



Ref No. NITD/Estd/RSC/OO/2019

Date: 04/11/2019

OFFICE ORDER

**(A) Reorganisation of Students' Clubs/Bodies to enable a more
concerted effort**

and

(B) Proposed Budgetary Allocation for the Financial Year 2019-2020

(A) Reorganisation and guidelines for concerted effort

There are more than twenty students' clubs/bodies in which a considerable number of students are involved in various field of activities and obviously this number will ever increase to encompass more diverse field of activities. Therefore, from the need to organise these activities in a more concerted manner, all the clubs/bodies of the students have been brought under several umbrellas as furnished below:

1. UMBRELLA FOR CO-CURRICULAR ACTIVITIES (UCCA)

(Clubs involved)

1. RECursion
2. GNU Linux Users' Group
3. Centre for Cognitive Activities (CCA)#
4. Maths N Tech Club

The activity related to Entrepreneurship Development is separated from the function of CCA as it requires a separate important platform.

(Student Chapters involved)##

1. Society of Automotive Engineers (SAE) Collegiate Chapter NITD
2. IEEE Student Chapter NITD
3. ISTE Student Chapter NITD

##Note: For the Student Affiliate Chapters (existing and to start in future) under the aegis of different reputed Academic, Technical or Techno-professional bodies/organisations the following guidelines are to be strictly maintained.

1. There should be prior permission from the Institute authority to open a chapter.

2. The MOU/guideline with the parent body should be clearly stated – indicating the activities to be undertaken vis-à-vis benefit derived by the students.
3. Monetary grant to be received from the parent body and membership fee for the students, if any.
4. Provision of financial help from the body and sponsors to support organizing any event in the Institute or student-participation at other Institute in some event organized under the banner of the body.
5. Annual account is to be regularly maintained.
6. In case of any financial support sought from the Institute (in case Institute fund available for the purpose) the matter will primarily be decided on the stake/share of the concerned body, backed by the papers related to points 1-5.

2. UMBRELLA FOR ENTREPRENEURSHIP AND INNOVATION (UEI)*

1. Entrepreneurship Development Cell (EDC)
2. Prof. Asoke Sen Design Innovation Centre (PAsSDICe)

** Henceforth the activities of the above cell/centre and other similar bodies will be brought under one platform to enable a more meaningful performance.*

3. UMBRELLA FOR EXTRA-CURRICULAR ACTIVITIES (UECA)

(Clubs-Bodies-Centres involved)

LITERARY CLUBS

1. QUIZINC
2. DEBATING SOCIETY
3. LITERARY CIRCLE

ART AND CULTURE CLUBS

1. RADIO NITROZ
2. DANCE CLUB
3. MUSIC CLUB
4. ENTERACT CLUB
5. STROKES
6. SPICMACAY – NITD Chapter

4. UMBRELLA FOR SOCIAL AND ENVIRONMENTAL ACTIVITIES (USEA)

(Clubs-Bodies-Centres involved)

1. PRAKRITI
2. NSS
3. NCC
4. RAA

5. UMBRELLA FOR SPORTS-RELATED ACTIVITIES (USRA)

1. STUDENT ACTIVITY CENTRE (SAC)
2. YOGA CENTRE

6. STUDENT BODY (OTHER)

1. DARPAN
2. RAAJBHASA SAMITI – NITD Centre

Henceforth each Club/Body/Centre is requested to maintain the following organisation structure:

1. Faculty Advisor (FA)
2. Co-Advisors (faculty/staff members; an expert, who is not an employee of the Institute, agreeing to provide voluntary service may be included with permission of the Director)
3. President – Student
4. Vice-President – Student
5. Secretary – Student
6. Treasurer – Student
7. Gymkhana representatives (2) – names of 2 Students to be forwarded by GS to FA
8. Other enrolled members

Organisation Structure for Umbrella:

1. Chairman- Senior most Faculty Advisor
2. Faculty advisors of all the clubs involved
3. Presidents or Secretaries of all the clubs involved
4. AGS (Cultural) in **UCCA and UECA** while AGS (Social and Sports) for **USEA and USRA**
5. Two student gymkhana representatives from the clubs involved

Note: *For receiving or posting any communication use of Institute email-id is mandatory.*

In view of the activities of the clubs for the last couple of years vis-a-vis the budgetary provisions to the clubs, it has been proposed by the Director, based mainly from the feedback of the students, to strictly adhere to the following guidelines:

1. As we wish more (if not all) students to be involved in club activities, there should be a constant encouragement/invitation from the present members. If eligible, someone may join at any level, notwithstanding if she/he is senior or junior.
2. As we are an Institute of National Importance, reflection of any sectarian/zone-wise favouritism or feeling in the performance or membership should be strictly avoided.
3. There will be three major annual events related to students' activities which would be earmarked in the Institute Calendar:
 - (i) Annual Science and Technology Festival
 - (ii) Annual Cultural Festival
 - (iii) Annual Sports Festival
4. The budget provided to any club should strictly be used on purpose keeping in mind that the student community as a whole is their patron. Therefore, from the allocated budget
 - (i) Any cash prize or valuable trophy in the competition is strictly disallowed. A Certificate from NIT Durgapur within a nice frame can bestow all the honour to the rank-holders in the competition.
 - (ii) No T-Shirt etc. is allowed for the club-members for any event of the club.
 - (iii) Refreshment for club members/participants should be, as far as possible, limited to the cases of participation at other institutes.

Further,

- (iv) The performance of the clubs will be judged strictly on the basis of outcome.
- (v) Where applicable, a stock-register is to be maintained for the purchased hardware, so that they can be reused whenever needed.

Note: However, there is no objection to the clauses mentioned in (i) and (ii) if they are sponsored by external agencies.

- 5. The method of involving sponsor for any event should be transparent and the Institute guideline regarding the same should be strictly adhered to. The same transparency to be maintained for any collection, if needed, from the participants of any event.
- 6. In case of a common event under an umbrella (e.g. Science and Technology Fest under the umbrella of co-curricular activities) the share of fund for the activities of the constituent clubs will be guided by the following thumb rule:

Fund available for the activities/performances of all the constituent clubs for the fest = budgetary allocation for the Fest – common expenditure for Stage-Decorator-Sound System etc. Thus the fund available for the activities of all the constituent clubs will be divided according to the ratio of the budgetary allocation to each of the clubs for its yearlong activity.


REGISTRAR


(B) Budgetary Allocation for the Financial Year 2019-2020

A budgetary allocation for the students' clubs of National Institute of Technology, Durgapur for the financial year 2019-2020 is proposed as follows. It is mandatory as well as prerequisite for each club to restructure it and obey the guidelines provided in (A) while utilising the budget allocated against it. It is to be noted that for any student participating in an event outside the campus, Faculty Advisor has to ensure no-objection from the student's guardian.

Sl. No	Name of the club	Sanctioned Amount (Rs.)	Name, Mail id & ph. No. of Faculty Advisors.
UMBRELLA FOR CO-CURRICULAR ACTIVITIES (UCCA)			
1	RECurison PROGRAMMING CLUB	25,000/-	Dr. Debasis Mitra debasis.mitra@it.nitdgp.ac.in 9434789012 Dr. Bibhash Sen. bibhash.sen@cse.nitdgp.ac.in 9434788161
2	GNU/LINUX USERS' GROUP	30,000/-	Prof. Subrata Nandi subrata.nandi@cse.nitdgp.ac.in 9434788158
3	CENTRE FOR COGNITIVE ACTIVITIES (CCA)	3,00,000/-	Prof. Pathik Kumbhakar pathik.kumbhakar@phy.nitdgp.ac.in 9434788090
4	MATHS N TECH CLUB	15,000/-	Dr. Pinaki Pal pinaki.pal@maths.nitdgp.ac.in , 9434788193
5	SOCIETY OF AUTOMOTIVE ENGINEERS	50,000/-	Prof. Apurba Layek apurba.layek@me.nitdgp.ac.in , 9434788058
	SAE BAJA		*To be decided
6	Science and Technology Fest (AAVISHKAR +AAROHAN) Under UCCA	15,00,000/-	UCCA Chairman (responsible for coordinating with the clubs/bodies under the umbrella)
	UCCA total	19,20,000/-	*To be decided
UMBRELLA FOR SOCIAL AND ENVIRONMENTAL ACTIVITIES (USEA)			
1	DARPAN	25,000/-	Prof. Vijay Kumar Dwivedi vijaykumar.dwivedi@ce.nitdgp.ac.in 9434788097
2	PRAKRITI CLUB	75,000/-	Prof. Kalyan Adhikari kalyan.adhikari@ees.nitdgp.ac.in 9434788091
3	Nature and Society Awareness programme Under USEA	2,00,000/-	USEA Chairman (Responsible for coordinating with the clubs/bodies under the umbrella and President/GS of Students' Gymkhana to involve general students)
	USEA total	3,00,000/-	
UMBRELLA FOR EXTRA-CURRICULAR ACTIVITIES (UECA)			
1	QUIZINC	40,000/-	Dr. Joydeep Banerjee joydeep.banerjee@hu.nitdgp.ac.in 9434788054
2	DEBATING SOCIETY	10,000/-	Dr. Shri Krishan Rai srikrishan.raai@hu.nitdgp.ac.in 9434788019

3	LITERARY CIRCLE i) Year Book ii) Annual Activity	3,50,000/ 65,000/-	Dr. Joydeep Banerjee joydeep.banerjee@hu.nitdgp.ac.in 9434788054
4	RADIO NITROZ	10,000/-	Dr. Saravanan Chandran cs@cc.nitdgp.ac.in , dr.cs1973@gmail.com 9434788036
5	DANCE CLUB	60,000/-	Dr. Mousumi Saha mousumi.saha@cse.nitdgp.ac.in 9434788194
6	MUSIC CLUB	30,000/-	Dr. Suvrajit Das suvrajit.das@cse.nitdgp.ac.in 9434788197
7	ENTERACT CLUB	80,000/-	Dr. Subhrabrata Choudhury subhrabrata@cse.nitdgp.ac.in 9434788133
8	STROKES	60,000/-	Dr. Suvaroy Changder suvaroy.changder@cse.nitdgp.ac.in 9434788094
9	SPICMACAY (Not in Budget)	(10,00,000/-)	Dr. Jitamanyu Chakrabarty jitamanyu.chakrabarty@ch.nitdgp.ac.in 9434788164
10	Cultural Fest		
	1) Gymkhana	Budget to be furnished**	Body to be formed under the chairmanship of the Teacher-Advisor of Students' Gymkhana
	2) UECA	4,00,000/-	UECA Chairman (responsible for coordinating with the clubs/bodies under the umbrella)
	Programme-schedule for Cultural Fest will be co-ordinated by Gymkhana in consultation with UECA		
	UECA total	11,05,000/-	** Budget for cultural fest is to be furnished

Note: It is for reference that the proposed Budgetary Allocation is well within the Head provided in OH 31 in the financial year 2019-20 (Copy enclosed: subheads 31.05.05.02 & 31.05.05.03)


REGISTRAR
(1/5) 11/19

Copy to:

1. Director
2. All Deans
3. All HoDs
4. Chief Warden
5. All Wardens
6. Students Notice Board
7. Zymkhana members
8. Physical Training Instructor
9. File copy


Deputy Registrar (Establishment)