



Full Name	Duraipaandiyaan Anbumani Poongothai
Official Position	VP Academics & Advocacy
Report Period	01/08/2024 to 31/08/2024
Date of Completion	31/08/2024

No.	Date (dd-mm-yy)	Task	Update	Time Spent (hh:mm)	Next Steps	Point of Contact	Status
1	01/08/2024	Meeting with Orientation Committee	Grad Connect Event Discussion	01:00	NA	Exec Team	C
2	01/08/2024	Handbook Committee Meeting	Initial Meeting for Handbook Committee	00:30	NA	VP Internal	C
3	02/08/2024	Council Meeting	2nd Council Meeting	03:00	NA	Council	C
4	03/08/2024	Brainstorm for Senate, Senate Committees appointment	Brainstorming, Preparation, Referencing previous years hiring process, Content Preparation for poster	01:30	NA	VP Academic	C



5	03/08/2024	Interview Question Preparation and setting marking criteria for CCSL	Execution done	01:30	NA	VP Academic	C
6	06/08/2024	Interview for CCSL	Execution done	04:00	NA	VP Academic	C
7	06/08/2024	Efforts taken for CCSL interview	Communication for CCSL interview which includes interview scheduling, follow ups, announcing results with various stakeholders	01:00	NA	VP Academic	C
8	06/08/2024	Meeting with Services Manager for Departmental Orientation	Updates and follow ups	00:30	NA	VP Academic	C
9	04/08/2024 & 06/08/2024	Efforts taken for Student Tribunal representatives selection	Strategize, Candidates eligibility criteria check process, Communication for Student Tribunal representatives selection which includes discussion with appointment	01:30	NA	VP Academic	C



			committee members follow ups, announcing results with various stakeholders				
10	07/08/2024	Brainstorm for CSGS and GCC appointment	Brainstorming, Preparation, Referencing previous years hiring process, Content Preparation for poster	01:30	NA	VP Academic	C
11	08/08/2024	Budget and funding Committee	Discussion on conference funding, frosh fundings allocation	02:00	NA	VP Academic	C
12	09/08/2024	Emergency Council Meeting	Execution done	00:30	NA	VP Academic	C
13	09/08/2024	Advocacy Monthly Meeting	Monthly updates, meeting new advocacy manager, discussion on Advocacy referendum question,	01:00	NA	VP Academic	C



			advocacy tabling for frosh events				
14	11/08/2024	Interview Question Preparation and setting marking criteria for Board	Execution done	01:00	NA	VP Academic	C
15	12/08/2024	Interview for Board	Execution done	04:00	NA	VP Academic	C
16	06/08/2024 & 12/08/2024	Efforts taken for Board Interview	Initial resume and cover letter analysis and Communication for Board Interview which includes interview scheduling, follow ups, announcing results with various stakeholders	02:00	NA	VP Academic	C
17	12/08/2024	Interview Questions preparation for Senate and setting marking criteria for Senate	Execution done	01:30	NA	VP Academic	C
18	13/08/2024	Interview for Senate	Execution done	05:00	NA	VP Academic	C
19	13/08/2024	Efforts taken for Senate Interview	Communication for Senate interview which includes interview	01:00	NA	VP Academic	C



			scheduling, follow ups, announcing results with various stakeholders				
20	14/08/2024 & 16/08/2024	Efforts taken for Senate Committees representatives selection	Strategize, Candidates eligibility criteria check process, Communication for Senate Committee representative selection which includes discussion with appointment committee members follow ups, announcing results with various stakeholders	01:30	NA	VP Academic	C
21	16/08/2024	Health Care Committee Meeting	Discussion on the legal essentials program offered by Student Care, LIC and other alternatives	02:00	NA	President	C
22	16/08/2024	French Class Initial	Initial planning,	01:00	NA	VP Academic	C



		Planning	Feedback form review, previous years contract analysis				
23	16/08/2024	Student Enquiry	Problem was addressed and directed to Advocacy Center	00:30	NA	VP Academic	
24	18/08/2024	Interview Questions preparation and setting marking criteria for GCC	Execution done	01:00	NA	VP Academic	C
25	19/08/2024	Executive Meeting	Frosh events final preparation meeting, updates and follow ups	02:00	NA	Exec Team	C
26	19/08/2024	Interview for GCC	Execution done	02:00	NA	VP Academic	C
27	19/08/2024	Efforts taken for GCC Interview	Communication for GCC interview which includes interview scheduling, follow ups, announcing results with various stakeholders	01:00	NA	VP Academic	C
28	18/08/2024 & 19/08/2024	Discussion on possible policy changes for Funding and	Line by Line analysis of funding and	02:00	NA	VP Internal	C



		departmental allocation	departmental allocation policy for identifying potential places for updates				
29	20/08/2024	Interview Questions preparation and setting marking criteria for CSGS	Execution done	01:00	NA	VP Academic	C
30	20/08/2024	Staff Exec Meeting	Biweekly updates	03:00	NA	VP Academic	C
31	20/08/2024	Interview for CSGS	Execution done	03:00	NA	VP Academic	C
32	20/08/2024	Efforts taken for CSGS Interview	Communication for CSGS interview which includes interview scheduling, follow ups, announcing results with various stakeholders	01:00	NA	VP Academic	C
33	16/08/2024 & 21/08/2024	Efforts taken for Faculty of Arts and Science Council and Committees representatives selection	Strategize, Candidates eligibility criteria check process, Communication for Faculty of Arts and Science Council and Committees	01:30	NA	VP Academic	C



			representatives selection which includes discussion with appointment committee members follow ups, announcing results with various stakeholders				
34	21/08/2024	Discussion with services manager about identified potential changes in policy	Discussed on various items in funding and departmental allocation policy for changes	02:30	NA	VP Academic	C
35	21/08/2024	Action Plan Preparation	Fall 2024 Action Plan Preparation	00:30	NA	VP Academic	C
36	21/08/2024	External Sponsorship meet	Meeting with sponsors for this term	03:00	NA	VP External	C
37	25/08/2024	Calypso Event	Supervising for smooth execution of the event	05:00	NA	President & VP Academic	C
38	26/08/2024	Discussion with GSA representative about the content to be	Strategize and Preparation	01:00	NA	VP Academic	C





		presented in ISO Orientation					
39	26/08/2024	ISO Orientation - GSA Overview	Execution done	01:00	NA	VP Academic	C
40	27/08/2024	Game events - Grad connect lunch and lounge	Execution done	02:00	NA	VP External, Services Manager & VP Academic	C
41	27/08/2024	First GA committee Meeting	Execution done	01:00	NA	President	C
42	27/08/2024	Budget and Funding Committee Meeting	Discussion on summer funding and situated emergencies funding	00:40	NA	VP Internal	C
43	29/08/2024	Meeting with President	Updates	01:00	NA	President	C
44	30/08/2024	Council Meeting	3rd Council Meeting	03:00	NA	Council	I

Total Hours (For completed Task) Current	77:10 hrs
Total Hours (For future Task)	0



**For Reference**

C	Completed
InP	In Progress
D	Delayed
WNA	Will not achieve / Cancelled
NoIn	No Information