



## Constitution of Garuda

As **Garuda**, the eternal bearer of duty, rises  
not for self but for purpose, so is this  
Constitution established.

**Let this Constitution stand as the guiding law of the Club,  
that leadership be exercised with restraint,  
power with responsibility,  
and service with honor.**

**Binding all who serve it to duty, integrity, and collective purpose,  
ensuring that power is exercised with restraint, leadership with  
responsibility, and service with honor.**

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## **ARTICLE I**

### **GENERAL PRINCIPLES OF THE ORGANIZATION**

#### **Section 1.1: Nature of organization**

Club Garuda shall function as a student-led, non-profit, non-political organization.

#### **Section 1.2:** The club shall operate on the **principles** of:

- A. Leadership development
- B. Professional ethics
- C. Inclusivity and respect
- D. Transparency and accountability

## **ARTICLE II**

### **BODIES AND STRUCTURE**

#### **Section 1:** The organizational structure of Club Garuda shall have the following bodies, listed in decreasing order of power by hierarchy:

- A. Executive Body
- B. Board of Directors
- C. Core Body
- D. Junior Working Committee/Team (JWC/ JWT)
- E. General Membership

#### **Section 2: The Executive Body**

The Executive Body shall consist of:

- A. Chairperson
- B. Vice Chairperson
- C. General Secretary
- D. Operational Director
- E. Technical Secretary
- F. Cultural Secretary
- G. Creative Director

#### **Section 3: Board of Directors**

The Board of Directors shall consist of:

- A. Curations Director
- B. Corporate Relations Director
- C. Coordinator
- D. Technical Director
- E. Events Director
- F. Public Relations

- G. Finance and Registrations
- H. Editor in Chief
- I. Director of Social Media

#### **Section 4: The Core Body**

The Core Body Members shall be responsible for executing assigned tasks, supporting operations and events, maintaining discipline, and acting in accordance with directives issued by the Executive Body and Board of Directors.

The Core body shall consist of:

##### **4.1 Exec Associate**

Responsible for coordinating between Core, Directors, and Executive Body and ensuring smooth execution of assigned directives.

##### **4.2 Operations**

Responsible for overseeing workflows, execution discipline, and on-ground coordination of all club activities.

###### **4.2(a) Head of Operations**

###### **4.2(b) Joint Head of Operations**

##### **4.3 Events**

Responsible for planning, coordinating, and supervising execution of all club events and programs.

###### **4.3(a) Head of Events**

###### **4.3(b) Joint Head of Events**

##### **4.4 Logistics**

Responsible for managing venues, materials, equipment, permissions, and operational resources for events.

###### **4.4(a) Head of Logistics**

###### **4.4(b) Joint Head of Logistics**

##### **4.5 Marketing**

Responsible for promoting club activities, campaigns, and outreach through strategic marketing initiatives.

###### **4.5(a) Head of Marketing**

###### **4.5(b) Joint Head of Marketing**

##### **4.6 Social Media**

Responsible for managing digital presence, content dissemination, engagement, and online branding of the club.

###### **4.6(a) Head of Social Media**

###### **4.6(b) Joint Head of Social Media**

##### **4.7 Graphic Designing**

Responsible for designing visual creatives, posters, banners, and brand-aligned graphics for all club needs.

###### **4.7(a) Head of Graphic Designing**

###### **4.7(b) Joint Head of Graphic Designing**

#### **4.8 Tech**

Responsible for managing technical systems, projects, IT infrastructure, and technical support for events and initiatives.

**4.8(a) Project head**

**4.8(b) IT head**

#### **4.9 Finance**

Responsible for budgeting support, financial tracking, documentation, and coordination with the Treasurer.

**4.9(a) Head of Finance**

**4.9(b) Joint Head of Finance**

#### **4.10 Sponsorship**

Responsible for sourcing, coordinating, and supporting sponsorships and partnerships under approved authority.

**4.10(a) Head of Sponsorship**

**4.10(b) Joint Head of Sponsorship**

#### **4.11 Editorial**

Responsible for written content quality, documentation, reports, and official written communication.

**4.11(a) Head of Editorial**

**4.11(b) Joint Head of Editorial**

#### **4.12 First Year Coordinator (FYC)**

Responsible for onboarding, engagement, and integration of first-year members into club activities and culture.

Heads will lead their team with Joint Heads of their domain, coordinating with other teams.

### **Section 5: Junior Working Committee**

5.1 All the JWC members must be clearly divided into the above domains mentioned in core and form the full team for that domain.

5.2 Each Domain must contain **at least 5** JWCs.

5.3 In the absence of JWC:

- A. The core heads should do the necessary responsibilities and works
- B. Thrive to hire JWCs as soon they are onto reach.

### **Section 6: General Body**

**6.1** All governing roles shall act solely in the interest of Club Garuda.

- A. It is the duty of executives to hire board of directors.
- B. Board of directors along with domain executives to hire respective domain heads.
- C. Domain heads along with one director board member to hire JWC.

**6.2** The process of **hiring,designing,promoting,interview** shall be done by the concerned body responsible for the hiring.

- A. The full report of all the JWCs to be submitted to directors body and executives by EXEC. Associate, Full details of core to be submitted to executives by Coordinators in director's body, Full details of directors to be submitted to the chairperson by the General Secretary/Secretary of the Club within 10 days of the probation period.
- B. All the details to be then compiled in one list by the General Secretary and to be forwarded to each domain's head,directors and executives.
- C. The editor in chief is responsible to draft the offer/joining letter and to send it to the concerned with authorised signatures as the probation period ends.
- D. The official mail id of the club to be resided by the Chairperson,Vice-Chairperson,General Secretary,Editorial body.
- E. The probation period of each post will consist of 1-4 weeks based on the decision of the higher body to check on the post holder.

**6.3** The club should provide a prior tentative yearly plan of events and funds which must mandatorily and propose the approval to DSW with the approval of faculty advisor & must consist:

- A. Flagship events of the club
- B. Annual JC summit - cultural celebration with JCs(All the bodies should participate and organise cultural programs)- To be designed and executed responsibly by and under the **Director of Internal Affairs**.
- C. Executive Members Submit- To be organised by the **Director of Events**.
- D. All the minor cultural events decided(The general body should try giving the responsibility for these events to headed by the core for their growth and enhancement)
- E. Must allocate extra funds for any other unknown events
- F. Must have a major reserved budget for the next year .

## **ARTICLE III**

### **The Executive Board**

#### **SECTION 1: Role and Authority**

1.1 The Executive Body shall be responsible for:

- a. Strategic governance
- b. Policy formulation
- c. Institutional representation
- d. Oversight of all subordinate bodies

1.2 Decisions of the Executive Body shall be binding on all other organizational bodies, subject to Faculty Advisor oversight.

1.3 Each Executive Officer shall exercise powers strictly within the scope of their designated role, as defined under subsequent Articles.

## **SECTION 2: CHAIRPERSON**

### **2.1 Position Definition**

**2.1(a)** The Chairperson shall be the highest student authority of Club Garuda and shall serve as the chief executive, strategic head, and official representative of the club.

**2.1(b)** The Chairperson is the head of the Executive body and the final decision making authority

**2.1(c)** The President safeguard the identity, reputation, and long-term growth of the Club.

### **2.2 Eligibility Criteria**

A candidate for Chairperson must:

**2.2(a)** Be an active registered member of Club Garuda for at least one academic year.

**2.2(b)** Have previously held a leadership position within Garuda (Coordinator / Secretary / Core Team).

**2.2(c)** Preferably be in 3rd year to ensure continuity.

**2.2(d)** Possess proven leadership, communication, and decision-making abilities.

**2.2(e)** Maintain good academic standing and a clean disciplinary record.

**2.2(f)** Not hold any other core executive position during the tenure.

### **2.3 Powers & Authority**

The Chairperson is empowered to represent Club Garuda in institutional, inter-club, and external forums.

Preside over all:

- A. Executive Body meetings
- B. General Body meetings
- C. Approve or veto:
- D. Events and initiatives
- E. Budgets and resource allocation
- F. Collaborations and partnerships
- G. Form, dissolve, or restructure committees and verticals.
- H. Delegate authority to Vice Chairperson or other officers when required.
- I. Exercise casting vote in the event of a tie.
- J. Take emergency decisions in extraordinary situations, subject to later ratification.

### **2.4 Duties & Responsibilities**

The Chairperson shall:

- A. Define the vision, mission, and annual roadmap of Club Garuda.
- B. Ensure alignment of all activities with club values and institutional norms.
- C. Coordinate with the Faculty Advisor on all major matters.

- D. Supervise the functioning of all departments and office bearers.
- E. Ensure successful execution of:
  - a. Flagship events
  - b. Workshops
  - c. Social and professional initiatives
  - d. Approve official communications and public statements.
  - e. Ensure transparency in decision-making and financial matters.
  - f. Resolve internal disputes and maintain organizational harmony.
  - g. Submit an Annual Report at the end of tenure.
- F. Submit a list of all members in the Executive body and The Board of Directors to DSW in the beginning of tenure.

## **2.5 Accountability & Evaluation**

The Chairperson is accountable to:

- A. Executive Body
- B. General Body
- C. Faculty Advisor
- D. Performance shall be reviewed mid-term and end-term by faculty advisors.

For the confidential information of the club and its operations which need not to be leaked until further execution the chairperson remains accountable only to the faculty advisor and not to others unless chosen by the faculty advisor but can be shared with vice chairperson and general secretary if found trustable.

## **2.6 Removal, Resignation & Vacancy**

Removal of The Chairperson shall be the last resort under the following grounds for removal:

- A. Misconduct or abuse of authority
- B. Ethical violations
- C. Repeated negligence or absenteeism
- D. Repeated incompetency in duty
- E. Any violation of rules mentioned/found illegal in the daily operations of the club.

## **2.7 Removal requires:**

**Show cause by the faculty advisor on violation of which:**

- A. 2/3rd majority vote of Executive Body
- B. Written approval of Faculty Advisor
- C. Signatured approval of concerned authority in DSW

Any case not fulfilled will lead to non-removal of the chairperson.

In case of vacancy, the Vice Chairperson shall assume charge until elections.

## **SECTION 3: VICE CHAIRPERSON**

### **3.1 Position Definition**

The Vice Chairperson is the deputy executive authority and shall function as the second-in-command and ensure continuity of leadership and operational stability.

### **3.2 Eligibility Criteria**

The candidate for vice chairperson must:

- A. Be an active Garuda member for at least one semester.
- B. Have prior experience in event management, coordination, or leadership.
- C. Have strong organizational and interpersonal skills.
- D. Show willingness to assume Chair responsibilities (Article 3, Section 2.4) if required.

### **3.3 Powers & Authority**

The Vice Chairperson shall:

- A. Act as Chairperson in their absence.
- B. Supervise assigned committees, verticals, or projects.
- C. Participate in strategic planning and decision-making.
- D. Represent the club upon formal delegation.

### **3.4 Duties & Responsibilities**

The Vice Chairperson shall:

- A. Assist the Chairperson in execution of vision and plans.
  - B. Monitor timelines, task completion, and team performance.
  - C. Act as liaison between Chairperson and coordinators.
  - D. Mentor junior leaders and volunteers.
  - E. Handle operational challenges and conflict resolution.
  - F. Ensure inter-departmental coordination.
  - G. Submit periodic performance updates.
- H. Is responsible to oversee the adherence of constitution and mentioned important points word by word by each and every post holder and must make a structure that eases the vigilance with the help of general secretary.**

### **3.5 Accountability & Removal**

Reports directly to the Chairperson and is accountable to

- A. Chairperson
- B. Executive Body
- C. Faculty Advisor
- D. Subject to performance review by chairperson and faculty advisor.

**3.5(b)** Removal by simple majority vote with Faculty Advisor consent.

In case of vacancy, the General Secretary shall assume charge until elections.

## **SECTION 4: GENERAL SECRETARY**

### **4.1 Position Definition**

4.1(a) The General Secretary shall be the chief administrative, documentation, and communication authority of the organization.

4.1(b) The General Secretary is responsible for institutional memory, procedural compliance, official communication, and record integrity.

### **4.2 Eligibility Criteria**

The candidate for General Secretary shall:

- A. Be an active Garuda member.
- B. Have strong written, verbal, and organizational skills.
- C. Has attention to detail and confidentiality.
- D. Has prior experience in documentation or coordination preferred.

### **4.3 Powers & Authority**

The General Secretary is authorized to:

- E. Maintain all official records and archives.
- F. Issue notices, circulars, and official correspondence.
- G. Authenticate minutes, reports, and official documents.
- H. Access all non-confidential club records.
- I. Plays an important panel member in the interviews of all the bodies and proposes final decision of selection as presented by the domain heads, directors to the executive body.
- J. Responsible for sending official termination letter or accepting resignations and ensure the vacant role is being fulfilled by the right candidate until further election.

### **4.4 Accountability**

The General Secretary is accountable to:

- A. Chairperson
- B. Executive Body
- C. Faculty Advisor
- D. Subject to performance review by chairperson and faculty advisor.

### **4.5 Duties and Responsibilities**

4.5(a) The General Secretary shall:

- A. Record and maintain Minutes of Meetings (MoM).
- B. Maintain:
  - a. Membership database
  - b. Attendance records
  - c. Event documentation

- d. Schedule meetings and circulate agendas.
- e. Handle internal and external correspondence.
- f. Responsible for overseeing following of constitution and proper departure of duties.

**4.5(b) Prepare:**

- A. Annual activity reports
- B. Compliance and audit documents
- C. Ensure proper handover of records at end of tenure.

**4.6 Removal, Resignation, and Vacancy**

4.6(a) Removal by simple majority vote with Faculty Advisor & chairperson consent on grounds listed in Article 3, Section 2.6.

In case of vacancy, the coordinator shall assume charge until elections.

## **SECTION 5: OPERATIONAL DIRECTOR**

**5.1 Position Definition**

**5.1(a)** The Operational Director of Club Garuda shall be the Chief Execution and Implementation Authority of the organization.

**5.1(b)** Central Coordinating authority that converts strategic decisions into executable actions.

**5.2 Eligibility Criteria**

The candidate for Operational Director must:

- A. Be an active, registered member of Club Garuda.
- B. Possess ability to stay calm under pressure and execution oriented mindset
- C. Have completed at least **one academic semester** of active involvement.
- D. Has experience in and skills for:
  - a. Event execution
  - b. Operations management
  - c. Logistics coordination

**5.3 Powers & Authority**

The Operational Director is authorized to:

- A. Plan, manage, and supervise the operational execution of all approved events and initiatives.
- B. Allocate tasks and responsibilities to Coordinator, Team Heads, Volunteers.
- C. Supervise logistics, scheduling, manpower deployment, and execution workflows.
- D. Recommend operational improvements and execution strategies to the Executive Body
- E. Take on-the-spot operational decisions during events to ensure continuity and smooth execution.

## **5.4 Accountability**

The Operational Director is accountable to:

- A. Chairperson
- B. General Secretary
- C. Executive Body
- D. Faculty Advisor
- E. Subject to performance review.

## **5.5 Duties and Responsibilities**

The Operational Director shall:

- A. Prepare detailed execution plans and timelines for all approved activities.
- B. Coordinate pre-event, during-event, and post-event operations.
- C. Ensure adherence to schedules, safety norms, and quality standards.
- D. Team & Workflow Management like assigning roles, monitoring tasks, ensuring coordination
- E. Operational Planning & Risk Management:
  - a. Identify operational risks in advance.
  - b. Prepare contingency and backup plans for critical resources.
  - c. Handle unexpected challenges calmly, decisively, and responsibly.

## **5.6 Removal, Resignation, and Vacancy**

5.6(a) Removal by simple majority vote with Faculty Advisor consent on grounds listed in Article 3, Section 2.6.

In case of vacancy, the Director of Events shall assume charge until elections.

## **SECTION 6: TREASURER**

### **6.1 Position Definition**

The Treasurer shall be the Chief Financial authority of the organization and the sole authority responsible for financial planning, fund management, accounting, and financial transparency, operating under the supervision of the Chairperson and Faculty Advisor.

### **6.2 Eligibility Criteria**

A candidate for the position of Treasurer must:

- A. Be an active, registered member of Club Garuda completing at least one academic semester in the club.
- B. Possess working knowledge of Budgeting, Basic accounting, Expense tracking
- C. Be trustworthy, detail-oriented, and financially disciplined.
- D. Have prior experience in one or more of Finance, Logistics, Sponsorship, Operations.

### **6.3 Powers And Authority**

The Treasurer of the organization is authorized to:

- A. Maintain and operate all official financial records of Club Garuda.
- B. Collect funds generated through Membership fees, Event registrations, Sponsorships, Institutional grants, Donations
- C. Disburse funds only after obtaining approval from Chairperson and Faculty Advisor
- D. Prepare, maintain, and present Annual and event-wise budgets, Financial statements, Expense and utilization reports
- E. Deny or delay payments that Violate these bylaws, Lack proper approval, Exceed sanctioned limits.
- F. Advise the Executive Body on the financial feasibility of proposals

### **6.4 Accountability**

6.4(a) The Treasurer is accountable to:

- A. Chairperson
- B. Executive Body
- C. Faculty Advisor
- D. Subject to performance review.

6.4(b) The Treasurer directly reports to:

- A. Chairperson
- B. Faculty Advisor

### **6.5 Duties and Responsibilities**

The Treasurer shall:

- C. Prepare an Annual Financial Plan at the beginning of the term.
- D. Create detailed event-wise budgets prior to execution.
- E. Forecast income and expenses realistically.
- F. Maintain an emergency financial reserve wherever feasible.
- G. Maintain a cash book and digital ledger.
- H. Maintain records of every bill, transaction, receipts and invoices.

### **6.6 Removal, Resignation, and Vacancy**

6.6(a) Removal by simple majority vote with Faculty Advisor & chairperson consent on grounds listed in Article 3, Section 2.6.

In case of vacancy, the director of FnR shall assume charge until elections.

## **SECTION 7: Creative Director**

## **7.1 Position Definition**

7.1(a) The Creative Director of Club Garuda shall be the chief creative, visual, and branding authority of the club.

7.1(b) The Creative Director shall be responsible for the Ideation and creative strategy, Visual design and storytelling, and Preservation and enforcement of the club's brand identity across all platforms.

## **7.2 Eligibility Criteria**

The candidate for Creative Director shall:

- A. Be an active Garuda member.
- B. Have strong skills in Graphic design, Video editing or cinematography, Content writing or copywriting and Photography
- C. Has attention to detail and confidentiality.
- D. Possess a demonstrable creative portfolio or prior body of work.

## **7.3 Powers & Authority**

The Creative Director is authorized to:

- A. Define, maintain, and enforce creative standards and brand guidelines of the organization.
- B. Lead, manage, and supervise the Creative Team.
- C. Recommend creative strategies to enhance outreach, engagement, and brand presence.
- D. Determine the creative direction for events, campaigns, and initiatives.

## **7.4 Accountability**

The Creative Director is accountable to:

- A. Chairperson
- B. General Secretary
- C. Executive Body
- D. Faculty Advisor
- E. Subject to performance review.

## **7.5 Duties and Responsibilities**

7.5(a) The Creative Director shall:

Develop and maintain official brand assets, including:

- A. Club logos
- B. Color palettes
- C. Typography
- D. Visual tone and style

**7.5(b)** Align creative output with approved objectives, timelines, and event plans.

7.5(c) Ensure consistency across:

- A. Social media platforms
- B. Posters and promotional materials
- C. Presentations and documents
- D. Merchandise and branding collateral

7.5(c) Creative Director shall be responsible for making two brochures

- A. Structure of the Club
- B. About the club, comprising of vision of the club and upcoming events
- C. Be responsible to make a ppt about event overview prior to Event GBM

## **7.6 Removal, Resignation, and Vacancy**

7.6(a) Removal by simple majority vote with Faculty Advisor, chairperson & General Secretary's consent on grounds listed in Article 3, Section 2.6.

In case of vacancy, the Editor in chief shall assume charge until elections.

## **ARTICLE IV**

## **THE BOARD OF DIRECTORS**

### **(Non-Executive Directors)**

#### **SECTION 1: Definition and responsibilities**

**1(a)** The Board of Directors shall constitute the functional and departmental leadership body of Club Garuda in assistance to the Executive Committee.

**1(b)** Directors shall be responsible for domain-specific leadership, planning, advisory input, and departmental oversight, operating strictly under the authority of the Executive Body.

**1(c)** Directors may:

- A. Conceptualize, plan, and recommend domain-specific initiatives
- B. Supervise Core teams within their domain
- C. Assist the Executive Body on feasibility, quality, and improvements

#### **SECTION 2: DIRECTOR OF CORPORATE RELATIONS(DOCR)**

##### **2.1 Role Definition**

**2.1(a)** The Director of Corporate Relations shall be the chief authority for external outreach and professional relations

**2.1(b)** Create opportunities for **sponsorships**, collaborations, and industry exposure that may sustain long term with the help of the sponsorship team in core and junior working team.

##### **2.2 Eligibility Criteria**

The candidate for Director of Corporate Relations shall:

- A. Be an active Garuda member for at least a semester.
- B. Have strong communication skills, both verbal and written.
- C. Show profound professionalism
- D. Contains previous sponsorship experiences/leads/deals.

### **2.3 Powers And Authority**

The Director of Corporate Relations shall:

- A. The Corporate Relations Director may **initiate** contact with external organizations.
- B. The Corporate Relations Director may present Club Garuda's vision and proposals.
- C. The Corporate Relations Director may recommend sponsorships and partnerships to the Executive Body.
- D. The Corporate Relations Director shall not finalize agreements or commitments.
- E. He/She must thrive throughout the session to build a strong sponsorship index along with building connections with industries.
- F. He/She must always be ready with prior sponsors on hand to execute as soon a event is announced/conveyed.

### **2.4 Accountability**

The Director of Corporate Relations shall be accountable to:

- A. The Executive body
  - a. Chairperson, for functional accountability
  - b. Treasurer, for financial accountability
  - c. General Secretary, for administrative accountability

### **2.5 Duties and Responsibilities**

The Director of Corporate Relations shall:

- A. Identify and approach potential external partners through approved channels.
- B. Maintain professionalism and accuracy in all external communication.
- C. Ensure follow-ups and continuity of approved relationships.
- D. Give timely updates to the authorities accountable to.

### **2.6 Removal, Resignation and Vacancy**

Removal by Chairperson, Vice Chairperson & General Secretary's consent on grounds listed in Article 3, Section 2.6.

## **SECTION 3: COORDINATOR**

### **3.1 Role Definition**

**3.1(a)** A Coordinator of Club Garuda shall be a director level authority responsible for task implementation and operational support as bridge between Executive & Core under the authority of **General Secretary**.

**3.1(b)** A Coordinator is a supporting authority and act as the operational link between the Executive body and other bodies.

### **3.2 Eligibility**

The candidate for Coordinator shall:

- A. Be an active registered member of Club Garuda for at least one semester.
- B. Demonstrate reliability, teamwork, hard working, ready to handle pressure and willingness to execute tasks.

### **3.3 Powers and Authority**

The coordinator shall:

- A. Execute tasks assigned by the concerned Executive, Director, Secretary, or Operational authority.
- B. Coordinate with Executive Associate to ensure the operations of all the teams in core & completion of tasks asked by the executive.
- C. Coordinate logistics and on-ground arrangements within assigned scope.
- D. Coordinate The Core Body to get the assigned task
- E. Will work with direct authority over Executive Associate.

### **3.4 Accountability**

The Coordinator shall be accountable to:

- A. Executive Body:
  - a. Operational Director, Operational accountability
  - b. General Secretary, Administrative accountability
  - c. Chairperson, General accountability
  - d. Treasurer, Financial Accountability
- B. The Faculty Advisor

### **3.5 Duties and Responsibilities**

The Coordinator shall:

- A. Execute assigned duties accurately and within timelines.
- B. Follow approved operational plans and instructions strictly.
- C. Maintain quality, discipline, and reliability in execution.
- D. Coordinate and guide the assigned team clearly and fairly
- E. Provide regular task updates to the supervising authority. Report issues, delays, or challenges immediately.

### **3.6 Removal, Resignation and Vacancy**

Removal by Chairperson, Vice Chairperson & General Secretary's consent on grounds listed in Article 3, Section 2.6.

## **SECTION 4: TECHNICAL DIRECTOR**

### **4.1 Role Definition**

The Technical Director of Club Garuda shall be the director level authority responsible for technical systems, platforms, and infrastructure of the club.

### **4.2 Eligibility**

The candidate for Technical Director shall:

- A. Be an active registered member of Club Garuda for at least one semester.
- B. possess working knowledge of websites, registration tools, AV systems, or basic IT tools.
- C. demonstrate problem-solving ability and technical discipline.

### **4.3 Powers and Authority**

The Technical Director shall:

- A. Manage and maintain the club website, registration portals, and digital platforms.
- B. Manage and maintain technical equipment assigned to the club.
- C. Provide technical setup and support during events.
- D. Recommend technical tools or systems for approval.

### **4.4 Accountability**

The Technical Director shall be accountable to:

The Executive body:

- A. Technical Secretary, direct accountability
- B. General Secretary, Administrative accountability
- C. Treasurer, Financial Accountability
- D. Chairperson, General accountability

### **4.5 Duties and Responsibilities**

The Technical Director shall:

- A. Ensure platforms remain functional, updated, and secure.
- B. Take immediate corrective action during live technical failures.
- C. Coordinate with Events Director, Operational Director, and Technical Secretary.
- D. Maintain documentation of systems used and technical workflows.

### **4.6 Removal, Resignation and Vacancy**

Removal by Chairperson, Vice Chairperson & General Secretary's consent on grounds listed in Article 3, Section 2.6.

## **SECTION 5: DIRECTOR OF EVENTS**

## **5.1 Role Definition**

The Director of Events of Club Garuda shall be the director level authority responsible for planning, structuring, coordinating, and monitoring all club events.

## **5.2 Eligibility**

The candidate for Director of Events shall:

- A. Be an active registered member of Club Garuda for at least one semester.
- B. Possess experience or aptitude in event planning and coordination.
- C. Demonstrate leadership, communication, and organizational skills.
- D. Have experience in Event organisation, Problem Solving.

## **5.3 Powers and Authorities**

The Director of Events shall:

- A. Prepare event timelines, task allocation plans, and execution frameworks.
- B. Coordinate with Curations, Creative, Technical, and Operational authorities.
- C. Monitor progress and adherence to timelines.
- D. Recommend event-level improvements.

## **5.4 Accountability**

The Director of Events shall be accountable to:

- A. The Executive Body
  - i. Operational Director, Direct Accountability
  - ii. General Secretary, Administrative accountability
  - iii. Chairperson, General accountability
- B. The Faculty Advisor

## **5.5 Duties and Responsibilities**

The Director of Events shall:

- A. Ensure all events are well-planned, structured, timely, and aligned with club objectives.
- B. Create structured event plans with defined milestones.
- C. Ensure feasibility and readiness prior to approval.
- D. Prepare contingency plans for operational risks.

## **5.6 Removal, Resignation and Vacancy**

Removal by Chairperson, Vice Chairperson & General Secretary's consent on grounds listed in Article 3, Section 2.6

## **SECTION 6: DIRECTOR OF PUBLIC RELATIONS(PR)**

### **6.1 Role Definition**

**6.1(a)** The Public Relations Director of Club Garuda shall be the director level authority responsible for public facing communication representing the organization.

**6.1(b)** The PR Director is a communication authority that shapes, protects, **promotes** and manages the public image of the organization.

### **6.2 Eligibility**

The candidate for Director of PR shall:

- A. Be an active registered member of Club Garuda for at least one semester.
- B. Possess strong communication and public interaction skills.
- C. Must contain a strong public hold/reach in university .
- D. Maintain a clean academic and disciplinary record.

### **6.3 Powers and Authority**

The Director of Public Relations shall:

- A. Promote public announcements, press notes, and outreach messages.
- B. Handle inbound communication from media and external audiences.
- C. Coordinate approved public outreach campaigns.
- D. Recommend communication strategies to the Executive Body.

### **6.4 Accountability**

**6.4(a)** The Director of Public Relations shall be accountable to:

- A. Executive Body

**6.4(b)** Shall Coordinate with:

- A. All the domains in the Directorate body & Executives.

### **6.5 Duties and Responsibilities**

The Director of Public Relations shall:

- A. Prepare clear, accurate, and approved public-facing content.
- B. Ensure messaging aligns with club values, decisions, and brand tone.
- C. Ensure clear, accurate, and consistent external communication.
- D. Prevent misinformation and unauthorized messaging preventing misinterpretations.

## **6.6 Removal, Resignation and Vacancy**

Removal by Chairperson, Vice Chairperson & General Secretary's consent on grounds listed in Article 3, Section 2.6

# **SECTION 7: DIRECTOR OF FINANCE AND REGISTRATIONS (FnR)**

## **7.1 Role Definition**

The Director of Finance & Registrations of Club Garuda shall be the director level authority responsible for Registration management and Financial Data Coordination.

## **7.2 Eligibility**

The candidate for Director of Finance & Registrations shall:

- A. Be an active registered member of Club Garuda for at least one semester.
- B. Demonstrate numerical accuracy and attention to detail.
- C. Exhibit organizational discipline and trustworthiness.
- D. Have on ground experience managing FnR for an event.

## **7.3 Powers and Authority**

The Director of Finance & Registrations shall:

- A. Manage event registration systems and participant databases.
- B. Maintain fee records and registration data.
- C. Forward verified financial data to the Treasurer.
- D. Support the Treasurer in collection, tracking, and reconciliation of financial data.
- E. Must participate in the making of annual budget of the club.

## **7.4 Accountability**

The Director of Finance & Registrations shall be accountable to:

- A. The Executive Body
  - a. Treasurer, Direct Accountability
  - b. General Secretary, Administrative accountability
  - c. Chairperson, General accountability

## **7.5 Duties and Responsibilities**

The Director of Finance & Registrations shall:

- A. Ensure accurate, transparent, and verifiable participant registration processes.
- B. Design and manage registration workflows with approval.

- C. Ensure clarity of registration details, timelines, and deadlines.
- D. Maintain accurate participant lists and attendance data.
- E. Must keep the data confidential and maintain utter secrecy.

## **7.6 Removal, Resignation and Vacancy**

Removal by Chairperson, Vice Chairperson & General Secretary's consent on grounds listed in Article 3, Section 2.6

## **SECTION 8: EDITOR IN CHIEF**

### **8.1 Role Definition**

**8.1(a)** The Editorial Director of Club Garuda shall be the Director level authority responsible for written content quality, language standards, and editorial consistency.

**8.1(b)** The Editor in Chief is a content authority that ensures clarity, correctness, and professionalism in all written communication.

### **8.2 Eligibility**

The candidate for Editor in Chief shall:

- A. Be an active registered member of Club Garuda for at least one semester.
- B. Demonstrate strong proficiency in writing, editing, and proofreading.
- C. Possess attention to detail and language sensitivity.
- D. Have experience in content writing and editing.

### **8.3 Powers and Authorities**

The Editor in Chief shall:

- A. Edit and proofread articles, captions, scripts, reports, and official written content.
- B. Enforce editorial standards for grammar, tone, and clarity.
- C. Recommend revisions or corrections prior to publication.
- D. Develop editorial guidelines with approval.
- E. Any report before approval must be supervised and approved by Editor in chief on the editorial grounds.

### **8.4 Accountability**

**8.4(a)** The Editor in Chief shall be accountable to:

- A. The Executive Body
- B. The Faculty Advisor

**8.4(b)** Shall Coordinate with:

- A. Board of Directors

### **8.5 Duties & Responsibilities**

The Editor in Chief shall:

- A. Maintain a consistent editorial voice aligned with Club Garuda's identity.
- B. Review all written content prior to publication.
- C. Ensure accuracy, neutrality, and professionalism.
- D. Eliminate ambiguity, errors, and inappropriate language.

## **SECTION 9: CURATIONS DIRECTOR**

### **9.1 Role Definition**

The Curations Director of Club Garuda shall be the director level authority responsible for program outreach, structure, and curation of all club initiatives.

### **9.2 Eligibility**

The candidate for Curations Director shall:

- A. Be an active registered member of Club Garuda for at least one semester.
- B. Demonstrate ability in concept development and program structuring.
- C. Possess clarity of communication and analytical thinking.
- D. Have Experience in the domain

### **9.3 Powers and Authority**

The Curations Director shall:

- A. Identify and approach speakers, guests, and contributors.
- B. Recommend speakers and contributors for approval.
- C. Suggest improvements to enhance program quality.
- D. Initiate contact with prospective speakers subject to approval.

### **9.4 Accountability**

The Curations Director shall be accountable to:

- A. The Executive body
- B. Faculty Advisor

### **9.5 Duties and Responsibilities**

The Curations Director shall:

- A. Identify suitable speakers, experts, and contributors for initiatives.
- B. Coordinate speaker details through the General Secretary once approved.
- C. Submit finalized program outlines and speaker details to the General Secretary.
- D. Curate high-quality programs aligned with Club Garuda's vision and objectives.

### **9.6 Removal, Resignation and Vacancy**

Removal by Chairperson, Vice Chairperson & General Secretary's consent on grounds listed in Article 3, Section.2.6

## **SECTION 10: DIRECTOR OF SOCIAL MEDIA**

### **10.1 Role Definition**

The Director of Social Media shall be the director level authority responsible for management, planning, execution, and monitoring of all official social media platforms of Club Garuda.

#### 10.2 Eligibility

The candidate for Director of Social Media shall:

- A. Be an active registered member of Club Garuda for at least one semester.
- B. Have prior experience in social media handling, content planning, or digital engagement.
- C. Possess working knowledge of major social media platforms and posting tools.
- D. Demonstrate basic understanding of branding, audience engagement, and analytics.

#### 10.3 Powers and Authority

The Director of Social Media shall:

- A. Approve and make routine posts, stories, reels, and platform updates within approved guidelines upon consulting General Secretary
- B. Exercise supervisory authority over the social media team and contributors.
- C. Coordinate directly with Directors, Core Leads, and Event Teams for content requirements.
- D. Monitor analytics and digital performance.
- E. Must ensure that posts for all the daily events aligning to the club's vision and video is shoted, edited and posted in a correct grid manner in social media's on team and events of the club.

#### 10.4 Accountability

The Director of Social Media shall be accountable to:

- A. The Executive body, for growth in reach and engagement.
- B. The Faculty Advisor

#### 10.5 Duties and Responsibilities

The Director of Social Media shall:

- A. Plan and execute the official social media video and execution strategy of the Club.
- B. Maintain consistency in brand voice, tone, and visual identity.
- C. Supervise social media team members and contributors.
- D. Represent the Club professionally on all digital platforms.
- E. Consistent branding, timely communication, and digital growth of the Club.

#### 10.6 Removal, Resignation and Vacancy

Removal by Chairperson, Vice Chairperson & General Secretary's consent on grounds listed in Article 3, Section 2.6

### **SECTION 11: Removal, Resignation and Vacancy**

Removal by Chairperson, Vice Chairperson & General Secretary's consent on grounds listed in Article 3, Section 2.6

**Note:**

- All the positions in executive, director's body, Core, JWT or any team must be academically proficient and disciplined in his/her conduct.
- New recruitments to be done for anyone leaving the directorate body internally/externally.
- Recruitments of the directorate body in the middle of the tenure must be done by a restriction of direct promotions/contact to the public which may lead in deceiving the club's reputation.

## **ARTICLE V MEETINGS**

### **SECTION 1: GENERAL BODY MEETINGS (GBM)**

#### **1.1 Authority to Speak**

**1.1(a)** Only members of the Executive Committee are permitted to speak by default in a General Body Meeting.

**1.1(b)** Non-Executive members may speak only upon explicit invitation by the Chairperson and or approval of the General Secretary.

**1.1(c)** For prior speaking information, Non-Executive members can depart prior information to the general secretary.

#### **1.2 Order and Discipline**

**1.2(a)** All members shall maintain decorum and adhere to the circulated agenda.

**1.2(b)** Cross-talk, interruptions, or parallel discussions are prohibited.

**1.2(c)** GBMs are necessary to attend for all the members of Executive, Director, Core and JWT bodies

#### **1.3 Agenda and Time**

**1.3(a)** The agenda shall be circulated in advance by the General Secretary or OD.

**1.3(b)** Each agenda item shall be allotted a fixed time.

#### **1.4 Decision Making**

**1.4(a)** Decisions taken in a GBM shall be binding on all members and teams.

**1.4(b)** Voting, if required, shall be conducted as per the Constitution and Bylaws.

**1.4(c)** The Chairperson's ruling on procedural matters shall be final.

#### **1.5 Meeting by Body of Directors**

**1.5(a)** Specific directors should conduct frequent meetings with their specific domain heads in core before any event or in general as required with the help of coordinators.

**1.5(b)** Coordinators must submit monthly reports of total GBMs held, total different meetings held with Minutes of meeting received from Editorial board.

## **SECTION 2: PERIODIC MEETINGS**

### **2.1 Purpose**

**2.1(a)** Periodic meetings shall ensure inter-team coordination and alignment.

**2.1(b)** Periodic meetings shall promote transparency and accountability.

**2.1(c)** Periodic meetings shall provide a platform for feedback and collaboration.

### **2.2 Order and Discipline**

**2.2(a)** All members shall maintain decorum and adhere to the circulated agenda.

**2.2(b)** Cross-talk, interruptions, or parallel discussions are prohibited.

## **SECTION 3: DOMAIN SPECIFIC MEETINGS**

### **2.1 Purpose**

**2.1(a)** Domain specific meetings shall ensure coordination within the domain and inter team coordination with the help of exec associate.

**2.1(b)** Domain Specific meetings shall discuss the work at hand within the domain.

**2.1(c)** Domain Specific meetings shall be held to assign the tasks fairly amongst the team members

### **3.2 Order and Discipline**

**3.2(a)** All members shall maintain decorum and adhere to the circulated agenda.

**3.2(b)** Cross-talk, interruptions, or parallel discussions are prohibited.

## **SECTION 4: DOCUMENTATION**

### **4.1 Minutes Of the Meeting (MoMs)**

**4.1(a)** Minutes of all official meetings shall be mandatory.

**4.1(b)** The Editorial Team shall draft and maintain all Minutes of Meeting.

**4.1(c)** MoM shall record date, attendees, agenda, decisions, and action items.

**4.1(d)** MoM shall be approved by the Editor in Chief and then the General Secretary before circulation.

### **4.2 Annual Reports**

**4.2(a)** Each domain shall submit an annual report of activities.

**4.2(b)** The Editorial Team shall compile a consolidated Annual Organizational Report.

## **ARTICLE VI**

### **HIERARCHY AND FLOW OF DECISION MAKING**

#### **SECTION 1: STRUCTURAL HIERARCHY**

- 1.1** The organizational hierarchy of Club Garuda shall operate from Executive Body to Board of Directors to Core Committee to Members.
- 1.2** Authority shall flow downward and accountability shall flow upward at all times.

#### **SECTION 2: FACULTY ADVISOR**

- 2.1** The Faculty Advisor shall be the supreme oversight and constitutional authority of the Club.
- 2.2** The Faculty Advisor shall have final authority over ethics, discipline, legality, and institutional compliance.
- 2.3** The Faculty Advisor may suspend, nullify, or overturn any decision of the Club.
- 2.4** Any unresolved dispute shall be escalated to the Faculty Advisor for final resolution as last resort.

#### **SECTION 3: CHAIRPERSON**

- 3.1** The Chairperson shall be the Chief Executive Head of Club Garuda.
- 3.2** The Chairperson shall exercise final authority over vision, strategy, policies, finances, partnerships, and major events.
- 3.3** The Chairperson may exercise emergency powers with subsequent ratification.
- 3.4** The Chairperson may override any Executive or Core decision with recorded justification.
- 3.5** Strategic or escalated matters shall route to the Chairperson but shall not override faculty advisor.
- 3.6** In case of conflict of interest, the Chairperson shall disclose and transfer authority to the Vice Chairperson or Faculty Advisor.

#### **SECTION 4: VICE-CHAIRPERSON**

- 4.1** The Vice Chairperson shall act as Chairperson in absence or delegation.
- 4.2** The Vice Chairperson shall assist in executive coordination and internal discipline.
- 4.3** Authority exercised by the Vice Chairperson shall be derived from delegation.
- 4.4** Conflicts involving both Chairperson and Vice Chairperson shall be resolved by the Faculty Advisor.

#### **SECTION 5: GENERAL SECRETARY**

- 5.1** The General Secretary shall be the chief administrative and execution authority.
- 5.2** The General Secretary shall supervise schedules, internal operations, and task delegation.
- 5.3** The General Secretary shall supervise the Board of Directors and Core Committee.
- 5.4** The General Secretary shall not override the Chairperson.
- 5.5** Operational issues shall escalate from the General Secretary to the Chairperson.

#### **SECTION 6: TREASURER**

- 6.1** The Treasurer shall be the primary financial authority of the Club.

- 6.2** The Treasurer shall prepare budgets and approve or reject expenditures.
- 6.3** No expenditure shall occur without prior approval as per financial rules.
- 6.4** Financial matters shall escalate from Treasurer to General Secretary to Chairperson to Faculty Advisor.
- 6.5** Allegations of financial misuse shall be arbitrated by the Faculty Advisor.

## **SECTION 7: EXECUTIVE DOMAIN AUTHORITIES**

### **7.1 Creative Director**

- 7.1(a)** The Creative Director shall have authority over branding, design language, and creative output.
- 7.1(b)** Creative disputes shall escalate to the General Secretary.

### **7.2 Operational Director**

- 7.1(a)** The Operational Director shall have authority over logistics, execution workflows, and on-ground management.
- 7.2(b)** Operational conflicts shall escalate to the General Secretary.

### **7.3 Technical Secretary**

- 7.3(a)** The Technical Secretary shall have authority over technical initiatives and competitions.
- 7.3(b)** Technical issues shall escalate to the General Secretary.

### **7.4 Cultural Secretary**

- 7.4(a)** The Cultural Secretary shall have authority over cultural events and collaborations.
- 7.4(b)** Cultural issues shall escalate to the General Secretary.

Positions mentioned in **SECTION 7** shall not override General Secretary.

## **SECTION 8: BOARD OF DIRECTORS**

### **8.1 Authority**

- 8.1(a)** The Board of Directors shall function as a mid-level strategic and supervisory body.
- 8.1(b)** Directors shall exercise domain-specific planning and oversight authority.

### **8.2 Coordinators**

Coordinators shall oversee project execution and report to the respective Director.

### **8.3 Director of Corporate Relations**

Director of Corporate Relations matters shall escalate through Treasurer, General Secretary, and Chairperson.

### **8.4 Editor in Chief**

Editor in Chief authority shall escalate from Editorial Director to Creative Director to General Secretary.

### **8.5 Technical Director**

Technical conflicts shall escalate from Technical Director to Technical Secretary to General Secretary.

#### **8.6 Director of FnR**

Finance discrepancies shall escalate from Director of FnR to Treasurer to Chairperson.

#### **8.7 Director of Events**

Event issues shall escalate from Events Director to Operational Director to General Secretary.

### **SECTION 9: CORE COMMITTEE**

9.1 The Core Committee shall function as the execution and ground-level authority.

9.2 Executive Associates shall act as the bridge between Core and Board.

9.3 Domain and Team Leads shall manage tasks and volunteers.

9.4 Core-level issues shall escalate through Executive Associates to Directors.

### **SECTION 10: FLOW OF ESCALATION**

10.1 Routine matters shall escalate from Member to Team Lead to Executive Associate to Director to General Secretary.

10.2 Strategic matters shall escalate from Director to General Secretary to Chairperson to Faculty Advisor.

10.3 Financial matters shall escalate from Director Finance to Treasurer to General Secretary to Chairperson to Faculty Advisor.

10.4 Disciplinary matters shall escalate from Lead to Director to General Secretary to Chairperson to Faculty Advisor.

10.5 Emergency actions taken by the Chairperson shall require ratification.

### **SECTION 11: CONFLICT OF INTEREST**

**11.1** Any authority facing a conflict of interest shall mandatorily disclose the same.

**11.2** The conflicted authority shall abstain from decision-making.

**11.3** Authority shall shift one hierarchical level upward.

### **SECTION 12: DEADLOCK RESOLUTION**

**12.1** Deadlocks shall first be addressed through same-level discussion.

**12.2** Failing a resolution, a majority vote shall be conducted.

**12.3** Persisting Deadlock shall escalate to the higher body

**12.4** If the deadlock still persists, The Faculty Advisor shall have final authority in the deadlocks

## **ARTICLE VII**

### **RULES OF GOVERNANCE**

#### **7.1 Rules of Entry**

- 7.1(a)** Entry shall occur through application or nomination.
- 7.1(b)** Interview and score based evaluation shall be mandatory for all eligible candidates.
- 7.1(c)** Appointment confirmation shall only be granted after satisfactory review.
- 7.1(d)** Executive appointments require Faculty Advisor and Chairperson approval.
- 7.1(e)** Board of Directors appointments require the Executive Body majority.
- 7.1(f)** Core Committee appointments require Director and General Secretary approval.

#### **7.2 Rules Of Exit**

##### **7.2(a) Voluntary Exit**

- A. Voluntary exit requires written notice of minimum seven days.
- B. All responsibilities, data, and assets must be handed over.
- C. Failure to complete handover shall invite disciplinary action.

##### **7.2(b) Forced Exit / Removal**

- A. Removal may occur due to misconduct, indiscipline, or non-performance.
- B. Review shall be conducted by the appropriate governing body.
- C. Final removal authority shall rest with the Executive Body.

##### **7.2(c) Show Cause**

- A. A show-cause notice shall be mandatory before removal.
- B. All official notices, warnings, and show cause communications shall be issued only through the Editorial Office.
- C. No show cause or disciplinary notice shall be issued without prior approval.
- D. All official notices shall mandatorily CC the General Secretary, Chairperson and respective Director

##### **7.2(d) Removal of an Executive**

Removal of executives will be only voted by executives until suggested by the chairperson to add other bodies. And faculty advisor's approval is necessary too

#### **7.3 Tenure and Continuity**

- 7.3(a)** Tenure of all bodies shall be of one academic year.
- 7.3(b)** Mid term and end term reviews shall be mandatory for all working bodies for continuation or reappointment.
- 7.3(c)** Poor performance may result in demotion or removal.

#### **7.4 Code Of Conduct**

- 7.4(a)** All members shall act with professionalism and respect.
- 7.4(b)** Disrespect to hierarchy shall constitute misconduct.
- 7.4(c)** Public or internal defamation of the Club is prohibited.
- 7.4(d)** Punctuality and preparedness for meetings are mandatory.
- 7.4(e)** Speaking shall follow hierarchical protocol.
- 7.4(f)** Indiscipline includes insubordination, negligence, and disruption.
- 7.4(g)** Repeated indiscipline shall invite escalating penalties.
- 7.4(h)** Severe misconduct may result in immediate suspension
- 7.4(i)** Club Garuda shall maintain zero tolerance toward harassment, abuse, intimidation, or discrimination against women.
- 7.4(j)** Harassment includes unwelcome verbal, non-verbal, physical, written, or digital conduct of an inappropriate, gendered, or demeaning nature.

#### **7.5 Ethical Standards**

Members shall act with honesty and integrity at all times.

Conflicts of interest must be disclosed immediately.

Internal documents and discussions are confidential unless approved.

#### **7.6 Flex Drop**

- 7.6(a)** All flex drops shall follow approved branding guidelines of the organization since the flex represents Club Garuda.
- 7.6(b)** Approval from the Executive Body shall be mandatory .
- 7.6(c)** Installation and removal shall be the responsibility of the Event Team.
- 7.6(d)** During the Flex Drop One representatives will be appointed by the chairperson, 3 to 4 members from Executive Body, 2 members from Boards of Director, and 1 member from Core body shall be present along with the Chairperson.

## **ARTICLE VIII AMENDMENTS**

### **SECTION 1: MINOR AMENDMENTS**

1.1 Minor amendments include procedural or descriptive changes.

1.2 Approval requires two-thirds Executive Body majority.

### **SECTION 2: MAJOR AMENDMENTS**

2.1 Major amendments include hierarchy or power changes.

2.2 Shall only be amended upon the approval of Faculty Advisor

## **ARTICLE IX**

### **BINDING CLAUSE**

**Section 1:** These bylaws shall be binding on all members, office bearers, committees, and future tenures of Club Garuda.

**Section 2:** These bylaws constitute the official governing framework of Club Garuda.

**Section 3:** These bylaws shall come into force only after formal approval by the Directorate of Student Welfare (DSW).

**Section 4:** Club Garuda shall strictly adhere to all rules, regulations, circulars, and directives issued by the DSW, Manipal University Jaipur.

**I in my full capacity hereby adopt the constitution for the functioning and future of operations of the club and swear to adhere to it and execute it to the club hereby.**

**Om Shisodiya**  
**Student Coordinator**  
Reg.no.2427010172  
Contact : 9771007739  
Department of AIML,SoCSE | FoSTA

**Dr. Sourav Kumar Das**  
**Faculty Co-ordinator**  
Contact :8890951739  
Dept. of Civil Engineering

**I hereby in my full capacity approve the constitution as proposed by the representatives of Garuda Club, Manipal University Jaipur and is executed to the club effective from the tenure of 2026-27 and further.**

**Dr. Sanchit Anand**  
Assistant Director  
(Club/Chapters), Directorate of Students' Welfare