



Smt. Indira Gandhi PG College

(Affiliated to Maharaja Suhel Dev State University)

Student Clubs Handbook

Learn • Lead • Create • Serve

SMT INDIRA GANDHI
PG COLLEGE

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ABOUT THE INSTITUTION & GENERAL INFORMATION

1. Preamble

Smt. Indira Gandhi PG College believes that holistic education extends beyond classroom instruction and includes the development of leadership, creativity, teamwork, ethical values, and social responsibility. Student Clubs serve as structured platforms that complement academic learning through experiential engagement, peer collaboration, and community participation.

This Student Clubs Handbook provides a comprehensive institutional framework for the formation, functioning, governance, monitoring, and evaluation of all student clubs operating under the College.

2. Scope of the Handbook

This Handbook applies to:

- All recognized student clubs of the College
- Faculty coordinators and mentors
- Student coordinators and members
- Institutional committees overseeing club activities

It governs planning, approval, execution, documentation, monitoring, and evaluation of all club-related initiatives.

3. Policy Statement

The College is committed to promoting structured, student-led engagement platforms that enhance academic enrichment, leadership development, creativity, physical well-being, and community service.

All student clubs shall function in alignment with:

- Institutional vision and mission
- Academic regulations of Maharaja Suhel Dev State University
- Applicable statutory and higher education guidelines

Clubs shall operate transparently, ethically, inclusively, and in a disciplined manner.

4. Vision

To cultivate a vibrant student community that demonstrates leadership, creativity, ethical responsibility, social awareness, and lifelong learning through structured club participation.

5. Mission

- To provide structured platforms for experiential learning
 - To encourage leadership and collaborative skills
 - To foster innovation, cultural appreciation, and physical well-being
 - To promote civic responsibility and community engagement
 - To strengthen institutional identity through active student participation
-

6. Objectives of Student Clubs

Student Clubs aim to:

- Enhance subject knowledge through academic engagement

- Promote creativity and talent development
 - Strengthen communication, leadership, and teamwork skills
 - Encourage healthy lifestyles and sports participation
 - Foster social responsibility and environmental consciousness
 - Support holistic personality development
-

7. Institutional Governance Framework

7.1 Overall Oversight

Student Clubs function under the supervision of:

- The Principal
- Student Welfare Committee
- Designated Faculty Coordinators
- Relevant Institutional Committees

Overall oversight ensures discipline, accountability, and institutional alignment.

7.2 Roles & Responsibilities

Principal

- Approves club formation and major activities
- Provides policy direction and institutional support

Student Welfare Committee

- Monitors functioning of clubs

- Reviews annual plans and reports

Faculty Coordinator

- Guides planning and execution of activities
- Ensures discipline, safety, and documentation

Student Coordinator

- Leads club activities
 - Coordinates members and maintains participation records
-

8. Formation, Registration & Continuity of Student Clubs

- A proposal must be submitted in prescribed format
 - Faculty mentor approval is mandatory
 - Principal's approval is required for recognition
 - Clubs must submit annual action plans
 - Non-functional clubs may be reviewed or reconstituted
-

9. Classification of Student Clubs

9.1 Academic & Domain-Based Clubs

Focus on subject enrichment, seminars, discussions, and academic activities.

Club Name	Core Area	Learning Focus	Name and Contact Details of Faculty Supervisor	Faculty Mentor (Role)
Literary & Cultural Club	Language and Culture	Critical reading, writing skills, debates, cultural understanding		Guides literary activities, mentors students, and evaluates outcomes
Social Science & Current Affairs Club	Society and Governance	Civic awareness, social analysis, contemporary issues		Facilitates discussions, coordinates activities, and monitors engagement
Education & Training Club	Teaching and Pedagogy	Teaching aptitude, lesson planning, instructional skills		Mentors academic skill development and training exercises
Commerce & Entrepreneurship Club	Business and Enterprise	Financial awareness, entrepreneurial mindset, basic management skills		Guides activities related to enterprise and financial literacy
Life Sciences & Environment Club	Ecology and Life Sciences	Environmental awareness, sustainability practices		Supervises eco-centric activities and student participation
Science & Innovation Club	Science and Innovation	Scientific thinking, innovation orientation		Mentors innovation-focused activities and workshops

9.2 Cultural & Creative Clubs

Promote music, dance, theatre, literature, and artistic expression.

Club Name	Core Area	Learning Focus	Name and Contact Details of Faculty Supervisor	Faculty Mentor (Role)
Dance & Music Club	Performing Arts	Artistic expression, rhythm, confidence building		Guides rehearsals and coordinates performances
Drama & Theatre Club	Theatre Arts	Communication skills, teamwork, creativity		Mentors stage performances and theatrical activities
Art & Craft Club	Visual Arts	Creativity, design thinking, fine motor skills		Supervises workshops and creative exhibitions
Literary Club	Language & Expression	Writing, public speaking, literary appreciation		Mentors literary activities and student participation
Festive Celebrations Club	Cultural Heritage	Cultural awareness, event organization, inclusivity		Coordinates institutional cultural celebrations

9.3 Sports & Physical Fitness Clubs

Encourage participation in indoor/outdoor games and wellness activities.

Club Name	Core Area	Learning Focus	Name and Contact Details of Faculty Supervisor	Faculty Mentor (Role)
Indoor Games Club	Indoor Sports	Concentration, strategy, coordination		Organizes indoor sports activities and events
Outdoor Games Club	Outdoor Sports	Physical fitness, teamwork, discipline		Coaches and supervises outdoor sports participation

Yoga & Wellness Club	Health & Wellnes s	Physical health, stress management, self-discipline		Conducts yoga sessions and wellness activities
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9.4 Personality Development & Well-Being Clubs

Focus on confidence building, leadership, mental wellness, and communication skills.

Club Name	Core Area	Learning Focus	Name and Contact Details of Faculty Supervisor	Faculty Mentor (Role)
Meditation & Mindfulness Club	Mental Well-being	Emotional balance, focus, self-regulation		Conducts guided sessions and reflective activities
Self-Confidence & Motivation Club	Personality Development	Leadership skills, self-expression, motivation		Mentors confidence-building and leadership activities
Digital Well-being Club	Responsible Technology Use	Healthy digital habits, cyber awareness		Guides awareness sessions and responsible usage practices

9.5 Social Responsibility & Community Outreach Clubs

Promote NSS activities, environmental drives, awareness campaigns, and community engagement.

Club Name	Core Area	Learning Focus	Name and Contact Details of Faculty Supervisor	Faculty Mentor (Role)
NSS & Swachhta Club	Social Responsibility	Civic engagement,		Coordinates outreach and service activities

		cleanliness, volunteerism		
Health Awareness Club	Public Health	Preventive healthcare, hygiene awareness		Organizes health education and awareness programs
Village Outreach & Education Club	Community Engagement	Social sensitivity, rural engagement		Guides field-based outreach and educational activities
Gender & Equality Club	Social Equity	Awareness, inclusivity, respectful practices		Facilitates sensitization and awareness initiatives
Environment & Plantation Club	Sustainability	Environmental responsibility, conservation		Supervises plantation drives and green initiatives

10. Activity Planning Framework

10.1 Annual Activity Planning

Each club shall prepare:

- Annual Action Plan
- Tentative calendar of activities
- Defined objectives and expected outcomes

10.2 Types of Activities

- Workshops and seminars
- Competitions and exhibitions

- Awareness campaigns
- Skill development sessions
- Community outreach programmes

10.3 Academic & Institutional Alignment Principles

All activities must:

- Support institutional values
 - Maintain academic discipline
 - Promote ethical conduct
 - Ensure safety and inclusivity
-

11. Standard Operating Procedures (SOPs)

11.1 Activity Proposal & Approval Process

- Submission of Activity Proposal Form
- Review by Faculty Coordinator
- Approval by Principal (where required)
- Notification and execution

11.2 Safety, Discipline & Code of Conduct

- Mandatory discipline during activities
- Compliance with institutional safety norms
- No activity without prior approval
- Proper supervision at all times

12. Financial Planning & Resource Utilization

- Budget proposals must be submitted in advance
 - Use of institutional resources requires approval
 - Transparent utilization and record maintenance is mandatory
-

13. Documentation, Reporting & Evidence Management

Each club must maintain:

- Attendance records
- Activity reports
- Photographic evidence
- Feedback forms
- Annual summary reports

Records shall be preserved in physical and digital formats.

14. Monitoring, Evaluation & Outcome Assessment

14.1 Monitoring Mechanism

Periodic review by:

- Faculty Coordinators
- Student Welfare Committee
- Principal

14.2 Evaluation Parameters

- Participation levels
- Activity quality and relevance
- Leadership development
- Documentation completeness

14.3 Outcome Indicators

- Skill enhancement
 - Student engagement
 - Community impact
 - Recognition and achievements
-

15. Recognition, Appreciation & Student Motivation

Recognition may include:

- Certificates of participation
 - Awards for outstanding contribution
 - Appreciation during institutional events
 - Documentation in annual reports
-

16. Inclusivity, Equity & Ethical Practices

16.1 Inclusive Participation Framework

Clubs must:

- Ensure equal opportunity
- Avoid discrimination
- Encourage broad participation

16.2 Ethical Conduct & Professional Behaviour

Members must:

- Maintain discipline and respect
- Avoid misconduct
- Uphold institutional dignity

17. Grievance Handling & Conflict Resolution Mechanism

Any issue related to club functioning may be submitted to:

- Faculty Coordinator
- Student Welfare Committee
- Institutional Grievance Redressal Mechanism

All complaints shall be handled confidentially and fairly.

18. Collaboration, Outreach & External Engagement

Clubs may collaborate with:

- Other institutional units
- Academic departments
- External organizations (with prior approval)

All collaborations must align with institutional norms.

19. Continuous Improvement & Institutional Strengthening

- Annual review of club performance
 - Incorporation of student feedback
 - Revision of activity plans
 - Capacity-building initiatives
-

20. Review, Revision & Amendments

The College reserves the right to revise this Handbook as per:

- Institutional needs
- University directions
- Regulatory updates

All amendments shall be notified officially.

21. Approval & Effective Date

This Student Clubs Handbook is approved by the competent authority of Smt. Indira Gandhi PG College and shall come into effect from the date of notification.

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ANNEXURE-1

Student Club Constitution Format

1. Name of the Club:

2. Category of Club:

- Domain & Skill-Based
- Cultural & Performing Arts
- Sports & Fitness
- Mental Well-being & Personality Development
- Community & Social Service

3. Purpose of the Club:

(Brief description of objectives and focus areas)

4. Faculty Supervisor:

Name: _____
Designation: _____
Department: _____

5. Faculty Mentor:

Name: _____
Role & Responsibilities: _____

6. Student Leadership Structure:

- Student Coordinator:
- Joint Coordinator:
- Core Members:

7. Operational Period:

Academic Session: _____ to _____

8. Mode of Functioning:

Meetings, workshops, projects, outreach, competitions, etc.

9. Approval

Faculty Supervisor Signature: _____

Head of Institution / Authority: _____

Date: _____



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ANNEXURE- 2

Annual Club Action Plan Format

S. No.	Proposed Activity	Objective	Tentative Month	Target Group	Expected Outcome
1					
2					

Prepared by: Student Coordinator

Verified by: Faculty Mentor

Approved by: Faculty Supervisor

Date: _____



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ANNEXURE- 3

Club Activity Proposal & Approval Form

1. Name of the Club: _____

2. Title of Activity: _____

3. Nature of Activity:

Workshop Seminar Competition Outreach Awareness Training Other

4. Date & Duration: _____

5. Venue / Mode: _____

6. Objectives of the
Activity: _____

7. Expected Learning
Outcomes: _____

8. Target Participants: _____

9. Resource Person (if any): _____

10. Estimated Budget (if applicable): _____

11. Faculty in Charge: _____

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ANNEXURE- 4

Club Activity Report Format

1. Name of the Club: _____

2. Title of Activity: _____

3. Date & Venue: _____

4. Number of Participants: _____

5. Brief Description of the Activity:

6. Objectives Achieved: _____

7. Learning Outcomes /
Impact: _____

8. Student Feedback Summary:

9. Photographic Evidence:

Attached Uploaded Stored in Records

Prepared by: _____

Verified by: Faculty Mentor

Approved by: Faculty Supervisor

Date: _____

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ANNEXURE- 5

Club Attendance & Participation Record Format

Name of the Club: _____

Activity Title: _____

S. No.	Name of Student	Programme / Class	Roll No.	Signature
1				
2				



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ANNEXURE- 6

Student Club Feedback Format

Activity Title: _____

Please rate the following (1–5):

Criteria	Rating
Relevance of Activity	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Learning Value	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Organization	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5

What did you learn from this activity?

Suggestions for improvement:

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ANNEXURE- 7

Student Coordinator Appointment Letter Format

This is to certify that **Mr./Ms.** _____,

Programme: _____,

has been appointed as Student Coordinator of the ** Club** for the academic session

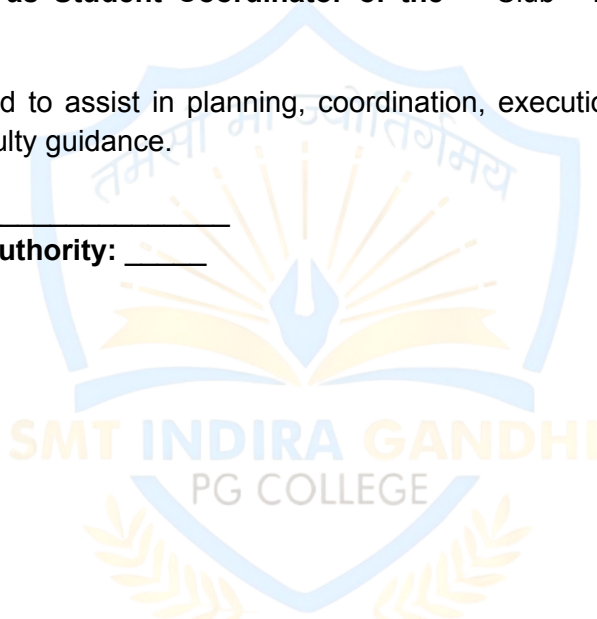
_____.

The student is expected to assist in planning, coordination, execution, and documentation of club activities under faculty guidance.

Faculty Supervisor: _____

Head of Institution / Authority: _____

Date: _____



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ANNEXURE- 8

Annual Club Summary Report Format

1. Name of the Club: _____

2. Academic Session: _____

3. Faculty Supervisor & Mentor: _____

4. Total Activities Conducted: _____

5. Student Participation (Approx.): _____

6. Major Achievements: _____

7. Best Practices Identified: _____

8. Challenges & Action Taken: _____

9. Overall Impact Statement: _____

Submitted by: _____

Approved by: _____

Date: _____