

UNIVERSITY HOBBYCLUB COUNCIL



Rules & Byelaws

UNIVERSITY HOBBY CLUB COUNCIL

ABOUT THE UNIVERSITY

Located in one of the biggest industrial metropolises of Uttar Pradesh, Chhatrapati Shahu Ji Maharaj University/^{Kanpur} stands as a hallmark of higher education. It is an educational community where students of various religion sand cultural backgrounds study and work together in a congenial atmosphere. The university is geared to provide maximum scholastic benefit to each individual student.

INTRODUCTION OF UNIVERITY^S HOBBY CLUB COUNCIL (AATMODAY)

'AATMODAY' encourages the holistic development of the students by coordinating and promoting a variety of educational, recreational, social, cultural and entertainment programs.

With an objective of helping students to pursue their hobbies and interests and to bring people together, the student clubs are created at the university.

As a club member one knows about oneself, one's interests and goals. Students can reveal their strengths like multitasking, organization skills, team building skills and leadership skills. They can add skills to their repertoire. The clubs also help in pursuing an old hobby. Networking opportunities being a major benefit, club members develop bonds among themselves which help in growing their careers. Association of students with clubs help in showcasing one's domain interest, balance between work and hobbies. Activities organized/participated as a club member looks good on the resume. Intellectual innovation, social engagement, and universal sustainability demand the

students to groom their diverse values, communication skills and hidden talents. These diverse values would complement the academic and co-curricular streams of the university. Hence, club activities play a pivotal role in transforming students' passion and hobbies into socially desirable skills for the present global demands. With more self-efficiency, students would get an opportunity to enhance their performance and skills in diverse social scenarios.

CSJMU University Hobby Club Council

Memorandum

Name of the Council: AATMODAY

CSJMU Campus Students' Hobby Club Council

Address- CSJM University Campus, Kalyanpur, Kanpur-208024

Jurisdiction- CSJM University campus and for extension/social activities, it may be outside the campus.

OBJECTIVE

- To bring out hidden talents of the students.
- To increase the social relationship in our university hence to mingle with society.
- To expose the students to various cultures and respect them.
- To encourage the students to express their inner feelings to the outside world.
- To Make the students more active in their academics by providing a platform for recreation and self-expression.

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Rules & Byelaws Administrative /Office Bearer of the council

NAME/POSITION	DESIGNATION
Vice Chancellor	Chief-Patron
Pro-Vice Chancellor	Patron
Registrar	Chief Advisor (Administration)
Finance Officer	Chief Advisor (Finance)
DSW	Chief Counselor
Chief Proctor	Chief Counselor (Discipline)
Chief Warden	Counselor (Hostel)
State Officer	Member
Chief Security Officer	Member
P.M.U.In-Charge	Member
General Secretary(P.G.Student)	Member
Treasurer (Campus Student)	Member



In under University Hobby Club Council(Aatmoday), eight different groups for various activities are working. These activities are Cultural, Literary, Gardening,Coding, Robotic, Photography, Fitness and Cooking

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The constitution of Executive Council of University Hobby Club (Aatmoday)

NAME/POSITION	DESIGNATION
Coordinator	Campus Faculty
Dy. Coordinator	Campus Faculty
Advisor	Campus Faculty
Student general secretary	Campus Student
Treasure	Campus Student
Student secretary (Activity wise)	Campus Student
Student Joint Secretary (Activity wise)	Campus Student

Duties of the office bearers

Chief-Patron

1. Patron will appointed Coordinator, Dy. Coordinator on the suggestion of Administrative and Executive Councils.
2. Patron will nominate Student General Secretary, Treasure on the suggestion of Administrative and Executive Councils.
3. The Patron shall approve/disapprove the recommendation of the committee for the nomination of General Secretary, Secretary/Joint Secretary/Additional Secretary(activity wise)- Fitness, Literary, Coding, Robotics, Cultural, Cooking, Gardening, photography, Treasurer & Co-treasurer and member, Executive Committee (one from each school).
4. The Patron shall guide the Council.

Patron

Patron in absence of the chief-Patron will perform the duties of Patron.

Chief Advisor- Finance

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The Chief Advisor- Finance will monitor the financial activities of the Council. He/ She shall guide the Council in financial matters.

Chief Advisor- Administration

The Chief Advisor-Administration shall guide the Council regarding administrative matter of the Council.

Chief Advisor- Discipline

The Chief Advisor-Discipline shall monitor the discipline and security related matters. He/She shall guide the Council regarding these matters.

Chief Counsellor

The Chief Counsellor will monitor the activities of the Administrative/executive Council and guide the coordinator, Dy.Coordinator, Advisors and Student General Secretary, Treasure, Students Member.

Counsellors

Counsellors shall advise their respective secretaries and committees for proper functioning.

Note-Executive Council shall be subordinate to the chief counsellor in all decision-making powers and Chief Counsellor shall be subordinate to the patron.

The General Secretary-

1. Shall be in charge of the office of the Council.
2. Shall conduct all correspondence.
3. Shall issue notice, summons, attend meetings and keep records thereof.
4. Shall maintain a correct & up to date register of all members.
5. Shall organize the activities of the Council with the help of other concerned Secretaries.
6. Shall bring any matter which he/she considers necessary in the interest of Council to the notice of the executive committee.
7. All the publications of the Council will be in the name of the General Secretary.
8. Shall have general supervision of all accounts & pass all bills for payment.
9. Shall prepare with the help of the treasurer statement of accounts for approval of the Executive Committee.
10. Shall prepare the annual report and after getting it approved by Administrative Committee, place it before the annual general meeting for adoption.
11. Shall be the ex-officio representative of the council at different Forums.

Secretary-Fitness Executive Council

1. Shall supervise and coordinate all Games and Sports activities.
2. Shall coordinate with all students under fitness activity.

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1. Shall oversee and check all financial expenditure of the executive council (activity wise).
2. Be responsible to the Executive Council and through the Executive Council represent the overall financial affairs to Administrative Council of University Hobby Club Council.
3. Be the ex-officio Convener of the Finance Committee of the Council, preside over its meetings and be responsible for its activities.
4. Shall report to the Administrative Council from time to time the status of the finances of the Executive Council (Activity wise).

Co- treasurer

In absence of the treasurer, co treasurer will perform the duties of the treasurer.

Finances Account of the Council

There shall be an account of the Council in reputed bank.

This account will be operated jointly by the Coordinator, Dy. Coordinator and General Secretary/treasurer of the Council.

Financial Support from the University

The University will transfer the amount per event as per the budget (excluding income from sponsorship) approved by Administrative Council, for the various activities of the Executive Council (activity wise).

Sponsorship

The Students' Council may bring sponsorship for various programs. The financial support through sponsorship will be deposited in the bank account of the Council.

Expenditure from the sponsorship amount will be made as per the approval of the Patron and Chief Advisor-Finance.

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The Administrative Council shall have the right:

- a. To conduct and monitor the various activities.
- b. To form the Executive Council (Activity wise) for proper functioning and representation of students in various work.
- c. To examine monthly accounts submitted by treasurer.
- d. To examine, sanction, or disallow, estimates of the expenditure.
As the case may be.
- e. To receive & collect all subscribed or donated sum & expend or invest the same for the purpose of the council. All the money belonging to it to be deposited in the account in the name of the council in well-known bank, to be operated jointly by the faculty (nominated by patron) Treasurer/General Secretary of the council.
- f. To consider & recommend for the proper action against professional misconduct on the part of any of the members & generally to administer the affairs of the Council.
- g. To issue instructions for the proper working of the council and for the maintenance and administration of council's office.
- h. To appoint staff for proper functioning of the association or remove staff. To decide remuneration of the staff.
- i. To represent any matter in which they consider the interest of the council.
- j. To fill any vacancy of its members, office bearers, or representatives of the council on various bodies for the remaining part of the year.
- k. To examine annual accounts, approve budget and annual report before presenting them at the annual general meeting.
- l. To make proposals for amendment in the rules & byelaws of the Council.

Rules for formation of Executive Council

1. In the constitution of hobby club executive council, Coordinator, Dy.Coordinator, advisor shall be appointed/nominated by Administrative Council. Student General Secretary and student secretary (activity wise) shall be nominated by the Administrative Council for only one year and also be removed for the post between their tenure, if their activities would not found satisfactory.
2. Membership is open to all the campus students.
3. Any member may be impeached for misconduct (to be defined by the group), for example: failure to perform duties, attendance, and misuse of funds, etc. The member shall be given a notice and seven-day time and an opportunity to defend him/herself. The decision of the club Administrative Council shall be final.

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Meeting Procedures of the Council

1. The Council shall create an agenda for each meeting and share it with the members at least 48 hours in advance. All Council members are expected to attend each meeting.
2. The meetings shall be held at such times and places as the Council may decide. All decisions of the Council shall be made by a majority vote.
3. If the student coordinator is absent from the University for more than thirty days, the coordinator may convene a regular Council meeting in the presence of Dy. Coordinator.
4. Each activity can meet separately and plan events separately or together in a group. It's important to note that the group should be supportive of each other's interests and respect any differences in opinion. The goal is to create a safe environment for everyone to share their passions.
5. A written notice along with the agenda shall be circulated amongst the members before a meeting and also displayed on the University Notice Boards, at least 24 to 48 hours before a meeting.
6. The quorum for a meeting shall be half the total membership. In the event that a meeting cannot be convened for lack of quorum, the same meeting shall be reconvened within three working days of the earlier scheduled meeting and there shall be no quorum for such a meeting.
7. The Council shall attempt to take decisions by consensus. A simple majority of the Board membership present shall, however, suffice for a motion to be carried except where indicated otherwise.
8. The agenda for a meeting shall be prepared by the student General secretary in consultation with the coordinator and dy. coordinator.
9. The minutes of the proceedings of a meeting of the Council shall be prepared by the student General secretary and student dy. secretary in consultation with the coordinator and dy coordinator and shall circulate them under their signature. After the minutes are confirmed in the next meeting they shall be recorded in a minute book under the signatures of the Administrative Council members. The Student General secretary safe custody of this minute book and provide to the ay coordinator from time to time.
10. The Aatmoday Chairman and the Aatmoday Coordinator, in consultation with the student members of the council, may invite non- members to a meeting or the Council.

Event Planning:

1. All events/seminars/workshops for each activity shall be planned and presented to a Executive Council.

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2. Coordinator can call Administrative Council meet for the approval. The rules and regulations of the event shall be circulated prior to the event so the precautionary measures and all regulation can be taken in advance.


3. All budgetary requirements of events by Student General Secretary and Treasurer shall be proposed to Administrative Council for approval.

Code of conduct of University Hobby Club Council (Aatmoday)

1. All activities of University Hobby Clubs Council (Aatmoday) shall be run by students and faculties of CSJM University. These activities are cultural, Coding, Gardening, Fitness, Drone, Literary, Photography, Cooking.
2. All activities of university hobby Clubs will be conducted in favor of university and various departments of the university.
3. The program in respect of above activities may be conducted after proper intervals. The information in this regard may be given from time to time.
4. Information for conducting program shall be put forward through proper channel. So that the same may get approved by the concerned authority.
5. The Committees will be formed for every program on the basis of nature of activities. Nature of these committees is advisory and for disciplinary functions.
6. For conducting the programs proper channel may collaborate with Student council include experts, faculty members and students' representatives.
7. Students' representative may be selected on the bases of merit, choice of classroom activities and conduct among there companion students.
8. To review and upgrade proposals for conducting programs for above activities, submitted by students or faculty members, the university hobby club may engage subject experts from various departments of university, social and technical forums and other concern groups etc.
9. University Hobby Clubs Council (Aatmoday) may construct Annual Event Calendar Including awareness programs, workshops and events.
10. Program/Club Secretary should maintain proper documentation of event and finance. Program/Club secretary is responsible for use of funds and resources issued by the concerned authorities on the advice of committee formed for the program.
11. Based on annual calendar activities, University Hobby Clubs Council (Aatmoday)) may arrange funds from various sources with prior consent and approval from the concerned authorities. The financial transaction of university hobby club may be conducted through a bank account in the name of University Hobby Clubs Council (Aatmoday).

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12. All the students, member of the university hobby club and secretaries are required to follow the disciplinary rules of university and advice of the program committee. Avoidance of the same may attract strict action from the concerned authorities
13. Any clashes between the students may be resolved by the advisory council of the hobby club. If required a specialized committee may be formed to take actions on the complain /disputes/ or any other necessary matter.

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Cultural Executive Council

Sn	Name	Post	Mobile No.	Email
1.	Dr. Mamta Tiwari	Coordinator	9369847407	mamtatiwari@csjmu.ac.in
2.	Mr. Abhishek Mishra	Dy. Coordinator	9899638545	Abhishek@csjmu.ac.in
2	Swasti Srivastava	Faculty Advisor	9389139125	swastisrivastava@csjmu.ac.in
3.	Akanksha Singh Sengar	Student Secretary	7905207709	akankshasengar00002@gmail.com
4.	Darshika Gupta	Joint Secretary	7905184877	guptasejal70@gmail.com
5.	Aditya Kumar Maurya	Joint Secretary	9297700029	mauraya1525@gmail.com
6.	Devesh Kumar Gupta	Additional Secretary	6386775655	Devesh.r.gupta@Gmail.com
7.	Tanvi Katiyar	Additional Secretary	8853002204	tanvikatiyar@gmail.com

Literary Hobby Club Council

S.N.	Name	Post	Mobile No.	Email
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6.	Anushka Trivedi	Student Joint Secretary	7880524314	serialnumberanushkatrivedi064@gmail.com
7.	Vivek Raj Srivastava	Student Additional Secretary	9335322592	67vivekraj@gmail.com
8.	Sandeep Kumar Pal	Student Additional Secretary	9456214546	pals1750@gmail.com

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Fitness Executive Council

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2.	Mr. Abhishek Mishra	Dy. Coordinator	9899638545	Abhishek@csjmu.ac.in
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4.	Naveen Sharma	Secretary	8765541994	naveenharsh2509@gmail.com
5.	Neha Mishra	Joint Secretary	8081345241	nehamisra005@gmail.com
6.	Sahil Kumar	Joint Secretary	9718161996	sahilkumar25041998@gmail.com
7.	Aniket Singh	Additional Secretary	6392205636	Aniketabhishek6182@mail.com
8.	Ayush Chauhan	Additional Secretary	9839171619	Chauhanayush0270@gmail.com

Coding Executive Council

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3.	Dr. Ram Nayan	Advisor	9453481483	ramnayan@csjmu.ac.in
4.	Prasanjit Gautam	Secretary	7052083336	agautam201@gmail.com
5.	Ritesh Gupta	Joint Secretary	8881344398	riteshgupta7645@gmail.com
6.	Chirag Srivastava	Joint Secretary	9565292335	Chiragsrivastava574@gmail.com

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Robotics & Drone Executive Council

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2.	Mr. Abhishek Mishra	Dy. Coordinator	9899638545	Abhishek@csjmu.ac.in
3.	Yastuti Rao	Faculty Advisor	7376238224	yastuti@csjmu.ac.in
4.	Ayushkatiyar	Student Secretary	7800480693	Ayushkatiyar378@gmail.com
5.	Ashitaasaxena	Student Joint Secretary	8429763220	Ashitaasaxena5may@mail.com
6.	Rupali Priyadarshini	Student Joint Secretary	8787005564	Rupalipriyadarsh2109@gmail.com
7.	Gunja Singh	Student Additional Secretary	9129585215	Gunjasingh486@gmail.com
8.	Madhav Pandey	Student Additional Secretary	8175859660	Pandeymadhav403@gmail.com

Photography Executive Council

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3.	Dr. Vishal Sharma	Faculty Advisor	9411667299	vishalsharma@csjmu.ac.in
4.	Mitul Mishra	Student Secretary	9460968875	Mishramitul09@gmail.com
5.	Sudhakar Singh	Student Joint Secretary	8756890106	singhsudhakar922@gmail.com
6.	Charanjeet Singh	Student Joint Secretary	8090908558	tarowithcharanjeet@gmail.com
7.	Shyam Sunder Saini	Student Additional Secretary	7348227333	shyamsumdersaini2410@gmail.com

Gardening Executive Council

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3.	Dr. Soni Gupta	Faculty Advisor	8090546067	drsonigupta@csjmu.ac.in
4.	Shivangi Yadav	Student Secretary	9140511824	shivangiyadav393@gmail.com
5.	Isha Tripathi	Student Joint Secretary	6388445735	ishatripathi942@gmail.com
6.	Aman Ahmed	Student Joint Secretary	78811 88786	amanahmedsheikh@gmail.com
7.	Aaditya Chauhan	Student Additional Secretary	6388834169	Ranjitc2009rrco@gmail.com

Handwritten signatures and initials: UP, Or, Abhi, Mamta, Jha, S, M, N.

Cooking Executive Council

S.No.	Name	Post	Mobile No.	Email
1.	Dr. Mamta Tiwari	Coordinator	9369847407	mamtatiwari@csjmu.ac.in
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4.	Pranshu	Student Joint Secretary	6307201184	pranshuveema141@gmail.com
5.	Om Gupta	Student Joint Secretary	6307788567	omgupta9097@gmail.com

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3. Shall be responsible for all executive and financial activities of Fitness activities.
4. Shall be the convener of Fitness Executive Council.

Secretary-Literary Executive Council

1. Shall coordinate with all students under literary club.
2. Shall be responsible for all executive and financial activities of Literary Club.
3. Shall supervise and coordinate all Literature activities of the Council.
4. Shall be the convener of Literary Club Council.

Secretary-Coding Executive Council

1. Shall coordinate with all students under Coding club.
2. Shall be responsible for all executive and financial activities of Coding Club Council.
3. Shall be the convener of Coding Club Council.

Secretary-Robotics Executive Council

1. Shall coordinate with all students under Robotics club.
2. Shall be responsible for all executive and financial activities of Robotics Club Council.
3. Shall be the convener of Robotics Club Council.

Secretary-Gardening Executive Council

1. Shall coordinate with all students under Gardening activities.
2. Shall be responsible for all executive and financial activities of Gardening executive council.
3. Shall be the convener of Gardening executive council.

Secretary-Cooking Executive Council

1. Shall coordinate with all students under Cooking activities.
2. Shall be responsible for all executive and financial activities of Cooking executive.
3. Shall be the convener of cooking executive Council.

Secretary-Cultural Executive Council

1. Shall supervise and coordinate all cultural activities of the executive council.
2. Shall coordinate with all students under Cultural executive council.
3. Shall be responsible for all executive and financial activities of Cultural executive council.
4. Shall be the convener of Cultural executive council.

Secretary-Photography Executive Council

1. Shall coordinate with all students under Photography activity
2. Shall be responsible for all executive and financial activities of Photography executive council.
3. Shall be the convener of Photography executive council.

Treasurer

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