

# Coding Club Team Structure

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## **DESCRIPTION**

Coding Club NIT Meghalaya conducts regular activities throughout the year like coding contests, DSA lecture series, workshops and industrial talks etc. It also helps the students to put their own logics into the code, motivating them for competitive programming, taking part into various hackathons, learning from online workshops and doing the projects related to web/app development, machine learning etc.

Coding club team is a very strong community of those students who believe in improving students' lives with their logic, passion and code. Coding club helps the club team to make a strong connection with the alumni so that they can get the job referrals and other benefits directly from them.

## **GOALS(Club Team perspective)**

1. Completing some good projects that can reflect in team members' CV.
2. Strong connections with alumni who are in good companies (MNCs).
3. Getting good coding skill
4. Getting a very good leadership skill and overall personality development
5. Getting the name in Record (Coding Club website, Club GitHub page, FB, LinkedIn and other social sites pages)
6. Learn the latest technology directly from industrial persons.
7. Get admin access and perform good managerial access.
8. Get a responsible and respected place
9. Name is reflected on social sites- LinkedIn, Facebook and instagram etc.

## **Departments:**

Coding club consists of following 5 departments-

Competitive programming, Machine learning , Development, Network security and Event management.

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## Various posts:

### Department Heads:

(Competitive Programming Head, Machine Learning Head, Development Head, Network Security Head, Event Management Head)

### Hiring Process

Application process: Only 3rd year students will be eligible to apply for this position. Their assessment will be done based on their coding skill, personality and experience related to that particular field.

Round-1: Online Coding Round (at HackerRank).

Round-2: Technical interview. It will be taken by the club alumni, college senior students and club president.

Round-3: HR Round. It will be taken by the Club Head faculty and club president.

### Responsibilities:

- Regulate and manage his department.
- Create a team consisting of 2 or 3 coordinators.
- Lead the team on some projects.
- Conduct coding competitions, workshops, hackathons and more events etc.

### Perks:

- Get admin access to club resources
- Developers team Head gets access to coding club GitHub account access, AWS account access and other developers sites and all other resources access.
- Competitive programming Head gets access to coding club HackerRank account access, Codechef account access and many other competitive programming related resources access.
- Event management Head gets access to coding club LinkedIn page access, Facebook page access and many other social site access.
- The same thing is applied for other departments.
- Opportunity to become Club Alumni.

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## Department Coordinators:

(Competitive Programming coordinator, Machine Learning coordinator, Development coordinator, Event Management coordinator)

### Hiring Process

Only 2nd year students will be eligible to apply for this position. They will be assessed based on their coding skill, personality, performance and experience related to that field. They will be hired by the Head of that department.

Round-1: Online Coding Round at HackerRank.

Round-2: Technical interview. It will be taken by all the heads, secretary and some senior students.

Round-3: HR Round. It will be taken by the Club president and Club secretary.

### Responsibilities:

- Work directly with your head.
- Coordinate the team on the projects.
- Coordinate coding competitions, workshops, hackathons and more events etc.

### Perks:

- Get full access to club resources
- Development coordinator gets full access to coding club GitHub account access, AWS account access and other developers sites and all other resources access, but indirectly.
- Competitive programming coordinator gets full access to coding club HackerRank account access, Codechef account access and many other competitive programming related resources access, but indirectly.
- Event management Head gets full access to coding club LinkedIn page access, Facebook page access and many other social site access, but indirectly.
- Can conduct any event with permission of the club president.
- The same thing is applied for other departments.
- Get higher priority to be selected for club head.

## Volunteers:

### Hiring Process

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Only 1st year students will be eligible to apply for this position. They will be assessed based on their logical thinking and personality.

Round-1: Technical Interview: It will be taken by club coordinators and club heads.

Round-2: Final Interview: It will be taken by club president and club secretary.

#### Responsibilities:

- Work in a team with coordinators
- Advertising the club activities
- Motivating the club members for coding and projects.

#### Perks:

- A very good opportunity to grow your personality
- Get a very strong communication skill
- Good chance to network with seniors and alumni who work or will work in good IT companies.
- Early beginning in the preparation of interview and coding competitions.
- Higher priority to get selected for coordinator.

### Club President

The president of the coding club holds a position of responsibility in coding club events and activities. The president must be enthusiastic and optimistic on club events and activities in general, and must be dedicated and determined to plan and carry through an ambitious program of regular club activities.

This position is nominated to club secretary or any club head by the current president.

#### Responsibilities:

- Provide leadership and direction to club
- Understand and adhere to club operating guidelines
- Presides at meetings of the club and oversees the activities of the club team
- Coordinates club activities through the team members
- Establishes short and long range goals
- Structures the club to ensure continuity of leadership and by providing opportunities for new members to develop and to be mentored

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- Represents the club and its alumni by planning programs that support the college and build pride among alumni
  - Maintains regular contact with the club team, faculty and alumni for club activities
  - Ensure the completion of the club annual report each year and submits it to club head

#### Perks:

- Very good opportunity to make strong connections with alumni
- Get chance to become a very responsible and respected person
- Make own rules and implement them in club
- Managerial skills
- Overall personality development

### Club Secretary

Club secretary also holds a position of responsibility in club events and activities.

This position is nominated to one of the club coordinators by the current club secretary.

#### Responsibilities:

- Handles the correspondence of the club and keep records of it
- Maintains official records of meetings
- Informs heads of deadlines for reports, mailings, future commitments etc.
- Coordinates mailing of notices/newsletters
- Maintains complete and up-to-date records of the activities
- Collaborate in all the activities done by president for club growth

#### Perks:

- Get a very good opportunity to prove your knowledge and experience, but indirectly
- Very good chance to make strong connections with IT industry person who gives referral
- Get managerial skills
- Get higher priority to become club president
- Overall personality development

### Club Alumni:

The club heads or club secretary who made a very good contribution in the direction of club growth, are selected to become club alumni.

The list of club alumni is generated by the club president before he leaves the college. The one who gets nominated for being club president will not take place in this list.

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Club alumni cannot take part in any club activities as participants. He will support the club with the club president to raise funds and regulate the club.

Note :-

1- Club heads are selected from pre-final year students and therefore they are declared as club alumni while they are in final year.

2- Club secretary, if he does not become club president, he will also be eligible to become club alumni.

### **Club Star:**

Club president (a final year student) becomes a club star for his hard work and dedication to make contribution in club growth for continuous three years.