

Approval Form - Avani (E-waste Management Session)

Department: Students of SYIT and TYIT

Program: Webinar on E-waste Management

Objectives: To create awareness among students for proper E-waste disposal

Need: To inculcate or impart in the minds of the attendees the importance of E-waste management and its proper disposal.

Content: Discussion on the ideas how students can contribute towards cautious and proper E-waste management and disposal. Students were also made aware of the activities carried out by the organization and were told to actively participate in it.

Resource Person: Mr. Saurabh Gupta

Date: 7th August 2021

Cost/Budget: NA

Proposed by: Asst. Professor Sujata Rizal

Verified by: Dr. Tushar Sambare



Coordinator



PRINCIPAL

Bunts Sangha's S.M. Shetty College
of Science, Commerce & Management Studies
Powai, Mumbai-400 076.
Tel. 022-6132 7352
Email: college@smshettyinstitute.org

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S. M. Shetty College of Science, Commerce & Management Studies, Powai
NAAC Accredited 'A' Grade
IMC RBNQ Certificate of Merit 2019
ISO 21001:2018 Certified
Work Distribution

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

1. IT Association Student Representative

- 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.

2. Event coordinator

- 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.

3. Graphic designer

- 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.



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➤ Reviewing final layouts and suggesting improvements when necessary.

4. 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.

5. 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.

6. 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.



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7. 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.

Message – Avani (E-waste Management Session)

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 in collaboration with Aavni Environment and
Sustainability Consultancy
has organized a session on Waste Management

For: TY Students

- Date: 07th August, 2021
- Time: 10 AM
- Venue: Zoom Platform

Resource Person: Mr. Saurabh Gupta, Founder

Zoom Link:


Coordinator




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<https://zoom.us/j/6504523653?pwd=cU8raW1PM1ZmT1JXRm9TREowME96UT09>

Meeting ID: 650 452 3653

Passcode: 0FXhRA

Images – Avani (E-Waste Management Session)

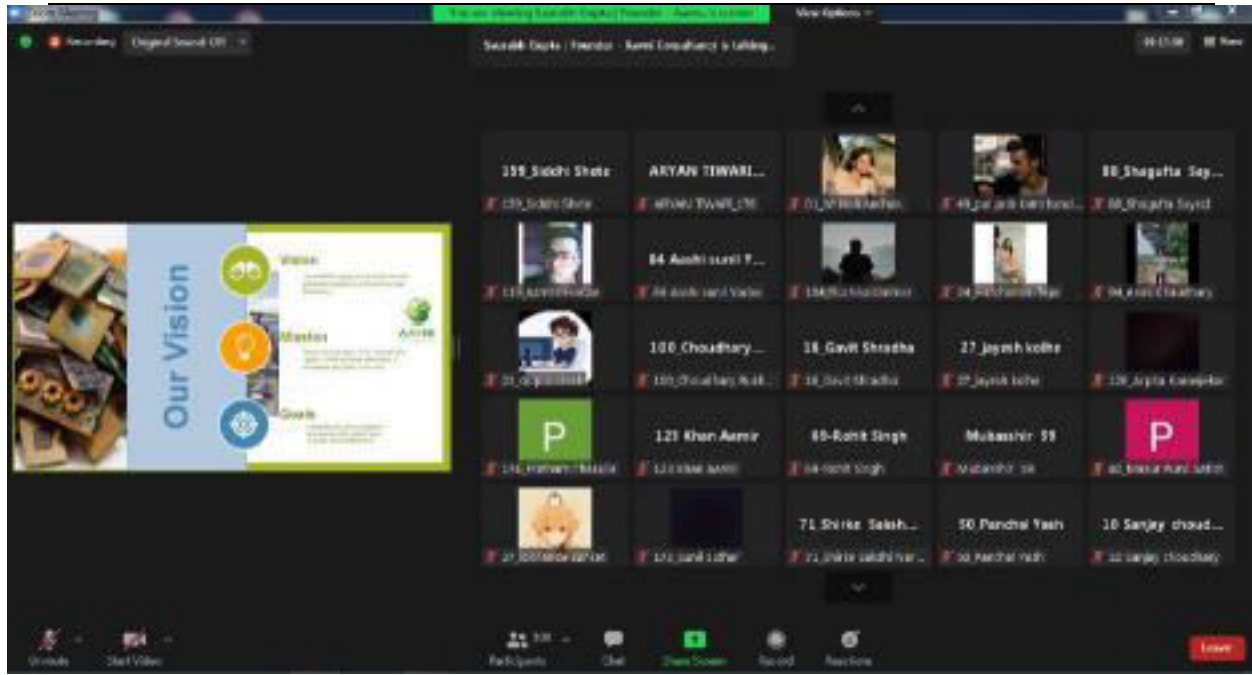



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Tushar
Coordinator

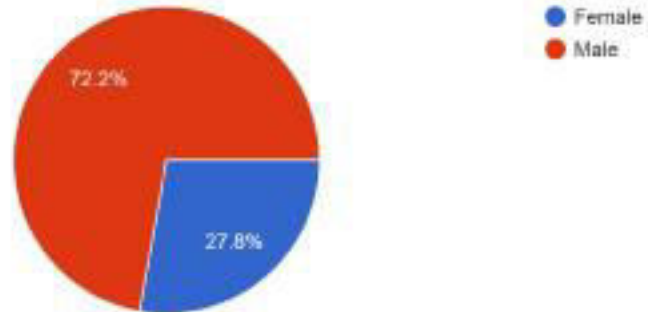


[Signature]
 PRINCIPAL

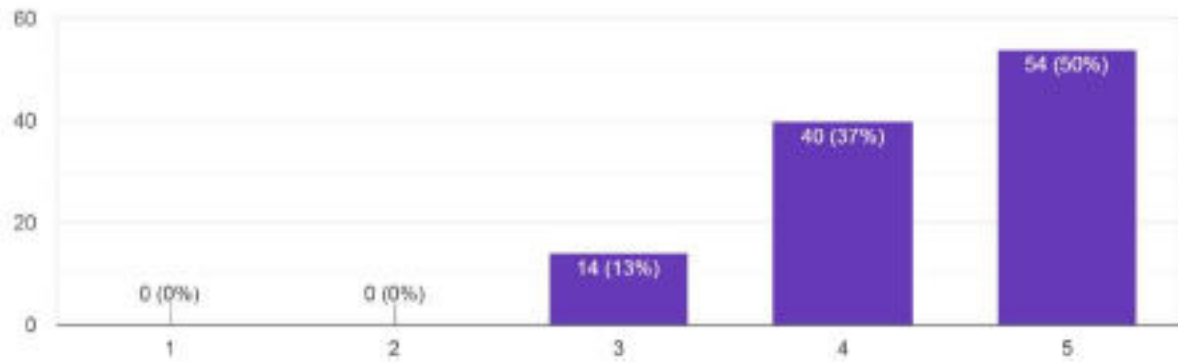
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Gender
108 responses



How helpful was the session for you?
108 responses




Coordinator

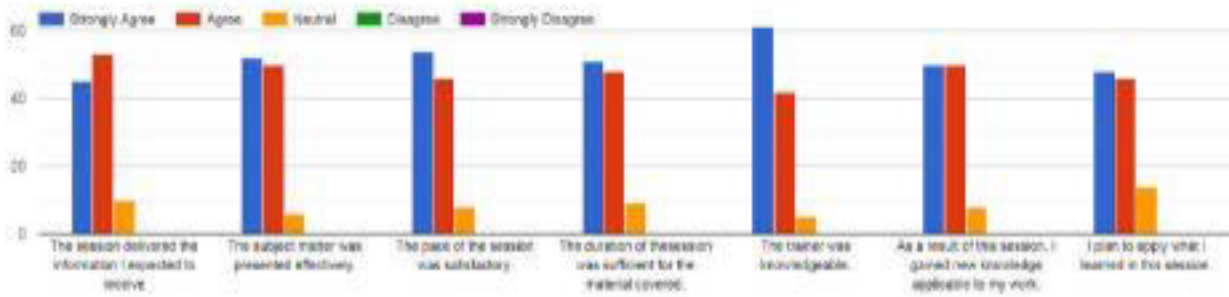



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Please rate your satisfaction with the content of the session by indicating your level of agreement or disagreement with each of the following statements.



Any Suggestions

60 responses

Great initiative

Thank You Sir

It was good

Excellent session

Than you

Noting

Amazing

Great initiative

NO

Tushar
Coordinator



[Signature]
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Action Taken Report – Avani (E-Waste Management Session)

Action taken by IT Association for the feedback provided in Avani (E- Waste Management Session) by the students.

DATE	FEEDBACK	ACTION TAKEN
7 th August 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


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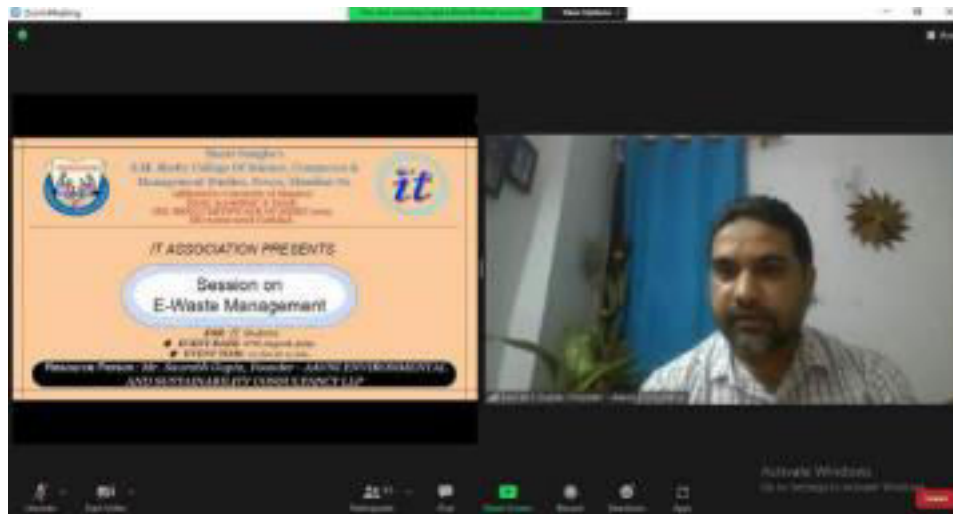
Report

Event: Avani- E-waste Management session

Date: 7th August, 2021

Objective: This event was an informative session on E-waste Management

Highlights: The event took place on a Zoom meeting in collaboration with the IT association of the college. The Resource person for the session was Mr. Saurabh Gupta. The session was for IT department. In this session the students were briefed about the ill effects of improper E-waste disposal. After that Mr. Saurabh Gupta briefed us about the activities carried out by their organization. Lastly the session was concluded with a vote of thanks by Prof. Sujata Rizal Kotian.




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