

LNMIIT Optica Student Chapter (LOSC) Meeting Minutes

Meeting No. LOSC/01

Date: 30th January 2026

Venue: RIEP Conference Room

Time: 12:30–1:30 PM

Meeting called by: Dr. Harshvardhan Kumar (Advisor of LOSC)

In attendance:

Faculty: Dr. Harshvardhan Kumar

Student representatives: Jyoti Tater (22UEC059), Yash Bijawat (22UEC146, *attended in ONLINE*), Nandini Sharma (24DEC034), Riddhima Agarwal (24UEC076), Vanshita Chotwani (24uec222), Amrit Mishra (24DEC051), and Priyanshi Jain (24UEC249)

Agenda:

- Welcome to the newly joined members.
- Introduction of Optica Student Chapter.
- Roles and responsibilities (of members) description.
- Website design and development.
- Social media accounts/pages-IG, X, Facebook, YouTube, and LinkedIn.
- Planning for the inaugural event-proposed date, time, and activities.
- Invitation of eminent speakers, HoD (ECE), senior professors, and Director (LNMIIT).

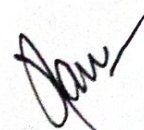
Minutes:

The LOSC advisor extended a warm greeting to all members and introduced the core members to the functional team members who had recently joined. The members were informed by the advisor that the inaugural event will be held in February 2026. Consequently, it is imperative that we adhere to the agenda outlined above and prioritize our efforts accordingly.

Below is a list of the agenda, related team members, work plan, and schedule:

❖ **Website design and development:**

Priyanshi Jain and **Vanshita Chotwani** work on the design and development of LOSC's website (dynamic design). The first deadline to show the website draft is **10th February 2026**, and the final



deadline is on/before 15th February 2026. They have to include the following sections on the website-

1. First page/tab(home): About Optica Chapter, what we do in the field of Optics and Photonics at LNMIIT, and Recent Updates
2. Second page/tab: Team members-Advisor, Core Members, and Functional Team members (web development team members, content creation team (social media cell), and event management team members).
3. Third page/tab: Events-Workshop (annual), Hackathon (annual), Webinar, Invited talks, and Quizzes (Here we also need to provide a brief description about all events); EVENT CALENDAR*.
4. Fourth page/tab: Recent Chapter Activity and Gallery
5. Fifth page/tab: Event Reports and MoM Records (PDF)
6. Sixth page/tab: Contact Us (here we need to provide email, mobile, LinkedIn, and IG details).
7. Seventh page/tab: Useful Links

Start a chapter: <https://www.optica.org/get-involved/students/student-chapters/start-a-chapter/>

Chapter benefits:

<https://www.optica.org/get-involved/students/student-chapters/student-chapter-benefits/>

Manage your chapter/Annual Reports:

<https://www.optica.org/get-involved/students/student-chapters/manage-a-chapter/>

Chapter toolkit: <https://www.optica.org/get-involved/students/chapter-toolkit/>

Student chapter map:

<https://www.optica.org/get-involved/students/student-chapters/student-chapter-map/>

Requesting Funding: <https://www.optica.org/get-involved/students/requesting-funding/>

Travelling lecturer: <https://www.optica.org/get-involved/students/traveling-lecturer/>

Optica membership: <https://www.optica.org/membership/join/individual/>

❖ **Social media accounts/pages-IG, X, Facebook, YouTube, and LinkedIn:**

Nandini Sharma and Vanshita Chotwani will work on creating the SMPs for IG, LinkedIn (page), YouTube, Facebook, and X, and on designing the LOGO, meeting background, and banners. The first deadline to complete this work is on/before 8th February 2026, and the final deadline is 11th February 2026.



❖ **Planning for the inaugural event-proposed date, time, and activities:**

The planning for the inaugural event-proposed date, time, and type of activities for students will be decided by all core and functional team members. Here, the committee members also agree to keep some prize money for the students—for example: 1st prize: Rs. 1000/-, 2nd prize: Rs. 500/-, and 3rd prize: Rs. 250/-. Moreover, the committee members also inform the advisor about their detailed plan within 2-3 days of the meeting.

❖ **Invitation of eminent speakers, HoD (ECE), senior professors, and Director (LNMIIT):**

After finalizing the dates and type of events, the invitation to the chief guest, HoD (ECE), senior professors, and Director (LNMIIT) will be sent by **Dr. Harshvardhan Kumar**.

Response of Advisor:

All the members were thanked for attending the meeting and the fruitful discussion.

The meeting was closed.

