities in the Section and advise IEEE UP SECTION Chair and OU leadership to mitigate possible impact.
- It is recommended that the MDC activities be intimately tied together with other ISPCs activities to maximize the membership development opportunities.

10.5 IEEE UP SECTION Membership Development Committee Chair's Functions

- Promote membership development activities across the Section.
- Work closely with EXCOM members, especially chairs of IEEE UP SECTION Professional Activities, Education Activities, Student Activities, WIE and the Young Professionals Committees to make membership development a built-in prerequisite for all IEEE UP SECTION financially sponsored activities.
- Disseminate the monthly Membership Development report to the Section Chairs and MD officers highlighting the goals and achievements.
- Participate in the MGA monthly MD webcast and monitor the key important points and trends of Membership Development issues.
- Contribute materials and, if requested, present information at Section Leadership Development Training workshops.
- Report on MDC activities to the MGA as well as IEEE UP SECTION Executive Committee. Share successful Section MDC programs with other office bearers. Bring other worthwhile Section MDC successful initiatives to IEEE UP SECTION.

10.6 IEEE UP SECTION Membership Development Committee Point of Contact:

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IEEE UP Section Newsletter Committee

11.1 Introduction

The Section Newsletter is an important media for communicating Section business and improving the prominence of IEEE Section in the R10 region and around the globe. IEEE UP SECTION Newsletter is one major means to capture the history of IEEE Section as it happens.

The IEEE UP SECTION Newsletter is to be delivered to members in a way that is commensurate with the best available technology and consistent with the diverse Sectional circumstances. The frequency of publication of the newsletters will be 4 issues per year. All previous issues would be available as archives on the IEEE UP SECTION website.

11.2 IEEE UP SECTION Newsletter Committee Broad Objectives

The broad objectives of the Section Newsletter Committee are;

- To inform the IEEE members, leadership of Section and the volunteers of OUs and IEEE staff of newsworthy Section activities in a timely and frequent manner.
- To publish news of Section personalities, appointments, and awards.
- To report on appropriate IEEE matters.
- To present statements of Section and IEEE candidates for offices.
- To present views of members and officers on various relevant subjects.

11.3 IEEE UP SECTION Newsletter Committee Composition

The Section Chair appoints the IEEE UP SECTION Newsletter Editor for a one-year term, and can continue for the second term at Chair's discretion.

The editorial and support team shall consist of an IEEE UP SECTION Newsletter editor and an appropriate number of members.

11.4 IEEE UP SECTION Newsletter Committee Functions

A suitably constituted IEEE UP SECTION Newsletter Committee will assist to:

- Collect appropriate material for the newsletter, including OU activity reports, general articles, interviews, news about awards and contests winners, other achievements, OU history etc.
- Suitably edit the received material (text and images) for publication.
- Publish the IEEE UP SECTION Newsletters on schedule.
- Publicity and distribution of IEEE UP SECTION Newsletter on all available channels including social media, website and email lists.
- Archive issues of the IEEE UP SECTION Newsletter for future reference.

11.5 IEEE UP SECTION Newsletter Editor/Committee Chair's Functions

The main functions of IEEE UP SECTION Newsletter Editor/Committee Chair are:

1. The IEEE UP SECTION Newsletter Editor/Committee Chair shall present a plan and budget for the year's Newsletter at the ISEC meeting for approval.
2. Ensure the publication of the IEEE UP SECTION Newsletters on schedule.
3. The Newsletter Editor/Committee Chair shall collect inputs from R10 region / IEEE HQ, the Section Executive Committee, Section officers, Council Chairs, Standing Committee Chairs, and solicit inputs from others, as appropriate (e.g. candidates for office).
4. Encouraged Sectional members and volunteers to submit newsworthy articles to the newsletter.
5. The Newsletter Committee Chair will assemble and edit the collected inputs, and other pertinent items into a cohesive document. Consideration should be given to space, ease of understanding, and suitability for publication. This may be achieved by the editor with personal/company hardware and software and where necessary with assistance from local service providers.
6. The Newsletter Editor/Committee Chair will maintain an objective and unbiased position. A subcommittee may be nominated and can assist with the timely publication of the IEEE UP SECTION Newsletter.
7. The Newsletter Editor/Committee Chair will arrange for the Newsletter to be distributed and forward a copy to the IEEE UP SECTION Webmaster for online availability and storage.
8. The circulation of the Newsletter will be to the maximum number of possible IEEE members in the Section, MGA Board officers, the IEEE Board of Chairs, and appropriate IEEE staff. Influential (non-IEEE) company executive officers with significant numbers of IEEE employees should be considered in the distribution list to enhance IEEE's reputation and image. A subscribe /unsubscribe option should be included to provide members with the choice of continued receipt.
9. The Newsletter Editor/Committee Chair will attend the Section Annual General Meeting and the Section Executive Committee Meetings. Written report of publication activities shall be presented and recorded for AGM.
10. Ensure back issues remain available on the IEEE Section home page.
11. Forward general items that are of interest beyond the newsletter cycle to the Section webmaster for uploading as reference material on the IEEE UP SECTION website.

11.6 Links to IEEE UP SECTION Newsletter

Online newsletter: <https://newsletter.ieeeup.org>

11.7 IEEE UP SECTION Newsletter Point of Contact:

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IEEE UP SECTION Sub-Section Coordination, Outreach & Strategic Planning

12.1 Introduction

The new advancements in technology and its rapidly spreading applications around the world create many opportunities as well as threats for the growth of IEEE. Also natural events like pandemics and other calamities could impact the process of IEEE. It is therefore important to monitor the evolving situations and develop strategic plans to avail opportunities and avoid potential risks in the Section.

12.2 IEEE UP SECTION Strategic Planning Committee Broad Objectives

- Development and assessment of the strategic directions and initiation of new activities in IEEE UP SECTION.
- Development of strategies for IEEE UP SECTION short-term and long-term goals with roadmaps for implementing the strategies.
- Assist IEEE UP SECTION Chair in initiation, development, organization, and execution of activities that are strategically important for Section.

12.3 IEEE UP SECTION Strategic Planning Committee Composition

The Section Chair appoints the IEEE UP SECTION Strategic Planning Committee (SPC) Chair for a one-year term, who can continue for the second term at Chair's discretion.

The IEEE UP SECTION SPC Chair forms the committee by selecting experienced volunteers as members. The number of committee members shall depend on the scope of the task to be fully effective in achieving committee objectives.

12.4 IEEE UP SECTION Strategic Planning Committee Functions

The SPC Committee will assist the Chair with:

- Review of the processual environment in the Section and identifying potential opportunities and risks.
- Formulating strategic plans and proposes new initiatives by gathering information from IEEE MGA, Organizational Units and section volunteers.
- Deliberations on proposed strategies and new initiatives for implementation.
- The preparation of roadmaps and discussion papers on issues of strategically important for the future of IEEE UP SECTION.

12.5 IEEE UP SECTION Strategic Planning Committee Chair's Functions

The IEEE UP SECTION SPC Chair shall:

- Study the processual environment in the Section for identifying potential opportunities and risks.
- Prepare roadmaps and discussion papers on issues of strategically important for the

future of IEEE UP SECTION. Circulate the documents among IEEE UP SECTION senior leadership for their comments and approval.

- Report on the deliverables and activities of the Strategic Planning and New Initiatives Committee at ISEC and Annual meetings.
- Initiate, develop and organize activities that are strategically important for IEEE UP SECTION and seek feedback from IEEE UP SECTION, Advisory Committee and IEEE UP SECTION Chair.
- Watch for consistency between IEEE UP SECTION objectives & policies. If required, advise IEEE UP SECTION Chair and senior leadership to maintain IEEEUP SECTION alignment with R10/HQ vision and mission.
- Assist Section/Chapter leadership on building up their strategic planning capabilities and initiative aptitudes to achieve effective Section/Chapter management. This can be achieved with more impact by collaborating with ISC Chairs, especially the Section & Chapters Support Committee Chair.
- Report on strategic planning and new initiatives activities carried out since the last report at the ISEC and annual general meetings.
- Document all proceedings and activities of ISEC in accessible form ,including on the Section website for future reference and possible sharing with IEEE UP SECTION volunteers.

12.6 IEEE UP SECTION Strategic Planning Committee Point of Contact:

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IEEE UP Section Young Professionals & Student Coordination Activities

13.1 Introduction

The IEEE UP SECTION Young Professionals program serves as a meeting ground for young researchers and engineers in the Section to network, learn and hone their leadership, marketing and organizational skills. The program exposes them to the organizational structure and the volunteering opportunities of the IEEE. As a direct result of the vibrant Young Professionals programs in the Section, the graduating students can see the benefits of continuing with their IEEE memberships, thereby increasing the retention rates in the Section. Active Young Professionals Affinity Groups mentor, rejuvenate, foster and partner with the Student Branches and collaborate with the other OU within the Section.

13.2 IEEE UP SECTION YP Activities Committee Broad Objectives

The broad objectives of the IEEE UP SECTION Young Professionals Committee (YPC) are:

- Improve Student to YP Transition.
- Membership Development and Retention.
- Professional Development of IEEE UP SECTION YPs.
- Enhance IEEE UP SECTION YPs and Industry collaborations.
- Organize Sectional level YPs focused events.
- Formation and Revamping of YP AGs.
- Collaboration with the YPs committee of other sections and region.

13.3 IEEE UP SECTION YP Committee Composition

Section Chair appoints the IEEE UP SECTION YPs Committee Chair for a one-year term, who can continue for the second term at Chair's discretion. The IEEE UP SECTION YP Committee Chair forms the Section Young Professionals Committee consisting of:

- Immediate Past Chair of IEEE UP SECTION YPs.
- Information Management & Communications subcommittee (Social Media Committee Chair, Webmaster and Graphic Designers).
- Webinar & Training subcommittee for YPs professional development activities.
- Affinity Groups Committee Chair(s)
- Awards & Recognition Committee Chair(s)
- Student to YP transitions Committee Chair(s)
- Contests Committee Chair
- Team(s) of volunteers for any other tasks as required.

13.4 IEEE UP SECTION YP Committee Functions

The IEEE UP SECTION YP Committee shall carryout following functions to achieve its objectives:

1. Drafting/updating Terms and References (TORs) for awards, contests, and funding schemes.
2. Review current IEEE UP SECTION YPs programs and suggest new initiatives with budget estimates for presentation at executive committee of section and Annual General Meetings for approval.
3. Organizing webinar and training sessions focusing (but not limited to) technical, career development, YP volunteer leadership and virtual networking events; e.g. IEEE UP SECTION YP Summit.
4. Organize activities for effective student to YP transition e.g. IEEE UP SECTION Student-YP Joint Activity Fund, IEEE UP SECTION Career and Leadership Aid Program (CLAP) and IEEE UP SECTION YP Revolin conjunction with IEEE UP SECTION YP Ambassadors Program.
5. Maintaining YP AG mailing lists/WhatsApp/Webchat groups to update important announcements related to YP activities.
6. Promote the awareness about funding opportunities available for the YPs AGs to organize their events.
7. Create awareness about the IEEE UP SECTION and MGA YPs Awards
8. Initiating and executing a funding scheme for IEEE UP SECTION YPs AG activities.
9. Preparing submission forms/ collect submissions/validating submissions/coordinate judges/Compiling scores and identifying winners for IEEE UP SECTION YP awards, funding and contests.
10. Maintain/create social media channels for effective communication with IEEE UP SECTION YP members (e.g. IEEE UP SECTION YP LinkedIn, IEEE UP SECTION YP Instagram, IEEE UP SECTION YP AG Chair WhatsApp)
11. Posting timely updates about IEEE UP SECTION YP activities/announcements and notifications in IEEE UP SECTION YP social media channels.
12. Designing/Maintaining IEEE UP SECTION YP website
13. Designing posters/flyers efficiently for promotion of IEEE UP SECTION YP activities

13.5 IEEE UP SECTION YP Committee Chair's Functions

The IEEE UP SECTION YPs Committee Chair is expected to perform following functions:

1. Lead the YP Committee to function in an efficient manner by providing necessary data and information for committee members to understand the tasks at hand and deliver successful outcomes. The Chair will also keep committee members informed about changes in IEEE UP SECTION priorities and directions as communicated by the IEEE UP SECTION Chair and/or Vice Chair.
2. Keep IEEE UP SECTION Chair informed about YP activities and report on the progress of the Young Professionals program at the executive committee meeting of the section and Annual General meetings.

3. IEEE UP SECTION Representative at MGA YP Committee – Attend meetings and support MGA Young Professionals initiatives. IEEE UP SECTION YP Chair will take appropriate actions to support and implement MGA Young Professionals initiatives in Section as directed by the MGA Chair or the Overseer of all Section Young Professionals Committee Chairs. He/she will also report to the MGA YP Committee about the growth of the Young Professionals program in the Section.
4. Promote formation of new YP Affinity Groups – Assist the volunteers in forming the Young Professionals affinity groups by answering their queries, familiarizing them with the petition procedures and motivating them.
5. Establish links with Section YP leaders for furthering the vision and mission of the IEEE UP SECTION and MGA Young Professionals Committees.

13.6 IEEE UP SECTION Young Professionals Committee Point of Contact:

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IEEE UP Section Students Activities Committee

14.1 Introduction

IEEE Section has the largest numbers of student members and Student Branches in the section. IEEE UP SECTION acknowledges students as future change makers and therefore attaches great importance to serve the student community well to keep it vibrant for brighter future of students as well as of IEEE.

IEEE UP SECTION Student Activities Committee (SAC) strives to provide undergraduate and graduate students members (and often non-members too) enrolled in the IEEE designated fields or related engineering professions with opportunities for educational, technical and professional development, emphasizing the value of continuing IEEE membership.

14.2 IEEE UP SECTION Student Activities Committee Broad Objectives

- Create awareness of the scope, opportunities, nature and responsibilities of the engineering profession among young people.
- Plan and conduct programs and services for educational, technical and professional development of IEEE student members.
- Promote healthy activities in Student Branches for members' benefit.
- Support growth in student membership and retention of membership after graduation.
- Support Student Branches to flourish and student volunteers to develop leadership skills.
- Beware of dormant Student Branches and initiate revival of inactive students Branches. Also, dissolve those Student Branches whose chances of revival are minimal.
- Keep IEEE student members informed about the dynamics of the organization and the opportunities for involvement in the IEEE activities.
- Recognize excellence in educational and volunteering activities of IEEE student members.

14.3 IEEE UP SECTION Students Activities Committee Composition

The IEEE UP SECTION Student Activities Committee (IEEE UP SECTION SAC) Chair is appointed by the Section Chair for a one-year term, who can continue for the second term at Chair's discretion. Two Sectional Student Representative (SSR) are also appointed by the IEEE UP SECTION Chair to represent the student community and support IEEE UP SECTION SAC Chair in conducting activities for the benefit of student members.

As required the IEEE UP SECTION SAC Chair invites volunteers from across IEEE UP SECTION to join and form the Student Activities Committee with the IEEE UP SECTION Chair's approval. In consultation with the IEEE UP SECTION Chair, the Chair can assign specific duties to IEEE UP SECTION SAC members such as zonal SAC Committee Chairs, Secretary, Awards, Contests and Funding Committee Chairs, Training & Webinar

Committee Chairs, Outreach Committee Chairs, Support Committee Chairs, Publicity and Design Committee Chairs etc.

14.4 IEEE UP SECTION Student Activities Committee Functions

The IEEE UP SECTION Students Activities Committee (IEEE UP SECTION SAC) shall:

- Review overall policy and procedures regarding the IEEE Student Program, Student Services and other activities and make recommendations for improvements.
- Explore opportunities for new initiatives and propose plans with budget for presentation at the ISEC meeting and approval.
- Assist IEEE UP SECTION SAC Chair to organize major annual activities for students in IEEE UP SECTION (see the list of Major Annual Activities) and publicize all activities.
- Maintain student's activities webpage for IEEE UP SECTION.
- Revise and circulate the Branch Process guide periodically to the Student Branches.

14.5 IEEE UP SECTION Student Activities Committee Chair's Functions

The Chair of IEEE UP SECTION Students Activities Committee is expect to:

1. Present the annual IEEE UP SECTION student's activities program with estimated budget at the ISEC and IEEE UP SECTION Annual General meetings.
2. Execute the IEEE UP SECTION SAC programs as per the budget allocation.
3. Play a leading role in organizing IEEE UP SECTION sponsored student's activities in the Section.
4. Support activities of Student Branches (including support to Student Branch Counsellor) in IEEE UP SECTION.
5. To endorse and make recommendations to Section Chair the setting up of new Student Branches, branch chapters and affinity groups.
6. Prepare an Annual Report for Section EXCOM Meeting.

14.6 List of Major Annual Activities

Following is a list of events, contests, awards and funding schemes coordinated by the IEEE UP SECTION SAC:

(a) Student Contests

- Student Research Paper Contest.
- Undergraduate Project Video Contest.

(b) Projects & Events

- Student Branch Chair and Adviser/ Counsellor Summit.
- Section SAC Chair and SR Meeting.
- Technical and Non-Technical Seminar/Webinars.
- IEEE Day programs.

- IEEE UP SAC Ambassador program..
- IEEE UP Section SAC Workshop.
- Hands-on workshop series.
- Graduate Talk Series.
- U10 Initiative.
- SB leadership meet and volunteer training program
- Collaborate UP.

(c) Awards

- IEEE UP SECTION SAC Outstanding Student Volunteer Award
- IEEE UP SECTION SAC Outstanding Student Branch Award
- Exemplary Student Branch Award
- Outstanding Branch Counsellor and Branch Chapter Advisor Award
- Activity base incentive award

More information can be obtained from Section Students Website:

14.7 IEEE UP SECTION Students Activities Committee Point of Contact:

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IEEE UP Section Women in Engineering Committee

15.1 Introduction

UP Section recognizes the vital role of women in the development of society and therefore attributes special significance to support them in their career as well as in their personal development and well-being. The IEEE UP SECTION WIE strives to **inspire, engage, encourage, and empower**. IEEE Women in engineering committee forms a vibrant community of IEEE women and men innovating the world of tomorrow.

15.2 IEEE UP SECTION Women in Engineering Committee Broad Objectives

The Section WIE Committee aims to:

- **Inspire** young women in high schools to take up engineering and technical studies and career.
- **Engage** the interests of women in enhancing their technological and professional skills.
- **Encourage** women to their acquired skills and education for the improvement of the society.
- **Empower** and foster women in leadership roles and career advancement.

15.3 IEEE UP SECTION Women in Engineering Committee Composition

Section Chair appoints the IEEE UP SECTION WIE Committee Chair for a one-year term, who can continue for the second term at Chair's discretion. The IEEE UP SECTION WIE Chair forms the Section WIE Committee with appropriate members to support the breadth of IEEE UP SECTION WIE activities each year.

15.4 IEEE UP SECTION Women in Engineering Committee Functions

The main responsibilities of IEEE UP SECTION WIE Committee (WIEC) include:

1. **Support the establishment of WIE Affinity Groups - helping identify volunteers and training them:**

This is done by being in constant contact with the Sections and Student Branches and introducing them to the benefits of forming the WIE AG(s) through Congresses, Awareness Program, Get Together, etc. In addition, the procedure for the submission of the petition and improving the memberships through activities should be made familiar to them.

2. **Maintain an advisory relationship with the local WIE Affinity Groups:**

The WIEC should provide guidance such as, new initiatives or assistance in the procurement of funds for activities that support the objectives of the UP Section. The Committee should provide support and ensure that the WIE Groups in the Section maintain a good level of activities.

3. Act as a liaison between the Section and the WIE Committee:

The WIEC should participate in WIE Committee meetings and report to the Section Chair at Sectional meetings on WIE status and activities. The IEEE UP SECTION WIE Committee Chair should also introduce new ideas and best practices followed in other Sections in Section or vice versa.

4. Inform WIE Committee of local activities that might be of interest to the WIE membership:

The WIEC is the one-point contact for the WIE Committee to be apprised of new groups being formed and the local activities organized by the Section and Student Branch Affinity Groups. Also encouraging the local groups to report about activities in Section for publication in WIE Newsletter and motivating the local members to write articles for the WIE magazine and getting them published. Follow up on the report of any change in the AG officers may be done with the Section Chairs for the Section WIE AGs and the Section WIE Chairs for the SB WIE AGs.

5. Help to Increase the participation of women within IEEE:

By motivating the Affinity Groups in Section to organize different IEEE activities, especially for women engineers and women engineering students, the WIEC can help increase the women participation in IEEE. By guiding them to improve their technical skills through activities and motivating them by assigning responsibilities and engaging women engineers.

6. Assist in membership grade elevation for women members:

The WIEC may serve as a guidance for the women IEEE members to be assisted in their membership grade elevation by providing the necessary links and references.

7. Sustain the growth of WIE Affinity Groups and WIE members:

The WIEC is responsible for encouraging the active groups and motivating and guiding the inactive groups and starting new groups in the Section. For this local Sections and Student Branches may be used as links and their officers as mentors.

8. Identify new volunteer leaders, talents and ideas:

Volunteers with new ideas can be identified by having constant lookout and these volunteers should be given responsible positions so that their ideas can be put to action. Committees may be formed for the various activities planned and volunteer responsibilities clearly defined.

9. Gather information on the status of IEEE women members in the Section and disseminate it:

WIEC should always look for information on Women IEEE members in the Section and help to provide links and contacts wherever required. This will help in identifying new talents and help in turn to increase the WIE membership in the Section.

10. Report on the progress of WIE in the Section and its activities:

WIEC monitors the growth of WIE, collects information on the activities of WIE Affinity Groups and WIE members and reports about them to the ISEC as well as the IEEE UP SECTION Newsletter editor for publication.

11. Recognize WIE's outstanding achievements through Section WIE Awards and IEEE Awards nominations:

Section WIE Volunteer Awards and WIE AG of the year Awards have been established to recognize individuals and AGs who have exhibited exemplary and substantive leadership in implementing activities and making distinguished contributions which support the aims of IEEE UP SECTION WIE. Excellent WIE candidates should be nominated for IEEE Awards.

15.5 IEEE UP SECTION WIE Committee Chair's Functions

The IEEE UP SECTION WIE Committee Chair will strive to:

- Lead the IEEE UP SECTION WIE Committee to deliver the IEEE UP SECTION WIE objectives
- Act as a Sectional leader for activities of interest to female engineers and professionals.
- Plan the IEEE UP SECTION WIE program with an estimated budget for presentation at the ISEC meeting, which is usually conducted in February and approval at the IEEE UP SECTION Annual General Meeting in late March/early April.
- Ensure disbursement of funds should be done appropriately after careful scrutinizing the proposals received in terms of the extent of fulfilment of the Section objectives, amount of outreach and beneficiaries and the availability of funds.

15.6 Activities

The activities planned by Sectional WIE can be done in association with the various WIE AGs across the Section to increase participation. Though the range of activities is unlimited, based on the originality and the innovativeness of the organizer, resources available and the audience, a list of sample programs are given below:

- PROGRESS (Promote Gender Equal Societies) program.
- Conferences/Workshops.
- Congress/Forum.
- STAR (Student-Teacher and Research Engineer/Scientist) outreach program.
- Professional and Career Development program.
- Development/outreach program to Rural areas.
- Industry engagement.

15.7 Other Matters

(a) Reporting: The reporting of activities to the Section and WIE Committee should be done regularly. Timely publication of reports in the Sectional Newsletter, Global WIE Newsletter and WIE magazine are the responsibility of the WIE Committee Chair. Encouraging WIE members to publish articles in the WIE magazine is another way of increasing the popularity of WIE among IEEE members.

(b) Website and Social Media: The Sectional Website/Social Media includes a webpage/a social media page for WIE activities. The activities organized,

activities planned, prizes won, awards received, committee members, photos etc. can be posted on the webpage for the benefit of Sectional WIE members and AGs.

15.8 IEEE UP SECTION Women-in-Engineering Committee Point of Contact:

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IEEE UP Section Humanitarian Activities Committee

16.1 Introduction

The mission of IEEE UP SECTION Humanitarian Activities (HA) committee is to inspire professionals and engineers to become socially responsible and to support impactful humanitarian technology and sustainable development activities at the local level.

16.2 IEEE UP SECTION Humanitarian Activities Committee Broad Objectives

- Promote engineering and technology for the development of solutions to humanitarian problems through competition and conference.
- Encourage IEEE Sections in the Section and individuals to work in the area of Humanitarian Activities.
- Support the IEEE UP SECTION volunteers in partnering with underserved communities & local organizations to leverage technology for sustainable development and assist them in forming the Special Interest Group on Humanitarian Technology (SIGHT).
- Enhance visibility of Sectional HA and give recognition to significant humanitarian activities and projects done by IEEE UP SECTION members.

16.3 IEEE UP SECTION Humanitarian Activities Committee Composition

The Section Chair appoints the IEEE UP SECTION HA Committee Chair for a one-year term, who can continue for the second term at Chair's discretion.

The IEEE UP SECTION HA Committee Chair shall form the committee by selecting senior experienced volunteers as well young members to support the IEEE UP SECTION sponsored humanitarian technology activities.

16.4 IEEE UP SECTION Humanitarian Activities Committee Functions

The IEEE UP SECTION HA Committee is constituted to assist with:

- Review documents related to IEEE UP SECTION HA programs and update each document to meet relevant HA programs objectives and scopes.
- Preparation of Call for Proposals and Call for Participation for IEEE UP SECTION HA sponsored activities.
- Preparation of publicity material for promoting IEEE UP SECTION HA activities and posting it on all available channels including websites, social media and emailing.
- Administering and evaluation of received proposals from Section for conducting Humanitarian Technology projects.
- Review of project reports submitted by Sections for activities approved for IEEE UP Section and appropriately recommend dispersal of IEEE UP SECTION funds.

- Timely evaluation of nominations for the IEEE UP SECTION HA awards.
- Development of new initiatives with proper documentation to elaborate and encourage Sections and individuals to work in the Humanitarian Technology area.
- Management of IEEE UP SECTION HA website and social media pages for up-to-date information.

16.5 IEEE UP SECTION Humanitarian Activities Committee Chair's Functions

The IEEE UP SECTION HA Committee Chair will strive to:

- Prepare plans for IEEE UP SECTION HA programs with estimated budgets for the year and present them at ISEC and IEEE UP SECTION Annual General meetings.
- Maintains close communication with section and other committees.
- Advice Section, Chapters, and IEEE Section members interested in organizing humanitarian activities on available IEEE information, resources and publicity.
- To be a representative of IEEE UP SECTION in humanitarian conferences and meetings held by the section.
- Provide guidelines for Sections and volunteers for the establishment of Special Interest Group on Humanitarian Technology (SIGHT).

16.6 IEEE UP SECTION Humanitarian Activities Committee Point of Contact:

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IEEE UP Section Publications and Section History

17.1 Introduction

The current geographical boundaries of the IEEE Section consisting of countries in the Asia-Pacific Section were defined in 1967. The history of IEEE UP SECTION therefore begins from 1992 and consists of records of all significant events across the Section. IEEE UP SECTION has appointed a committee to maintain these historical records up-to-date.

17.2 IEEE UP SECTION Publication & Section History Committee Broad Objectives

- Promoting applications for IEEE Milestones in Section.
- Collecting and recording the history of Section.
- Promoting updating and accessing Section history contents on IEEE history websites.
- Members are able to take advantage of professional & personal benefits of IEEE membership.

17.3 IEEE UP SECTION Publication & Section History Committee Composition

The Section Chair appoints the IEEE UP SECTION History Committee Chair for a one-year term, who can continue for the second term at Chair's discretion.

The IEEE UP SECTION History Committee Chair shall form the committee by suitable volunteers to support the IEEE UP SECTION History Committee work.

17.4 IEEE UP SECTION Publication & Section History Committee Functions

The IEEE UP SECTION History Committee will work towards:

- Compiling and maintaining the list of technologies in Section, which are considered to be potential candidates for IEEE Milestone.
- Soliciting relevant IEEE Sections for their applications for the IEEE Milestone recognition.
- Updating and recording the history of IEEE UP SECTION on the IEEE UP SECTION web page.
- Reporting on the activities of the History Committee to IEEE UP SECTION Chair.

17.5 Publication & Section History Activities Committee Chair's Functions

The Chair of IEEE UP SECTION Publication & Section History Committee is responsible to:

- Prepare plans with estimated budget to carry out the IEEE UP SECTION history projects. The Chair shall present the plans at the ISEC and IEEE UP SECTION Annual General meetings.

- Propose new activities to be carried out by the IEEE UP SECTION History Committee.
- Explore technologies, which are potential candidates for IEEE Milestone and keep updating the list of such technologies.
- Provide IEEE UP SECTION History Committee activities for uploading on the IEEE UP SECTION website.

17.6 Point of Contact for IEEE UP SECTION Publication & History Committee

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REC Banda

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IEEE UP Section Educational Activities Committee

18.1 Introduction

In the era of rapidly changing technology and employment conditions it is important for IEEE members to stay abreast with the latest trends of technological changes. This requires continuing education and training. UP Section has therefore appointed an Educational Activities Committee (EAC) to meet members' lifelong learning and development needs. EAC is also tasked to promote the IEEE Education Activity programs designed specifically for members' benefits.

IEEE UP Section recognizes the importance of Science, Technology, Engineering and Mathematics (STEM) for further development and betterment of the human race and has therefore chartered EAC to promote STEM education among the younger generation.

18.2 Education Activities Committee Broad Objectives

The broad objectives of the Educational Activities Committee (EAC) are:

- Fostering the implementation of Education Activity Board's (EAB) programs,
- Conduct activities to promote lifelong learning of Engineers and technology professionals in Asia and Pacific Region,
- Encourage IEEE Sections in the region to appoint EA Committee Chairs and conduct educational activities in their geographical boundaries, and
- Inspire IEEE volunteers for excellence in conducting educational activities for the benefit of IEEE members and promotion of STEM education in the community.

18.3. Education Activity Committee Composition

The Section Chairman appoints the EAC Chair for a one-year term, and can be reappointed for the second term. The EAC Chair then appoints several members from the Uttar Pradesh section to form the Regional Educational Activities Committee.

Regional EAC Chair is a Corresponding Member of the EAB Section Education Outreach Committee (SEOC).

18.4 EA Committee Functions

EAC shall undertake projects for promoting STEM activities, members' exposure to various educational products of IEEE EAB, continuing education products and activities. The EAC shall also organize various workshops for capacity development and decide its priorities based on thrust areas undertaken for that year by the section chair. The EAC shall also focus on the IEEE project "Reaching Locals". The EAC will specifically carryout following functions:

- Review EA activities and ensure it is in alignment with IEEE Education Activities Board objectives and policies.
- Review current and previous EAC activities for their continuing fitness for purpose and make recommendations for amendments as necessary.

- Explore prospects for new EAC initiatives and prepare proposals with budget estimates for presentation at EXCOM meeting and approval by the section chair.
- Draw detailed plans and schedules for implementation of approved EAC activities for the year.
- Preparing groups/ Information for Section EA Committee Chairs and organizing the orientation workshop on EA activities in alignment with EAB
- The EAC will develop and utilize an infrastructure for effective communications between the membership and the Educational Activities Committee.
- EA committee shall undertake the tasks relevant to providing educational resources for educators, engineering professionals, parents, students, IEEE volunteers and members, and the public. IEEE Educational Activity Board (EAB) offers a variety of programs to meet the ever-changing landscape of engineering, computing, and technology education as well as the changing needs of engineering students and professionals. EAC shall work in alignment with EAB to conduct its activities.
- The EAC will address such other tasks as may be assigned by the section chair/vice chair.

Generally the EAC will conduct its business by e-mail and online meetings. If an opportunity arises EAC committee members will meet in person to discuss its functions and programs with the approval of the section chair.

18.5 EA Committee Chair's Functions

- The EAC Chair will lead the committee to function in an efficient manner by providing necessary data and information for committee members to understand the tasks at hand and deliver successful outcomes. The Chair will also keep EAC informed about changes in section priorities and directions as communicated by the section chair and/or Vice Chair.
- The EAC Chair may appoint subcommittees for carrying out specific duties/tasks such as keeping EAC website up-to-date and releasing announcements on social media appropriately etc.
- The EAC Chair will implement support schemes for IEEE Sections and affinity groups that organize education related activities in the region.
- The EAC Chair shall encourage IEEE Sections without EAC Committee Chairs to appoint volunteers to champion the cause. By having EA Committee Chair / Chair at Council/ Section/ Subsection level
- The EAC Chair shall make every effort to identify deserving section members for EAB Educational Activity awards and will also encourage Section leaders to nominate deserving candidates for UP Section awards related to educational activities.
- The EAC Chair shall submit pertinent and timely committee information to the section Newsletter Editor.

18.6 List of EAC Key Projects (updated annually)

The IEEE UP Section Educational Activities Committee (EAC) provides guidance and assistance to Region entities in organizing, pre-University education programs, workshops related to Try-Engineering and STEM and other EAC related activities listed below, and publicizing educational opportunities available from the OUs.

1. New Innovative Challenge
2. Social Media Challenge
3. Educational Webinars/Workshops
4. EA Forums/Training
5. Reaching to chapter/branch

EAC Timelines

- Announcement of the Subcommittee and Training: December/January
- Announcement to update the EA Committee Chairs: January – March
- Announcement of the Projects: February
- Workshops for EA Committee Chairs of the Section for explaining projects –March
- Execution of project for phase 1: March – June
- Announcement of Phase 2 proposals: June – July
- Execution of phase 2: August – 15th October
- Reports submission and fund release: till 15th November
- Reaching chapters/branch shall be open round the year

18.7 IEEE UP SECTION Educational Activities Committee Point of Contact

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