



PREMIER UNIVERSITY COMPUTER CLUB

Department of Computer Science and Engineering
Premier University Chittagong



Date: January 09, 2025

To,
The Advisor
Premier University Computer Club

Subject: Application for Approval of the Proposed Ad Hoc Committee for January - June 2025

Sir,

We are writing to seek your approval for the formation of an Ad Hoc Committee to oversee the activities of the Premier University Computer Club for the period January to June 2025 or until the club achieves formal university approval and finalizes its constitution, whichever comes first.

The proposed members of the Ad Hoc Committee are as follows:

1. **President:** Dhruba Dey
2. **Vice-President:** Rayanul Kader Chowdhury Abid
3. **General Secretary:** Susmoy Barua
4. **Treasurer:** Raktim Barua

The committee will also include the following Wing Secretaries to manage specific wings:

1. Competitive Programming: Md Mishkatul Islam
2. Web Development: Muhammad Rafi
3. DevOps: Robiul Hosen
4. Linux-Based Networking: Md. Imtiaz Uddin
5. Game and Mobile Development: Wahidul Islam
6. Deep Neural Research: Md. Hasibul Hossain
7. IoT and Embedded System Innovators: Minhaj Uddin Hassan

The Ad Hoc Committee will manage club activities, secure university approval, and form a Constitution Committee to finalize the club's constitution during this transitional phase. The attached documents provide details of the committee members, objectives, and roles to ensure effective management and long-term success.

We kindly seek your approval and guidance for this committee. Your support will be invaluable to the club's progress.

Sincerely,
Rayanul Kader Chowdhury
40th Batch (2104010202162)

Attachments:

1. Details of Committee Members
2. Primary Objectives of the Ad Hoc Committee (January - June 2025)
3. Roles and Responsibilities of Committee Members

Attachment 1: Details of Ad Hoc Committee Members

1. President:

Name: Dhruba Dey
Department: Computer Science and Engineering
Batch: 39th
Semester: 8th
ID: 2103910202149
Email: dhrubadey2384@gmail.com

2. Vice-President:

Name: Rayanul Kader Chowdhury Abid
Department: Computer Science and Engineering
Batch: 40th
Semester: 7th
ID: 2104010202162
Email: 2162.rayanul.kader.chowdhury@gmail.com

3. General Secretary:

Name: Susmoy Barua
Department: Computer Science and Engineering
Batch: 40th
Semester: 7th
ID: 2104010202335
Email: susmoybarua0155@gmail.com

4. Treasurer:

Name: Raktim Barua
Department: Computer Science and Engineering
Batch: 39th
Semester: 8th
ID: 2103910202116
Email: raktimbarua2018@gmail.com

5. Competitive Programming Wing Secretary:

Name: Md Mishkatul Islam
Department: Computer Science and Engineering
Batch: 40th
Semester: 7th
ID: 2104010202272
Email: mishkatcse1@gmail.com

6. Web Development Wing Secretary:

Name: Muhammad Rafi
Department: Computer Science and Engineering
Batch: 40th
Semester: 7th
ID: 2104010202318
Email: dev.muhammad.rafi@gmail.com

7. DevOps Wing Secretary:

Name: Robiul Hosen
Department: Computer Science and Engineering
Batch: 39th
Semester: 8th
ID: 1903710201995
Email: robiul.pu.cse.19@gmail.com

8. Linux-Based Networking Wing Secretary:

Name: Md. Imtiaz Uddin
Department: Computer Science and Engineering
Batch: 40th
Semester: 7th
ID: 2104010202214
Email: imtiazuddin0011@gmail.com

9. Game and Mobile Development Wing Secretary:

Name: Wahidul Islam
Department: Computer Science and Engineering
Batch: 40th
Semester: 7th
ID: 2104010202248
Email: wahedulislam.pro@gmail.com

10. Deep Neural Research Wing Secretary:

Name: Md. Hasibul Hossain
Department: Computer Science and Engineering
Batch: 40th
Semester: 7th
ID: 2104010202173
Email: 2173hasibul.hossain@gmail.com

11. IoT and Embedded System Innovators Wing Secretary:

Name: Minhaj Uddin Hassan
Department: Computer Science and Engineering
Batch: 40th
Semester: 7th
ID: 2104010202211
Email: mdhassan49.muh@gmail.com

Attachment 2: Roles and Responsibilities of the Ad Hoc Committee Members

1. President

- Act as the primary representative of the club in all official matters.
- Oversee all club activities and ensure alignment with the club's vision and objectives.
- Chair all meetings and coordinate with the committee members.
- Approve budgets, event plans, and club initiatives.
- Provide leadership and guidance to the team to ensure efficient functioning.

2. Vice-President

- Assist the President in all managerial duties and assume their responsibilities in their absence.
- Supervise ongoing projects and wing secretaries.
- Lead and coordinate inter-wing collaboration.
- Provide support in organizing workshops, competitions, and other events.

3. General Secretary

- Handle administrative tasks such as scheduling meetings, maintaining records, and managing correspondence.
- Prepare and distribute meeting minutes to all members.
- Ensure smooth internal communication and assist in planning events and activities.
- Act as the point of contact for external collaborations.

4. Treasurer

- Manage the club's financial records, including income, expenses, and budgets.
- Prepare and present financial reports to the core committee and advisor.
- Oversee fundraising activities and ensure proper allocation of resources for events.
- Maintain transparency in financial matters and coordinate with event organizers regarding budget planning.

5. Competitive Programming Wing Secretary

- Organize coding contests and problem-solving sessions.
- Prepare members participating in national and international programming contests.

6. Web Development Wing Secretary

- Organize workshops and seminars on web development technologies.
- Lead projects to develop and maintain the club's official website.
- Guide members on web development projects and competitions.

7. DevOps Wing Secretary

- Organize workshops and sessions on CI/CD pipelines, cloud platforms, and infrastructure automation.
- Provide technical support for internal projects requiring DevOps expertise.

8. Linux-Based Networking Wing Leader

- Organize training sessions on Linux systems and networking protocols.
- Lead projects related to server management and network setup.

9. Game and Mobile Development Wing Leader

- Host training sessions on game engines and mobile app development.
- Encourage and guide members in participating in hackathons and game jams.
- Lead collaborative projects on game and mobile app development.

10. Deep Neural Research Wing Leader

- Organize training on AI, ML, DL frameworks and related tools.
- Organize research-focused study groups and encourage members to publish papers and participate in competitions.

11. IoT and Embedded System Innovators Wing Leader

- Organize hands-on sessions on IoT hardware and microcontroller programming.
- Prepare members for hardware-focused competitions and innovative projects.

Attachment 3: Objectives and Tasks of the Ad Hoc Committee

The primary objectives of the Ad Hoc Committee during this period are as follows:

1. Obtain University Approval for the Club

- Prepare and submit all necessary documentation to the university administration for formal approval of the Premier University Computer Club.
- Act as the point of contact with university officials for any inquiries or modifications required during the approval process.

2. Form a Constitution Committee

- Establish a subcommittee responsible for drafting and finalizing a comprehensive constitution for the club.
- Ensure the constitution outlines the club's mission, structure, decision-making processes, election guidelines, and conflict resolution mechanisms.
- Submit the finalized constitution for approval by the university and the club advisor.

3. Organize Seminars and Workshops

- Plan and execute technical workshops and seminars on programming, AI, web development, and other relevant topics to engage members and develop their skills.
- Collaborate with industry professionals, alumni, and faculty to host impactful sessions.

4. Recruit and Engage Members

- Launch a membership drive to on-board students interested in club activities.
- Organize orientation sessions for new members to introduce them to the club's vision and objectives.
- Foster engagement through interactive events like coding challenges, hackathons, and project showcases.

5. Build Partnerships and Outreach

- Establish connections with other university clubs, external organizations, and tech communities for collaborative opportunities.
- Reach out to sponsors and partners to secure funding and resources for club activities.

6. Prepare for Future Leadership Transition

- Lay the groundwork for the formation of the main committee, ensuring a smooth transition of responsibilities after the Ad Hoc period ends.
- Develop leadership and technical skills among current members to prepare potential candidates for future roles.

7. Showcase the Club's Presence

- Create and maintain the club's official website and social media pages to showcase activities and achievements.
- Publish regular updates, event reports, and member highlights to build the club's reputation within and beyond the university.

8. Plan Flagship Events

- Organize at least one significant event during the period, such as a programming competition, tech fest, or a university-wide hackathon, to establish the club's identity.