

**RAMANUJAN COLLEGE**  
**Accredited A++ by NAAC**  
**(University of Delhi)**  
**Kalkaji, New Delhi-110019**

Date: 16.08.2024

**Final Guidelines regarding Committees, Societies and Programmes etc.**

**1. Mode of Formation of Academic and Staff Council Committees/Societies (for student office bearers)**

- a. There shall be **no elections** among students for academic societies/committees.
- b. Student functionaries shall be selected by a committee consisting of **not less than five faculty members (including the TIC/Convener)** of the concerned department/society, based on a **merit-cum-interaction** selection process. If the concerned department/society has fewer than five faculty members, all faculty members of the department/society shall be included in the selection committee.
- c. Only eligible students shall be selected for the following posts.
  - i. Student Coordinator (One Post)(For Third Year Students Only)
  - ii. Deputy Coordinator (One Post) (For Second Year Students Only)
  - iii. Assistant Coordinator (One Post) (For First Year Students Only)
  - iv. Executives (Five Posts) (Open)

\* If no applicant is interested/eligible from a particular batch/year, the TIC/Convener may consider immediate junior batch failing which the immediate senior batch may also be considered.

\* The number of executive members may be increased upto 10 (in place of 5) as per the requirement/nature of the Department/society/committee etc. However, it is advisable to keep the executive as small as possible for better coordination and functioning.

- d. There shall be a common application form for all posts. The application form may be obtained from the concerned dealing window.
- e. Eligibility Criteria:

Sr. No.	Criteria	Weightage/Marks
I.	Merit	40% of previous semester CGPA Max marks =40 (*for first year students CUET Score/Criteria on which the student is admitted)
II.	Interaction	60
		<b>Maximum Score (I+II) : 100</b>



- f. A student shall be allowed to apply for **no more than two committees/societies**. However, a student shall be permitted **to hold a post in only one committee/society**.
- g. **No disciplinary action should have been initiated/taken** against the applicants during their course of study.
- h. Minimum **attendance** required (Except for I Year students) in **previous semester is 66%**.

\* Overall/Upto 15% relaxation (including ECA/Sports attendance benefit) may be given by TIC/Convener considering applicant's previous excellence in ECA/Sports/academics.

- i. Overall **Weightage of 5 percent for Girls, OBC, SC/ST, PwD Students** to ensure inclusivity.

## 2. Nature of Events/Functions/Cultural Programmes

- a. All **programs** must **start with DU kulgeet** and **end with national anthem**.
- b. Cultural events/functions of societies/committees shall be organized with minimal teaching - learning disruption. The program must be planned meticulously in detail.
- c. **No DJ or high-volume sound system** shall be allowed for any function/event/cultural programme conducted by the societies/committees.
- d. **No** society/committee shall be allowed to organize a **Fresher's Welcome**. All societies/committees may be allowed **to organize an orientation programme**.
- e. **In place of a farewell**, societies/committees may organize **a valedictory function**. All certificates may be awarded during this function.
- f. There shall be a special focus on organizing debates, seminars, symposiums, industrial visits, educational tours, and any such activities that further enhance the objectives of the society/ committee.
- g. Every effort shall be made to schedule industrial visits/educational tours during the mid-semester break or continuous holidays.
- h. A period of five or more contiguous days shall be earmarked in the college calendar for organizing common events/activities, including inter-college and intra-college programmes, to avoid disruption of classes. The period may be in one or two contiguous slots.
- i. A common college calendar may be notified for internal assessment purposes, which includes mid-semester internal examinations/tests, etc., for all subjects/courses.
- j. Any event/function shall be organized with **due consultation and approval from the competent authority, duly forwarded by the TIC/Convener**, including notification and publicity of the event/function. **The language and content of the publicity material must be properly checked before sharing**.

- k. A poster or notice of the forthcoming program should be emailed to the website in-charge and social media in-charge at least two days in advance. Additionally, a 100–200 word brief along with 2–3 photographs should be sent to them on the same day after the program by the event organizer.
- l. QUALITATIVE Academic/cultural activities/programmes shall be designed prioritizing students' interests, promoting their talents, and maintaining discipline in the college.

### 3. Roles and responsibilities of teachers

- a. One teacher cannot be the convener of more than one committee/society, etc., for more than a term of 2 years.
- b. A teacher can be Convener only in one Committee and a Member of maximum two committees or a teacher can be a member of any three committees (without any convenorship) except Ex-Officio Member.
- c. The convener shall be selected preferably from the outgoing members of the respective committee/society to ensure continuity and better coordination.
- d. Only those teachers must take responsibility who can invest time and energy without compromising their assigned teaching, learning and research work, if any teacher/convener/member, etc., is not performing their duties diligently, they may be relieved of the concerned responsibilities.
- e. All the Departments/Societies/Committees will be required to maintain minutes of their meetings in the register and record their activities in a file, both provided by the college.
- f. The presence of all teachers during events of the college and respective departments/societies/committees members shall be mandatory.
- g. The Principal/TIC/Convener should not be felicitated in any program, as they will act as the host. Instead, the Principal/TIC/Convener will felicitate the main guest as per availability and protocol.
- h. The principal may nominate a member to the committee/society or the convener may co-opt one member with the prior approval of the principal, if need be.
- i. A minute-by-minute schedule and a brief of the program must be submitted to the principal's office well in advance.

\* The various small cells/societies created/run by the departments cease to exist. However, the department/department's main society is free to carry out those activities.



#### 4. Use of allocated fund

- a. Funds approved for societies/committees to organize events/functions shall be used judiciously for the purposes for which these committees/societies are formed.
- b. The respective committee shall **prepare a budget prior to the event**, after which the **TIC/Convener shall seek approval and withdraw the money** for use.
- c. Each society/committee shall **submit the details of expenditures along with the proper bills to the accounts section within one month** and provide **details of all activities to the Secretary, Staff Council & Convenor, IQAC at the end of the academic session.**
- d. **Society/Committee/Department fund cannot be spent on Fresher's Welcome or Farewell functions of the Society/Committee/Department.**



## Nomination Form for Students to become an Office Bearer of various Societies/Cells/Committees etc. of the college

1. Name of the Society/ Committee etc. \_\_\_\_\_

2. Name of the student \_\_\_\_\_ College Roll No. \_\_\_\_\_

3. Course and year \_\_\_\_\_

4. Contact no. \_\_\_\_\_ Email address \_\_\_\_\_

5. Select the Post of Office Bearer:

Student coordinator  Deputy Coordinator  Assistant Coordinator  Executive

6. Marks obtained in the previous semester -CGPA/CUET Score (attach evidence) \_\_\_\_\_

7. Past experience of working in the student society/ committee/department

Year	Name of the society	Name of the Post/ Nature of work

8. Have you applied for any other society? Yes  No

If, Yes, Name of the Society/Committee \_\_\_\_\_

9. Percentage of the attendance in the previous semester (attach evidence) \_\_\_\_\_

10. Has any disciplinary action been initiated/ taken against you in the course of study?

Yes  No

11. Select the Category of relaxation:

Girl  OBC  SC/ST  PWD

12. State your vision for the society: (50 words)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*\*Minimum attendance required (Except for 1<sup>st</sup> Year students) in the previous semester is 66%.*

**(Signature of the Applicant)**