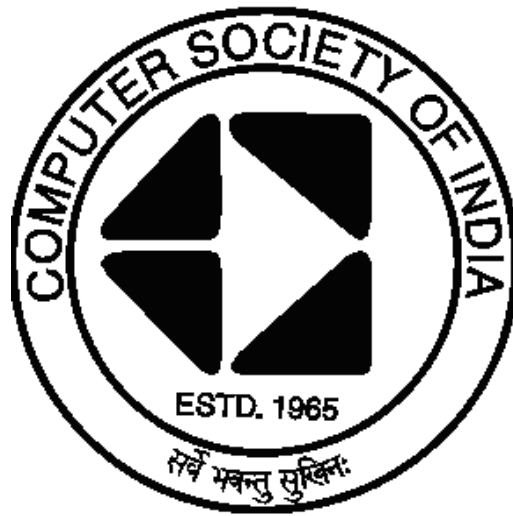


# Computer Society of India



## PROCESS FLOW FOR CSI SERVICE AWARDS

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*Conferred by: Awards Committee*

## **CSI Service Awards**

Every year CSI confers on its members the awards at the Annual Convention. There are various awards which are given to the individuals and chapters for their extra ordinary contribution towards the society and IT industry.

### **The Process**

Given below is a description of the process flow through which the awards committee scrutinizes, evaluates and validates entries received for the awards:

- Invites are sent to Chapters Chairmen, Regional Vice-Presidents, and Fellows to nominate various Chapters and personnel for different awards.
- The proposals are received before the closing date adhering to the deadline in a required format giving details as required helping themselves to be evaluated in a fair manner.
- The first stage of the stringent validation process begins with the Screening, which evaluates and filters all the participating entries received based on the criteria and currency.
- The participating entries that make it through after the initial screening are then evaluated by Awards Committee. This Awards Committee may be centrally or regionally located depending upon the situation and availability of time. And they carry out their evaluation via the documents submitted.
- Top winners from each category are then shortlisted for the next round of evaluation.
- The Awards Committee then discuss to finalize the winners culminating into respective awards given at the National convention.

## **CSI- BEST CHAPTER AWARDS**

Over the years CSI has shown tremendous growth in its membership and activities. The Society now has various tiers, which facilitates easy administrations and functioning. CSI has instituted Chapter Awards in various categories to acknowledge and encourage various chapters for their outstanding work in which contribute to the growth of the society.

Depending on the size and location of the chapters they are classified into various categories.

### **WHO ARE THE QUALIFYING CHAPTERS?**

Generally the Qualifying Chapters must meet the 2 mandatory conditions plus at least 2 of the other 6 optional conditions (of which at least one each should be from Category 'A' and Category 'B') and submit supporting documents for the following along with their recommendations.

#### **MANDATORY CONDITIONS:**

**1.** Submission of annual audited accounts to HQ by 31<sup>st</sup> May with no major adverse reporting by the auditors.

2. Conducted annual elections as per the Chapter Byelaws and HQ guidelines.

OPTIONAL CONDITIONS – Category ‘A’

1. Minimum 15% growth in Voting membership.
2. Minimum 10% growth in life membership (s. t. a minimum of 20% of Voting membership strength).
3. Promoted at least 1 / 2 / 3 Student Branches within the Chapter territory as approved by the ExecCom; based on the ascending strength of Voting member ranges mentioned in Para IV (a) mentioned later on.

OPTIONAL CONDITIONS – Category ‘B’

4. Conducted at least one National event in the last 2 years.
5. Conducted atleast one Regional / Divisional event in the last year.
1. Conducted atleast 10 Chapter activities in the last year (to be certified by the Regional Vice President).motivate Chapters and members to be active and to encourage more women and young members to join and contribute to CSI and its objectives.

**Classifiaction**

**Category-A**

- a) Chapters in Metro and A grade cities viz. Delhi, Mumbai, Calcutta, Chennai, Bangalore, Ahmedabad and Hyderabad.
- b) No of voting members more than 500

**Category-B**

Chapters in other cities having voting members more than 200 and less than 500.

**Category-C**

Chapters having voting members upto 200

**AWARD CONTENT**

Certificate of merit & The Best chapter selected on the national level will be entitled to retain 50% of the income earned through membership instead of normal 33%.

**DETAILED CRITERIA FOR SELECTION**

### Category A Chapters

#### **Essential conditions**

1. Submitted Annual Audited Accounts to HQ by 31<sup>st</sup> May with no major adverse reporting by the auditors
2. Conducted annual elections as per the Chapter Byelaws and HQ guidelines

#### **Other conditions**

At least three to five conditions of the following need to be fulfilled:

1. Minimum 15% growth in membership
2. Promoted at least 3 Student Branches in the territory
3. Minimum 10 monthly/technical activities in a year
4. At least one National/International event
5. Must have a Chapter Newsletter - minimum 6 issues
6. Deputed one Chapter OB/MC member for the National Council & AGM in the Preceding year
7. Any chapter which has graduated from a Category below to this category in this Year.

NOTE:

- a) For category A Chapters there will be one National Best Chapter Award
- c) To be eligible for the award the Chapter must satisfy essential conditions mentioned in 1&2 above plus 4 of the other 7 conditions mentioned in 3, 4,5,6,7 above

### Category B Chapters

#### **Essential conditions**

1. Submitted Annual Audited Accounts to HQ by 31<sup>st</sup> May with no major adverse reporting by the Auditors
2. Conducted annual elections as per the Chapter Byelaws and HQ guidelines

#### **Other conditions**

1. Minimum 12% growth in membership
2. Promoted atleast one Student Branch in the territory
3. Minimum 4 monthly/technical activities in a year
4. At least one Regional/Division event in a year
5. Must have a Chapter Newsletter (minimum 4 issues)
6. Deputed one Chapter OB/MC member for the National Council & AGM in the preceding year
7. Any Chapter has graduated from a Category below to this category in this year.

Note:

- a) For Category B chapters they will be Region-wise Best Chapter Awards, in case there are more than 20 chapters in this category, a National Best Chapter Award will also be announced.
- b) To be eligible for the award the Chapter must satisfy essential conditions mentioned in 1&2 above plus four of the other seven conditions mentioned in 3, 4,5,6,7 above.

### Category C Chapters

#### **Essential conditions**

- 1) Submitted Annual Audited Accounts to HQ by 31<sup>st</sup> May with no major adverse reporting by the auditors
- 2) Conducted annual elections as per the Chapter Byelaws and HQ guidelines

#### **Other conditions**

1. Minimum 15% growth in membership
2. Promoted at least one Student Branch in the territory
3. Minimum 6 monthly/technical activities in a year
4. At least one Regional/Divisional event in a year
5. Chapter Newsletter (minimum 3 issues)
6. Deputed one Chapter OB/MC member for the National Council & AGM in the preceding year

Note:

- a) For Category C Chapters there will be Region wise Best Chapter Awards, and if chapters in this category exceed 20, there will be a National Best Chapter in this category too.
- b) To be eligible for the award the Chapter must satisfy essential conditions mentioned in 1&2 above plus three of the other six conditions mentioned in 3, 4,5,6,7 above.
- c) If a chapter has fallen from a higher category (e.g. from A to B) it will not be eligible for the Chapter Awards.

### **PRESENTATION OF AWARDS**

All awards in the three categories for Best Chapter award are given in the annual general meeting.

### **CSI SERVICE AWARDS**

Even on the local chapter level, CSI has instituted awards and certificates to recognize direct contribution by individual members at the Chapter level.

## PURPOSE

These awards directly or indirectly motivate Chapters and the members to be active and to encourage women and young members to join and contribute to CSI and its objectives.

## SERVICE AWARDS / CERTIFICATES:

Qualifying Chapters can recommend names of current members for the CSI Service Awards / Certificates for the following categories:

### **1. Award – Chapter Patron**

This award would be given to a life member, who has contributed significantly over many years to the Chapter activities. This person should have been a CSI member for atleast 10 years.

## SELECTION PROCEDURE FOR THE CHAPTER PATRON AWARD:

A chapter can recommend a maximum of 1 life member for the Chapter Patron Award.

The name must be recommended by the Chapter AGM and forwarded to the Regional Vice President with a citation.

The Chairman – Awards Committee, 4 National Office Bearers and the concerned Regional Vice President will recommend suitable names to the National ExecCom for approval.

The recommendation from the Chapter is not binding on the awards committee.

### **2. Certificate – Significant Contribution**

This certificate would be given to an existing member, who has contributed significantly to the Chapter activities atleast for the last 2 years.

### **3. Certificate – Active Participation – Woman Member**

This certificate would be given to an existing woman member who has during the last year actively participated in the Chapter activities.

### **4. Certificate – Active Participation – Young Member**

This certificate would be given to an existing member, under 28 years, who has during the last year actively participated in the Chapter activities.

### **5. Certificate – Active Participation – Student Member**

This certificate would be given to an existing student member, who has during the last year actively participated in the Chapter / Branch activities.

## SELECTION PROCEDURE FOR THE CHAPTER SERVICE CERTIFICATES:

**1.** The maximum number of Service Certificates for members other than students, which can be recommended by a Qualifying Chapter is based on the number of Voting members of a Chapter as on 30<sup>th</sup> June, and will be:

Voting Members > 100 and < 500 per Chapter	1 Member
Voting Members > 500 and < 1000 per Chapter	2 Members
Voting Members > 1000 and / or Metro Chapters }	

(Delhi, Mumbai, Calcutta, Chennai, Bangalore, }  
Hyderabad) } 3 Members

2. The maximum number of Service Certificates for student members, which can be recommended by a Qualifying Chapter is based on the number of student members attached to a Chapter as on 30<sup>th</sup> June, 2002 and will be :

Student Members > 50 and < 125 1 Member  
Student Members > 125 and < 2002 Members  
Student Members > 200 3 Members

The Regional Vice President, based on the nominations proposed by the Chapter Managing Committee, will recommend suitable names to the Membership Committee which in turn, along with the RVP will evaluate the criteria keeping all the regions in mind and recommend names to the Awards Committee.

Chairman – Awards Committee, Membership Committee and the concerned Regional Vice President will approve suitable names for the Certificates. If no suitable nominations are received, the Society may desist from presenting the Awards even if basic eligibility criteria are met.

*ExecCom & MC Members while holding office and paid employees of the Chapters are not eligible for the Awards.*

*CSI Fellowship being higher than Patron Award, CSI Fellows should not be recommended for Patron Award.*

## **Process and Criteria for Fellowship Awards**

### **Fellow**

1. Nomination for the award of Fellow grade may be proposed by members of the Executive Committee or existing Fellows. A CSI member who is considered for the award of Fellow, MUST satisfy the following two requirements:
  - a. He / She should be a member of the CSI for at least five years continuously preceding 1st July of the year in which the award is made.
  - b. He /She be over 40 years of age on the above date.
2. Apart from the above, a nominee for the award of Fellow should satisfy at least two or more of the following criteria :
  - a. He / She should have contributed to the growth of the CSI
  - b. He / She should have contributed in a significant manner to the growth of Information Technology in the National field.

- c. He / She should have contributed to India's stature in the international field.
  - d. He / She should have contributed to the establishment of institutions which accelerate awareness of Information Technology in the country.
  - e. An individual with an outstanding innovation or a display of outstanding leadership, individually or as part of a significant group contribution.
3. Due consideration shall be given to present level of productivity and contribution of the individual rather than past achievement only.
  4. CSI members, who are nominated for the award of Fellow, should, as far as possible, be Life Members of the Society. Nominees, who are not Life Members, will be advised to apply for Life Membership. This is necessary to avoid any embarrassing situation which may arise at a later date due to the discontinuation of his/her membership by any nominee, after the conferment of the award of Fellow on him/her.
  5. "Fellowship" is awarded to the members of CSI on their significant voluntary contributions. The awards committee considers nominations received on time for judging and recommending suitable members for the Fellow award of CSI.