

SHRI RAM COLLEGE OF COMMERCE

GUIDELINES FOR STUDENTS ACTIVITIES

A. Background

Shri Ram College of Commerce (SRCC) has a rich legacy of peer learning through numerous societies run by students in supervision of faculty members with the support of administrative staff. These activities, over the years, have empowered students gaining team spirit and improving their confidence. However, with growing intake of students and increased number of societies in the college numerous issues have been observed in the recent past relating to conduct of activities of the societies, their record keeping, meeting commitments to outsiders and verification of CV pointers of members of these societies, etc. In order to address these issues and to promote professional approach in organizing the society activities by the students while ensuring their academic studies are not adversely affected, some guidelines were needed. Therefore, SRCC Staff Council in its meeting held on 29th July, 2024 formed a committee consisting of the following faculty members to frame the guidelines:

1. Ms. Smita Sharma (Convener)
2. Dr. Harendra Nath Tiwari (Co-convener)
3. Prof. Ravi Sharma
4. Ms. Renu Agarwal
5. Dr. Kuljeet Kaur
6. Dr. Surya Prakash
7. Mr. Ashwani Kumar
8. Dr. Shashank V. Pratap Singh
9. Dr. Amarjeet

B. Procedure

The committee obtained direct feedback from the stake holders (students, faculty members and non-teaching staff of the college) to gain insights from their experiences and received their observations/ suggestions through google forms, personal interactions and through email communications. The committee also referred the guidelines passed by the Staff Council in year 2015 and 2020. In order to discuss and finalize the guidelines, the committee held meetings on 02.08.2024, 09.08.2024,

13.08.2024, 29.08.2024 and on 01.09.2024(virtual mode). The following members attended these meetings: Ms. Smita Sharma, Prof. Ravi Sharma, Ms. Renu Agarwal, Mr. Ashwani Kumar, Dr. Shashank V. Pratap Singh, Dr. Amarjeet and Dr. Harendra Nath Tiwari.

C. Scope of these Guidelines

These Guidelines are applicable to all Societies/ Cells/ Centres/ Clubs and Student's Union of the College, whether they receive any financial support from the college or not.

D. Proposed Guidelines

The Committee after considering various aspects of the functioning of the students' activities and the feedback/ suggestions/ observations received from the various stakeholders recommends the following guidelines:

1. Formation and dissolution of Student Societies/Cells/Centres/Clubs

A new Society/Cell/Centre/Club can be formed with approval of the Staff Council provided the activities of the proposed society/cell/club/centre are not falling in the domain of any other existing society/cell/club/centre. Any such proposal before being submitted to the Staff Council shall be vetted and reviewed by a Standing Committee of the Staff Council consisting of the Secretary Staff Council as its convener, Bursar, Students' Union Advisor and the President Staff Association as its members. The proposal for new society must specify aims, objectives and constitution.

The staff council through its Standing Committee, as mentioned above, may dissolve any Society/Cell/Centre/Club if found non-performing or found violating the Guidelines issued by the staff Council from time-to-time.

2. Composition of a Student body

Each Society/Cell/Centre/Club and students union shall be mentored by a faculty advisor who shall be appointed by the Staff Council. If need be, there may be deputy faculty advisor(s) and/or a committee which may be appointed on recommendation of the faculty advisor.

Each Society/Cell/Centre/Club shall comprise of the following student Office Bearers:

- President
- Vice-President
- Secretary
- Treasurer

The Student's Union and the Societies that elect office bearers through direct elections have their own defined constitution, and therefore, shall continue to have the same set of office bearers. However, the faculty advisor in consultation with the elected President and The secretary may appoint the Vice President and/or Treasurer for the society. Further, the committee recommends that the office bearers of Debating Society, Dramatics Society and Computers and Mathematics Society, the office bearers of which are not directly elected, should have their office bearers as mentioned above.

The office bearers will always remain in touch with the faculty advisor and will act under guidance of the Faculty advisor. Only the office bearers will interact with admin and accounts office for resource bookings and bill settlements.

3. Role of the Faculty Advisor

- Appointment of Student Office Bearers in consultation with the outgoing student office bearers, if not directly elected.
- Approving and supervising the activities and programmes of the Society/Cell/Centre/Club aligned with its objectives.
- Mentoring students on preparation of budget, looking after the matters related to raising sponsorship, and ensuring the bills are cleared within 1 month of the conclusion of events.
- Assisting in getting approvals/clearances from the competent authority, finalization of speakers for various speaker sessions, ensuring that the annual

report of the society along with student's database and their CV pointers are submitted to the college for record keeping by 15th April every year.

- Settlement of grievances arising in Society/Cell/Centre/Club from time to time.
- Oversee all other matters related to the functioning of Society/Cell/Centre/Club not listed above.
- **The respective Faculty advisors, Deputy Advisor(s) and the Committee members must remain present in the college campus on the days of events of the Society/Cell/Centre/Club. If none of the above is present on those days, the faculty advisor must depute some other faculty member in place under intimation to the principal of the college.**

4. Role of Students Office bearers

The office bearers shall be responsible for:

- Admission of members to the union/society/cell/club/centre under guidance of Faculty advisor(s)
- Preparing the database of the members and keeping record of activities performed by them
- Preparing schedule of activities for Union/Society/Cell/Centre/Club for the year
- Preparing budget for the planned activities
- Arranging the funding for the proposed programmes
- Obtaining approval from college authorities after approval from Faculty advisor(s)
- Payment of prize money and Settlement of bills within the specified time period
- Preparation of annual report of the Union/Society/Cell/Centre/Club to be submitted to the college by 15th April every year.
- Formation of sub-committees within Union/Society/Cell/Centre/Club for smooth functioning, if so required, with prior approval of the faculty advisor.
- Promoting and ensuring regional, linguistic and gender diversity in union/Society/Cell/Centre/Club while admitting new members. They must also ensure respectful dialogue and discussion during meetings/interviews.

- Ensuring that the members are not compelled to miss classes for union/Society activities/meetings to ensure academic commitments remain the priority.
- Ensure that the online interviews for Society/Cell/Centre/Club for induction or for selection of office bearers shouldn't be held after 11:00 pm. These interviews should also not be stretched for hours.

5. Role of the College

- Arranging dedicated staff from administration and accounts office for booking of resources such as seminar room, auditorium etc. and for timely clearance of bills.
- A three member committee consisting of senior most faculty member of the college as convenor, Bursar and the Secretary Staff Council as its members may be formed to regulate bookings to avoid the possible clashes.
- The college shouldn't allow booking of seminar room/ auditorium unless a complete proposal of activities is available along with the expected dignitaries and the expected number of attendees. The booking shouldn't usually be for more than 1-2 days for an event. If the committee formed in clause 5 or the principal of the college opines that there is a special need, further relaxation may be granted.
- Designing a dedicated web page where the details of Faculty advisor(s), Students office bearers and their activities along with the annual report of the Union/Society/Cell/Centre/Club are posted. The web page should also have details of previous Faculty advisor(s) and student office bearers with their tenure.
- Devising an online/offline mechanism for granting approval for holding events by societies.
- Installing Complaint/suggestion/Grievance boxes at appropriate places where students can put their concerns. The students must write their name, roll number and contact details while putting their Complaints/suggestions/Grievances. These boxes be opened at regular intervals jointly by the Student's Union Advisor and the A.O. (Administration). **It will be the responsibility of the college to maintain the anonymity of the student(s).**

6. Calendar of Activities

All functions/events/programmes of Students Union, Commerce Society, Economics Society, Fine Arts Society, History and Political Science Society, Hindi Sahitya Sabha, National Service Scheme (NSS), Debating Society, Dramatics Society, Computers and Mathematics Society and Hobby workshop shall be spread during **7-Days window in the even semester**, preferably near the mid-semester break. In addition 2-3 days may be allotted for Crossroads, the biggest event of the Student's Union in even semester. However, the societies/cells/centres/clubs may be encouraged to club their activities along with crossroads.

All functions/events/programmes of other Societies/Cells/Centres/Clubs shall be spread during **7-Days window in the odd semester**, preferably near the mid-semester break.

Considering the dynamic environment, the three member committee constituted in section 5 of the guidelines will prepare the Activity Calendar in the beginning of the session and will make it available to all the students' office bearers as and when they get appointed/elected.

7. Exclusion of Students' Activities from 7-Day Windows (One-off and Field Events)

Students Union/Societies/Cells/Clubs/Centres may organize one-off events like lecture, debate, quiz, orientation programmes, intra-college and inter-college competitions, Freshers Welcome, field events/programmes, blood donation camps, awareness camps, etc. which would fall outside the two windows. However, all such events/programmes shall be conducted with the prior approval of the faculty advisor.

8. Grievance Redressal

- I. The grievances arising in functioning of Student's Union/ Societies/ Cells/ Clubs/ Centres should be first resolved by the office bearers of the Student's Union/Society/Cell/Club/Centre
- II. The Faculty advisor(s) should be the first appellate authority who will try resolving grievances at his/her level.
- III. If the grievance is not resolved at point (II), the committee constituted in section 5 of the guidelines plus the faculty advisor(s) will consider the case for further resolution of the grievance. The decision of this committee shall be final and binding.

9. List of existing Student bodies

1. Student's Union
2. Commerce Society

3. D-Street
4. Finance and investment Cell
5. Human Resource Development Cell
6. Marketing Society
7. Cognizance
8. SRCC-Wings of Fire
9. Club for Leadership, Innovation and Finance
10. Fine Arts Society
11. Aarohan
12. Demeanor
13. Panache
14. Verve
15. Kalakshetra
16. Economics Society
17. English Literary Society
18. Hindi Sahitya Sabha
19. History and Political Science Society with Youth Parliament under its ambit.
20. Debating Society
21. Dramatics Society
22. Computer and Mathematical Society
23. Quiz Society
24. Hobby Workshop which will have CLICK- the Film and Photography Society as its vertical.
25. The following Cells/Forums shall continue to function with the active participation/mentorship of the Faculty Advisor(s):
26. National Service Scheme
27. Enactus (SRCC)
28. Connecting Dreams Foundation (SRCC)
29. Office of International Programme
30. Shri Ram Centre for Personal Growth
31. Shri Ram Consulting and Research Centre
32. 180 Degree Consulting
33. Vittshalla
34. Atman- Mind, Body and Soul Club
35. Centre for Green initiatives

36. Yamuna
37. Students Quality Assurance Cell
38. Kutumb: North Eastern and Himalaya Region Integration Society
39. Shri Ram Centre for Incubation, Innovation and Entrepreneurship
40. Ideation Cell
41. Entrepreneurship Cell
42. Centre for Innovation & Incubator Cell.

10. General Guidelines

- i. **Membership:** Students of the college shall not be part of more than 3 Societies/ Cells/ Clubs/ Centres to encourage maximum participation of the students.
- ii. **Data Security:** The Student's Union/Societies/Cells/Clubs/Centres shall obtain the students record for promoting membership of their society only after due approval of the Faculty Advisor. The data so obtained must strictly be used by the society obtaining the data and shouldn't be handed over anybody else.
- iii. **Submission of List of members and office bearers:** All Societies/Cells/Clubs/Centres and Student's Union must submit their final list of members and office bearers, duly approved by the Faculty advisor, latest by September 30th every year to Administrative Office, Accounts Office and Principal's Office along with their contact details.

The office bearers will also ensure submission of duly approved annual report of the Society/Cell/Centre/Club, updated list of members and their verified CV pointers to the college by 15th April of each year. **Any financial data in the CV pointers must be supported by documentary evidence clearly defining individual contributions.**

- iv. **Respect for Authority:** The authority of the Faculty advisor and Society leadership must be respected.
- v. **Affiliation of Students admitted under ECA quota:** The Students admitted to the college under Extra-Curricular Activities (ECA) quota must be affiliated with respective society and the record of their membership along with their participation must be maintained by the Student Office Bearers of the respective society.
- vi. **Distribution of Rules:** These guidelines must be made available to the Student Office Bearers and Faculty advisors at the beginning of the session.
- vii. **Room Occupancy:** No Society/Cell/Club/Centre should occupy the class rooms without the prior approval of the Faculty advisor of the Society/Cell/Club/Centre and

without the prior consent of the concerned teacher. It will be the responsibility of the Office bearers of the Society/Cell/Club/Centre to provide an alternate room to the concerned teacher(s).

- viii. **Stalls of vendors:** The stalls of vendors will be permitted only during the days of Crossroads. Only those vendors will be allowed to setup their stalls whose MoUs are duly made available to the college and who have made the promised payments. The College authorities must devise a mechanism to ensure this clause.

No stall of vendors shall be allowed to be setup for events other than Crossroads. However, the stalls of books, stalls of display of society work and similar stalls may be permitted provided such stalls don't disturb the academic environment of the college.

- ix. **No office bearer of the union/society/club/cell/centre or any student of the college or any other person of the college shall collect money in their personal account or in the account of any other person on their directions from the sponsors or corporates or from other organizations. If anyone is found violating this guideline, severe penal action shall be taken against the person.**
- x. **The online or offline promotion of a sponsor through the banners/flexes/posters etc. by a student body shall be allowed only for those vendors whose MoU is submitted to the college and the vendor has made the promised payment.**
- xi. **Classes during Crossroads** shall remain suspended, proper notice of which to be issued by the competent authority.
- xii. **Auditorium Access:** the students must not be forced to remain locked-up in auditorium during events. The Office bearers shall ensure that the Auditorium doors remain unlocked/ unlatched during the events to ensure safety of the attendees.
- xiii. Height of the Banner, displayed on the front wall of the Administration Block, should be 10 feet above the Ground level.
- xiv. Sound system and music shall not be permitted during the class hours.
- xv. **Speaker sessions:** The Societies/Cells/Clubs/Centres shall invite only those speakers who are relevant to their domain and the theme of the event. Before sending any invite to the dignitaries prior approval of Faculty advisor of the society/ cell/ club/ centre and the Principal is required. The record of such invite shall be maintained at the principal's office to avoid duplication.

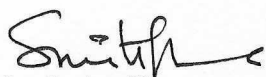
- xvi. **The office bearers of the society/ cell/ club/ centre/ union must obtain the necessary NOCs/ approvals from appropriate authorities such as performance licence, traffic police, police, fire safety, etc.**

11. Conduct of events/programmes

- i. The Student's Union/ Societies/Cells/Clubs/Centres will submit the detailed proposal for holding their events/programmes/functions duly approved by the faculty advisor for booking of college resources such as seminar room, auditorium etc. following the prescribed procedure.
- ii. All applications seeking approvals from the principal shall be submitted at least 1 week in advance.
- iii. The Student's Union/ Societies/Cells/Clubs/Centres through their office bearers will submit the duly approved (by Faculty advisor) budget to the accounts office along with all MoUs.
- iv. The college will deduct standard 10% deduction from the total funds raised without any minimum balance. However, in select cases, the principal of the college on recommendation of the faculty advisor may waive-off or reduce such deduction.
- v. If there is any Prize money announced by the Student's Union/ Societies/ Cells/ Clubs/ Centres with prior approval of the Faculty advisor, the accounts office will block that amount and will not release such amount for any other expenditure. The office bearers of the Student's Union/ Societies/Cells/Clubs/Centres will ensure the prize money is paid to participants within 15 days of conclusion of the competition.
- vi. Only the reimbursement of Stationery items, local transportation and food expenditure (outside college) will be allowed in cash. The other payments such as payment to the Artist, hiring charges of sound system and furniture, flower decoration, bills related to Flex/Banners, Travel Tickets and Boarding & Lodging booked by the Agents etc. will be made directly to the vendors by the College.
- vii. All the documents related to the prize money such as proof of announcement of prize money, Participants list, Scoring Sheet, copy of results highlighting the winners' name(s), photo-Id of the winners, etc. are to be deposited in the accounts office within 15 days of the conclusion of the event. No prize money will be released in the absence of supporting documents as mentioned above.
- viii. All Invoices, along with the approval of the Faculty advisor(s) and the Principal should be submitted by the respective Student's Union/ Societies/ Cells/ Clubs/

Centres for payment within 1 month from the date of conclusion of the event/function/programme. These bills will be processed in a single time span.

- ix. The collection and distribution of sponsorship received in kind must be with approval of the concerned faculty advisor(s).
 - x. The principal on recommendation of the faculty advisor may relax any of the provisions stated above.
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Ms. Smita Sharma

(Convener)



Dr. Harendra Nath Tiwari

(Co-Convener)

Prof. Ravi Sharma

(Member)



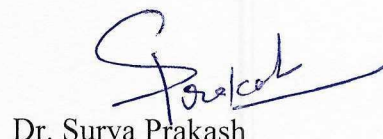
Ms. Renu Agarwal

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Dr. Kuljeet Kaur

(Member)



Dr. Surya Prakash

(Member)



Mr. Ashwani Kumar

(Member)



Dr. Shashank V. Pratap Singh

(Member)



Dr. Amarjeet

(Member)