



**Indira Gandhi Delhi Technical University for Women**  
(Established by Govt. of Delhi vide Act 09 of 2012)  
Kashmere Gate, Delhi-110006



## Office of the Dean (Student Welfare)

Student Guide  
to  
Starting a Club or Society

## **I. Introduction**

University is more than classrooms! Students who become engaged in Student Life during their academic career at Indira Gandhi Delhi Technical University for Women develop profound leadership, problem-solving, social and communication skills which can be directly applied to their career.

The Office of Dean (Student Welfare) is dedicated to providing students opportunities to engage in academic, community and student body activities to promote a collegiate environment. The Office of the Dean (Student Welfare) offers students to excel in programs targeted for personal, physical, intellectual, and collegiate development.

***“Studies show students involved in extracurricular activities are more likely to become leaders, more willing to complete tasks, more willing to voice opinions. Extracurricular activities are also a good way to explore social, political, and career interests.”***

Along with participating in college Student Life events, students have the opportunity to advance their leadership skills by planning and developing clubs or societies on campus. The University encourage students to participate in developing a new Club or Society.

Moreover, Employers are looking for qualified candidates who also possess skills developed while participating in Student Life: leadership, communication, problem solving, social and time management skills. These skills will set you apart from other qualified candidates!

The “How to Start Your Own Club or Society Manual” is your guide to starting an organization on campus.

## **II. Process for formation of Club/Society**

Student Life is an avenue for students to become engaged in their personal, professional, academic and social success during their college career. Think about your hobbies, values and personal interests. Do you know others who also love the same things? For example, do you read with several of your friends a book a month? Why not start a book club!

Are you really passionate about something? Before you being to plan your Club/Society, review the Student Life>Clubs and Societies Section on [www.igdtuw.ac.in](http://www.igdtuw.ac.in) to see what Clubs/Societies are already present within the University. Talk to your friends and test out the interest of your topic. Make sure you have other students who are interested in your idea! Also, familiarize yourself with the University Vision and Mission – clubs/societies will only be approved if they mirror the Vision and Mission of IGDTUW

## **1. Steps for Forming a New Club/Society**

- 1) Identify the Club/Society Vision, Mission and Plan
- 2) Find a minimum of 25 students who want to be a part of this club. These students should be IGDTUW and could be from different programs/Departments.
- 3) Find a Faculty Advisor who will guide the club
- 4) Make a proposal and present your Society/club idea to the concerned Faculty Advisor

## **2. List of Documents to be submitted alongwith the proposal for setting up of New Club/Society:**

- i). Details of 25 students (Name, Enrollment No., Program, Semester, Mobile No, email id) who would like to be a member of this club
- ii). Each member signing as an interested member should write 100 words on '*Why they want to be part of the club*'
- iii). The Society/Club Vision, Mission Statement
- iv). The detailed Plan i.e. Short Term Plan (2Years), Mid Term Plan (2-4 years), Long Term Plan(4-6 Years)
- v). A minimum 3 proposed Promoters for the Club/Society
- vi). Details of the identified Faculty Advisor.
- vii). List of the activities/events the club/society would host/organize during the current Academic Year

- 3. Present your proposal to the identified Faculty Advisor who will review the proposal.**
- 4. After recommendations of the Faculty Advisor, the proposal alongwith Checklist be submitted to the Office of Dean (Student Welfare)**
- 5. A Final review followed by presentation of the proposed club would be scheduled with the Standing Committee.**

“On the basis of the recommendations of the Standing Committee, the approval for the start of the Club/Society will be accorded.”

### III. Management of the Club/Society

- i). Setting up the governing body of club/society referred as COUNCIL. The COUNCIL includes:
  - a. President
  - b. Secretary
  - c. Treasurer
- ii). All students whose names are submitted in the proposal are automatically members of the club/society. Any of the member can nominate themselves for any of the three positions of the Council.
- iii). All nominees will be interviewed by the Advisor to finalize the Council members i.e. President, Secretary and Treasurer.
- iv). After declaration of the Council members by the faculty advisor, the club/society become functional.
- v). Submit the details of the Club/Society to the office of Dean (Student Welfare) for updating on University website and social media handles of the University.

“Faculty Advisor will play an important role in the development and organization of the Club/Society. The Faculty advisor is the primary contact for the Council”.

Student clubs/societies are **prohibited to use the University’s logo** in any shape or form within the advertisement, webpage development or publications of the student club/society.

If the club/society would like to use **official University letterhead**, please contact the Dean (Student Welfare) for specific requests.

## IV. General Guidelines for the Club/Society

### Events and Advertising

As your club begins to grow, it is time to host college-wide events! Your Club/Society and organization can host/sponsor events to raise awareness for a topic.

#### Steps to Planning a Successful Event

1. **Decide a target audience** – with the different groups of students attending the college, you will never appeal to every student. Successful events are those who target a specific group of people, rather than trying to entertain everyone! As a group, decide who you would like to reach and plan your event around your target audience.
2. **Set a date and time for the event** – Once you decide your target audience, determine the best time to reach them. Make sure you also set enough time for your group to organize, plan, and advertise your event!
3. **Determine your timeline** – The best practice is to work backwards. Figure out the best timeline to notify students, plan the event and receive the best turnout.
4. While planning/scheduling an event, keep in mind these things:
  - **Time:** When are most of your club members available? It is advisable to conduct the events during evenings/lunch break/holidays when classes are not scheduled
  - **Advertisement:** Create exciting flyers and announcements for students to know about the upcoming Event

Students are prohibited to sign, negotiate, arrange or schedule guest speakers, performers or entertainers to the college. However, students are encouraged to bring ideas to the Student Life Coordinator, who will be responsible for contacting and scheduling guests.

Meet with the **Faculty Advisor** in the early planning stages of your event to ensure your group is on the right track. This is to avoid frustration if your event is delayed due to approval.

To ensure a Class Room/Central Facilities within University, **the request for allocation of the class room (within Department)/Central Facilities (Auditorium/Seminar Hall etc)** must be received to concerned HOD/AR(Admin) at least two (2) weeks prior to your proposed event through Faculty Advisor

## V. Rule Book for the Functioning of the Club/Society

1)	<b>Take prior approval for all events/ activities from Faculty Advisor.</b>
2)	The Council and Faculty Advisor must <b>meet once a month</b> and record Minutes of the Meeting.
3)	<b>Each Club/Society is required to conduct at least 2 events in each semester</b>
4)	All events/activities of the Club/Society be approved by the Faculty Advisor.
5)	<b>Record of all activities/events needs to be maintained. This may include details of activity/event, details of participants, feedback etc.</b>
6)	Council members are to ensure their presence for all the events/activities organized. In case any member of the club council is not available to undertake their responsibility, <b>prior approval from the Faculty Advisor</b> must be obtained. Such Council member must submit the request alongwith consent of the other Council members who will ensure the smooth conduct of the event/activity
7)	<b>Council shall conduct the SWOT Analysis at the end of each Academic Year and accordingly prepare plans and strategies for the betterment of the club</b>
8)	Keep your social media accounts active and updated. All the content that goes on any public platform is required to be approved by the Faculty Advisor. <b>No content shall be published on any of the public platforms without prior approvals.</b>
9)	<b>Pre-plan events/activities/competitions - invite participation from all students</b>
10)	The club council is required to submit a report to the Faculty Advisor minimum two times in each semester preferable before the Mid Semester and before the end of the semester.
11)	<b>All club activities should be scheduled outside class timings</b>
12)	<b>All reports of the club must be signed by the advisor</b>

Every Academic Year, each approved club/society **must complete a Student Club/Society Annual Renewal Form to remain active status.**

If a club/society fails to complete the form, then it will be **inactive for the Academic Year.**