



Institute for Integrated Learning in Management

IILM Graduate School of Management

SOP - EXTRA CURRICULAR ACTIVITIES 2017

Ref no: extracurricular/5:2017/gsm

Modified by: Prof. Sonali Patnaik (2017)

Approved by: Prof. Sonika Sharma (2017)

While forming a club may be regarded as a monumental step, operating or maintaining a club is a substantially more important process. This manual is intended to be read, understood, and adhered to by all clubs operating at IILM. The purpose of this manual is to help students, parents and faculty/staff better understand the roles and responsibilities agreed upon when forming a co-curricular or extra-curricular club at IILM. While the manual may be most utilized by club officers and moderators, all club members, faculty/staff and parents are encourage to reference it and use it as a resource.

A club is defined as student initiated, maintained, driven and inclusive group that continuously and consistently aligns itself with the goals, vision and purpose of IILM. Further, these groups may choose to affiliate with a larger, national non-profit organization, but must keep in mind that this larger organization shall fall within the same regimented scope as stated above.

Steps to apply/reapply for club “ACTIVE” status:

1. Identify whether your club wants to reapply for active status or if you want to start a new club.
2. Read and understand this manual. Sign the last page.
3. Nominations of Students for the club.
4. Election of club coordinator.
5. Submit the Club Application, Club Constitution to the Faculty Coordinator, after the Club meeting.
6. Confirmation mail from the Director regarding the status of your club.

Ref no: extracurricular/5:2017/gsm

7. Conduct club meeting in accordance with all rules and procedures Published in SOP
8. Proposed event, date and budget to be finalized with faculty coordinator. Then sent for approval from Director.
9. Understand that your club, once it is approved, will be responsible for hosting one activity in the campus.

Categories

Clubs will be categorized as follows:

1. Service Club – Disha,
2. Extra-Curricular Club – Academic Club, Startup starts @ IILM, THE BUNCH, Book Worms, The Gossip Hobians, Eco Minions, SAMARITANS
3. Sports Club - Heels on The Fire

Service Category

Service clubs focus on the welfare of a group/community through health, education, etc. Any IILM faculty/staff member may be a moderator of a service club.

Extra- Curricular Category

Extra- Curricular clubs are geared towards enhancing cultural, debate, Quiz, Photography etc. among students.

Sports Category

Sports club are geared to conduct sport activity.

Organization Formation & Operation -

1. Announcements -

Faculty coordinator should submit proposal via mail to Director for Approval of clubs for the academic year.

2. Nominations

The nominations are taken from fellow class mates and seniors in mid July. This is the best time to encourage students to sign up for your club. Clubs may sign up members at any time while they are active.

3. Application

All clubs, regardless of the existence, must reapply for membership of Office Bearer every year. Being recognized as an official club one year does not qualify you for automatic renewal for a following year. The Faculty Coordinator will send mail to all club coordinator upon approval of the club and the club application.

Ref no: extracurricular/5:2017/gsm

4. Constitution

A constitution of clubs must be on file with the faculty coordinator for a club to remain in active standing. The constitution can be updated at any time by the club, but must be submitted to the Director of Activities for approval each time it is revised.

5. Faculty Coordinator

A club must have at least one faculty/staff member agree to serve as coordinator/advisor for the club to remain in active standing. The club moderator shall be involved in the scheduling (times, locations, etc.) of club meetings, fundraisers and all other club business. Club coordinators are to submit the tentative plan of event, date and budget to the faculty coordinator. Faculty Coordinator then presents the proposal to the Director for approval. Coordinators must also be present (or another adult) at all official club meetings, events, activities, etc.

6. Office Bearer

All clubs must have at least three (3) OB holding office to remain in active standing. Typical office arrangements include President, Vice-President, and Secretary/Treasurer. Office Bearer must maintain contact between the club moderator and the club members. Under the direction of the club moderator, officers organize meetings, fundraisers, and club activities. Club OB primarily communicate with the club coordinator, Faculty and then club members.

7. Meetings

Clubs are required to meet at least one (1) time per month and are to be held in the month.

8. Posters/Flyers

Posters must be approved by the Faculty Coordinator before they can be posted on campus. Posters may be posted throughout campus with approved tape only. Please DO NOT use staples or cellophane tape. Damage to walls as a result of staples or unauthorized tape will result in charges to the club for repainting.

9. Website

Clubs activity will be posted on IILM website to post news, information and photos. The club coordinator is responsible for submitting detailed information about the club's activities and contact information to the website.

Guidelines for Student Participation

Student Participation policy is concerned with enabling students to be involved in the decision making processes in institute on matters which concern them. Confidence will be enhanced in situations where students' views are respected and they are able to listen.

Ref no: extracurricular/5:2017/gsm

- Various sports and cultural activities, sports meet, inter departmental tournaments, Annual Cultural events are conducted every year.
- During the talent hunt program all the new entrants show case their talent, which help faculty coordinator clubs and societies to select student for respective club. Fresher's, then choose club or society as per their talent.
- Inter campus events and tournaments are conducted by the students and facilitated by institutes. Both girls and boys are facilitated to participate in most of the events.
- Tournaments like Badminton, Table Tennis, Tennis, Cricket, Football, Basketball, athletics etc. are organized by institute.
- Special diets are given to participants during all the major events both on and off-campus. T shirts are given to the students for events.
- Sports facilities are kept available and maintained by the staff throughout the year, for use by the students. Indoor and outdoor sports materials \equipments provided to students throughout the year.

Additional academic support flexibility in examinations-

- 75% aggregate attendance is mandatory in every term to be eligible for writing examination. In case student fails to secure due to participating in extracurricular activities, a minimum of 66% attendance in individual paper should be there for writing the respective paper's end term examination.
- 25% of the time is available to all the students to facilitate them in preparing and participating in the various sports events, both on and off campus.

Special dietary requirements sports uniform and materials and any other-

- Special diets are given to all the participants during all the major events both on and off-campus like Inter departmental games.
- Sports facility both indoor and outdoor games.
- Glucose or energy drinks are provided.
- T-shirts are given to all the students who participate at event.

Club/Society

Name of Club: _____

I have read and understood the IILM Club Standard Operating Procedure manual. By signing below, I acknowledge that I will adhere to the policies and procedures outlined in the SOP of IILM.

Club President Name: _____

Club President Signature: _____ Date: _____

Faculty Coordinator Name: _____

Faculty Coordinator Signature: _____ Date: _____