

MANIFESTO

I, **Mukesh Pareek** (150050049), if elected for the post of the Department General Secretary, will work hard and put in sincere efforts to carry out my responsibilities and improve the academic atmosphere in the department

GENERAL INITIATIVES

- **Open Day:** Organise a Department Open Day for students with lab visits and presentations from research groups to provide exposure to the ongoing research in department
- **Department Library:** Create an online database of library books, improving the availability of course references and spreading awareness about the book issue process
- **Student Lounge:** Push for the proposed Student Lounge in the allotted area of New CSE building amidst an informal backdrop to create an amiable work atmosphere
- **Buddy Program:** Revive the Buddy Program for branch-change students and ensure regular meets and follow-ups to smoothen their transition into the department
- **Thesis Database:** Compile an online MTP, BTP and PhD Thesis database with CSE LDAP based access, subject to permission from faculty
- **Coffee Machine:** Make efforts for the installation of a coffee vending machine in the New CSE building as a convenient alternative to other options

ACADEMIC HELP in collaboration with D-AMP

- **Question Bank:** Compile a course-wise question bank from previous years' papers and reference books, providing an additional resource for courses with high requirements
- **DAVP:** Conduct DAVP sessions for required courses with the help of TAs and introduce similar sessions for PG students in co-ordination with AURAA
- **Basic Concept Sessions:** Organise help sessions for ARP students and weak students covering fundamental concepts to reduce the number of fail grades
- **ARP documentation:** Ensure proper documentation of information about ARP students to help the future D-AMP teams and Faculty Advisors

FACULTY STUDENT INTERACTION

- **FSMP:** Revamp the current structure of the program and ensure that the objectives are met by regular follow-ups and proactively spreading awareness
- **Facad Handbook:** Compile a document with duties, rules and important contact details - as a Facad Handbook assisting Faculty Advisors to carry out their responsibilities with ease
- **Open House:** Encourage students to actively participate in the Open House and work towards timely follow-up on student feedback
- **Freshmen Lunch:** Increase faculty involvement in Department Freshmen Lunch and make attempts to introduce a similar event for PG Freshmen

RESEARCH

- **Reading Groups:** Ensure proper functioning of existing reading groups and introduce similar groups for other fields based on student interest
- **Research Coordinator:** Push for a new post of Research Coordinator in the department to ensure smooth organisation of reading groups and Department Open Day
- Publicise FUSS talks and RISC among students to improve research culture in the department and ensure proper scheduling and organisation to maximise student participation
- Promote Cyber-Security club events and aim for increasing faculty involvement

COURSE RELATED

- Push for video recording of lectures through CDEEP for backlog prone courses as additional resources and explore the possibility of flipped classroom model for summer courses
- Minimise slot clashes by working closely with the time table committee, taking into account the pre-registration details and previous years' statistics
- Collect mid-semester course feedback for all the courses using SAFE app, so that course organisation can be modified based on the interests of the students
- Regularly update course content on CSE website and ASC for various department courses

INFRASTRUCTURE & RESOURCES

- **Printer Facility:** Set up a 24*7 printer in the New CSE building and revive the provision of CSE LDAP based access to the printing facility
- **SL maintenance:** Co-ordinate with the system administrators for proper maintenance of Software Labs and conduct regular quality checks for system repair and replacements
- **CSE website:** Follow-up on CSE website revamp to update outdated information and links with the help of department web team and add relevant information about the office staff
- Add a handbook to the CSE website for information dissemination with various links to make students aware of websites and facilities at institute and department level

SESSIONS

- Organise a grad application fundae session from seniors and alumni for third year students
- Assist ICs in organising resume making and intern fundae sessions for sophomores
- Conduct a session for freshmen about minors, honours and effective use of summer vacations
- Organise frequent alumni sessions for UG and PG students with the help of alumni secretary

MISCELLANEOUS

- Create an online database of internship and placement information of all students
- Compile a list of elective courses taken by students as a suggestive guide for juniors
- Work towards modification of the resume verification system to simplify the process of TAship and course project verification
- Co-ordinate with the CSEA GSec and council for proper organisation of department events

CREDENTIALS

- Social Secretary, CSEA council, 2016-17
- Joint Secretary, CSEA council, 2017-present
- D-AMP Mentor, 2017-present