Amity x Infinity Lab

Initial Proposal Document

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About Infinity Lab

At McKinley & Rice, we abolish technological borders for a living. To accelerate the growth of the country’s potential, we have wireframed the setting up of a student chapter at Amity which we like to call the Infinity Lab. Nothing encapsulates the essence of limitlessness better than infinity itself, hence the name. We are trying to abolish the technological barriers that engineers of our country face by providing them with the right opportunity during their most formative days as a professional.

We like to think of Infinity Lab as a forum of top quality, like-minded technology professionals who work on industry projects, organize tech-related events and provide society with tangible value. We intend it to be a welcoming community for all students of Amity to expose themselves to the current state of the art and groom themselves into becoming elite tech professionals and revolutionize the industry one disruption at a time.

Student members of Infinity Lab will be exposed directly to industry scale software engineering projects that would range from development, AI/ML, computer vision and even blockchain. Not only would these projects serve as a gateway for students to understand how software engineering actually works in the real world. It would also give them the opportunity to develop crucial soft skills such as team-work, task prioritization and peer communication. Students who work on these projects would receive stipends for the time they invest. On a regular basis, student members would also be involved in social responsibility projects where they would engage their technical prowess to help people in need by developing software solutions for them. This practice aims at inculcating a sense of compassion and responsibility towards the society in these students.

Core Principles

Infinity Lab intends to be a close-knit group of high energy professionals that would be involved in continuous collaborative development making it imperative to have a set of core principles that they live by. These are:

* Infinity Lab members will always uphold Amity rules and regulations before taking up Infinity Lab related responsibilities.
* Infinity Lab members will always consult the faculty interface (faculty advisor) before making decisions and organizing events.
* Infinity Lab members will always strive towards enhancing the technological atmosphere at Amity by gauging skill level of members and organizing various kinds of events to bring the skill level up.
* Infinity Lab members will always strive towards keeping public technological discourse at Amity positive and will never try to bring other members or nonmembers down.
* Infinity Lab members will always keep the forum open and free to access for all Amity members and facilitate the development of channels which take care of the same.

Charter

**Statement of Purpose:** The purpose of this organization shall be to:

* Foster the development of an inclusive technological forum at Amity.
* Familiarize students with industry grade software engineering principles.
* Organize on-campus free-for-all tech related events
* Take up social responsibility projects to convert gained knowledge into tangible societal value.

**Affiliation:** The AmityxInfinity Lab (AIL) Student Chapter shall be an Official Chapter of McKinley & Rice. All actions, activities, events, and or statements made by the chapter should mirror and adhere to AIL policies, including the AIL Code of Ethics. AIL reserves the right to retract chapter membership for failure to adhere to the agreement, charter, or AIL policies.

**Membership:** As part of the chapter agreement students attending the university are entitled to AIL student membership, as follows:

* Through this affiliation each chapter member will be entitled to one student membership
* Chapter members agree to adhere to AIL Student Membership policies, including the AIL Code of Ethics.

**Events, Meetings, and Participation**

* AIL recognizes that each university observes different rules and policies about student groups on campus. AIL requires that each AIL Student Chapter follows its respective university’s policies when forming the chapter.
* AIL will commit to creating a space on infinitylab.mckinleyrice.com for each chapter branch (e.g. infinitylab.mckinleyrice.com/Amity)
* AIL will commit to provide exclusive content that will assist the chapter in meeting the purpose of this organization

**Officers:**

* As part of the AIL Student Chapter Agreement each chapter is required to have a student president, a faculty advisor, and a company interface officer.
* Above these positions a Chapter may appoint additional student officers as needed, to ensure and improve the quality of the chapter.
* Officers must have a passion for cutting edge technology, be in good academic standing, and exhibit leadership that will assist in the growth of the chapter.
* Pending resource availability, it is suggested that each chapter attempt to send one-chapter member (typically the chapter president) to the AIL Annual Conference.

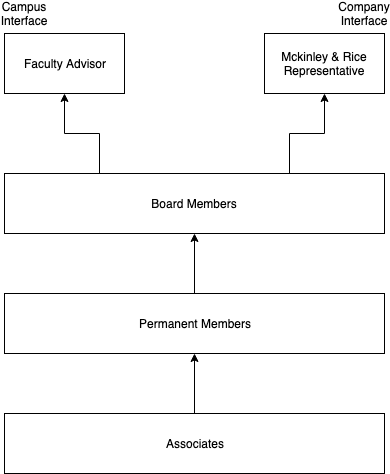
Member Types

Infinity Lab will have a clear and well-defined member structure that will facilitate access to a completely open technology forum for Amity students. Member types, appointment policy, their respective responsibilities (not inclusive) and merchandise to be issued are detailed in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Member Type** | **Appointment Type** | **Term** | **Merchandise** |
| Board  (4 - President, Event Lead, Tech Lead and Social Responsibility Officer) | **Recruited** by Faculty Advisor and Company Interface | 1 Year | AIL T-shirts  ID cards |
| Permanent | Appointed by Recruitment Committee (AIL President + AIL Tech Lead + Company Interface) | 1 Year | ID Cards |
| Associate | Free for all | Indefinite | N/A |

Organizational Hierarchy

Infinity Lab will have a minimal but functional hierarchy structure. One layer of campus and company interfacing and 3 layers of student members. This structure can be effectively visualized by the flowchart below.



Board - Roles & Duties

AIL follows a minimal hierarchy structure. This implies that each board role has a more refined duty set and this section aims at describing it in detail.

**Faculty Advisor (Campus Interface)**

The faculty advisor acts as the interface between the university and AIL. Thus, all the official decision making regarding anything that AIL does **has** to pass through the faculty advisor. Some of the responsibilities upheld by the faculty advisor include:

1. Grant/Deny permissions regarding AIL activities
2. Revoke responsibilities of board members if policies are not upheld
3. Make sure AIL events/meetings/activities happen in accordance with Amity rules and regulations.
4. Recruit AIL board members

**McKinley & Rice Representative (Company Interface)**

The McKinley & Rice representative is the official point of contact between AIL and McKinley & Rice. He/she is responsible for making sure all AIL activities happen in accordance with company policies. Some of the responsibilities upheld by him/her include:

1. Grant/Deny permissions regarding AIL activities
2. Suggest revoking responsibilities of board members if policies are not upheld to the faculty advisor
3. Make sure AIL events/meetings/activities happen on time and comply with McKinley & Rice policies
4. Make sure documentation (especially financial) is updated and compliant.

**AIL President (Board)**

The most pivotal student member of AIL. He/she is responsible for the smooth operation of AIL activities on a day-to-day basis. There are quite a few responsibilities that need to be upheld by the president, some of which are listed below:

1. Prepare a budget for the upcoming term along with other board members
2. Audit and maintain all documentation on a monthly basis
3. Organize meetings and performance checks for board members and permanent members
4. Sanction funds to board members to organize events, call speakers and manage social responsibility projects.
5. Make sure all internal and social responsibility projects are completed within the allocated time frame.
6. Maintain budgets and financial reports; deliver these on a quarterly basis.

Selection criteria entails but is not limited to:

* Base criteria to become a permanent member
* Excellent academic standing (cumulative GPA > 8.5 or equivalent)
* Regular attendance
* Experience with leading teams
* Excellent oratory skills

**AIL Event Lead (Board)**

This board member will be responsible for organizing, conducting and documenting any and all events undertaken by AIL. Some of the responsibilities to be upheld by the event lead include:

1. Prepare event proposals and get them approved by the AIL president
2. Make sure all provisions are made before and during events take place
3. Document successes and failures and prepare a detailed document and share it with the AIL president
4. Prepare financial reports regarding all events and get them attested by the AIL Treasurer

Selection criteria entails but is not limited to:

* Base criteria to become a permanent member (required)
* Excellent academic standing (cumulative GPA > 8.5 or equivalent)
* Regular attendance
* Experience with organizing events
* Previous experience as part of student unions
* Excellent oratory skills
* Networking skills

**AIL Tech Lead (Board)**

This board member will be responsible for getting the technical part of projects up and running, maintaining progress and providing updates to company interface on regular intervals.

1. Kick off chapter projects
2. Make sure project progress is compliant with deadlines
3. Report progress to company interface
4. Manage delays by raising emergency protocols
5. Be the first layer of deliverable quality control before the company interface

Selection criteria entails but is not limited to:

* Base criteria to become a permanent member (required)
* Excellent academic standing (cumulative GPA > 8.5 or equivalent)
* Regular attendance
* Diverse technical elective portfolio
* Open source contributions
* Experience with leading technical projects

**AIL Social Responsibility Ambassador (Board)**

This board member will be responsible for conducting and organizing social responsibility projects with the help of McKinley & Rice representative.

Selection criteria entails but is not limited to:

* Base criteria to become a permanent member (required)
* Regular attendance
* Good oratory skills
* Passion to help people selflessly
* Previous experience with social work (optional)

Projects, Events and Social Responsibility

**Projects**

As part of fostering the development of core software engineering practises amongst young Amity engineers, the company interface officer will curate industry grade projects ranging from development, AI/ML, blockchain etc. that student members of AIL will take up and complete in a stipulated time. Team members from McKinley & Rice will assist students and make sure industry standards are met. Students working on these projects will always be compensated for their time and projects will never be handed over during crucial academic timelines.

**Events**

To encourage the growth of technological enthusiasm in the Amity campus, AIL board and permanent members will (with prior permission from campus interface) organize periodic events at the Amity Campus. These events range from talks from prominent industry figures, hackathons, design sprints etc. Successful execution of these events will ensure an exciting schedule for an already inquisitive and hyper-talented student pool at Amity.

**Social Responsibility**

To make practises more sustainable and give back from what we gain at AIL, the company interface along with assistance from the campus interface will launch quarterly social responsibility programs. These programs are aimed at helping people in need by providing them with engineering solutions. This will ensure the inculcation of compassion in buddying engineers.

Recruitment Process

Board and Permanent members of AIL will assume responsibility of their respective positions for a maximum term of 1 year. This implies that recruitment for these positions will happen at the end of every other semester. The process will be as follows:

**For Board Members**

To be eligible to become a board member at AIL, students need to pass the following criteria:

1. Must already be a permanent AIL member

**NOTE:** When the AIL student chapter is set up for the first-time permanent members and board members will be appointed at one go but the following process will be followed for the consequent terms:

1. Permanent members will apply for at most 2 board positions
2. Their applications will be reviewed by the Campus and Company interfaces
3. Suitable candidates will be awarded board positions and they will serve for a term of 1 academic year

**For Permanent Members**

1. Students will sign up for a permanent AIL account at infinitylab.mckinleyrice.com and attach necessary academic and non-academic documents to be reviewed.
2. Recruitment Committee (AIL President + Tech Officer + Company Interface) will review these applications and approve suitable applicants to become permanent members.

**NOTE:** To be eligible to become a permanent member at AIL, students need to pass the following criteria:

1. Must be a 3rd year student
2. Must have a cumulative GPA greater than or equal to 8.2

**For Associates**

1. To become associates, students only need to sign up for an associate account at infinitylab.mckinleyrice.com

Funding Process

AIL Student Chapters may request funds (in INR) for activities in the upcoming year, **up to a maximum of ₹ 1,00,000** per academic year. Funds will be made available via bank transfer to a company owned savings account for the specific branch of the chapter.

The application should include a description of the planned activities and the chapter’s proposed budget. The budget should identify those activities to be funded by AIL and other sources in the appropriate columns. Requests for funding should include details of chapter activities, such as number and type of meetings, name of invited speaker(s) and topic of presentation, destination and purpose for any field trips to industry or AIL section meetings, and any other relevant information. A final report must be submitted by all chapters at the end of the academic year by the AIL President.

Student Chapters requiring funds for activities are encouraged to seek support from the university and from other sources as well. Universities often provide for chartered clubs on campus though the student union or student activities office.

**Unexpended Funds**

Allocation of any unexpended funds remains completely in the jurisdiction of the company. The Student Chapter bears the responsibility for accounting for these funds. Unexpended funds may be reallocated to the chapter upon submission and approval of a request for funding for the following year or may be returned to the company.

**Allowable Expenses**

Travel for a speaker invited to address the chapter; light food and beverage at chapter meetings; copying and printing promotion information on the chapter and its activities; one-day field trips (minimum four students) to industry, AIL section meeting, or regional AIL student chapter conference.

Any requests for travel must include details: destination, purpose of trip, and the number of student and faculty participants.

**Non-Allowable Expenses**

Awards, prizes, registration for conferences; individual travel to meetings; hotel accommodations.

**Reporting**

AIL's bylaws require chapters to meet minimum levels of viability and to report on all financial activities during the year. Therefore, the chapter is required to complete an annual report (prepared by the AIL President) at the close of every quarter. The following information must be captured in the annual report:

* Event related expenditure
* Project related expenditure
* Social responsibility related expenditure
* All budget requests (approved or disapproved by the AIL President)
* Miscellaneous costs
* Upcoming Activities (if any)
* Authorization and Signatures, allowing AIL to include the chapter in its group filing with the IT authority (if applicable)