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Guidelines for Managing Clubs at ITM University, Gwalior

Introduction

This Guideline outlines the procedures for managing student clubs at ITM University, Gwalior. The clubs are designed to enhance student engagement and understanding in various domains, including hobbies, emerging knowledge areas, revolutionary ideas, and social domains. Each club is required to conduct at least five activities per academic year, documenting each with geo-tagged photos.

Objectives

1. Foster student engagement and understanding in diverse interest areas.
2. Promote extracurricular activities that complement academic learning.
3. Encourage the formation of clubs in both hobby and cutting-edge knowledge areas.
4. Ensure proper documentation and dissemination of club activities.

Club Creation and Approval

Steps to Create a Club:

1. Proposal Submission: Interested students or faculty members must submit a detailed proposal to the Dean, Students Welfare). The proposal should include:
 - Name and purpose of the club
 - Objectives and goals
 - Initial list of members
 - Proposed activities and events
 - Budget estimate
2. Review and Approval: The SAO will review the proposal for completeness and alignment with university objectives. Approved clubs will receive an official charter.
3. Coordinator Appointment: Each club must have a faculty coordinator and a student coordinator to manage operations and activities.

Club Categories:

1. Hobby Areas: Music, Theatre, Dance, Sports, Photography, Art, etc.
2. Emerging Knowledge Areas: AI and Robotics, Blockchain, Renewable Energy, Biotechnology, etc.



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3. Revolutionary Ideas: Start-up Incubation, Social Entrepreneurship, Sustainable Development, etc.
4. Social Domains: Community Service, Mental Health Awareness, Environmental Protection, etc.

Responsibilities of Club Coordinators

1. Activity Planning and Execution: Plan and execute at least five activities per academic year that engage and educate members.
2. Documentation: Maintain a detailed record of each activity, including:
 - Description of the event
 - Date and time
 - List of participants
 - Geo-tagged photos
 - Outcomes and feedback
3. Reporting: Submit quarterly and annual reports to the DSW, detailing activities, achievements, and financial expenditures.
4. Membership Management: Keep an updated list of club members and encourage active participation.
5. Promotion and Outreach: Promote club activities within the university to attract new members and increase engagement.

Documentation and Reporting

1. Activity Log: Maintain a log of all club activities with the necessary details and geo-tagged photos.
2. Quarterly Reports: Submit a report every quarter, summarizing the activities conducted, participation levels, and any challenges faced.
3. Annual Report: At the end of the academic year, submit a comprehensive report highlighting the club's achievements, financial summary, and plans for the next year.


Dr. Omveer Singh
REGISTRAR .
ITM University
Gwalior (M.P.)