

# CODING CLUB

## Handbook

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Under KLH SAC.

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## Vision and objectives

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### Vision

The objective is to promote excellence in Computer Science and Engineering education and overall practice. Advance the development and exchange of relevant knowledge. Gain technical and collaborative skills to design real-life projects. Be a forum for interaction among students of the institute.

### Objectives

Coding Club aims to establish a coding culture on campus, reaching every student passionate about coding. The club's motto is to Create-Build-Innovate. Enable learners to appreciate the importance of coding:

- ❖ You'll be able to collaborate with others, learn from them and indeed teach them things you know
- ❖ To acquire the skill of solving problems by considering different required points of view.
- ❖ Imbibe the ability among students to work as individuals and in groups during projects.

## Starting a club

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With the help of college management, KLHSAC the Mentor/Faculty in-charge make effort to establish a coding club.

- The college management must select a faculty mentor or mentors to spearhead basic tasks of setting up like garnering interest, communicating purpose and vision, etc.
- Faculty mentors maintain a database of members with information like the student's name, class, contact, and role.
- To ensure that the club has a minimum of 80 members at any point in time.
- The faculty mentors must clearly define the roles of each particular class group in the club and also make efforts to convey the same to students.
- The faculty mentors must apprise of their efforts to other departments and clubs of the university.
- The faculty mentors must allocate an exclusive notice board or channel of information on coding club activities.
- The faculty mentors must follow the recommended organizational structure for the coding club.

## Club Activities

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The following are the activities suggested for the club according to the class group and roles of members:

### **Members (Classes 1st year to 2nd year graduation)**

- To participate in weekly competitions like blind coding, quiz, and Just-a-Minute (JAM) held under topics involving coding.
- To attend classes and workshops related to coding.

### **Organization of Activities (2nd Year)**

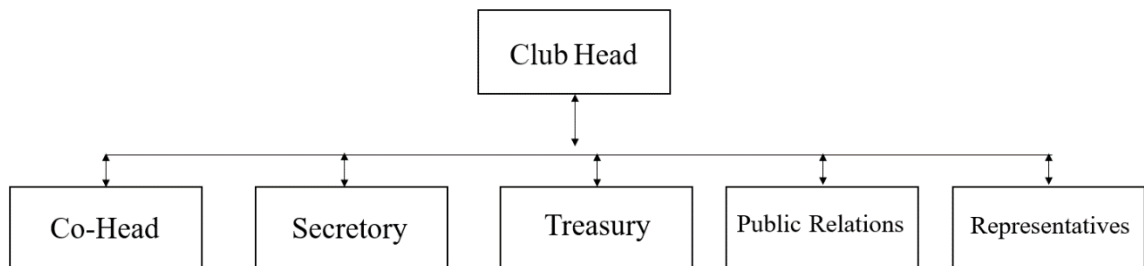
- To take responsibility for conducting and preparing all activities associated with the coding Club in college. Activities include purposes like quiz, Just-a-Minute (JAM) among many others.
- To initiate discussions with teachers and learners for the inclusion of various coding topics into curricular activities wherever relevant.

- To come up with the ideology of the making events (hackathons).
- To create interest in learners in the subject topic which makes them feel curiosity and the spirit of adventure in student members.
- To create and maintain a coding club Event and Program Calendar while keeping in mind University holidays, festivals, and others.
- To interact with other clubs and faculty mentors in charge of the University in cases where their help may be required.
- To meet regularly to discuss if activities are aligned with the vision and course and do necessary corrections if required.

## Organization Structure

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### A. Proposed Functionaries



### B. Roles and responsibilities

#### Faculty Coordinator

- The Faculty Coordinator is appointed by the College Management to spearhead activities for the coding Club at the University.
- He/she has to appoint the 2nd Year baccalaureate Degree Student Body and assign specific roles within the body through a regular process followed every year.
- He/she must attend all the 2nd Year baccalaureate student Body meetings and guide the discussion along with the Student Head of the body.

## **2<sup>nd</sup> /3<sup>rd</sup> Year Baccalaureate Degree Student Body**

- The governing body of the coding Club is its 2nd Year Degree Student Body. The body may consist of the Student Head, Treasurer, and Executive Members. The number of Executive Members can be increased or decreased based on the number of student members in the club.
- The body is required to meet at least once a month and weekly individual report on action taken at the next coding Club meeting. During its meetings, the body reviews and approves the club's plans and projects. Faculty mentor Coordinator advises and must attend all board meetings. Club members may also attend these meetings as observers.
- The members should think of project ideas, encourage club members to participate, and delegate responsibilities. The student body needs to prepare an annual report that describes major actions with activities conducted over the past year.

## **Student Head**

The Student Head's primary role is to lead the club, making sure that it functions effectively.

### *Responsibilities include*

- Understand the vision and objectives of the coding Clubs.
- Meet with the outgoing Student Head and student body to review the club's records and discuss its current activities.
- Conduct effective meetings by preparing a detailed agenda that outlines what will be covered and for how long by allowing enough time for reports from other officers and grievances from members.
- Plan creative programs for club meetings well in advance
- Delegate responsibility to help other members develop their leadership skills and to avoid getting overwhelmed with details.
- Identify members' skills and interests and harness them in club projects.

- Work to ensure that the club's activities and service projects are successfully promoted and carried out.
- Pay attention to membership growth, and develop and maintain a balance among age and gender groups.
- Communicate and collaborate actively with the College Faculty Coordinator.

## **Treasurer**

The treasurer of the body maintains accurate financial records. This co-ordinator should be a responsible person.

### *Responsibilities include*

- Deposit all proceeds from fundraising projects.
- Handle the work of preparing and administering the budget.
- Prepare a monthly report that accurately details:
  - Money on hand at the beginning and end of the month
  - Income, with its source indicated
  - Payments, indicating for what and to whom

The treasurer has to prepare an end-of-year report summing up the activities and the budget spent on each of the activities while sending a copy of the same to the College Management. The outgoing treasurer should give the end-of-year report to club members and the incoming treasurer. All treasurers' reports form part of the club's permanent record.

## **Executive Members**

Executive Members help the club carry out activities and projects. The faculty Coordinator appoints the Executive Members to be the single point of interaction between the student body, the conducting class, and its working groups. Additional Executive Members may be appointed as needed.

Executive Members should meet at least once a month to discuss plans and activities and share them with the Student Head. All Executive Member activities and expenses are subject to the student body's approval.

They also have the primary responsibility to help the club function effectively.

### *Responsibilities include*

1. Maintain all club records, such as:

- ❖ Membership
- ❖ Attendance record meeting
- ❖ All-important club papers, budget documents, and reports

2. Take minutes and a clear, concise written record of what was said at a meeting and any actions taken at all meetings of the club. Minutes shouldn't detail every word that was said or how the decisions were reached but should cover these points:

- ❖ Type of meeting (Student body or club meeting)
- ❖ Date, time, and place
- ❖ Presiding officer
- ❖ Attendance record meeting
- ❖ Approval and correction of the last meeting's minutes
- ❖ Treasurer's statement
- ❖ Summary of reports from officers
- ❖ Summary of reports from working groups in conducting class or classes
- ❖ Announcements

3. Administrative and liaising functions

- Be the single point of contact for any queries and needs of the conducting class.
- Assign every activity to a club member, and keep track of these assignments.
- Make sure all club members are familiar with the club's activities, events, and goals.
- Establish a schedule of club meetings for the year.
- Notify club members in writing of a meeting, giving the date, time, place, and subject of the meeting. (For example, through e-mail, or text messaging.)
- Prepare agendas for meetings, and follow them.
- Contact members scheduled to make reports at meetings, and ask if they need any help in preparing their reports.
- Ask members for their opinions.
- Keep accurate records, but avoid unnecessary paperwork.

From year two and beyond, interested members from 1<sup>st</sup> year will be able to volunteer their names for the student body position they wish to officiate in, when in 2<sup>nd</sup> year.

The selected candidates will assume office as Student Head, Treasurer, and Executive Members on the first day of the new academic year.

## Operating a Club

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### 1. Compulsory Meetings

- A. The 2<sup>nd</sup> Year Student Body has to meet at least once a month.
- B. The Executive Members have to meet separately at least once a month with members from the conducting class or specific working groups in the conducting class.

### 2. Reporting

- A. The student body may prepare an annual report that describes the major actions taken with activities conducted over the year.
- B. The treasurer needs to prepare an end-of-year report summing up the activities and the budget spent on each of the activities while sending a copy of the same to the College Management.

## Suggested Activities of the Club

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This section of the handbook suggests ideas for possible activities the club can take up. It is important to mention that this list is not exhaustive in nature. To factor in the different contexts and workings of Colleges across the country, we have kept the list open-ended and possible for customization to a particular college's context and working.

### The proposed list of activities

- Arranging talks/lectures by eminent scholars and experts.
- Presentations, Notice Boards, and Exhibitions on educational material provided by the Organization.
- Conducting debates and quizzes on topics related to coding topics.
- Conducting quiz programs on four themes.
- Projects for coding projects and languages
- Blind coding
- Pop the Question
- Just-a-Minute (JAM)

- IT Treasure Hunt
- Meme Creation
- Visit to Govt. Schools to educate about Computer Literacy

### **The Proposed List of Activities for Trips / Projects Outside College**

- Undertaking projects to study community coding
- Planning industrial visit
- Undertaking and spearheaded upset tie-ups and partnerships.
- Should understand the major problem and make a proposal for the project to be taken up by the club.

### **The proposed list of Topics the Club can cover and address**

- A career in coding
- The importance of coding
- Enhancing skills

### **Proposed List of Events and Gatherings**

- Arranging audio-visual programs for government college students, students in other Colleges and the community.
- Casual meetings in university locations by coordinating with clubs of the other Colleges in the vicinity.
- Guided trips to state and national events related to coding

## **Guidelines**

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### **1. coding**

- Limited use of global
- Standard headers for different modules
- Naming conventions for local variables, global variables, constants and functions
- Error return values and exception handling conventions

### **2. Permission & Support of parents**

- The Faculty Coordinator has the responsibility for the supervision and control of all programs and activities organized within the university and as the responsibility to collect no objection letter from their respective student coordinator