



TEERTHANKER MAHAVEER UNIVERSITY

(Established under Govt. of U. P. Act No. 30, 2008)

Delhi Road, Moradabad (U.P)

E-Mail: registrar@tmu.ac.in

Phone No.:	9837933666	Email :	jointregistrar@tmu.ac.in
Ref. No :	TMU/R.O./2024-25/Adm./072	Date:	19.11.2024
SOP No :	22.0	Issued By:	Joint Registrar
Total Pages :	13	Approved By:	Vice Chancellor

Standard Operating Procedure

TMU STUDENT CLUBS (TSC)

The education philosophy of Teerthanker Mahaveer University (TMU) is twofold so as to prepare and develop students to- (1) learn to earn their livelihood (2) learn to live. This requires holistic education approach and reorientation to the learning experience created in the TMU. We believe that education is delivered both inside and outside the classroom for holistic development of the students.

We are more than just the classroom at TMU. We are a place to live, learn, work and play together. The student clubs provide each student the opportunity to explore their passion & express themselves, apart from their regular studies. The students collaborate to learn as part of a community which is bound together by shared interests.

Vision:

To create a vibrant, lively and inclusive community, where student clubs foster leadership, creativity, and collaboration, empowering students to grow holistically.

Mission:

1. Facilitate diverse and engaging activities that enhance students' skills, creativity and passions.
2. Encourage student-led initiatives to build confidence and leadership qualities.
3. Promote inclusivity, cultural exchange, and mutual respect between stake holders.

1. Objectives:

In view of the implementation of various provisions of NEP-2020, with the objective of creating the enabling environment for increasing creativity and innovation, critical thinking and higher-order thinking capacities, teamwork, communication skills, the TMU is organizing different activities for the students through TSC. The major objectives of TSC are-

- 1.1. Enhance Student Engagement:** Create opportunities for students to explore and engage in activities beyond the classroom.


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1.2. Develop Leadership Skills: Encourage students to take leadership roles, fostering skills in organization, communication, and management.

1.3. Promote Collaboration and Networking: Facilitate interaction and teamwork among students with shared interests.

1.4. Support Academic and Professional Growth: Complement academic learning with practical experiences that enhance career readiness.

2. Types of TSC:

2.1. University Level Clubs (Non-Academic Clubs): These are mentored and monitored by University level Committee and common in nature. **(Annexure-01)**

2.2. College/Department Level Clubs (Academic Clubs): These are mentored and monitored by concern College/ Department level Committee and specific in nature. All Colleges/ Departments are free to decide the type and nature of the Academic Clubs after the due approval of the proposal from the Hon'ble Vice-Chancellor.

2.3. Chapters of Professional Societies: College/ Departments are encouraged to create student chapters of professional bodies/ societies, which are being operated at National/ International level such as IEEE, CSI, ISTE, IETE, ISTD, NEN, SNA, SPIC-MACAY, etc. These chapters gives a National recognition/ platform to the students as well as to the College/ University.

3. Instructions for University Level Clubs

3.1. General Rules & Regulations

- The Clubs/ Societies/ Chapters are student driven and faculty works as advisor only.
- Any regular student is eligible to be the office bearer.
- The schedule of the activities of the Clubs/ Societies/ Chapters shall be aligned with the Academic Calendar of the University.
- The consumable used in any activity(s) of the Clubs/ Societies/ Chapters shall be used from the budget (priorly approved by Hon'ble Vice Chancellor through DSW) of concern Clubs/ Societies/ Chapters.


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- e. The club activities are planned and executed by the respective office bearers after the due approval of faculty advisor(s) and DSW.
- f. All clubs are mentored and monitored by the Dean Students' Welfare (DSW) office under the guidance of Hon'ble Vice-Chancellor.

3.2. Selection and Composition:

- a. The composition of office bearers shall be as per the approved structure.

(Annexure-02)

- b. The advisors shall be nominated by the concern principal as per the annexure-01 at least two months prior from the beginning of academic session and send to the Office of DSW for the approval of the Vice-Chancellor.

- c. In the composition of office bearers, the representation of all Colleges is encouraged.

- d. The selection of the student office bearers shall be conducted by a selection committee comprising five (5) members as follows:

- i. DSW - Chairperson
- ii. One Principal - Member (nominated by the Vice-Chancellor)
- iii. One Professor - Member (nominated by the Vice-Chancellor)
- iv. Two Advisors - Member

- e. The tenure of all office bearers shall be one year.

3.3. Membership:

- a. The **Office Bearer Application Form** shall be issued once in an academic session from the concerned Principal office and duly filled forms shall be submitted back to the same office before the last date.

(Annexure-03)

- b. The filled **Office Bearer Application Form** shall be submitted to the DSW office for review, constitution of the club and approval of the Vice-Chancellor.

- c. The **Membership Application Form** shall be issued once in an academic session from the faculty advisor of the respective club through google link.

(Annexure-04)



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3.4. Activity Calendar:

- The activities must be scheduled in accordance with the Academic Calendar.
- The annual activity calendar of all the clubs shall be decided and finalized at least 15 days prior from the starting of the academic session by the office bearers after due discussion with DSW and approval of Vice-Chancellor.
- The secretary of the respective Club shall notify the annual activity calendar before the start of the academic session. **(Annexure-05)**

3.5. Feedback and Action Taken Report (ATR):

- After conducting each activity, the executive members of the club must take the feedback from the participants and submit it to the concerned faculty advisor. **(Annexure-06)**
- Based on feedback received from the participants, the concerned Club Secretary must compile it and put the report to the office bearers for review.
- Based on the reviews given by the office bearers, the faculty advisor must prepare a suggestion(s) list on semester basis and submit it to the DSW office before starting of the next semester. **(Annexure-07)**

3.6. Infrastructural and financial requirements:

- The faculty advisors in consultation with other office bearers shall prepare a list of infrastructural requirements at least one month prior from the commencement of the academic session and submit it to the DSW office for approval of the Hon'ble Vice-Chancellor. **(Annexure-08)**


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3.7. Branding of Event:

The concerned club would be responsible for the pre-event, during-event, post-event branding in social and print media. The Club would be responsible for the designs of creatives, reels, news, photography, video, etc. with the help of Digital Marketing/ Print Media team of the University.

3.8. Documentation:

The DSW office will maintain all the records of the activities conducted by any Club/ Society/ Chapter throughout the year in coordination with the concerned Club Office Bearers/ College.

3.9. Membership Fee:

Membership fee may be fixed from time to time, so that routine expenses are taken care through the Club finance in each academic year, it will be processed by Club Advisor to DSW. DSW recommends it to Hon'ble Vice-Chancellor for approval. A separate account may be created in the name of the TSC for smooth financial transactions & operations. Separate accounts may also be opened as per guidelines of the Professional Chapters such as IEEE/ CSI/ SNA etc.


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Enclosed: -

- Annexure (01 to 08)

University Level Clubs (Non-Academic Clubs)

S.N.	Category	Club Names	Club Advisors to be nominated from (One from Each College and each club)
1	Performing Art and Music	<ul style="list-style-type: none"> • Theatre • Music • Dance 	<ul style="list-style-type: none"> • CCSIT • College of Agriculture Sciences
		<ul style="list-style-type: none"> • Singing • Fashion • Culture & Heritage (SPIC-MACAY) 	<ul style="list-style-type: none"> • Medical College • TMIMT
2	Literary	<ul style="list-style-type: none"> • Reading & Writing • Public Speaking • Poetry 	<ul style="list-style-type: none"> • CTLD • CLLS
		<ul style="list-style-type: none"> • Quizzes • Debate 	<ul style="list-style-type: none"> • College of Pharmacy
3	Arts	<ul style="list-style-type: none"> • Drawing & painting • Photography • Videography • Advertisement & Design 	<ul style="list-style-type: none"> • College of Fine Arts • Dental College
4	Health and Fitness	<ul style="list-style-type: none"> • Sports • Yoga & Meditation 	<ul style="list-style-type: none"> • College of Physical Education
5	Social	<ul style="list-style-type: none"> • Road Safety • Environment • NSS • Rangers & Rovers • NCC 	<ul style="list-style-type: none"> • Faculty of Education • College of Paramedical Sciences

Composition of Office Bearers

I. Club Structure: Following is the structure of each club-

S.N.	Designation	Category
1.	Advisor-I	Faculty
2.	Advisor-II	Faculty
3.	Secretary	Any Student – except 1 st year
4.	Joint Secretary-I	2 nd yr Student
5.	Joint Secretary-II	2 nd yr Student
6.	Joint Secretary-III	3 rd yr Student
7.	Executive Member-I	2 nd yr Student
8.	Executive Member-II	2 nd yr Student
9.	Executive Member-III	2 nd yr Student
10.	Executive Member-IV	3 rd yr Student
11.	Executive Member-V	3 rd yr Student

Roles and Responsibilities

1. Advisors:

- To mentor, guide, monitor and networking regarding the planning and execution of the activities as per the schedule prepared by the club office bearers. The schedule shall be recommended by the Dean Students' Welfare (DSW) and approved by the Vice-Chancellor.

2. Secretary:

- To maintain all official records and documents.
- To prepare and distribute meeting agendas and minutes.
- To manage internal and external communications for the club.

3. Joint Secretaries:

- To assist the Secretary in documentation and organizing events.
- To handle specific tasks related to event coordination and communication.
- To help manage club-related emails, notices, and logistical arrangements.

4. Executive Members:

- To assist in the planning and execution of club activities and events.
- To take up specific tasks assigned by the leadership team.
- To engage with club members to gather feedback and encourage participation.
- To support the leadership team in logistics, marketing, and resource management.



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Website : www.tmu.ac.in

Annexure-03

Office Bearer Application Form: TMU Student Club (TSC)

Academic Session: _____ Club Name: _____

Application for: Tick ✓ any one

Secretary Joint Secretary Executive Member

College/ Dept.: _____ Prog. Name: _____

Enroll. No.: _____ Prog. Year/ Semester: _____

Full Name: _____

Contact Number: _____ Email Id: _____@tmu.ac.in

Academic Details: CGPA: _____ Attendance Percentage: _____

(As per previous Sem./ Year)

Why are you interested in applying for above position? Any achievement in the related area (Please attach certificates).

Answer: (1) _____

(2) _____

(3) _____

(4) _____

(5) _____

(Student Signature)

Date: ___/___/20__

(HOD Signature)

Date: ___/___/20__

(Principal Signature with Seal)

Date: ___/___/20__

Note: The application form shall be submitted to the concern principal office.

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Annexure-04

Membership Application Form: TMU Student Club (TSC)

Academic Session: _____ Club Name: _____
College/ Dept.: _____ Prog. Name: _____
Enroll. No.: _____ Prog. Year/ Semester: _____
Full Name: _____
Contact Number: _____ Email Id: _____@tmu.ac.in

Why are you interested in the proposed club (150-200 words)? Any achievement in the related area (Please attach certificates).

Answer: _____

(Student Signature)

Date: ___/___/20__

(HOD Signature)

Date: ___/___/20__

(Principal Signature with Seal)

Date: ___/___/20__

Note: The application form shall be submitted to the concern principal office.


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Annexure-05

Activity Calendar (TSC)

Session: _____

Club Name: _____

S.N.	Date/ Month	Activity Name	Level (Intra-University/ Inter-University)	Venue	Tentative No. of participants
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10					
11					
12					

(Advisor-I)

(Advisor-II)

(Secretary)

Date: ___/___/20___

Date: ___/___/20___

Date: ___/___/20___


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Annexure-06

Club Feedback Form

Academic Session: _____ Club Name: _____
College/ Dept.: _____ Prog. Name: _____
Enroll. No.: _____ Prog. Year/ Semester: _____
Full Name: _____
Contact Number: _____ Email Id: _____@tmu.ac.in
Activity Name: _____ Activity Date: _____

Dear Participant,

Please give your feedback based on the following parameters:

S.N.	Parameters	Rating (1-5) 1= Poor and 5= Excellent
1.	The activity enhances the student engagement.	
2.	The activity develops the leadership skills.	
3.	The activity promotes the collaborative learning.	
4.	The activity supports the academic and professional growth.	
5.	Overall rating of the activity.	

Suggestions for the club quality activities for future improvement:

(Participant Signature) _____

Date: ___/___/20___


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Annexure-08

Financial and Infrastructural Requirements

Academic Session: _____ Club Name: _____

Activity Name: _____ Activity Date: _____

Name (Advisor-1): _____

Name (Advisor-2): _____

Financial Requirements:

S.N.	Description	Expected Cost (In Rs.)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
	Total	

Infrastructural/ Other Requirements:

S.N.	Description	Expected Cost (In Rs.)
1.		
2.		
3.		
4.		
5.		
	Total	

(Advisor-1 Signature)

Date: ___/___/20___


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(Advisor-2 Signature)

Date: ___/___/20___