

WORK REPORT | INSTITUTE SQUASH SECRETARY

Part 1: Personal Details -

Name: Chirag Jakhar
Roll No.: 180040028
Position: Institute Squash Secretary

Part 2: Events -

Event	Details/Remarks
Fitness Five	<ul style="list-style-type: none">• Ideated from scratch and conducted fitness five - a 5-day fitness extravaganza for the students at the start of the lockdown.• Responsible for reviewing the video submissions and maintaining the leaderboard.
PG Sports Orientation	<ul style="list-style-type: none">• Coordinated with the PG Sports Council and helped in the conduction of the event
Aavhan Online Chess Tournament	<ul style="list-style-type: none">• Conducted the online version of Aavhan's open Chess tournament on chess.com with more than 500 participants; the highest participant count in a single day cash event organized on chess.com
Aavhan Virtual Run	<ul style="list-style-type: none">• Ideated and conducted Aavhan's first-ever online competition; the Virtual Run; a pan-India running competition with more than 1000 participants• Was responsible for the proper distribution of prizes and certificates to the winners.
Blackcats Championship	<ul style="list-style-type: none">• Inaugurated the first-ever Intra-Contingent fitness competition released in the form of a 6-episode game show• Led a team of 20 events conveners to review videos for the scores of participants
Virtual Crossy	<ul style="list-style-type: none">• Planned to conduct an inter hostel virtual crossy under virtual championship
Freshers Sports Orientation	<ul style="list-style-type: none">• Conducted the orientation for freshers virtually, introduced them to the council and sports officers, and acknowledged them with facilities available at our institute.• Anchored in the orientation and was responsible for conduction of numerous side events i.e. Skillshow and publicity.

Part 3: Council Work & Miscellaneous -

Work	Details/Remarks
IITB Sports Journalism	<ul style="list-style-type: none">• As the journalism head, spearheaded the 10-member Sports Journalism team to look after the various journalism aspects of IIT Bombay Sports.• Inaugurated a “Freshman Newsletter” for sports, a guide to IIT Bombay Sports for all the enthusiastic freshmen.
Convener Interviews	<ul style="list-style-type: none">• Part of the interview panel for selecting conveners from a pool of Freshmen Applicants• Selected 36 conveners out of 150+ applicants in 5 genres; events, creatives, coverage, web and journalism, directly overseeing football and journalism
Fitness Club IIT Bombay	<ul style="list-style-type: none">• Inaugurated the Fitness Club IIT Bombay to cater to the fitness needs of the campus residents by providing fitness and dietary regimes• Collaborated with Mindhouse and provided free complimentary live meditation and yoga sessions for three months for IITB students
Sports Yearbook	<ul style="list-style-type: none">• Presented the annual Sports Yearbook for graduating students as a gratitude for their contribution to IIT Bombay Sports

Part 4: Administrative and Maintenance Work -

Work	Details/Remarks
Budget	<ul style="list-style-type: none">• Budgeted an amount of INR 4 lakhs for expenses towards Equipment, Events, Camps and the IIT Bombay community with special emphasis on the institute team
Wall Panels	<ul style="list-style-type: none">• Planned and discussed with sports officer to change the wall with better quality panels resulting in lower maintenance costs in the long run.
Adjustable tins	<ul style="list-style-type: none">• Planned with the Sports Officer of replacing current tins with adjustable ones, as the world regulation has changed, this will provide better practice for players in Inter IIT.

Part 5: Team and NSO -

Event/Work	Details/Remarks
Online Fitness Sessions	<ul style="list-style-type: none">• Conducted fitness sessions under the guidance of Ms. Prapti K. Salunkhe for the institute football team to keep the team in touch with their fitness during the long summer break due to the pandemic• Extended the Online sessions to the semester to prepare for the Blackcats Championship
NSO Trails	<ul style="list-style-type: none">• Headed the scheduling and proper databasing of the entries and requests from freshers also resolved queries from their side.• Coordinated with various Sports officers, and finished the process of NSO selection.

Part 6: Web, Design and Publicity-

Event/Work	Details/Remarks
Webinars	<ul style="list-style-type: none">• Engaged in the publicity of all webinars on a large scale
Media and Creatives	<ul style="list-style-type: none">• Responsible for the handling of the IIT Bombay social media handles and content creation for the various social media campaigns• Reviewing the caption and the posters that are published through our media outlet.
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.

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"> • Ideated and conducted Aavhan's first-ever online competition; the Virtual Run; a pan-India running competition with more than 1000 participants • Was responsible for the proper distribution of prizes and certificates to the winners. • 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.
Aavhan Online Open Chess Tournament	<ul style="list-style-type: none"> • Conducted the online version of Aavhan's open Chess tournament on chess.com with more than 500 participants; the highest participant count in a single day cash event organised on chess.com
Aavhan Winter Trek	<ul style="list-style-type: none"> • Publicized and managed the event well to get 80+ registration • Accompanied the Aavhan trek contingent as a part of a 3-member Aavhan representative team and coordinated with Indiahikes to look after the various requirement of Aavhan trekkers during the 6-day trek
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 Run	<ul style="list-style-type: none"> • Prepared a database of probable sponsors for Aavhan Run • Managed the proper functioning of Marketing team and events team with communicating to the sponsors. • 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.
Aavhan Lecture series	<ul style="list-style-type: none"> • Helped in finding possible leads for the lecture series. • Helped in the proper functioning of the emceeing and flow of the lecture by finalizing the structure.

Part 8: Declaration -

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

Chirag Jakhar

Institute Squash Secretary
Institute Sports Council 2020-21

The reader's feedback regarding the current work or some suggestions regarding Squash at IIT Bombay or any other matter related to Sports in IIT Bombay is more than welcome.

Contact me at chiragjk1999@gmail.com or squash@iitb.ac.in