

| Yash<br>Dixit  | VP O<br>Finar | perations &<br>nce                                   | July/2024                                  | 143  | 3 hours contributed  |  |
|--|---------------|--|--|--|--|--|
| THINGS TO CONSIDER INCLUDING IN MY REPORT                      |               |  |  |  |  |  |
| Goal Type:   |               | Goals I'm pursuing                                   | Meetings I've<br>prepared for &<br>debrief | Tactics on sharing S<br>event Information                  | SU Upcoming programs & services  |  |
| Include for Each<br>Goal:                                      |               | Details on upcoming<br>tasks I will be<br>completing | Important<br>dates/deadlines               | People I will need to work with                            | Resources I might need to gather   |  |
| Meetings & activities<br>attended, people I've<br>spoken with: |               | Reflect on what I've accomplished                    | Challenges I've<br>encountered             | How my work has<br>impacted students in<br>my constituency | Details on what I did & who I<br>worked with etc. New tasks in<br>my work plan |  |

## LOOKING BACK

**NOTE:** Please give more details than the examples shown. If you have nothing to report in a particular line, just type in "Nothing to report".

| Hours Breakdown                               | Meetings- 70 hours   |  |  |
|---|--|--|--|
|   | Office Work- 53 hours  |  |  |
|   | Activities- 20 hours   |  |  |
| Highlights and Reflection on monthly activity | <ul> <li>This month I attended a lot of meeting and conferences through which<br/>I met a lot of people and made a few very good connections.</li> <li>I worked on a few Travel and Conference Grants and Emergency<br/>Grants.</li> </ul> |  |  |
| Projects in Progress                          | <ul> <li>Reviewing the Strategic Plan details.</li> <li>Working on the first meeting of the Legislative Review Committee.</li> </ul>   |  |  |
| Completed Projects                            | <ul> <li>Updating the Budget lines</li> <li>Project Details on the upgradation of the Zoo</li> <li>Creating the draft for the multi project Vision.</li> </ul>   |  |  |
| Challenges I've encountered:                  | <ul> <li>Time consuming to gather information from various departments during<br/>Summer.</li> </ul>   |  |  |

| Goals I've accomplished this month: | <ul> <li>In the month of July, I learned a lot about how to make a draft, project,<br/>more effectively and efficiently. This not only helped me with my<br/>professional understanding but also helped with the personal<br/>knowledge gain.</li> </ul> |  |  |  |  |
|-------------------------------------|--|--|--|--|--|
| MOVING FORWARD                      |  |  |  |  |  |
| Current or upcoming tasks:          | I am looking forward for the welcoming of new and returning students to the orientation and I am all set to make new connections with them to listen to their concerns and student experiences.  |  |  |  |  |
| Goals for next month:               | My mail goal for next month will be to finish my projects in progress and start to implement them.   |  |  |  |  |
| Important dates/deadlines:          | I don't have a deadline for any tasks as of now. I will try my best to attend a few events and activities to better reach out to students  |  |  |  |  |
|                                     |  |  |  |  |  |