

SEDS INDIA ELECTIONS 2018
Application for SECRETARY
position

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SASTRA

Questionnaire

1. What motivated you to be a part of the SEDS India Board and how would you rate your organizational skills on a scale of 10 and why?

My motivation to be a part of SEDS India board:

- SEDS is a student organisation that is known to me almost for three years. Being a space and astronomy lover it had been my desire to be a part of SEDS from those days.
- In my past days being a SEDS member has given me a lot of opportunities to learn and interact with space enthusiasts like me.
- I would like to contribute more for the development and improvement of SEDS for which being a part of SEDS India board is even more a better place than being a member of SEDS.
- It would give me further more opportunities to lead and to have a better coordination with the chapters.
- I want SEDS India to be a platform for students that provide opportunities to learn, take part and excel in their knowledge and skills since they are the pillars of development of space science and exploration in future.
- These are the reasons for which I would like to be a part of SEDS India board.

I would rate my organisational skills as 8 on a scale of 10.

My plus points in organisational skills:

- Working for targets/goals.
- Well in creating and keeping deadlines.
- Making and following schedules.
- Managing teams.

- Responsibility.
- Keeping records.
- Planning, coordinating and executing events.
- Time management

Negatives:

- May procrastinate at times.

2. What attributes and qualities do you possess that you think would prove to be an asset to SEDS INDIA.

Before I answer this question, I want to tell you to something about me.

I'm an agreeable person. I would always like to get along with people. I'm very friendly, helpful, confident and trustworthy. I am a good person to be in a team and to cooperate with the members.

Leadership skills:

For me a leader should,

- Be always eager to learn new things
- Have positive attitude
- Be energetic
- have responsibility
- Make and follow goals

and I believe I'm having these qualities.

I'm an advisor and also assertive. I will say my opinions for the betterment of the organisation. I have an innate tendency to be compassionate and cooperative.

Having the above skills, I strongly believe that I am capable of being a part of SEDS India board to ensure the travel of SEDS India in the way of development.

3. Please provide us with a detailed SWOT analysis of yourself in relation to the working environment like that of SEDS India.



**4. Where do you see SEDS India administratively in next 5 years?
What steps should be taken to ensure the fulfilment of your vision?**

My vision for SEDS India in 5 years:

- SEDS India should be one of the important space related organisation in the country.
- SEDS India should be popular among all the students of India.
- New chapters should be formed and almost 70 – 80 % colleges of India should have an active SEDS chapter.
- The members of SEDS India should work on different projects that improve the current space exploration technologies and new innovations should be made.
- SEDS India should be a platform for students to work with space related companies by making collaborations with the leading companies but being independent.
- The chapters of SEDS India should work on theoretical concepts and projects that leads to development in space science.
- SEDS India should have a monthly journal (or e-journal) in which the works of the members of every chapters and recent space discoveries and events are published.
- This will contribute more to the publicity of the organisation and an exponential increase in funds.
- Thus, SEDS India will provide an unavoidable contribution in the development of space science in India and worldwide.

Steps that should be taken to ensure the fulfilment of my vision:

- Establishing new chapters in various institutions across the country.

- Making sure that all the SEDS India chapters are actively involving in working for the progression of the organisation.
- More inter-chapter communication and frequent interactions with the alumni.
- Organising and executing events and workshops in every institutions that has SEDS chapter.
- Efficient functioning of chapters is more important after the formation of chapters.
- Every chapter should also work for publicity of SEDS and what it does within their institution and also outside since SEDS and its functions are not known to a large portion of student community in India.
- Every SEDS India chapter should have goals for a time period and it should be accomplished within the targeted period.
- Chapters should work on core, projects and outreach by divisions and with the help and cooperation of the members belong to each of the divisions.
- Importance should be given to all the three, that is, members should work on all the three divisions and a balance should be maintained between them.
- Coming to the administrative board, the board members should look after the positions of chapters by communicating with the members in charge for the chapters.
- Proper cooperation should be ensured between the board and the chapters.

5. What should be the immediate priorities of the Secretary of SEDS India? What flaws in the administration and documentation should you avoid?

Immediate priorities of the secretary of SEDS India includes,

- Initiating and improving communication between the chapters themselves.
- Forming new chapters across the country.
- Focus on publicity of our organisation such that many students of several institutions will get to know about SEDS which will result in the formation of new chapters.
- Members' opinions should be gathered on regular intervals and asking suggestion for the improvement of the current scenario of SEDS India.
- More communication with every chapters.
- Analysing the functions of every chapters on regular intervals and making every member know about their works.
- Every SEDS India chapters should have their own website, facebook page, etc., for online publicity and the web links for chapters should also be mentioned in our SEDS India site.

The flaws that I would avoid are,

- Procrastination of works will be avoided.
- Communication between every staff and the board should be direct.
- Making all the members of every chapter feel connected with the members of every other chapters.
- Project works, core and outreach activities of a chapter should not be unknown to any SEDS India member.

- Ensuring active participation of members in all events and programmes.
- Proper documentation will be done with special care.
- Encouraging chapters to execute events and organise workshops at chapter level to popularise SEDS in their institution as well as outside.

6. Case Study:

SEDS INDIA is working on extending its arms in various colleges and schools across the country. In this process there is always a possibility of mismanagement and Improper guidance within a chapter where relations between chapters could be hampered, leading to chapter being shut down or its eventual downfall. What steps would you take to avoid such a situation? How so you plan on evaluating their present and future goals?

Steps that should be taken to avoid such a situation:

- The development of SEDS India is also ensured by increased number of institutions that starts a new SEDS chapter in it.
- The problem of shutting down of a chapter may be due to mismanagement or improper guidance within the chapter or may be due to management issues.
- The chance for mismanagement or improper guidance of a chapter can be eliminated by frequent contact with SEDS India board and other chapters.
- The chapters should always be working for a target, making and doing tasks, events and conducting workshops and competitions.

- The chapters will be going in an organised and planned way.
- Thus, the members of the chapters will always be engaged in a particular task and there by elimination of inactiveness of the chapters.
- The chapter should keep running by weekly meetings within their institution.
- The members should keep themselves engaged in the functions of the chapter.
- The chapters are a part of SEDS India, however a chapter will be seen as a student club by the management of the institution to which the chapter belongs to.
- Thus, the management issues are eliminated by being active and responsible in getting permissions for conducting meetings and for using available resources and this should be done by the members of that chapter since this has nothing to do with SEDS India board.
- Ensuring the above will eliminate the chances for shutdown or downfall of a chapter.

Planning on evaluating present and future goals:

- All the members should know the objectives of SEDS India and their presence in one of its chapters.
- Since SEDS is a non-profit organisation, that is, we are not working for profit, we should have clear goals.
- Once clear, specific and concluded objectives or goals are made, the planning of actions will be the next thing.

- The planning will be done by considering the objectives on core, projects and outreach and by analysing the current situation and need.
- The specific targets in each of the above will be discussed with the members of the chapters and will be finalised.
- The number of members, time and resources required and such things will be determined.
- Then, the persons in charge for each task will be assigned and the plan will be finalised.
- The finalised plan will be executed and the outcomes will be kept recorded.

I assure you that, if I am elected, I will discharge my duties to the satisfaction of myself and the members of SEDS India.

THANK YOU