



# Premier University Chittagong

Department of Computer Science and Engineering

## “Proposal for Modifying Premier University Computer Club’s Structure, Rules and Regulations.”

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### **Submitted To**

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# 1. Introduction

This proposal outlines a comprehensive plan to modify the structure, rules, and regulations of the Premier University Computer Club (PUCC). The objective is to expand the club's scope by adding six specialized wings to address diverse domains in the computing field. The inclusion of these wings will ensure that PUCC provides a holistic platform for students to excel in various aspects of technology, align with industry trends, and nurture innovation.

## 2. Objectives

- Provide a specialized focus for students in emerging fields of technology.
- Encourage interdisciplinary collaboration among students.
- Prepare students for academic competitions, certifications, and professional opportunities.
- Create a structured environment to facilitate skill development in niche fields.

## 3. Proposed Wings and their Activities

### 3.1 Developers Guild

- Coding boot camps for beginners and intermediates.
- Open-source contribution events.
- Develop apps and websites.

### 3.2 DevOps

- Seminars and workshops on devops tools.
- Hands-on projects.

### 3.3 Linux-Based Networking

- Training for certifications (e.g., Red Hat)
- Workshops and seminars on Linux Based Networking
- Networking competitions and challenges.

### 3.4 Tensor Thinkers

- AI/ML/DL coding challenges.
- Seminars and workshops on AI/AL/DL.
- Arranging Conference.
- Collaboration with academia and industry on AI-based projects.

### 3.5 Arcade Renderers

- Workshops on Unity, Unreal Engine, and Blender.
- Development of interactive VR/AR projects.
- Manage events for e-sports gaming competition.

### 3.6 IoT Innovators

- Workshops and seminars.
- Hackathons to create IoT solutions for real-world problems.
- Hands on projects.

## 4. Structure of Proposed Premier University Computer Club

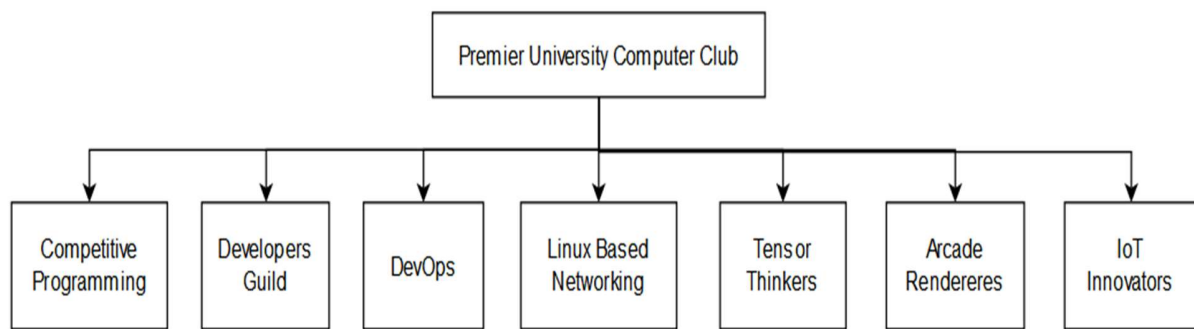


Figure 1: Organizational Structure of the Premier University Computer Club

## 5. Structure of Roles and Responsibilities

### 1. President

#### **Responsibilities:**

- Lead meetings, events, and strategy discussions.
- Represent the club in official matters and liaise with university authorities.
- Ensure coordination between the wings and the executive team.

## **2. Vice President**

### **Responsibilities:**

- Support the President in managing day-to-day operations.
- Oversee the execution of events and initiatives.
- Resolve conflicts and ensure effective communication within the club.

## **3. Secretary**

### **Responsibilities:**

- Maintain meeting minutes and club records.
- Organize and manage club events and meetings.
- Handle club correspondence and announcements.

## **4. Division Lead (1 Lead per Division 7 in total)**

### **Responsibilities:**

- Plan and execute wing-specific activities and events.
- Report progress to the President and Vice President.
- Guide members within their division and ensure team collaboration.

## **5. Treasurer**

### **Responsibilities:**

- Prepare and maintain the club's financial records.
- Oversee budgeting for events, workshops, and competitions.
- Handle funding requests and report on the financial health of the club.

## **6. Recruitment and Public Relations Officer**

### **Responsibilities:**

- Manage recruitment drives and onboarding new members.
- Organize and promote club events on social media and areas.
- Build and maintain relationships with industry partners and sponsors.

## **7. Executive Member (7 Persons total)**

### **Responsibilities**

- Assist in organizing events, workshops, and contests.
- Take on specific tasks or roles as needed by the President, division leads and recruitment officer.

## **8. Trainers (As needed)**

### **Responsibilities:**

- Conduct regular training sessions on topics relevant to their expertise.
- Help members in their learning journeys, offering one-on-one guidance when needed.
- Create and curate educational materials, resources, and problem sets for the club's development activities.

## **6. Rules and Regulations**

### **6.1. Membership Eligibility**

- Membership is open to all students of the Premier University CSE Department who have interest, passion, and dedication.
- All members must register and be approved by the club's President.
- Membership will be renewed at the start of each semester.
- Students in the 1st to 8th semesters may join the Competitive Programming Division.
- Only students in the 5th to 8th semesters may join other divisions as full members.
- Students in the 1st to 4th semesters, except for the Competitive Programming Division, may join other divisions as observers, as they are not yet prepared knowledge-wise for full participation.

### **6.2. Code of Conduct**

- All members must maintain a respectful and inclusive environment. Discrimination, harassment, or any form of misconduct will not be tolerated.
- Friendly competition is encouraged, but collaboration and teamwork take precedence. Members should prioritize mutual support and constructive feedback over individual success.
- Members are expected to behave professionally during club meetings, workshops, events, and external collaborations.

### **6.3. Attendance and Participation**

- Regular attendance at weekly or monthly meetings is expected of all members. Members must inform the club if they are unable to attend.
- Members are expected to actively engage in club events, workshops, contests, and community activities.

### **6.4. Club Structure and Hierarchy**

- Leadership roles include President, Vice President, Secretary, Division Leads, Treasurer, Recruitment and Public Relations Officer, Executive Members, and Trainers.

- Decisions on club activities, events, and policies will be made collaboratively within the executive team, but the President has the final say on major decisions.
- Each division will have a Division Lead responsible for the wing's activities, progress, and coordination with the executive team.

### **6.5. Responsibilities of Members**

- Members should actively participate in activities within their respective wings, such as workshops, competitions, and community events.
- Club materials, equipment, and digital assets must be treated with care. Misuse or damage will result in disciplinary action.
- Members involved in projects or competition teams must contribute their time and effort to ensure success.

### **6.6. Training and Educational Commitments**

- Trainers will organize regular workshops, coding boot camps, and training sessions to enhance member skills.

### **6.7. Financial Management**

- **Financial Structure:**
  - The Treasurer is responsible for managing the budget, preparing a semester-wise budget to be approved by the Advisor and President, and documenting all transactions.
  - Major expenses must be approved by the Advisor and President.
- **Revenue Generation:**
  - Funds may be raised through membership fees, sponsorships, donations, and fundraising events.
  - All financial activities will comply with university policies and be transparent.
- **Membership Fees:**
  - A nominal membership fee may be introduced for administrative costs, with waivers available for financial hardship, reviewed confidentially by the Executive Team.
- **Reimbursement:**
  - Members incurring expenses on behalf of the club must submit receipts for reimbursement within 30 days.

### **6.8. Club Events and Competitions**

- Regular internal competitions, mock contests, hackathons, and coding challenges will be organized to improve skills.
- Members are encouraged to participate in national and international competitions, with the club forming and supporting teams.

## **6.9. Recruitment and Membership Growth**

- New members may join during recruitment drives or open-house events at the start of each semester. Current members may also invite prospective members.

## **6.10. Discipline and Conflict Resolution**

- Violations of rules or misconduct may result in disciplinary actions, including warnings, event suspensions, or membership termination.
- Conflicts will be addressed transparently, escalating to the President, Vice President, or Advisor if unresolved.

## **6.11. Membership Termination**

- Members may voluntarily leave the club, informing the Secretary and returning any club property.
- Disqualified members will be removed from all activities.

## **6.12. Amendments**

- Rules can be amended by the executive team with majority approval from active members. Changes will be communicated promptly.

## **6.13. Club Communication and Platforms**

- Official communications will occur via designated platforms. Professionalism and respect must be maintained in all interactions.

## **6.14. Intellectual Property**

- Projects, code, or research developed during official activities are considered club intellectual property, with proper attribution required for any publications.

## **6.15. External Collaboration and Sponsorships**

- Collaborations with external organizations must align with club goals and be approved by the Advisor and President.

## **6.16. Club Property and Resources**

- Equipment must be handled with care, with borrowing requiring prior approval from the executive team.

### **6.17. Leadership Development**

- Leadership roles and training opportunities will be provided regularly to foster growth and ensure smooth succession planning.

### **6.18. Conflict of Interest**

- Potential conflicts of interest must be disclosed, and decisions must be transparent to avoid bias.

### **6.19. General Assembly**

- Held at the beginning of each semester to elect leaders, set goals, and gather member feedback. Attendance is mandatory.

### **6.20. Documentation and Record-Keeping**

- All events and meetings will be documented by the Secretary, with records stored securely and updated regularly.

### **6.21. Annual Club Review**

- Conducted at the end of each semester to evaluate achievements, gather feedback, and set future goals.

### **6.22. Collaboration with Alumni**

- Alumni will be engaged for mentorship, internships, and networking opportunities.

### **6.23. Recognition and Awards**

- Exceptional contributions will be recognized through certificates, awards, or public acknowledgment.

### **6.24. Community Engagement**

- The club will organize outreach activities, such as coding camps and mentoring programs, to contribute to the broader community.

### **6.25. Compliance with University Policies**

- The club will adhere to university regulations, submitting required documentation and maintaining active registration.



## 8. Learning & Collaboration Schedule (Dec 2024 – Feb 2025)

### **December 2024**

- Weekly Skill Session (Every available week)
- Workshops, Seminar (1 for each division)

### **January 2025**

- Weekly Skill Session (Every available week)
- Workshops, Seminar (1 for each division)

### **February 2025**

- Weekly Skill Session (Every available week)
- Workshops, Seminar (1 for each division)

## 8. Expected Outcome and Impact

The creation of this wing within the computer club is designed to have a profound and lasting impact on both the members and the university community. The expected outcomes include:

### **Enhanced Technical Proficiency:**

Members will develop a deeper understanding of critical technologies such as web and mobile development, DevOps practices, Linux-based networking, and game development. This hands-on experience will significantly enhance their technical skills, making them more competitive in the job market.

### **Portfolio-Worthy Projects:**

Students will work on real-world projects that they can showcase in their professional portfolios. These projects will provide valuable experience in their chosen fields and demonstrate their ability to apply learned skills in practical settings.

### **Collaboration and Recognition:**

Through team-based projects and participation in competitions, students will hone their collaborative skills. The projects and outcomes could also gain recognition from external parties, further establishing the university's reputation in tech innovation.

### **Community Building and Mentorship:**

The wing will foster a strong sense of community among students, promoting collaboration, peer learning, and mentorship. This environment will be conducive to long-term skill development, where experienced members guide newcomers, ensuring continuous growth for everyone involved.

## **9. Future Vision**

Looking ahead, this wing has the potential to evolve into a central hub for technology innovation on campus. The future vision includes:

### **Recognition as a Tech Innovation Hub:**

Over time, the wing will become a recognized and integral part of the university's tech ecosystem. It will serve as a center for technical learning, innovation, and project-based work.

### **Workshops, Hackathons, and Collaborative Events:**

The wing will host a variety of events such as workshops, hackathons, and tech talks, not only within the club but also in collaboration with other tech clubs or industry partners. These events will help foster a culture of innovation and collaboration among students and professionals alike.

### **Alumni and Industry Engagement:**

The vision includes establishing strong connections with alumni and industry professionals, who can provide valuable mentorship, guidance, and resources. These relationships will help bridge the gap between academic learning and real-world application.

## **10. Conclusion**

The proposed restructuring of the Premier University Computer Club (PUCC) through the addition of six specialized wings marks a significant step toward fostering a dynamic and inclusive platform for technological growth. By aligning the club's focus with industry trends and offering opportunities for skill development across diverse domains, PUCC will empower students to excel academically, professionally, and creatively. This initiative not only enhances the club's value but also reinforces its role in preparing students for future challenges and innovations. We believe that these changes will strengthen PUCC's position as a leading hub for technological excellence at Premier University.