



# COIMBATORE INSTITUTE OF TECHNOLOGY DEPARTMENT OF COMPUTING



## 403 Strats Standard Operating Procedure

### Introduction

The **403 Strats Club** (i.e. Forbidden Strategists) is a pioneering initiative at Coimbatore Institute of Technology, driven by a passion for innovation and collaboration across event management, competitive coding, and virtual interactive environment. We believe that knowledge, when shared within a community, can be a catalyst for excellence. Our club's mission is to foster an environment where students can collaborate, explore new technologies, and represent our institution at competitions on various platforms.

### Vision

To establish a vibrant community that promotes knowledge sharing, innovation, and growth. By uniting enthusiasts in development and virtual entertainment, we support event management and technological exploration. Through the usage of platforms and tools, we strive to position CIT as a hub for forward-thinking students, excelling in inter-collegiate events and hackathons.

### Mission

- **Strategic Innovation:** To provide advanced approaches in event management and execution.
- **Competitive Excellence:** To develop competitive programming capabilities to establish a virtual interactive environment.
- **Integrated Development:** To create synergies across management, and competitive programming and game development.
- **Sustainable Growth:** To build standardized frameworks that ensure long-term smooth-sailing of operations.

# Organizational Structure

## Founder & Advisors

- **Mr. Guhanathan S** - M.Sc. Decision and Computing Sciences (2021 Batch)
- **Mr. Sanjay V V** - M.Sc. Decision and Computing Sciences (2021 Batch)
- **Ms. Sneha M** - M.Sc. Decision and Computing Sciences (2021 Batch)

## Staff Advisors (2023 - 24)

- **Dr.R.Umarani** MBA.,M.Phil.,Ph.D.,AFSA, Associate Professor, M.Sc. Decision and Computing Sciences
- **Dr. D. Manju** M.C.A,M.Phil,Ph.D, Associate Professor, M.Sc. Decision and Computing Sciences

## Staff Advisors (2024 - 25)

- **Dr. V. Radhamani**, MCA,M.Phil., Phd, Assistant Professor, M.Sc. Decision and Computing Sciences
- **Mrs. S. Dharani** M.Sc., NET., SET, Assistant Professor, M.Sc. Decision and Computing Sciences

## Executive Board (2024-25)

- **Jayant C K** - M.Sc. Decision and Computing Sciences (3<sup>rd</sup> year)
- **Tharani L** - M.Sc. Data Science (3<sup>rd</sup> year)
- **Agilaa K** - M.Sc. Artificial Intelligence and Machine Learning (2<sup>nd</sup> year)
- **Poorvika G** - M.Sc. Decision and Computing Sciences (2<sup>nd</sup> year)
- **Jay Deshiv** - M.Sc. Decision and Computing Sciences (3<sup>rd</sup> year)
- **Sachin Kumar V** - M.Sc. Data Science (3<sup>rd</sup> year)
- **Barath MR** - M.Sc. Data Science (3<sup>rd</sup> year)
- **Divya K** - M.Sc. Decision and Computing Sciences (2<sup>nd</sup> year)
- **Umang J** - M.Sc. Decision and Computing Sciences (2<sup>nd</sup> year)
- **Hari Dharani** - M.Sc. Decision and Computing Sciences (2<sup>nd</sup> year)
- **Anish Narayan** - M.Sc. Decision and Computing Sciences (2<sup>nd</sup> year)
- **Kevin Joseph** - M.Sc. Decision and Computing Sciences (3<sup>rd</sup> year)
- **Surya V** - M.Sc. Decision and Computing Sciences (3<sup>rd</sup> year)
- **Ruben S** - M.Sc. Decision and Computing Sciences (3<sup>rd</sup> year)
- **Lokesh G N** - M.Sc. Data Science (3<sup>rd</sup> year)

- **Selva S** - M.Sc. Artificial Intelligence and Machine Learning (2<sup>nd</sup> year)
- **Vishal M** - M.Sc. Decision and Computing Sciences (3<sup>rd</sup> year)

## Core Divisions

### 1. Strategic Management

**Purpose:** Implementing modern event management systems and organizational frameworks for tackling modern problems and deficiencies to maintain excellence.

**Deliverables:** Creation of a playbook for event management; implementing at least two automated solutions per academic year.

**Benchmarks:** Successful execution of 90% of planned events without significant operational delays.

### 2. Competitive Programming

**Purpose:** Developing technical talent by hosting structured training programs and encouraging participation of community members in prestigious programming competitions.

**Deliverables:** Quarterly training modules on algorithms, data structures, and real-world problem-solving.

**Benchmarks:** Achieving participation in at least three prestigious coding competitions annually (e.g., ICPC, Codeforces).

### 3. Virtual Interactive Environment

**Purpose:** Promoting a virtual interactive environment while encouraging healthy habits and discouraging addiction to games or substances by developing non-addictive games for a stress free student community.

**Deliverables:** Establishing 2-3 professional teams; organizing one inter-collegiate event focused on mental and physical well-being.

**Benchmarks:** Increased participation in virtual interactive programs and measurable improvements in student feedback on stress management.

# Operational Structure

## Executive Leadership

**Purpose:** Providing strategic direction and ensuring excellence across all divisions.

1. **Executive Director**
  - **Role:** Overall organizational leadership and vision execution
  - **Responsibilities:** Strategic planning and cross-division coordination
2. **Director of Operations** (2 positions)
  - **Role:** Operational excellence and event management
  - **Responsibilities:** Day-to-day operations and event execution
3. **Director of Finance**
  - **Role:** Financial management and resource allocation
  - **Responsibilities:** Budgeting and sponsorship coordination
4. **Director of Competitive Teams**
  - **Role:** Competition strategy and team development
  - **Responsibilities:** Managing competitive divisions and performance

## Operations Team

**Purpose:** Executing operational plans and maintaining technical infrastructure.

1. **League Operations Manager**
  - **Role:** Competition management and coordination
  - **Responsibilities:** Tournament administration and competitive events
2. **Event Coordinators** (2 positions)
  - **Role:** Event planning and execution
  - **Responsibilities:** Physical operations and flawless execution
3. **Tech Coordinators** (2 positions)
  - **Role:** Technical infrastructure management
  - **Responsibilities:** Systems maintenance and technical support
4. **Logistics Coordinator**
  - **Role:** Resource and venue management
  - **Responsibilities:** Logistics management and equipment coordination

## Community Management

**Purpose:** Building and maintaining stakeholder relationships.

1. **Membership Coordinators** (2 positions)
  - **Role:** Member engagement and development
  - **Responsibilities:** Recruitment and community building
2. **Community Outreach Manager**
  - **Role:** External relationship management
  - **Responsibilities:** Collaborative partnership and networking
3. **Media Relations Coordinator**
  - **Role:** Public communications management
  - **Responsibilities:** Brand management and media coordination
4. **Digital Marketing Coordinator**
  - **Role:** Online presence management
  - **Responsibilities:** Digital marketing and engagement

## Standard Operating Procedures

### Decision-Making Process

- **Day-to-day decisions:** Handled by respective Division Directors
- **Strategic decisions:** Require Executive Board approval (>50% consensus)
- **Emergency decisions:** Can be made by Executive Director with post-facto reporting
- **Division-specific decisions:** Made by Division Directors with Operations Director oversight

### Emergency Protocols

- **Event Emergencies:** Immediate escalation to Executive Director and Faculty Advisor
- **Technical Failures:** Tech Coordinators to implement backup or feasible solutions as soon as possible.
- **Medical Emergencies:** Direct coordination with campus medical facilities

# Meeting Protocols

1. Frequency : Weekly
2. Minutes Documentation:
  - Standard template usage mandatory
  - Recording responsibility: Rotating basis among members
  - Distribution within 24 hours via official channels
  - Storage in official documentation system

## Documentation Procedures:

1. **Folder Structure:**
  - **Event Files:** /Events/YYYY-MM-DD\_EventName
  - **Membership:** /Memberships/YYYY\_Intake
  - **Financials:** /Finance/FYYYYY-YY
2. **File Naming Conventions:**
  - **For events:** EventName\_YYYYMMDD\_Agenda.pdf
  - **For budgets:** Finance\_FYYYYY-YY\_Quarter1.xlsx
3. Migrate sensitive files to a role-based access system on Microsoft Teams for added security. (tentative)

# Communicational Channels

## Internal Communication

- **Primary:** Discord for regular communication
- **Emergency:** WhatsApp and phone
- **Project Management:** Microsoft Planner
- **Response time:** Not more than 24 hours and 48 hours on working days and weekdays respectively.

## Official Documentation

- **Current:** Google Drive with structured folders
- **Planned:** Migration to Microsoft Teams
- **Backup:** Weekly automated backups
- **Access levels:** Role-based permissions (Limited to all directorate roles and respective co-ordinators)

## Social Media Guidelines

- **LinkedIn:** Professional updates and achievements
- **Instagram:** Event promotions and community engagement
- **Content approval:** Media Relations Coordinator
- **Response time:** Maximum 24 hours for queries

## Code of Conduct

### Professional Conduct

- Maintain professional behavior during all club activities
- Respect diverse viewpoints and backgrounds
- Zero tolerance for harassment, discrimination, or hate speech
- Maintain confidentiality of club strategies and sensitive information

### Academic Integrity

- No cheating or unfair practices in competitions
- Proper attribution for code and resources
- Maintain CIT's reputation in all external events

### Disciplinary Actions

- **First violation:** Written warning
- **Second violation:** Temporary suspension
- **Third violation:** Membership termination
- Immediate termination for severe misconduct

## Event Management

### Event Procedures

#### Pre-Event Procedures

- Include a detailed checklist for permissions, logistics, and outreach strategies.
- Risk Management: Predefine fallback plans for technical issues or low participation.

- Once event and location permission is granted by the AO or Principal, incharges are appointed and speakers (if necessary) are scheduled.
- If any budget is quoted an advanced amount may be claimed from Accounts Section of CIT, the budget requirements need to be mentioned in permission letter and **must be authorized by the Principal** of CIT
- Event posters or brochures will be shared on social media, with **in-person promotions** across departments.

### **On-Event Procedures**

- On-spot registrations may be opened based on the event and participant count.
- Attendance of participants will be recorded and maintained.

### **Post-Event Procedures**

- An event report will be generated, including the agenda, participant attendance, and feedback.
- In case of extra amount has been consumed the proper Bill should be given to Accounts Section
- An event gallery will be maintained to document the occasion

## **Event Outlines**

The club organizes a range of events aligned with its core divisions and internal operations, focusing on professional growth, community building, and operational efficiency. Below is an integrated outline of event types and internal activities:

### **1. Competitive Programming Events:**

- **Skill Development Workshops:** Focused on topics like algorithms, data structures, and advanced programming, preparing members for national and international competitions.
- **Coding Challenges and Hackathons:** Goal-driven and time-bound events that encourage innovation, teamwork, and problem-solving under pressure.

### **2. Strategic Management Events:**

- **Strategy Simulations:** Activities such as decision-making role plays and resource allocation games to foster leadership and critical thinking.

- **Innovation Showcases:** Platforms for members to present creative technical or strategic solutions, driving ingenuity and collaboration.

### 3. Creative Events:

- **Creative Challenges:** Events that integrate gaming with real-world problem-solving, such as designing strategic virtual experiences.

### 4. Internal Operations and Events:

- **Ceremonial Activities:**
  - **Inaugural Ceremony:** Conducted at the beginning of the academic year to welcome new members and outline the club's vision.
  - **Valedictory Ceremony:** Held in August to honor outgoing members and celebrate their contributions.
- **Identification and Branding:**
  - Issuance of club ID cards, mandatory for participation in all club-related events and inter-club activities.
- **Acknowledgements:**
  - Certificates for event speakers and relieving members to recognize their contributions and tenure.
  - Three members from each academic year will serve as club advisors, promoting collaboration and mentorship while ensuring diverse perspectives in club activities.
- **Team Bonding Activities:** Informal meetups and collaborative brainstorming sessions to strengthen camaraderie and enhance team dynamics.

## Internal Operations

### Ceremonial Events

- **Inaugural Ceremony:** Welcoming new members at the start of the academic year.
- **Valedictory Ceremony:** Honoring outgoing members in August. Dates to be finalized at the beginning of the session.

## Identification and Branding

- Club ID cards to be issued annually and worn at all club events and inter-club meetings.

## Acknowledgements

- Certificates for event speakers and outgoing members to recognize their contributions.

## Selection Process

- The Board selection will be handled by the Executive board of the club.
- A Google form (*interim*) will be circulated for initial registrations.
- Multiple rounds of online / offline (one-one) interviews will be conducted. The questions may or may not be posed based on the roles applied by candidates.
- Tasks may be given to further shortlist the candidates if required.
- Upon the satisfactory performance of the candidates based on the mentioned evaluation criteria, the Board takes the final call or selection.

## Programs and Initiatives

### Strategic Management Programs

**Purpose:** Developing organizational excellence and leadership capabilities.

1. **Event Management Systems**
  - **Focus:** Building automated solutions for event management
  - **Outcome:** Streamlined operations and efficient resource utilization
2. **Leadership Development**
  - **Focus:** Creating future technical leaders
  - **Outcome:** Skilled project managers and strategic thinkers

# Competitive Programming Programs

**Purpose:** Fostering technical expertise and problem-solving skills.

## 1. Technical Training

- **Focus:** Algorithmic skills development
- **Outcome:** Competition-ready programming teams

## 2. Competition Circuit

- **Focus:** Participation in prestigious competitions
- **Outcome:** Lasting legacy for individual and team achievements.

# Virtual Interactive Programs

**Purpose:** Building competitive teams professional play.

## 1. Team Development

- **Focus:** Strategic training and coordination
- **Outcome:** High-performance competitive teams

## 2. Tournament Participation

- **Focus:** Competitive excellence and recognition
- **Outcome:** Established presence and involvement in teamwork.

# Performance Metrics

## Measuring Excellence Across Divisions

### 1. Strategic Management Metrics

- **Focus:** Operational efficiency and event success
- **Metrics:** Completion rates, resource utilization, stakeholder satisfaction

### 2. Competitive Programming Metrics

- **Focus:** Technical achievement and competition performance
- **Metrics:** Competition rankings, problem-solving rates, team achievements

### 3. Virtual interactive Performance Metrics

- **Focus:** Competitive success and team development
- **Metrics:** Tournament results, ranking improvements, player growth

# Financial Management

## Fundraising Guidelines

- **Primary Source:** Event registration fees
- **Standard fee structure:** Based on event category
- **Early bird discounts:** Standard 10% off (May differ)
- **Refund policy:** Non-refundable

## Budget Planning

- Annual budget preparation by Finance Director
- Quarterly review and adjustments
- Division-wise allocation based on activity calendar
- Emergency fund maintenance (10% of total budget)

## Internal Expense Approval Process

- **Below ₹500:** Division Director approval
- **₹500-2000:** Operations Director approval
- **Above ₹2000:** Executive Director approval
- **Emergency expenses:** Post-facto approval within 24 hours

## Reimbursement Procedures

- Submission within 7 days of expense
- Original receipts mandatory
- Digital submission via official platform
- Processing within 14 working days

## Partnerships and Collaboration

### Internal Partners

- **Department Associations:** Collaborative efforts with various academic departments to strengthen cross-disciplinary knowledge and skills.
- **Other Technical Clubs:** Synergizing with technical student clubs to foster innovation, creativity, and shared resources.

## External Partners

- **Alumni Network:** Leveraging the experience and mentorship of alumni to guide current members and enhance networking opportunities.
- **Tech Companies:** Establishing partnerships with leading tech firms to provide real-world exposure, career opportunities, and cutting-edge resources.
- **Online Learning Platforms:** Collaborating with platforms to offer tailored educational resources and professional development tools.

## Events (2024-2025)

### Tentative Budget Proposal

Event	Event Type/Focus	Category	Budget (₹)	Particulars
#01	Workshop on Management Skills Event	Skills development	2500	Honorarium, Refreshment for Resource person
#02	Technical Training on Digital Platform for Event Management #01	Skills development	2500	Honorarium, Refreshment for Resource person
#03	Logical Problem Solving	Competitive Programming	Nil	

## **Conclusion**

403 Strats represents CIT's commitment to excellence in strategic management, competitive programming, and gaming development with a virtual interactive environment, creating a comprehensive platform for technical and professional development.

---