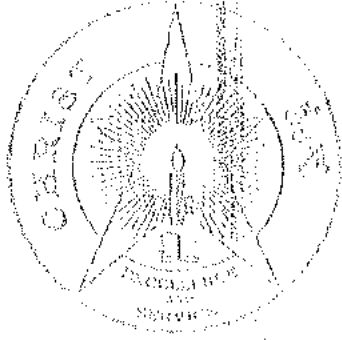


7.1 - Policy Document

Professional Society Activities



CHRIST

(DEEMED TO BE UNIVERSITY)

BANGALORE · INDIA

CHRIST (Deemed to be University)
BENGALURU

**Department of Computer Science and
Engineering**

**Policy
&
Procedure
For Professional Society**

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1. Introduction

1.1 Professional Membership Policy

Department of Computer Science and Engineering encourages the students to join various professional societies and offer two major professional memberships namely Computer Society of India (CSI) and IEEE. Main aim of this professional membership is to provide quality training programmes in order to update their knowledge and skills in the latest trends and technology. Professional bodies contribute in the production and development of top-quality professional engineers and technicians needed by the industry and other organizations.

The Society is targeted at the IT professionals and also user community at large. Hence the membership of the Society is open to all professionals involved in the field of information technology. The membership categories include individual and institutional. In the individual member category there are five grades namely Fellow, Senior, Member, Associate and Student, whereas institutional membership includes organizations and educational institutions. A professional can also apply for life membership in the society.

1.2 Purpose of Manual

This document has been prepared detail the process of enrolling into various professional membership, eligibility criteria and different office bearer positions. This document may be made available to the students so that they may have clarity on the process and procedure to join the professional membership.

2. General Benefits of Professional Membership

2.1 Computer Society of India (CSI) Membership Benefits

- ✓ Access to CSI Knowledge Portal with a unique login ID and password.
- ✓ Opportunity for member to member virtual networking through CSI Communities, Forums, Blogs.
- ✓ Electronic versions of CSI-Communications each month.
- ✓ Right to vote in CSI elections as well as contest elections subject to the eligibility criteria.
- ✓ Concessional registration fee for CSI events and training programs.
- ✓ Opportunity to offer workshops/ trainings on profit sharing basis in collaboration with CSI.
- ✓ Opportunity to deliver guest lectures in educational institutes associated to CSI across India.
- ✓ Financial support for minor research projects.

2.2 IEEE Membership Benefits

- ✓ Join a community of over 420,000 technology and engineering professionals united by a common desire to continuously learn, interact, collaborate, and innovate
- ✓ Get the resources and opportunities you need to keep on top of changes in technology
- ✓ Get involved in standards development
- ✓ Network with other professionals in your local area or within a specific technical interest
- ✓ Are mentored by professional engineers and technologists
- ✓ Obtain access to the largest library of electrical engineering, computer science, and electronics technical literature as well as the latest technology trends, industry news, and events.
- ✓ Collaborate with IEEE colleagues and member groups, online or in person, to build a support group for your profession, industry, or project.

3. Professional Membership Category

3.1 Computer Society of India (CSI) Membership

Associate Member

An Engineer or Post Graduate with work experience of at least one year in the field of Computer Science or a graduate with two years experience in the field of Computer Science. The grade of Associate is limited to those working in advancing the theory or application of Computer Science, Information Technology or other related disciplines. For admission to this grade the candidate should be Graduate of any discipline.

Student Member

Pass in 10+2 academic program and are enrolled for a degree course pass in matriculation/secondary education and enrolled for diploma courses approved by State Directorate of Technical Education

3.2 IEEE Membership

Membership in IEEE is open to individuals who by education or experience give evidence of competence in an IEEE designated field. The designated fields are: Engineering, Computer Sciences and Information Technology, Physical Sciences, Biological and Medical Sciences, Mathematics, Technical Communications, Education, Management, and Law and Policy. IEEE offers the following grades of membership: Student, Graduate Student, Associate, member, Senior member, and Fellow. The special categories of Life member, Young Professional, and Society Affiliate are also offered.

4. Standard Operating Procedure

4.1 Eligibility to get membership

The eligibility criteria for Professional Membership joining

- ✓ Students must join the any professional course like B.Tech or M.Tech.
- ✓ Students must apply the membership through student branch coordinator.

4.2 Step-By-Step Process for Forming a Student Branch

The Institution must become Institution member of CSI by paying Rs.5, 000/- [This is for one year. Institutes can take multiple year membership by paying Rs 9,000/13,500/16000 for 2/3/4 years]. Form – I is to be used for this (If applying on or after October 1st, pro-rata membership rates as prescribed in Form – I is payable). Then, the institution is eligible to open 'Student Branch' in their institution, subject to maintenance of a minimum of 75 student members at all times. Every Academic institutional member is eligible to designate 3 faculty members as free Nominee members (using Form I indicated above). One of the nominees or an existing CSI member among the faculty is to be designated as the Student Branch coordinator (SBC). His details are to be included in Form – III. He will drive all student activities of the student branch and be the main point of contact with CSI. The Institution can also designate more nominees (in addition to the three free nominees). For each additional nominee, they have to pay Rs.800/= per nominee per year.

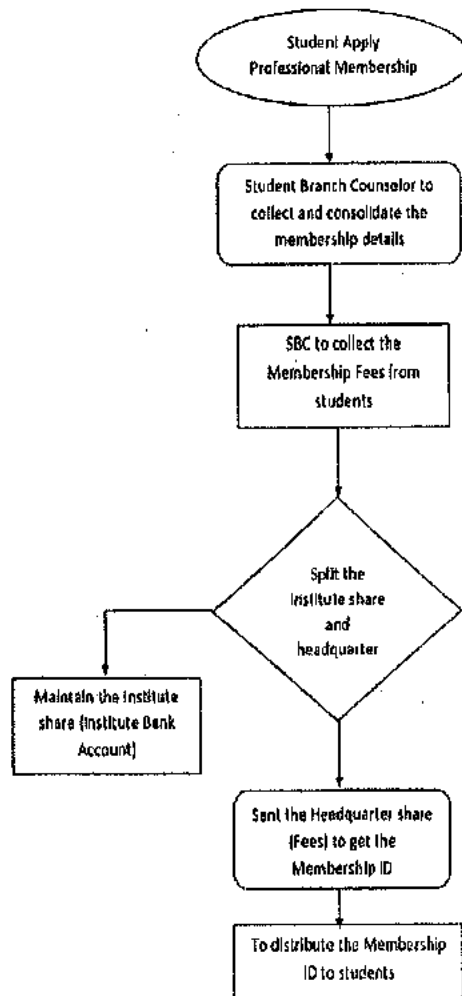
To open a 'Student Branch', institution must submit 'bulk student membership application form – Form III' which can again be found on our portal. As provided in this form, each student should furnish his personal particulars and sign. The institution is entitled to retain 1/3 amount of the total fee collected from the student members (For e.g if 100 students are enrolled and pay a total amount of Rs 30,000 @ Rs 300 per head, institute can retain Rs 10,000). This retained amount should be deposited in a separate bank account in the name of "Institution name-student branch-CSI" and spent for legitimate students' branch professional activities. Vide Form-III, additional amount is payable by students, who want a hard copy of our Newsletter – CSI Communications, every month (All students get to read soft copy of CSIC on CSI portal by logging-in with their membership credentials). 1/3 deduction is applicable only to membership fee and not CSIC hard copy subscription amounts, which has to be remitted in full. The student members list in Excel format is to be attached to the application either by hardcopy or in CD as per the format given in 'bulk student membership application' form'. The softcopy of the list (Excel format) is to be e-mailed

4.3 Rules and Regulations

- ✓ This Regulation shall apply to UG and PG Students of the Department of Computer Science and Engineering, CHRIST (Deemed to be University).
- ✓ We encourage the UG and PG students to join any one professional membership.
- ✓ To motivate to pay professional membership fees to join the membership.
- ✓ To motivate to participate professional society activities like workshop and seminar.

5. Procedure for Getting Membership

5.1 Flowchart for Getting Professional Membership



- ✓ The student will apply for professional membership (CSI & IEEE).
- ✓ The student branch counselor will help to get the membership.
- ✓ The student branch counselor collect the interested students name and details.
- ✓ After collecting the willingness name and application collect the membership fees.
- ✓ Once the fees collected take the DD or NEFT and send the membership fees to headquarters with application form.
- ✓ All the application and membership fees to reach the professional society headquarters they assign unique membership ID and provide the membership ID Card.
- ✓ After receiving student membership ID card from headquarters to distribute the ID card in concern students.

6. Student Office Bearers Selection

Professional Society student chapter is working with the help of student members. Every academic year we are selecting office bearers; with the help of these office bearers we are conducting various professional society events. The following roles we are electing the office bearers.

- ✓ President
- ✓ Vice President
- ✓ Secretary
- ✓ Treasurer

6.1 Procedure for office bearer's selection

There have a separate selection committee members to select the student Office bearer's. This team is including of HoD, professional society faculty in-charges and previous year office bearers. First level we request the student's members to give willingness. The professional society in-charge is to collect the willingness name list. Based on student's willingness we conduct the meeting with the selection committee members. These selection committees recommend the student name to Head of the Department. Then finally HoD approve the selection list.

- ✓ Team of faculty members discuss and select the office bearers.
- ✓ The team members consist of professional society in-charge and HoD.
- ✓ This selection will be based on students willingness.
- ✓ If more than one student are willing for the same position, selection will be based on students involvement in professional society activities.

- ✓ Minimum criteria for being an office bearer would be that he/she should have professional membership for last one academic year.
- ✓ Once the selection process is over, respective office bearers will be informed and discuss the roles and responsibilities with faculty coordinator.
- ✓ The tenure of office bearer would be one academic year.

7. Additional Benefits for Membership

- ✓ Eligibility for nomination of best Student Branch award
- ✓ Assistance with resource persons for various events and chapter support to organize seminars / workshops / tutorials / competitions
- ✓ Invitation for all Regional/State/ National student conventions/ conferences and competitions
- ✓ Concessional rates for CSI & IEEE Conferences and Tutorials for student members
- ✓ Eligibility to publish articles in CSI communications and IEEE journal for student members
- ✓ Eligibility to be nominated for the best Student paper in CSI communications
- ✓ Eligibility for CSI funded minor projects (for College Students)
- ✓ Eligibility for IEEE funded projects
- ✓ CSI membership identity card
- ✓ Access to CSI knowledge portal through Login-id and password
- ✓ Technology updates through Conferences, Seminars, Tutorials & workshop at discounted rates
- ✓ A forum for activities like Paper Presentations, Quiz, Competitions and Exhibitions.
- ✓ Ability to connect with distinguished speakers on different technology areas
- ✓ Eligibility to be nominated for the best Student paper in CSI communications
- ✓ Interact with Industry professionals and chalk out a career path
- ✓ CSI Minor Research project funding up to Rs. 50000/-

7.1 Awards

7.1.1 Young IT Professional Award

The National competition for young IT professionals is an event conducted annually and instituted by CSI in the year 1999 to encourage Researchers, IT professionals, Academicians, Consultants, Entrepreneurs and IT Practitioners in an Organization or as individuals in manufacturing / service / support / training functions in the field of Information Technology. The competition aims at young IT professionals involved in the quest of innovation in IT and provides them with an opportunity to demonstrate their knowledge, professional prowess and excellence in their profession.

Criteria : The most outstanding technology project of any kind, completed during the academic year (project duration could be of 2-3 years from the start date) within an organization will be judged for following criteria by the Selection Committee: *f* Criticality of IT Usage, *f* Improvement of Customer Service, *f* Innovation, Return on Investment, *f* Quality of Management, *f* Impact on Organisation and Society

7.1.2 CSI TechNext Award

The TechNext India Annual Industry and Academia Conference and Awards, brought to you by CSI - Mumbai Chapter will take place at WeSchool Auditorium, Matunga, Mumbai. Matunga, Mumbai on 28th September 2019. The awards will recognize the very best in the Academics and reward the College, Principal, Professor & HOD, TPO and student project for significant contribution in the Academics.

- ✓ Best Principal of the year
- ✓ Best HoD of the Year
- ✓ Best Faculty of the Year
- ✓ Best Institute of the Year
- ✓ Best Social Impact Project
- ✓ Best Student Project
- ✓ Best TPO of the Year

7.2 Knowledge Enhancement

- ✓ Access to CSI knowledge portal through Login-id and password
- ✓ Technology updates through Conferences, Seminars, Tutorials & workshop at discounted rates
- ✓ A forum for activities like Paper Presentations, Quiz, Competitions and Exhibitions.
- ✓ Ability to connect with distinguished speakers on different technology areas

8. Internal and External Program Participation Benefits for Membership

The students eligible to get participation fees favor benefits or some time participation fees discount benefit. The student branch is organizing various technical events for the purpose of student technical skill development. Those events are conference, workshops, seminars and quiz. This workshops some time planned peer-peer learning concept that means the resource person of that workshop is skilled person of internal and external student. This kind of learning students shows more interest to learn latest technology. For example following workshop we arranged for the benefit of students; Workshop on Web Scraping, Workshop on Data Science, Workshop on Wireshark.

