

# AI Club Core Team Application



## Instructions

- The application for both Team Lead and Strat roles are the same.
  - There are specific questions/sections that are optional for Strat applicants (compulsory for Team Lead applicants). Feel free to answer them if you have an idea worth mentioning.
- Deadline for the application is **11:59PM, 11th April 2025**.
- There is no page limit, but ensure that you
  - be concise - bullets points over paragraphs.
  - don't include points that are obvious.
  - don't re-emphasise something you've already mentioned.
- The application is long, yet ~~simple~~.
  - It is aimed to make you think. Your answers should reflect that.
  - Ensure that all the points you mention are well thought out and feasible.
  - We encourage you to discuss ideas with other applicants and team members.
    - An initiative that you came up with together, can be mentioned by both parties.

- In case you have any questions, feel free to reach out to any of the core team members.

#### Club Contacts

#### Useful Contacts

- We will be having a couple of fundae sessions spread out over the application duration, to help you out with the process.

#### Helpful Resources

## Introduction

1. What has been your defining moment in the team this year? Share one memory with the core team that stood out.
2. Being a part of the AI Club is one of the most challenging responsibilities in all of IIT Madras. Team Lead/Strat is a techno-managerial role that requires strong management skills and thorough domain knowledge. Do you think you are capable enough to take up this responsibility? Justify by stating your motivation, strengths, skills and relevant credentials.
3. Reflect upon your tenure in the club. Mention the activities that you were involved in and things that you could have done better as a part of your tenure. This only pertains to your involvement and your activities, SWOT has a separate question below.
4. Make 2 memes on your favorite strat / team lead and link it.

## The Team Structure

Our typical core team consists of - Team Leads, Strats and Hackathon Leads.

#### Current Team Structure

#### Proposed Team Structure

1. The new team structure is proposed keeping in mind the shortcomings faced this year and to enable smooth work separation in the upcoming team. Share your thoughts on the structure (feel free to suggest changes to the same).
2. Even though we had good bonding among the coordinators and within each of the projects, inter-project bonding was missing. Propose ideas for stronger team bonding, including an ideal team size.

3. The participation of females has increased from previous years, but it's considerably less than expected. Explore the reasons behind this and propose ideas to ensure consistent participation in the upcoming years.
4. Knowing what goes on in the club is a non-negotiable. How would you ensure collaboration and communication with the different verticals in AI Club?

### **Optional for Strats (compulsory for Team Leads)**

1. How do you increase the involvement of coordinators, project members, and/or deputy coordinators in the team? How would you make the deputy coordinator initiative more fruitful in your tenure?
2. With the increasing focus on a more effective DC tenure, the task of recruiting coordinators/PMs in a way that does not favor the DCs becomes difficult. Mention ways to modify the recruitment process or the upskilling initiatives for DCs in order to ensure that everyone stands a fair chance of getting into the club.
3. Draft a plan for recruiting coordinators and project members (include timeline). Tentative timeline: Use a calendar

## **SWOT Analysis**

1. Perform an **exhaustive** SWOT Analysis of all the initiatives and activities undertaken by the club last year (List out as many initiatives as possible).

## **Publicity**

1. During Research Conclave and Open House, it has been observed that competition teams and hardware clubs garner more audience in comparison to the rest. As a representative of the AI Club how do you wish to stand out from the remaining clubs to capture maximum media coverage and research audience (professors, industry stakeholders, etc.), which can lead to potential collaborations?
2. As an extension to the previous question, not just pertaining to RC and OH, how do you think we can improve the club's visibility? Competition teams have been the torch bearers of CFI because they represent IITM in various international competitions. Similarly, propose ideas that can be implemented by us to bring laurels to CFI and IITM as a whole, elevating the

position of our club. (Currently, Inter-IIT is the only place where we represent the institute).

3. Ethics of AI: As we undertake AI-driven projects, how should we address ethical considerations, public concerns, and potential disruptions to livelihoods? What Strategies can we implement to ensure responsible AI adoption while balancing innovation and societal well-being? How will you handle media discussions around AI and its impact on jobs and society? Did we face such issues this year?

### **Optional for Strats (compulsory for Team Leads)**

1. Propose interactive and engaging ideas for social media to attract participants' attention and encourage them to attend events.
2. In a series of sessions, the participation during the first session is overwhelming, but it decreases quite rapidly in the subsequent sessions. Propose a Strategy to have a consistent number of enthusiastic students, no matter what the number is.
3. We have set up a functioning website with various resources and information regarding the club. How do you ensure the website has a constant flow of visitors and ensure it is utilized well from a publicity within insti and collaboration point of view. Also, how do you plan to keep the website updated time to time with relevant information.
4. Data Storage : Currently all the resources of the club, including recordings and code are stored on our club gmail drive, which is running out of storage. Propose a way to outsource storage. (A starting point would be a Google One Subscription, Feel free to look around for alternatives). Adding on, BnE provides a way to record all the sessions. Mention the process for doing it, how will you utilize this features in your initiative.

## **Initiatives**

1. Propose new initiatives along with a feasible timeline (may include but not limited to - hackathons, sessions, mini-projects, etc.) that you plan to undertake during your tenure. Describe the challenges in executing the ideas. (For Strats - propose at least one new initiative)

2. Establish plans to carry forward existing initiatives. Discover their crucial aspects and problems and how they can be made more efficient.  
Emphasize the synergy between the existing and the proposed initiatives.
3. List out new topics/domains that we can explore in the coming year with a brief plan of action on how you would go about it.
4. In unpredictable circumstances, timelines/plans often have to be modified. Mention instances when it happened this year and propose ideas to overcome the same.

### **Optional for Strats (compulsory for Team Leads)**

1. Prepare a rough club calendar for the coming year. This calendar must supplement all the possible initiatives mentioned above (feel free to use any calendar tool).
2. This year, the learning curve for coordinators dropped off sharply post summer. Even within projects, although theory is emphasized, not a lot of focus is given to actual coding skills, making implementation of different ideas difficult. Propose initiatives targeted towards coordinators/the entire team to encourage more learning/skill development.

## **Projects**

1. Give us a brief review of each project undertaken by the club (Pros and Cons). Which ones among these do you think can be continued (if any, do the same exercise mentioned in question 6)?
2. When would you say that a project is indeed '**complete**'? How would you effectively ensure its goals are met from time to time? Pinpoint the essential stages/phases of a project.
3. Having experienced researchers on board gives valuable insights and opens up great opportunities for future work and even a publication. What steps would you take to rope in more professors/labs/startups and ensure that it is successful? How do you plan on establishing regular contact and handling the potential restrictions concerning issues like confidentiality?
4. CFI projects are sometimes viewed as less rigorous compared to professor-led projects, which students often see as more beneficial. How will you

motivate students to join and stay committed to your project?

5. Projects become dynamic and innovative only when all the stakeholders (Leads and Members) contribute and brainstorm together. Ensuring Project Members effectively execute tasks is one thing, but inspiring them to actively participate in ideation, i.e., research and come up with ideas, is another thing altogether. Do you think the latter was achieved this year satisfactorily? Come up with ideas to improve the situation.
6. It has been seen that post-Research Conclave, project productivity plummets until almost a month before Open House. List out possible reasons for the same. How do you plan to tackle this? If people plan to leave the club, what issues will you face and how will you tackle them.
7. **Propose at least 1 project** for the next year. For all the projects, carry out this exercise:
  - Why should the club take up this project?
  - Who could be possibly leading it? What is the ideal project team size you're looking at? Elaborate on any other related logistics.
  - Come up with a detailed timeline (starting from recruitment) and lay out precise checkpoints outlining the essential phases. State possible pitfalls, and how you would overcome them. How long do you expect the project to take to reach completion? (6 months, 1 year, >1 year) If the project / collaboration extends for more than a year, how do you plan to ensure it continues smoothly (hand-off/will you continue to lead?)
  - Come up with a feasible budget for the proposed projects (Refer to [Helpful Resources](#)).
  - What are the learning outcomes of the project? What are the deliverables for research conclave and open house?
  - What is the end goal for the project? Propose ideas to follow a research based timeline and product based timeline.
  - What possible future collaborations do you see in this project (other clubs, industry or research labs, professors within IITM)?
  - Identify a few conferences (name them) that are feasible to attend to present the project work.

## 8. Questions specific to External Collaboration

- What is the problem statement, expected impact, and success criteria? Are all stakeholders aligned on objectives, deliverables, and timelines?
- Who are the main points of contact from both sides, and how will updates be shared? How are responsibilities divided within the project team?
- Do you have access to required data, computational resources, and company-provided tools?
- What are the backup plans for technical challenges or resource constraints?
- Who owns the project's intellectual property, and are there publication or NDA restrictions?
- Is there an MoU covering funding, resource allocation, and mentor involvement?
- Is the company aware of the AI Club's academic workload and potential scheduling conflicts?
- How will deadlines and workload be managed to balance commitments?
- What are the major risks, and how will they be mitigated?
- How will conflicts, delays, or company withdrawal be handled?
- Can the Strat to internships, research opportunities, or continued collaboration?
- What happens after the project ends—can it be scaled or implemented further?
- How will knowledge transfer, reports, and final outcomes be documented for continuity?

## 9. Lay down the sequence of activities and the stakeholders involved in filing an Intellectual Property (IP) for your proposed project through CFI.

# Collaborations

1. We have a very experienced faculty advisor, Prof. Kaushik Mitra. How do you propose to leverage his expertise in the domain?

## **Optional for Strats (compulsory for Team Leads)**

1. a) List out the collaborations (professors/industry/startup/TechSoc/Shaastra) we had during this tenure. How do you ensure to continue this for the next tenure? Suggest new ideas and elaborate on how you would execute the same.  
  
b) A lot of institute professors are skeptical of working with CFI, what difference can you make here?
2. How would you effectively churn out collaborations and also sustain them? Some collaborations could include other bodies in the co-curricular sphere, other institute bodies, professors, startups, and beyond.
3. Why did AI Club land multiple collaborations last year? How do you propose to keep up the same rate and tap into the complete potential of these collaboration proposals? Many of these collaborations can potentially fund our club activities. How do you plan to harness the same?
4. How do you propose to filter through and identify useful collaborations? How will you delegate work amongst yourselves (the core team) to manage the constant stream of incoming collaborations along with other club activities?
5. For any proposed collaborations , propose a timeline for outreach, ideation, and execution of the collaboration.

## **Inter IIT Tech Meet**

### **Optional for Strats (compulsory for Team Leads)**

IIT Madras despite being one of the oldest and highest-ranked IITs in the country, has not been able to harness its potential at the Inter IIT Tech Meet. Among the 10-12 total events each year, there are at least 2-3 AI/ML events. This year, we had a great run achieving 5th in adobe and 6th in pathway . And this time, we're going all in.

1. How would you improve upon our performance at the Tech Meet 13.0 as the AI Club Team Lead? Elaborate on how you would coordinate with TechSoc,



CFI Heads and the Hackathon Vertical regarding the same (you can reach out to teams in other IITs as well).

2. Very often ~~Always~~, the PS could come out at an unexpected time from an unexpected domain with only a few days to finalize the contingent for the same. Given this, how would you go about selecting a team that is efficiently able to commit time throughout the duration of PS?

## Lessons from our Competitors

1. Look at Analytics/Data Science clubs across other top IITs or even colleges abroad. What improvements can we make to our existing structure/functioning based on your inference?

## Logistics

1. Very briefly describe the budgeting process for projects and your interactions with the Finance Team, and explain the various mechanisms (TA, EAF) through which fund transfer occurs.
2. Briefly explain how would you go about sorting logistics for the following and also, elaborate on the room booking process for the proposed places (ESB, CFI Conference Room to name a few)
  - a. Project Meet
  - b. Coordinator Meet
  - c. Core Team Meets
  - d. All Team Meets
  - e. GSB Sessions
  - f. Collaboration Meets

## Optional for Strats (compulsory for Team Leads)

1. What is the current state of communication and coordination between our team and the managerial teams in CFI? Specifically, how effectively do we collaborate with the PM Team, BnE Team, CFI Head, and CoCas? Given that lack of coordination has been a recurring issue each year,

what Strategies or improvements can be implemented to enhance collaboration and streamline workflows with these teams?

## Workstation

### Optional for Strats (compulsory for Team Leads)

1. We are in talks with ACR(Alumni and corporate relations) to get fundings from Alumni through Joy Of Giving. Suggest plans to carry it forward and alternate ideas if it doesn't workout.

## The Bigger Picture

1. Describe your vision for the club, elaborating on long-term goals. Where do you see the club in let's say, 3 years from now?
2. Devise a **metric** (qualitative or quantitative) through which one may keep track of the club's progress over the years to come.
3. Since former heads usually pass out of college within a year after their tenure, ensuring smooth and effective knowledge transfer is essential. How can our club establish, maintain and nurture a knowledge repository?

Here are some other resources that might come in handy - [Resources](#) .

All the best :)