



## **COIMBATORE INSTITUTE OF TECHNOLOGY**

*(Government Aided Autonomous Institution Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)*



## **FREE & OPEN SOURCE SOFTWARE CLUB**

*(Since 2018)*

## **STANDARD OPERATING PROCEDURES**

***2024 - 2025***

# FOSS - CIT

**FOSS-CIT** is an integral framework that addresses the unmet needs of emerging technologists, ranging from novices to resource people. This team aids student development in both fundamental and contemporary technological trends.

## MISSION & VISION

**FOSS-CIT** aims to assist students in learning essential technical skills for the future and to work with various open-source platforms. Most of the preliminary activities include Bootcamps, Workshops, Hackathons, and talk shows which are conducted to ensure a smooth learning curve for newcomers to the world of open-source. Through the contests and events, students can enhance their skill set not only in the field of computer science, but also in all necessary professional platforms.

- To mentor and train students to face real-world challenges
- To enhance Open Source and Computer Science Knowledge
- To promote Team Building Activities and Discussion Forums

## EVENT GENRES AND DESCRIPTION

- **Open Source**  
Our involvement in open source helped our participants develop their coding abilities, gain knowledge, and make software more approachable. Moreover, contributing to open source projects can also lead to networking opportunities and exposure to potential employers, as many companies use and contribute to open source software. Ultimately, involvement in open source projects can have a positive impact on both personal and professional development, and can be a rewarding way to give back to the larger software development community.
- **Webinar**  
Our webinar provides participants with resources and guidance to help them gain the most out of their college experience and prepare for a successful job in technology. Participants will have the opportunity to hear from experienced professionals in the technology industry and gain valuable insights into the skills and knowledge that employers are looking for. The webinar will cover a wide range of topics, including resume building, networking strategies, interview preparation, and career development.
- **Bootcamps**  
Our Bootcamps provide students with practical instruction and direction from experienced instructors, allowing them to quickly develop their skills and gain experience. Our Bootcamps are designed to provide students with a hands-on, immersive

learning experience that allows them to rapidly develop the skills and knowledge they need to succeed in their chosen field.

- **Workshops**

Students will engage in hands-on activities and exercises to practice and develop their skills during a workshop that encourages active participation and learning. Through a combination of hands-on activities, group exercises, and individual assignments, students will have the opportunity to practice and develop their skills in a supportive and collaborative environment.

- **Coding Contests**

Our coding contest will provide an opportunity for students to showcase their programming skills and compete against each other, with the solution and learning materials provided at the end. Participants will be presented with a range of coding challenges and problems, each designed to test their knowledge and abilities in different areas of programming.

- **Designing Contests**

Our design contest encourages participants to improve their skills, learn new tools, and compete with other students in a friendly and challenging environment. Our design contest is an exciting opportunity for participants to showcase their creativity, hone their design skills, and learn new tools and techniques.

- **Social Media Events**

Social media events are conducted in series by inculcating technical questions and facts to skill up daily through platforms like Instagram and LinkedIn. These events are designed to help individuals gain knowledge and practice basic interview questions to prepare for a job interview. These events are designed to help individuals gain knowledge and practice basic interview questions to prepare for a job interview.

- **Quiz**

These events typically involve a series of questions on various topics, ranging from general knowledge to specific areas of expertise, to foster intellectual curiosity and encourage learning and competition in a fun and engaging way. Participants can expect to be challenged and entertained by our carefully crafted questions, which cover a wide range of subjects and difficulty levels.

- **Fun Events**

Fun events are conducted by our club to promote engagement, socialization, and overall well-being among students. These events are intended to be fun, interactive, and inclusive, which includes a variety of activities and games. By participating in our events, students can meet new people, build friendships, and develop a sense of belonging on campus.

- **Interview Preparations**

Individuals' interview skills are improved through interview coaching sessions, where participants can improve their performance through feedback and guidance provided through the event. In addition to improving their interview skills, participants will also benefit from the opportunity to network with other professionals in their field.

- **Career Guidance**

Our career guidance session helps students to identify their strengths and interests, explore potential career paths, and develop a plan for achieving their goals. Overall, our career guidance sessions are designed to empower students with the tools and knowledge they need to achieve their career goals.

- **Group Discussions**

Group discussions are conducted for individuals who are preparing for job interviews or seeking to improve their communication skills in a group setting. The event will be facilitated by a moderator who guides the discussion and provides feedback to help participants improve their performance. Participants will have the opportunity to practice their communication skills and receive feedback from an experienced moderator.

## **Our Achievements**

FOSS-CIT has conducted various training sessions on web technology, competitive programming, game development, and specific **GNU/Linux** tools and frameworks. This club has also established successful collaborations with Newton school, Mozilla Campus Clubs, Google Developer Groups in Coimbatore and FOSS Wave, an open-source software community.

- 500+ Active Members
- 100+ Total Events
- 5000+ Views

## **HISTORY**

FOSS was first established in 2018 by **Dhileepan Thangamanimaran, Sai Adarsh, and Sibi Bose**, students of Software Systems from the Department of Computing, Coimbatore Institute of Technology. Initially, the club was a team of 5 members which has now gradually grown to be a successful team of more than 15 members. The main objective of introducing this club amidst many other clubs of CIT was to strengthen the technical proficiency of the students by assisting them with Webinars and Hackathons of varied concepts. FOSS has seen a progressive and steady increase in the participants count all through the years. Moreover, the team exhibits enthusiastic support in conducting more events in the near future.

## **Initiative:**

Initially, the aim of our Alumni, **Dhileepan Thangamanimaran, Sai Adarsh, and Sibi Bose**, was to address the technical concerns faced by students in their journey of learning the sage and **development of Open-Source softwares**. They focused on creating and exploring knowledge through an open forum, endowed with a dedicated team.



**Dhileepan Thangamanimaran** (*M.Sc. Software Systems, batch 2016-21*)  
*Technical lead at D. E. Shaw Group*



**Sibi Bose** (*M.Sc. Software Systems, batch 2017-22*)  
*Software Engineer at KLA Tencor*



**Sai Adarsh S** (*M.Sc. Software Systems, batch 2017-22*)  
*Software Engineer at Cisco*

### **Staff advisors:**

The club is fortunate to have the guidance and support of two staff advisors from the Department of Computing at Coimbatore Institute of Technology. They act as the guiding pillars, mentoring, encouraging and emphasizing the importance of leadership and communication to the club members. The advisors also ensure that the club adheres to college regulations and procedures.

They generously share their knowledge and experience with the members, helping them to grow and learn through the opportunities created as a team.



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## CLUB STANDARDS AND FUNCTIONS

### DUTIES OF CLUB BEARERS

The FOSS Club collectively focuses on contributing to and working on open-source projects.

- **Secretary:** Leads the club, coordinating tasks, fostering the culture of fairness & collaboration within the club.
- **Joint Secretary:** Ensures fairness in the club, makes decisions in the absence of the secretary, and oversees the internal functioning of the club.
- **Treasurer:** Manages all financial accounts of the club, responsible for maintaining club funds and overseeing expenditures.
- **Innovation Head:** Proposes new event ideas based on current trends and needs, responsible for event planning and innovation.
- **Event Management Team:** Organizes and manages events, tracks participant attendance, and ensures fairness throughout the event.
- **Outreach Team:** Collaborates with participants, collects event feedback, and handles promotional activities.

- **Social Media Team:** Shares event brochures across social media platforms and manages the club's official Social Media platforms,
- **Content Writing Team:** Develop content for the technical articles/blogs, social media promotions, registration forms, and other professional documentation of Club
- **Editing Team:** Designs event posters/videos and brochures using design frameworks.
- **Technical Team:** Organizes coding contests and hackathons, formulates problem statements, and contributes to the club's open-source projects.

## EVENT PROCEDURES

### Pre-Event Procedures:

- Discuss the event with club members.
- Seek permission through faculty advisors for access to classrooms or conference halls, authorized by the Principal or AO via an official letter.
- Once permission is granted, incharges are appointed and speakers(if necessary) are scheduled.
- If any budget is quoted an advanced amount may be claimed from Accounts Section of CIT, the budget requirements need to be mentioned in permission letter and **must be authorized by the Principal** of CIT
- Event posters or brochures will be shared on social media, with in-person promotions across departments.
- Registrations will be opened if necessary.

### On-Event Procedures:

- On-spot registrations may be opened based on the event and participant count.
- Attendance of participants will be recorded.
- Feedback forms will be distributed at the end of the event.

### Post-Event Procedures:

- An event report will be generated, including the agenda, participant attendance, and feedback.
- In case of extra amount has been consumed the proper Bill should be submitted to Accounts Section
- An event gallery will be maintained to document the occasion.

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## RECRUITMENT PROCESS

### Eligibility Criteria for Membership:

- Open to 2nd and 3rd Year Students
- Basic coding knowledge
- Basic communication skills

**Recruitment Timeline:**

- Time Period: *March - April*

**Recruitment procedure should be followed by interviewees:**

**Step 1: *Application Submission***

- Interested candidates must apply for the role by filling out the application form available on the official FOSS-CIT website and promoted through various social media platforms such as *LinkedIn, Instagram, Discord, and WhatsApp*.

**Step 2: *Resume Submission***

- Candidates are required to submit their resumes within the specified due date. The resume should follow the format provided in the application form.

**Step 3: *Online Interview***

- Shortlisted candidates will be invited for an online interview via email or WhatsApp.
- Communication skills will be assessed.
- Candidates' knowledge of the club and past events will be evaluated.
- Problem-solving abilities and theoretical knowledge of technical concepts may also be tested.

**Step 4: *Face-to-Face Interview***

- This round will focus on behavioral aspects.
- Basic programming skills will be tested.
- A brief discussion will be held about the role the candidate has applied for.
- Logical and scenario-based questions will be asked, tailored to the specific role.

**Step 5: *Result Announcement***

- The new board members will be selected and notified within a week after the face-to-face interview.

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**Procedures for Interviewers**



### **Step 1: Social Media Announcement**

- **Responsibility:** *Social Media Team*
- The team is responsible for announcing the hiring alert on all social media platforms. They should also clearly communicate the resume submission format and the deadline as outlined in the application form.

### **Step 2: Resume Shortlisting**

- **Responsibility:** *Technical Team and Joint Secretaries*
- Resumes submitted by candidates should be reviewed to ensure they meet the specified format requirements. Shortlisted candidates will then move on to the interview stage.

### **Step 3: Online Interview**

- **Responsibility:** *Secretaries and Joint Secretaries*
- **Conduct online interviews, focusing on communication skills, club knowledge, problem-solving abilities, and technical concepts.**

### **Step 4: Face-to-Face Interview**

- **Responsibility:** *Secretaries*
- Conduct in-person interviews, assessing candidates' behavior, basic programming knowledge, and their understanding of the applied role. Logical and scenario-based questions should also be asked.

### **Step 5: Announcement of Results**

- **Responsibility:** *Current Secretaries*
- Announce the results of the recruitment process and inform selected members within a week of the final interview.

## **SELECTION CRITERIA FOR MEMBERSHIP**

- ☒ **Discipline:** Candidates must exhibit a modest dress code and appropriate non-verbal communication, during the interviews.
- ☒ **Basic Coding Skills:** A foundational understanding of coding is required to contribute effectively to the technical club.
- ☒ **Basic Communication Skills:** Candidates should demonstrate the ability to engage with new people, exhibit professional meeting and team etiquette, and collaborate within a technical community.

- ☒ **Availability:** Candidates should not hold membership in more than two clubs to ensure active participation.
- ☒ **Willingness to Learn:** Candidates must display a strong interest in acquiring new skills and knowledge to serve in an open source community.

## **CODE OF CONDUCT**

### **Misbehavior of Participants:**

- In the event of misbehavior during a workshop, the individual will be asked to leave immediately and reported to the Faculty Advisors and the Dean of Extracurricular Activities.
- If a participant damages any equipment (computers, projectors, or other hardware), their details (Name, Registration Number, Department) must be collected and reported to the hall in-charge. The club holds no authority to impose fines on the participant; this matter will be handled by the appropriate higher officials (Dean of Extracurricular Activities, Faculty Advisors, Hall In-Charge, AO).
- If a participant violates the rules of a competitive event (such as a coding contest or hackathon), they or their team will be disqualified from the current level of the competition.
- For online events or activities, participants are expected to maintain proper online etiquette. Offensive language or inappropriate behavior during virtual meetings, coding contests, or webinars will lead to immediate disqualification or removal.

### **Misbehavior of Club Members:**

- If a club member needs to take leave during a club event, they must notify the Secretary or Joint Secretary in advance. Permission will be granted only for valid reasons.
- Club activities and internal functions must remain confidential.
- If a member chooses to leave the club, they are required to submit a formal resignation letter to the Faculty Advisors.
- When representing the club at external events or interacting with external bodies, club members are expected to maintain a professional demeanor at all times. Any misconduct will reflect poorly on the entire club and lead to disciplinary action.
- Any disrespectful or abusive behavior towards fellow participants, speakers, or organizers will not be tolerated. Such behavior will lead to removal from the event and reporting to the relevant authorities.

## CONTACT US

### Our Office:

#### Location:

FOSS Club of Coimbatore Institute of Technology,  
Department of Computing, New Block, CIT Campus  
Coimbatore Institute Of Technology,  
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**Email:** [fossцит@cit.edu.in](mailto:fossцит@cit.edu.in)

**Website:** <https://fossцит.netlify.app/>

**Join FOSS-CIT:** <https://opencrew.onrender.com/>

### Contact:

- +91 8220661814 - Vishal D, *Secretary (2024-25)*
- +91 7339410595 - Guhasri R, *Secretary (2024-25)*

### FOSS Community Meetings:

- Every Thursdays 3PM - 5PM, MS-303, Department of Computing Block, CIT Campus

## CLUB MEMBERS 2024-25 DETAILS

REGISTER NUMBER	NAME	YEAR	ROLE	COLLEGE EMAIL	PHONE
7176 22 31 021	GUHASRI R	3	Secretary	71762231021@cit.edu.in	7339410595
7176 22 31 059	VISHAL D	3	Secretary	71762231059@cit.edu.in	8220661814
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7176 23 33 031	PARITHIKRISHNAN M	2	Technical Team	71762333031@cit.edu.in	8248857209



Vishal D  
Secretary 2024-25



Guhasri R  
Secretary 2024-25



Dr. Umarani M  
Staff Advisor



Dr. Aruna P  
Staff Advisor