**Reference No: DoSA/2020-2021/41 Date 1.4.2021**

**I. GENERAL**

BIT Registered Student Bodies, including Clubs/Societies/Chapters, etc., led the largest varieties of activities at BIT Mesra Campus and we are immensely proud of this. They relieve the student population from being all work and make the time much more exciting and rewarding than just studying. The University welcomes the contribution made to student life by clubs, societies, and other student bodies.

Currently, 28 officially recognized student bodies listed in the University's Register enclosed as **Annexure-I** to cater to BIT students. Annexure I contains the list, including web-links to their webpages/social media to browse in detail, which provides BIT students for their interest. There is a provision to a filled gap (if any) through the formation of new clubs/societies/chapters to support student activities at the BIT Campus. **Annexure-II** is a new registration form to proposed new student bodies, which requires duly fill and need to submit to Dean, Student Welfare Office for the approval of new club/societies/chapter, etc.

All the student bodies will have their constitution/information brochure, which will contain i) About Club ii) Objective iii) Executive Body iv) Activity/Event Calendar v) Major Highlights

A template format is enclosed as **Annexure-IV**, required to use by the student bodies to create their Constitution/Information Brochure, etc., and need to upload in their respective web-link with approval.

**II. OBJECTIVE**

Student Bodies provide ample opportunities to interact with peers and foster healthy relationships. Meeting people who share your interest widens your social network beyond your course and the people you live with. The administrative roles available within student bodies provide a valuable experience that is not generally available to young people.

Student bodies help develop skills like teamwork, leadership skills, and time management skills, all of which affect holistic development and enhance employability. Getting involved with student bodies while studying at BIT is a great way to integrate into student life. Employers are always in search of an applicant’s CV that will stand out from others. Getting involved in student bodies or holding an administrative position will help in CV building, which stands out and demonstrate several qualities. A famous quote, “The way a team plays as a whole determines its success,” and a student body works on the theme “play together.”

The student bodies paint a picture of what students consider necessary to themselves, their place in the Institute, and their place in the world. Committee membership provides an opportunity to participate in new roles.

**III. EXECUTIVE BODY**

The executive body of the club comprises one faculty advisor with ten to fifteen students from BIT Mesra. Dean of Student Affairs recommends the nomination of Faculty Advisor. Faculty Advisor of Assigned Student Bodies forms/revise the Executive Body of the Club. The appointment/changes of the students for the Executive Body are based on interview and student profile through 3 Faculty Member Committee, including Faculty Advisor. Students must not have any pending backlog papers to clear or black-dots for their selection in the Executive Body. One student is allowed to take a significant position in the executive body only in one student body.



**III. BUDGET AND FINANCE**

Institute considers the Dean of Student Affairs's recommendation to allocate the club's yearly budget along with the activity calendar. The budget approval and distribution and the activity calendar are mandatory to conduct the student activity as per the approved yearly budget. Any budget changes or additional fund requirements must be approved before conducting any club event.

The club can accept sponsorship/financial support using an agreement with the sponsor, and it must be online only using the BIT Bank account or Student Bodies Bank Account (if any). Sponsorship Aid must not be less than Rs. 25000. A cash transaction is not recommended.

The Student Bodies will not sponsor the sponsor, who requires our premises to conduct their business (money transaction) such as food stall, game stall within our Institute. Student bodies cannot allow any third party to enter our premises without proper approval from the DoSA office. This kind of proposal can be submitted to the Dean of Student Affairs Office if necessary for support. There is a mandatory requirement to provide a Utilization Certificate, Statement of Expenditure, and Inventory (Non-recurring Items) of each year ending (April 01 Year to March 31 Next Year).

**IV. NATURE OF ACTIVITY AND DISCIPLINE**

As per the club constitution and club objective, they need to get approval for their activities. The approval form enclosed (Annexure-IV) to conduct student activity will be available from the DoSA office or can be downloaded from the website . Student bodies must follow standard operating procedures (SOP) with proper dignity and Faculty Advisor Guidelines to conduct their operations. All the sub-activities, such as a cultural or musical night in sports/technical events, must be approved by the DoSA office before planning or execution. BITOTSAV is one of the MEGA events, which has a broader scope to introduce cultural and musical events, especially in the evening/night session. Cultural and Musical Events is not encouraged during regular student activities organized for a different objective. The student should not indulge in any controversy or fight among each other or with outsiders. They must inform to BIT Security Office/DoSA office to address any concerns. Clubs or any member or students can not approve or promote to any third party or outsiders to utilize our premises for their poster/banner/stalls/business. It must pass through the Security Office using DoSA office approval. Any indiscipline or objectionable involvement will be punishable. All the evening events must be finished on or before 10.00 pm.



**V. DOCUMENTATION**

Club/Chapter/Student Bodies have to submit a soft copy of Duly Signed Activity Summary Report for each activity to DoSA office within a week after completion of the Activity:

Activity/Event Summary Report should comprise the **a**) Student Activity Approval **b**) Budget Approval, **c**) Statement of Expenditure & Utilization Certificate, **d**) Attendance Record (Participation), **e**) A signed copy of one Certificate (Award, Winner, Participation, etc.), **f**) Web/Media Cuttings, Photographs, etc.

At the year Ending up to 31st Dec of Each Year, Club/Chapter/Student Bodies has to provide Yearly Activity Report as suggested above.

**V. LIST OF ANNEXURES**

Annexure-I: List of Registered Student Bodies (BIT Mesra)

Annexure-II: Registration Form for the Formation of New Student Bodies

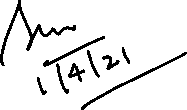
Annexure-III: List of Executive Body for Approval

Annexure-IV: A template guidelines for the student bodies to create their constitution/information brochure.

Annexure-V: Student Activity/Event Approval Form

Annexure-VI: Format for Event Report Submission (Soft Copy Only)

Annexure-VII: Format for Stock/Inventory of a Club (Soft Copy Only)



**ANNEXURE-I: Existing List of Registered Student Bodies (BIT Mesra)**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Name of the Student Bodies** | **Web-Link** | **Contact Details** |
| 01 | National Social Service (NSS) |  |  |
| 02 | National Cadet Corps (NCC), BIT Mesra |  |  |
| 03 | Association of Computer Machinery (ACM) |  |  |
| 04 | Entrepreneurship Development Cell (EDC) |  |  |
| 05 | Environment Protection and Awareness Club (EPAC) |  |  |
| 06 | Institute of Electrical and Electronics Engineers (IEEE) |  |  |
| 07 | The Institution of Engineering and Technology (IET) |  |  |
| 08 | The Institution of Electronics and Telecommunication Engineers (IETE) |  |  |
| 09 | Robolution |  |  |
| 10 | Firebolt Racing |  |  |
| 11 | Team Srijan |  |  |
| 12 | Team Aveon |  |  |
| 13 | Dance Club |  |  |
| 14 | Dramatics Society |  |  |
| 15 | Fine Arts Society (FAS) |  |  |
| 16 | Leo Club |  |  |
| 17 | Literary Society (LitSoc) |  |  |
| 18 | News and Publication Society (NAPS) |  |  |
| 19 | Photographic Society (PSOC) |  |  |
| 20 | Rotaract Club |  |  |
| 21 | Sports Mentorship and Adventure Club (SMAC) |  |  |
| 22 | UNESQUO |  |  |
| 23 | Aerospace Society |  |  |
| 24 | Society for Industrial Management and Engineering ( SIME ) |  |  |
| 25 | Dhwani – Music Club BIT Mesra |  |  |
| 26 | Society for Data Science, BIT Mesra |  |  |
| 27 | Indian Institute of Chemical Engineers (IIChE) – Students Chapter, BIT Mesra |  |  |
| 28 | Finance Club |  |  |

**ANNEXURE-II: Registration for New Student Bodies Formation**

To,

Dean, Student Affairs

BIT Mesra, Ranchi

1. **Name of Student Bodies:**
2. **The objective of Student Bodies (max 100 words):**
3. **Name of Proposed Faculty Advisor:**
4. **Proposed List of Members:**
   1. **Faculty Advisor**: All the activities and events conducted by the **Student Bodies** are undertaken with the consent of the Faculty Advisor. The Faculty Advisor is also in charge of approving the financial transactions made by the **Student Bodies** as per the approved budget. All communication, necessary documentation, and proper execution of the **Student Bodies** will be carried out through the faculty advisor.
   2. **List of Students** (# 5): The student members (from Final Year and Prefinal Year) will support to Faculty Advisor to start the execution of Student Bodies.

|  |  |
| --- | --- |
| **Proposed by**  **(List of Students and Faculty Members)** | **Recommended By** |
|  |  |

Annexure-III: List of Executive Body for Approval

**To,**

**Dean, Student Affairs**

**BIT Mesra, Ranchi**

**SUBJECT: Approval Request for Executive Body**

**EXECUTIVE BODY MEMBERS**

NAME OF THE STUDENT BODIES:

YEAR: YYYY-YYYY

Name of FACULTY ADVISOR:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Name** | **Roll No.** | **Email** | **Designation** |
|  |  |  |  |  |
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The appointment/changes of the students for the List of Executive Body (Year) as above are based on interview and student profile through 3 Faculty Member Committee, including Faculty Advisor.

**Signature of Three Member Faculty Committee including Faculty Advisor:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Name and Signature** | **Name and Signature** | **Name and Signature**  **(Faculty Advisor)** |

**ANNEXURE-IV: A template guidelines for the student body to follow to create their constitution/information brochure**

**About Student Bodies**:

The **Student Bodies** “Environment Protection and Awareness Club (EPAC)” is a technical student club registered in BIT Mesra, Ranchi. As the name suggests, the club works towards achieving an objective and fulfilling an ideal that is greater than any of us-saving the environment. We, at EPAC, feel obliged to protect and defend the single greatest asset afforded to mankind-benevolent compassionate Mother Nature herself. Therefore, our prime goal is to strive for the improvement and well-being of the environment we reside in through the focused effort and collective directive of our members as well as the general public willing to take part in our noble cause.

**Email Id**:

**Webpage**:

**Objective**

As a technical club, we aim to strive for the conservation of the environment and spread awareness about the problems plaguing it amongst people within and beyond the reach of our campus by following calculated and scientific approaches.

1. **Endeavoring** to bring together a group of similarly inclined people all sharing a single-minded passion for making the world a better place.
2. **Conducting** **activities** geared towards the conservation and support of existing environmental assets such as tree plantation drives.
3. **Spreading awareness** about the activities and factors degrading the environment through word of mouth and social networking sites.
4. **Educating people** of all age groups on the horrors of pollution and inculcating an innate spirit of environment-friendliness in them.
5. **Developing curiosity** amongst school children for the environment and instilling a research awareness in them to create new methods for the conservation of the environment.
6. **Inducing environmental friendly habits** in people such as walking and using nonpolluting modes of transport, buying and using items made of environment-friendly materials, etc.

**Executive Body**

The executive body (#10 to #12) of the club comprises one faculty advisor with students from BIT Mesra.

The following positions will comprise executive body structure:

1. **Faculty Advisor**: All the activities and events conducted by the club are undertaken with the consent of the Faculty Advisor. The Faculty Advisor is also in charge of approving the financial transactions made by the club as per the approved budget. All communication, necessary documentation and proper execution of the club will be carried out through the faculty advisor.
2. **President** (#1): The president will be selected from the final year (4th or 5th Year) students, who oversee the everyday working of the club and ensures that it functions smoothly and efficiently.
3. **Vice-President** (#2): The vice presidents will be selected from final year (4th or 5th Year) students of the club act as the right hands to the president and supplement her activities to ensure that there is no break is the smooth functioning of the club.
4. **General Secretary** (#1): The general secretaries are responsible for the smooth everyday functioning of the club. (3rd Year)
5. **Joint Secretary** (#2): Is responsible for supporting and backing up the activities undertaken by the general secretaries. (3rd Year)
6. **Treasurer** (#1): All financial matters are duly supervised by the Treasurer and are responsible for keeping track of the expenditure and availability of funding. (3rd Year)
7. **Joint Treasurer** (#1): The joint treasurer supplements the duties of the treasurer and takes over when needed. (3rd Year)
8. **Members** (#2 or #3): The members will support all the activities related to the management of various events and initiatives.

**Members**:

Membership is open to any students willing to be a part of EPAC. New members are generally inducted from the first and second years. However, students from any of the years are free to join the club. The general public is also open to participate in any of the events conducted by the club and take up the initiatives undertaken by EPAC. The membership of a member may be terminated by The Faculty Advisor on account of misbehavior, lousy conduct, and any other reason deemed appropriate by the Faculty Advisor.

**Activity/Event Calendar**

EPAC conducts environmentally inclined activities, including seminars, workshops, awareness programs, etc. that promote its safeguarding and spread knowledge of its peril amongst the participants. All of these events involve existing environmental assets that can be better protected and utilized as well as new innovative practices that can be adapted in the drive for a better future.

Club has to submit a signed copy of the yearly primary event calendar (Year) as followings:

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Event Classification**$  (Seminar/Workshop/Exhibition/Outdoor/Indoor/Online/Mentorship/Debate/Quiz etc. | **Name of Events (Duration)** | **Month (Year)** |
| 01 | **Exhibition**: State-level school students program where they participate in various events related to science and environment | **Jharkhand Science and Environment Festival** | Jan (Year) |
| 02 |  | **3R day** | Sep |
| 03 |  | **Environmental movie day** |  |
| 04 |  | **environmental quiz** |  |
| 05 | **Workshop (30 Hrs Non-Credit Course)** |  |  |

$Some of our events and activities are:

**OUTDOOR EVENTS**:

The outdoor events will be conducted, and these events involve getting up close and personal with the surroundings and making a difference out in the world. These are events that include assimilating with the surroundings and undertaking activities to have a greener and safe environment. Events include:

1. **Tree plantation**: Planting tree saplings and taking care of them as long as you remain at BIT, Mesra
2. **Waste minimization**: Collecting wastes such as batteries, wires, etc. for recycling, composting

**INDOOR AND ONLINE EVENTS:**

These events, conducted in the comfort of the classroom and over the internet, involve testing your knowledge of the environment and showcasing your artistic zeal where the climate is concerned. Events include:

1. **Quiz**: Environment themed quiz, where your familiarity and awareness of environmental factors and issues will be tested.
2. **Foto-vert**: Online event involving the submission of environment-themed photos.
3. **Impromptu**: Seeing a video or photo and describing it to the best of your ability.

**INITIATIVES AND DRIVES:**

Conceived and undertaken by EPAC, these are innovative ideas and new practices that can be adopted by everyone for the betterment of the surroundings and creating a more environment-friendly outlook about the place. More information about these will be forthcoming throughout the club’s working. Some initiatives that might be undertaken are:

1. No car day: An effort to have a day where no vehicles ply within the campus
2. Vermicomposting of waste food
3. Paper bags from waste newspapers
4. Paper drive

**Annexure-V: Student Activity Approval Form**

**To,**

**Dean, Student Affairs**

**BIT Mesra, Ranchi**

**SUBJECT:** Approval Request for Student Activity

**NAME OF EVENT:**

|  |  |
| --- | --- |
| Organized under Program/Bodies/Club/etc. |  |
| Venue/Place/Visit |  |
| Duration(……Days) | From ……… to ………………….. |
| No. of Student Volunteers |  |
| No. of Participants/Beneficiary/etc. |  |
| No. of Certificates/Award Distributions (If Any) |  |
| Budget Status: | Remaining Budget  (Approved Budget) |
| Expected Budget |  |
| List of other requests for approval | 1. Room/Arena   ii) Security  iii) Transportation  iv)  etc. |

President Faculty Advisor

(Name & Signature) (Name & Signature)

K.Sridhar Patnaik Prof.A.K.Sinha

Asso.Dean,Student Affairs Dean,StudentAffairs

**Annexure-VI: Format for Event Report Submission (Soft Copy Only)**

**NAME OF EVENT: CLOTH DISTRIBUTION DRIVE**

**(DATE)**

|  |  |
| --- | --- |
| Organized under Program/Bodies/Club/etc. |  |
| Venue/Place/Visit |  |
| Duration…………..Days | From ……………..To………………… |
| No. of Student Volunteers |  |
| No. of Participants/Beneficiary/etc. |  |
| No. of Certificates/Award Distributions (If Any) |  |

**PHOTOGRAPHS/MEDIA REPORT (WITH LEGEND/ABOUT PHOTOGRAPH):**

|  |  |
| --- | --- |
|  |  |
| BIT Student NSS volunteers distributing clothes in a nearby village, “Bhatatoli” on **DATE** to spread happiness. |  |

**DESCRIPTION**: (APPROX 100-150 WORDS):

Enclosure:

1. Copy of Event Approval with Budget Details
2. Attendance of Participant (Signed Copy)
3. Copy of Certificates or Recognitions
4. Copy of Web/Media Reports
5. Copy of Utilization Certificate (Only One Page): Expenses Details (Consumable, Capital Items, Transportation, etc.)
6. Copy of Syllabus (non-credit course)

President(Name & Signature) (Name & Signature of the Faculty Advisor)

**Annexure-VII: Format for Stock/ Inventory of a Club (Soft Copy Only)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the Equipment Purchased | Cost | Date of Purchase | Use of Equipment | Remark |
|  |  |  |  |  |
|  |  |  |  |  |

Name of the Club:

Faculty Advisor (Name and Signature )

President(Name & Signature)

**Annexure-VIII: Format for Prize Money Winners**

**To**

**The DFO**

**Accounts Office**

Name of the Club:

Name of the Event:

Date of Event: From……………………….to……………………..

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl No | Name | Institute | Amount | Bank Details | Remark |
| 1st Prize |  |  |  | Acc.Holder Name:  A/C No-  IFSC-  Bank Name-  Swift- |  |
| 2nd Prize |  |  |  | Acc.Holder Name:  A/C No-  IFSC-  Bank Name-  Swift- |  |
| 3rd Prize |  |  |  | Acc.Holder Name:  A/C No-  IFSC-  Bank Name-  Swift- |  |

Category of the event:

President Faculty Advisor

(Name & Signature) (Name & Signature)

K.Sridhar Patnaik Prof.A.K.Sinha

Asso.Dean,Student Affairs Dean,StudentAffairs

**Annexure-IX: Format for Reimbursement of Bills**

**To**

**The DFO**

**Accounts Office**

Name of the Club:

Name of the Event:

Date of Event: From……………………….to……………………..

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl No | Bill No | Name of the Vendor | GST No | Date | Amount in Rs |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | TOTAL |  |

Details of the Account Holder(if ANY) To which the amount has to be credited:

Account Holder Name:

A/C No-

IFSC-

Bank Name-

Swift-

President Faculty Advisor

(Name & Signature) (Name & Signature)

K.Sridhar Patnaik Prof.A.K.Sinha

Asso.Dean,Student Affairs Dean,StudentAffairs