

WORK REPORT | INSTITUTE BADMINTON SECRETARY

Part 1 : Personal Details -

Name: Ishika Jain
Roll No.: 18B080011
Position: Institute Badminton Secretary

Part 2 : Events -

Event	Details/Remarks
Fitness Five	<ul style="list-style-type: none">• Contributed in deciding the exercises and penalties.• Calculated the total scores of participants.• Prepared leaderboard.
Online Chess Tournament	<ul style="list-style-type: none">• Headed the contacting leading to a record of 550+ participants in an online paid chess event.• Facilitated 24 hour help desk for solving queries of participants.
Blackcats Championship	<ul style="list-style-type: none">• Planned the first ever sem long intra contingent tournament from scratch.• Helped in deciding the structure and content of Episodes.• Collected the videos of the entire team and reviewed their scores.• Arranged the clips of all the sports for the release of the episodes.
PG Sports Orientation	<ul style="list-style-type: none">• Coordinated with the PG Sports Council for the conduction.
UG Freshers' Orientation	<ul style="list-style-type: none">• Conducted the Sports Orientation for freshers virtually; introducing them to the council and sports officers, and the various sports facilities available in our institute.• Was responsible for sharing important links during the orientation and conduction of numerous side events and publicity.
Fitness4Her	<ul style="list-style-type: none">• Responsible for collecting the amount for all batches.• Created the registration form, helped in approval.• POC for any pre and post registration queries of students.
Get Set Fit Phase II	<ul style="list-style-type: none">• Responsible for collecting the amount for all batches.• Created the registration form, helped in approval.

	<ul style="list-style-type: none"> • POC for any pre and post registration queries of students.
Mountaineering Live Session	<ul style="list-style-type: none"> • Created the Mountaineering Bingo for publicity of mountaineering webinar.

Part 3 : Council Work & Miscellaneous -

Work	Details/Remarks
Yearbook	<ul style="list-style-type: none"> • Spearheaded the Yearbook work by contacting the past 2 graduated council and previous council. • Compiled the Yearbook for every sport and helped in designing the Yearbook. • Presented the annual Yearbook of Sports written by team members for passing out players as a gratitude for their contribution in sports
Aavhan Deck	<ul style="list-style-type: none"> • Preparing the brochure for Aavhan 2021.
Fitness Club	<ul style="list-style-type: none"> • Posted a series of workout videos for amateur and advanced categories.
Convener Interviews	<ul style="list-style-type: none"> • Part of the Interview Panel for selection of Conveners from the pool of Freshmen applicants. • Selected 36 conveners out of 150+ applicants in 6 categories i.e, Events, Journalism, Design, Coverage, Web, Board Games

Part 4 : Administrative and Maintenance Work -

Work	Details/Remarks
Exhaust Fans	<ul style="list-style-type: none"> • Approval sent, further updates to be taken.
Synthetic Flooring	<ul style="list-style-type: none"> • Drafted approval mentioning the need. • Prepared report of previous work done in the courts for special officer on duty. • Working on scope of work for the complete process of resurfacing by examining the different quotations.
Installation of Lights	<ul style="list-style-type: none"> • Created approval including the required layout of courts and orientation of lights

Budget	<ul style="list-style-type: none"> Budgeted an amount of about ₹0.3 million for expenses towards Equipment, Community of IIT Bombay with special emphasis on the team & NSO.
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Part 5 : Team and NSO -

<i>Event/Work</i>	<i>Details/Remarks</i>
Team Workout	<ul style="list-style-type: none"> Organized regular workout sessions throughout the lockdown. Included NSO students in these sessions for improving their fitness. Conducted a fitness test to check improvement.
BCC	<ul style="list-style-type: none"> Timely team meets to decide on a challenge, and encourage participation for sessions.
Farewell	<ul style="list-style-type: none"> Conducted Virtual Farewell for passing out seniors, and gifted a snapbook with pictures of past memories as a piece of remembrance.
Quiz	<ul style="list-style-type: none"> Prepared a badminton quiz for team members, to be conducted in the upcoming week.

Part 6 : Web,Design and Publicity-

<i>Event/Work</i>	<i>Details/Remarks</i>
Marketing Manager, Aavhan	<ul style="list-style-type: none"> Databasing of companies in different sectors which can be probable sponsors. Prepared a draft mail for contacting the companies.
Creatives Team	<ul style="list-style-type: none"> Helped in designing the structure of Trophy Cabinet. Helped in creating the format and content of

	<p>videos and posters of all the events.</p> <ul style="list-style-type: none"> ● Responsible for handling the IIT Bombay Sports and Aavhan social media handles and content creation. ● Was responsible for supervising the slotting and conduction of interviews for freshmen introduction and sorting them for the final video.
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Part 7 : Aavhan

Event/Work	Details/Remarks
Webinars	<ul style="list-style-type: none"> ● Engaged in the publicity of all webinars on a large scale
Media	<ul style="list-style-type: none"> ● Responsible for the handling of the Aavhan social media handles and content creation for the various social media campaigns
Virtual Run (1 st edition)	<ul style="list-style-type: none"> ● Headed the contacting leading to 1500+ registrations for first ever virtual running event. ● Facilitated 24 hour help desk for solving queries of participants. ● Staged a charity drive and raised INR 13k. ● Created a collage of after run and feedback screenshots from participants for post publicity of the event.
Creatives Team	<ul style="list-style-type: none"> ● Involved in the creation and ideation of posters and videos for publicizing the institute-wide events and other events/campaigns under Aavhan
Aavhan Marketing Team	<ul style="list-style-type: none"> ● Responsible for creating the Aavhan deck ● Sector Wise, event wise databasing of probable sponsors for Aavhan 2021 ● Drafted and sent mails to the database ● Contacted the previous years sponsors of Aavhan and other college's sports fests ● Finalized the platform for Aavhan 2021
Aavhan Run	<ul style="list-style-type: none"> ● Prepared a database of probable sponsors for Aavhan Run ● Finalized the social cause to support and prepared draft mails for NGOs of database ● Drafted and sent mails to the sponsors and NGOs, and for promotional videos from athletes.

Part 8 : Declaration -

I declare that the above information is true to the best of my knowledge.

Ishika Jain

Institute Badminton Secretary
Institute Sports Council 2020-21

The reader's feedback regarding the current work or some suggestions regarding Badminton at IIT Bombay or any other matter related to Sports in IIT Bombay is more than welcome.
Contact me at kitujain15@gmail.com or badminton@iitb.ac.in.