

SEDS India Board Nomination Form Questionnaire for TREASURER

1. How deserving are you to become the Treasurer of SEDS - India and what makes you stand out from the crowd?

I have always maintained that SEDS is one of the best things to have happened to me in college, but in hindsight I believe I can say, that through my work and my choices, I have also ensured that SEDS remained this wonderful thing to me, throughout the past three years. I have learnt tremendously and grown as a person in my journey with SEDS, right from when I joined SEDS as a core team member in my first year. I never limited myself to my assigned tasks and always enjoyed helping other teams out and attempted to absorb all the varied knowledge that SEDS had to offer – right from trivia about astrophysics to the management system at VIT to understanding how conferences are organised – viz. SEDSIC'15, Antariksh and SINC'16. I believe my dedication and assiduity make me a deserving candidate for this post.

My eye for detail, organised nature and my humility make me stand out from the rest. Having served on the SEDS India Staff as the Documentation Head I have had the opportunity to interact and work with representatives of other SEDS chapters in the past year. My meticulous nature that got me the Doc Head post will come in even handier for the post of Treasurer – thorough documentation is an important part of any financial work. So even when I wasn't a part of the finance team for SINC, I had a general idea about how budgets worked by virtue of always being the one to document charts and emails. And this is true for all teams, not just finance; thus I have had the opportunity to understand of how every team works and have always been in the loop.

2. According to you, what are the issues that are affecting the overall efficiency of SEDS - India as an organization and how do you plan on overcoming them?

Despite being the umbrella body for all SEDS chapters in India, in terms of finance we still aren't all that standardised. Any funds coming in, or transactions happening, in the name of SEDS, should be known to us so that we can ensure no misuse of funds happens.

For the same reason, as well as ease of record maintenance, we need to establish an online payment gateway for any kind of transactions – including individual as well as chapter membership. Digitisation is the way to go, to ensure transparency as well as keeping note of the cash flow.

Apart from that, there needs to be a fixed format for keeping note of SEDS India transactions, which I plan on designing. Basically a Google Spreadsheet that the entire Board can view and only the Chair and Treasurer can edit. This will make auditing easier.

Speaking of which, semi-annual audits need to be made compulsory for SEDS India and annual audits for all SEDS India chapters.

Coming to the issue of funds, I suggest that a comprehensive alumni database be setup, starting from this academic year itself, and efforts be made to stay in touch with them – sponsorship is just one of the many varied benefits this step will reap.

And an added incentive for sponsors and funding agencies would be tax exemption, once we procure certification for being a non-profit organisation. Getting it would be the first thing on my agenda.

3. Provide a detailed SWOT analysis of yourself with respect to SEDS - India.

<p><u>Strengths</u></p> <ul style="list-style-type: none"> • As mentioned earlier, I have an eye for detail. When most people tend to overlook minor details, I have a knack for noticing the devil that lies in detail. With respect to SEDS India and particularly for a treasurer, I believe my ability will be an asset to the team. • My sincerity. What SEDS India needs right now is pro-active action to overcome the issues mentioned in the previous answer. 	<p><u>Weakness</u></p> <ul style="list-style-type: none"> • My dislike of confrontations – I have generally preferred avoiding confrontations, and chosen compromise as a way out. However, I have realised that while sometimes compromising is good for the team, there are certain places where assertion is also necessary. Hence, I have decided to not shy away from such situations and instead use them as an opportunity to hone my skills. And as a part of the Board, as most of my work will be behind a screen, this wouldn't exactly be that great an issue for me either.
<p><u>Opportunities</u></p> <ul style="list-style-type: none"> • I believe being on the board will make myself an asset to the SEDS India team. I aim to help improve membership benefits as well improve the funding scenario. • Having worked for both Publicity and Marketing as well as Special Guest Care, I have had chances to network. I hope to turn this into an opportunity for SEDS India by creating collaborations with other space related organisations in India and abroad. 	<p><u>Threats</u></p> <ul style="list-style-type: none"> • The only threat I can imagine for SEDS India, were I elected for treasurer would be misappropriation of funds – and that is certainly not going to happen. On a more realistic note, the threat we face as an organisation is the fact that we aren't doing anything new. Perhaps a revamping of long term plans and sharing them with the succeeding board will inspire some motivation amongst the next team. • Inactive chapters as well as lack of

	new chapters coming up. These are two things that we really need to focus on, too.
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4. What will be the first steps you take as soon as you become the Treasurer of SEDS - India?

As mentioned earlier, my first priority task would be getting NPO/NGO certification for SEDS India. Following it would be a publicity drive to attract funding agencies and members.

Publicity will also be needed to increase the number of SEDS chapters in India, which will build our value as a national organisation, and therefore automatically positively impact funding.

Alongside the aforementioned, all points covered in my second answer are important steps that I wish to take to bring about the needed change.

5. Case Study: A 3 day national conference has to be planned in Mysore. The date of the conference is 23rd - 26th November, 2017. The overall theme of the conference is Astrobiology and it's applications for establishment of colonial life on Mars. Two competitions are to be held, namely, Rover Design and Paper Presentation, along with guest lectures. All the member chapters are to be invited along with external participants. Two international speakers have to be flown in from New Zealand and Australia. 6 speakers have to be brought to Mysore from Kolkata, Mumbai, Kashmir, Chennai, Delhi, Gangtok, respectively. Design an approximate budget for the overall conference. You're free to use your assumptions, if you do so, mention them.

Travel: (all prices as of 28.06.2017)

Arrival: 22/11/2017

Departure: 27/11/2017

Speaker from New Zealand (Auckland to Bangalore) https://goo.gl/flights/v8qr We have chosen the return flight from Chennai as the price difference is close to 9k, whereas the cab would cost us 5k.	Rs.47,906 (24,615+23,291)
Speaker from Australia (Sydney to Bangalore) https://goo.gl/flights/Zd4H	Rs.35,053

Speaker from Kolkata https://goo.gl/flights/5kSP	Rs.6,936
Speaker from Mumbai https://goo.gl/flights/tMBF	Rs.3,448
Speaker from Kashmir https://goo.gl/flights/FY6N	Rs.10,661
Speaker from Chennai https://goo.gl/flights/w18P We have chosen cab over flight as cab would cost 9-10k to and fro and flight costs less than that.	Rs.3643
Speaker from Delhi https://goo.gl/flights/Ytf6	Rs.5,700
Speaker from Gangtok (Bagdogra to Bangalore) https://goo.gl/flights/Y6TS	Rs.14,099
Banglore to Mysore https://cabs.makemytrip.com/dt_cabsListing?fromCity=BLR&toCity=XMY&tripType=OW&departDate=23-11-2017&pickupTime=07%3A00	Rs.2,189*8=17,512
Mysore to Bangalore https://cabs.makemytrip.com/dt_cabsListing?fromCity=XMY&toCity=BLR&tripType=OW&departDate=27-11-2017&pickupTime=07%3A00 Considering all speakers travel in a cab separately.	Rs.2,755*8=22,040
Local Travel Costs http://www.savaari.com/select_cars.php?from_city=Mysore%2C+Karnataka&from_city_dummy=203&duration=4&pickup_date=23-11-2017&pickup_time=07%3A30&trip_type=2&go=Select+Car	Rs.1,260*2*3=7,560
Total Travel Cost	Rs.1,30,859

Accommodation:

Accommodation in Mysore https://www.fabhotels.com/hotels-in-mysore/fabhotel-dawn-mysore.html?checkIn=23+Nov+2017&checkOut=27+Nov+2017&rooms=1&occupancy[]=1&utm_source=Trivago&utm_medium=cpc&utm_campaign=Fabhotels Considering all speakers stay in a single occupancy room.(3 Star Hotel)	Rs.5476*8=43,808
Total Accommodation Cost	Rs.43,808

Printing Expenses:

Mementos	Rs.1,000*10=10,000
Tags,Banners and Standees	Rs.5,000
Stationery and other needs	Rs.2,000
Certificates	Rs.10*250=2,500
Total Printing Expenses	Rs.19,500

Other Expenses:

Convention Centre If we choose either GLN Convention Centre or Galaxy Convention Centre they have 16 and 22 Rooms which can accommodate all speakers. http://galaxymysore.com http://glnconventionhall.com/	Rs.15,000*4=60,000
Venue Preparation <ol style="list-style-type: none"> 1. Rover Design (Since its a Design competition I have assumed it to be a presentation) 2. Paper Presentation 3. Guest Lectures Cost of Projector Rent etc.,	Rs.2,000*4=8,000
Food <ol style="list-style-type: none"> 1. Breakfast 	Rs.100+250+250=600*300=1,80,000

2. Lunch 3. Dinner Assuming 250 Participants and 50 Volunteers and Speakers	
Conference Kit	Rs.200*260=52,000
Total Other Expenses	Rs.3,00,000

Miscellaneous(10%)	Rs.49,416.7
Total Budget	Rs.5,43,583.7