



KL RESEARCHERS CLUB



M A N U A L

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1. KL RESEARCHERS CLUB :

KL Researcher's Club is a hub for aspiring and seasoned researchers aiming to enhance their research capabilities and contribute to the academic and scientific community. Our club is committed to creating an environment where curiosity and innovation thrive, providing a platform for students, faculty, and professionals to collaborate, learn, and grow as researchers.

Our club offers a range of resources to enhance research skills, including workshops on research methodologies, data analysis, and writing proposals for grants. Members receive guidance on academic publishing, navigating journals, and crafting well-structured research papers. We foster collaboration through interdisciplinary research opportunities and provide personalized mentorship from experienced researchers and faculty. Additionally, members gain access to essential research tools, attend conferences, and benefit from a structured peer-review process to refine their work before submission. Overall, our goal is to equip members with the knowledge and support necessary to excel in their research endeavors.

2. KLRC – Student Body :

It is the dynamic, student-driven arm of the KL Researcher's Club, dedicated to fostering leadership, collaboration, and engagement among students passionate about research. As the core engine of the club, the student body plays a pivotal role in organizing events, coordinating with mentors, and driving initiatives that enhance the research experience for all members.

The KL RC Student Body plays a crucial role in organizing workshops, seminars, and guest lectures to provide hands-on learning experiences in research. Senior students offer peer support and mentorship to newcomers, guiding them through research methodologies and writing. By facilitating interdisciplinary collaboration, the body encourages innovative team-based projects that harness diverse perspectives. The student body promotes outreach and engagement by organizing campaigns and managing social media to raise awareness about research initiatives. They also coordinate opportunities for students to present their work at conferences and publish in academic journals, helping to build robust research portfolios.

3. KLRC – WINGS :

Wing	Responsibilities
Broadcasting	Streaming, Content, Coverage, Media
HR	Recruitment, Policies, Training, Support
Protocol	Regulations, Order, Guidelines, Compliance
Public Relations	Outreach, Communication, Relations, Branding
Marketing	Campaigns, Strategy, Advertising, Research
Spokesperson	Represent, Communicate, Clarify, Engage
Student Coordinator	Support, Liaison, Management, Events
Anchoring	Host, Engage, Interact, Guide
Event Coordinator	Plan, Execute, Manage, Logistics
Master Trainers	Train, Guide, Mentor, Assess
Drafting	Write, Edit, Compile, Document
Designing	Create, Visuals, Layouts, Graphics
Social Media	Manage, Content, Engage, Analyze
Technical	Support, Maintain, Troubleshoot, Innovate
Membership	Recruit, Engage, Support, Retention
Executive	Lead, Strategize, Decide, Oversee

3.A BROADCASTING :

The broadcasting wing is responsible for disseminating information through various media channels. It ensures that messages reach the target audience effectively, utilizing audio, video, and online platforms to create engaging content.

✓ Streaming:

Manage live broadcasts, ensuring smooth transmission of events and announcements to engage the audience effectively.

✓ Content:

Create and curate engaging content, including scripts and visuals, tailored for various platforms to attract viewership.

✓ Coverage:

Provide comprehensive event coverage through pre-event promotions and insightful post-event recaps for better audience reach.

✓ Media:

Build relationships with media outlets and handle press releases to enhance the organization's public image.

3.B HR :

The HR wing focuses on managing human resources within the organization. It handles recruitment, employee relations, training, and development, ensuring a supportive and productive workplace environment for all members.

✓ Recruitment:

Identify, interview, and hire candidates to fill various roles, ensuring a good fit with organizational culture.

✓ Policies:

Develop and enforce workplace policies to promote a healthy, safe, and productive work environment for all employees.

✓ Training:

Organize training programs that enhance employee skills, ensuring continuous professional development within the organization.

✓ Support:

Offer assistance to employees regarding their concerns, providing guidance and support to improve job satisfaction.

3.C PROTOCOL :

The protocol wing establishes guidelines for formal interactions. It ensures adherence to procedures, enhancing professionalism in communications and events. This contributes to a respectful organizational culture.

✓ **Regulations:**

Establish compliance with organizational standards, ensuring that all activities adhere to predefined guidelines.

✓ **Order:**

Maintain order during events by ensuring adherence to protocols and managing the sequence of activities.

✓ **Guidelines:**

Create clear conduct guidelines for official events, promoting professionalism and decorum among participants.

✓ **Compliance:**

Monitor adherence to established protocols during events, addressing any deviations promptly to maintain standards.

3.D.E PR & MARKETING

The protocol wing establishes and maintains guidelines for formal interactions within and outside the organization. It ensures adherence to established procedures, enhancing professionalism and ensuring that all events and communications are conducted appropriately. This wing is dedicated to managing the organization's public image and promoting its initiatives. It crafts compelling narratives, engages with stakeholders, and develops marketing strategies to enhance visibility and attract new members.

✓ **Outreach:**

Engaging with the community and stakeholders to foster positive relationships.

✓ **Communication:**

Crafting clear messages to convey the organization's values and mission.

✓ **Branding:**

Developing a strong brand identity and ensuring consistent messaging across platforms.

✓ **Campaigns:**

Planning and executing marketing campaigns to promote events and initiatives.

✓ **Strategy:**

Developing strategic marketing plans based on target audiences and market research.

3.F SPOKES PERSON

The spokesperson wing serves as the official representative of the organization, communicating its messages to the public. This role involves speaking on behalf of the organization, participating in interviews, and addressing inquiries to ensure clear and consistent messaging.

✓ **Represent:**

Acting as the official voice of the organization in public communications.

✓ **Communicate:**

Clearly conveying messages and responding to inquiries from the media and public.

✓ **Clarify:**

Providing clarification on organizational positions during crises or controversies.

✓ **Engage:**

Interacting with the audience to build trust and rapport.

3.G STUDENT CO-ORDINATOR

The student coordinator wing focuses on facilitating communication and collaboration among students. It organizes events, manages schedules, and serves as a liaison between students and the administration, enhancing student engagement and involvement.

✓ **Support:**

Providing support to students in various capacities, including academic and extracurricular.

✓ **Liaison:**

Serving as a bridge between students and administration to address concerns and needs.

✓ **Management:**

Organizing and managing student-related events and initiatives.

✓ **Events:**

Coordinating activities that promote student engagement and involvement.

3.H ANCHORING

The anchoring wing is responsible for hosting events and programs, ensuring smooth transitions and engaging presentations. Anchors create a lively atmosphere, guiding the audience through various segments while maintaining energy and enthusiasm.

✓ **Host:**

Leading events and engaging the audience through effective presentation skills.

✓ **Engage:**

Keeping the audience involved and interested during events.

✓ **Interact:**

Facilitating interactions between guests, participants, and the audience.

✓ **Guide:**

Providing a smooth flow of the event by transitioning between segments.

3.I EVENT CO-ORDINATOR

The event coordinator wing oversees the planning and execution of events within the organization. It manages logistics, coordinates with vendors, and ensures that all elements come together seamlessly for a successful experience.

✓ **Plan:**

Developing detailed plans for events, including timelines and logistics.

✓ **Execute:**

Overseeing the implementation of event plans to ensure everything runs smoothly.

✓ **Manage:**

Coordinating teams and resources to effectively manage all aspects of the event.

✓ **Logistics:**

Handling all logistical arrangements, including venue, catering, and equipment.

3.J MASTER TRAINERS

This wing focuses on training and development, providing workshops and sessions to enhance skills within the organization. Master trainers are responsible for delivering high-quality training and mentoring participants to achieve their goals.

✓ **Train:**

Conducting training sessions to enhance the skills of participants in various areas.

✓ **Guide:**

Providing mentorship and guidance to trainees throughout their learning journey.

✓ **Mentor:**

Supporting individuals in their professional and personal development.

✓ **Assess:**

Evaluating the progress of trainees and providing feedback for improvement

3.K DRAFTING

The drafting wing handles the creation of official documents, reports, and correspondence. It ensures that all written materials are clear, accurate, and aligned with the organization's standards and goals.

✓ **Write:**

Creating written materials, such as reports, articles, and proposals.

✓ **Edit:**

Reviewing and editing documents to ensure clarity and quality.

✓ **Compile:**

Gathering information and organizing it into cohesive documents.

✓ **Document:**

Maintaining accurate records and documentation for various purposes.

3.L DESIGNING

The designing wing creates visually appealing materials for the organization. It develops graphics and branding elements that enhance identity. Effective design communicates the organization's message.

✓ **Create:**

Develop visually appealing designs for marketing materials and presentations that effectively communicate ideas.

✓ **Visuals:**

Produce graphics and visuals that enhance the organization's branding and messaging across platforms.

✓ **Layouts:**

Design layouts for print and digital media to optimize content presentation and user engagement.

✓ **Graphics:**

Utilize graphic design software to create high-quality visual content that captures attention and conveys information.

3.M SOCIAL MEDIA

The social media wing manages the organization's online presence across various platforms. It creates and curates content, engages with followers, and analyzes performance metrics to enhance visibility and interaction.

✓ **Manage:**

Oversee the organization's social media accounts, curating content and engaging with followers regularly.

✓ **Content:**

Create engaging posts and multimedia content tailored for different social media platforms to maximize impact.

✓ **Engage:**

Foster interaction with followers by responding to comments and messages, building a community online.

✓ **Analyze:**

Monitor social media performance metrics to assess engagement and refine strategies for improvement.

3.N TECHNICAL

The technical wing provides support for all technological aspects of the organization. This includes troubleshooting issues, maintaining equipment, and ensuring that all technical resources are functioning optimally.

✓ **Support:**

Providing technical assistance for events and projects, ensuring all equipment works properly.

✓ **Maintain:**

Keeping technical systems and equipment in good condition through regular maintenance.

✓ **Troubleshoot:**

Quickly resolving technical issues that may arise during events or projects.

✓ **Innovate:**

Exploring and implementing new technologies to enhance organizational efficiency.

3.0 MEMBERSHIP

The membership wing focuses on recruiting and retaining members within the organization. It develops strategies to engage members, communicates benefits, and gathers feedback to enhance the overall experience.

✓ **Recruit:**

Attracting new members to the organization and promoting membership benefits.

✓ **Engage:**

Fostering engagement and participation among members through events and initiatives.

✓ **Support:**

Providing resources and support to members to enhance their experience.

✓ **Retention:**

Implementing strategies to retain existing members and encourage long-term commitment.

3.P EXECUTIVE COUNCIL

The executive wing provides leadership and strategic direction for the organization. It is responsible for decision-making, representing the organization externally, and ensuring effective oversight of operations to achieve goals.

✓ **Lead:**

Providing leadership and direction to the organization and its members.

✓ **Strategize:**

Developing strategic plans and initiatives to achieve organizational goals.

✓ **Decide:**

Making key decisions that impact the organization and its operations.

✓ **Oversee:**

Supervising various functions and departments to ensure alignment with the mission.

