

6 माइल, सामदुर, तादोंग -737102
गंगटोक, सिक्किम, भारत
फोन-03592-251212, 251415, 251656
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सिक्किम विश्वविद्यालय
SIKKIM UNIVERSITY

6th Mile, Samdur, Tadong -737102
Gangtok, Sikkim, India
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(भारत के संसद के अधिनियम द्वारा वर्ष 2007 में स्थापित और नैक (एनएएसी) द्वारा वर्ष 2015 में प्रत्यायित केंद्रीय विश्वविद्यालय)
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Date – 21.11.2023

Notice

Template for formation of students club in the University is given in Annexure I. The details of procedure to be followed for establishment of a student club can be availed from the office of DSW.

A handwritten signature in blue ink, appearing to read 'Sanjay Dahal', with a long horizontal stroke extending to the right.

Dean Students' Welfare
(SANJAY DAHAL)

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Annexure I

Template for formation of Student Club/s in the University

Registration:

The clubs to officially register with the office of the Dean Student's Welfare (DSW).

Membership:

The membership of the club shall be open to all students of the University. Though the membership of the club is voluntary, it is expected that the students of the University are a part of at least one club of the University.

Co Coordinator

There should be one teaching faculty of University, to co-ordinate the activities of club with DSW.

Officers of the Club

Each club shall have the following positions at the time of their constitution. The officers to these positions shall be elected on the principle of Simple majority/First past the post of the votes of the membership of the club/society. Since clubs would be having specific objectives, any modification in the number of positions or the roles attached with these positions would be in consultation of the coordinator .

- a. President – The president shall have a general role of managing the activities of the club for the benefit of the members of the club
- b. General Secretary – The GS shall have the general duty of maintaining the record of activities of the club maintaining minutes of the meetings, communicating with the officers/authorities of the University etc.

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- c. Treasurer – The treasurer shall maintain the records of the funds received and utilized and shall present the report of accounts to the meetings of the executive body (composed of all the officers of the club) of the club to the coordinator/DSW/University Officers when required.

One Representative from SUSA – The representative of SUSA shall be the ex-officio member of the club.

Removal of Officers

- a. It is not expected that for clubs in the University, such a need of removal of officers should ever arise. This clause is however incorporated to provide a safety valve and is therefore intentionally made apolitical and onerous. The removal of officers shall only be through the directions of the coordinator and dsw, and the coordinator for this purpose shall direct the convening of the GBM to discuss and vote on the agenda of removal of officer/officers. If the direction of convening of GBM for discussing the specific agenda is not carried out the Executive Committee of the concerned club shall stand dissolved and fresh elections ordered as from the date the coordinator and dsw shall direct. In the interim period between the dissolution of the executive committee of the club and constitution of the new committee, the governance of the club shall vest directly with the coordinator.

Meetings

- a. The clubs shall hold at least one meeting of the members of the club in an academic year (General Body Meeting). The quorum of such meeting shall be one-fourth of the membership of the club.
- b. The executive committee of the club shall hold at least one meeting in each semester
- c. The coordinator may direct the clubs to hold the meetings of 'general body' and/or 'executive body' and to discuss specific agenda/agendum in such meeting. It shall be

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mandatory to follow the directions of the coordinator. The directions of the coordinator shall be communicated to the President of the Club.

- d. The meetings of the club shall be organised in a fashion that they are not in conflict with the academic requirements/routines in the University

Funding and Finances:

- a. The membership fee of the club/society shall be nominal and shall be decided by the executive body in consultation with the coordinator
- b. The clubs may also receive funds from the University for conduct of activities, but their main source of funding shall be the membership fees from the students or specific fees for any activity organised by the club.
- c. The report of accounts has to be presented by the treasurer at the meetings of the executive body (composed of all the officers of the of club) of the club or to the coordinator /University Officers when required.

Purposes of Clubs

Clubs when constituted shall outline their purpose, goals and operating procedures and shall submit the same to the DSW for approval who shall approve them ensuring that they are not in conflict with the rules and policies of the University

SUSA Linkage

The representative of SUSA shall be the ex-officio officer of the clubs and shall have the right to present his/her views at the meetings.

Powers of the Vice Chancellor

Appeals against the decision of DSW shall lie to the Hon'ble Vice Chancellor Sikkim University whose decision on the matter shall be final.