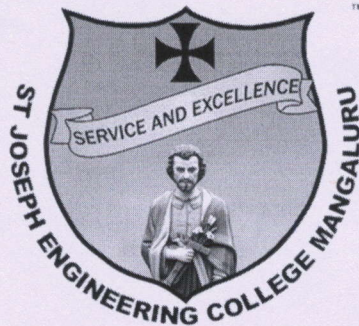


STUDENT TECHNICAL CLUB POLICY



July 2023

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1.0 PURPOSE OF STUDENT TECHNICAL CLUBS

The student technical clubs provide a platform for students to explore and enhance their technical skills, collaborate on projects, and engage in activities related to their fields of interest. The purpose of establishing student technical clubs on campus is multi-fold:

1.1 Skill Development: The clubs provide a platform for students to develop and enhance their technical skills in specific areas of interest. Through workshops, hands-on projects, and collaborative activities, students gain practical experience and deepen their understanding of the subject matter.

1.2 Networking and Collaboration: Student technical clubs facilitate networking and collaboration among like-minded individuals. By joining these clubs, students can connect with peers who share similar interests, exchange knowledge, and collaborate on projects. This fosters a sense of community and encourages teamwork and interdisciplinary collaboration.

1.3 Practical Application of Knowledge: Technical clubs provide students with opportunities to apply the theoretical knowledge gained in classrooms to real-world scenarios. By engaging in practical projects and activities, students can bridge the gap between theory and practice, thereby enhancing their problem-solving abilities and critical thinking skills.

1.4 Career Exploration and Development: Being part of a technical club exposes students to various aspects of their chosen field and offers insights into potential career paths.

1.5 Leadership and Professional Development: Student technical clubs provide a platform for students to develop leadership and organizational skills. These experiences contribute to their personal and professional development.

1.6 Supplementing Formal Education: Technical clubs complement the formal education provided by academic departments. They offer a more informal and interactive learning environment, allowing students to delve deeper into specific technical areas and explore topics beyond the scope of their regular coursework.

1.7 Personal Growth and Personal Projects: Technical clubs encourage students to pursue their personal projects and ideas. They provide a supportive environment where students can experiment, innovate, and bring their ideas to life. This fosters creativity, self-expression, and personal growth.

1.8 It is important for all clubs to properly understand the purpose for which they have been set up. Ensuring that there are developmental efforts in each club to bring out practical applications which impact the society/industry is important. If clubs engage only in building contraptions and models which are utilized to prove superiority in competitions, without ensuring practical application in terms of building innovative equipment, mechanisms, patents, services and such concrete artefacts that are useful for someone, somewhere, then they would be seen as deviating from the very purpose for which they have been set up.

The purpose of this policy is to establish guidelines and procedures for the operation of student technical clubs on campus.

2.0 ACTIVITIES CALENDAR AND ANNUAL BUDGET

2.1 Every year, by the second week of January, the student technical groups on campus are obliged to submit a full Annual Activities Calendar. The Calendar must include membership drive dates and details, both internal and external events planned, participation in the external events and any other activities.

2.2 It is a mandate for the clubs to conduct at least three activities per year, preferably hands-on training for new members or students who are not club members, so that they can join the club later.

2.3 The number of competitions targeted outside the College should be minimal and carefully selected in advance. Participating in all competitions that come up, without prior planning and at short notice, is strictly prohibited.

2.4 Any deviation from the calendar will attract reduced support in the upcoming year. Every activity must be discussed with the club adviser and have their consent.

2.5 The clubs are required to submit a detailed annual budget to the management through faculty advisor and respective Head of the Department (HoD). The budget should include estimated expenses for every activity with a proper justification. The budgeting exercise normally takes place in February every year.

2.6 The documents submitted along with the annual budget should also include the stock register of the components, tools and equipment, and expenditure details of the previous year.

2.7 By the third week of February, each of the clubs must ensure that their Annual Calendar of Activities Planned along with the Budget Proposed is submitted to their respective HoD for inclusion into the departmental budget.

3.0 OPERATIONAL HOURS

3.1 Normally, students are permitted to work till 7:30 PM. In special circumstances, such as during project crunch times, event preparations, or competition deadlines, students are allowed to extend the operational hours upto 10:00 PM, for a limited duration, provided due prior permission is taken from the Assistant Director, by filling in the relevant Permission Form which will be notified.

3.2 Students living in hostels should provide a copy of the approved Permission Form to their respective wardens, well in advance.

3.3 Clubs should adhere to all policies or guidelines established by the College administration regarding club operations and operating hours. These policies may include regulations related to building access, noise levels, and safety considerations.

3.4 Any justification for skipping regular classes or labs due to club work that involves late hours or missing classes in order to attend club work will not be accepted. In these situations,

the specific student(s) and club leadership are responsible for any potential repercussions from the associated department or management.

4.0 INTERACTION WITH EXTERNAL INDIVIDUAL/AGENCY

4.1 The institution encourages the student clubs to engage with external individual/agency in order to develop their club activities. At the same time, it is very important to ensure that interactions are productive, ethical, and beneficial for all parties involved while upholding the institution's values and objectives.

4.2 'External Individuals/Organizations': Refers to individuals or organizations outside the SJEC, including industry professionals, guest speakers, sponsors, alumni, and any other entities. Interaction: Any form of engagement, communication, collaboration, or partnership between the technical student club and external individuals/organizations.

4.3 The clubs must adhere to the following guidelines while interacting with an external individual/organization:

- 4.3.1. Alumni Engagement: Clubs may engage with alumni who are willing to contribute their expertise, mentorship, or resources to support the club's activities. These interactions should promote a strong alumni network and provide valuable guidance to current club members. The club leadership must inform the club adviser well in advance about any such interactions.
- 4.3.2. Sponsorships and Funding: Clubs may seek sponsorships or financial support from external organizations. These relationships should be transparent, ethical, and in accordance with Institution policies and guidelines. Such interactions must be informed to club adviser and management well in advance. Without prior notification and approval from the management, contacting any external person or organization for sponsorship or financing will be regarded as a compromise of the sponsorship potential of the institution and the budget allocation from the College for the specific club will be reduced by the amount received through sponsorship in that specific case. Amounts received through sponsorships should not be regarded as funds to be sanctioned without accountability. The same accountability and approvals are applicable to sponsorship funds, as applicable to those allocated through the College budget.
- 4.3.3. Documentation: Clubs should maintain appropriate records and documentation related to interactions with external individuals/organizations, including agreements, sponsorship details, and any other relevant correspondence.
- 4.3.4. Industry Collaborations: Clubs may engage in collaborative projects, internships, or research initiatives with external organizations or industry partners. All such interactions should receive prior approval from the club's faculty advisor and management.
- 4.3.5. Legal and Liability Considerations: Clubs should consider legal and liability aspects related to their interactions with external individuals/organizations and consult club's faculty advisor and management if necessary.

5.0 PROCUREMENT AND STOCK MANAGEMENT

5.1 It is mandatory to get a purchase order generated from the College, for goods or services required to be purchased, prior to placing an order for such goods or services. Obtaining goods or services without issuance of an official purchase order will deem it to be a personal purchase by the person who placed the order and they will be held responsible for payment of the related purchase.

5.2 Any purchase or procurement should be made known to the faculty adviser. The faculty adviser should be consulted before sending any purchase requests or letters to the management.

5.3 Club members or any other person must not use their personal accounts to make any payments or transactions. Every transaction must go through the College Accounts section. Any violation could result in the offender being charged for the transaction personally.

5.4 Make every reasonable effort to obtain a best offer from the vendor and have a proper justification for selection of vendor.

5.5 A minimum of THREE Quotations will be required for effecting the purchase on competitive rates. If it is not possible to obtain three quotations, then the reasons are to be recorded and approved by the faculty adviser. (For this purpose a firm will be considered sole manufacturer only if no other firm is manufacturing that item with any other brand/name). Quotations should not be more than a month old from the date of the purchase request.

5.6 As far as possible the payment terms be negotiated in such a way that the firms are persuaded to effect the supply on bill basis or at the most accept 90% payment against delivery and the balance 10% payment be made within 30 days after the supply/ installation of material/ equipment to our satisfaction.

5.7 To ensure that the firms do not hesitate from supplying the material on bill basis and to enlist their full cooperation and to earn goodwill, it should be ensured that the payment of all bills should be made within the stipulated period. Where no period is stipulated, it should be ensured that the payment is released at the earliest possible.

5.8 It is mandatory to maintain a stock register detailing the procurement, consumption and disposal of materials and equipment. Annual Stock Verification will be conducted usually in the month of December and if things are not in order, the members concerned will be held responsible.

6.0 CODE OF CONDUCT

6.1 All club members must adhere to code of conduct of the campus and follow the guidelines set forth by the club. Respect, inclusivity, and professionalism should be maintained at all times during club activities and interactions.

6.2 Clubs should conduct an annual review of their activities and submit a report to the management by December of every year, highlighting their achievements, challenges faced, and tentative plans for the upcoming year.

6.3 The faculty adviser/responsible department/management may conduct periodic evaluations/stock assessment of clubs to ensure compliance with policies and provide necessary support and guidance.

6.4 Clubs should ensure that all communications to the management should be made only through the proper channel: faculty adviser -> HoD of department responsible -> Management.

6.5 Achievements of the club should be promptly reported and disseminated to the press, media and College Website, in a timely manner, failing which the budgetary allocations to be club may be curtailed in the future.

7.0 AMENDMENTS TO THE POLICY

7.1 This policy may be amended as necessary, with the approval of the SJEC Management and in consultation with the student technical clubs.