

PANDIT DEENDAYAL PETROLEUM UNIVERSITY

“MECHINERZO”

Forum for Mechanical and Industrial Engineers

Annual Proposal 2014-2015



Name of university

Pandit Deendayal Petroleum University

Name of Club/Forum

“**MECHINERZO**”, Forum for Mechanical & Industrial Engineers.

Objectives

- To plan and organize technical programmes and activities, such as, special lectures, workshops, seminars, symposia, exhibitions etc. for the benefit of student members on a regular basis.
- To provide a common platform for the student members to exchange ideas and information on the topics of their interest e.g. curriculum, employment / higher educational opportunities, emerging trends, new development etc.
- Enhance formal education and professional skills by starting professional society chapters at PDPU.
- Organize/participate at Local; National and International level events/activities for exchange/enhancement of information, knowledge, skills, values and personnel.
- To facilitate industrial visits / practical training / project work / employment opportunity to the student members in R&D laboratories, industries, academic institutions etc.
- To encourage team work and the spirit of self-reliance among the student members.
- To serve as a focal point at the institution on all aspects of professional development of the student members.
- Develop soft skills relevant to the engineering profession (leadership and communication skills, time and stress management, networking skills, team-working, creativity, Ethics etc.)

Mission

The “**MECHINERZO**”, a forum for the students and faculties of the Mechanical & Industrial Engineering department established to organize and launch various technical programs/ activities to sharpen their professional and academics skills, and recognize personal lives, while engaging in activities with a societal relevance.

The Organization

❖ “MECHINERZO”

➤ Faculty advisor

▪ Forum coordinator

- Officer of club affairs
- Officer of event management
- Officer of information and news
- Officer of documentation and instrumentation
- Officer of publicity

Faculty advisor

Roles and responsibilities

- Serves as the official liaison between the forum and the institute.
- Monitors the activities of the forum and motivates the student members.
- Guides the forum on the formation and implementation of its goals, objective and programs.
- To help forum co-ordinator and members to prepare an academic calendar of club activities and events.
- Attends as many of the forum meetings and events as possible.
- Ensures students meet annual report deadline.

Forum Co-coordinator

Roles and Responsibilities

- To lead forum from top and see that work is done with right intentions and proper enthusiasm.
- To see that forum is in always contact with forum and no demand are left unanswered.
- To see that all student bodies under forum are never in loss of direction and leadership.
- To see that significance of MECHIMERZO is never lessened either by inefficient working of the forum or by non-participation by forum members in its activities or by some any other problem.
- To provide all support to forum officers.
- Will be responsible for organizing the events that cherish interaction between faculty and students and among students.
- Will be responsible for the publication of newsletter once in a semester.

- Will be in-charge of any departmental activity and function.
- In co-ordination with officer of club affairs will see it to that the election for next council members are conducted freely and fairly one month before the end of academic year.
- Will be responsible for receive/deposit all money and pay all debts of the forum Authorized UNDER THE MANDATORY SUPERVISION OF FACULTY COORDINATOR.
- Will responsible for submitting account sheet receipts and bills of forum activities to faculty advisor and get it regularly checked.
- Will ensures the preparation of the Annual Report.
- Will be responsible for regularly checking and maintaining the mail account of the club.
- Will be responsible for keeping a record of the club's funds.
- Will be responsible for preparing Financial Statement at the end of the academic year.
- Will look after the timely availability of funds for the club activities and will work in consultancy with the Faculty Coordinator for the same.

Officer of club affairs

Roles & Responsibilities

- Will be the representative head of MECHINERZO forum outside the college.
- Will be responsible for introducing fresher's to MECHINEZO and its activities and how they are beneficial to them.
- Will be responsible for introducing new members to various chapters and club under forum and their benefits.
- Will be responsible to collect membership fees of various club and chapter under MECHINERZO from new members.
- Will be responsible for communication among students, forum co-coordinator and faculty advisor.
- Will be responsible for necessary arrangements for organizing the GBM and keep a record of the names of members in attendance in meeting.
- To provide valuable inputs and feedback.
- To keep a record of the name of members attending various club activities and general body meeting.

Officer of event management

Roles and responsibilities

- Will be responsible for completing objectives set by faculty advisor and forum co-ordinator at ground level and managing them.
- To help in organising all activities set by forum.
- To prepare a report of the same to be submitted to and reviewed by the faculty advisor of the club.
- To bring new ideas to the forum.
- To always be enthusiastic and available to forum as well as the students.
- To provide all possible support to the members.
- To provide monthly work updates to forum co-ordinator.
- To provide hospitality during various events under Mechinerzo.

Officer of information and news

Roles and responsibilities

- To provide valuable information regarding what happening in other institutes and their forums.
- To provide relevant information to current affairs and new technology in areas of mechanical and industrial engineering to publicity team for newsletter.
- To provide a complete summary of event held under MECHINERZO to publicity team.

Officer of documentation and instrumentation

Roles and responsibilities

- To prepare a file account sheet and bills of events conducted by forum.
- To prepare complete summary of every event conducted by forum and submit it to forum co-ordinator and faculty advisor.
- To collect data for forum newsletter and communicate it to publicity team.
- To collect data for forum website.

Officer of publicity

Roles and responsibilities

- Will be responsible for publicity of forum and its events in other colleges and institutes.

- Will be responsible to design a forum T-shirt and get printed as per instructed by faculty advisor.
- To design posters for events being conducted by forum.
- To prepare newsletter for forum and get printed it with in specified time as per instructed by faculty advisor and will be responsible for its distribution.
- To collect sponsorship for the events being organised by the forum.

Proposed Activities Description

- Expert Lecture-1 (MECHINERZO)
- 2 Day workshop CREO (MECHINERZO)
- 1 day workshop on Module of Siemens center of excellence (MECHINERZO)
- Expert Lecture-2 (MECHINERZO)
- 2 Day workshop FEA (MECHINERZO)
- Industrial Visit (MECHINERZO)
- BAHA Registration (Automobile related event)
- Visit to Power Plant (Diesel, Thermal, Hydro and Nuclear)(MECHINERZO)
- Expert Lecture on “Project Management”(MECHINERZO)
- One day workshop on “Computer Aided Thermal System Analysis" (MECHINERZO)
- Expert Lecture on “ Welding Technology – an industrial overview” (MECHINERZO)
- One day workshop on Wind resource assessment (MECHINERZO)
- 1 day workshop opportunities and trends in applied energy (MECHINERZO)
- 1 day workshop in Industrial applications of evaporative cooling (MECHINERZO)
- 1 guest lecture (MECHINERZO)
- Visit for research facilities (MECHINERZO)

Introduction to MECHENIRZO:

Session starts with a introduction of MECHINERZO, its activities, objectives and student activities under the forum.

Guest lecture:

To make the students aware of the new technologies and other environmental and technical developments, guest lecture shall be conducted as a part of our annual activity calendar. The objectives of these programs would be to acquaint the students with the skills required for better career and personality. We shall invite esteemed professionals from renowned industries to impart these lectures. We intend to invite guests from the technical department of the industry, who would give lecture on technical aspects of the industry, as well as from the HR department, who shall make the students aware of the requirements and skills that the industries expect from the young graduates. Our purpose for organizing guest lecture is to provide the students an exposure to the corporate world, so that they do not keep themselves restricted to only textbooks.

Quiz:

Mechinerzo can organize a knowledge based fun event i.e. quiz based on some mechanical areas like automobile, general discoveries of engineering etc. It mainly focuses to be a knowledge enhancing session for all who will be going to participate. It will be open for all for all PDPU students.

Paper/Poster Presentations:

We shall organize a Paper/Poster presentation competition as a part of our annual activity calendar, wherein we shall invite abstracts from the students on selected topics of our respective engineering discipline. The abstracts shall then be scrutinized and a few of the best ones will be selected for the next round wherein the students shall present their topics through ppt or posters in front of a panel of judges and an audience ranging from other students to the faculties. The students would be judged upon how they put their views in front of the public, the way the present it, genuineness of the content, etc. This type of competition shall help the

students in improving their presentation and communication skills, their presence of mind, research abilities and overcoming their stage fears.

Workshops:

In engineering we are learning a lot about theoretical aspects but it is necessary to have some kind of practical exposure to understand that knowledge properly. We can arrange 2 – day or 3 – day workshops on focusing on various emerging areas in mechanical engineering. We can also do skill development programme under the observation of some faculty in which students can take hands on experience on machines which are there in our workshop only.

Guest lecture:

To make the students aware of the new technologies and other environmental and technical developments, guest lecture shall be conducted as a part of our annual activity calendar. The objectives of these programs would be to acquaint the students with the skills required for better career and personality. We shall invite esteemed professionals from renowned industries to impart these lectures. We intend to invite guests from the technical department of the industry, who would give lecture on technical aspects of the industry, as well as from the HR department, who shall make the students aware of the requirements and skills that the industries expect from the young graduates. Our purpose for organizing guest lecture is to provide the students an exposure to the corporate world, so that they do not keep themselves restricted to only textbooks.

Software training program:

In current situations, all industries are using modelling software for designing purpose and to be in harmony with them, it is necessary that our students also have knowledge about that kind of software. So, we can join hands with external agencies for teaching our students the software like AutoCAD, Solid Works, CREO (PRO – E), ANSYS etc.

ACTIVITIES

The activities that can be organized to meet the aims and objectives of the forum are:

- Guest lectures.
- Field and industrial visits/training.

- Paper/Project presentation.
- Theoretical / Practical Competitions both intra and inter club, college.
- Technical events (Seminar, Workshop, Symposium, Conference).
- Publishing quarterly/annual magazines.
- Software (CAD, solid works, mat labs, EES etc.) based training programs.
- Collaborative activities with other professional societies such ASME, SAE, ISHRAE, ISTE, and IME etc.
- Individual/group project and fellow research activity.
- Annual technical festival.
- Celebration of Day's.
- Volunteer service to society.

Among the above listed activities following are the proposed activities which will be organized for current academic session 2014-2015

Membership

All the students from mechanical department will be by default a member of "**MECHINERZO**". No registration fee will be charged to become a member, although fee may be charged for participation in various events.