Setting the Standard for Automation

ISA International

Maharashtra Section

International Society of Automation

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Ref : ISAM13/Report/1
Date : 5 December, 2012.

SECTION REPORT FOR THE PERIOD : 01 AUGUST TO 30 NOVEMBER, 2012

The Journey begins for EC13

1) **Formation of New Executive Committee for 2012-13 (EC13).** Three of the EC members, namely President-Elect, Secretary and Treasurer were elected as per procedure during the Annual General Meeting (AGM) of 2011-12 held on 22 July, 2012. Later on other members were selected. Subsequently all the 21 members were formally coded by ISA HQ.

External Events

2) **Participation in Automation 2012 Exhibition & Conference)**. Our section took part (7 to 10 Sep) in this biggest and probably 'only' such event related to 'Automation'. We set up a small Stall. Banners and slide presentation were arranged giving information about ISA. For the first time an exclusive colorful Leaflet for the Section was printed and distributed. Some ISA Books were on display. Large number of visitors came to our Stall. Besides interacting with them, we also collected feedback and contact details from the Visitors (also from selected Exhibitors) that can be used for promoting ISA to the Industry sector.

3) **Training Program.** We could complete our first training program with a great success. It was a 2-day in-house program (18 and 19 October) exclusively arranged for a reputed Engineering Company in Mumbai where around 50 Engineers participated. The topic was “Hazardous Area Classification and Standards”. We could arrange Professional Speakers including a few from ISA fraternity having expertise in this field. Instead of hard copies we ‘delivered’ all training materials using digital technology for volume transfer through the Net.

4) **Student Section (SS)**. September, 2012, was an eventful month for SS. There were 4 programs in 4 Institutes. Senior Members from our Section were present in each of the functions. The occasions were a combination of different events - re-opening of Student Section, inauguration of new section, Engineering day celebration and Special program of the Institute. The functions were well organized with participation of large number of Faculty members, Students, HODs and Management representatives. We could utilize the opportunity to talk about the role that ISA can play in the Academic field. It needs to be mentioned here that, for Student Section, we have quite a few issues, starting from administrative procedures, that are required to be addressed and resolved before we can proceed further. We have to first ensure a consolidation and then go for sustained growth of the section bringing as many Institutes as we can in our fold. We must strengthen all our existing student sections and re-activate those who have discontinued in between.

5) **Net-Work and Publications**
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. An exclusive and unique **Net Album Site** was created for our section way back in August, 2008. We reorganized the Site recently. 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 the EC 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. Already this mail group has been made content rich with inputs from various sources. We have also started working on our **Webpage** which is a part of our Parent organization (ISA HQ) Website. We already have group / page in Linkedin (Mar 2011) and Facebook (Jun 2012)

6) **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 for 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.

7) **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.

8) **Membership.** This is an area where we need to focus more (for regular as well as for Student members / sections as already indicated above). During this period 10 new members have joined ISA and 9 members have renewed their membership. We need to more attention in this area – for renewal (no member to discontinue) as well as for new membership. In Student Section one Institute (PVPIT, Sangli) started a new section with 42 Student members and another Institute (Government Polytechnic Mumbai) reactivated their old section with 51 Students.