**Office of the Dean Students’ Welfare**

**BIT, Mesra, Ranchi – 835 215**

28.04.2016

**NOTICE**

All the Institute clubs and societies will have the following structure:

President (1)

Vice President (1)

General Secretary (1)

Joint Secretary (1)

Treasurer (1)

Executive Committee Members (3 to 5 members)

*Eligibility criteria for the above posts*:

i. Applicants for the above posts must have substantial evidence for their active participation in the clubs/societies.

ii. Students must not have any backlog papers and must not have any disciplinary action taken against them.

iii. Final year students are eligible for the post of President, and Vice President. Third year students are eligible for the post of General Secretary and Treasurer. Second year students are eligible for Joint Secretary, whereas, students of second year onwards can be member of the executive committee, out of which two must be a female student.

Applications are invited for the above post latest by **July 10, 2016** and may be submitted to the office of the Dean Students’ Welfare with all credentials.

Dean Students’ Welfare