



Premier Engineering College of Bihar

VIDYA VIHAR INSTITUTE OF TECHNOLOGY

Industrial Growth Centre, Maranga, Purnea, Bihar -854301

STUDENT ACTIVITY CELL (SAC)

Formation Date : 18 MAY 2023

Student activity cell is established to enhance the overall student experience and create a vibrant campus environment. Its primary purpose is to encourage student engagement, foster a sense of community, and provide opportunities for personal growth outside of academic pursuits.

OBJECTIVES:

1. Promote Student Engagement

The team aims to enhance student engagement by organizing co-curricular and extracurricular activities such as clubs, workshops, and seminars.

2. Facilitate Personal Growth

Provide opportunities for students to develop skills, talents, and interests outside of academics through various activities.

3. Foster a Vibrant Campus Community:

Create a lively and inclusive campus environment where students can interact, collaborate, and build relationships with their peers.

4. Support Student Clubs and Organizations:

Assist and mentor student clubs, societies, and interest groups to thrive and contribute to the overall student experience.

5. Organize Events:

Plan and execute events that cater to the diverse interests of students, including social events, and academic seminars.

6. Leadership Development:

Offer leadership training, workshops, and mentorship programs to empower students to take on leadership roles and develop essential skills.

7. Communication and Outreach:

Maintain effective communication channels to inform students about upcoming activities, opportunities, and relevant information related to the Student Activity Cell.

8. Student Welfare:

Address student concerns, provide support services, and facilitate initiatives that contribute to the welfare and well-being of the student community.

9. Coordination With Other Cells

SAC team will coordinate with other cells of VIT if there will be any need or demanded by other cell team.

By working towards these objectives, the Student Activity Cell aims to enrich the student experience, foster personal and professional growth, and create a vibrant and inclusive campus environment.

ROLES, FUNCTIONS, ACTIVITIES AND RESPONSIBILITY

The specific roles, functions, activities and responsibilities of this Cell includes:

1. Event Planning:

Organizing and coordinating social events, workshops, seminars, and other extracurricular activities.

2. Clubs and Organizations:

Supporting and supervising student clubs, societies, and interest groups, ensuring they have the necessary resources and guidance to operate successfully.

3. Student Welfare:

Addressing student concerns, providing support services, and facilitating student involvement in community service or social initiatives.

4. Leadership Development programme (LDP) :

Offering leadership training, workshops, seminars (on different subjects) and mentorship programs to empower students and help them develop essential skills.

5. Communication and Promotion:

Managing communication channels, such as newsletters, social media platforms, and bulletin boards, to inform students about upcoming events and opportunities.

Overall, Student Activity Cells will play a crucial role in enriching the student experience, promoting social interaction, and encouraging personal and professional development. By providing a diverse range of activities and platforms for students to explore their interests and passions, these cells contribute to a well-rounded education and a vibrant campus community.

FINANCE / BUDGET :

It will be managed and maintained by the college management or as advised, if there will be any.

PROCEDURE TO ORGANIZE ACTIVITIES

1. Understand the objectives:

The objectives and goals of the Student Activity Cell are made clear determining the focus areas, themes, and target audience for the activities.

2. Formation of a core team:

A core team comprising enthusiastic and dedicated students who will be responsible for planning and executing the activities will be created. Specific roles and responsibilities to each team member will be assigned.

3. Identifying activity ideas:

A list of potential activity ideas based on the objectives and interests of the students will be generated.

4. Conduction feasibility analysis:

The feasibility of each activity idea based on factors such as available resources, time, budget, infrastructure, and student interest will be evaluated.

5. Developing an activity calendar:

An activity calendar for the entire academic year or semester will be developed, mapping out the dates, timings, and locations for each activity. Ensure that the activities are spaced out evenly to avoid overlaps or conflicts.

6. Seeking necessary approvals:

Approvals from the college administration or relevant authorities for organizing the activities will be taken. This may include securing permissions for using facilities, allocating budgets, and adhering to any college guidelines or policies.

7. Allocation of resources:

The resources required for each activity, including venues, equipment, materials, and finances will be determined. The necessary resources to ensure smooth execution of the activities planned and allocated.

8. Create subcommittees:

The core team will be divided into subcommittees based on the nature of activities. Specific responsibilities will be assigned to each subcommittee, such as logistics, publicity, finance, sponsorship, and volunteer management.

9. Planning of the logistics:

A comprehensive promotion and publicity strategy to generate awareness and participation for the activities will be created. Various channels such as social media, college newsletters, notice boards, and word-of-mouth will be utilized to reach out to the student community.

10. Promotion of the activities:

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11. Collaboration with partners:

Collaborations with other *Cells of the institution* or student clubs, organizations, or external partners will be done to enhance the activities. This could involve inviting guest speakers, industry professionals, or performers, or organizing joint events.

12. Execution of the activities:

On the day of the activity, the team will ensure that all logistics are in place and the required arrangements are made. Coordinate with the subcommittees to execute the activities smoothly, addressing any issues or challenges that arise.

13. Collect feedback and evaluate:

After each activity, feedback will be taken from participants, volunteers, and attendees to assess their experiences and identify areas for improvement. The success of the activity based on the intended goals and objectives will be evaluated regularly.

14. Continual improvement:

The feedback and evaluation will be done to refine future activities and enhance the overall functioning of the Student Activity Cell. Regularly review and update will be made to the activity calendar and strategies based on the changing needs and preferences of the students will be made.

Cell Members for the session 2023-24

1. Mr. Pramod Kumar Jha - Coordinator
2. Mr. Vijay Kumar Singh. - Dy. Coordinator
3. Mr. Rupesh Kumar Chaudhary - Secretary cum Event Coordinator
4. Er. Sweta shiwani - Treasurer cum Event Coordinator
5. Er. Sheetal Singh - Cells Coordinator cum Event Coordinator
6. Er. Ankit Mishra - Media Coordinator cum Event Coordinator
7. Er. Ashok Kumar Pinku - Event Coordinator
8. Er. Ranjan Ray. - Technical Coordinator cum Event Coordinator
9. Er. Aman Kr. Rajan. - Event Coordinator
10. Mr. Mayank Shendil. - Event Coordinator
11. Er. Rajan Kumar - Public Relations Officer cum Event Coordinator

All the members are equally responsible for all the activities performed by this cell.

TYPE OF WORKSHOPS / SEMINARS CONDUCTED BY THE CELL

[By the Team Faculty, Students (selective) and the Guests on call / invitation]

1. Motivational Seminars :

This type of seminars will be organised to motivate and inspire the students to achieve their goals in their life. The guests from outside will be invited to motivate and inspire the students. In general, our faculty members according to their will and wish will stage the session on a particular topic.

2. Technical Workshops / Seminars :

These workshops will focus on specific technical areas related to engineering and management disciplines. The hands-on training and practical exposure will be provided to the students.

3. Soft Skills Workshops:

Soft skills are crucial for a well-rounded engineering / management professional. Workshops focusing on soft skills can cover areas like communication skills, teamwork, leadership, presentation skills, time management, and problem-solving.

4. Project Management Workshops:

Project management skills are important for engineering / management students to successfully handle complex projects. Workshops in this area can cover project planning, scheduling, budgeting, risk management, resource allocation, and project monitoring.

5. Ethical and Professional Workshops:

These workshops aim to instill ethical values and professional conduct among engineering/ management students. Topics can include professional ethics, code of conduct, workplace etiquette, intellectual property rights, and responsible engineering / management practices.

6. Career Development Workshops:

These workshops focus on preparing students for their future careers. They can cover areas like resume writing, interview skills, job search strategies, networking, personal branding, and professional development.

It's important to consider the interests and needs of the students when planning workshops. A combination of these workshops can provide a well-rounded learning experience and help students develop both technical and non-technical skills necessary for their engineering / management careers.



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Constitution of the Student Activity Cell (SAC)

Preamble:

We, the members of Vidya Vihar Institute of Technology recognizing the need for an organized body to promote, support, and coordinate various extracurricular activities within the college, hereby establish this constitution for the Student Activity Cell (SAC). The SAC will serve as a platform to foster creativity, leadership, teamwork, and personal development among the student community.

Article I: Name and Objective

Section I: Name

The official name of this organization shall be the Student Activity Cell (SAC) of Vidya Vihar Institute of Technology.

Section 2: Objective

The objective of the SAC is to:

- Encourage and support a wide range of extracurricular activities, including but not limited to cultural, technical, sports, social, and community service events.
- Provide a platform for students to showcase their talents, explore their interests, and develop their skills outside the academic curriculum.
- Foster a sense of unity, cooperation, and inclusivity among the students through collaborative activities and events.

d) Create opportunities for leadership development, event management, and organizational skills among the student body.

~~Article II: Membership~~

Section 1: Eligibility

All students currently enrolled at Vidya Vihar Institute of Technology shall be eligible for membership in the SAC.

Section 2: Rights and Responsibilities

- a) All members shall have the right to participate in SAC activities, propose and organize events, and avail resources and support provided by the SAC.
- b) Members are expected to uphold the values of the college and maintain high standards of conduct and discipline.
- c) Members should actively contribute to the planning, execution, and evaluation of SAC activities.
- d) Members shall respect the decisions of the SAC governing body and abide by the rules and regulations set forth in this constitution.

Article III: Organizational Structure

Section 1: Governing Body

a) The SAC shall be led by a governing body consisting of the following positions:

President / Co-ordinator

Vice President / Dy Coordinator

Secretary

Treasurer

Event Coordinators (multiple positions)

Public Relations Officer

Technical Coordinator

Cells Coordinator

Media Coordinator

Any other positions if deemed necessary by the SAC members, can be created later.

Section 2: Election and Tenure

- a) The governing body positions shall be nominated annually or elected through a democratic and transparent election process, conducted by the existing SAC members.
- b) The term of office for the governing body members shall be one academic year, or as determined by the SAC members.

~~Article IV: Functions and Responsibilities~~

Section 1: President / Co-ordinator

- a) Preside over SAC meetings and coordinate the activities of the governing body.
- b) Represent the SAC in official college functions and meetings.
- c) Oversee the overall functioning of the SAC and ensure its objectives are met.

Section 2: Vice President / Dy coordinator

- a) Assist the President/ Coordinator in carrying out his/her duties.
- b) Assume the responsibilities of the President/ Coordinator in his/ her absence or as delegated.
- c) To coordinate with rest of the SAC coordinators to get 100% result from the team and its conducting activities.

Section 3: Secretary

- a) Maintain records and minutes of SAC meetings.
- ~~b) Handle official correspondence, communication, and documentation of the SAC.~~
- c) To coordinate with rest of the SAC coordinators to get 100% result from the team and its conducting activities.

Section 4: Treasurer

- a) Manage the financial affairs of the SAC, including budgeting, fundraising, and expense tracking.
- b) Provide periodic financial reports to the governing body and members.
- c) To coordinate with rest of the SAC coordinators to get 100% result from the team and its conducting activities.

Section 5: Event Coordinators

- a) Plan, organize, and coordinate specific events or event categories.
- b) Ensure effective execution of events, including logistics, resource management, and participant engagement.
- c) To coordinate with rest of the SAC coordinators to get 100% result from the team and its conducting activities.

Section 6: Public Relations Officer

- a) Promote SAC activities and events through various communication channels.
- b) Liaise with college administration, sponsors, and external organizations for collaborations and support.
- c) To coordinate with rest of the SAC coordinators to get 100% result from the team and its conducting activities

Section 7: Technical Coordinator

- a) Oversee technical events, workshops, and competitions organized by the SAC.
- b) Facilitate the participation of students in technical forums and conferences.
- c) To coordinate with rest of the SAC coordinators to get 100% result from the team and its conducting activities

Section 8: Cells Coordinator

- a) Coordinate with sports, cultural, social service or any other existing cells of VVIT respectively to help and assist them to come up with new plans and activities and to perform for the benefit of the students.
- b) Encourage student participation, talent development, and inter-college collaborations in the respective domains.
- c) To coordinate with rest of the SAC coordinators to get 100% result from the team and its conducting activities

Article V: Amendments

This constitution may be amended or modified by a two-thirds majority vote of the SAC members. Proposed amendments shall be circulated among the members for review before voting.

The Secretary of VVIT is having the sole authority to amend or change or add or alter any rules or regulations time to time for the benefit of the students and the organization.

Article VI: Fund and Finance

Fund and Finance will be managed by the VVIT Management for doing any type of activity by SAC, if there will be any.

Article VII: Ratification

This constitution shall be considered ratified upon approval by a two-thirds majority vote of the SAC members.

Conclusion:

This constitution of the Student Activity Cell (SAC) of Vidya Vihar Institute of Technology is hereby established to guide the activities and operations of the SAC. It shall serve as the fundamental document for the SAC and shall be upheld by all members.

STUDENT MEMBERS

The Student Activity Cell (SAC) of VIDYA VIHAR INSTITUTE OF TECHNOLOGY, MARANGA, PURNEA consists of various student members of all the departments who actively contribute to its functioning and initiatives.

Some common roles and responsibilities that student members may take on:

- 1. General Members:** These are the students who actively participate in SAC activities, attend meetings, and contribute their ideas and suggestions for various events and programs. They play a vital role in executing SAC initiatives and spreading awareness among fellow students.
- 2. Event Coordinators:** Event coordinators are responsible for organizing and managing specific events or programs hosted by the SAC. They oversee event planning, logistics, coordination with participants and volunteers, and ensure smooth execution of the event.
- 3. Cultural Coordinators:** Cultural coordinators focus on organizing cultural activities, such as music and dance competitions, talent shows, drama performances, and cultural festivals. They collaborate with student performers, arrange rehearsals, manage stage setup, and ensure the cultural events are entertaining and engaging in coordination of the Cultural Cell of VIT.
- 4. Technical Coordinators:** Technical coordinators handle events and programs related to technical fields, including workshops, seminars, hackathons, coding competitions, and project exhibitions. They collaborate with faculty and industry experts, manage technical resources, and ensure a stimulating learning environment for participants.
- 5. Sports Coordinators:** Sports coordinators oversee sports-related activities, including organizing sports tournaments, inter-college competitions, friendly matches, and fitness programs. They coordinate with sports facilities, manage team registrations, and ensure fair play and sportsmanship in coordination of the Sports Cell of VIT.
- 6. Publicity and Marketing Team:** This team is responsible for promoting SAC events and initiatives. They create posters, banners, and social media campaigns, manage online presence, and use various channels to spread awareness and attract participants.
- 7. Finance and Sponsorship Team:** The finance and sponsorship team handles the financial aspects of SAC activities which is provided or granted by the VIT management. They manage budgeting, fundraising, sponsorship proposals, and financial records. They seek sponsorship opportunities, negotiate with sponsors, and ensure proper utilization of funds.
- 8. Documentation and Communication Team:** This team is responsible for maintaining records, documenting SAC activities, and communicating with members and external stakeholders. They handle meeting minutes, maintain a central repository of SAC documents, and ensure effective communication channels within the SAC.

9. **Volunteer Coordinators:** Volunteer coordinators recruit and manage volunteers for SAC events. They coordinate with volunteers, assign roles and responsibilities, provide necessary training, and ensure smooth coordination between volunteers and event organizers.

10. **Sub-committee Members:** Depending on the structure of the SAC, there may be sub-committees focused on specific areas such as social service, entrepreneurship, environmental sustainability, or innovation. The members of these sub-committees contribute their expertise and passion in their respective domains to organize events and initiatives related to their area of focus.

The SAC may customize the roles based on the needs and interests of the student community and the goals of the organization.

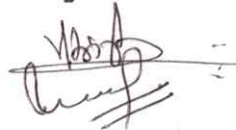
This constitution of Student Activity Cell is hereby do adopt and enact on 21st June 2023.

Signature of the faculty committee members / advisers to accept this proposal of formation and the constitution of the cell.

Board of Members :

Signature

1. Mr. Vijay Kumar Singh.



2. Mr. Rupesh Kumar.



3. Er. Shweta Shivani.



4. Er. Sheetal Singh.

Ashok Kr. Pinku

5. Er. Ashok Kumar Pinku.

6. Er. Ranjan Ray.

Ankit Mishra

7. Mr. Ankit Mishra.

8. Er. Aman-Ranjan. AMAN KR. RAJAN A.K.R =

9. Mr. Mayank Shandil.



10. Er. Rajan Kumar.



Signature of the Coordinator



(PRAMOD KUMAR JHA)

Date: 21 June 2023, Wednesday