

## ACRS Student Chapter Reference Manual

Definition: ACRS Student chapter is a group of students from a University/College/technical or technological school who join together to organize activities related to the fields of ACRS Technical Special Interest Groups.

Special Interest Groups: Details of Special Interest Groups can be found at <https://advancedcomputingresearchsociety.org/technical-sigs>

Guidelines for starting a student chapter:

1. Minimum number of Members required to start a student chapter :  
ACRS student members – 10  
ACRS Technical Member- 1
2. Physical Presence :  
The student chapter should have a physical presence. The full address from which it is going to be operated should be mentioned in the application
3. Office Bearers:  
Office bearers (President, Vice-President, Treasurer, Secretary) should be selected from ACRS student members
4. Listing of Activities in line with ACRS objectives:  
Activities that are going to be planned in future are to be listed. Examples of activities include – Field trips, guest lectures, poster and paper presentations, competitive events, scientific extension activities etc.
5. Formation of Committees:  
There may be several committees created for the smooth conduct of Student chapter activities.
  - a. Field trip committee
  - b. Membership committee
  - c. Publicity and brand development committee
  - d. scientific extension activity committee
  - e. High School exposure committee
  - f. Lecture series
  - g. Poster and Paper presentation
  - h. Fund raising

The above committees are only suggestive and the Office bearers of ACRS Student Chapter may decide appropriately.

6. The application form should be downloaded, filled in and submitted to [acrs@advancedcomputingresearchsociety.org](mailto:acrs@advancedcomputingresearchsociety.org)
7. The activities should be initiated only after receiving the approval letter from Advanced Computing Research Society. The approval letters are generally given within a week after verification.

### Benefits for Students chapter

- a. Upon approval of Student chapter start up allowance of \$200 will be provided to ACRS student chapter.
- b. Chapters of excellence: One chapter every year will be recognized and awarded. "Chapter of the year Award" will be given in any one of the event organized by ACRS.
- c. Students can create their website in the name of their student chapter. This shall be linked to ACRS Website.
- d. E-certificate shall be provided to all the student members, office bearers and faculty advisor.
- e. ACRS may include the activities conducted by student chapters in their newsletter for better visibility.

### Responsibilities of Faculty Advisor

The Faculty Advisor shall

1. Offer professional guidance and administrative support
2. Serve as official liaison officer between the Chapter, ACRS and the University/the Institute
3. Advise the Chapter and oversee the implementation of its activities and ensure that the activities planned are aligned to the objectives of ACRS
4. Attend Chapter meetings
5. Counselling student members
6. Shall advise and audit the proper utilization of funds

### Responsibilities of Office bearers of ACRS student chapter

The office bearers of ACRS student chapter are responsible for

1. Planning and execution of activities in line with the objectives of the research society.
2. Increasing the membership base of the society.
3. Submitting annual report not later than 30<sup>th</sup> April of every year with the following information:
  - a. Names of the students officers
  - b. Names of faculty advisors
  - c. Report on the activities held over the past year with photographs
  - d. Financial statement
4. Nominating a single point of contact for all communication with ACRS.