



**Technology Students' Gymkhana  
Indian Institute of Technology, Kharagpur**

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**DEVELOPERS' SOCIETY**

**STANDARD OPERATING PROCEDURE**

# OVERVIEW

**Developers' Society** is an initiative by the Tech Team, Technology Students' Gymkhana, Indian Institute of Technology Kharagpur, to foster and encourage the software development culture in IIT Kharagpur. Ideated as a group of developers of the institute, the society is responsible for developing and maintaining applications valuable to the student community as well as fostering the software development culture of the institute.

# MOTIVE

In light of the need to improve existing applications and the potential for automating various workflows on campus, the Developers' Society is an initiative to bring together a group of individuals who are motivated and interested to develop new applications that benefit the student community and hence, encourage the software development culture in IIT Kharagpur.

# AIM

**The Developers' Society aims to :**

- support the software development culture of IIT Kharagpur.
- promote and impart programming skills, technologies and frameworks.
- foster good programming practices in the student developers' community.
- help Technology Students' Gymkhana develop projects aimed at the betterment of the student community and, therefore, the technological advancement of IIT Kharagpur.

## DIVISIONS

**Development**

**Finance  
and  
Operations**

**Outreach**

## TEAMS

### 1. Development Team:

- To work towards developing innovative project ideas that serve the needs of the student community and assist in the technological advancement of IIT Kharagpur.
- To handle the maintenance of all the previously developed projects under **Developers' Society** and assist in development/upgradation of projects under Technology Students' Gymkhana upon their own discretion.

### 2. Finance and Operations Team:

- To look over the organisational workflow and operations of the **Developers' Society** in the management, planning, and execution of the various competitions, hackathons, and other events.
- To ensure execution of proper workflow and assigning of roles regarding an event/project.
- To forecast and formulate the budget for projects, publicity, competitions, workshops and other events carried out by the society.
- To formulate budgets and coordinate with the Executive Head arranging finances required for all the initiatives.

### 3. Outreach Team:

- To work on the design and media aspects of all the publicity-related elements concerning the Developers' Society and its competitions, hackathons, and other events.
- To gather information and spread awareness about various tech-related competitions or other events held outside IIT Kharagpur.

# HIERARCHY

## ❖ Executive Head (Ex Officio) : Technology Coordinator

### Responsibilities:

- Handle and overlook the overall execution of the society's targets.
- Act as a bridge between the Technology Students' Gymkhana and the **Developers' Society**.
- Collect required permission and approval for:
  - Budget and Expenditure
  - Project ideas and implementation
  - Event planning and execution

## ❖ Development Heads: 3rd Year Students

### Responsibilities:

- Formulating executable project ideas, getting them approved and accordingly assigning the projects to a group of Development Members as per their interests, calibre, and skill sets.
- Discuss the project-related finances with the Finance and Operations Heads.
- Act as the mentors for the project groups and guide the Development Members whenever required.
- Propose ideas for new events, competitions, and hackathons.
- Form groups of Development Members for different events and assign them appropriate tasks for the events.
- Once developed, they will launch the projects and coordinate with the Outreach Heads for the publicity of the launched projects.
- At the end of their tenure, they will select the new Heads for the society from the Development Members.

## ❖ Finance and Operations Heads: 3rd Year Students

### Responsibilities:

- To look over the organisational workflow and operations of the **Developers' Society** in the management, planning, and execution of the various competitions, hackathons, and other events and ensure proper and smooth conduction of the same.
- To ensure execution of proper workflow and assigning of roles for any event or other similar things.
- To coordinate with the Executive Head arranging finances required for all the initiatives.
- To forecast and formulate the society's budget for:
  - project ideas
  - any type of publicity
  - competitions, hackathons, and various other events.

### ❖ **Outreach Heads: 3rd Year Students**

#### **Responsibilities:**

- To ensure proper publicity for all:
  - projects developed.
  - competitions and hackathons to be organised.
  - other events conducted by the society.
  - tech related events and competitions conducted outside IIT Kharagpur.
- To coordinate with the participants in all the events of the society and reach out to the sponsors and companies.
- To ensure proper publicity through posters, infographics, and videography.

### ❖ **Development Members: 2nd Year Students**

#### **Responsibilities:**

- To take the lead and work on the projects allotted by the Development Heads with their help.
- They may also present their project ideas to the Development Heads.
- They may be a part of the Outreach team and the Operations team, depending upon their interests and calibre, but working on the developmental aspect of the society's projects will be their primary motive.

### ❖ **Associate Development Members: 1st Year Students**

#### **Responsibilities:**

- keep up to date with the development projects in society.
- learn all the required skills if not known for the ongoing projects running in the society and explore the previous and the ongoing projects.
- help the Development Members in the ongoing projects as per their interest and skill set.
- help the outreach team in promotion and publicity of various events.

# PROMOTIONS AND SELECTIONS

The **Developers' Society** will take its selections for both the **Associate Development Members (First-Year students)** and the **Development Members (Second-Year students)**.

## **At the end of an academic session:**

- The outgoing Heads of the society will appoint new Heads from the current Development Members.
- The outgoing Heads and the new Heads will then select the Development Members from the Associate Development Members and take additional selections from the batch of incoming Second Year Undergraduate students
- The Development Members can become a part of one or more teams of the society. The Heads of the respective team would then select among them.

## **At the beginning of a new academic session:**

- The new Heads and the Development Members will then select the Associate Development Members from the new batch of First-Year Undergraduate students.
- The ex-heads will act as Advisors to the society, making suggestions and providing external assistance/support to the organisation.

# KEY POINTS

- The decision regarding any matter concerning the **Developers' Society** would be taken mutually by all the heads.
- The induction of any member of the **Developers' Society** will be based on thorough discussions among the Heads.