

**ANANT NATIONAL UNIVERSITY
OFFICE OF STUDENT SERVICES
POLICY ON CLUBS AND SOCIETIES**

I. Introduction

The Anant National University Office of Student Services on policies related to Clubs and Societies elucidates the process of founding and running student-driven clubs and societies on campus. Student Clubs and Societies are at the core of creative extracurricular pursuits by students, in sync with the larger ethos of the University, and meant to enrich the collective learning experience and foster a creative, innovative, and gratifying culture at the University.

A 'society' is an umbrella organisation which has under it two or more clubs, which are separate entities but have a common objective. For instance, the Music Society can have the dance and music clubs subsumed under it. A 'club', on the other hand, is an association of people towards a common interest where each member contributes and defines the club equally and all members meet periodically.

II. Establishing and Maintaining Clubs & Societies

A. REGISTRATION OF NEW CLUBS AND SOCIETIES

1. **Timeline:** The Office of Student Services will open applications for registration of new clubs in the first (two) month(s) of each academic year. The Office of Student Services undertakes the Orientation Session on Clubs and Societies in collaboration with Student Council during the respective Orientation Programmes for each cohort or at the first available opportunity once students are settled in, and also curates Clubs Showcase – organised by the existing clubs and societies – aimed at giving students a glimpse into the already existing clubs and societies on the campus.
2. **Mode of Application:** The Office of Student Service will open registrations to join existing clubs or start new clubs via online google form, which is to be filled and submitted online, as per the specified deadline. Any student wishing to start a new club must submit the following details as part of their application:
 - a. Name of club and founding members
 - b. Objective and vision of the club
 - c. Indicative activities and events the club would undertake (in line with the requirements set out in this document)
 - d. Proposed budget and proposed modes of fund-raising
3. **Evaluation of Application & Approval Procedure:** The Office of Student Services evaluates applications received. Following are the broad categories according to which the applications are evaluated and decision on approvals are taken:
 - a. Creativity and innovation in the rationale and purpose of the Club & Societies
 - b. Projected level of commitment through set targets as per timeline
 - c. Alignment with the ethos and values of the University at large. Do note that any clubs or societies which are not inclusive in nature and which can potentially hurt the sentiments of any stakeholders at AnantU, will not be granted approval

4. **Announcement of New Clubs and Societies** : Subsequent to the evaluation of applications, the Office of Student Services makes an online public announcement of clubs and societies with the following details:
 - a. Newly approved clubs and societies along with list of members
 - b. Suggested mergers of newly approved and already existing clubs and societies
 - c. Already existing clubs and societies

5. **Probationary Period**: Every club and society will be under probation for the first semester of the academic year (i.e. till end of December). Their permanent status will be determined after end-semester appraisal for the clubs and societies.

6. **Each Approved Club and Society must Complete the following formalities at their outset**:
 - a. Attend the first Club's or Societies' Town-hall organised by the Office of Student Services.
 - b. Complete, sign and submit the 'Undertaking for the Approved Clubs and Societies' (Annexure I), along with declaration for the damage to property/resources provided by the university.(Annexure II).
 - c. Attend regular Club and Society Mentorship meetings as per the calendar shared by the Office of Student Services.

B. MAINTAINING AN ACTIVE AND CONTRIBUTING STATUS :

All the approved clubs and societies will have to contribute towards building a lively culture at AnantU and progress towards becoming an active contributing club or society. An active contributing club or society will be determined and defined by but not limited to the following features:

1. Membership

A club or a society can be formed and led by the students from any of the programs of AnantU. However, their status as an 'active club or an 'active society' shall be gauged by their growing membership across the larger student community, inclusion of students from various departments and years and their plan of activity for the year. This will particularly enable the Anant Fellowship led and founded clubs or societies to remain on-going and contributing irrespective of the batch graduating in the span of one year.

- a. The minimum strength of a club and society to qualify for this criterion is 7-10 enrolled and permanent members at the end of the probationary period

2. Programmes and initiatives contributing to the campus culture

Each club or society is an independent body and is required to plan their events and calendar and share the same with Office of Student Services.

- a. Every club or society should present its monthly calendar of events and programmes to the Office of Student Services in the last week of the ongoing month. Any clubs who do not submit this within the timeline will not be provided any support in the month for any of their events or programs. The Clubs Interface from the Student Council may also be present at these monthly meetings but would not have a say in approval of the activities of the clubs.

- b. Every club or society is advised to utilise all the opportunities of participation and outreach through events organised by the Office of Student Services, Bloom or any other any other centres or departments hosted within the University. These include, but are not limited to, the following:
 - Club Showcase (Orientation)
 - Annual Fest- Anushthan (March/April)
 - Bloom Week
 - Other platforms, such as Residence Life programmes; programmes hosted by the Centre or other departments

- c. Every club and society will be expected to have one annual performance or showcase – the scale and nature of which can be decided in agreement with the Office of Student Services. Clubs or societies will also be expected to host regular workshops for the larger university body as well as external audiences and are encouraged to participate and showcase their work at various other university festivals.
- d. Every club or society is advised to utilise all the opportunities of participation and outreach through events off campus.

3. Collaborations

Clubs and societies are expected to innovate, come up with fresh ideas on programming and collaborating with other clubs. Clubs and societies should organise at least one event or an activity on campus through such collaborations. All approved clubs or societies - permanent as well as newly formed and approved clubs and societies - must host a collaborative event (defined as more than one club putting up an event together) at least once in the academic year. Such a programme must be conceptualised and organised in keeping with the values and ethos of the university.

4. Club Leadership and Operational Structure

Clubs and societies are expected to form and announce their leadership within 2 weeks of their grant of approval. Clubs and societies are autonomous and hence may create their own system of leadership. This can be through internal elections or mutual consent or nominations. They may use nomenclature such as President, Secretary or Treasurer for their representatives or choose a different nomenclature of their own. Clubs and societies are students prerogative and students are free to run them the way they want while being mindful of creatively representing diverse interests and setting inclusive practices through membership. Every club and society should outline its operational structure in its club or society document and submit it to the Office of Student Services before the end of the probationary period.

While every Club or society is free to choose their operational and leadership structure, the Office of Student Services will require one representative each under the following heads from every club or society.

- a. Club or Society Person of Contact (POC)
- b. POC for Media, Communications and Documentation
- c. POC for Finance and Budgeting

5. Club Mentors

It is mandatory for every club and society to have an advisor – who can be from either staff or faculty of AnantU – to seek advice, help and support. The Office of Student Services can help facilitate this. Every club and society must update the Office of Student Services about the faculty advisor(s) on board at the end of probationary period.

6. Communications and Publicity

All clubs and societies are expected to publicise, announce and notify their events and activities through a variety of creative media such as pamphlets, posters, emails, digital screens etc. They are additionally expected to be in regular contact with the AnantU Marketing Team to get information and creatives posted on the university social media handles. Clubs and societies are encouraged to not start their own separate social media handles and instead integrate with the official university platforms.

Please note: Clubs and societies are expected to adhere to the brand guidelines of AnantU for any public communication or printing material/ collateral such as certificates, trophies etc. going under Anant University's name, logo or signature of any designated authority of Anant. The media, communications, and documentation POC from each club should go through the guidelines with the Marketing Team and Office of Student Services. The Office of Student Services will facilitate this meeting once the clubs are formed and the POC for media, communications, and documentation identified by each club.

7. Report and Documentation

- a. Every club and society is expected to maintain regular and updated records and documentation of their activities, meeting minutes, overall progress and plans. A few broad and indicative heads are as follows:
 - i. Rationale and Objectives
 - ii. Operational and leadership structure
 - iii. Records of current and past membership and leadership
 - iv. Records of current and past events, activities hosted and participated in the by the club and society
 - v. Events in the pipeline
 - vi. Budgets utilisation and accounts
 - vii. An events calendar for every semester at its outset.
 - viii. Archive for photos and videos of events and activities

The above is an indicative list and must be added upon to ensure a rich and exhaustive documented record of a club or society.

- b. The documentation will be utilised in evaluation of the club or society during appraisal periods, letter of recommendations/certification for members of the clubs and societies, documentation and representation of the clubs or societies in various other University forums.
- c. Every club and society must submit a summary report of all the documentation to the Office of Student Services twice every semester, as per schedule communicated by the Office of the Student Services. These updates are also required for ongoing university board meetings and in these cases the Office of Student Services will ask each club or society to send an update within a specified time period.

C. Budgets:

All approved clubs, existing and probationary, will be empowered with an assigned budget to be able to execute and run their activities/programmes. All existing approved clubs will be seeded with a maximum of INR 10,000 and newly formed and approved clubs will be seeded with a sum of INR 5,000 for the duration of the academic year. Please note that the allotted budget is not transferable, clubs would need to get their budget for each event approved from the Office of Student Services, and would be required to submit bills for all the expenses they incur. Clubs and Societies are encouraged to plan programmes or events for the purposes of fundraising and availing sponsorships.

1. Budget Sanction through Grant System

Approved and probationary clubs or societies will be sanctioned and allotted their required sum from their approved budget on a case by case basis for every proposed event / programme. Clubs and societies can apply for sanctions to the Office of Student Services through the 'Clubs and Society Sanction Form' (Annex III).

a. Please take note of the following heads when applying for a sanction:

- i. State the specific activity/programme proposed with a defined purpose indicative of
 - How it will add to campus culture
 - Outreach and impact
 - Outcomes based on research, exposure, innovation, enthusiasm and bonding together
 - Fundraising initiatives
 - ii. Present a breakup of the budget outlining where and how the money will be used.
 - iii. Clubs and societies are encouraged to be minimalistic and optimise available resources.
 - iv. Approval and release of the sanction will be based upon evaluation by the Office of Student Services along with the Club Advisor of the club or society.
- b. Approval and release of the sanction will be based upon evaluation by the Office of Student Services.
 - c. The office will revert with its decision on approval of the sanction within 5 working days from the time of

filing the sanction.

- d. Once the sanction has been approved the clubs or societies are required to submit their bills for reimbursement within 5 days of the event/activity being complete.
- e. The Office of Student Services will consider future requests for a sanction only if the bills and accounts of previous sanction have been submitted and settled with the office, along with a feedback and a summary report of the event within 5 working days of its execution.

2. Special Grants

Clubs or societies with exceptional performances and track record, with an exceptional proposal to host any event or activity, may apply for a special grant to the Office of Student Services through the 'Special Sanction Form' (Annex III).

The approval to this sanction is contingent upon evaluation and approvals given by the Offices concerned: Office of Student Services, Office of the Provost; and any other Office/s that may be on board on a case to case basis.

III. Club Mentorship Programme

Approved and probationary clubs will be regularly mentored, guided and supervised by the Student Services team through ongoing structured programmes. All clubs and societies will be greatly encouraged to build affiliations and collaborations with each other within the institution as well as with contemporaries at the universities and organisations outside, for mutual learning and growth. This will also help them extending inter-college participation at annual festivals, nationally and globally.

The responsibility of club or society mentors may not be restricted to but will comprehensively entail:

- a. Providing support in creating appropriate, structure, organisation and function of initiatives.
- b. Help in building vision and purpose.
- c. Research on unique and effective models of institutionalised clubs and societies across universities.
- d. Connect and network within the larger student body who have been engaged in club and society initiatives at their former institutions.
- e. Develop club or society initiatives to co-create a vibrant campus culture.
- f. Build on the extent and reach of club or society activities amongst the student community through creative media and publicity.
- g. Logistically facilitate resources - space, material, training and budget allocation.
- h. Help design a progressive events calendar.
- i. Organise exposure and outreach programmes - training sessions, workshops, lecture demonstrations etc.

IV. Club Appraisal System

Every approved or probationary club or society will be appraised through Club Appraisal system. The status of the club will be determined through this evaluation that will take place twice in the academic year.

- a. Appraisal I: End of First Semester
 - i. All clubs and societies on probation for the first semester must complete and submit the appraisal data to the Office of Student Services. Based on their performance evaluation undertaken by the Student Services team along with feedback from the Club Advisor(s) of the Club, the status will be determined.
 - ii. All existing clubs and Societies must complete and submit their appraisal data for documentation records, evaluation and feedback.
 - iii. All clubs and societies, whether in existence or newly formed, can be disbanded by the Office of Student Services if they do not meet the appraisal criteria or are found to be violating any of the policies laid out within this document.
- b. Appraisal II: End of academic year
 - i. All clubs and societies must complete and submit their appraisal data to the Office of Student Services for performance evaluation undertaken by Student Services team along with the

feedback from Club Advisor(s) of the Club. Based on this evaluation each club's continued status will be determined.

V. Recommendations/Certification for Club members

- a. Recommendations letters or letters certifying the membership and contribution to the clubs will be based upon the appraisal data submitted by the clubs in the course of academic year.
- b. Students applying for the certificates or recommendation letters shall submit all documents as directed by the Office of Student Services.
- c. The Office of Student Services will refer to all the documents, club leadership and staff advisor for Student certificates and recommendation letters.

VI. Participation in festivals, tournaments and competitions

Every club and society is encouraged to participate in intra-college, inter-college and other festivals, tournaments and competitions. This will be in accordance with the Anant University Office of Student Services Policy on On-Campus and Off- Campus Events.

1. All the Clubs and Societies must contribute and support AnantU Student Council in the preparation for any events, workshops, religious and cultural festivals, annual festival, orientation sessions and convocation ceremony.
2. Every club and society in collaboration with the Student Council is encouraged to participate or support in inter-college and other festivals like Ahmedabad Design Festival, Bangalore Design Week, NASA, Festival of Architecture and Interior Design, and others.
3. Anusthan, is the annual fest of Anant University which has to be curated in collaboration with the Student Council.
4. Students can be a part of not more than 2 clubs and 1 Committee/Centre at the same time.

VII. Damage to the University

Clubs and Societies are expected to respect the property of others (including that of the university) and would be subject to disciplinary action for any defacement or destruction of property. Students are expected to bear the following in mind as they engage in co-curricular activities:

- a. Maintain a wholesome environment on campus by respecting peers and being mindful of appropriate conduct in the sports area (indoor & outdoor), MP Hall, corridors, courtyard, student clubs space and all other areas of the university and the hostel. Shifting furniture or removing it from designated area to change the interiors of the sports area (indoor/outdoor), or any other University space is not permitted without the approval of Office of Student Services. Any other form of vandalism or tampering of signage is also prohibited.
- b. Damage, destruction, or defacement of the property of another, including littering, chalking or loss to university property including but not limited to MP hall, old canteen area, floors, corridors, washrooms and sports room, costs incurred for the purposes of repair or replacement will be billed to the Clubs or Societies responsible for it or the person who last used the facility or the resources as a student if known.
- c. Students are expected to not leave utensils, litter, cups, glasses or any other items in the sports area, MP Hall, Student Clubs space, or any other space on campus. If repeated instances of this come up the space will be barred from student use.
- d. No single student or group of students is permitted to monopolize the areas of the sport activities or the Student Club space. Campus Life encourages congregation and community in the sports room as well as all other shared spaces on campus, and we expect you to be aware and considerate of each other in such spaces.
- e. In an effort to encourage a comfortable studying and resting environment for all students, Quiet Hours on campus including the Campus Aisles are to be observed between 09:00 am to 04:00 pm every day. During Quiet Hours, you are expected to refrain from playing music or creating loud noise in the hallway, and other outdoor sport areas.***Note: i. Any violation of Policy against Sexual Harassment, Anti Ragging Policy and Nirantar-Gender Committee and Disciplinary Committee will not be undertaken by the Office of Student Services. They will be referred to the relevant committee for determination of both the violation and sanction/penalty.**



Annexure I

UNDERTAKING FOR APPROVED CLUBS AND SOCIETIES
(UNDER PROBATION OR PERMANENT STATUS)

I/We:

(Name/s & Enrolment Numbers):

Proposer(s) of the Club/Society (Name) _____ in the year _____, which has been granted approval with probationary status/ permanent status by the Office of Student Services, Anant National University, have read and understood all documents and policies related to the functioning of Clubs and Societies at Anant University and agree to abide by the same.

Signature(s) & Name(s):

Signature of Director of Student Services:



Annexure II

DECLARATION FOR THE DAMAGE
(UNDER PROBATION OR PERMANENT STATUS)

I/We:

(Name/s & Enrolment Numbers):

Proposer(s) of the Club/Society (Name) _____ in the year _____, have read and understood all documents and policies related to the damage to the University and its resources by the Office of Student Services and agree to abide by the same. We agree that any damage to university property or spaces, including lost items, will be borne by the club members or by students responsible for the same. We further agree to identify the said students and recover the amount from them and if we are unable to identify responsible students, the club members will bear the charges.

Signature(s) & Name(s):

Signature of Director of Student Services:



Annexure III

CLUBS AND SOCIETY SANCTION FORM
(UNDER PROBATION OR PERMANENT STATUS)

Date of Application (dd/mm/yyyy): / /

Name of Club/Society seeking the grant:

Founded in (year):

Name of the event/project/programme (if applicable):

Total club/society budget (for current year): ₹ _____

Sanction request: ₹ _____

Contact person(s): 1.Name:

Class Year

Designation:

Email id:

Phone number:

Signature Director of
Student Services



Annexure IV

SPECIAL SANCTION FORM
(UNDER PROBATION OR PERMANENT STATUS)

Date of Application (dd/mm/yyyy): / /

Name of Club/Society seeking the grant:

Founded in (year):

Name of the event/project/programme (if applicable):

Total club/society budget (for current year): ₹ _____

Sanction request: ₹ _____

Contact person(s):

1.Name:

Class Year

Designation:

Email id:

Phone number:

Signature Director
of Student
Services



Annexure III and IV contd.

Proposal Format for Sanction/Special Sanction

The application for a grant requires the submission of a grant proposal (500-1000 words), in the following format.

I. Club Information

Please provide a summary of the objectives of the club or society, along with a brief description on current/past activities and accomplishments, membership, collaborations with other clubs and societies and any other details on the initiatives of the club or society.

II. Proposal

- Statement of Purpose, defining the proposed event/programme with the following indicators
 - Date(s) and duration of proposed event
 - How it will add to campus culture
 - Outreach and impact
 - Outcomes based on research, exposure, innovation, enthusiasm and bonding together
 - Fundraising initiatives

III. Evaluation

Briefly outline the expected results of your event/programme along with parameters and criteria that you will consider to evaluate the effectiveness and achievements of your proposed event/programme.