



Chinmaya Vishwavidyapeeth

Ernakulam, Kerala, 682313

Policy for Student Clubs

1. About:

The document sets out the rules, procedures and guidelines for the formation, dissolution and functioning of student clubs in Chinmaya Vishwavidyapeeth(CVV).

Considering its importance to student life in CVV, any changes to this document must be made in consultation with a few student representatives [preferably the Cultural Secretary, (if any), or some of the existing club in-charges] and faculty representatives. The final changes must be approved by the Vice-Chancellor who is the owner of all policy documents of the University.

2. Terms:

'University': Refers to Chinmaya Vishwavidyapeeth (CVV).

'Institute': Any college, institute or university other than CVV.

'Student Club/Club': Refers to any group formed by students to further their co-curricular and extra-curricular interests. This includes extra-curricular clubs like a Dance Club, co-curricular clubs like a Management Club, Math Club and Sports clubs and so on. This shall not include political clubs (clubs formed with the intention – solely or partly – of running for the office of various representatives of the Student Council with or without affiliation to mainstream political parties or individuals.)

'Year': Refers to the academic year and not calendar year.

'Student Council': The body comprising elected representatives of the students formed after a university-wide election.

All other terms carry their usual meaning or as defined by the University.

3. Procedure for Forming Student Clubs:

3.1. A group of students sharing a common interest may come together to form a club.

3.2. After agreeing to form a club, the students may choose whether or not they want their club to be recognised by the University.

- 3.3. Clubs which seek recognition from the University must have a minimum starting strength of five. This does not apply to clubs which do not seek the University's recognition.
- 3.4. In order to be recognised by the University, the club must seek the support of some faculty and request the faculty to be their club's Faculty Advisor. One club may have more than one Faculty Advisor. If the club does not want to be recognised by the University, they need not have a Faculty Advisor.
- 3.5. Once the faculty accepts the role of Faculty Advisor, the students must submit the Club Formation Form to the Office of the Dean. The form must contain the name of the club, the purpose of the club, a tentative list (or description) of the kinds of events they will be holding, the name of the faculty advisor(s) and a Memorandum of Association detailing the tentative membership and management rules of the club. The letter must be signed by at least one of the student member of the club and the Faculty Advisor/s.
- 3.6. The Dean shall recognise the club as she/he deems fit. Any club is deemed 'fit' if:
 - 3.6.1. its objectives and activities are not opposed to the Vision and Mission of the University.
- 3.7. The Office of the Dean will maintain a record of recognised clubs along with details like names of office-bearers and faculty advisors.
- 3.8. Once approved, a copy of the letter carrying the approval remarks of the Dean must be sent to the department of IT, Media, the Registrar and the Finance Officer.

4. Procedure for Dissolution of Student Clubs:

- 4.1. Each club may have its own procedure or regulations to decide on the question of dissolution.
- 4.2. If it is decided that a recognised student club is to be dissolved then a letter mentioning the same must be submitted to the Office of the Dean.
- 4.3. The letter must contain the reasons for dissolution, must be signed by the club in-charge and must be approved by the Faculty Advisor. The Faculty Advisor must include in their forwarding remarks that the club has no pending disciplinary, financial, asset-related or any other issues. The club may not be dissolved until such issues are resolved.
- 4.4. Once dissolved, the copy of the letter carrying the remarks of the Dean must be sent to the department of IT, Media, the Registrar and the Finance Officer.

5. Rules for Functioning of Student Clubs:

- 5.1. No club will be recognised by the University unless it has a Faculty Advisor.
- 5.2. Student clubs, whether recognised by the University or not, may not do anything which is detrimental to the University. If they are found to do so, all its members will be liable for disciplinary action.
- 5.3. No permission will be given for any event by a recognised club if the event is not approved by the Faculty Advisor. The Faculty Advisor must be given sufficient

- notice (at least a week's notice, in general) for approving an event.
- 5.4. No club activities or events may be held during the slot allotted to 'CVV Family Time' in the timetable.
 - 5.5. If a club is not conducting regular activities, the Faculty Advisor may recommend to the Dean to derecognise the club until further notice. By 'regular activities' is meant: at least one flagship event per year. A flagship event refers to a major showcase/performance that highlights the club's activities to the entire campus.
 - 5.6. All activities of a recognised club must be well documented. This includes financial statements, minutes of meetings, reports of events and relevant images or videos of the events held. These must be produced on demand. Each recognised club will be provided with a shared drive space for this purpose.
 - 5.7. Every recognised club must have a President and Treasurer. The rest of the organisational roles are left to the discretion of the individual clubs.
 - 5.8. 'Recognised by the University' entails the following:
 - 5.8.1. The club may request for funding from the University. However, the University is not obligated to fund the activities of any club.
 - 5.8.2. The club will get priority in resource allocation – that is a classroom, auditorium, media facilities etc.
 - 5.8.3. The name of the club will be displayed on the University website.
 - 5.8.4. The club may use the University logo and website for promoting their events (provided the content is approved by the University's Media Team beforehand).
 - 5.8.5. The students who are members of a club may mention the same in their CV. The university will ratify the membership if requested.
 - 5.8.6. Students who are members of such clubs can, if desired, get a certificate from the club head as proof that they were part of the club.
 - 5.8.7. The club heads can, if desired, get a certificate from the Faculty Advisor as proof that they were head of the club for the specified duration. The preparation of such certificates is left to the discretion of the individual club although a standard template across the University is recommended.
 - 5.9. Notwithstanding sub-clause 5.8.2, a space allotted to or booked by an unrecognised club or association prior in time, shall not be reallocated to a recognised club on the claim of priority.
 - 5.10. The Student Council should not interfere in the day-to-day operations of the clubs. The two should operate independently and collaborate during major events like fests, University Day etc. The Student Council (through the office of the Cultural Secretary, if any) may intervene in terms of:
 - 5.10.1. conflicts of scheduling between different clubs,
 - 5.10.2. complaints (from club members) about mismanagement of internal elections and funds,
 - 5.10.3. policies that seem blatantly unfair,
 - 5.10.4. or as directed by the Faculty Advisor(s).
 - 5.11. All disciplinary matters related to the club will come under the jurisdiction of the Office of the Dean.

6. Roles and Responsibilities of Student Heads of Club

- 6.1. The tenure of the club President and Treasurer will be one year. The same person/s may continue for another year as per the internal decision of the club.
- 6.2. The President must document the events and activities in a standard format and submit a copy to the Faculty Advisor when requested.
- 6.3. The President will serve as the point of contact for other departments like Media, IT etc. and also for the Office of the Dean.
- 6.4. The President will ensure that new members are added to the club every year.
- 6.5. The Treasurer must maintain clear financial records of the club's activities and present them to the President and Faculty Advisor when required.
- 6.6. If the club has received funding from the University for an event, the Treasurer must submit bills/financial statements of the expenditure to the Office of the Dean within ten working days of the event.

7. Roles and Responsibilities of the Faculty Advisor of a Club

- 7.1. The tenure of the Faculty Advisor/s will be one year. The Faculty Advisor/s may continue in their role as per their interest and the students' request.
- 7.2. The Faculty Advisor/s must approve and moderate all club activities and ensure that the students are documenting the events systematically.
- 7.3. The Faculty Advisor/s may resolve any issue which is brought to their notice more so issues which the students could not resolve among themselves. It is recommended that club matters (except for approval and dissolution) are not escalated to the Office of the Dean (or any other higher office).
- 7.4. The Faculty Advisor/s may not dissolve the club under any circumstances outside of those set out in the section on 'Procedure for Dissolution of Student Clubs':

8. Guidelines for Recognised Clubs:

- 8.1. Students are encouraged to form clubs since it makes their campus life more vibrant and enriches their soft skills.
- 8.2. It is recommended that faculty members actively support the clubs by agreeing to be faculty advisors and in any other way according to their personal interests.
- 8.3. It is recommended that key staff like wardens, the staff of IT and Media departments be supportive of all club activities.
- 8.4. Any differences among clubs or club members must be resolved amicably with the help of the Faculty Advisor/s and the Cultural Secretary.
- 8.5. The clubs are answerable (subject to the limitations set in clause 5.10) to the Cultural Secretary of the Student Council (if any). The Cultural Secretary is advised to tap into the resources of the clubs for inter-college fests, University fests and other events. It is also recommended that the Student Council must not show any bias when it comes to hosting programs and give all clubs equal opportunity in conducting events within the available resources.
- 8.6. Academic activities must be a priority for the students and participation in clubs,

- however valuable, must be secondary.
- 8.7. The clubs are advised to be as democratic as possible in the internal organisation of the club.
 - 8.8. It is recommended that the Treasurer of the Student Council (if any) should consult the Treasurer of the clubs (if any) during college fests and other programs, to discuss financial details.
 - 8.9. It is recommended that the Faculty Advisor/s take initiative to groom the members of a club with the aim of improving the quality of the club and its activities.
 - 8.10. Faculty are recommended not to conduct extra classes in the hours marked in the timetable for 'Student Club Activities' (or to that effect) unless there is an official circular to use those hours to compensate for classes lost (due to rain, strike or any other unexpected event).
 - 8.11. Though students are encouraged to have discussions and opinions on political matters and politics, the intention of forming a club should not be to promote or oppose the political ideology of any political party or individual.

9. Guidelines for Unrecognised Clubs and their Activities

- 9.1. An unrecognised club and its activities may be supported by the University. However, the University is not obliged to do so.
- 9.2. University spaces such as classrooms and grounds may be used by such groups for conducting their activities, however, if they require an exclusive allotment of any spaces or facilities they may apply to the concerned office (Facilities, IT, Media) in advance.
- 9.3. Other support systems such as media coverage, AV equipment may be provided to them.
- 9.4. Academic activities must be a priority for the students and hence participation in clubs, however valuable, must be treated as secondary.
- 9.5. The clubs are advised to be as democratic as possible in the internal organisation of the club.
- 9.6. Though students are encouraged to have discussions and opinions on political matters and politics, the intention of forming a club should not be to promote or oppose the political ideology of any political party or individual.