ASPIRANT SERIES

Department: <u>Students of BSC IT Department</u>

Program: Aspirant Session II

Objectives: Alumni guiding all the BSC IT students.

Need: It would be helpful for the BSC IT students to have a better understanding about their career preferences.

Content: Our Alumni Mr. Akash Patil shared his journey after graduation with the Students.

Resource Person: <u>Mr. Akash Patil</u> (Information Security Analyst)
Date: 11th December 2021

Cost/Budget: <u>NA</u>

Proposed by: Asst. Professor Sheetal Khanore

Verified: Dr. Tushar Sambare

Coordinator

ASPIRAT SERIES

There are total 6 teams and 2 Representatives in IT Association. Work was distributed among all the teams.

➢ <u>IT Association Student Representative</u>
➢ To give logical end to the event planned.
➢ Work with the team and help to collaborate and coordinate.
➢ Responsible to complete the event and solve if any issues also to act as a catalyst.

➢ <u>Event coordinator</u>
▢ To plan, organize, manage and coordinate various types of events with team & executing them successfully.
▢ Plan, schedule and organize time slots and speakers at events.
▢ Handle, coordinate and oversee all event operations.
▢ Track the overall event expenses if any.
▢ Carefully supervise event preparation activities.
▢ Offer solutions to resolve event issues in a timely manner.
▢ Analyse and evaluate the event outcomes i.e participations eventwise.
▢ Create and submit event wise reports timely to documentation leads.

➢ <u>Graphic designer</u>
▢ To design or create posters, websites, logos, brochures, magazines and many other materials to communicate ideas and information visually for the events.
▢ Illustrating concepts by designing examples of arrangement, size, type size and style and submitting them for approval.
▢ Coordinating with the event coordinator and team for design requirements.
▢ Contributing to team efforts by accomplishing tasks as needed.
▢ Communicating with the event coordinator about layout and design.
▢ Creating a wide range of graphics and layouts for illustrations, logos, and brochures with different graphic software such as photoshop.
▢ Reviewing final layouts and suggesting improvements when necessary.
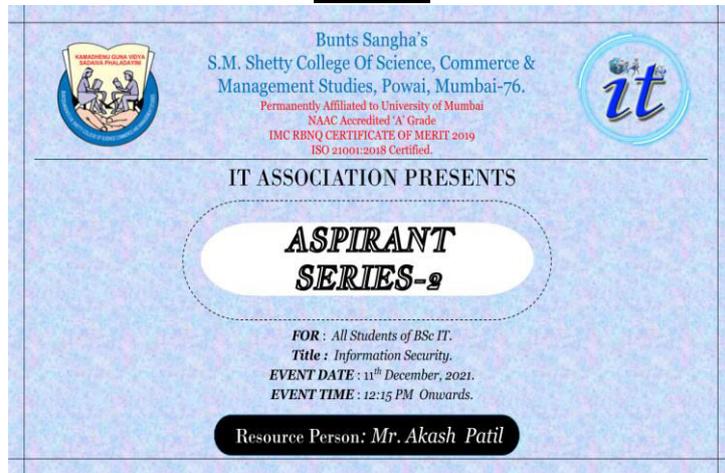
Coordinator

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of Science, Commerce & Management Studies
Powai, Mumbai-400 076.
Tel. 022-6132 7352
Email: college@smshettyinstitute.org

➢ Photographer

Setting up photographic equipment and take pictures from a correct angle.

Editing and Retouching images.

Determine desired images and picture composition and adjust equipment to achieve desired effects and image quality.

Submit sets of photographs to select the best ones.

➢ Public relation officer

Create innovative event wise media plans using media platforms such as advertising on social media, billboards.

Collaborate with teams such as Graphic designers and Event heads to create promotional content.

Write, edit and review all social media content.

Handle any PR related issue that may arise.

Maintain good relationships and communication with team members.

Organize PR activations to promote the IT Association activities.

Focus on marketing the events through social media platforms and get good participation.

Regularly submit PR activity reports to the Event Coordinator and Student Representatives.

➢ Documentation lead

Handling over all responsibilities to make the document and store it appropriately.

The documents have to be created for every event following the cycle which starts with the Approval form, Minutes of meeting, Work distribution, Poster, Brochure, Response sheet / feedback analysis, Designs sent by the participants, Report, Thank you letter.

➢ Technical lead

To handle all the technical details which could include creating the forms to managing the smooth functioning of all the soft version requirements of the event.

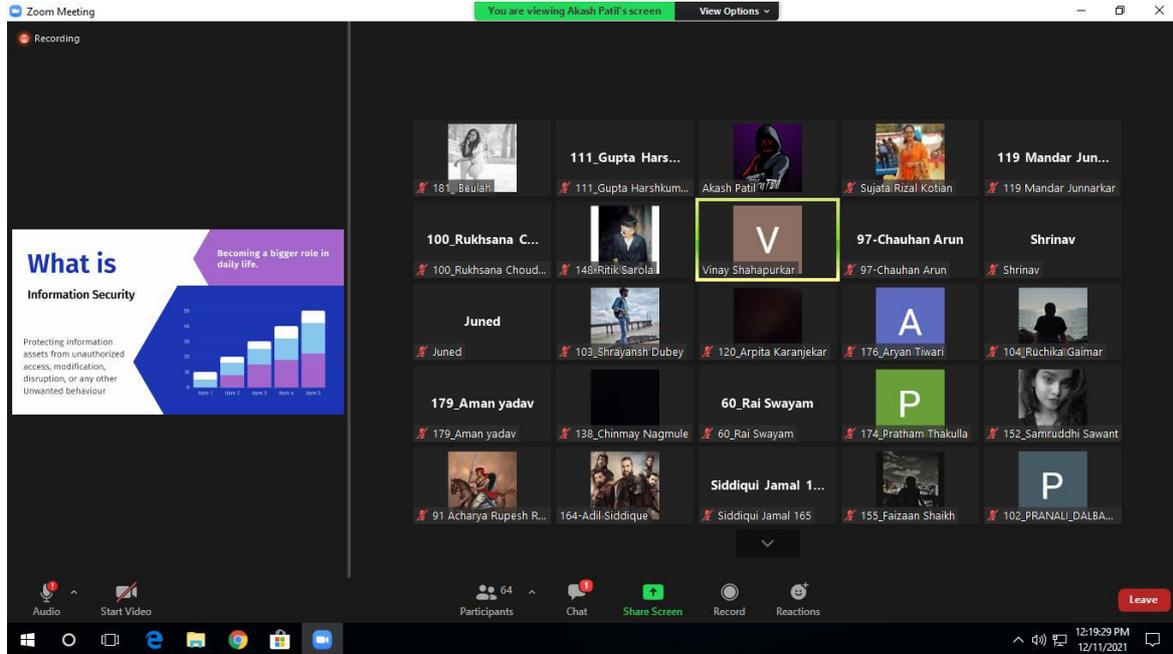**ASPIRAT SERIES**

Coordinator

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of Science, Commerce & Management Studies
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<u>Message</u>

Hello Everyone! ⬜⬜
THE IT ASSOCIATION ⬜ of
Bunts Sangha's S.M.Shetty College of Science, Commerce & Management Studies
(Affiliated to University of Mumbai), Powai, Mumbai ⬜ has organized a session on
ASPIRANT SERIES-2

⬜ For: For all students of B. Sc. IT
▫ Title: Information Security
▪⬜ Date: 11 December, 2021 ⬜⬜
▫ Time: ⬜ 12.15 PM onwards
⬜ Venue: Zoom Platform

⬜ Resource Person: Mr. Akash Patil (Information Security Analyst)
⬜ Zoom Link: Join Zoom Meeting
https://zoom.us/j/96783274950?pwd=TFNHSGlXbjgvQlZpdVJwSGV3TWxRQT09
Meeting ID: 967 8327 4950
Passcode: kbubY4

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Images

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Coordinator

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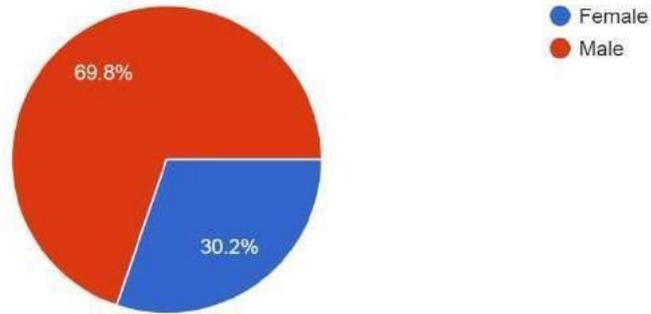Powai, Mumbai-400 076.
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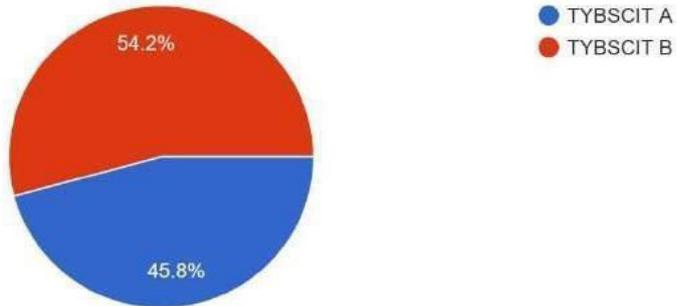
Coordinator

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ASPIRAT SERIES- Feedback Analysis

Gender
96 responses

Class
96 responses

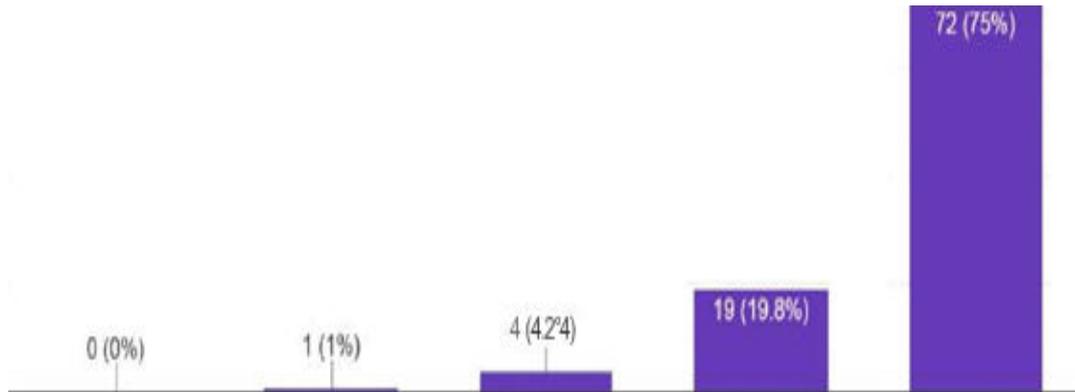How helpful was the session for you?

Coordinator

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96 responses.

80

Coordinator

ASPIRAT SERIES- ATR

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Action taken by IT Association for the feedback provided in Aspirant Session II by the students

DATE	FEEDBACK	ACTION TAKEN
11thDecember 2021	Students want more such sessions in future Students were happy to attend this session Students appreciated the session	IT Association will conduct more such events in future

Coordinator

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ASPIRAT SERIES-Report

Event: Aspirant Session Date:11thDecember 2021

Objective: The Alumni guiding all BSC IT students.

Highlights: The session took place on Zoom meet. All the BSC IT students were present for the session. Our Alumni Mr. Akash Patil shared his post-graduation journey with the students of how some decisions he made changed his life completely in a positive manner. Lastly, the session was concluded with a vote of thanks by Prof. Sujata Kotian.

Coordinator

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