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Guidelines for Club Coordinators

1. Introduction

These Guidelines outlines the roles, responsibilities, goals, and procedures for Club Coordinators at ITM University, Gwalior. It aims to promote effective management and operation of student clubs, ensuring they contribute to the holistic development of students and the university community.

2. Objectives

- Foster student engagement and participation in extracurricular activities.
- Develop leadership, teamwork, and organizational skills among students.
- Promote a vibrant campus culture through diverse club activities.

3. Roles and Responsibilities

3.1 Club Coordinators

- Oversee the planning, organization, and execution of club activities.
- Serve as a liaison between the club members, faculty advisors, and the university administration.
- Ensure compliance with university policies and procedures.
- Manage the club's budget and financial transactions.
- Maintain accurate online/offline records of club activities, membership, and finances.
- Encourage student participation and membership growth.
- Facilitate training and development programs for club members.
- Promote the club's activities and achievements within and outside the university.

4. Club Operations

4.1 Club Formation and Registration

- New clubs must submit a proposal to the Student Welfare Office, including the club's mission, objectives, planned activities, and a list of founding members.
- Upon approval, clubs must register with the Student Welfare Office and adhere to university guidelines.



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4.2 Activity Planning and Execution

- Clubs should develop an annual plan of activities, including events, workshops, competitions, and community service projects.
- Obtain necessary approvals from the Student Welfare Office for all planned activities.
- Ensure that all events are well-organized, safe, and inclusive.

4.3 Budget Management

- Prepare an annual budget in coordination with the club's faculty advisor.
- Submit budget proposals to the Student Welfare Office for approval.
- Maintain detailed records of all financial transactions and ensure transparency.
- Ensure that funds are utilized effectively and in accordance with university policies.

4.4 Membership and Participation

- Conduct membership drives at the beginning of each academic year.
- Maintain an updated membership list and ensure active participation of members.
- Foster an inclusive environment that encourages diverse participation.

4.5 Meetings and Communication

- Hold regular club meetings to discuss and plan activities.
- Ensure clear and effective communication with club members, faculty advisors, and the Student Welfare Office.
- Document minutes of meetings and share them with relevant stakeholders.

5. Goals for Clubs

5.1 Membership Goals

- Achieve at least a 20% increase in active membership annually.
- Ensure a minimum of 50% participation rate in all club events and activities.

5.2 Event Goals

- Organize a minimum of four major events each academic year.
- Host at least two inter-departmental or inter-university competitions annually.
- Conduct at least one community service activity each semester.



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5.3 Skill Development Goals

- Facilitate at least three skill development workshops or seminars each academic year.
- Encourage members to attend and participate in at least two external events or conferences annually.

5.4 Financial Goal

- Generate at least 25% of the club's annual budget through sponsorships and fundraising activities.

Ensure a balanced budget with no more than 10% variance in projected and actual expenses.

5.5 Reporting and Evaluation Goals

- Submit detailed event reports within one week of each event.
- Complete an annual performance review and report by the end of the academic year.

6. Evaluation and Reporting

6.1 Activity Reports

- Submit detailed reports of each activity/event to the Student Welfare Office within one week of the event.
 - Include information on the event's : objectives,
 - participation,
 - Outcomes, and
 - Feedback.

6.2 Tri-Monthly Performance Review

- Prepare a tri-monthly report summarizing the club's activities, achievements, challenges, and financial status.
- Participate in a tri-monthly performance review meeting with the Student Welfare Office.
- Use feedback from the review to improve club operations and activities.

6.3 Preparing an Annual Report

- Each club coordinator is expected to prepare an annual report and submit it by May 31, every year.

7. Code of Conduct

- Uphold the values and principles of ITM University in all club activities.
 - Ensure respectful and ethical behavior among club members.
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- Address any grievances or conflicts promptly and fairly.
- Promote a safe and inclusive environment for all students. .

8. Compliance and Accountability

- Adhere to all university policies, procedures, and regulations.
- Ensure that all activities are conducted in compliance with legal and safety requirements.
- Maintain transparency and accountability in all club operations.

9. Review and Revision

- These Guidelines will be reviewed every year by the Student Welfare Office.
- Revisions will be made as necessary to address emerging needs and challenges.

These Guidelines are designed to guide Club Coordinators at ITM University, Gwalior, in fostering an enriching and dynamic extracurricular environment for students.


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