

Computer Society of India



Guidelines / Rules / Procedure to Approve Technical Collaborations, for Technical Events Organized by the Non CSI Entities like Organizations / Institutions / Universities, etc., by CSI Chapters / Regions / Divisions, without any Financial Liability to CSI

In view of the growing concerns of the poor quality of the events organized under technical sponsorship / collaboration with CSI, having CSI Logo, it was decided in the first ExecCom meeting held on 29th March, 2015 that the financial support from CSI, either for Travel Grant or for organizing technical events will remain suspended till the detailed guidelines for the same are developed and a related centralized web-interface for submission and processing of such requests / proposals are made available. Similarly, the development of detailed guidelines and related processes to approve the technical sponsorship / collaboration, allowing them to use CSI Logo for such events organized by the Non – CSI Entities Like Organizations / Institutions / Universities, etc., by the CSI Chapters / Regions / Divisions, without any Financial Liability to CSI, are also underway, which might take some time. For this also, development of a centralized web-interface for submission and processing of such requests / proposals shall be made available, wherein the recommendations of concerned RVPs and Divisional Chairs (if applicable) shall be obtained.

However, till such facilities, as mentioned above, are made available by the Standing Committee on Technical and Professional Activities (SCTPA), CSI Chapters, Regions and Divisions are allowed to approve technical sponsorship / collaborations to good quality technical events, in their respective jurisdiction, without any financial liability, subject to the following conditions:-

1. The concerned Organization / Institution must be a valid Institutional member of Computer Society of India (CSI). If they are obtaining fresh membership, they should be encouraged to take membership for longer duration like 10 / 20 years.
2. As part of this Technical Sponsorship, at-least one Life Member or 05 individual annual professional members must be generated, out of this event. For this, a copy of CSI Life Membership Form should be distributed, in the registration kit, to all the non-CSI Member delegates and arrangements should be made to collect the filled in membership form, payment details (Bank counter folio after depositing the payment in the bank or cheque, payable at par, in favour of Computer Society of India) of the interested delegates, on the spot. This can be done though keeping a counter of CSI having copies of CSI forms and other related information through a person deputed there by the organizers, on the venue of the event.
3. In order to justify the CSI Technical Sponsorship and also to motivate the delegates / participants to obtain the CSI Membership, delegates / participants must be given at-least 20% discount in registration fee, to existing CSI Members or would be CSI members (if they deposit the fee and CSI membership form on the spot).

4. If the Institution does not have the CSI Students' Branch, at-least after the event is over, they should work hard to establish the Students' Branch. This will be a compulsory condition for their 2nd event to be approved for technical sponsorship.
5. Quality of papers, technical materials and publications should be of high standard and be checked thoroughly by Turnitin or any other licensed antiplagiarism / cross check / similarity index softwares to avoid embarrassment to the society, at later stage. Open source softwares, for antiplagiarism checking, are not recommended, as their database is very limited and the reports are not authentic.
6. OBs and few related ExecCom members, with the consent of the sponsoring heads, be involved in the Advisory Committee or Steering Committee of the event.
7. Two delegates, based on the recommendation of the sponsoring / collaborating head, be given complimentary registration. They will be monitoring the execution / conduct of the event and submit a brief report, after the event, to the respective sponsoring / collaborating head.
8. After the event is over, a DVD having copies of the related presentations / papers / other technical materials be submitted to CSI for uploading them on CSI Digital Library (DL).
9. After the event is over, a post event report with few good quality photographs having CSI logo be submitted to the CSI HQ for its record and publication in CSI Communications.
10. The event must be planned in advance and be included, through the sponsoring / collaborating head, in the event calendar published in the CSI Communications.
11. The CSI logo, including the Golden Jubilee logo (till December, 2015), as available at CSI website www.csi-india.org and also available on the header line of this document be included at prominent places of all the flyers, backdrops, banners, publications, and other printed materials, under the head; Technical Sponsor, if there is only one sponsor, otherwise, as Technical Co-Sponsor.

Kindly also note that the above mentioned conditions are not applicable to the events directly organized by the CSI Entities themselves; like valid CSI Students' Branches, Chapters, Regions and Divisions. However, it will be obligatory on their part to specifically mention their name (like Students' Branch,Chapter, Regions and Divisions) under the logo to clearly convey the same. In all other circumstances, if Chapters / Regions / Divisions are collaborating with any non-CSI Entity, adhering the above mentioned guidelines shall be compulsory.

A proposal giving details of the programme may be submitted to the Chair, Technical and Professional Activities, along with the recommendation / consent of the concerned chapter / region / division / the collaborating CSI entity at div1@csi-india.org, at-least 06 months in advance.

Kindly note that all these processes shall be valid till a detailed online centralized mechanism for processing and approval of the proposals are notified.