Bharati Vidyapeeth's College of
Engineering, New Delhi

presents

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INTRODUCTION

PURPOSE

This Standard Operating Procedure (SOP) describes the process for functioning of.

OSS

We expect the youths to take up a problem which they face everyday and start an open source project to eradicate that problem. The project can involve :

design
coding
hardware development
product management

We will try to connect the youths with relevant mentors within Paytm, industry and government. We have got support from more than 80 mentors within the industry till now.

Once a project reaches a stage where it can scale and is commercially viable, we will try to connect the project team with people and organisations in the funding ecosystem like Angel Investors, Venture Capitalists, Social Sector Organisations and the Government.

SCOPE

OSS activities apply to the all students of the college. It operates all around the year to arrange activities.

OBJECTIVE

The following activities are to be conducted by BVP OSS primarily,

- Technology Seminars/Sessions & Webinars

- Programming Sessions

- Coding Competitions

- Competitive Technical Discussions

- Projects based on Google Technologies/OSS

- Demonstrations/Exhibitions of student projects

This accomplishes the following from the perspective of the College and the Faculty:

- Students interested in practical implementation of classroom knowledge are provided a platform

- Overall Increase in knowledge as well as awareness in students

- Research on upcoming technologies ensures the students are aware of the changes in Industry

- College requisites like Innovation Projects can be used to give an opportunity to students to work using these technologies while gaining academically

- Showcasing student projects permanently will:

    - Boost self confidence

    - Inspire new projects as derivatives of older ones

    - Prevent intra college plagiarism as the projects are available to the teachers too

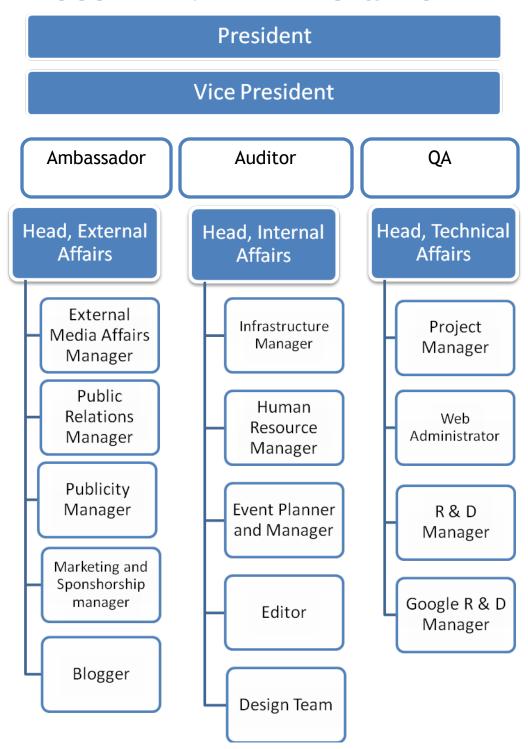   - Help in showcasing college skills to companies for placements

MEMBERSHIP

The membership fee for OSS is Rs. 200 *INR for one year and interested students can contact the HR team.*The fee is subject to change as per decision of the mentors.

FREQUENCY & TIMING

The frequency is aimed to be once in 2 weeks. However, it is varied in accordance with examinations, holidays and number of seminars prepared.

The timings are adjusted so that no interested student misses classes. For sessions with mass appeal, they are held after college hours (5 – 7 PM). If the timings are within regular hours, the members are informed in advance as no attendance adjustments are made for these sessions.

OSS TEAM DETAILS & ROLE

President

Vice President

Ambassador	Auditor	QA

Head, External Affairs	Head, Internal Affairs	Head, Technical Affairs

External Media Affairs Manager	Infrastructure Manager	Project Manager
Public Relations Manager	Human Resource Manager	Web Administrator
Publicity Manager	Event Planner and Manager	R & D Manager
Marketing and Sponshorship manager	Editor	Google R & D Manager
Blogger	Design Team	

Duties & responsibilities

PRESIDENT

- Ensure & Determine OSS policies for smooth conduction of activities.
- Determine the values to be promoted among the OSS members.

VICE-PRESIDENT

- Determine strategic options, select those to be pursued, and decide the means to implement and support OSS members.

AMBASSADOR

Acts as a representative for the organization.

AUDITOR

Auditor perform a broad range of accounting, managing organization funds, allotting funds to various departments for execution of projects & events whenever required and necessary and handling monetary based transactions.

QUALITY ANALYSTS

Quality Analysts verifies the effectiveness of the organization's internal controls and check for mismanagement. They record all discussions and decisions made out in the team meetings.

Head External Affairs

- Work with external communication and public relations efforts
- Administer the External Affairs Team and facilitate proper communication between levels of the hierarchy.

PUBLICITY MANAGER

Carry out publicity operations for events & fest within the college as well target participant organizations.

MARKETING & SPONSORSHIP MANAGER

Working with sponsors to manage their contractual requirement

PUBLIC RELATIONS (PR) MANAGER

Strives to maintain a public image of the organization among the students of the college as well as among other external organizations.

EXTERNAL MEDIA AFFAIRS MANAGER

Increase brand awareness through use of mass media. (Magazine , Radio Channels , Communities etc)

BLOGGER

Edit and publish content on the chapter blog(s) under the direction of the Head External Affair

HEAD INTERNAL AFFAIRS

- Coordinate the Campus processes to ensure that the events go on smoothly.
- Administer the Internal Affairs Team and facilitate proper communication between levels of the hierarchy.

EVENT PLANNER & MANAGER

To coordinate events and activities all throughout the year. These are both large-scale events as well as regular meet-ups.

HUMAN RESOURCES (HR) MANGER

Hiring, supervising, training and monitoring of team members.
Students Volunteers Planning, issues and Management.

INFRASTRUCTURE MANAGER

Make arrangements of the resources for the events for eg. Arranging Class room/ laboratories for conducting seminars, hackathons etc for the members of OSS.

EDITOR

Overseeing the layout, appearance and content of feature articles, notices etc; Proofreading all pages before going to print

DESIGN HEAD

Lead the design team and bring out new and creative outputs to the ideas of the team.

Design posters, affiches, T-shirts etc.

HEAD TECHNICAL AFFAIRS

* Provide Tech support for the organization including developing, maintaining, supporting, providing Web-based infrastructure for all online related activities.
* Ensure the Tech requirements by the organization.

WEB ADMINISTRATOR

Provide full administrative support as and when needed.
Maintain internet and intranet of the organization including installation, configuration, support and see to it that web services run securely.

PROJECT MANAGER

Lead the planning and implementation of all the projects
Facilitate the definition of project scope and goals.

GOOGLE R&D MANAGER

To take broad responsibility for research projects related to **Google's Open Source Technologies**

R&D MANAGER

Planning directions for research in **Auxiliary Google APIs** as well as **Google endorsed Technologies.**

ADVISORY COUNCIL STRUCTURE

The teacher council will consist of

* Mentor

* Two Assistant Mentors who takes charge in absence of the mentor.

The user group will not only be for the students but also the teachers and a close coordination with the *Advisory Council* will be maintained. Along the way, as the group progresses the structure can be modified to needs.

STUDENT COUNCIL ELECTION PROCESS

The process of selection of the student council will take place under the supervision of the advisory council.

The selection for all the positions (including the President and Vice-President) will be done on the basis of **an application form** that will be released prior to the selection process and also **an interview** by the advisory council and the previous session's President and Vice-President.

ALLIED SOCIETIES UNDER OSS

BVP GTUG has the following allied societies working under its guidance:

- **ADURI NEEND FILMS:** A film society setup, for the students of BVCOE, New Delhi. They will be shooting short documentaries and entertainers within the time limits. They will be carrying their own equipments.

- **GOOGLE R&D :** A society primarily focusing on various Google's Technology and to take broad responsibility for research projects related to **Google's Open Source Technologies**

RESOURCES REQUIRED

BVP GTUG would need the following resources for its **general activities:**

- Seminar Hall

- Projector (Screen included)

- Microphone

- Classrooms [For Coding sessions or if Seminar Hall is not available]

- A dedicated room for meet up purposes

CONDUCT RULES

REGULAR MEET-UPS

During regular meet-ups/seminars the following rules and procedures are followed:

- **EVENT- MANAGER & PLANNER** is responsible for deciding the topic of the seminar after discussing it with the technical team and the heads.

- After the seminar has been decided the **Publicity Manager, PR(Public Relations) and the Design Team** works on the publicity of the seminar/meet-up both online and offline by preparing posters, notices, social-network presence etc.

- **The Head Internal Affairs, HR(Human Resource) and the Infrastructure Manager** are responsible to look into the feasibility of requirements for the meet-up and arrange for such requirements.

- **The Infrastructure Manager** then contacts either of the co-mentors for filling required forms for the infrastructure and logistics needs.

- The whole process is supported by various members of the student council working in different domain as and when required.

MAJOR EVENTS

Major events are conducted with a proper set of conventions and measures:

Scheduling

A total of 3 major events are organized by OSS. The major events are scheduled for a time
Slot that is in accordance to the college's yearly calendar. **The student council Heads along**
With the advisory council takes into consideration the scheduling of major inter-college events
Being held elsewhere in Delhi or neighboring states, so as to attract greater participation
Through avoiding a clash of event dates. Our fest is conducted during the even semesters
(Somewhere in January-March). Also other major events are scheduled after a gap of two-three
weeks (Somewhere in September-November).

Event Management

Ideas for events are submitted by the EVENT PLANNER & MANAGER a month prior to the event.
These events are chosen with reference from Google's past events as well as certain events
such as Hackathons and Programming Challenges are conducted due to the turnout of these events.

The student council pen down the events that has been shortlisted after looking into the feasibility of the event and availability of resources. Then a group of **event managers** are selected by the HR Team who act as a go-between with the event's core team.

Students with proven expertise in a particular field relating to Google are encouraged to apply for managing that event. This enables proficient guidance.

Marketing and Sponsorship

The marketing & sponsorship team is responsible for approaching various brands and organizations who will be funding the event in whole or specific events in the fest .

The Marketing & Sponsorship Team will begin their work a month prior to the event. They will

be carrying along all the official documents that includes information about the event, OSS in general , about the college , about GTUG , Teaser Video , User Group Presentations etc.

Also they will be providing the sponsor with all the information and ensuring proper communication between the Advisory Council Mentor and the sponsor representative.

After the deal has been signed, the funds will be brought back to the auditor, who will then handle the processing of the funds.

Human Resources

Students who wish to help in organizing the events are assigned as representatives to different domains, such as **Public Relations, Event Management, Publicity, etc** based on the preferences they list out at the time of applying.

The HR Manager selects the representatives and sorts them into their work domains.

Publicity

Usage of posters and affiches within the college and at other participating external organization
is undertaken by the **publicity team.** Online Publicity including social-media reach is done to
Increase awareness about the event and Google Technologies in general amongst students of
other colleges.

The publicity campaign is divided on basis of location of the colleges, specific teams are sent out
to spread knowledge about the event and OSS in general. Also proper Media sources are
used for publicity of the event.

Infrastructure & Logistics

All the requirements of the team during the event are arranged for or purchased well in time for
the event. This is managed by the Infrastructure Team.

Requirements such as projectors and screens, which are available in the college, are sourced from labs with proper permissions.

The Infrastructure Team is tasked with ensuring that college property is not damaged in any way during the event.

Managing Attendance

Students who are part of the event organizing team are discouraged from missing their classes for event work. The work for the event is done mostly after college hours or when the required students are available.

MAJOR EVENTS (TENTATIVE)

OSS ORIENTATION - SAURABH JAIN

27th August 2018

India as a country has a million problems. **We as citizens need to provide a million solutions.** The country is experiencing a demographic dividend and we as Paytm want to channelise the energy of the youth to provide solutions for the country.

WEB DEVELOPMENT WORKSHOP 1.0 (HTML, CSS, JAVASCRIPT, BOOTSTRAP)

5-10th September 2018

By coding along with us in the Workshop, you'll:

- Discover the basics of how web browsers work

- Discover how to write solid HTML

- Discover how to style your content to reflect your vision using CSS

- Discover the basics of programming which apply in language

- Discover how to write JavaScript for the browser

WEB DEVELOPMENT WORKSHOP 2.0 (NODEJS , MONGOLDB)

16-20th September 2018

- Discover the basics of using the command-line

- Discover how to code JavaScript for the server using node.js, express

- Discover how to use MongoDB as a database for your site

REACTJS WORKSHOP

7-10th October 2018

Build encapsulated components that manage their own state, then compose them to make complex UIs.

GSOC & OPENSOURCE CONTRIBUTION

28-30th October 2018

Learn about the open source contribution and the best open source development competition

BLOCKCHAIN (ETHEREUM, SOLIDITY, REMIX, WEB3,GANACHE)

2-7th November 2018

Effective and practical course that will take you from zero knowledge on developing decentralised Blockchain apps, to become an active early adopter who can develop Ethereum based Blockchain apps.