



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

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CLUB POLICY 2018

(Valid till may 2023)

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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"> i. Seven Office Bearers shall be selected for every Club / Society ii. Past President as a Mentor from IV Year iii. President and Secretary from III Year iv. Joint Secretary from II Year v. Three Executive Committee Members from II or III Year vi. Office bearer of one club shall not act as an office bearer of the other club vii. At least two out of seven members will be girls, wherever possible viii. 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.</p> <p>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.</p> <p>Recognized Student Clubs / Societies / Professional Chapters of BIT can</p> <ol style="list-style-type: none"> i. Schedule the use of College meeting rooms and other facilities

		<ul style="list-style-type: none"> ii. Use Campus news media, duplication, and office equipment 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 shall</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
		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

	<ul style="list-style-type: none"> i. Purpose of the meeting 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 minutes of the meeting (Annexure VII) 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) 24hours 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 VIII) v. Honorarium for the guests must have been approved by the Apex committee, prior to the commencement of the Programmes 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 / Achievers' Day with attractive prizes / Citations.
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 ap-

	<p>proved budget shall be availed to seek the financial assistance from the Management, as and when required.</p> <p>On availing financial assistance form 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.	<p>Closure of a Club / Society / Professional Chapter</p>
	<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	Udyami EDC and BIT Startup Park
5	Fine Arts Club
6	GEO Club
7	Great Minds Club
8	Industrial Safety Club
9	Kani Tamil Peravai
10	Language Excellence and Performance Club (LEaP)
11	Leo Club
12	The literary & Debating Society
13	Makkal Sindhanai Peravai
14	Math Club
15	Music Club
16	Muthamizh Mandram
17	Photo Hub
18	Red Ribbon Club
19	Science Club(TEDx)
20	Women Development Cell
21	Youth Red Cross
22	NCC
23	NSS & Blood Donation
24	IEEE Students Chapter

ANNEXURE - II
Faculty Coordinators for Club/Society

S.No.	Clubs/Societies/Professional Chapters	Faculty Coordinators
1	Bureau of Overseas Education	Dr Rajalashmi K (EEE) MrVignesh S (Mtrs)
2	Code Circle	Ms. Malathi T (CSE) Mr. Dhanasekar R (EIE)
3	Community Service Club	Ms. Ramya P (CSE) Mr. Suseendran S (CSE)
4	Udyami EDC and BIT Startup Park	Dr. Senthamarai M (Biotech) Mr. Prathap M R (BM)
5	Fine Arts Club	Mr. Vairavel K S (EIE) Dr. Vivekanandhan J (Phy)
6	GEO Club	Dr. Jayakumar K (Humanities) Mr. Manjunath N V (Civil)
7	Great Minds Club	Ms. Priya R (FT)
8	Industrial Safety Club	Dr. Muthukumar K (Mech) Ms. Mohanapriya V (EEE) Mrs. Gayathri Priyadarshini (BME)
9	Kani Tamil Peravai	Dr. Ramesh C (CT) Mr. Vadivelu P(Aero)
10	Language Excellence and Performance Club (LEAP)	Ms. P. Caroline Cynthia (Humanities) Ms. N. Nandhini (Humanities)
11	Leo Club	Dr. Sadhasivam K (Phy) Dr. Subhapriya P (Chemistry)
12	The literary & Debating Society	Mr. Ikram N (EIE) Ms. Ashra Sindhikkaa M (BT)
13	Makkal Sindhanai Peravai	Mr. Ponmurugan M (Mech) Ms. Kalaiyarasi M (EI)
14	Math Club	Dr. Vinothini V R (Maths) Dr. Prabhavathi K (Maths)
15	Music Club	Mr. P. Jeyavel Karthick (BT) Ms. S. Ragamathi (BT)
16	Muthamizh Mandram	Mrs. M. Ranjitham (Civil) Mr. S. Velmurugan (Civil)
17	Photo Hub	Mr. Ramkumar R (ECE) Ms. Reena Catherine J (EEE)
18	Red Ribbon Club	Mr. Rajaseetharama S (Biotech) Ms. Sinduja M E (Biotech)
19	Science Club(TEDx)	Dr. Balakrishnaraja R(FD) Dr. Pachamuthu P (Chemistry)

20	Women Development Cell	Dr. Bharathi A (IT) Ms. Maheswari K T (EEE) Ms. Leelavathi R (IT)
21	Youth Red Cross	Dr. Danielraj A (ECE) Mr. Gnanasundar V (Civil)
22	NCC	Ms. Rohini (Aero) Dr. Malathi Mahalingam (Chemistry) Dr. Najandhan K (Mtrs)
23	NSS & Blood Donation	Dr. Vijayakumar V N (Phy) Dr. Praveena R (Chemistry)

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	SUDAR, Sath-yamangalam	NHRC Funded training programme Service Unit for Development Activities in Rural (SUDAR) was founded in 1997 as a registered non-profit organization under Societies Act.		
2	AID INDIA	No: 45, Pycrofts Road First Street Royapettah Chennai - 600014. India	04428602308	info@aidindia.in
3	Ravi	Akshit Foundation, 445-A, Marudhamalai Main Road, Opp. to Canara Bank, P.N.Pudur, Coimbatore, Tamil Nadu - 641041	9003990011	akshitfoundation@gmail.com
4	Kalaiselvi	FAMILIES FOR CHILDREN. 107, Vellalore Road, Podanur, Coimbatore-23. 0422 - 2413235, 2413433. 0422 - 2413397. 96004 18833	9600418833	srikalaiselvi@gmail.com
5	Harish		9994400697	ftscbe@gmail.com
6	Mahesh, dineshmehta		9843047377, 9442613735	jaindialysiscentre@gmail.com
7	Nagalingam		9894524322	amritaserve@gmail.com
8	Padmanaban		9087790877	agpadmanaban@gmail.com
9	SamarasaPandian		9443725925	samarasapandian@gmail.com
10	Sampath Kumar		9443143929	sampathkumar@yahoo.co.in
11	Kamal Shah		9843043444	kamal@kamalyarn.co.in
12	Santha Kumar		9842267700	thozharshanthakumar@gmail.com
13	Mahalingam		9894478219	nrmaha@gmail.com
14	Bhuvana		0422- 4236789	bhuvana@sankaraeye.com
15	Sasi RekhaVenkatesh		9940080246	

16	S. Mariappan		7305839776	mail@amarseva.org
17	Thiagarajan		9942211460	krishnakumar.akarsh@gmail.com
18	Narayanan V		7200070235	svmmagali@gmail.com
19	Nalini		9585526256, 2441902	amritifsn@yahoo.com
20	Jaganathan		9442241400	aimallindiamovement@gmail.com
21	Parvathy		95000995552	wvsspecialschool2005@gmail.com
22	C.G.S. Manion		9500959090	cgsmanion@gmail.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
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 - VIII
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