

Delhi Skill and Entrepreneurship University

Guidelines for Clubs

I. FORMING A NEW CLUB

1. Identify the club vision & plan
2. Find a minimum of 25 students who want to be a part of this club
3. These students should be from the same campus and could be from different programs.
4. Find an advisor (could be a faculty or staff member from your campus) who would guide the club
5. Make a proposal and present your club idea to the concerned committee. Following is a list of MUST HAVES for your proposal:
 - a. Details of 25 students (Name, Roll No., Program) who would like to be a member of this club
 - b. Each member signing as an interested member should write 100 words on 'Why they want to be part of the club'
 - c. The Club vision & plan
 - d. A minimum 3 proposed names for your club
 - e. Details of the identified advisor.
 - f. List of the activities/events the club would host/organize during the current academic year
 - g. Tentative fund requirement with a detailed breakup of potential expenses during the academic year
 - h. The plan to manage the finances & accounts of the club
6. Present your proposal to the Advisor, who will comment and finally approve the club proposal.
7. The Campus Director will constitute different committees for various domains such as Performing Arts, Sports, Technical, Language, Community, Creative, Entrepreneurial, any other.
8. Once approved by the Advisor, the proposal should be submitted by the club to the committee formed by Campus Director (details of the same can be taken from the office of Campus Director). Only one member of the Club should send the proposal for one club.
9. A presentation of the proposed club would be scheduled by the committee formed by the Campus Director. *Details for this shall be shared by the Campus Director.*
10. Campus Director shall send the list of approved clubs at the end of each month for processing of kickstart fund for the club.
11. Sit back and explore activities for your club. You'll hear back from the scrutiny committee soon.

II. YOUR CLUB IS APPROVED! WHAT NOW?

1. It's time to form the governing body of your club - we will call it the CLUB COUNCIL.

The CLUB COUNCIL includes:

- a. President
- b. Secretary
- c. Treasurer

**Refer to CLUB COUNCIL - Roles & Responsibilities*

2. All students whose names are submitted in the proposal are automatically members of the club.
3. Any of the members or more (if more students have joined your club) can nominate themselves for any of the three positions of the Club Council.
4. All nominees will be interviewed by the Advisor to finalize the Club Council members.
5. Once your Club Council members are announced by the advisor, your club is functional!
6. Send your club details to the DSEU Media team for getting listed on the official website and social media handles of the University. [Fill out this form](#).
7. Create a Social Media account and get it approved by your Club Advisor. Share updates on various events and activities and build connections.
8. Each club will be allocated Rs. up to 3000/- for the first Academic Year to kickstart the functioning based on the proposal presentation. Use it wisely and keep a record in the format given in Annexure I.
9. On utilization of kickstart funds (up to Rs. 3000 as sanctioned by the University), all relevant bills are to be submitted by the Club President to the Faculty Advisor.

III. GENERAL GUIDELINES FOR THE CLUB

1. The club should fulfill and pass the requirements set by the University.
If the budget requirement is more than the sanctioned amount, the Club Council may present a detailed proposal to the Campus Director.
2. If any club has a requirement of a Visiting Instructor, there must be at least 100 interested students who will benefit from it. The interested students may not be a part of that particular club but could be from any club, program, or campus of DSEU. A request letter endorsed by the 100 students, duly verified by the Club Advisor must be submitted to the Campus Director for seeking approval for the same.

IV. RULE BOOK FOR THE FUNCTIONING OF THE CLUB

1. Take prior approval for all events/ activities from your club advisor.
2. The Club Council and Advisor must meet once a month and maintain the minutes of the meeting.
3. Each club is required to conduct at least 1 inter-campus event and 2 within-campus events each semester.
4. Anything & everything you plan for should be approved by the advisor - this includes events, activities, expenditures, social media content, etc.
5. Record of all activities/events needs to be maintained. This may include details of activity/event, details of participants, expenses incurred, etc.
6. Club Council members are to ensure their presence for activities. In case any member of the club council is not available to undertake their responsibility, prior notice should be given to the advisor and fellow council members.
7. Club Council is responsible to identify the strengths and weaknesses of the Club and on basis of it prepare plans and strategies for the betterment of the club
8. Keep your social media accounts active and updated. All the content that goes on any public platform is required to be approved by the respective advisor. No content shall be published on any of the public platforms without prior approvals.
9. Pre-plan events/activities/competitions - invite participation from all students of all campuses.
10. Keep your accounts updated.
11. The club council is required to submit a report to the advisor twice: Mid Semester and before the end semester. Format of the report is given in Annexure II.
12. All club activities should be scheduled outside class timings.
13. All reports of the club must be signed by the advisor.

V. GENERAL GUIDELINES FOR THE CLUB COUNCIL

1. The Club Council is responsible to ensure that all guidelines are followed.
2. The Club Council should meet regularly (every 15 days) to discuss the functioning of the club
3. The Club Council must ensure that all records are maintained in an up-to-date manner.
4. It is the duty of the Club Council to prepare and submit timely reports (twice a semester) to the competent authority
5. The finances of the Club are the responsibility of the Treasurer
6. The Club Council must regularly update the Advisor on the Club functionings
7. The Club Council should encourage the active participation of all members of the club in all its activities.
8. The Club Council should encourage other members of the club to take up different roles for different activities/ events
9. The Club Council is responsible for maintaining contact with similar Clubs in other campuses of DSEU.
10. The Club Council is responsible for encouraging the participation of its members in various events and competitions that are organised at different levels, such as University, Regional/ State, National, and International.
11. The Club Council should ensure a democratic atmosphere in the decision-making process for the club, to ensure participation & contribution of all members.

VI. ROLES AND RESPONSIBILITIES OF THE CLUB COUNCIL LEADERS

President

- Will be responsible for the overall functioning of the club
- Will be responsible for leading the club and act as a liaison among club members and for external engagements for the club.
- Will be responsible to mentor new club/group volunteers and providing opportunities to all members/volunteers.
- Oversees the schedule of events and activities
- Will be responsible to appoint roles to other members of the clubs after discussion with the Club Council as and when needed in an event/ activity
- Will be responsible for getting approvals
- Will be responsible for conducting and organizing mandatory meetings of the Club Council with the Club Advisor
- Will be responsible for all communications that go out from the club
- Will be responsible to manage all correspondence from email, phone calls, and social media platforms
- Will be responsible for making and submitting annual report card of the Club and its functioning (*format for this report is given in Annexure II*)

Secretary

- Will be responsible for the smooth and effective functioning of the club
- Will be responsible for conducting and organizing mandatory meetings of the Club Council with the Club Advisor

- Will be responsible for communicating all key decisions taken by the Club Advisor and the Club Council to the members of the club
- Will be responsible for keeping a record of all activities and events by the Club
- Will be responsible to keep a record of attendance from each of the events, activities, and regular club meetings
- Will be responsible to preserve archive documents of the Club from previous years
- Will be responsible to maintain Minutes of Meetings from meetings with Advisors, Campus Directors, other members of the University Administration and meetings with the Club members.
- Will be responsible for supporting the President with communication going through all the social media platforms
- Will be responsible for conducting meetings of the Club Council with the members of the Club
- Will be responsible for arranging and keeping all stationery, gifts for guests and other items for the club as per requirement
- Record keeping of all activities of the club in consultation with the president
- Will be the Acting President in absence of the Club President and will be responsible for their Roles and Responsibilities

Treasurer

- Will be responsible to prepare and get the approval of the annual budget and its proposed expenditure
- Will be responsible for keeping a record of all financial transactions, sponsorships, and expenditures
- Will be responsible for getting prior approval of each expenditure of more than Rs. 1000 from the Club Advisor
- Will be given the annual budget sanction for the club and will be responsible for its expenditure and record-keeping
- Will be responsible for maintaining the accounts of the Club
- Will be responsible for arranging fundraising activities and getting sponsors for the events and activities of the club
- Will be responsible to pay all dues and clearing them in a timely manner from time to time with the prior approval of the Club Advisor and in consent with the President and Secretary

Name of the Club
Name of the Campus

Club Council:

President -

Secretary -

Treasurer -

Date: _____

- I. List of Activities/Events Conducted:
- II. Details of all events/activities listed in Point I.
 - a. Name
 - b. Number & Details of participants
 - c. Event details
 - d. Followup activities
 - e. Expenditure Incurred
- III. Mention activities planned moving forward