Setting the Standard for Automation™

ISA Maharashtra Section

Section President's Newsletter

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President
Dilip Sengupta
86 5523 8945

sengupta.dilip@gmail.com

Our New MailGroup :
http://ca.groups.yahoo.com/group/ISAmahagroup

Our "Net Work" :

ISA HQ Website
www.isa.org

and section webpage
http://www.isa.org/MSTemplate.cfm?MicrositeID=415&CommitteeID=5106

Photo Album Site :
https://picasaweb.google.com/isamaha09

Facebook link :
https://www.facebook.com/groups/155435714580926/

Linkedin :
http://www.linkedin.com/groups/ISA-MAHARASHTRA-SECTION-3816825?trk=myg_ugrp_ovr

Our Office e-Mail :
Isa.maha@yahoo.co.in

Contact : Mr Manoha Iyer 93 2428 3048 LL (022) 2782 7428

In this Issue

This is a "Special" issue exclusively on "Membership" with special emphasis on 'Renewal' and 'Recruitment'

Recent Activities

First Training Program completed in October

MahaGroup 'loaded' with valuable Info and links

President's Newsletter 2nd issue (u r reading)

InTech October 2012 issue published

2nd EC Meeting conducted on 27 October

Dear Friends,

I am writing this issue exclusively on "Membership" with special emphasis on 'Renewal' and 'Recruitment'. There is a saying 'If Ear is pulled, the Head also comes along'. Similarly, if these two issues are discussed, possibly we cannot avoid discussing many other issues. So, it is going to be lengthy. Let me try to make it 'less boring' by presenting the issues in Q&A fashion.

How much important is Membership for the Organization?
You may exclaim – Lo, ye bhi koi puchneka bat hai ! You are RIGHT. So, we won't discuss it in detail. In fact, number of Members, rather, increase in number indicates GROWTH and renewal indicates VALUE of the Organization. ISA (HQ) has implemented an elaborate system on this in its website.

How the 'Rise and Fall' of Membership occur?
(and how to ensure only Rise without any Fall?)
Here we talk about regular members only (not students).

New Member. We have already decided that each of our Committee Members will try for new recruitment on personal level. I would request our Members also for a similar 'drive'. That will be one of the best supports YOU can provide to YOUR Section. It may be worth mentioning here that there is a reward program on recruitment from ISA HQ (*).

Renewal. One way, renewal is more important than new enrollment – because by this action an existing member 'certifies' the value proposition of the entire Organization (including the Section). Actual number of renewal indicates how many are really 'satisfied' as member (leaving the cases of 'compelling reasons' eg relocation etc). As per existing procedure reminders are sent from ISA HQ well before the expiry date (always last date of a month). 3 months grace period is given after the expiry date – membership remains in 'active grace' (AG) status. During this period renewal is possible without any break. After this grace period, the membership is in 'suspended' status – but still 'renewal' is possible as a 'fresh' member from a new date (of course with 'break'). We must accept that a 'Reminder' helps many members to take timely action. This has been discussed in Committee meeting and addressed with a suitable decision (reminder before AG status and personal contact). With implementation of this decision the situation will definitely improve. Please remember to renew your membership in time. If discontinued, you can still rejoin. Contact our Office for any help.

So far we have only discussed the 'administrative' measures. But, finally, it is the 'visibility' that only can ensure **'only Rise without any Fall'**. To ensure 'visibility' we need to carry out different activities (in-house and external). We also must see that all our Members are well **informed** (*this issue will bear the testimony on this*) as well as actively **involved** in these activities. So here comes the 'Head'.

What the New Committee has done so far?

The Executive Committee for 2012-13 took over charge in the AGM on 22 july, 2012. Here is a brief account of our activities so far. It will be (to some extent) repeat for many of the readers – but will be new for those whom we are 'reaching' for the first time.

Participation in Automation 2012 Exhibition. Considering the financial health of the Section, it was really a 'daring' act when we first opened a Stall in 2011 and repeated in 2012 (September 7 to 10). Received very good response from the Visitors and could connect with many Exhibitors who can help us in our future programs. A Report on this is available in our e-Journal October issue (*). Now we can definitely go for an Exhibition of our own in a small scale before we can (once again) arrange ISA Annual Show in future.

Training Program. In October we successfully completed a 2-day Training Program for around 50 Engineers of a reputed Engineering Company in Mumbai (on "Hazardous Area Instrumentation"). We wish to conduct similar Program on a regular basis. ISA Members can participate in such Program with reduced payments / free. Incidentally this training program also enabled the Section to generate substantial revenue giving hope for a turnaround of the Section's financial position after many years. To continue in our efforts we need support from Members. We request members if they / their friends can help us as Trainers or by arranging in-house program in their respective organizations.

Future Program (Plan). In future we have plan to conduct different types of external activities eg Sponsored Program with Seminar / Workshop / Table-Top Display and Presentation. Besides Training, we also plan to arrange exclusive Program for our Section Members. We also wish to hold regular interaction with Section Members in our Vashi Office where members can give their suggestions as well as come forward to take lead in some of these programs.

Students Sections. For Student sections, our 'planning' includes meeting with leaders, Industry visit, Project guide, training of faculties, students' competition, visiting lectures. open new sections, re-activate some old sections etc. In September Our Senior Members attended four Programs in four different Institutes (1 in Sangli, 1 in Bandra and 2 in Navi Mumbai). However, we need to do much more to bring this specific area to a satisfactory level. Why not help us to open a Student Section in your Alma Mater?

Net-Work and Publications. Being a professional body – that too of 'Automation', it is obvious that our Organization will take full advantage of the 'Digital World' as it is available today. Our section has been doing some kind of 'Net-Work' since the initial days when Internet opened up the possibilities for this kind of digital activities. October issue of our e-Journal **('InTeq')**, which is now appearing quarterly (*), was published during this period. In September, the inaugural issue of **'Section President's Newsletter (SPN)'** was issued. *You are now reading the December issue*. An exclusive and unique **Net Album Site** (link given above) was created for our section way back in August, 2008. We reorganized the Site recently (link given above). Presently there are more than 500 photos in 10 Albums. Even in the routine area of 'e-Mail', we took initiative that will be quite useful in the long run. While we retained our old e-Mail a/c exclusively for our Office, **a new mail a/c** was opened during the first month itself (August) exclusively as the common mailbox for our Executive Committee on a permanent basis allowing easy retrieval of mails from the past years. To facilitate a platform which can be used by all regular members of our section for exchange of views, sharing of knowledge, debating on professional issues and other similar purposes, we started a **MailGroup** in August (link given above). Already this mail group has been made content rich with inputs from various sources. Why not join this Group if you are already a member or after becoming an ISA Member first? We have also started working on our **Webpage** (link given above) which is a part of our Parent organization (ISA HQ) Website. We already have group / page in Linkedin (Mar 2011) and Facebook (Jun 2012) where non members also can join (links given above).

Systems & Procedures From the beginning, the New EC gave special attention towards Systems & Procedures – with establishment of new systems that are required and improvement of existing ones. During this period we had 2 Executive Committee Meetings (ECM) – ECM 1 on 12 Aug and ECM 2 on 27 Oct. We tried a different method for preparing notification, agenda points and finally Minutes of Meeting. This method has helped reducing the time that we take in every step of these activities and also resulted in better time management and subsequent follow-up. Probably we can reach a stage when the 'follow-up actions' of a structured MOM will be considered as the mother of success for all its activities. Besides meetings, we have started preparing 'official documents' for each of our Program and event which will be stored in a repository after due authentication for ease of retrieval whenever needed. This will form part of the (objective) History (besides the 'subjective' ones) that we have planned to document. In the area of Administration and Finance, we have started a simple but time consuming action by digitizing most of our Manual records. This is being done without any additional expenditure either on expensive software or for out sourcing the job. This will enable us to monitor our major activities – for example, day to day jobs in our office, visits and attendance, preservation and easy retrieval of hard copy records, renewal as well as new membership (from identification to confirmation), income & expenditure (bank & cash) – daily as well as for specific events with periodic record generation, remittance to HQ and corresponding rebate etc. Why not come and see what we have done and suggest what more can be done?

Office & Administration

Our Section is fortunate enough to have its own office – that too in a good location. Existing facilities are ok only for the present very low 'foot fall'. We have now started thinking 'seriously' on full utilization of the space. Extra FSI was granted by the authorities a few years back and since then the task of additional construction (with due approval) is pending. The EC has decided unanimously that we should not hesitate to spend the money needed on this, because, ultimately that will be an investment which has a great potential to give substantial return in terms of tangible as well as intangible benefits to the Section. Besides this additional area we have to do good renovation in the existing area as well. During this period we could do a few jobs on urgent basis (repair of sinking floor in pantry area and providing rain sheds outside). We need to utilize the present Hall by creating proper sitting arrangement (for training, meeting etc), storage arrangement (for Library – print as well as digital media), proper secretariat facilities as per present day requirement. Why not arrange regular training classes in partnership with ISA?

(*) **are available in our Webpage / Yahoogroup**.