

Report on Measures to Decrease the Volume of Mails

The committee consisted of –

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An ad-hoc committee was constituted in the 2nd Special Students' Senate (2013-14) meeting held on 25th Aug'13 to look into the measures that can be taken to decrease the volume of mails sent to the students by office-bearers.

Based on the discussion, in the committee the issue at hand was categorised into the following major reasons and the respective solutions:

- 1) Increased number of mails on frequent intervals regarding different activities-
For every different event or activity, different mails are sent to the students. Say, for example, if there are two different SnT workshops in a day, then two separate mails are sent to all the students, along with a number of reminder mails.

Measures:

The committee strongly recommends that every council should maintain their web page along with their Facebook page. These pages should be a one-stop destination for the complete information regarding all the activities, events, workshops, nominations, etc in that particular council. In case the council has other FB pages, say for example club pages, then their links should appear in the council's FB page. The committee strongly recommends that only one mail a day be sent to the students by every General Secretary. That mail should be a generalised mail providing necessary information of the activities in that council. The necessary information will consist of headers with a very brief description, and the relevant dates and time along with the venue. The rest of the details will be put up on the council's web page and the mails shall contain the links to the relevant pages. The regulation to send one mail a day implies even during inter-hall festivals because during that time it is usually seen that the respective council causes a higher traffic of mails. Other than this, the committee also suggests the General Secretaries to maintain Google calendars, consisting of the schedule of all council activities, which the students can easily subscribe to. Google calendars are highly efficient and functional having features like mobile notifications. FMC General Secretary, Mr. Sohil Bansal has already worked into this, and is maintaining a web page for his council which is regularly updated.

- 2) Repetition of the same mail from different sources-
Currently, some mails are sent to the students from a number of different sources leading to repetition. Say, for example, a mail is sent to the students by President, Students' Gymkhana, DOSA sir, and also by Prof. Ashish Dutta, head CC, leading to repetition.
This problem arises because the President, Students' Gymkhana sends the mail to the [STUDENTS] list as he cannot rely on DOSA sir for sending the mail on time and notifying the students. Hence if the mail is already sent to [ALL] list by DOSA sir, then the President, Students' Gymkhana does not forward the mail. But in the other case, he forwards the mail and sometimes DOSA sir also forwards the same mail later leading to

repetition.

Measures:

The committee recommends that when the President sends some mail to the [STUDENTS] list, he should also send a mail to DOSA sir telling him that this mail has already been sent on the [STUDENTS] list, so as to reduce repetition. Any mails from NGO's not under Students' Gymkhana should be sent through the professors and not through the President, Students' Gymkhana.

3) **Lost & Found Mails-**

The current status is that the President, Students' Gymkhana has stopped forwarding any such mails to the students list. All these mails are currently being forwarded through DOSA sir. The Vani portal has not yet become a popular platform for lost & found mails, and is not accessed by many.

Measures:

The use of Vani portal needs to be encouraged amongst the students community. Students need to be told that such a functional portal exists and should be accessed by them on a regular basis.

4) **Irrelevant Mails sent to different types of students-**

Any student in IITK receives a lot of mails that are completely irrelevant to him/her. There are mails with headers like "This mail is only for y10 junta, others kindly ignore." Then why are such mails sent to [all] list at the first place.

Measures:

The committee strongly recommends that all mails should be sent only to the concerned students rather than sending it to [students] list. Like a mail concerned with y11 batch should be sent only to their list. Now the problem at hand is that lists of different batches in post-graduate students are not available. Such lists need to be prepared for proper channelling of mails to the students.