



SAGE University, Bhopal

Standard Operating Procedure

Functioning of Students Club



Name of Approval

Vice Chancellor

SOP No.:

17

Authority:

Signature:

[Signature]

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Background:

With an objective of help students to pursue their hobbies and interests and to bring people together, the student clubs are created at the University. As a club member, one knows about himself, his interests and goals. Students can unravel their strengths like Multitasking, Organization Skills, Team Building Skills, Leadership Skills and Service Mindedness. The clubs also help in pursuing an old hobby. Networking opportunities being major benefit that Club members develop along with bond among themselves which help in growing. Association of students with clubs help in showcasing one's domain interest, balance between academics and hobbies. Activities organized/participated as a club member looks good on the resume.

General Guidelines

- 1) All the faculty convener of various students' clubs should make an effort to involve maximum number of students from UG and PG in their activities.
- 2) The strength of each student's clubs shall be 5 office bearers and 45 members.
- 3) The Office Bearers of the various Students' Clubs shall be appointed for the one academic year & following are the designation:
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Joint Secretary
 - v. Treasurer.
 - Those students who have better CGPA, involved in various extracurricular activities and have additional academic achievements should be given preference. All students desiring of becoming office bearer should submit their brief CV to faculty Convener/ University Coordinator (Student Club & Societies)/Coordinator Students Affairs/Dean Student Welfare.
 - Office Bearers would be selected based on their performance during the Interview. Each panel of Interview would consist of 3 faculty members and candidates would be evaluated on various parameter. (Annexure-1)
 - Concerned non performing student & office bearers may be changed at any time by Faculty In-Charge of the Club and Society.



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- 4) Tentative schedule of activities to be prepared & published by the Office Bearers of concerned Students' Clubs under the guidance of faculty convener at the beginning of the academic year.
- 5) Appointment of new office bearer committee may be completed by the end of each academic year and Charge should be handed over to new office bearer.
- 6) Meeting of all the office bearers of various club shall be conducted with University Coordinator (Student Club & Societies) & Dean Student Welfare regularly at the last week of every month
- 7) Each month at least one event should be conducted by every Clubs. If any club fails to organize any event for 2 months in a row, the president has to submit an explanation letter stating the reason for inactivity of Club to University Coordinator (Student Club & Societies).
- 8) Faculty In-Charge (concerned society) (or his substitute) may Judge the activities, if no other faculty/external judge is available for a particular event.
 - a. Event judge should be invited by the student office bearers/event coordinator in consultation with Faculty In-Charge (concerned club) or University Coordinator (Student Club & Societies).
 - b. Memento, Refreshment and appreciation letter for the faculty/external judge of the event to be provided.
- 9) For team events, if participation is less than 4 teams, the event may be cancelled. For individual events, if participants are less than 10, the event may be cancelled.
- 10) Post event meeting to discuss the*observations/feedback from the organizing committees for improvements in future programs/events shall be conducted.
- 11) Winners to be declared just after the completion of the event as per guidelines. Just after the event, a scanned copy of the result must be sent to Faculty In-Charge (concerned club) on official email IDs by the President of Club. Hard copy of the result shall be compiled by the Presidents and shall be submitted to the University Coordinator (Student Club & Societies) as early as possible.



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- 12) Certificate format is to be approved by University Coordinator (Student Club & Societies) & Dean Student welfare.
- 13) Purchase Bills should be in the name of University with GST number, if required.
- 14) No postdated bill of the event will be entertained. All the bills must be settled within one week after the end of the event.
- 15) Under the guidance of Dean Student Welfare, University Coordinator (Student Club & Societies) in consultation with Faculty In-Charge may modify/change the SOP rules as per requirements and in the interest of the Students Club. The same must be ratified in the next meeting of the Students Club.
- 16) Channel to address the student grievances would follow this order: Faculty In-Charge (Concerned Society), University Coordinator (Student Club & Societies), Dean Students welfare.
- 17) For the given academic year, Best two Student Club & Societies, may be awarded the end of the even semester with a running trophy.
- 18) After completion of the event, brief summary of the event/activity should be submitted to Faculty In-Charge (Concerned Club) / University Coordinator (Student Club & Societies) with a cc to Registrar Office.
- 19) At the end of the academic year, Annual Magazine may be published compressing of all the activities conducted throughout the year.

Interview for the Offices Bearers of Students' Clubs

Name of the Students' Clubs..... Date of Interview.....

S. No.	Name of Students	School	Program	Semester	Mobile no.	Leadership [10 Mark] Assess the Leadership quality of candidate.	Candidate's Understanding of the Position [10 Mark] Assess candidate's knowledge of the position and its requirements	Professional Impression 10 Mark] Consider self-confidence, maturity, and presence to assess the candidate's level of professionalism	Motivation/Initiative [10 Mark] Analyze applicant's ability to think and act independently, and goal orientation. Why does this person want to work at the Students' Clubs	Interpersonal/Communication Skills [10 Mark] Assess ability to express ideas and thoughts clearly, as well as experiences involving team settings and Program orientation	Overall Evaluation [50 Mark]	Remark
1												
2												
3												
4												
5												

Name & Sign
Faculty Panel Member-1

Name & Sign
Faculty Panel Member-2

Name & Sign
Faculty Panel Member-