



BHAGWAN MAHAVIR UNIVERSITY

UGC Approved University

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Ref. No.: BMU/ 605/2024-25

Date 1st May, 2025

Notification

This is to inform all faculty members and students that the following clubs are active and functioning in the University:

- Sports Club
- Anchoring Club
- Cultural Club
- Mentor Well-being Club
- NSS Club
- ECO Club

Detailed information about each club, including objectives and coordinators, are provided in **Annexure 1** attached with this notice.

Kindly note that all activities were earlier conducted through various constituted committees.

All are encouraged to take active part in the activities and initiatives organized by these clubs.

(Dr. Vijay Matawala)

I/C Registrar
Bhagwan Mahavir University
VIP Road, Vesu Surat-395007



Annexure 1

Sports Club

Introduction

The Sports Club at Bhagwan Mahavir University is a dynamic platform dedicated to promoting physical fitness, teamwork, and competitive spirit among students. This club provides opportunities for students to engage in various sports, enhance their skills, and participate in intercollegiate competitions. By fostering a culture of sportsmanship and healthy living, the Sports Club plays a vital role in enriching the university experience.

Vision

To create an inclusive and vibrant sports community that encourages students to pursue excellence in athletics, fosters teamwork, and promotes a lifelong commitment to health and wellness.

Objectives

- **Promote Physical Fitness:** To encourage students to engage in regular physical activities and understand the importance of a healthy lifestyle.
- **Enhance Sporting Skills:** To provide training and resources for students to improve their performance in various sports.
- **Foster Teamwork and Collaboration:** To cultivate a spirit of teamwork through participation in team sports and collaborative training sessions.
- **Organize Competitions:** To host intercollegiate and intramural sports events that promote healthy competition and camaraderie.
- **Build a Supportive Community:** To create a welcoming environment for students of all skill levels to connect and grow in their athletic pursuits.

Goals

- **Organize Sports Events:** Plan and execute various sporting events, including tournaments, matches, and fun days.
- **Conduct Training Sessions:** Offer regular practice sessions and workshops for skill development in different sports.
- **Encourage Participation:** Promote inclusivity by encouraging all students, regardless of skill level, to join and participate in sports activities.

Roles & Responsibilities

President

- Leads the Sports Club and oversees all activities.
- Sets the vision, goals, and strategies for the club.
- Coordinates with university authorities and event organizers.
- Ensures quality and professionalism in all events and training sessions.



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Vice President

- Assists the President in planning and execution.
- Monitors club activities and sports events organization.
- Acts as the President in their absence.

Secretary

- Handles communication, scheduling, and documentation.
- Maintains records of events, participant lists, and feedback.
- Coordinates training sessions and practice schedules.

Sports Coordinator(s)

- Identifies and trains members for various sports.
- Ensures smooth execution of events and activities.
- Works closely with the team for effective collaboration.

Event Organization Guidelines

Sports Tournaments

- Organize intercollegiate and inter university tournaments in various sports disciplines.

Training Sessions

- Provide regular practice sessions for skill development in different sports, catering to all skill levels.

Sports Awareness Programs

- Host workshops and seminars to educate students about fitness, nutrition, and the importance of sports in daily life.

Promotion and Outreach

- Utilize social media and university platforms to promote events and activities.
- Collaborate with other clubs and organizations to increase participation and visibility.
- Create posters, flyers, and digital content to engage the university community.

Team Structure

Name	Role	Contact Number
Mr. Dinesh Sarang	President	9825693360
Mr. Sanchit Solanki	Vice President	8866663978
Mr. Himanshu Patel	Secretary	9913129111



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Dr. Ankur Patel	Treasurer	9033959566
Mr. VujanshMirjakar	Student Coordinator	8160151270
Mr. Priyanshu Mishra	Student Coordinator	9173779068
Mr. Dhruv Bhavsar	Student Coordinator	9601020047
Mr. Vipul Rawal	Student Coordinator	7046217006

Activities & Initiatives

- **Sports Tournaments:** Organize annual competitions to promote participation and teamwork.
- **Training Camps:** Host camps and clinics for skill enhancement in various sports.
- **Fitness Challenges:** Create challenges that encourage students to engage in physical activity and maintain fitness.
- **Feedback & Improvement Sessions:** Provide constructive feedback for continuous growth and skill development.
- **Mentorship Program:** Pair experienced athletes with newcomers to foster learning and motivation.

Conclusion

The Sports Club at Bhagwan Mahavir University is committed to promoting a healthy, active lifestyle while fostering camaraderie and teamwork among students. All students are encouraged to participate in club activities, training sessions, and events to enhance their skills and contribute to a lively sports culture on campus.



Annexure 1

Anchoring Club

Introduction:

The Anchoring Cell at Bhagwan Mahavir University serves as a dedicated platform to nurture and enhance student's communication, presentation and event management skills. Anchoring is an essential aspect of public speaking and plays a vital role in the success of academic, cultural, and professional events. This cell aims to train students in the art of anchoring, helping them develop confidence, fluency and stage presence while adhering to professional etiquette and protocols.

Vision:

To establish a professional, articulate, and confident anchoring culture at Bhagwan Mahavir University by refining pronunciation, script accuracy, and event protocols, ensuring excellence in all formal and cultural events.

Objectives:

- **Enhance Public Speaking Skills:** To equip students with the ability to communicate effectively on stage.
- **Train in Event Hosting:** To develop skills in hosting various types of events, including formal, semi-formal, and cultural programs.
- **Improve Pronunciation & Voice Modulation:** To focus on clarity, tone, and expression in speech.
- **Develop Script Writing Skills:** To teach students the art of crafting engaging and professional scripts.
- **Promote Professionalism in Presentation:** To set standards for dress codes, body language, and overall stage presence.
- **Encourage Leadership & Teamwork:** To foster collaboration and responsibility among students.

Goals:

- **Enhance Pronunciation & Diction** – Train anchors to deliver clear and correct pronunciation, especially for formal events.
- **Improve Script Quality & Delivery** – Develop well-structured scripts with proper flow and refined language.
- **Standardize Event Protocols** – Ensure anchors follow consistent guidelines for different types of events.
- **Boost Confidence & Stage Presence** – Train members in voice modulation, expressions, and audience engagement.
- **Create a Knowledge Base** – Maintain a repository of scripts, guidelines, and recordings for continuous learning.
- **Professional Presentation** – Implement dress codes and body language training for a polished stage presence.



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Roles & Responsibilities:

President:

- Leads the Anchoring Cell and oversees all activities.
- Sets the vision, goals, and strategies for the cell.
- Coordinates with university authorities and event organizers.
- Ensures quality, professionalism, and adherence to protocols.

Vice President:

- Assists the President in planning and execution.
- Monitors training sessions and event execution.
- Acts as the President in their absence.

Secretary:

- Handles communication, scheduling, and documentation.
- Maintains records of events, scripts, and feedback.
- Coordinates with anchors for rehearsals and preparation.

Student Coordinator(s):

- Identifies and trains student anchors.
- Ensures proper execution of dress codes, pronunciation, and script delivery.
- Works closely with the team for seamless event management.

Key Focus Areas:

- **Types of Anchoring:** Covering formal, semi-formal, cultural, academic, and sports events.

1. Dress Code Guidelines:

For male and female anchors (students and faculties) :

Formal Events (Convocations, Award Ceremonies, Guest Lectures, Conferences, Official Meetings)

Male:

- Suit with a formal plain shirt and tie
- Polished formal shoes (black or brown)
- Well-groomed appearance (clean-shaven or neatly trimmed beard)
- Minimal accessories (watch, tie pin optional)

Female:

- Saree (Solid or subtle patterns in neutral or pastel shades)
- Formal Blazer with trousers



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- Closed-toe heels or formal flats
- Minimal jewellery and light makeup
- Neatly tied hair

Cultural Events (Navratri, Traditional Celebrations, Annual Functions, Festive Events)

Male:

- Kurta with churidar or formal pants
- Bandhgala or Nehru jacket for an elevated look
- Mojari or traditional footwear (avoid sneakers/slippers)

Female:

- Saree, Lehenga, or an elegant Salwar-Kameez
- Subtle traditional jewellery (avoid over-accessorizing)
- Neatly tied or styled hair
- Traditional footwear like jutties or wedges

2. Script Development: Structuring introductions, transitions, and conclusions with elegance.

Guidelines for Script Development : To ensure clarity and accuracy during the anchoring process for various events.

⚡ Minute-to-Minute Program :

Purpose: To provide a detailed and well-structured flow of the event, ensuring smooth transitions.

Sample Layout:

❖ Event Introduction (0-2 mins)

- Opening with a welcoming note
- Brief introduction of the event's purpose and importance
- Introducing the chief guests and dignitaries

❖ Lamp Lighting Ceremony (2-5 mins)

- Announcing the significance of the lamp lighting ceremony
- Introducing the chief guest and other dignitaries involved.
- Proper and complete selection of a shloka or prayer for the lamp lighting ceremony, ensuring it concludes in alignment with the dignitaries completing the lamp lighting process.

❖ Felicitation of Guests (5-10 mins)

- Introducing each guest with their name and designation
- Acknowledging their achievements or roles
- Always introduce guests in the order of their seniority. Start with the chief guest, then move on to other dignitaries or faculty members.



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- Use appropriate titles and designations (e.g., "Dr.[Name]," "Professor [Name]," "Honourable Chief Guest," etc.).
- ❖ **Keynote Speech / chief guest 's Address (10-20 mins)**
 - Start with guest of honour then move to chief guest
 - Providing brief background information of speaker
 - Giving the floor to the speaker
- ❖ **Program Highlights / Performances (20-30 mins) (if any)**
 - Announcing cultural performances, presentations, or other highlights
 - Introducing each act with its purpose or theme
- ❖ **Vote of Thanks (30-35 mins)**
 - Acknowledging all contributors, dignitaries, and participants
 - Expressing gratitude to the audience
- ❖ **National anthem**(should be as per guidelines)
 - Ensure that you make a clear announcement when the anthem will begin, so that the audience is prepared.
 - Ensure that the National Anthem is sung in its full 52-second version, adhering to proper guidelines, including correct pronunciation, posture, and respect, without any alterations or distortions.
 - If you are hosting, make sure to speak with the event organizer or technical team to confirm the volume level and ensure it plays without any interruption.
 - If the anthem is being sung by the audience, it should be done in unison and clearly.
 - In case of any technical difficulty (e.g., sound system failure), remain calm and ensure the audience is aware.
 - Avoid playing the National Anthem for casual or non-official events (like parties or informal student gatherings).
- ❖ **Closing Remarks (35-40 mins)**
 - Summarizing the event's key takeaways
 - Offering a closing note

✚ **Seating of Dignitaries:**

- ❖ Ensure that **seating arrangements** are carefully planned. Senior dignitaries should be seated in **prime positions** (like the centre of the front row).
- ❖ If seating is hierarchical, ensure guests are seated based on their rank or role in the event as per the name plates.

3. Pronunciation & Voice Modulation:

To ensure clarity, accuracy, and professionalism while speaking, especially for formal events like convocations, guest lectures, or award ceremonies.

- Before the event, double-check the pronunciation of guest speakers, dignitaries, and other individuals' names with proper designation.
- If you are unsure, politely ask them before the event how they prefer their name to be pronounced.
- Practice difficult words, especially technical terms or names of awards, degrees, and disciplines.



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- Speak slowly and clearly, particularly when announcing important names, titles, or formal phrases.
- Your pitch and tone should match the emotion or mood of the event.
- Break your speech into smaller parts, and vary your pace, pitch, and volume to prevent a monotonous delivery.
- Using different emotional tones for different segments keeps the audience engaged.

✚ **Protocol Adherence:** Following university norms and event-specific etiquettes.

Board of trustees:

Shri. Jagdish Jain, Chairman (BMEF)

Dr. Satbir Jain , Vice Chairman (BMEF)

Shri. Anil Jain , Founder and Managing Trustee (BMEF)

Dr. Sanjay Jain, President (BMU)

Smt. Leena Jain , Trustee

Dr. Harshita Jain , Trustee

Dr. Purnima Jain , Trustee

University officials:

Dr. Nirmal Sharma, Provost

Dr. Vijay Matawala , Registrar

Dr. Vineet Jain, Dean Research and Director, Bhagwan Mahavir college of Pharmacy

Mr. Kumar Kaushik, Controller of Exam

Dean / Director/principal of different Institutions:

Dr. Sanjay Buch, Director , Internal Quality Assurance Cell

Dr. Vineet Goel, Dean Engineering

Dr. Dilip Patel, Dean, Education

Dr.Cheta Desai , Principal, Bhagwan Mahavir College of Commerce and Management Studies)

Dr. Snehal Vaghela , Principal, Bhagwan Mahavir College of Liberal Arts

Mr. Snehal Patel, Principal , Bhagwan Mahavir Polytechnic



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Mr. Pravinbhai Prajapati , Principal , Bhagwan Mahavir College of Nursing

Ar. Pooja Dhariyawala, Vice Principal, Bhagwan Mahavir College of Architecture

Ms. Sapna Parekh , Principal, Bhagwan Mahavir College of Legal Education

Mr. Varun Dhingra, Director , Bhagwan Mahavir College of Management

Mr. Dinesh Sarang, Principal, Bhagwan Mahavir College of Physical, Education

Team Structure:

Name	Role	Contact Number
Prof. Pooja Desai	President	9879103085
Dr. Bhavina Desai	Vice President	9879012316
Ms. Simran Chhabra	Secretary	9099327570
Ms. Shrinki Mehta	Member	9664653672
Ms. Priyanka Kinger	Member	9537101263
Kritika Rajpurohit	Student Coordinator	9054062497
Tanvi Bhavsar	Student Coordinator	7984594463
Charlie Multani	Student Coordinator	9106856264

Activities & Initiatives:

- **Workshops & Training:** Regular sessions on public speaking, voice modulation, pronunciation improvement and anchoring techniques.
- **Mock Anchoring Sessions:** Practice sessions to refine skills in real-time settings.
- **Guest Lectures & Mentorship:** Inviting experienced anchors and speakers to share insights.
- **Event Hosting Opportunities:** Assigning students to university events for practical exposure.
- **Script Writing Competitions:** Encouraging creativity in structuring event scripts.
- **Feedback & Improvement Sessions:** Providing constructive feedback for continuous development.
- **Mentorship Program:** Senior anchors mentor new members to enhance learning and experience.
- **Emergency Handling Protocols:** Training to anchors to manage unexpected situations like technical issues or speaker delays smoothly.

Conclusion: The Anchoring Cell at Bhagwan Mahavir University is committed to shaping confident and articulate individuals who can effectively manage stage events and communicate with impact. All students are encouraged to participate in training sessions, workshops, and live event opportunities to refine their skills and contribute to the university's vibrant event culture.



Annexure 1

Cultural Club

Introduction

The Cultural Club at Bhagwan Mahavir University serves as a vibrant platform for students to explore and celebrate diverse cultures through various artistic expressions. This club aims to promote cultural awareness, creativity, and teamwork among students by organizing events, workshops, and performances. By fostering a sense of community, the Cultural Club plays a crucial role in enhancing the overall university experience.

Vision

To create a dynamic environment that encourages students to appreciate, participate in, and showcase diverse cultural traditions, fostering creativity and collaboration within and outside the university community.

Objectives

- **Promote Cultural Awareness:** To educate students about various cultures and traditions through events and activities.
- **Encourage Artistic Expression:** To provide a platform for students to express themselves through music, dance, theatre and other art forms.
- **Foster Teamwork and Collaboration:** To encourage students to work together on cultural projects and events.
- **Enhance Organizational Skills:** To develop skills in event planning, management, and execution.
- **Build a Supportive Community:** To create a welcoming space for students from different backgrounds to connect and collaborate.

Goals

- **Organize Cultural Events:** Plan and execute various cultural programs, including festivals and performances.
- **Conduct Workshops:** Provide training sessions in arts, crafts, music, and dance to enhance students' skills.
- **Promote Inclusivity:** Ensure all cultural events are inclusive and accessible to all students.

Roles & Responsibilities

President

- Leads the Cultural Club and oversees all activities.
- Sets the vision, goals, and strategies for the club.



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- Coordinates with university authorities and event organizers.
- Ensures quality and professionalism in all events.

Vice President

- Assists the President in planning and execution.
- Monitors club activities and event organization.
- Acts as the President in their absence.

Secretary

- Handles communication, scheduling, and documentation.
- Maintains records of events, participant lists, and feedback.
- Coordinates rehearsals and preparations for performances.

Event Coordinator(s)

- Identifies and trains members for performances and events.
- Ensures smooth execution of events and activities.
- Works closely with the team for effective collaboration.

Event Organization Guidelines

Cultural Festivals:

- Plan thematic festivals that celebrate various cultures, including food, music, and traditional performances.

Workshops:

- Organize skill-building sessions in dance, music, and visual arts for students of all levels.

Exhibitions:

- Showcase traditional crafts, art, and performances from different cultures.

Promotion and Outreach

- Use social media and university platforms to promote events.
- Collaborate with other clubs and organizations to increase participation.
- Create posters, flyers, and digital content to engage the university community.



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Team Structure

Name	Role	Contact Number
Dr. Sneha Patel	President	9898890454
Ms. Pooja Desai	Vice President	9879103085
Ms. Upasna Mehta	Secretary	9909251902
Ms. Prakruti Desai	Treasurer	9558402511
Kritika Rajpurohit	Student Coordinator	9054062497
Fuzel Multani	Student Coordinator	9106856264

Activities & Initiatives

- Cultural Festivals: Organize annual events like youth festival to celebrate diversity.
- Workshops & Training: Regular sessions on various art forms.
- Competitions: Host talent shows, art competitions, and performances.
- Feedback & Improvement Sessions: Provide constructive feedback for continuous growth.
- Mentorship Program: Pair experienced members with newcomers for guidance.

Conclusion

The Cultural Club at Bhagwan Mahavir University is dedicated to fostering a rich cultural environment where students can explore, appreciate, and celebrate diversity through various artistic expressions. All students are encouraged to participate in club activities, workshops, and events to enhance their skills and contribute to a vibrant cultural community on campus.



Annexure 1

Mental Well Being Club

Introduction

A **Mental Well Being Club** plays a crucial role in promoting overall well-being, mindfulness, and a balanced lifestyle among students, faculty, and staff. It encourages the practice of yoga, which enhances physical health, mental clarity, emotional stability, and spiritual growth. Here are some key benefits:

Vision

The Mental Well Being **Club** envisions creating a harmonious, healthy, and mindful community by integrating the ancient wisdom of yoga into daily life. Through regular practice and awareness, the club aims to foster **physical well-being, mental clarity, emotional balance, and spiritual growth** among students, faculty, and staff.

Objectives

- **Physical Health** – Improves flexibility, strength, posture, and immunity.
- **Mental Well-being** – Reduces stress, anxiety, and enhances concentration.
- **Emotional Stability** – Helps in emotional regulation and promotes inner peace.
- **Academic & Professional Growth** – Enhances focus, productivity, and decision-making skills.
- **Community Building** – Fosters a sense of belonging, teamwork, and collective well-being
- **Meditation**- Fosters and improves the mental well being of student
- **Counselling**- It gives proper guidance and counselling session

Goals

- Create a Positive & Stress-Free Environment
- **Promote Yoga as a Lifestyle**
- Organize Workshops & Events

President

- Leads the Club and oversees all activities.
- Sets the vision, goals, and strategies for the club.
- Coordinates with university authorities and event organizers.
- Ensures quality and professionalism in all events.

Vice President

- Assists the President in planning and execution.
- Monitors club activities and event organization.
- Acts as the President in their absence.



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Secretary

- Handles communication, scheduling, and documentation.
- Maintains records of events, participant lists, and feedback.
- Coordinates rehearsals and preparations for performances.

Event Coordinator(s)

- Identifies and trains members for performances and events.
- Ensures smooth execution of events and activities.
- Works closely with the team for effective collaboration.

Event Organization Guidelines

Mental well being Event:

- A well-organized yoga event should focus on creating a peaceful and enriching experience for participants while promoting physical, mental, and spiritual well-being.

3. Promotion and Outreach

- Use social media and university platforms to promote events.
- Collaborate with other clubs and organizations to increase participation.
- Create posters, flyers, and digital content to engage the university community.

Team Structure

Name	Role	Contact Number
Dr. Cheta Desai	President	9427829584
Dr. Harshita Bhatia	Vice President	9909279358
Mrs. Priyanka Bhatt	Secretary	9099027431
Ms. Surbhi kumari	Treasurer	8210749913

Conclusion

The Club serves as a vital platform for promoting holistic well-being by integrating physical fitness, mental clarity, and emotional balance. Through regular practice, workshops, and community engagement, the club fosters a culture of mindfulness, discipline, and inner peace among its members. By incorporating yoga into daily life, participants experience reduced stress, improved concentration, and enhanced overall health. As the club continues to grow, it aims to inspire more individuals to embrace the ancient wisdom of yoga, ensuring a healthier and more harmonious society.



Annexure 1

NSS Club

Introduction

The NSS (National Service Scheme) Club is a platform dedicated to fostering social responsibility, community service, and leadership among students. The club aims to engage students in meaningful activities that contribute to societal well-being, promote volunteerism, and instill a spirit of selfless service. Through various initiatives, the NSS Club encourages youth participation in nation-building and community development.

Vision

The NSS Club envisions creating a generation of socially responsible citizens who actively contribute to the welfare of society. Through its initiatives, the club aspires to empower students to become change-makers and lead by example in their communities.

Objectives

The primary objective of the NSS Club is to instill a sense of civic duty and social responsibility among students through active participation in community service projects. The club seeks to:

- Promote awareness about social issues and encourage students to take action.
- Organize volunteer programs to support under privileged communities.
- Conduct health, cleanliness, and environmental awareness drives.
- Collaborate with NGOs and government organizations for social initiatives.
- Develop leadership, team work, and problem-solving skills among members.
- Foster culture of empathy, inclusivity, and social justice.

Goals

- Organize social service activities such as blood donation camps, health camps, and educational outreach programs.
- Promote cleanliness and sustainability through Swachh Bharat Abhiyan and plastic-free campus initiatives.
- Encourage youth participation in national and international service programs.
- Conduct awareness campaigns on issues like gender equality, mental health, and environmental conservation.
- Build partnerships with local communities for long-term social impact.
- Recognize and reward outstanding contributions by NSS volunteers.



Annexure 1

Core Committee Members of the NSS Club

Name	Role	Contact Number
Dr. Snehal Vaghela	President	9638821226
Mr Vijay Kothari	Vice-President	9376734900
Mrs Priyanka Thakor	Treasurer	9974240454
Mrs. Surbhi Kumari	Secretary	8210749913

Roles and Responsibilities of Core Committee Members

President

1. Lead and oversee all NSS Club activities.
2. Conduct regular meetings with the executive committee.
3. Prepare an annual plan of activities.
4. Serve as the official spokes person of the club.
5. Ensure adherence to university policies and NSS guidelines.
6. Collaborate with external organizations and government bodies.
7. Monitor and evaluate the effectiveness of NSS initiatives.
8. Facilitate recognition and awards for outstanding volunteers.

Vice-President

1. Assist the President in executing responsibilities.
2. Preside over meetings in the absence of the President.
3. Over see implementation of community service projects.
4. Maintain strong coordination between members and external stakeholders.
5. Encourage student participation and engagement.
6. Ensure the smooth execution of all planned activities.

Treasurer

1. Manage and maintain financial records of the NSS Club.
2. Approve budget requests and monitor fund utilization.
3. Maintain transparency in financial transactions.
4. Organize fund raising activities if required.
5. Prepare and submit financial reports.

Secretary



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1. Maintain records of meetings and activities.
2. Manage communication within the club (e.g., meeting reminders, updates).
3. Prepare and submit reports.
4. Maintain an archive of club documents and reports.
5. Assist in coordinating events and activities.

General Rules for NSS Club Members

1. All members must actively participate in NSS activities.
2. Attendance in meetings and events is mandatory unless informed in advance.
3. Members should maintain discipline, inclusivity, and respect.
4. Any misuse of NSS funds or resources will lead to disciplinary action.
5. Suggestions and proposals for new initiatives should be formally submitted to the core committee.
6. Members are expected to uphold the NSS motto: "Not Me, But You"



Annexure 1

ECO Club

Introduction

The Eco Club is a dedicated platform established to promote environmental awareness and sustainable practices within the university community. It serves as a hub for students passionate about environmental conservation, providing opportunities to engage in various green initiatives and contribute to a healthier planet. The club fosters a sense of responsibility towards nature by encouraging collaborative efforts and active participation.

Vision

The vision of the Eco Club is to foster a culture of environmental stewardship within the university and the broader community. By empowering students to become eco-conscious leaders, the club envisions a sustainable future where nature and human activities coexist harmoniously. Through continuous learning and collective action, the Eco Club aspires to make a lasting positive impact on the environment.

Objectives

The primary objective of the Eco Club is to create environmental consciousness among students and staff through activities that inspire sustainable living. It aims to reduce the university's ecological footprint by organizing educational programs, campaigns, and clean-up drives. Additionally, the club collaborates with environmental organizations and local communities to address pressing environmental issues.

Goals

- Promote eco-friendly practices within the university campus.
- Organize workshops, seminars, and events on environmental topics.
- Encourage students to participate in tree plantation drives and clean-up activities.
- Reduce plastic usage and promote waste segregation and recycling.
- Develop and implement sustainable solutions in collaboration with the university management.
- Establish a strong network of environmentally conscious individuals.

Name of core committee member of The Eco Club :

Sr No	Full Name	Role	Contact Number
1	Dr. Vineet Jain	President	9428139472
2	Mr. Bhargav Kothiya	Vice-President	8511555338
3	Mr. Suresh Sapariya	Treasurer	9724446012
4	Ms. Simran Chabra	Secretary	9099327570



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Roles and Responsibilities of the Core Committee member :

● President

1. Hold Club Executive Committee meetings on a regular basis.
2. Prepare an agenda for each meeting.
3. Decide the types of activities to be organized.
4. Prepare the annual activity calendar.
5. Keep the Provost/Dean/advisor informed of all club meetings and activities.
6. Appoint a representative to the Clubs and Events Board if necessary.
7. Preside over the club and club meetings.
8. Serve as the official spokesperson for the club.
9. Appoint committees and delegate tasks among members.
10. Ensure adherence to the university's policies and guidelines.
11. Facilitate communication between the club and external organizations or sponsors.
12. Conduct an annual review of the club's performance and goals.
13. Implement a feedback mechanism to gather input from club members.
14. Promote mentorship opportunities by encouraging senior members to guide new members.
15. Collaborate with other clubs and organizations to expand the club's reach and impact.
16. Establish a recognition and awards system to celebrate exceptional contributions by members.

● Vice President

1. Attend all Executive Committee meetings and organizational meetings.
2. Assist the President in their duties.
3. Assume the President's responsibilities in their absence.
4. Oversee the execution of club activities, ensuring alignment with its mission.
5. Act as a liaison between the President and other club members.
6. Help resolve conflicts or issues within the club.
7. Encourage collaboration with other clubs for joint events.
8. Ensure transparent decision-making by maintaining clear communication with members.
9. Provide guidance and mentorship to members as needed.
10. Implement a regular feedback mechanism for members to provide suggestions and raise concerns.



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11. Promote active participation through mentorship programs, encouraging the development of leadership and organizational skills.

- **Treasurer**

1. Responsible for all funds in the club's account at the Business Services Office (No off-campus accounts may be kept).
2. Sign all fund requisitions along with the advisor for the withdrawal of funds from the club's account.
3. Be prepared to give a report at each business meeting of the organization listing revenue, expenditures, and balances on hand.
4. Have records available for examination at any time.
5. If the club's account balance is required in advance, a request should be submitted to the management at least five days prior to the intended presentation date.
6. Prepare an annual budget proposal for the club's activities.
7. Ensure all financial transactions are transparent and documented.
8. Organize fundraising activities if necessary.

- **Secretary**

1. Record what was done at club meetings and keep accurate permanent minutes.
2. Keep an accurate and up-to-date list of members.
3. Keep a copy of the constitution and/or bylaws and have it available for easy reference during meetings.
4. Write motions down accurately and be prepared to read them.
5. Prepare and keep club activities reports on a regular basis.
6. Prepare the annual report of the club upon the completion of the academic year.
7. Manage communication with members (e.g., sending meeting reminders, updates, etc.).
8. Maintain an archive of all club documents, including past meeting minutes, reports, and correspondence.

General Rules for the Eco Club member:

1. All members must adhere to the club's constitution and bylaws.
2. Members are expected to attend meetings regularly and participate in club activities.
3. Maintain respect and inclusivity during all club activities.
4. Notify the Secretary or President in advance if unable to attend a meeting
5. Any member who wishes to propose a new activity or change in the club's operations must submit a formal proposal to the Executive Committee.
6. Members are encouraged to contribute ideas and actively participate in discussions.
7. Any misuse of club funds or resources will result in disciplinary action

