



BANNARI AMMAN INSTITUTE OF TECHNOLOGY

An Autonomous Institution Affiliated to Anna University - Chennai • Approved by AICTE • Accredited by NAAC with 'A+' Grade

SATHYAMANGALAM - 638401 ERODE DISTRICT TAMILNADU INDIA

Ph: 04295-226000/221289 Fax: 04295-226666 Email: stayahead@bitsathy.ac.in Web: www.bitsathy.ac.in

CLUB POLICY 2023

(Valid till may 2028)

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1.		Introduction
		Bannari Amman Institute of Technology (BIT) aims to provide a holistic learning atmosphere in the campus, to the students, with a combination of academic and co-curricular activities. BIT encourages students to actively engage in co-curricular activities on campus to enhance the educational experience and develop various skills and improve the knowledge levels. Through participation in clubs and other planned activities, students develop a wide range of soft skills including communication skills, interpersonal skills and leadership skills. Involvement in recognized clubs and organizations at BIT provides the students an opportunity to network, represent BIT and become engaged in service activities both on-campus and off campus.
2.		Objectives
		<p>The main objectives of the Clubs and Societies policy are to</p> <ul style="list-style-type: none"> ● Provide opportunities to the students to participate in co-curricular activities as an extension of the academic activities. ● Inculcate good governance and develop skills through team work and organizing various activities and camps. ● Take an active interest and role in the civic, cultural, social and moral welfare of the communities and thereby demonstrating a good citizenship. <p>The objectives of the Professional Chapters shall be in accordance to those of the Professional Bodies, who provide affiliation to such Chapters.</p>
3.		Scope <p>Membership(s) in all Student Clubs and Societies is / are open to all the students of BIT, whereas the membership in the Professional Society shall be governed by the rules and regulations of the affiliating body.</p> <p>Clubs, Societies and Professional Chapters include all those listed in the BIT Calendar, from time to time.</p>
4.		References
		BIT Calendar for list of Clubs, Societies and Professional Chapters that are active.
5.		Clubs and Societies
	a)	A group shall become a Club or Society only after administrative review and recommended by the Office of Planning and Development and Students Affairs and approved by the Apex committee.
	b)	List of all the active Clubs, Societies and Professional Chapters shall be published in the BIT calendar from time to time so that the students can choose the clubs in which they would like to become a member. This list shall be updated on annual (Annexure I) basis

		based on the activities and contributions by the Overall Club Coordinators along with the Goals and Objectives of every Club / Society / Professional Chapter.
	c)	There shall be two faculty coordinators for every Club / Society appointed on term basis, based on the interest evinced, as published in the BIT Calendar (Annexure II). All the programs of the clubs / societies shall be monitored under the supervision faculty coordinators.
	d)	Minimum number of members required for any club to be considered as 'active' and for any financial sponsorship shall be at least 30 students across various branches and year of study.
	e)	Activities of all the Clubs / Societies and Professional Chapters shall be administered by Overall Coordinators (not more than two), who shall be at least in the Associate Professor cadre and should have been a coordinator for a club at least one term.
	f)	Club Coordinators shall hold the Office Bearers Meetings at least once in two months to plan and discuss the activities and assess the outcome of the activities carried out (Annexure III).
	g)	All the Clubs and Societies shall establish a link with local bodies / NGO wherever possible in order to reach and disseminate the benefits to the public also, i.e. outreach activities. Overall Coordinators shall maintain the list of such NGOs and local bodies along with their contact details (Annexure IV). In the case of Professional Chapters, name and contact details of the Parent Chapter / Body shall be maintained.
	h)	No funds / fee shall be collected from the Members of the Clubs and Societies without the approval or knowledge of the Head of the Institution. Whereas in the case of Professional Chapters, the fee as charged by the Parent Chapter / Body shall be collected from the Members (students) after the approval from the Apex Committee.
6.		Membership Requirements
	a)	During the beginning of every academic year, a circular shall be sent by the Overall Coordinator(s) for inviting students to become members in various Clubs / Societies and membership enrolment duration shall not exceed one week or 7 working days. Students shall become a member in a Club / Society or both by submitting the enrolment form, generally on-line form, to the concerned coordinator in the club with a request for membership (Annexure V).
	b)	On receipt of the membership forms, all the coordinators shall have a common meeting convened by the Overall Coordinator(s) to finalize the members. Preference shall be given to I, II and III Year students and one student can become a member in, maximum, three Clubs, Societies and Professional Chapters (all together) to provide fair opportunity to other co-students. Students who opted for the membership in more than 3 Clubs / Societies / Professional Chapters shall be requested to withdraw accordingly.

		At the end of the meeting, every Coordinator shall finalize the List of Members (Annexure VI) for the respective Club / Society and publish the same in the BIT web portal.
		<p>On finalizing the Members, the concerned Coordinator(s) shall convene a meeting to select the Office Bearers on consensus basis the following selection criteria:</p> <ol style="list-style-type: none"> Seven Office Bearers shall be selected for every Club / Society Past President as a Mentor from IV Year President and Secretary from III Year Joint Secretary from II Year Three Executive Committee Members from II or III Year Office bearer of one club shall not act as an office bearer of the other club At least two out of seven members will be girls, wherever possible Office bearers shall have a minimum CGPA of 6 with no standing arrears <p>Officer bearers MUST NOT have indulged in any disciplinary infraction(s) in the past or while in Office. Involvement in such actions shall render the position invalid. Term of the office bearer selected will be for one academic year (June – May).</p>
7.		Activities of Clubs / Societies / Professional Chapters
	a)	Overall Club Coordinators, Individual Coordinators with the respective Office Bearers shall convene a meeting at the beginning of the Academic Year to finalize the list of activities in accordance with the Goals and Objectives (to ensure no conflicts) and shall prepare the financial request to the Apex Committee through Office of Dean – Planning, Development and Student Affairs.
	b)	All the Coordinators of the Clubs / Societies / Professional Chapters shall submit the list of activities carried out during the previous month by first Monday of next month.
	c)	Overall Coordinators shall hold a meeting at least once in three monthly to review the performance of all the clubs / societies and professional chapters and minutes (Annexure III) shall be sent to IQAC / Autonomous Coordinators for further actions.
	d)	On bi-annual basis, the Dean of Planning and Development and Student Affairs shall review the operations of all Student Clubs in accordance with the Goals and Objectives of the Clubs and activities.
8.		Privileges and Benefits to the Members
		<p>Student Clubs at Bannari Amman Institute of Technology (BIT) exist to promote the educational, cultural, social, and recreational well-being of BIT students. Recognized Student Clubs / Societies / Professional Chapters of BIT can</p> <ol style="list-style-type: none"> Schedule the use of College meeting rooms and other facilities Use Campus news media, duplication, and office equipment

		<ul style="list-style-type: none"> iii. Raise funds for Organization / Club events (with proper approvals) iv. Represent BIT at local and national functions v. Develop leadership skills vi. Engage in networking activities vii. Become eligible for awards and honors given for outstanding services viii. Avail on-duty to its office bearers / members while organizing various events based on the participation, within the limit specified in the Regulations
9.		Roles and Responsibilities of Coordinators and Officer Bearers
		<p>Faculty Coordinator</p> <p>Faculty Coordinators shall have knowledge and skills which enable them to empower students within the group they advise. Faculty Coordinators must be a role model and demonstrate ethical behaviors and when appropriate, provide directions to organizations which are consistent with BIT Policy. Roles of Faculty Coordinators shall include:</p> <ul style="list-style-type: none"> i. Provide leadership development and skills training to the Members ii. Serve as troubleshooters, whenever required while organizing events iii. Provide access to internal and external networks within BIT's scope iv. Channelize the flow of information / communication v. Monitor expenditures with respect to amount received vi. Enhance the level of activities with involvement of Members vii. Provide smooth leadership transition
10.		<p>Office Bearers</p> <ul style="list-style-type: none"> i. Keep the Faculty Coordinator informed with all activities, meetings, agenda and topics for discussion ii. Share responsibility with other group members iii. Create the group identity iv. Meets regularly with the Faculty Coordinator and discusses plans and problems v. Acts in the best interests of BIT at all times vi. Represents BIT and its interests, both to other students and to BIT in meetings and events vii. Assists other students in the organization to develop skills and conducts activities which will significantly enhance the BIT environment viii. Document group activities
11.		Conducting Meetings and Reserving Events / Activities
		<p>Clubs / Societies / Professional Chapters are expected to conduct monthly meetings, preferably after class hours for planning, reporting, and decision making. The office bearers shall spend some time before the meeting to plan each detail, including</p> <ul style="list-style-type: none"> i. Purpose of the meeting

		<ul style="list-style-type: none"> ii. Approved Agenda by Coordinator(s) iii. Maintenance of Attendance iv. Correction and Approval of Previous Minutes v. Events and Reports vi. Announcements <p>It shall be the joint responsibility of Coordinator(s) and Secretary to maintain the circular (Annexure VII), minutes of the meeting (Annexure VIII), Action taken report (Annexure IX) and submit the same to Overall Coordinators.</p> <p>No student activities shall be scheduled during the period of Final Examinations or Periodical Tests. Also, Coordinators shall ensure the events are planned at least two weeks before the Semester Examinations and one week before the Periodical Tests.</p> <p>Facility/Event cancellations shall be communicated to the Overall Coordinator(s) 24 hours in advance. BIT has the right to limit the number of activities scheduled and to restrict the designated locations.</p>
12.		Organizing of Events
		<ul style="list-style-type: none"> i. Coordinators in discussion with Office Bearers shall organize every events effectively by sending the brochures, uploading the events in website, workplace FB and advertisements in Newspapers (wherever required). ii. A Club / Society may use BIT name and logo as a whole, or as a part, or in conjunction with Club / Society name this shall be the responsibility of the Coordinators. iii. Venue shall be booked well in advance for the guest in accordance with the rules of BIT. iv. Banner and Certificates should be of standard size for all the events executed by all the clubs (Annexure X) v. Honorarium for the guests must have been approved by the Apex committee, prior to the commencement of the Programs and Events, if required. vi. Registration fee can be collected for the conduct of the events with proper approval from the Apex Committee in writing, in advance. vii. After the completion of an event its report should be sent to the Overall Coordinator along with the feedback of the event, the same will be communicated to BIT Daily News and News Papers (through concerned person). viii. The awards and achievements received by each club in National/State/University level will be appreciated during Annual Day.
13.		Budget and Settlement of Expenditures
		Annual Budget for all Clubs and Societies shall be prepared by the respective Coordinators and submitted through standard format and procedures. Once approved, the approved

		<p>budget shall be availed to seek the financial assistance from the Management, as and when required.</p> <p>On availing financial assistance from BIT or other funding agencies, the expenditure along with the receipts shall be submitted to the concerned agencies within three days after completion of the programme.</p> <p>Standard items shall be purchased in the BIT Cooperative Stores or from the approved vendors only.</p>
14.		Closure of a Club / Society / Professional Chapter
		<p>A club or society or professional chapter may be closed on account of poor membership(s), less active members and insufficient activities shall be referred to Apex Committee by the Overall Club Coordinator with suggestions for revival or recommendations for closure. In the case of Professional Chapters, the closure shall be in-line with the recommendations or approval by the Parent Chapter of the Professional Body.</p>

ANNEXURE - I
List of Active Clubs / Societies / Professional Chapters

S. No.	Clubs / Societies / Professional Chapters
1	Bureau of Overseas Education
2	Code Circle
3	Community Service Club
4	Electoral Literacy Club
5	Udyami EDC and BIT Startup Park
6	Faculty Recreation Club
7	Fine Arts Club
8	Foodture Club
9	Geo Club
10	Great Minds Club
11	Industrial Safety Club
12	Kani Tamil Peravai
13	Language Excellence and Performance Club (LEaP)
14	Leo Club
15	Makkal Sindhanai Peravai
16	Math Club
17	Music Club
18	Muthamizh Mandram
19	Photo Hub
20	Red Ribbon Club
21	Science Club(Tedx) and LDS
22	Women Development Cell
23	Yoga Club
24	Youth Red Cross
25	NCC
26	NSS Unit I & Blood Donation
27	NSS Unit II
28	Unnat Bharat Abhiyan

ANNEXURE - II
Faculty Coordinators for Club/Society

S.No.	Clubs / Societies / Professional Chapters	Faculty Coordinators
1	Bureau of Overseas Education	Mr S Bala Vignesh (EEE) Mr B Vaidhyanathan (BT) Ms V R Kiruthika (CSE)
2	Code Circle	Mr R Dhanasekar (EIE) Ms K M Nandhini (EIE)
3	Community Service Club	Mr S Suseendran (CSE) Dr A Ajai (Humanities)
4	Electoral Literacy Club	Dr K Prakash (Maths) Ms P Ponnala (IT)
5	Udyami EDC and BIT Startup Park	Mr S Rajaseetharama (Biotech) Dr M Kirupa Shankar (Biotech)
6	Faculty Recreation club	Dr C Sasikumar (Mech) Mr S Deepan kumar (Agri)
7	Fine Arts Club	Dr M Anburaj (Humanities) Dr J Vivekanandhan (Phy)
8	Foodture Club	Ms M Ramya (FD) Ms M R K Pujaa Sakthy (FD)
9	GEO Club	Ms J Archana (Agri) Ms N Nandhini (BT)
10	Great Minds Club	Mr S Deepankumar (Auto) Ms P Gopika Ram (BME)
11	Industrial Safety Club	Dr K Muthukumar (Mech) Ms V Mohanapriya (EEE)
12	Kani Tamil Peravai	Mr J Biju (ISE) Mr S Satheeshkumar (AIDS)
13	Language Excellence and Performance Club (LEaP)	Ms P Caroline Cynthia (Humanities) Ms A Gayatri (ELCC)
14	Leo Club	Dr P Subhapriya (Chemistry) Dr M Murali Krishnanan (Chemistry) Ms B T Nithya Priya (FD)
15	Makkal Sindhanai Peravai	Ms M Kalaiyarasi M (EI) Ms G S Prasannakiruba (CT)
16	Math Club	Dr V R Vinothini (Maths) Dr K Prabhavathi (Maths)
17	Music Club	Mr P Jeyavel Karthick (BT) Ms S Ragamathi (BT)

18	Muthamizh Mandram	Mrs M Ranjitham (Civil) Dr P Ramya (ECE) Mr R Divakar (CT)
19	Photo Hub	Mr R Ramkumar (ECE) Dr A Anandha Moorthy (Mech)
20	Red Ribbon Club	Ms M E Sinduja (Biotech) Dr G Gopi (Physics) Ms B T Annapoorani (ECE)
21	Science Club(TEDx) and LDS	Dr R Balakrishnaraja (FD) Dr P Pachamuthu (Chemistry)
22	Women Development Cell	Dr A Bharathi (IT) Ms K T Maheswari (EEE) Ms R Leelavathi (IT)
23	Yoga Club	Ms N Mekala (FT) Mr N P Satheesh (AIDS)
24	Youth Red Cross	Dr A Danielraj (ECE) Mr V Gnanasundar (Civil) Mrs V Preetha (Civil)
25	NCC	Ms D Rohini (Aero) Dr M Malathi (Chemistry) Dr K Nijandhan (Mtrs)
26	NSS Unit I & BDC	Dr V N Vijayakumar (Phy) Dr R Praveena (Chemistry)
27	NSS Unit II	Dr K Sadasivam (Phy) Dr K Vanitha (Phy)
28	UBA	Dr K Selvakumar (Phy) Dr V Deepha (chem)

Annexure - III
Plan, Discuss and Outcome of the Activities

Ref. No.:

Meeting No.-----

Date----

Name of the Club :

Name of the Office Bearers :

Activities Planned :

Expected Outcomes :

Signature of the President

Signature of the Coordinator

Annexure - IV
List of Local Bodies/NGO with Contact Details

S.No.	NGO	Address	Contact Number	Mail Id
1	Bannari Rural Foundation	Bannari Rural Foundation, Bannari Amman Sugars Complex, Alathukombai, Sathyamangalam, Erode district, Tamil Nadu - 638 401	04295-220363	bassathy@bannari.com
2	AID India	No: 45, Pycrofts Road First Street Royapettah Chennai - 600014. India	04428602308	info@aidindia.in
3	Yakkai Arakkattalai	FCI road, Varadharajulu nagar, Ganapathy, Coimbatore-641006	9489663004	yaakkai.info@gmail.com
4	Tree People charitable Trust	230, Periyagundri, Gundri, Kadambur(Po), Sathyamangalam(Tk), Erode, 638503. -Sathyamangalam	9095061097	treepeoplestr@gmail.com
5	Akshit Foundation	445-A, Marudhamalai Main Road, Opp. to Canara Bank, P.N.Pudur, Coimbatore, Tamil Nadu - 641041	9003990011	akshitfoundation@gmail.com
6	Families for Children	107, Vellalore Road, Podanur, Coimbatore-23.	9600418833 0422 – 2413235, 2413433. 2413397.	srikalaiselvi@gmail.com
7	Siruthuli Foundation	Mrs.Girija Ramesh Program Manager- Siruthuli	9840227877	girija.r@siruthuli.com https://siruthuli.com
8	Sittruli Foundation	Mr. J. Gunasekaran, Founder, Sittruli Foundation, Coimbatore	9843804387	info@sittruli.org www.sittruli.org

9	Young Indians Erode Chapter	Yi Erode Chapter, Confederation of Indian Industry Erode Zone (Southern Region) No: 42, Balasubramaniya Nagar, First Floor Opp.Sudha Mother & Child Care Centre Perundurai Road, Erode, India, Tamil Nadu	9600924118	yi.erode@cii.in www.youngindians.net
10	Olirum Erode Foundation	Olirum Erode Foundation, No.133, Gandhi Road, Opposite Railway Junction, SKM Shree Building, Erode-638 001, Tamil Nadu, India.	97869 55572 0424-2256755	ceo@olirumerodu.com info@olirumerodu.com www.olirumerodu.com
11	Manas Foundation	Manas Foundation, Amala School road, Gobichettipalayam- 638452	9750517779	sasi.prabha@ymail.com

Annexure - V
Membership Form

Membership Application (Automatic Retrieval of Information from CAMPS wherever possible)					
Club Details					
Name of the Club:					
Name of the Club Coordinator:					
PERSONAL Information					
Name of the Applicant:					
Date of birth:					
Gender:					
Blood Group:					
Mobile:					
Father's Name:		Occupation:		Contact No:	
Mother's Name:		Occupation:		Contact No:	
Day Scholar/Hosteller :		Hostel Details:(if applicable)			
Current address			Permanent Address:		
City:	State:	PIN:	City:	State:	PIN:
Email ID:		PAN No :		Aadhar No:	
PROFESSIONAL INFORMATION					
Degree:		Branch:		Year & Batch:	
Class Advisor:		Contact No:		Email ID:	
Professor In-charge:		Contact No:		Email ID:	
Head of the Department:		Contact No:		Email ID:	
Emergency Contact					
Name of a relative not residing with you:					
Address:				Phone:	

Membership Application (Automatic Retrieval of Information from CAMPS wherever possible)		
City:	State:	PIN Code:
Relationship:		
References		
Name	Address	Phone
Declaration		
I hereby declare that the above said information are true and I will follow the rules and regulations of the club.		
Signature of the Applicant:		Date:

Annexure - VI
List of Members for Clubs / Societies

Sl. No.	Roll No.	Name of the Student	Department	Name of the Club

Signature of the President

Signature of the Coordinator(s)

Annexure - VII
Circular

Date: _____

There will be a (Clubs / Societies) committee meeting at (time) on (Date) in the (venue). The committee members are requested to attend the meeting to discuss the following agenda

AGENDA

- 1.
- 2.
- 3.

Signature
(Name of the Club / Society In-charge)

Principal

Annexure - VIII
Minutes of the Meeting



BANNARI AMMAN INSTITUTE OF TECHNOLOGY
Sathyamangalam - 638 401

Name of the Club:		Ref. No.		
Venue :		Date & Time		
Members Present:				
Sl.No.	Points Discussed	Target Date	Responsibility	Remarks
	Copy to: The Principal. Dean PDS	Prepared by		
		Approved by		
		Date		
		Page No.		

Annexure - IX
Action Taken Report

Name of the club / society:

Date: _____

The suggestions given by members in the meeting conducted on _____ and actions taken on the suggestions were discussed in the subsequent meeting. The summary of the action taken on the suggestions are as follows:

Sl. No.	Points Discussed	Action Taken
1		
2		
3		
4		

Committee In charge

Head Infrastructure Activities

IQAC Coordinator

Annexure - X
Standard Size of Banners and Certificates

Certificate(s):

Size : A4 size, Color Print out

Board Size: 300GSM

Banner(s):

Main Gate

Height: 10 ft

Width : 12 ft

Inside Campus

Height: 8 ft

Width : 10 ft