



# REPORT

of

## Orientation Session for Executive Committee 2026

Organized by:

IEEE SCET Student Branch, with the support of  
IEEE VTS SCET SBC, IEEE SPS SCET SBC, IEEE CS SCET  
SBC, IEEE WIE SCET SB AG, IEEE SIGHT SCET SBG

### EVENT DETAILS:

**Event Mode:** Offline

**Event Date:** 17<sup>th</sup> January 2026

**Event Venue:** EC-AV Hall, E&C Department, SCET

**Total Number of Attendees:** 27

**Faculty Coordinators:** Dr. Chirag Paunwala

Dr. Ketki Pathak

**Student Coordinators:** Anika Mehta

## INTRODUCTION

An **Orientation Session for the newly appointed Executive Committee 2026** was successfully conducted under the IEEE State Student Branch to familiarise the members with the structure, responsibilities, and opportunities within IEEE. The session was conducted by **Anika Mehta**, Immediate Past Secretary of IEEE SCET SB, Chair of IEEE VTS SCET SBC, and Section Student Representative (SSR) of IEEE Gujarat Section.

The primary objective of the orientation was to ensure clarity in roles, strengthen accountability, and align the new executive committee with IEEE's professional standards, ethics, and long-term vision.

## EVENT HIGHLIGHTS

The session commenced with a **welcome note delivered by Ketki Pathak**, welcoming all newly inducted executive committee members. The opening remarks highlighted the importance of IEEE as a global professional organization and emphasized how IEEE involvement contributes to professional ethics, leadership development, and responsible conduct in the engineering community.

This was followed by a **special address by Dr. Chirag Paunwala**, Chair of IEEE Gujarat Section. He spoke about the growth and expansion of IEEE at the section and student branch levels, appreciating the increasing outreach and opportunities being created for students. Subsequently, he addressed the gathering, highlighting IEEE as a strong collaborative platform. He emphasised the importance of understanding the responsibilities associated with each role and encouraged members to actively engage while being accountable for their commitments.



The **orientation session then formally began with Anika Mehta**, introduced as the Advisor of IEEE SCET Student Branch for 2026. She assured the executive committee of her support in matters related to guidance, collaboration, and conflict resolution. Considering challenges faced in the previous term, she informed the members that the Chair and Vice Chair, along with her, would closely monitor the performance of each executive committee member and submit periodic reviews to the Faculty Advisor.

She provided an overview of IEEE SCET Student Branch, its three technical chapters, one affinity group (Women in Engineering), and one humanitarian group (SIGHT), briefly explaining the scope and functioning of each. She also introduced the Faculty Advisors of all chapters and groups and advised the Chair and Vice Chairs to meet their respective advisors at least once every two weeks.

**A detailed discussion followed on roles and responsibilities of each position.** Special emphasis was placed on clearing misconceptions related to “Joint” positions, explaining that joint roles carry equal responsibility, with only an initial point of contact distinction. Clear instructions were given regarding meetings, drafting and timely submission of Minutes of Meeting (MoM) and event reports, along with assurance that standardized formats would be shared. The role of the Membership Development Chair was discussed in detail, considering the decline in membership count. **A structured Membership Development Team was introduced**, with responsibilities assigned to target underrepresented departments such as IT, AIDS, and MCA.

Further guidance was provided on:

- Identifying and applying for awards, grants, and hosting of major IEEE events
- Regularly monitoring IEEE platforms such as the websites of IEEE Region 10, IEEE India Council, IEEE MGA and IEEE Gujarat Section. Suggestion was also given to stay updated through LinkedIn of the above IEEE-affiliated bodies.
- Event planning, poster design as per IEEE branding guidelines, and coordination with the Graphics and Social Media teams
- Maintaining an active social media presence and updating the IEEE website
- Conducting regular meetings with prior agenda circulation and proper documentation

Anika Mehta also highlighted performance evaluation mechanisms for the current term to ensure accountability and smooth functioning. She encouraged members to look beyond branch-level contributions and apply for roles at section, regional, and global IEEE levels. The **session concluded with a motivating note** emphasising that consistent effort, responsibility, and enthusiasm within IEEE would lead to significant growth in terms of experience, skills, personality development, and professional networking.

## CONCLUSION

The Orientation Session proved to be highly informative and impactful, offering the Executive Committee 2026 a clear understanding of IEEE's structure, expectations, and opportunities. The session successfully set a strong foundation for effective collaboration, transparency, and accountability for the upcoming term. With structured guidance and continuous mentorship, the new executive committee is well-positioned to contribute meaningfully to IEEE and uphold its values throughout the year.



Report Prepared by:

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