

SOP for Students Participation in Co-Curricular Activities

Introduction

1. Co-curricular activities are recognized as an integral part of the educational program. Co-curricular activities are just as important as academics. By providing a number of co-curricular activities, we can ensure the expression of potential capacities of each individual e.g. writing, public speaking, dramatics, painting, sports and organization of functions etc. which provide training in different aspects of personality of students. These activities, thus, cater to aptitude, interests and abilities of students and sometimes act as a determining factor for the choice of future vocation. They both complement each other to develop a well rounded student with more social skills than one who only concentrates on their books. Student Clubs/societies will perform their activities under the supervision of Student Affairs.

AIM

2. FURC encourages the full participation of undergraduate and graduate students in extracurricular and recreational programs and activities offered by the different Universities/organizations.

Scope

3. Co-curricular activities (CCAs) play a key role in student's mental, physical and moral growth. CCAs shape and make students familiar with the environment outside of the books and classrooms. These activities help students understand how to deal and cooperate with people fairly in different situations. CCAs sharpen their hidden talents, skills and groomed their personality. A regular curriculum usually consists of academic theories and is taught within the boundaries of a class room with no idea of the real world, so students do not know exactly how to apply knowledge practically. Participation in these activities boost students' abilities, understanding and grasping things as a whole and putting knowledge in the context of daily lives. These activities support students (individually or as a team) to analyze, criticize the situation and how to solve the issues/problems practically with confidence and respect out of the University environment.

Benefits of Co-Curricular activity

4. The benefits of co-curricular activities in University for students to develop higher academic results, better relationships, and are more likely to lead healthy, active lifestyles when they leave University. Students also feel a greater sense of belonging and have a higher self esteem at University when they participate in structured sporting, performing arts and other activities. In addition, we provide the co-curricular opportunities to makes for a more motivated and engaged group of students, which leads to a happier and more cohesive environment in the University.

Benefits to Participant's CCAs in FURC

5. Following benefits to the participants will be given:
- a. Appreciation Certificates will be awarded to the Students for their participation.
 - b. Priority will be given to the students as a society coordinators, Vice president and president.
 - c. Students who will participate in extracurricular activities at outstation; expenses will be shared by the University.
 - d. After approval cash Prizes will also be given to those students who get positions at National level.
 - e. Sport kits/gadgets will be given to the participants.
 - f. Transport facility will be provided by University for local matches and competition.

Participation Criteria

6. The following criteria will be observed as a participant in CCAs
- He/she must be a regular student of the University.
 - Actively participate in CCAs.

Composition of CCAs Societies (Will be reviewed after one year)

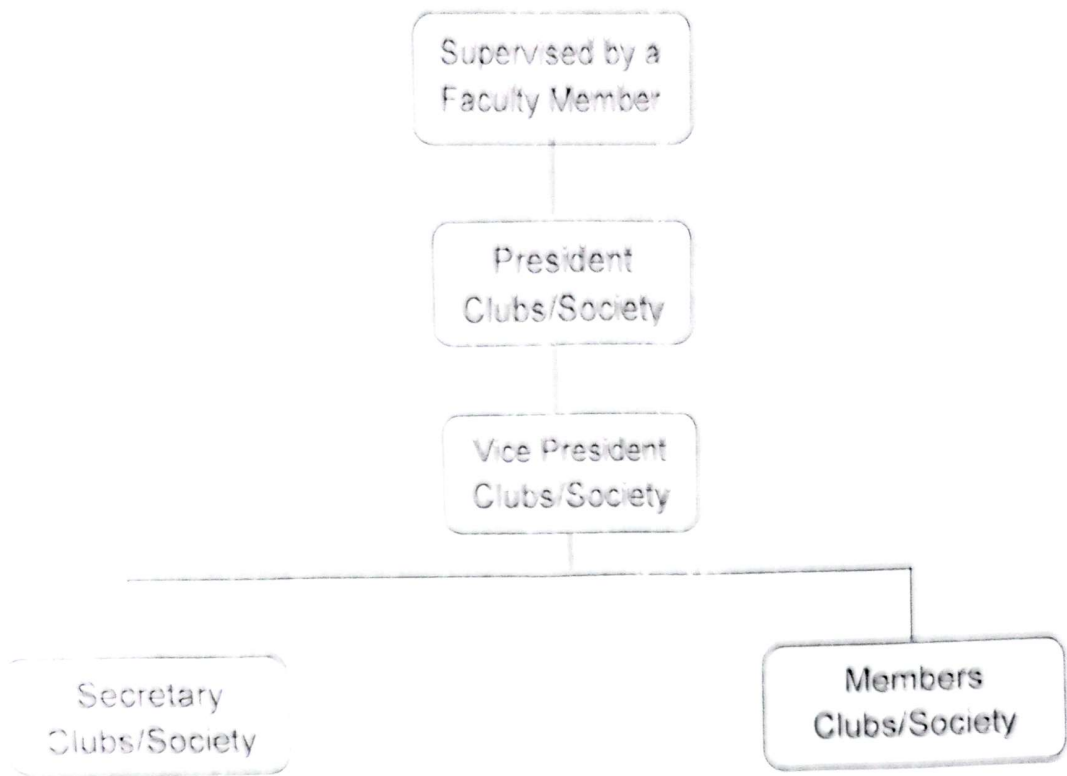
Departments	Club/Society	Faculty Coordinator	Email	Telephone
EE	FURC Robotics Club			
	FURC Excursion Club			
SE/CS	FURC E-Gaming Club			
	FURC Adventure Club			
	FURC Community Service Club			
MS	FURC Entrepreneurs Club			
	FURC Environment Club			
	FURC Economics Society			
Psy	FURC Leaders Society			
	FURC Character Building Society			
A&MS	FURC Music Society			
	FURC Arts & Design Club			
	FURC Cultural Club			
Eng	FURC Dramatic Club			
	FURC Debating Society			
	FURC Literary Circle			
Student Affairs Dept.	Sports Society			

RESPONSIBILITIES OF THE SOCIETIES COORDINATORS

1. Each Society/club would be headed by a Coordinator who would be a faculty member.
2. The primary duty of Coordinator would be to organize, supervise and look after the concerned society/club.
3. At the outset of an academic year, s/he would chalk out activities to be held on specific days.
4. A meeting of the Society can be called only on designated days in order to avoid any disturbance in the curricular activities.
5. She/he would be responsible to organize two major events during the semester.
6. She /he would keep a proper record of the activities of the society concerned.
7. Each Coordinator would seek prior approval from the Office of Pro Rector/Director to advance money for any approved activity. Case for adjustment of the advance drawn would be submitted to the concerned office within a week after the event is held.
8. Regular reporting of any activity to the Office of the Student Affairs would be the responsibility of the Coordinator.
9. Each Coordinator would send a press release / report to the Student Affairs Office for Public Relation Office before it is issued.
10. Any Coordinator who does not attend two consecutive official meetings without any valid reason will be answerable to Pro Rector/Director FURC.
11. Inaugural-cum-farewell function would be arranged twice in an Academic Year for in-coming and out-going students. The Coordinators will help in arranging such functions.
12. For any major event all the Coordinators would shoulder the responsibility collectively.
13. Prior approval for organizing an event along with its budget would be necessary from the Competent Authority.
14. The Coordinators would pinpoint the talented students, keep a record and furnish their information to the Office of the Student Affairs. She /he would motivate talented students and keep them busy in healthy and constructive activities which are the main purpose of running the Societies.

15. The performance of a Coordinator would be judged by the Pro Rector/Director FURC on the basis of his/her devotion and good behavior, excellence in planning, organizing and efficiently administering multiple activities, motivating students for membership, order and discipline, punctuality in meetings and functions of his/her society.
16. The Pro Rector/Director will have the authority to cancel/suspend membership of any Coordinator.

organogram for Clubs & Societies



1. Charter of Duties

1.1 President

- a. Overall co-ordination between students & University management.
- b. Supervision and execution of every event in coordination with Student Affairs.
- c. Co-ordination between Clubs & Societies.
- d. Formation and submission of the proposed Event Calendar.
- e. Processing for approval of an event with all required details.
- f. All documentation (prepared by the Secretary) forwarded to the Management.
- g. Submission of post-event Financial Summary to Student Affairs for audit

1.2 Vice President

- a. Officiate as president in his/her absence.
- b. Carry out duties assigned by President.
- c. Generate approval request for events.
- d. Co-ordination between Clubs & societies.
- e. Formation of the proposed event calendar and submission to the president.

1.3 Secretary

- a. Co-ordination with University management.
- b. Record keeping of correspondence.
- c. Monitoring of Event calendar (wake-up calls)
- d. Maintenance of all documentation of club/society.
- e. Any other duties assigned by the President

Selection Procedure

2.1 Eligibility Criteria

Following eligibility criteria will be considered;

- a. Academics performance CGPA ≥ 2.5
- b. No discipline case
- c. Recommended by Deans and HOD

2.2 Selection Criteria

Total marks are 100 and distribution of marks is as under;

- a. 40% marks of Interview
- b. 60 % marks of following points
 - i. Academics
 - ii. Discipline
 - iii. Participations in Extra-curricular Activities
 - iv. Communication skills
 - v. Confidence Level
 - vi. Management skills
- c. Final decision will be made by Pro Rector/Director and MSA

2.3 Selection Process

- Step 1: Invitation of application by Student Affairs office
- Step 2: Short listing
- Step 3: Selection of Class Representatives (By HoDs)
- Step 4: Interviews for Student Council/Clubs & Societies (By the Student Affairs office)
- Step 5: Final Selection by Manager Student Affairs
- Step 6: Recommendations by Manager Student Affairs
- Step 7: Approval by Pro Rector/Director
- Step 8: Announcement