Chapter Manual
(Part – I)
(For Internal Circulation Only)

October, 2009
Objective of this Manual:

CSI chapters are the nerve centers of the society. The chapters are managed by a Managing Committee which needs to understand the guidelines of the society to manage the chapter activities. The objective of this document is to assist members in the Managing Committee to understand the process of managing the various activities of the chapter.

Computer Society of India, (CSI) a Premier Body of IT Professionals:

Computer Society of India, (CSI) is the largest association of IT professionals in India. Started in the year 1965 with less than 50 like minded professionals as a computer user group. It has grown to a size of 50,000 + members in a span of about 44 years. This membership consists of Software developers, Scientists, Academicians, Project Managers, CIO’s, CTO’s and IT vendors etc. It has 66 chapters spread all over the country. The purposes of the Society are scientific and educational directed towards the advancement of the theory and practice of computer science & IT. It fosters a sense of partnership amongst the professionals engaged in all these disciplines.

Vision of CSI: Steering IT for Masses

CSI focuses on the interest of IT professionals and users and is working towards making the profession a matter of choice amongst all sections of the society. It encompasses this vision via conferences, conventions, lectures, projects, recognition/training and global alliances with similar organizations. CSI nominees are invited by some State Governments in formulating IT Policies of the state.

Global Affiliations:

CSI represents the Indian community in the International Federation of Information Processing (IFIP) since 1974. The society has representation in all the Technical Committees and some of the Working Groups of IFIP. CSI has also organised IFIP sponsored events and conferences in India. CSI has reciprocal membership arrangement with the British Computer Society, Australian Computer Society and IEEE Computer Society.

Publications:

Technical publications play a major role in fulfilling the objectives of the society. CSI has few regular publications to its credit.

The publications of the society include:
Activities for the Youth:
The Society has Student Branches established all over the country. The activities of the Chapters/Student branches include lecture meetings, seminars, conferences, training programmes etc. CSI has a Educational Directorate which undertakes activities related to Certification of professionals for various subjects of IT. CSI is having an alliance with British Computer Society to undertake its Examinations in some of its centers.

CSI offers professional counseling and mentoring support to young members at various events, conferences, symposia etc. Young IT Professional Awards (YITP), Student Paper contest during its Annual Convention are some of the activities focusing students.

Premier Events of CSI:
CSI conducts premier events such as a National Convention, Regional Conferences, Theme Conferences focusing on industry verticals etc. There are Special Interest Groups (SIG) for Artificial Intelligence, Software Engineering, Grid Computing, Open Source Computing, E-Governance and Bio Informatics. Many workshops are conducted by the chapters for the professionals. During the Convention, the Society also conducts an exhibition which endeavors to bring in the Manufacturers and System Integrators to exhibit their products and services to the professionals.

Industry focused Activities:
Recognizing the need to interact with IT professionals in the industry, CSI has started CIO forums in some chapters to discus the issues related to the industry and it’s impact on business.

Research & Development:
CSI supports research and development activities in the areas of Information Technology. It provides publicity to projects of high relevance to the industry through its newsletters and the web site. The Government has also entrusted the Computer Society of India with the task of training the physically challenged individuals so as to provide them career and employment opportunities. CSI supports its members to present technical papers in International Conferences by providing grants for traveling.
Section – 1

Introduction:
This Manual is compiled with the objective of assisting CSI Chapters and Office Bearers in understanding and operating their activities and functions. The tenure of offices of all the Office Bearers, Chapters, Regions, Divisions and National Council is of either 1 or 2 years as per Constitution and Byelaws. There is a need for continuity of policies and procedures in managing chapter operations.

This Manual described standard operating procedures for Chapters for Accounts, Conferences etc.
This manual will improve communication between CSI Chapters, Regions and CSI Head Quarters.

A Student Branch Manual is available for managing Student Branches.

Section 2

CSI Offices:

2.1 CSI has the following offices:

(a) **CSI Head Quarters (HQ), Mumbai**

CSI HQ looks after the administration of CSI and is responsible for the following:
(i) Organising Meetings of National Executive Committee, National Council Meetings and Annual General Meetings.
(ii) Membership Services including maintaining membership database, collecting membership fees from members.
(iii) Accounting.
(iv) Liaison with Statutory Bodies
(v) Elections at National and Chapter level

(b) **Registered Office:**

This Society was founded in 1964 and registered in 1965 at Hyderabad under certificate of Registration No.41 of 1965 under Public Societies Registration Act. No.1 of 13.50 Fasli with the Registrar of Societies, Hyderabad under the name “Computer Society of India”. It the Registered Office is located at 302, Archana Arcade, 10-3-190, St. Johns Road, Secunderabad – 500025.
CSI National Head Quarters, (NHQ) Chennai:

Educational Directorate is located at CSI-NHQ, Chennai, which is headed by Director, Education. The Education Directorate supports/conducts Academic and Research activities. It also promotes Students Branches and manages students and academic institute’s membership.

Chapter Offices:

Some of the chapters are having own office premises while many chapters are operating from the office of the chapter Office Bearer.

Section 3

Chapter Manual

3.0 Formation
A Chapter may be petitioned for formation by at least 75 members, other than students, having mailing address with the territorial limits proposed in the petition. On receipt of the petition from Regional Vice-President, the Executive Committee may authorize its formation. The Chapter authorised by the Exec Com shall within six months adopt Chapter Bye-laws consistent with the guidelines laid down in the recommendations of the Council.

3.1 Name
The name of the chapter will be “CSI – (city/location) Chapter”.

3.2 Purpose
The purposes of the Chapter and the means to achieve these ends will always be identical to that of the parent body. Hence there is only One CSI. Chapters are like branches of the society.

3.3 Membership
Any member of the CSI with his mailing address in the territorial limits of the Chapter may elect to affiliate with that particular Chapter and so express, at the time of payment of annual dues. A member may, however, affiliate with any contiguous chapter of his choice with the approval of the ExecCom. A change in the mailing address, when recorded by the CSI shall cause the eligibility of the member’s affiliation to revert to the Chapter corresponding to his new mailing address. The grades of membership, rights and privileges, admissions and transfers, termination, resignation, reinstatement, dues and fees, billing etc. will be as per the CSI Bye-laws. Grades of membership are as follows:

(a) Senior member
(b) Member
(c) Associate Member
(d) Institutional Member
(e) Student Member
Fellow is a special grade of membership and is decided by CSI ExecCom, on the recommendation of Awards Committee constituted by CSI ExecCom.

3.4 Management
The Management of the Chapter shall be done by:
(a) General Body
(b) Managing Committee (MC) and
(c) Chapter Office Bearers (OB’s)

The General Body and the Managing Committee may designate or appoint committees and confer such powers that normally come under their competence, as they deem necessary to fulfill the functions assigned to them.

3.5 General Body
The General Body of the Chapter shall consist of all the voting members, as defined in the CSI Bye-laws and shall be the supreme authority of the Chapter. It shall legislate, guide and direct the Chapter in all its activities and in particular:
(a) It shall receive, review and accept the annual report and the audited accounts and shall appoint the auditor.
(b) It shall ratify the establishment, amendments and termination of the Chapter Bye-laws and (c) It shall elect members to the offices as specified in the Chapter Bye-laws.

15% or thirty of the total voting members as recorded in the official CSI membership record at the end of the previous year, whichever is less, shall constitute a Quorum. Decision of the General Body shall be taken by a simple majority of those voting members unless otherwise provided in the chapter constitution and Bye-laws. The General Body of the Chapter shall ordinarily meet once in a year and this meeting is referred briefly as AGM (Annual General Body Meeting). There shall be a minimum of thirty days notice for the General Body Meeting of the Chapter and this notice shall state the agenda, venue and time.

The General Body Meeting, however, be convened at any time, if the Chapter, after consultation with the various bodies of the Chapter deems it necessary. It shall also be convened at the request of 15% of the voting members within 3 months of the request.

3.6 Managing Committee
The Managing Committee shall be composed of the Chairman, Vice-Chairman (Chairman elect), Secretary, Treasurer, immediate past Chairman and Members. The Fellows, National ExecCom Members and Chapter Patrons of the chapter are permanent invitees. The Managing Committee as a whole or through the Officers shall conduct the day to day operations of the Chapter. The Managing Committee will meet at least 6 times during the year at dates and places decided by them. It shall also be convened within twenty days upon the request of five or more members. The
Managing Committee shall be able to conduct business, if at least five members are present. Decision of the Managing Committee shall be taken by a simple majority of the members present. The existence of a vacancy shall be determined by the Managing committee which shall fill such a vacancy for a period not exceeding the unexpired term of that office by co-opting a suitable members of the Chapter. Any elected member of the Managing committee may be recalled by a vote of the membership, as specified in chapter Bye-laws.

3.7 Chapter Office Bearers (OB’s)

The officers of the Chapters shall be Chairman, Vice-Chairman (Chairman Elect), Secretary, Immediate past chairman and Treasurer. The Chairman shall be the principal officer of the chapter and shall preside at the meetings of the General Body, the Managing committee and the meetings of any other bodies as specified in the chapter Bye-laws. The Chairman shall have no vote, unless the votes cast are equally divided. The Chairman may visit groups of members as often as he can to promote the objectives of the Chapter. The Vice-Chairman (Chairman Elect) shall assist the Chairman in carrying out the organizational duties and officiate in the absence or incapacity of the Chairman. The Secretary shall maintain the records of activities, membership and any other aspects of the Chapter, as required by the Chapter Bye-laws. The Secretary shall be responsible for the arrangement of all the meetings of the General Body, the Managing committee and such others specified in the Chapter Bye-laws. The Treasure shall conduct the fiscal affairs of Chapter and maintain the records thereof. In the event of the absence or incapacity of both the Chairman and Vice-Chairman, the Managing committee shall elect from amongst themselves an interim Chairman for the period not longer than the unexpired term of the Chairman. The interim Chairman shall perform all the duties of the Chairman and Vice-Chairman during that period.

Key Result Areas of CSI Chapters

- Goal Congruence with CSI ExecCom.
- Adhering to Governance policy and guidelines (Audit, Finance, Elections etc).
- Membership growth of all types of members (Min 10% per year).
- Organising Events (Local and National).
- Participation of members in National events/awards/Elections etc.

3.8 Proceedings

Proceedings of the General body and the Managing committee shell be circulated to the respective members and copies should be sent to the Regional Vice-President and CSI Headquarters.

3.9 Nominations Committee

The Nominations Committee shall have three members elected by the General Body. It shall have at least two members who are past Office Bearers. Members of the Nominations Committee shall elect a Chairman among themselves. The Nominations Committee shall submit to the Managing committee, a list of nominee for such offices as may be specified in the chapter By-laws to be elected by voting members or groups of them. The Committee shall submit along with the list, the
bio-data and the statement of each nominee of how the nominee intends to serve the chapter. Nominations may be made to the above referred offices by petition, setting forth the name of the proposed candidature and the office. The required number of signatures on such petitions shall be specified in the Chapter Bye-laws. The Managing committee shall submit to all the voting members, the names, bio-data, statements of all the nominees for election in accordance with the Chapter Bye-laws.

The Nominations Committee shall supervise conduct of elections, counting of the ballots and communicating the results to the Managing committee for declaring the results as given in the Chapter Bye-laws. The year for the purpose of Managing committee shall be from April 01 to March 31. Nominations Committee shall perform their jobs as specified in the chapter Bye-laws so that the new committee takes over from 1st April. The term of the Chapter Managing committee Members will normally end on 31st March, unless specifically extended/ reduced by the generally body for any specific reasons.

3.10 Finances

The fiscal year of the Chapter shall be April 01 to March 31. The Chapter shall submit its adopted budget for the current year to the Exec Com. The ordinary expenses budgeted shall be subject to a maximum of one – third of the dues collected from members of all grades except the students grade who have elected to affiliate with the Chapter, as at the end of the previous year. This share can be claimed by the Chapter, only if the Chapter has been active during the year. The budget approved by the Exec Com shall form the basis for the finance of the Chapter. The chapter may collect voluntary contributions from its members to meet emergency or extra-ordinary expenses. The Chapter may also serve non-members or groups wishing to receive meeting announcements and Chapter publications and collect reasonable amounts to meet the expenses.

3.11 Reports

The chapter shall submit to the ExecCom along with their budget, the adopted annual activities report and audited statement of accounts for incorporation in the CSI annual activities report and the CSI financial statement. A copy of these reports should also be sent to Regional Vice-President.

3.12 Revocation

Failure of a Chapter to maintain the minimum level of activity, non conduct of elections and non submission of audited Chapter accounts in time, as laid down in the CSI Bye-laws shall place the Chapter on probation and the Chapter Chairman and the Regional Vice-President shall be so informed. If the required level of activity is still not attained, the election is not conducted and audited accounts are not finalized even during the year in succession, the chapter may be revoked.
by the General Body on the recommendation of the Council. The Exec Com may, however, modify or waive the minimal level of activity in extra-ordinary circumstances and declare the period for which applicable.

3.13 **Assets and their proper recording**

Each office / offices should maintain a proper record of its assets e.g. library, property and equipments held on its charge and maintain the property ledgers, which should be checked at intervals and record of these periodical checks should be maintained and also the disposal of unserviceable items after due verification of the same by a board.

3.14 **Chapter Office Premises:**

The criteria for buying Chapter Office Premises as under:

(a) Premises should be of institutional type of environment.

(b) Reasonable commercial type of environment.

(c) Jointly with other professional bodies.

Accent should however be on (a)

(d) Premises should have a clear title.

No living accommodation should be bought for the purpose and if a lease was involved it should be a long term lease of 99 years. The minimum area for premises should be 100 sq.mtrs. with a scope for future expansion. Regarding funds a loan can be availed from CSI HQ. The loan will be refunded in installments. In addition, the Chapter will have to arrange for matching contributions from its own resources. If the amount required is more it could be given as a loan to be repaid within a specified period. Once the negotiations for the accommodation are finalized, Chapter Managing Committee will ensure that following actions are completed.

3.15 Following actions are required at the time of acquiring office premises.

(a) Transfer deed/agreement is drafted by a legal expert.

(b) Transfer deed is made in the name of Computer Society of India and signatory to the deed will be Hon. Secretary of CSI.

(c) On completion of formalities, the original deed documents are immediately sent to National Office for safe custody. Chapters may however retain photo copies for their records.
3.16 Quotations

As far as possible minimum three quotations should be invited for acquiring office premises. The respective chapter committee will lay down the conditions for acquisition.

3.17 Finances

Finances will be guided by the CSI Bye-laws, Membership fees and dues will be guided as per the CSI Bye-laws.

It has been the experience that some Chapters are not very clear about preparing of Annual Balance sheets, and Income-Expenditure Statement. It is a statutory requirement for the Chapter to have their accounts audited annually and then submit to the head office, not later than 30th June every year. While preparing the budgetary demands, the Chapters must take into account the unspent amounts of the previous years’ allotments. So also expeditiously closing of Activity accounts and remitting of the unspent amounts to the CSI head office. The circulars issued by CSI HQ should be enforced. Proper maintenance of books of accounts by the Chapters will facilitate preparation of the Annual Accounts.

3.18 Bank Account

It is a statutory requirement to open the Chapter accounts with any of the Public Sector banks and communicate the account details to CSI Head Quarter.

3.19 Allocation of Funds and Reserves

Allocation of Funds and Reserves are made from time to time during Council/Exec Com meetings.

Section 4

Chapter Accounting Manual

4.0 Introduction

Proper accounting helps in providing the correct financial position of the Society whenever needed. Since book-keeping is an art of keeping accounts in a regular and systematic manner, it helps in achieving the above goal. It is usually required to maintain a Cash Book (with Bank A/c.) and prepare the following Accounts:

- Receipts and Payment A/c.
- Income and Expenditure A/c.
- Balance Sheet

Although the above accounts can be prepared through Cash Book, it is advisable to prepare General Ledger. It is recommended to use standard accounting software and standard accounting templates prepared by CSI HQ. This will help CSI HQ in consolidating the accounts after auditing at Chapter.
4.1 **General Rules of Maintaining Accounts**

All the financial transactions during the day are to be recorded. The rules for recording the transaction are:

i) Debit the receiver and Credit the giver.

ii) Debit what comes and credit what goes out.

iii) Debit all losses (and expenses) and Credit all gains (and incomes)

4.2 **Cash book**

All the cash receipts and payments are to be recorded in Cash Book. Receipts of cash will be recorded in debit side of cash Book in cash column (in bank column if cheque is received). Likewise all cash payments are to be entered in the credit side of Cash Book in cash column (in Bank column if payment is made by cheque). Therefore, cheques received be entered in the Bank column straightaway. If, cash is withdrawn from the bank, it should be entered in the cash column (debit side) saying ‘To Bank… cheque No…. ‘ If, the cash is deposited in the bank, the amount is entered in the cash column on the credit side. These are known as contra transactions and in the column for Ledger folio ‘C’ written to indicate the fact.

4.3 **Posting of Cash Book in Various Accounts**

In addition to Cash Book, various other accounts are maintained. The accounts which are appearing on the debit side of Cash Book are to be credited by the same amount and vice versa for credit side of Cash Book, i.e. in all the accounts appearing on the Credit side of the Cash Book entry “To Cash/Bank” is to be made in the respective accounts heads maintained in General Ledger.

4.4 **Operation of Bank Account**

As soon as the new Managing Committee takes over charge, a resolution is to be passed for change of the signatories in the Bank for the operation of Saving/Fixed Deposit accounts. The concerned bank authorities need to be intimated accordingly along with the copy of the resolution passed and the new signatory’s card.

4.5 **Deposits and withdrawals from the bank**

The deposits in the bank are made through pay-in-slips. These pay-in-slips are to be kept properly in a separate file. Withdrawal of money to be made through cheque only. Full details of cheque to be entered into the counterfoil meant for this purpose. Care should be taken to make payments by account payee cheques only and one of the signatories should be Hon. Treasurer.

In case, the cheque is dishonored by bank, the entry made at the time of issuing of receipt of the cheque is to be reversed and action be taken to rectify the objections leading to dishonoring the cheque.
Pass Book Account Statements should be periodically up-dated and balances be compared with the Cash Book balances. In case of difference between the two, a Bank Reconciliation Statement be prepared.

It is the duty of treasurer to make sure that all the bills are properly approved for payment by the appropriate authority (Hon. Secretary/Chairman). All the vouchers are to be filled serially for verification of the Auditors. Full details like Cheque No., date, amount and description of item be recorded on the Vouchers. It is suggested that these vouchers be stamped as ‘PAID’ to avoid any confusion. No payment should be made without any supporting vouchers. Proper receipt be obtained even for the amount paid to Executive Members for any advances paid to them.

4.6 Trial Balance

Although preparation of trial balance is not mandatory but it is suggested that at the end of every month, the trial balance to be prepared to minimize the errors. To prepare trial balance, first of all, find the difference of the two sides of every account – i.e. balancing the account. If the debit side is bigger, it is known as a debit balance and if credit side is bigger, it is known as a credit balance. A statement is prepared with the names of all accounts. The accounts having debit balances are entered in debit column of trial balance. If the cash and bank account does not appear in the General Ledger, then along with the balances extracted from the General Ledger, cash and bank balance as appearing in the cash book should be taken for preparing the trial balance. The total of both the columns be equal. If it is not equal following could be the reasons:

(a) Wrong totaling of Accounts balances
(b) Posting of wrong amounts
(c) Posting of amounts in wrong side
(d) Omission of entries in any one account

4.7 Receipts and Payments Account

The following points to be noted while making this account.

(a) All Receipts during the period irrespective of nature and period are entered;
(b) All payments irrespective of nature and period be entered.
(c) Only actual receipts and payments are entered.
(d) If there is any cash-in-hand or cash-at-bank, it is to be entered as opening balances of Cash in hand or Bank.
(e) Difference of both the sides will indicate the closing balance of Cash-in-hand and Cash-at-Bank.

Receipts and Payments Account indicates the Cash position of the Chapter. The balances reflected by his Account should be identical with that of physical Cash-in-hand and balance in Bank Accounts.
4.8 Income and Expenditure Account

To know the actual financial position of the Chapter, Income and Expenditure account has to be prepared. This Account compares the Current Expenses with Current Incomes and helps in compilation of Assets and Liabilities. The following points be kept in mind for preparation of Income and Expenditure Account.

(a) Only Revenue items i.e. Income and Expenditure on Revenue items be entered. Income through Capital items and expenses incurred on Capital items are not recorded in this Account.

(b) Income and Expenditure pertaining to the period of accounts be entered. For this purpose expenses and incomes are adjusted as under:

(i) Include all figures relating to the Current year, even if the items are not fully settled in Cash.

(ii) Exclude figures relating to previous or future years.

In other words, any outstanding expense/income is to be added and any advance paid / received is to be subtracted:

For Example:

<table>
<thead>
<tr>
<th>Description</th>
<th>Rs.</th>
<th>Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of Courses fee received</td>
<td>15,000/-</td>
<td></td>
</tr>
<tr>
<td>Add outstanding</td>
<td>2,000/-</td>
<td>17,000/-</td>
</tr>
<tr>
<td>Less Received on account of last year</td>
<td>2,500/-</td>
<td></td>
</tr>
<tr>
<td>Received for next year</td>
<td>500/-</td>
<td>3,000/-</td>
</tr>
<tr>
<td>Amount to be shown in income side of the Account</td>
<td></td>
<td>14,000/-</td>
</tr>
</tbody>
</table>

(c) The difference between the two sides of income expenditure account is either surplus or deficit. Surplus is added to Capital Fund and deficit is deducted.

(d) Receipts for Non-recurring nature like Life Membership fee; any subsidy, endowment Funds from any trust or Government etc. be added to Capital fund and not to this Account.

(e) Depreciation on various assets should be provided and entered in this Account. For rate of depreciation, Chapters Constitutions be referred.

4.9 Balance Sheet

The true financial position of any organization is reflected through Balance Sheet. It is called the mirror of the activities of that concern, Balance Sheet is divided in two parts; viz., Assets and Liabilities – Assets side of the Balance sheet will have the following:

(a) Land and Building, Add Appreciation (Appreciation has to be certified by approved Government valuer),

(b) Machine/Furniture and Fixtures less Depreciation

(c) Outstanding Subscription / Course fee etc.

(d) Cash-in-hand and Bank Balance
(e) Prepaid Expenses.

**Liabilities side of the balance sheet will have the following:**

(a) Outstanding Expenses,
(b) Advances Received,
(c) Capital Fund
   Add Surplus
   Add life membership if any
   Less Deficit.

Both Assets and Liabilities should tally.

### 4.10 Fixed Deposits

CSI HQ shall operate and maintain all Fixed Deposit Accounts. Since all the Chapters are working in principle, for and on behalf of the National Body, it is therefore, imperative that chapters should remit the surplus of funds periodically to the National Body instead of operating individual Fixed Deposit Accounts. It will help in proper and effective financial planning and Control. Specific Need based Deposits can be kept at CSI HQ for chapter surplus.

### 4.11 Annual Conventions / Conferences:

Normally the National Body / Exec com apportions the responsibility of organizing Annual conventions or conferences or events of national importance to the Chapters. In this case, Chapters are required to maintain separate accounts for this activity and these should not be mixed up with Chapters Accounts. To summaries some of the steps to be taken by Chapters are:

(a) **New Account**

A new A/c., with any nationalized bank after obtaining Exec Com sanction has to be opened for this purpose. Usually the concept of naming that account is – the name of activity with the year of happening.

(b) **Signatories**

The account so opened has to be operated by the following signatories:

(i) Two officials of the then existing Managing committee of that Chapter.

(ii) Two officials nominated by Exec com.

   The first two officials will operate the account so long as the then Managing Committee is in office. After expiry of the term of the then Managing Committee the later officials (nominated by Exec com) will operate the account.

(iii) Any surplus of income over expenditure, in connection with this activity, should be transferred to Headquarters after the event.

(iv) Accounts so maintained are to be audited by the auditors and should be sent to Headquarters within three months for necessary action.
4.12 Mobilizing funds for procuring Land and Building by the Chapters
Chapters intending to construct Buy their own buildings may borrow funds from the national body and also arrange for their matching contributions. It will be the responsibility of the Chapter to generate enough funds to repay these loans, over a period of years, so that this activity continues for other Chapters also. The Funds can be generated by the Chapters by way of organizing Conference, Seminars.

4.13 Seed Money
The seed money, which is advanced to the Chapters by the Central body, has to be repaid by the chapters by way of generating funds by organizing conferences, seminars and other educational activities.

4.14 Yearly Closing & Auditing of Chapter Accounts
Chapter accounts must be closed by 31st March of the year and to get audited and to send to the CSI HQ after being adopted by Chapter AGM, not later than 30th June of the year.

Section 5
Conference Manual

5.0 Introduction
During the course of last 44 years, CSI has conducted a large number of conferences/workshops at different levels. The general structure of activities are planned at Chapter, Regional, Divisional, National and International level. The important annual event being the National convention. We have also had the privilege of running SEARCC conferences since 1988, and may do it again. Formation of Special interest groups has created a thrust area for organizing special niche events. Under the aegis of IFIP and CSI nominated TC members, we have also been conducting a number of international conferences for the last few years. These are becoming important part of our national activity because of specialization involved in various fields. Over the year considerable experience has been gained on the conduct of such events. It is necessary now to draw certain standard guidelines in organizing the conferences so that these conferences help in general uplift of the knowledge of the computer professionals in the country, as well as generate consensus on the matter of national/international importance pertaining to the Information Technology. Broadly speaking, the conferences could be divided into the following categories:

(a) Chapter level conference
(b) Regional convention
(c) Divisional conference
(d) National convention/Conference/Seminar
(e) International conference/Seminar
(f) SEARCC conference
(g) International IFIP Conference
(h) Student Convention – National and Regional
5.1 Rules

In all conferences, the host chapter has to play a major role in the success of the conference. For conducting any conference some of the rules are:

(a) The conference should be thematic, well planned and objectives fully defined. As far as possible, each conference / workshop should lead to certain policy decisions, recommendations which Computer Society of India can communicate to the various governmental, industrial and academic institutions.

(b) The conference should be self-supporting as far as possible. Since the main assets of the CSI are generated through the savings of the conferences, this aspect is very important. Any society or conference which does not observe strict financial discipline can get into serious problem. It does not however mean that in certain special cases this cannot be overlooked, but this should be an exception and not a general rule. In case, deficit is feared avoidable expenses like conference diner, cultural show, hand out, kits should be avoided,

(c) The Regional and Divisional conferences should be taken to smaller Chapters to spread the knowledge of computers and computer awareness. Metropolitan cities will continue to have their share, in any case.

(d) It is desirable to plan all the activities for the entire year, right at the beginning of the year so that all the activities / conferences / workshops could be inter-twinned enabling chapter, regional, divisional and the international activities spread over in the country to become well-knit for producing consensus views of CSI on various professional, emerging scientific and sociological problems related to the computer field.

(e) Whenever any activity is carried out in collaboration with other professional bodies, the strategy should be well planned and CSI image to be well projected. The share of any surplus generated should be well defined.

(f) The registration fee should be such that it should clearly reflect the difference between CSI and other private agencies running similar type of conferences/ workshops etc. CSI members should get tangible advantage in the registration fee compared to the non members. Advantage could be 30 to 50 percent or based on “no profit criteria”. Student members should get further, appreciable discount in the registration fees.

5.2 Constitution of Committees

It has been the normal practice that all the CSI functions are held and managed by a number of committees which are constituted at various levels. This procedure has been working quite efficiently. It is also realized that it is difficult to develop a set of uniform procedure for all times to come and for all types of functions. What, therefore, is attempted in this section is, a set of general guidelines, will help in efficient running of the various activities pertaining to the conferences/workshops etc.
According to the constitution, the Vice-President (President Elect), CSI also holds the office of Chairman of the Conference Committee and every year the Exec Com nominates other members to work in the conference Committee. So, for all the coordination and planning of the conferences in the country, Apex Body will consist of Vice-President, CSI, as Chairman and 4 to 5 other members nominated by National Exec Com.

It is suggested that should be ‘Standing Advisory Committees’ with the following functions:
(a) To advise / nominate Chairman, Organising Committee and Chairman, Programme Committee and wherever necessary, Chairman, Exhibition Committee.
(b) To monitor and coordinate the work of all the conferences within their jurisdiction.

5.3 Since all the activities of the CSI are held with the help of host chapters it is necessary that the Chairman and Managing Committee of that chapter play active role in the planning and coordination of the conferences. The Chairman, OC & PC, as far as possible, be there from within the members of the host chapter but in special National or International Conferences, the National Exec Com, in consultation with the Advisory Committee, may nominate outstanding professionals. Keeping the above in view, the following advisory committees are suggested:

(a) **Chapter Level:**
- Chairman
- Vice-Chairman
- Secretary
- Treasurer
- Immediate past Chairman
- MC Member

The Advisory Committee will keep Regional Vice-President, concerned Divisional Chairman and Chairman Conferences Committee informed.

(b) **Regional Level:**
The Regional Vice-President will carry out the regional activities at various chapters of his region.
- Regional Vice-President, CSI
- Chapter Chairman
- Chapter Vice-Chairman
- Chapter Secretary
- Chapter Treasurer
- Managing Committee

The nomination of Chairman OC and PC will also be discussed with the Chairman, Conference Committee who will get approval of the Exec Com.
(c) **Divisional Level:**

- Divisional Chairman: Chairman
- Chapter Chairman, CSI: Vice-Chairman
- Concerned Regional V. President: Member
- Chapter Vice-Chairman: Member
- Chapter Secretary: Member
- Chapter Treasurer: Member
- Managing Committee: Members (2)

All divisional and regional conferences need to be planned in advance and have to be approved by Chairman, Conference Committee and National Exec Com for which the proposal along with financial plans.

(d) **National Convention**

The Advisory Committee will consist of –

- Vice-President, CSI (president elect): Chairman
- Regional Vice-President: Vice-Chairman
  (Region to which the host chapter belongs)
- Chapter Chairman: Member
- Chapter Vice-Chairman: Member
- Chapter Secretary: Member

The Advisory Committee will suggest the names for approval by the Exec Com.

(e) **International Conferences**

- President, CSI: Chairman
- Vice-President, CSI (president elect): Vice-Chairman
- Past President: Member
- IFIP/SEARCC rep.: Member
- Concerned Divisional Chairman: Member
- Concerned T.C. rep. of IFIP: Member
- Host Chapter Chairman: Member
- Host Chapter Vice-Chairman: Member

5.4 **The Planning Process**

Selection of Chairman Program, Organising and Exhibition Committee (CPC, COC, CEC) and their duties.
The names of CPC, COC and CEC are suggested by the concerned advisory committees and appropriate functional body. In case of National Convention, the names, out of the list supplied, are selected by Exec Com (if found necessary, Exec Com can add more names). The names are approved by the General Body.

Chairman will then select the members of their respective committee with minimum 6 and maximum 10 members and hold meetings as necessary for coordination of various activities of their committees.

Copies of all notices, minutes of meetings and reports should be sent jointly by CPC & COC to the CSI head office for circulation to Exec Com Members.

5.5 **Duties and Responsibilities of the Program Committee.**

(a) This Committee will set the theme and arrange for the technical program of the Convention.

(b) The Chairman Program Committee (CPC) will be responsible for securing a program of the maximum technical and educational value to the delegates, and ensure that all the Division’s interests are well taken care of. It has been found that invited papers, on carefully selected topics by eminent experts are generally found by delegates worthwhile as compared to contribution papers (however good they are), because they tend to cater to narrow specialized interest.

(c) The CPC and the Committee will contact all the prospective authors and organize the keynote session, technical sessions and panel discussions.

(d) The Committee will decide whether or not papers would be invited or secured through call for papers or both. In either event, the abstracts and papers would be procured by the Committee in duplicate and one copy each sent to the concerned Divisions representative for his/her security and comments which will be received within 2 weeks of receipt of the abstract/paper.

(e) The Committee, if necessary in consultation with the divisional representatives will schedule sessions, subjects, speakers, panelists, session chairman, moderators from the response to the invitation and call for papers, followed up by personal canvassing.

(f) The Committee will indicate to the Organising Committee the facilities required for the various sessions, the probable attendance etc.

(g) The Committee would arrange ‘Student Paper contest’ as a part of the Convention and provide for presentation before a panel, at the Convention 4 of 5 best papers received, to choose the prize winners. Certificates, monetary reward and local hospitality would be provided to the prize winners, and only local hospital ability to the other students whose papers were accepted for presentation,
The Committee would arrange for a Tutorial / workshops, for one or two days, prior to the Convention, on a topic of current interest, as a part of continuous education to the delegates.

The Committee would ensure that the Divisional and Regional interests are well taken care of during the Convention and provide for minimum of two hours of parallel time for the Divisions/Regional Members, to meet and exchange views on subjects of common interest, the abstract of the papers would be printed in the Souvenir to be brought out of the Convention, and the authors name and postal address given for the use of the delegates,

The papers received for the Convention may be printed, preferably in 3 or 4 volumes covering the subjects of the Divisions and distributed during the Convention at a nominal price, Alternatively pre-prints of papers could be made available at the Convention at a token price. Selected papers may also be published in the CSI Communication/ Journal for the benefit of the members at large. It is not advisable to print the proceeding’s of the Convention in view of exorbitant cost involved and difficulty in disposing surplus copies-leading to a heavy loss,

There will be a ‘poster session’ giving opportunity for those interested in meeting authors of good contributed papers. It also allows a wide selection of authors to attend the convention with their organization’s support,

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 ‘manufactures presentations’, after a careful selection.

5.6 Duties and Responsibilities of the Organising Committee

The Committee would make all the local arrangements e.g. publicity, publication, transportation, mailing to members, registration, catering reception, hospitality, booking accommodation for VIPs delegates, guest speakers etc. Air, rail reservations if requested.

The Chairman Organisation Committee (COC) would be responsible for all aspects of the convention except the technical program.

The committee would invite quotations for the various facilities/jobs involved and decide on lowest quotation unless otherwise justifiable.

The Committee would arrange for printing of notices, brochures, registration forms, papers, souvenirs etc. and ensure their timely mailing/distribution.

The Committee would arrange for delegates badges, folders, souvenirs if any, for distribution at the time of registration prior to inauguration of the Convention.
(f) The Committee would ensure required facilities for the tutorial/workshop technical sessions, presentation of papers, panel discussion, procurement of various prizes from CSI headquarters, etc. as indicated by the Program Committee.

(g) The Committee will arrange for publicity in CSI Newsletter/Journal, local newspapers, national press (newspapers, Engineering Society magazines and other technical society publications), radio, T.V. and photographic coverage, pre event during the event and after the event, by arranging Press Conferences and issue press releases for the duration of the Convention, giving out activities of the following days.

(h) The Committee with the assistance of the CSI head office will ensure wide publicity in Newsletters/Journals of Overseas Associate societies Overseas like IEEE computer Society, IFIP, Computer Society, Australian Computer Society etc.

(i) The Committee will compile for its use updated mailing lists with the assistance of CSI head office.

(j) The Committee will contact prospective exhibitors and organize a ‘Technical Exhibition’ at the venue of the Convention or as close-by as possible. This work will be co-ordinated by CEC under the overall umbrella if OC.

(k) The Committee will open a Savings Bank Account exclusively for the convention, to be operated jointly by any two of four/five nominees amongst the Program and Organising Committee Members. The Bank Account would be closed after the financial summary is made and audited.

(l) Bills incurred for the conduct of the Convention will be approved by the COC or his nominee and paid by cheque.

(m) The Committee would arrange for hotel accommodation for delegates, social get-togethers, sight-seeing, program for spouses etc. during the Convention.

(n) The Committee would ensure VIP treatment to the invites/ guests and make special arrangements for catering transport etc.

(o) The Committee will make all arrangements for conducting the Annual General – Body Meeting (AGM) of CSI on the second day of the Convention.

(p) Committee will make arrangement for National Council Dinner, Exec Com, national meeting venues, Invitation Card format 9enclosed as Appendix F) should be followed for Inauguration. Committee will ensure timely issuance of invitation cards to all concerned.

(q) COC should intimate venues and timings for all the functions outlines in sub para 5.6 (p) & (q), 3 months in advance to Head office of CSI.

5.7 Duties and Responsibilities of Exhibition Committee

(a) The E.C. will be an important committee of Organising Committee and will make all arrangements of Technical Exhibition including an uninterrupted power supply and so also the standby arrangements for power supply to all the exhibition stalls. Allocation of
specific stalls, manufacturer’s presentation slots, only after receipt of payment due. Number of stalls/slots should be such that it does not create avoidable imbalance. We may ask for requirements and decide on a formula. Any defaulter from previous conventions should not be entertained, until the dues are cleared. As far as possible exhibition should be open to public, schools/Colleges etc. However all delegates must be allotted time slots, when they can see more effectively. Restricted hours for schools, student members, delegates and open timings for all.

(b) The procedure for fixing the rentals and allocation of stalls should not only be made objective but shows the viability.

(c) The Chairman Exhibition Committee under overall supervision of COC, will be responsible for organization of the exhibition, settlement of accounts etc.

(d) Care should be exercised in selecting large enough spaces, so as to have minimum number of venues for exhibition thereby avoiding the commuting problems. In case single venue for exhibition is not possible, the adequate transportation arrangement should be made both with the help of the local transport authorities and by hiring / pooling transport for VIPs and delegates, for all days of the convention.

(e) All exhibitors must insure their products etc.

(f) Exhibition should be insured by the organizers.

5.8 Post Conference Report

The success of a conference is reflected by the final report which should specifically highlight the new scientific data reported during the conference including the recommendations of the conference and follow-up actions for future. Another important aspect is the strict maintenance of fiscal discipline. It is necessary that the financial picture should be very clear within a short time after the conference. The accounts should be settled and internally audited. A preliminary report on the scientific and financial aspects of the conferences is, as already indicated, besides assuming the state of the art of the subject, also to generate the views of the CSI on the various important issues pertaining to the field of Information Technology. As we have to represent CSI views at various fora including the Advisory Councils of the Government of India, such conclusions from the conferences will be of great benefit.

***************