INTRODUCTION

1. Introduction:

Computer Society of India conducts several conferences/workshops/conventions. These events could be at Chapter, State, Regional, National and International level. All student branches in good standing can also organize student conventions at the desired level under their own arrangements. However, every year CSI extends financial assistance for selected student conventions, one at National level, one at Regional level for each Region and one at State level for each State. This manual defines standard guidelines for organizing these CSI assisted conventions. This manual deals with the following categories of conventions:

- State level student convention (SLC)
- Regional level student convention (RLC)
- National level conventions (NLC)

2. Approval for hosting of CSI supported student convention

The National Students coordinator (NSC)/Vice-President-CSI will publish a call in CSI communications inviting all interested student branches to send their detailed proposal. CSI Student branches, desirous of conducting any of the above conventions, should send their proposal against the call. All proposals should be routed to the NSC/Vice-President-CSI through the state students coordinator (SSC), regional students coordinator (RSC) and the regional vice president (RVP) in prescribed format (Refer Annexure-I. While the NSC/Vice-President-CSI, in consultation with the CSI office bearers, will be the final approver for SLC and RLC, the ExecCom will approve the NLC. Timeframes as specified in the call for proposal are to be adhered to.

3. Financial assistance for approved conventions:

Subject to budget availability and ExecCom approval, CSI provides below mentioned financial assistance for approved conventions as grant:

1. National Student Convention : Rs. 70,000/-
2. Regional Student Convention : Rs. 35,000/-
3. State Student Convention : Rs. 25,000/-

The validation criteria for the above levels are as follows:

1. **National**: 20% of registered participants should be from outside the region in which the host Institution is located (with at least 300 paid delegates).
2. **Regional**: 20% of registered participants should be from outside the state in which the host Institution is located (with at least 200 paid delegates).
3. **State:** 40% of registered participants should be from Institutions other than the host Institution (with at least 150 paid delegates)

Only conventions adjudged to have happened at the claimed level as per their original proposal, will receive grants as laid down above. Wherever a convention planned at a higher level does not meet the criteria laid down for the originally proposed level, will only be paid the grant as applicable for the lower level, it meets. For example, if a convention originally conceived at the regional level does not meet the criteria for regional convention, but meets the criteria for State level convention it will be paid only Rs 25,000/ and not Rs 35,000/. However, support for conventions adjudged to have met a level higher than that, originally proposed will be restricted to the originally proposed level only. The adjudgement committee constituted by the NSC/Vice-President-CSI will declare the actual level assessed, after the convention. The grants are to be strictly spent only for conference related expenses.

4. **Release of Grant and Mandatory Reports:**

Seed money with a ceiling of Rs 25,000 / Rs 15,000/ Rs 10,000 will be payable for the approved National / Regional / State level convention respectively. Requests for seed money for all approved conventions, if required, are to be sent to the Education Directorate (ED) at least one month before the convention commencement date. At the end of the convention, all bills along with supporting and a consolidated statement should be sent to ED within one month from the last day of the convention. The claim should also be accompanied by a detailed report on the convention as per format at Annexure – I. After scrutiny by ED and adjudgement as above, the final grant amount will be decided and approved by the NSC/Vice-President-CSI based on above prescribed ceilings and criteria.

5. **Minimum Event Durations:**

   a) National Student Convention : 2 or 3 days  
   b) Regional Student Convention : 2 days  
   c) State Student Convention : 1 or 2 days

6. **Events:**

The following is suggested list of events:

- Thematic address if the convention has a specific theme
- Keynote addresses
- Panel discussions
- Code debugging
- Software coding
- Multimedia contest
- Mobile/Android Application development
If the college wants to have any other event, it should get the approval of the concerned State/Regional student coordinator. Depending on the nature of the convention and minimum number of days, the number of events can be decided. However the following is desirable:

1. National Student Convention : Atleast 8 events
2. Regional Student Convention : Atleast 6 events
3. State Student Convention : Atleast 4 events

7. Guidelines and Standards:

- The theme for State, Regional & National convention should preferably align with the theme announced for the forthcoming CSI Annual convention of that year. **At least a few events should reflect this theme.**
- Best 2 papers of each State / Regional convention will be considered for evaluation by a panel and if selected, authors will be invited for re-presentation of the paper at the National Convention. Top few papers of the National convention will be considered for publication in CSI Communications.
- All events must be of a technical nature. No cultural competitions should be held. However there can be entertainment as part of the event.
- All brochure, notices, letter heads, invitation, mementos etc. for this convention will carry the CSI logo and name prominently and larger than event the university / college hosting the event.
- No other professional body like IEEE, ACM, IETE etc should be involved in these CSI student conventions.
- If corporate sponsorship has been taken, CSI logo and name should be well projected in comparison to the names of sponsors. If other colleges or academic institutions are enlisted as sponsors, the same may be followed.
- It is desirable that the registration fee is kept nominal for CSI Student members.
- It is desirable that these events are open only for CSI student members. However if the event is made open for non CSI student members, CSI members should get appreciable discount in the registration fees (differential could be 1 year CSI student membership fee).
- No jazzy names to be given for the name of the convention like Espirantz, Technoraiders. It should be one of the following:
  - CSI xxxxxxx State student convention
  - CSI Regional Student convention – region X
  - CSI National Student convention
8. Constitution, Duties and Responsibilities of Various Committees:

ADVISORY/ STEERING COMMITTEE

Office bearers at National level and other dignitories may constitute the advisory/steering committee. They are not directly involved in the conduct of the event.

ORGANISING COMMITTEE

Oversee the functioning and coordinating activities of all other committees. The Chairman Organisation Committee (OC) would be responsible for all aspects of the Convention except the technical program.

The organizing committee of the convention will be primarily consisting of members from the host college or university like HOD-CSE/IT/MCA of the department which hosts the CSI student branch; SBC of the student branch, faculty members etc. The CSI representatives in the organizing committee will be:

1. National Student Convention : National Student Coordinator, all Regional Student Coordinators and State Student Coordinator where the event is being held.
2. Regional Student Convention : Regional Student Coordinator and State Student Coordinator where the event is being held.

PROGRAMME COMMITTEE

- This Committee will set the theme and arrange for the technical program of the Convention.
- Committee will decide whether or not papers would be invited or secured through call for papers or both.
- In either event, high standards are to be adopted for submission of abstracts/papers and presentation at the Convention
- Prepare the committee budget
- Arrangements for meetings – planning sessions
- Coordinating the functioning of all committees
- Identify the list of delegates for the inauguration and valedictory function, and hand it over to invitation committee.
- Details of programs and handing over to brochure committee for the preparation of final brochure
- Conforming the chief guest
- Arrangements in the venue in coordination with stage committee
- Time management
- Programme time scheduling including formal functions (Inauguration and Valedictory)
- Programme chart preparation for the formal programmes (Inauguration and Valedictory)
• Preparation of programme chart for the events and coordinating the venues
• Committee should plan and maintain a reserve list of speakers, to cater for any last minute dropout of speakers

• Time slot’ should be planned for 'manufacturers presentations', after a careful selection.

**Program Committee Constitution**

State Student Convention
- Regional Vice-President of the Region where state is located
- All CSI Chapter Chairman in the state
- Head of host University/College i.e Vice-Chancellor, Dean or Principal
- Other departmental Heads as per the structure in the college/institution
- Eminent personalities in the state

Regional Student Convention
- Regional Vice-President
- All CSI Chapter Chairman in the state
- Head of host University/College i.e Vice-Chancellor, Dean or Principal
- Other departmental Heads as per the structure in the college/institution/
- Eminent personalities in the region

National Student Convention
- All Regional Vice-Presidents
- Head of host University/College i.e Vice-Chancellor, Dean or Principal
- Other departmental Heads as per the structure in the college/institution/
- Eminent personalities in the region

**FINANCE COMMITTEE**

• Prepare Budget estimate in consultation with the OC and other committees.
  Collecting budget estimates/ requirements from each committee.
• Start a separate SB account in the name of conference/seminar jointly operated by treasurer and other office bearers (minimum two)
• Prepare the timetable for fund raising and monitoring it based on time based approach
• Monitoring and Collection of money
• Prepare the tariffs, order forms and letters for sponsorship
• Preparation of Bills for Sponsorship, registration and other contribution
• Make a detailed list of sponsors and hand it over to “Stage and cultural committee” and “Brochures and Publicity committee”
• Interfacing with the sponsors
• Preparation final expenditure statement & Settling of all accounts

**PUBLICITY/ WEB COMMITTEE**

• Prepare the committee budget
• Preparation of initial brochure, poster, and printing the same
- Preparation of final brochure in coordination with programme committee printing - handing over to registration for distribution to all participants
- Hosting the Site/ Online registration/ updation/News in CSI website/
- Getting the photographer/ video for all the events
- Write up for newspapers and taking it to press
- Arrangement for the press meet if required
- Designing and printing of banner for display
- Arranging for mass media coverage of the programme
- Creating an email id and if possible a web page and online registration
- Post event media press release/ send to CSIC

Sub committees can be constituted for EXHIBITION, FOOD, REGISTRATION, STAGE, CULTURAL programmes etc. defining the roles.

9. **Budget Estimate:**

While applying for the convention, budget indicating estimated income and expenses should be prepared

A sample is herewith provided, showing the heads of account

**Expenses**

<table>
<thead>
<tr>
<th>No.</th>
<th>Head</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Registration Kit</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Food</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Brochure &amp; Publicity</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Stage Arrangements &amp; Mementos</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Photo/ Video</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Postage &amp; Communication</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Stationary &amp; printing</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>TA/ Travel Expenses of Chief Guest/CSI student coordinator</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Prizes</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Miscellaneous</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

**Income:**

Registrations:
Sponsorships:
CSI support (Restricted to prescriptions as above):
Others (mention the source):

Expected income over expenditure (This has to be a positive number, zero at a minimum):
Annexure – I

Application for hosting
National/Regional/State Level Student Convention

<table>
<thead>
<tr>
<th>Full Name of the Institution</th>
<th>State :</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Postal Address</td>
<td>Region :</td>
</tr>
<tr>
<td>Institution Phone Number</td>
<td></td>
</tr>
<tr>
<td>CSI Institution Membership No. &amp; Commencement date</td>
<td></td>
</tr>
<tr>
<td>Contact details of the Head of the Institution/Principal</td>
<td>Name</td>
</tr>
<tr>
<td></td>
<td>Mobile :</td>
</tr>
<tr>
<td></td>
<td>Email :</td>
</tr>
<tr>
<td>SBC Details</td>
<td>Name</td>
</tr>
<tr>
<td></td>
<td>Mobile :</td>
</tr>
<tr>
<td></td>
<td>Email :</td>
</tr>
<tr>
<td>Type of Student Convention (tick the appropriate column)</td>
<td>National</td>
</tr>
<tr>
<td>Proposed Date(s)</td>
<td></td>
</tr>
<tr>
<td>Alternative Date(s)</td>
<td></td>
</tr>
<tr>
<td>Theme Name (3 alternatives desired)</td>
<td>1.</td>
</tr>
<tr>
<td></td>
<td>2.</td>
</tr>
<tr>
<td></td>
<td>3.</td>
</tr>
<tr>
<td>Proposed Events</td>
<td></td>
</tr>
<tr>
<td>Estimated Revenue</td>
<td></td>
</tr>
<tr>
<td>Estimated Expenses</td>
<td></td>
</tr>
<tr>
<td>Estimated Audience Size</td>
<td></td>
</tr>
<tr>
<td>Event Chair &amp; Contact Details</td>
<td></td>
</tr>
<tr>
<td>Program Chair &amp; Contact Details</td>
<td></td>
</tr>
<tr>
<td>Organizing Chair &amp; Contact Details</td>
<td></td>
</tr>
<tr>
<td>Any other information</td>
<td></td>
</tr>
<tr>
<td>Recommended by the Head of the Institution / Principal</td>
<td></td>
</tr>
</tbody>
</table>
Annexure – II

(Refers to post-convention report by host institution as specified at para 4 above)

Report of ________________ (National / Regional / State) level convention for the year ____________

1. Name of the host Institution :

2. Home state of host Institution

3. Home region (CSI Region to which the institution belongs): 1 / 2 / 3 / 4 / 5 / 6 / 7

4. Dates of the convention :

5. Convention Theme:

6. Key Note speaker:

7. Events organized (enclose copy of the brochure) :

8. Details of Committees:
   a) Steering Committee :
   b) Organizing Committee :
   c) Program Committee :
   d) Finance Committee :
   e) Publicity Committee :

9. Seed Money received : Rs. _______________

10. Other Income received
    a) Registrations : Rs. _______________
    b) Sponsorship : Rs. _______________
11. Total expenses (enclose a financial statement with all the bills and payment receipts): Rs_______

12. Registration Details:

<table>
<thead>
<tr>
<th>Item</th>
<th>Numbers</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Students from host college</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Students from home state of host college but from colleges other than the host college</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) Students from home region of host college but from states other than the home state of host college</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d) Students from other regions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e) TOTAL STUDENTS REGISTERED(a to d above)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13. Was the conference proceedings released: YES NO
   (if Yes, enclose copy of the proceedings)

Signed by
SBC / Head of the Institution

Date:

Countersigned by:

a) State/Regional student coordinator

   Name:

b) Regional Vice President

   Name: