

# CONSTITUTION

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**AY 2024 -2025**

**BITS SCHOOL OF MANAGEMENT (BITSOM)**  
**| DEPARTMENT OF STUDENT LIFE |**

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## **I.PREAMBLE**

“The students of BITS School of Management join in unison to nominate & elect the student representative body dedicated to representing collective interests, spearheading initiatives & enhancing experiences on campus. This association is dedicated to voice student perspectives, address concerns, and foster an environment that promotes active participation in various student-led initiatives. It will facilitate communication and cooperation among students, faculty, administration, and alumni, ensuring that their diverse needs and viewpoints are effectively communicated.”

This constitution serves as a guiding framework for the BITSoM Student body and applies to each and every function, procedure, role and responsibility within its purview. It focuses on fostering fairness and commitment to enriching the educational experience of all students.

If any situation / contingency arises, the solution where of cannot be found in the constitution, then decisions taken by the Student Life Department of BITSoM, in these regards, shall be final and binding.

## **II.CONSTITUTION**

The Constitution for the students of BITS School of Management (BITSoM) serves as a framework for guiding the conduct of the entire student body. It should be understood both literally and in its intended spirit, with the ultimate goal of benefiting the entire BITSoM community.

This Constitution applies equally to all BITSoM students, enrolled in the flagship 2-year, MBA degree programme, unless specified otherwise. Students are granted certain rights and are expected to fulfil the responsibilities outlined by the Constitution.

### **II.1. RIGHTS OF THE STUDENTS**

II.1a. To be treated at par with any other student of the institute.

II.1b. To have freedom of opinion and expression without hurting sentiments of others.

II.1c. To utilize the institute's resources including, but not restricted to the Library, Sports facilities and Computing facilities to their optimal levels as long as not perceived to be causing damage to the institute.

II.1d. To contest elections for various student bodies as mentioned in the constitution.

II.1e. To seek information from all the student bodies functioning within the institute.

### **II.2. DUTIES OF THE STUDENTS**

II.2a. To follow the Constitution in order and spirit and be the whistleblower, in case of any alterations and/or deviations.

II.2b. To work constructively and act responsibly towards the reputation and property of the institute.

II.2c. To abide by all the rules & regulations mentioned in the constitution and stated in any other document/manual/handbook shared with the students from time to time pertaining to but not limited to academics, placements, co-curricular participation, general code of conduct or any other aspect of life on campus.

### **III.STUDENT COUNCIL**

#### **III.1. INTRODUCTION**

The Student Council is the elected student representative body of BITSoM. Symbolizing a microcosm of an elected governing body, it provides a platform for addressing student concerns and engaging discussions on enhancing student experiences. The Student Council acts as an effective channelising instrument for voicing student affairs/interests to the administration.

It incorporates the following under its ambit:

III.1a. Implement, coordinate, and execute a diverse range of activities, events, and initiatives designed to facilitate student interaction and networking on campus.

III.1b. Foster opportunities for enhancing learning through co-curricular and extracurricular experiences, expose students to practical business, social, and cultural issues, and contribute to their growth as perceptive business leaders.

III.1c. Promote amicability, networking and goodwill among students through engaging, meaningful interactions.

III.1d. Act as a channel of communication between the students and academic &/administrative authorities.

III.1e. Oversee & regulate the formation and continuation of representative student clubs. Ensure all clubs are functioning as per the protocol dictated in the constitution.

III.1f. Safeguard, advance, and enhance the interests and well-being of the students within and beyond the classroom.

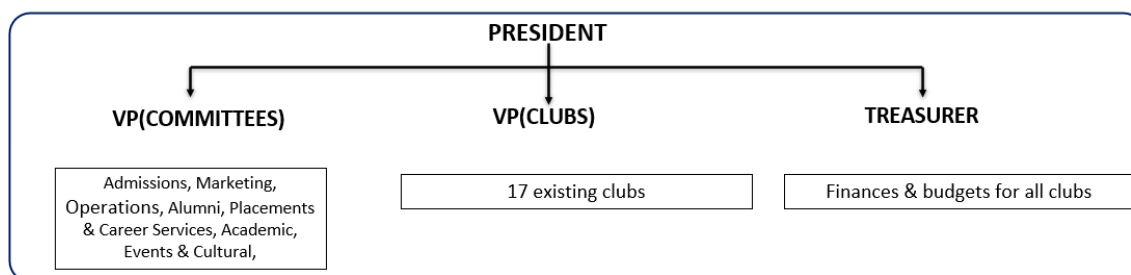
III.1g. Ensure compliance to the constitution at all times.

III.1.h. Act as a responsible, representative, and democratic entity for students.

#### **III.2. COMPOSITION**

The Student Council is led by the President, followed by respective Vice Presidents of Committees, Clubs and a Treasurer. These elected members will constitute the Executive Council within the Student Council and will be responsible for enforcing the constitution at all

levels. All elected members must read, understand and sign the Code of Conduct within 48 hours of assuming office and must adhere to it and the constitution at all times.



### III.3. DUTIES

III.3a. To safeguard the interests of the students and to ensure that the students' view is expressed in the BITSOM community, without compromising on the reputation, standards, values, morals and long-term interests of the Institute

III.3b. To act as the mediator as and when required between the students and the administration in the matters pertaining to the interests of any individual or the batch as a whole

III.3c. To monitor, aid and assist in the functioning of all clubs & committees, including organizing events, resolving operational difficulties / issues.

III.3d. To decide on matters of importance to the student body as a whole.

III.3e. To call for meetings with admin members or students or both, mainly for discussing regular or routine activities and to review other important issues.

### III.4. SCOPE OF OPERATIONS

III.4a. Executive Council will be at the apex of the Student Council.

III.4b. It will finalize the annual student activity plan for the year. Each club and committee will be required to submit an activity calendar which will be discussed with the council and subject to final approval by the Executive Council.

III.4c. All the activities submitted by the clubs and committees will be scheduled in the annual calendar by Executive Council.

III.4d. Executive Council will finalize the budget of every club and committee after discussing it with the Treasurer of every club and thereafter taking approval from the Head of Student Life.

III.4e. The Executive Council shall conduct clubs and committees meet at least once every term. The date and time of the meeting shall be decided by the respective Vice Presidents with prior notification given to the respective clubs and committees.

III.4f. Act as a jury for resolution of all conflicts amongst any students and the club/committee, between the clubs or committees, and inter-club/committee.

III.4g. Give suggestions as and when necessary to the administration to enhance the student amenities/ provisions impacting students comfort, wellbeing and welfare on campus.

III.4h. Coordinate with the club/committee for smooth execution of activities, to avoid conflicts, overlaps and minimise instances of miscommunication.

III.4i. The Executive Council must step in and handle any matter that does not fall within the direct purview of any other club/committee.

III.4j. Participation and active involvement in all school activities is mandatory for all the members of the Student Council including but not limited to the Executive Council.

III.4k. The President must organize and chair an Open Forum at least once in every two terms. These Forums can be conducted in person or through conference calls and must encourage open conversations for students to highlight and give feedback on related issues. The minutes of these meetings must be recorded, shared and discussed with the Student Life Department.

III.4l. The Executive Council must share a brief activity update at the end of each term, comprising of anecdotes on all the activities undertaken by the Student Council in the particular term. This brief must be shared within 7 days of commencement of the new term. This update must be shared with all the students, members of the Student Council and Student Life Department.

III.4m. The Council must conduct all meetings with transparency and a positive attitude. Any misdemeanour or act of indiscipline by any elected representative &/student must be reported promptly to the Student Life Department.

### **III.5. ELIGIBILITY CRITERIA**

First year students will be eligible for nominating themselves for a position on the Executive Council, provided they fulfil the following conditions:

III.5a. The candidate must be a member of the Student Council.

III.5b. The candidate should have a CGPA greater than 3.

III.5c. The candidate should not have any honour code violations.

III.5d. The candidate should not have any disciplinary committee incidents on record.

III.5e. The candidate should not have been impeached or removed from office. In the event of a candidate being selected to a new post, they will have to resign from membership of a committee /any PoR held as a member of the club.

III.5f. The candidate should procure unique support of a minimum of 10% of eligible voters (the entire student cohort).

III.5g. A candidate can stand for only one post on the student executive council. If a candidate is found to be standing for two positions, it will lead to immediate disqualification from both the positions.

### **III.6. IMPEACHMENT /RECALLING AN ELECTED OFFICER**

Members of the Executive Council may be removed through a valid referendum. A referendum to recall an officer can be initiated by (a) an order from the Head of Student Life, (b) a majority vote of the members, or (c) petitions signed by at least 10% of the members.

The Student Life Department must call the vote within one week of initiation. All members are eligible to vote, with each member allowed only one vote. The recall will be successful if at least 60% of the voters approve the impeachment. For the referendum to be valid, a quorum of at least 50% of the members must participate in the vote.

Before the referendum, a motion must be submitted outlining the reasons for the recall. This motion can be presented by Council members or the Student Life department. A suo moto motion may also be adopted if necessary. The motion should detail reasons such as constitutional violations, neglect of duty, breaches of the code of conduct, or other misdemeanours by the concerned officer.



## **IV.ELECTION COMMISSION**

A distinct Election Commission is formulated for fair elections of all the representatives in the Executive Council. It is the responsibility of the commission to ensure all aspects of elections – filing of nominations, campaigning, voting, declaration of results et al are conducted as per the rules and in an unbiased manner.

### **IV.1. COMPOSITION**

IV.1a. The Student Life Department invites expression of interest through an online form, detailing the SOP for all the students. All responses are evaluated by the faculty in charge for elections basis ability to discharge duties on different parameters.

IV.1b. A team of 5 students is finally declared as the Election Commission and it works closely with the faculty in charge & Student Life Department for a smooth, fair and engaging conduct of elections on campus.

### **IV.2. ROLES & RESPONSIBILITIES**

IV.2a. Election Commission will operate independent of the Student Life Department and report to the faculty responsible for conducting elections.

IV.2b. They will be responsible for reviewing, interpreting and implementing the existing election policy.

IV.2c. They must conduct a Townhall prior to kickstarting the election process and brief all the interested candidates with all the requisite details and pertinent information.

IV.2d. The Commission will share an exclusive form to the candidates and they must submit their respective manifesto + vote support within 10 days from the date of Townhall.

IV.2e. They will be responsible for providing periodic updates to candidates on the status of support votes.

IV.2f. The Commission will announce the candidature along with respective manifestos of candidates to all the students. They will be responsible for co-ordinating with the Programmes Team and Student Life Department to check candidate eligibility and communicating the same to all the concerned parties.

IV.2g. The Commission will assist candidates during their 3-week campaigning period and will ensure that campaigning does not clash with any other planned activities such as Placement Week for either of the cohorts.

IV.2h. Along with the Student Life Department, they will make all the arrangements for the Election Day and ensure a smooth, fair voting process. The Commission will also be responsible for announcing the results to all the students and for organising the swearing in ceremony of the newly elected council.

## **V.COMMITTEES**

BITSoM Student led Committees incorporate an array of domains and are constituted with the aim of nurturing team spirit, fostering leadership skills and curating responsible professionals through real life engagements within specific committees. Each Committee is governed and mentored by the administrative head of the respective domain and they work together for the welfare of the school. The KPIs and budget of a respective committee is decided by the governing administrative department. Any new committee in its first year of operation will follow a flat structure and fall within the purview of VP Committees and concerned administrative head.

### **V.1. POSITIONS OF RESPONSIBILITIES (PoRs) & ROLES**

V.1a. President: The President shall be active in the governance of the Committee and, when present, shall preside at all meetings of the Committee, see that all orders and resolutions of the Committee are carried into effect, execute and deliver in Committee interests except as otherwise directed. The President shall have such other duties and exercise such other powers, as the Committee shall prescribe from time to time.

V.1b. General Secretary: The General Secretary shall, in the absence or disability of the President, perform the duties of the President and perform such other functions as the Committee shall prescribe from time to time. The execution by the General Secretary on behalf of the Committee of any instrument shall have the same force and effect as if it were executed on behalf of this Committee by the President.

V.1c. Junior Committee Members Recruitment: The selection of junior committee representatives will commence post a formal introduction by the respective PoR holder of the committee. In case the PoR holder is not available, the president can nominate someone on behalf of the committee. This session will help the students understand the functioning of the respective committees, the roles, and responsibilities of the members, and get all their queries solved live before the recruitment begins. The committee selection process should start soon post the introduction and finish within 3 weeks from that time.

V.1c(i) Guidelines for junior member recruitment are as follows:

V.1c(i)a. Students can apply to a maximum of 3 Committees.

V.1c(i)b. The VP Committee will release 2 distinct forms – one for gathering interests/preferences and the other requiring SOPs for all the committees that a particular candidate is interested in joining.

V.1c(i)c. To ensure fairness, the preference list should not be visible to the senior committee members at any stage of the process. If asked during the interview, the students have the right to decline to answer the question without giving any reasoning.

V.1c(ii) Students must fill out the interest form and mark their preferences in it. After that, must fill out the SOP forms only for the committees that they had selected in the first form. It is mandatory to fill out both types of forms, failing which the student will be eliminated from the selection procedure.

V.1c(iii) The VP Committee should send all the SOPs received to the respective committee president. The committee president shall discuss these with the members and create a shortlist for further processing.

V.1c(iv) After the initial screening round, every committee can have different procedures to go ahead, this should be accepted by the VP Committee and the respective admin head. This process should be declared during the Round 1 of results along with the shortlist.

V.1c(v) All committee Presidents/PoRs should send their preferred process of selecting students at least 1 week before the announcement of the round 1 shortlist to the VP Committee. Post this, the VP committee should discuss the process with each of the committee President/PoR and the admin head for the final approval of the same.

V.1c(vi) At the end, along with the list of the selected students, the committee should give a waitlist of at least 100% of their proposed committee strength to the VP Committee.

V.1c(vii) After receiving the list of selected and waitlisted candidates from each committee, the VP Committee shall check the students' preference in case of multiple committee selections by a student and then release the final list of selected candidates.

V.1c(viii) In case the waitlist is exhausted or there are vacant spots in the committee, the committee is free to run the recruitment process again after obtaining approval from the VP Committee.

V.1d. The number of members inducted in each committee can be less than or equal to that of the previous year. However, if the committee wants to increase its strength, then a written request should be sent to the VP Committees and the admin head. VP Committees should meet the admin head of that respective Committee and discuss the need for the same. Post this meeting, the Head of Student Life should be consulted for making the final decision.

V.1e. It is the responsibility of the president of the respective committee to ensure fairness during the recruitment process of their committee. They shall include and discuss the process with the committee members.

V.1f. It is the responsibility of the VP Committee to conduct the entire recruitment process efficiently and within the given time frame. In case they feel anyone is violating the ethics, they have the right to take necessary actions after discussing it with the Student Life Department.

V.1g. In case any Committee PoR holder is unable to conduct the process within the given time frame, the VP Committee has the right to interfere in the process after obtaining permission from the respective Committee admin head.

V.1h. The decisions taken by the administrative heads of respective committees and the Head of Student Life will be final and binding to all the processes related to the functioning of the committee.

V.1i. Each committee can comprise of maximum 6 students from Year 1 and 6 students from Year 2, hence the maximum limit of members in every committee is 12. The only exception to this rule is the Placement & Career Services Committee, wherein a maximum of 8 students from each year will be selected, making the total number of members 16. The Student Life Department shall not entertain any requests for increase in number of members for any committee.

## **V.2. JUNIOR TO SENIOR COMMITTEE TRANSITION**

V.2a. VP Committees will be responsible for releasing the interest and SOP form to junior members of all the committees for their transition to senior members.

V.2b. VP Committees will share the received SOPs to the respective committee PoR and concerned admin head. Senior Committee members and admin heads will screen and review the SOPs and finalize candidates. They will share these details with VP Committees who in turn will make the official announcement.

V.2b. Once the shortlisted candidates are announced, VP Committees will release 2 separate forms, one for selecting new PoR holders among selected current members and another one for filling up vacant seats, if any.

V.2c. Finalized candidates will be screened through interviews that will be conducted by a panel comprising of Senior Committee PoRs, VP Committees and concerned administrative heads.

V.2d. VP Committees will conclude the transition process by announcing new senior committee members and PoRs for each committee.

V.2e. Guidelines for transition are detailed as follows:

V.2e(i). Each committee will have a position for President and a General Secretary from the senior batch.

V.2e(ii). Positions can be left empty in case the selection panel doesn't find a suitable candidate or there's no application.

V.2e(iii). Members should be elected towards the end of their 1st year during the transition period.

V.2e(iv). There will be no provision for Joint Secretary PoR in any of the junior committees. Any request for the same will not be entertained.

V.2e(v). SOP form submissions must reflect member's vision and contributions till date.

V.2e(vi). It is essential to maintain transparency throughout the transition process. All PoRs must co-ordinate with respective administration heads, VP Committees and Head of Student Life.

V.2e(vii). The list of selected transitioning members must be approved by respective administrative heads and VP Committees. In case of any disagreement/conflict the decision of the concerned administrative head will be final and binding.

V.2e(viii). The VP Committees must conduct transition process for all committees simultaneously. In case of any unmitigated situation, it can be delayed for a particular committee(s). VP Committees must share the timeline of all transition processes to all the stakeholders via email at least 10 days in advance.

V.2e(ix). In case any committee PoR holder is unable to conduct the process within the given time frame, the VP Committee should interfere in the process after obtaining permission from the concerned administrative head of the committee.

V.2e(x). Senior Committee members have the authority of recruiting junior members for vacant spots at their discretion and by keeping the administrative head informed about the same.

V.2e(xi). For selecting new PoR holders, it is mandatory for the administrative head to be involved in the process along with at least 2 members from the senior committee. The VP Committees can get involved in the selection processes if necessary.

### **V.3. COMMITTEE FEEDBACK & REVIEW**

Feedback and review for all committees must be conducted twice a year: once at the end of Term 1 and Term 2, referred to as "Term-End Reviews," and once before the end of the year, known as the "Year-End Review." These reviews will be intended to assess the productivity of all committee members and ensure the effective operation of each committee.

Feedback must comprise of a detailed report highlighting contributions of each member to the respective committee and entail peer review among the members, an open forum for a discussion and feedback on respective members and an option of exiting the committee, if met with consensus. The following guidelines must be adhered to for gathering feedback and conducting review exercises across all committees:

V.3a. The Term-End Review for the senior committee will be conducted by VP Committees, whereas the term end review for junior members will be conducted by the corresponding senior committee PoRs.

V.3b. The Year-End Review must begin 5 weeks before the end of the year and be completed at least 3 weeks prior to ensure a smooth transfer of knowledge & requisite information from senior committee members.

V.3c. The yearend review must act as a benchmark for transitioning junior committee members to senior roles within the committee.

V.3d. Remarks&/comments in the review of senior committee members must be kept confidential and only a summary report should be provided to the concerned administrative heads and the committee president. This summary report must be shared by VP Committees and should not name any specific member(s).

V.3e. The peer review reports of senior committee members must be shared with respective administrative heads by VP Committees.

V.3f. The peer review reports and contribution reports of junior committee members must be collated by PoRs and shared only with VP Committees and respective administrative heads.

V.3g. VP Committees must share peer review and contribution reports of all senior committee members with respective PoRs and administrative heads.

V.3h. VP Committees must discuss feedback & review reports of each committee with administrative heads and devise solutions for improvement &/fixing gaps /issues that may have got highlighted during the process.

V.3i. During the review process, if a member is found to be unsatisfactory in terms of contribution to the committee/taking initiatives/following set procedures, the member will be put on a 1-month probation. VP Committees and respective administrative head will review the member's performance post probation and if there is still no improvement, the said member will be removed from the committee.

#### **V.4. RESIGNATION OF COMMITTEE MEMBERS**

V.4a. Any member of any committee can quit their membership and resign from their position. The resignation must be clear, precise and should mention the rationale behind the decision. It should be submitted to PoR, VP Committees & Administrative Head.

V.4b. If a person leaves the committee before the end of term 2, and more than or equal to 2/3<sup>rd</sup> of the members confirms diligent work of the student – the student won't be entitled to any CV points from the committee, however, they will be free to join any other committee whenever there's an opening.

V.4c. If a person leaves the Committee before the end of term 2, and less than 2/3<sup>rd</sup> of the members confirms the diligent work of the student – the student won't be entitled to any CV points from the committee, and they will be barred from joining any other committee in future.

V.4d. If a person leaves the committee after term 2, the student won't be entitled to any CV points from the committee, and they will be barred from joining any other committee in the future.

V.4e. VP Committees must gather feedback from all committee members before taking any decision on a member's resignation.

V.4f. Senior stakeholders might ask the member to reconsider their decision, in such a case, the member must revert with the final decision within 24 hours. If the member persists on quitting, their resignation will be accepted.

V.4g. To replace a member who has resigned, the committee must select the new member from the waitlist submitted to the VP Committees at the time of committee selections. If the waitlist is exhausted, or the committee wants to select someone new, they can proceed with the process after obtaining permission from the VP Committees and admin head.

## **V.5. TERMINATION /IMPEACHMENT POLICY**

V.5a. Termination of junior committee members must be under the purview of senior committee, VP Committees and the concerned administrative head.

V.5b. Termination of senior committee members must be under the purview of senior committee PoRs, VP Committees and administrative head.

V.5c. Termination of senior committee PoR must be under the governance of VP Committees and administrative head.

V.5d. Termination will be considered in the following cases:

V.5d(i). For committee members, if the PoR holder determines, based on the term or year-end review, that a member has not performed diligently or has provided incorrect information, the PoR must consult with the VP of Committees to discuss the possibility of termination. If both parties agree, the member will be placed on a one-month probation period to address the issues. The respective admin head should be kept informed throughout this process. If an agreement cannot be reached, the decision of the admin head will be final.

V.5d(ii). In case of some specific incident related to the functioning of the member, which highlights the member's incompetency, lack of motivation, or integrity, the respective PoR holder can reach out to the VP Committees and the admin head to discuss the grounds for termination.

V.5d(iii). Termination procedure for committee PoRs will be the same as that of other committee members, detailed in V.5d(i). It will be governed by VP Committees and concerned administrative head.

V.5e. Terminated member will not be eligible for any CV points corresponding to their membership &/position.



V.5f. If the concerned member has any grievances, they can report the matter to the VP Committee/admin head. The decision taken by the admin head shall be final and binding.

V.5g. To replace a member who has been terminated, the committee can select the new member from the waitlist submitted to the VP Committees at the time of committee selections. If the waitlist is exhausted, or the committee wants to select someone new, they can proceed with the process after obtaining permission from the VP Committees and admin head.

## **V.6. CV VERIFICATION OF COMMITTEE MEMBERS**

V.6a. It is mandatory for all committee members to get their CVs vetted from senior stakeholders and follow the prescribed protocol for obtaining CV points. Any deviation or unverified CV will lead to disciplinary action against the member. In case of activities that will be carried out post or during CV verification process, members must highlight that these activities will be executed later or are in the middle of execution.

V.6b. All committee members are required to submit their CV pointers to their respective committee president. The president will review these submissions, identify any issues or discrepancies, and then send a compiled list to the VP Committees.

V.6c. The committee president must not make any edits to the submitted CV, they can make suggestions, if the member is willing, the revised CV can be submitted to the VP Committees.

V.6d. VP Committees must act as a second pedestal for reviewing and suggesting changes, if any on the submitted CVs. Once the compilation is complete and finalized, VP Committees will submit the same to respective administrative heads, who will have the sole authority of verifying CV points.

V.6e. The process of CV verification by the committee president, VP Committees and administrative head must not exceed 2 weeks. Hence, verification by each stakeholder must not exceed 4 days.

## **V.7. INTRODUCTION OF A NEW COMMITTEE**

V.7a. If the VP Committees &/or President of the Council propose a new committee, they must adhere to the following:

V.7a(i). Reach out to the Student Life Associate with a proposal mentioning the clear need for the formation, roles, and responsibilities of the members and the committee, admin involvement, benchmarking other B-Schools, etc.

V.7a(ii). Post this, a meeting must be organized with the Head of Student Life for an engaging discussion post which the final decision will be taken.

V.7b. If any student wants to propose a new committee, they must adhere to the following:

V.7b(i). The student must submit a detailed proposal highlighting the need, benefits, inclination, benchmarking examples to VP Committees. The proposal must be reviewed internally by the President & VP Committees.

V.7b(ii). If the President & VP Committees are in consensus, they must discuss the proposition with Head of Student Life and proposed administrative head. If all the stakeholders agree, the new committee will be constituted.

V.7c. If a new committee is formed, it will be on probation for an entire academic year, post which it will be reviewed for granting permanent status.

## **V.8. CODE OF CONDUCT**

All Committees are governed by a set of guidelines that govern their functions at all levels. They outline the expected conduct for individuals, ensuring that all members adhere to shared values and principles. By setting clear expectations for professionalism, integrity, and respect. The Code of Conduct fosters a positive environment, promotes fairness, and helps prevent conflicts.

V.8a. Integrity and Professionalism: All committee members must act with honesty and integrity in all activities, maintaining transparency in decision-making and communication. They must respect the confidentiality of sensitive information, not disclose it to unauthorized parties, and take responsibility for their actions and decisions, acknowledging mistakes and learning from them.

V.8b. Respect and Inclusivity: All members must foster an inclusive environment that embraces diversity in thought, background, and perspective. They should treat each other, faculty, staff, and external stakeholders with respect and courtesy at all times, while promoting collaboration, ensuring every member feels valued and heard, and encouraging teamwork and mutual support.

V.8c. Commitment and Responsibility: Members are expected to regularly attend meetings and events, be punctual for all deadlines, and actively contribute to the committee's goals and objectives. If unable to attend, they must inform the committee in advance, and late submissions or arrivals should be minimized and justified. Passive participation is discouraged.

V.8d. Ethical Leadership: Decisions must be made based on merit and fairness, avoiding favouritism or bias. Members should avoid conflicts of interest, disclosing any potential

conflicts immediately, and maintain transparency in all processes to build and sustain trust within the committee and with external stakeholders.

V.8e. Communication and Conduct: All communication, both within the committee and with external parties, should be clear, respectful, and professional. Feedback should be constructive, aiming to improve outcomes and relationships. Members always represent the committee and BITSOM and should conduct themselves in a manner that upholds the values and reputation of the institution.

V.8f. Compliance with Policies: Members must follow all BITSOM policies and procedures, adhere to budget and financial guidelines set by administrative heads, use resources efficiently and responsibly, and ensure that all activities comply with applicable laws, regulations, and ethical standards.

V.8g. Conflict Resolution: Disputes or disagreements within the committee should be resolved amicably through discussion; if unresolved, escalate to the administrative head or VP Committees. Conflicts with external parties should be handled professionally, seeking mediation if necessary.

V.8h. Continuous Improvement: Regularly seek and provide feedback to enhance committee functioning and personal growth and engage in opportunities for learning and development to improve skills relevant to committee roles.

## **V.9. EVALUATION CRITERIA**

The evaluation of student-led committees at BITSOM is an essential process designed to ensure that these committees operate effectively, contribute positively to the institution, and provide meaningful learning experiences for all members. The evaluation aims to assess the performance, impact, and development of each committee, focusing on various aspects such as goal attainment, member engagement, adherence to policies, and overall contribution to the BITSOM community.

V.9a. Achievement of Objectives: Measure the extent to which the committee has met its stated goals and objectives, and evaluate the successful completion of projects, events, or initiatives as planned.

V.9b. Performance and Productivity: Assess the quality and impact of the committee's work, including events, reports, and other deliverables, and review adherence to deadlines and schedules for meetings, events, and deliverables.

V.9c. Member Engagement and Contribution: Evaluate the level of active participation and contribution from each member and assess the effectiveness of teamwork and collaboration among committee members.

V.9d. Adherence to Code of Conduct: Measure adherence to the established Code of Conduct, including integrity, respect, and ethical behaviour, and review the handling and resolution of internal and external conflicts.

V.9e. Communication Effectiveness: Assess the clarity, respectfulness, and professionalism of internal and external communications, and evaluate how effectively feedback is sought, provided, and implemented.

V.9f. Resource Management: Review compliance with the budget and financial guidelines, including the efficient and responsible use of resources, and assess the effective use of available resources and facilities.

V.9g. Compliance and Governance: Evaluate adherence to BITSoM policies, procedures, and legal and ethical standards, and review alignment with the committee's governing bodies and administrative guidelines.

V.9h. Impact and Innovation: Measure the impact of the committee's work on the school community and stakeholders and assess the introduction and implementation of innovative ideas and approaches.

V.9i. Feedback and Continuous Improvement: Review how effectively the committee integrates feedback for improvement and assess the committee's adaptability to change and its commitment to continuous improvement.

## **V.10. EXISTING COMMITTEES**

### **V.10a. ACADEMIC COMMITTEE**

The Academic Committee oversees the overall academic milieu comprising of adherence to academic standards, emergent academic practices in business education, additions to the curriculum, research etc. It falls under the ambit of the Programmes Team and supports them in their endeavour of offering quality par excellence education to the students. In addition to conducting periodic review of the curriculum & teaching methodology, the Committee also conducts workshops/seminars on academic research, paper presentations and allied subjects pertaining to academics.

### **V.10b. ADMISSIONS, COUNSELLING & ENGAGEMENT (ACE) COMMITTEE**

The Admissions, Counselling, and Engagement (ACE) Committee acts as a catalyst between the school and its prospective students. Working in collaboration with the official admissions team, the ACE Committee embodies the spirit of guidance and support, ushering candidates

through the transformative journey from aspirants to admits. The essence of ACE lies in its name – facilitating a seamless and enriching experience for every candidate from start to finish. The Committee manages interactive platforms, creating a dynamic and supportive community where aspirants and admits can connect, share, and learn. Its involvement encompasses personalized profile evaluations, helping candidates to understand and align their aspirations with BITSoM's offerings.

#### **V.10c. ALUMNI RELATIONS COMMITTEE (ARC)**

The Alumni Relations Committee (ARC) acts as a pivotal link between the school and its alumni by creating & maintaining relationships that transcend the limitations of time. It is entrusted with the task of maintaining a strong bond between the institute, its distinguished alumni, and the vibrant student community. The Committee oversees the procedure of enrolling graduating students into the Alumni network, provides opportunities of mentorship for current students, leverages alumni expertise for incorporating emergent industry trends, conducts alumni get together and establish a thriving, engaging community dedicated towards carrying on the legacy of the school.

#### **V.10d. EVENTS & CULTURAL COMMITTEE (ECC)**

As evident from the name, Events & Cultural Committee (ECC) is responsible for conducting cultural & social events on campus. ECC is committed towards celebration of diversity and works closely with the school administration for organising myriad of activities &/celebrations to commemorate festivals, traditional events, professional occasions, milestones etc. ECC envisions a future at BITSoM where diverse cultures harmonize, forging enduring bonds through extracurricular festivities, shaping a vibrant and familial college experience that transcends textbooks and propels the institution into a legacy of cultural richness. With support from school administration, the Committee handles all aspects of organizing events – from venue to budgets, obtaining approvals, planning activities, arranging performances & all other material/logistical/resource requirements.

#### **V.10e. MARKETING COMMITTEE**

Marketing Committee is responsible for supporting the administration for promoting the school and shaping its image and reputation within the educational landscape and broader society. One of the primary functions of the marketing committee is to collaborate closely with the administration to devise comprehensive marketing plans and campaigns that effectively showcase BITSoM's unique value proposition, academic offerings, faculty expertise, campus

facilities, and student achievements. These efforts are aimed at differentiating BITSOM from other B-schools and creating a compelling narrative that resonates with the target audience. The marketing committee employs a comprehensive, multi-channel strategy to engage diverse stakeholders, utilizing digital avenues like social media, SEO, and online advertising for increased brand visibility. Traditional methods such as campus events, and industry conferences are also leveraged to establish connections and foster brand loyalty.

#### **V.10f. OPERATIONS COMMITTEE**

The Operations Committee serves as the institution's internal engine, meticulously ensuring its day-to-day functions run smoothly and efficiently. From managing logistics for academic programs and events to overseeing infrastructure maintenance and IT support, their meticulous efforts ensure a seamless experience for everyone within BITSOM's vibrant community. Whether it's facilitating classroom resources, optimizing administrative processes, or resolving concerns promptly, the committee prioritizes efficiency and responsiveness, upholding the high standards expected of a leading B-school. Beyond maintaining day-to-day operations, the committee plays a crucial role in strategic planning and improvement. Through collaboration with various departments and committees, the Operations Committee fosters a culture of continuous improvement, ensuring BITSOM adapts to evolving needs and thrives in a dynamic educational landscape.

#### **V.10g. PLACEMENTS & CAREER SERVICES COMMITTEE**

Placements & Career Services Committee is responsible for the enactment of the placement policy, for proper placement processes to be implemented and to bridge the gap between the Industry Partnership & Career Services team and the students and take care of the various aspects of placements, such as, CV, CLP, Leadership talks, Spotlight events, Interviews, etc. The Committee is dedicated to providing comprehensive career services, fostering industry connections, and facilitating access to a diverse array of employment opportunities. By nurturing professional growth & excellence through personalised career guidance, leveraging BITS alumni network & corporate partnerships, the committee aims to equip students with the tools, knowledge and opportunities to thrive in their areas of interest and contribute meaningfully to the business community.

## **VI. CLUBS**

Clubs are the heart and soul of the student body as they provide avenues for students to explore their areas of interest, follow their passions, kindle their creative side, enjoy with peers alongside their studies. The school offers a myriad of professional as well as social clubs for the students. Membership Process for each club is defined in this constitution, a student can apply for only one role in a club and in two different clubs. Selections are made through elections and interviews.

### **VI.1. POSITIONS OF RESPONSIBILITIES (PoRs) & ROLES**

VI.1a. President: The President elected from the senior cohort will lead a specific club. They will be responsible for maintaining the club's records, preparing and issuing notices on behalf of the club, and overseeing the creation of written reports for all general club activities. Additionally, they will perform any other duties typically associated with the role of President or as assigned by the club.

VI.1b. General Secretary: The General Secretary elected from the senior cohort will play a crucial role in the smooth operation of the club, ensuring that all activities comply with regulations and guidelines. Their duties will include managing transactions, maintaining records, and creating budgets that align with the club's objectives. They will also oversee expenses, approve expenditures, and ensure proper documentation of financial transactions. Additionally, they will assist in event planning, organize meetings and activities, and maintain detailed member records. They will also generate reports that provide valuable insights into club engagement and progress.

VI.1c. Joint Secretary: The Joint Secretary, elected from the first-year cohort, will be responsible for ensuring that the interests of first-year students are represented and protected. They will carry out tasks as requested by the club or the President. In the absence or incapacity of the President and General Secretary, the Joint Secretary will assume the President's duties.

### **VI.2. SELECTION OF PRESIDENT AND GENERAL SECRETARY**

VI.2a. The selection of the President and General Secretary from the junior cohort must be conducted after the Executive Student Council Election.

VI.2b. The selection of the President and General Secretary for all clubs must occur within the timeframe provided by the VP of Clubs. Newly selected PoRs must be given at least three weeks before the academic year ends for knowledge transfer and adjustment to the role.

VI.2c. The selection or election of PoRs must be overseen by the outgoing PoRs and under the supervision of the VP of Clubs. PoRs are required to obtain approval from the VP of Clubs regarding their proposed selection process and timeline before starting the process.

VI.2d. A candidate is permitted to apply for only one PoR within a club.

VI.2e. An exception to this rule will be made if there are only two candidates standing for both positions. In such cases, the candidate who ranks first in the selection process will be appointed President, and the second will be appointed General Secretary.

VI.2f. If a candidate is part of multiple clubs, they may apply for PoRs in two clubs simultaneously. In these situations, the candidate must submit their preferences to the VP of Clubs, and this information must remain confidential throughout the selection process.

VI.2g. If a candidate is selected for PoRs in two clubs, the position will be allotted based on their preference, and the runner-up will be appointed PoR for the vacated club.

VI.2h. The VP of Clubs and the PoRs must ensure that the selection process follows all established rules and is fair to all candidates. Any candidate found engaging in malpractice, bribery, or tampering with the process will be disqualified immediately.

VI.2i. Each club is required to organize a briefing session before beginning the PoR selection process. This session must cover the club's vision, values, and goals, and must clearly explain the transition process, roles, and responsibilities. The briefing should remain objective, with no targeting of individuals or personal remarks.

VI.2j. Existing PoRs must announce the opening of nominations for positions, ensuring that the opportunity is made available to all junior club members.

VI.2k. Candidates must submit an application, including a manifesto outlining their candidacy. The manifesto will be reviewed and verified by the current PoRs.

VI.2k(i). If any discrepancies are identified during the review, the candidate must be notified, required to correct the manifesto, and resubmit it.

VI.2k(ii). The manifesto should only be shared with club members after it has been verified to be free of discrepancies.

VI.2l. Once nominations are submitted, each club may proceed with the PoR selection process through elections.

VI.2m. The following guidelines must be followed during the PoR selection process:

VI.2m(i). All candidates for PoRs must submit their manifestos to the current PoRs. Once manifestos are received, a meeting will be scheduled to conduct elections.

VI.2m(ii). All candidates must be given a platform to present their candidacy and address club members. Members may ask questions directly to the candidates during this session.



VI.2m(iii). PoRs must ensure that no questions on preferences are to be entertained on such platform and the candidates have the right to decline to answer any question related to club preferences.

VI.2m(iv). Elections may be conducted through in-person ballots. In case a member is not available in person and wants to vote then the member should raise the concern to the PoRs on mail regarding the same. Upon receipt of the mail, the PoRs can open a Microsoft Form to allow the member to vote. Transparency and fairness must always be maintained.

VI.2m(v). A strict timeline for vote submission must be set by the PoRs, and any votes received after the deadline will not be counted.

VI.2m(vi). The current PoRs must count the votes in the presence of all members. In the event of a tie, a re-election must be conducted within three days.

VI.2m(vii). Once the voting process is complete, the club's President will announce the results internally and share them with the VP of Clubs.

VI.2m(viii). The VP of Clubs will officially communicate the new PoRs of all clubs once the selection process is concluded.

### **VI.3. SELECTION OF JOINT SECRETARY**

VI.3a. The election of the Joint Secretary from the first-year cohort must be completed at least three weeks prior to the start of Final Year Placements.

VI.3b. Elections must be conducted within the time window provided by the VP of Clubs.

VI.3c. The election of PoRs must be overseen by the existing PoRs and under the supervision of the VP of Clubs. It is mandatory for PoRs to obtain approval from the VP of Clubs regarding the election process and timeline before initiating it.

VI.3d. If a candidate is part of multiple clubs, they may apply for PoRs in two clubs simultaneously. In such cases, the candidate must submit their preference to the VP of Clubs. This information must remain confidential during the selection process.

VI.3e. If a candidate is selected for two PoRs, the position will be allotted based on their preference, and the runner-up will become the PoR for the club that was relinquished.

VI.3f. The VP of Clubs and PoRs must ensure that the selection process adheres strictly to the established rules and is fair for all participants. Any candidate found engaging in malpractice, bribery, or tampering with the process shall be disqualified immediately.

VI.3g. Each club is required to provide a brief before the PoR election begins. This session must include an overview of the club's vision, values, and goals, along with a clear explanation of the transition process and information on roles and responsibilities. The brief must remain

objective, without personal remarks or targeting individuals. The brief can be in the form of an in-person person meeting or on mail.

VI.3h. Existing PoRs must announce the opening of nominations for the positions, making them accessible to all junior club members.

VI.3i. Candidates must submit an application, including a manifesto/SOP outlining their candidacy. The manifesto/SOP will be reviewed and verified by the current PoRs.

VI.3i(i). If any discrepancies are found during the review, the candidate must be informed and required to correct and resubmit the document.

VI.3i(ii). The manifesto/SOP should only be shared with club members once it has been verified as free of discrepancies.

VI.3j. After nominations are filed, the PoR selection process must be conducted through elections only.

VI.3k. The following guidelines must be followed during the PoR election process:

VI.3k(i). All PoR candidates must submit their manifestos/SOPs to the current PoRs. Once manifestos are received, each club will schedule a meeting to conduct elections.

VI.3k(ii). All candidates must be given a platform to present their candidacy to all members. On this platform, members may ask questions directly to the candidates.

VI.3k(iii). PoRs must ensure that no questions on preferences are to be entertained on such platform and the candidates have the right to decline to answer any question related to club preferences.

VI.3k(iv). Elections may be conducted through in-person ballots. In case a member is not available in person and wants to vote then the member should raise the concern to the PoRs on mail regarding the same. Upon receipt of the mail, the PoRs can open a Microsoft Form to allow the member to vote. Transparency and fairness must be always maintained.

VI.3k(v). PoRs must provide a strict deadline for the submission of votes. Any votes submitted after the deadline will not be counted.

VI.3k(vi). The current PoRs must count the votes in the presence of all members. In the event of a tie, a re-election must be held within three days.

VI.3k(vii). After the voting process is concluded, the club's President will announce the results within the club and share them with the VP of Clubs.

VI.3k(viii). The VP of Clubs will formally announce the result for all clubs PoR once the selection process has been completed.

#### **VI.4. IMPEACHMENT OF PoRs**

VI.4a. Impeachment by members:

VI.4a(i). Any club member may request impeachment proceedings against a PoR by submitting a written request to the VP of Clubs, provided the request is supported by at least 25% of the current members of the respective club.

VI.4a(ii). The names of the members requesting impeachment must remain confidential and shall not be disclosed by the VP of Clubs to anyone.

VI.4a(iii). The VP of Clubs will ask the concerned members to provide reasoning and evidence to support the impeachment request.

VI.4a(iv). Upon receiving the impeachment request, the VP of Clubs will notify the PoR within 24 hours and schedule a meeting with all club members within 48 hours.

VI.4a(v). Attendance at this meeting is mandatory for all club members.

VI.4a(vi). During the meeting, the VP of Clubs will present the allegations, followed by an opportunity for the PoR to present their defence. The members who initiated the impeachment may also choose to present their case. Once both sides have presented their cases, club members will be given the opportunity to ask questions to the PoR before proceeding with the vote.

VI.4a(vii). After reviewing the evidence and arguments, members will cast anonymous votes on whether to remove the PoR. If more than 50% of the members vote in favour of impeachment, the VP of Clubs will proceed with the removal. Subsequently, the VP of Clubs will distribute a form to eligible members to apply for the vacant position, and the new PoR will be selected following the process approved by the President of the Student Council.

VI.4b. Impeachment by VP Clubs:

VI.4b(i). The VP clubs have the Suo Moto rights to initiate impeachment process against any PoR of a club. The procedure will remain same as usual except the relevant proofs and evidence will have to be submitted to the President of Student Council and the process shall be governed by the President.

## **VI.5. RESIGNATION OF PoRS**

VI.5a. A PoR intending to resign from their position within a club must formally communicate their resignation via email to the VP of Clubs, clearly stating the reasons for their decision.

VI.5b. The submitted resignation shall be subject to review by the remaining PoRs of the club, the VP of Clubs, and the President of the Student Council.

VI.5c. The PoR may be requested to reconsider their resignation. Should this request be made, the PoR is obligated to provide a final decision within a stipulated period of time provided by VP Clubs. Should the PoR persist in their resignation, the resignation shall be duly accepted.

VI.5d. In the event that the President resigns or vacates their position:

VI.5d(i). The General Secretary shall assume the role of Acting President until such time as a permanent replacement is appointed.

VI.5d(ii). Priority for the replacement of the President shall be accorded to the General Secretary, and a vote among club members shall be conducted to confirm this transition.

VI.5d(iii). Should a majority of the members vote in favour of the General Secretary assuming the position of President, this transition shall be formalized, and the process for selecting a new General Secretary shall commence. Should the vote not favour this transition, applications for the position of President shall be opened, and the election process shall be overseen by the VP of Clubs.

VI.5e. In the event that the General Secretary resigns or vacates their position:

VI.5e(i). The President shall assume the role of Acting General Secretary until such time as a permanent replacement is appointed.

VI.5e(ii). Applications for the position of General Secretary shall be opened, and the election process shall be governed by the VP of Clubs.

VI.5f. Any club member who has not been an active member of the club for a period exceeding three months shall be ineligible to stand for any vacant PoR position.

VI.5g. In cases where a resigning PoR has critical tasks or responsibilities pending, the VP of Clubs reserves the right to delay the acceptance of the resignation for a period not exceeding one week.

## **VI.6. CV POINTER VERIFICATION OF PoRs**

VI.6a. In the event that a PoR resigns or vacates their position before the conclusion of the academic year, they shall not be eligible for any CV points associated with their tenure as aPoR.

VI.6b. The verification of CV pointers for PoRs shall follow a two-step approval process. Initially, each PoR shall draft their CV pointers and submit them to the VP of Clubs for review. Upon receiving approval from the VP of Clubs, the pointers will be forwarded to the Office of Student Life. Once Student Life has reviewed and approved the pointers, they shall be deemed verified and will be submitted to the Placement Committee for inclusion in the CV verification process.

VI.6c. Should any CV pointers be rejected, and if the PoR believes that the rejected pointers accurately reflect the work they have performed, the PoR may escalate the matter to Student Life, providing relevant supporting documentation. The final decision regarding the approval or rejection of the pointers shall rest with Student Life, following consultation with all relevant stakeholders. The decision made by Student Life shall be final and binding on all parties.

## **VI.7. MEMBERSHIP**

VI.7a. Each club shall comprise a maximum of 12 members from each cohort, with a total of 24 members across all cohorts.

VI.7b. A student may hold membership in no more than one professional club and one talent club simultaneously.

VI.7c. Should a student be selected to serve on a committee, they shall be permitted to maintain membership in no more than one club.

VI.7d. There shall be two designated recruitment windows during which students may apply for club membership: the beginning of the first year and the beginning of the second year.

VI.7e. The VP of Clubs shall ensure that all club selection processes are conducted in strict accordance with the established rules and are fair for all candidates. Any candidate found to be engaging in malpractice, bribery, or tampering with the selection process shall be immediately disqualified.

VI.7f. Should any individual deem the selection process to be unfair or biased, they may submit a formal complaint to the VP of Clubs. The VP of Clubs shall conduct a thorough investigation into the matter. If the allegations are substantiated, appropriate disciplinary action shall be taken against the offending parties, and a new selection process shall be implemented under the oversight of the VP of Clubs in consultation with the remaining club members. If the allegations are found to be untrue, the selection process shall proceed as originally planned.

## **VI.8. JUNIOR CLUB MEMBER RECRUITMENT**

VI.8a. The recruitment of junior club members shall commence following a formal introduction by the respective PoR of the club. In the absence of the PoR, the President may nominate a representative to conduct the introduction on behalf of the club. This platform shall serve to familiarize students with the club's operations, roles, and responsibilities of its members, while addressing any queries from prospective applicants. The recruitment process must begin promptly after the introduction and be concluded within three weeks from the date of commencement.

VI.8b. The recruitment of members shall be overseen by the existing PoRs and conducted under the purview of the VP of Clubs. It is mandatory for PoRs to seek approval from the VP of Clubs on their proposed selection and recruitment process prior to its initiation.

VI.8c. Students are permitted to apply to as many clubs as they desire.

VI.8d. The recruitment process shall be initiated by the VP of Clubs through an email sent to all first-year students, which shall include application forms for all clubs as well as a preference form.

VI.8e. It is mandatory for all students applying for club membership to complete and submit the preference form. Failure to submit the preference form shall result in the student's elimination from the recruitment process.

VI.8f. The preference form shall require students to list their preferred clubs in order of ranking. This form shall be used at the conclusion of the recruitment process to map candidates to clubs based on their preferences.

VI.8g. Should the committee recruitment process be completed before club recruitment, a new preference form shall be distributed by the VP of Clubs to students who have been selected for a committee. Failure to complete this form will result in exclusion from the club recruitment process.

VI.8h. To maintain fairness, the preference lists shall remain confidential and shall not be visible to senior club members or PoRs at any stage of the process. If asked about their preferences during an interview, students have the right to decline to answer without providing any justification.

VI.8i. Following the application round, clubs shall proceed with their respective recruitment processes and complete them by the deadline set by the VP of Clubs.

VI.8j. Upon completion of the recruitment process, clubs shall submit to the VP of Clubs a list of selected candidates, the proposed number of members they wish to recruit, and a waitlist of candidates with their respective rankings.

VI.8k. Based on these submissions, candidates shall be mapped to clubs according to both club and candidate preferences. The preferences of the candidates shall take precedence over those of the clubs. Thus, if a candidate is selected by multiple clubs, their stated preferences shall be used to determine the final allocation.

VI.8l. The VP of Clubs shall prepare a final list based on the mapping process, and the successful candidates for all clubs shall be announced simultaneously by the VP of Clubs.

VI.8m. Candidates are permitted to withdraw from a club's recruitment process at any time if they no longer wish to be considered for membership. However, once the final results are announced, the candidate shall not be permitted to resign from the club for a period of three months.

VI.8n. Should the recruitment process be perceived as unfair or biased, any concerned party may submit a formal complaint to the VP of Clubs. The VP of Clubs shall conduct a thorough investigation, and if the allegations are substantiated, strict action shall be taken against the offending parties. A new recruitment process shall be initiated under the supervision of the VP of Clubs in consultation with the remaining club members. If the allegations are found to be false, the original process shall continue as planned.

VI.8o. Should the VP of Clubs propose any amendments to the recruitment process, a formal explanation must be submitted to Student Life. Any such amendments shall only be implemented with the approval of Student Life.

## **VI.9. SENIOR CLUB MEMBER RECRUITMENT**

VI.9a. The recruitment process for senior club members shall be completed within the first three weeks of the commencement of the second academic year.

VI.9b. Prior to the commencement of recruitment, a formal email shall be sent to all current club members, requesting them to reaffirm their membership status for the second year. The form provided shall require members to select and commit to one of the following options:

VI.9b(i). To remain a member of the club;

VI.9b(ii). To resign from the club;

VI.9b(iii). To apply to another club and, if selected, join the new club; however, if not selected, to remain in the current club.

VI.9c. The decision submitted by the member shall be considered final, and the member shall be required to abide by it.

VI.9d. Should a member choose to remain in the club, they may only resign after a period of three months.

VI.9e. The individual decisions and responses from members shall remain confidential and shall not be disclosed to senior club members or PoRs by the VP of Clubs. Only the total count of each type of decision will be shared with PoRs to assist in determining whether or not to recruit new members.

VI.9f. The recruitment of members shall be conducted by the existing PoRs, under the supervision of the VP of Clubs. PoRs must obtain approval from the VP of Clubs on their proposed selection and recruitment process before proceeding.

VI.9g. Students may apply to a maximum of five clubs during the recruitment process.

VI.9h. The recruitment process shall commence with the VP of Clubs sending an email to all second-year students, which shall include application forms for each club and a preference form.

VI.9i. It is mandatory for all students applying for club membership to complete and submit the preference form. Failure to submit the preference form shall result in elimination from the recruitment process.

VI.9j. The preference form shall require students to list their preferred clubs in ranked order. This form shall be used at the end of the recruitment process to map students to clubs based on their preferences.

VI.9k. To maintain fairness, the preference lists shall remain confidential and shall not be visible to senior club members or PoRs at any stage of the process. If asked about their preferences during an interview, students have the right to decline to answer without providing a reason.

VI.9l. Following the application round, clubs shall proceed with their respective recruitment processes and complete them by the deadline set by the VP of Clubs.

VI.9m. Upon completion of the recruitment process, clubs shall submit to the VP of Clubs a list of selected candidates, the number of members they wish to recruit, and a waitlist of candidates with their respective rankings.

VI.9n. Based on these submissions, candidates shall be mapped to clubs according to both the club and candidate preferences. The candidate's preference shall take precedence over the club's preference. Therefore, if a candidate is selected by multiple clubs, their preference will determine their final placement.

VI.9o. The VP of Clubs shall prepare the final list based on the mapping process, and the final selections for all clubs shall be announced simultaneously by the VP of Clubs.

VI.9p. Candidates are free to withdraw from a club's recruitment process if they no longer wish to be considered for membership. However, once the final results are announced, the candidate shall not be permitted to resign from the club for a period of three months.

## **VI.10. RESIGNATION OF MEMBER**

VI.10a. A member intending to resign from a club must formally submit their resignation via email to the respective PoRs, stating the reasons for their decision.

VI.10b. The resignation shall be reviewed by both PoRs. Once the resignation is accepted, the member shall no longer be considered part of the club, effective immediately.

VI.10c. If the resigning member has critical tasks or responsibilities pending, the PoRs may delay the acceptance of the resignation for no longer than one week, to ensure the completion of said tasks.

VI.10d. Members resigning in the middle of the academic year shall not be eligible for any CV points.

## **VI.11. TERMINATION OF MEMBERSHIP**



VI.11a. Membership may be terminated for reasons including, but not limited to, chronic absenteeism, failure to meet participation requirements, breaches of conduct, misuse of club resources, or behaviour that undermines the club's mission, values, or leadership. Termination shall follow due process, including warnings and a review, in line with college policies to ensure fairness.

VI.11b. The process for the termination of a member may be initiated by the club's PoRs.

VI.11c. Before the termination process begins, the member must receive the following warnings:

VI.11c(i). Verbal Warning: For a first-time minor offense, a verbal warning shall be issued during a club meeting in the presence of other members.

VI.11c(ii). Written Warning: For a second offense, the member shall receive a written warning in the form of an email from the PoRs, which must be acknowledged by the member. This email shall be copied to the VP of Clubs and retained in the club's records.

VI.11d. The member shall be granted a reflection period of no more than one month to address the issues identified and make appropriate corrections.

VI.11e. Upon completion of the reflection period, the member must submit a report to the PoRs and the VP of Clubs, outlining their contributions to the club during this time.

VI.11f. If the PoRs are satisfied with the member's progress and contributions, the member shall be reinstated, and their membership will continue as before.

VI.11g. If the PoRs are not satisfied with the member's progress, a formal review meeting shall be convened. This meeting will be attended by the PoRs, the VP of Clubs, the President of the Executive Student Council, and/or a representative from Student Life (either the Student Life Associate or Head). This group shall act as the Review Committee for the case.

VI.11h. The purpose of the review meeting shall be to investigate and evaluate the situation. The final decision regarding the member's status shall be made by the Review Committee and shall be binding on all parties.

VI.11i. The decision of the Review Committee shall be final, and all involved parties shall abide by it.

## **VI.12. EVALUATION OF MEMBERS**

VI.12a. The PoRs of each club shall be responsible for conducting an internal review process for all members of their respective clubs.

VI.12b. These reviews shall be conducted bi-annually, with the first review to be completed within six months of the commencement of the academic year.

VI.12c. Key Performance Indicators (KPIs) for each review must be developed by the PoRs and submitted for approval by the VP of Clubs no less than ten days prior to the scheduled review.

### **VI.13. CV POINTER VERIFICATION OF MEMBERS**

VI.13a. Should a member resign or vacate their position before the conclusion of the academic year, they shall not be eligible to receive any CV points for their tenure in the club.

VI.13b. Following every event or activity conducted by a club, the PoRs are required to complete and submit a post-event/activity form. This form must include the contributions of each member involved. CV points for that specific event/activity shall only be awarded to those members whose names are listed on the form.

VI.13c. The CV pointer approval process shall consist of three stages:

VI.13c(i). In the first stage, the member shall draft their CV pointers and submit them to the PoRs for review.

VI.13c(ii). Upon approval by both PoRs, the pointers of all members shall be forwarded to the VP of Clubs for further review.

VI.13c(iii). Following the VP of Clubs' approval, the pointers shall be sent to the Office of Student Life for final verification. Upon approval by Student Life, the CV pointers shall be considered verified and will be submitted to the Placement Committee for the students' CV verification process.

VI.13d. In the event of a rejection at any stage by either the PoRs, the VP of Clubs, or Student Life, and if the member believes the rejected pointers accurately reflect their work, they may appeal directly to Student Life, providing relevant supporting documentation. The final decision regarding the approval of the pointers shall be made by Student Life after considering input from all stakeholders. The decision of Student Life shall be final and binding on all parties.

### **VI.14. EVALUATION CRITERIA OF CLUBS**

VI.14a. All clubs shall be evaluated on a 5-point scale at the end of each academic year. This evaluation is mandatory and serves to assess each club's contributions and feasibility for sustainable, long-term operations.

VI.14b. Each club shall be assessed based on the following criteria:

VI.14b(i). Planned Number of Events: The predetermined number of academic events a club has scheduled per term, as outlined in the academic calendar.

VI.14b(ii). Events Held: The actual number of successful, high-quality events organized by the club during the term.

VI.14b(iii). Conversion Rate: Calculated as (Number of events held / Planned number of events) \* 100.

VI.14b(iv). Event Scale: A categorization of events as either External or Internal, with ratings assigned accordingly based on their reach and impact.

VI.14b(v). Participant Count: An evaluation of the level of student participation and involvement in the events.

VI.14b(vi). Event Visibility: An assessment of the event's impact and visibility, measured by student feedback and engagement.

VI.14b(vii). Budget Utilization: An analysis of the club's use of allocated funds, focusing on return on investment and the effectiveness of resource utilization.

VI.14b(viii). Innovativeness of Initiatives: A rating based on the creativity and originality of the club's activities and events.

VI.14b(ix). Internal Participation: An assessment of the number of club members actively engaged in the organization and execution of events throughout the year.

## **VI.15. CODE OF CONDUCT**

VI.15a. All clubs shall operate under a set of comprehensive guidelines that govern their functions at all levels. These guidelines establish the expected conduct for all individuals, ensuring that members adhere to shared values and principles. By setting clear expectations for professionalism, integrity, and respect, the Code of Conduct fosters a positive environment, promotes fairness, and mitigates potential conflicts.

VI.15b. All club members are expected to uphold the highest standards of professionalism, aligning their conduct with the values and ethics of BITSoM.

VI.15c. Members must comply with all applicable laws, regulations, and university policies. Any engagement in activities or procedures that violate these protocols shall result in disciplinary actions.

VI.15d. In their role as club representatives, members must strive to embody and promote the values and mission of both the club and the institution in a positive and accurate manner.

VI.15e. Members shall be held accountable for the conduct of their guests and participants at club events. Any misconduct by guests or participants will be attributed to the hosting club, and the club will bear the responsibility for addressing such issues.

VI.15f. All venue reservations for club events must be made through the Student Council. Reservations made through any other channels shall not be recognized or accepted.

VI.15g. Clubs are responsible for the proper upkeep and maintenance of any venues, spaces, or equipment used for events or meetings. Any damage or misuse of these resources shall be the responsibility of the club.

VI.15h. Each club shall have no more than 24 active members, with a maximum of 12 members from any single cohort.

VI.15i. All club-related activities must be approved by the VP of Clubs prior to the initiation of any preparations.

#### **VI.16. FORMATION OF A NEW CLUB**

VI.16a. Any student may initiate the formation of a new club or committee, provided there is a demonstrated need for such a club within the institution, alongside a clear outline of its financial requirements. Furthermore, there must be documented interest from at least 15% of the student body from each cohort in the proposed club's area of focus. These requisites must be formally documented by the initiating student and submitted to the Head of Student Life for approval.

VI.16b. Should the Head of Student Life deem the proposal valid, it will be forwarded to the Executive Council for further deliberation.

VI.16c. Upon receiving approval from the Executive Council, the proposed club shall undergo a three-month probationary period, functioning as an interest club before finalizing its establishment.

VI.16d. The probationary period shall commence on the day the club is formally announced to both cohorts.

VI.16e. The club's performance during the probationary period shall be evaluated based on specific metrics, as assessed by various stakeholders at the end of the probation period.

VI.16f. At the conclusion of the probationary period, the Student Life Department and the Executive Council shall conduct a review of the interest club. A final decision on the club's status will be made at that time, which shall be binding on all parties.

VI.16g. If the proposal is initiated by a single student, that student shall assume the role of President of the club. In cases where two or more students share the proposal, they shall mutually decide among themselves who will assume the role of President.

VI.16h. Students who are already members of two bodies (e.g., two clubs or one club and one committee) shall not be eligible to join the newly formed club.

VI.16i. The new club shall have one opportunity to recruit members during its probation period and will not be permitted to recruit additional members during this time.

VI.16j. During the probationary period, the club may have a maximum of six members, including the President and General Secretary. These six members shall be considered the co-founding members of the club.

## **VI.17. EXISTING CLUBS**

### **VI.17a. PROFESSIONAL CLUBS**

Professional clubs are an integral part of the BITSoM ecosystem, providing platforms that bridge academic learning with practical business applications. These clubs are designed to support the personal and professional growth of students by aligning with their diverse career interests and aspirations. Each club facilitates a variety of activities that enhance skill development, industry engagement, and networking opportunities. These activities may include guest lectures, workshops, case competitions, networking events, and career-focused initiatives that offer members valuable exposure to real-world challenges and business practices.

#### **VI.17a(i). CONSULTING CLUB / BITSoM Consulting Club (BCC)**

The BITSoM Consulting Club organizes events, sessions, and case competitions for the student community to strengthen their consulting acumen, enhance structural thinking, and develop problem-solving capabilities. Additionally, we offer valuable resources such as the BITSoM Consulting Club & Industry Primers to support students in their internship and final placement preparation.

#### **VI.17a(ii). BUSINESS ANALYTICS CLUB/ PreQL**

Preql, BITSoM's Business Analytics club, is committed to equipping students with essential analytics skills across corporate functions, aiming to become a global leader with strong recall among management professionals. Through workshops, newsletters, and collaborative projects, the club fosters hands-on learning, providing a platform to experiment and showcase analytical capabilities.

#### **VI.17a(iii). ENTREPRENEURSHIP CLUB**

The Entrepreneurship Club supports students with entrepreneurial ambitions by providing a space for innovation, creativity, and exploration of market dynamics and trends. The club organizes events with startup founders and industry leaders to share insights, discuss real-world challenges, and guide students through the entrepreneurial journey from idea generation to execution.

#### **VI.17a(iv). FINANCE CLUB / Pennywise**

The Finance Club, Pennywise, is focused on facilitating comprehensive discussions and explorations in the field of finance. Covering topics such as financial markets, revenue models, investments, banking, and accounting, the club offers members a chance to deepen their understanding of the financial landscape through workshops, seminars, and peer interactions.

#### **VI.17a(v). MARKETING CLUB / BITSvertise**

BITSVertise exists to ignite a passion for marketing within the BITSoM community by simplifying complex marketing concepts and connecting students to real-world trends. Our mission is to make marketing fun, engaging, and relevant through dynamic content like newsletters and primers. We've sparked creativity with events like AdZap and Brand Hunt and proudly hosted BITSoM's first inter-college case competition last year. Beyond events, we also support students with placement prep by offering company primers, CV guidance, and interview mentorship to help them excel in their careers.

#### **VI.17a(vi). OPERATIONS & GENERAL MANAGEMENT CLUB**

The Operations & General management Club provides a dynamic platform for students to explore their interests in general management, operations, supply chain, and decision-making. Through group discussions, guest lectures, and case competitions, the club fosters an environment of hands-on learning and peer collaboration. Notable past events include the insightful Dabbawalla session and BITSoM's first-ever fully funded case competition in partnership with the Maharashtra State Khadi & Village Industries Board.

#### **VI.17a(vii). PUBLIC POLICY CLUB / Mandate**

The Mandate Public Policy Club offers a platform for understanding the intersection of business, government, and society. The club studies regulatory frameworks and government policies, analysing their impact on industries globally, thereby preparing members for a deeper understanding of public policies and their role in shaping economic landscapes.

#### **VI.17a(viii). SUSTAINABILITY & SOCIAL IMPACT CLUB**

The Sustainability and Social Impact Club at BITSoM is dedicated to fostering a culture of environmental responsibility and social consciousness among future business leaders. The club drives initiatives that align with the UN Sustainable Development Goals, encouraging students to integrate sustainability into their personal and professional lives. Through workshops, guest lectures, and community engagement projects, SSIC actively contributes to creating a positive social and environmental impact, preparing members to lead with purpose and integrity in the business world.

#### **VI.17a(ix). PRODUCT MANAGEMENT CLUB / ProdMan Club**

The Product Management Club provides a platform for students interested in the discipline of product management to gain insights and hands-on experience. The club focuses on exploring the lifecycle of product development, from ideation and market research to design, development, and launch. Members engage in activities such as product case competitions, workshops on product strategy, user experience design, and roadmap planning.

#### **VI.17a(x). DIVERSITY, EQUITY AND INCLUSION CLUB / DEI Club**

The DEI Club is dedicated to fostering an inclusive community where every individual feels valued, respected, and empowered. The club believes that diversity, equity, and inclusion are not just buzzwords but essential pillars for personal and professional growth. The mission is to create a supportive environment that celebrates differences and promotes equal opportunities for all.

#### **VI.17b. TALENT CLUBS**

Talent clubs at BITSoM provide students with opportunities to explore their creative interests, pursue passions, and develop skills beyond the academic realm. These clubs offer a supportive environment for students to engage in activities ranging from music and theatre to fitness and public speaking. The institution currently supports the following talent clubs:

##### **VI.17b(i). THEATRE CLUB / Rang Bhoomi**

Rangbhoomi, the theatre club of BITSoM, is dedicated to celebrating the art of storytelling through live performances. It provides a platform for students to explore creativity, develop acting and stagecraft skills, and bring impactful narratives to life. The club also organizes

street plays, theatre performances, festival celebrations, photo booth memories, and engaging social media content.

#### **VI.17b(ii). BOOK READERS CLUB / Shelf-Indulgence**

Shelf Indulgence is BITSoM's vibrant book club that fosters a love for reading and storytelling within the community. The club organizes various activities such as book fairs, writing competitions, quizzes, and themed discussions, creating a dynamic platform for literary enthusiasts. It aims to promote intellectual engagement, enhance analytical skills, and build a sense of community among students through shared literary experiences.

#### **VI.17b(iii). CONTENT CLUB / SOCH – The Content House**

The Content Club encourages students to express themselves through various forms of content creation, including writing, digital media, and visual storytelling.

#### **VI.17b(iv). DANCE CLUB / BITS 'N' TOES**

The Dance Club, BITS 'N' TOES, offers a platform for students to explore various dance forms and express their passion for dance through performances and workshops.

#### **VI.17b(v). MUSIC CLUB / BEATSoM**

The Music Club, BEATSoM, brings together students with a shared love of music. It provides opportunities for musical performances, jam sessions, and collaborations across genres.

#### **VI.17b(vi). SPoRTS & FITNESS CLUB / BITSoM Sports Club**

The Sports Club at BITSoM is committed to promoting sports and fitness activities across the campus, ensuring that all facilities are accessible to students. The club organizes a variety of sports competitions to encourage talent, teamwork, and inclusivity. By hosting indoor, outdoor, and e-sports events, the club aims to maintain a vibrant campus environment and continuously expand its offerings to cater to diverse student interests.

#### **VI.17b(vii). PUBLIC SPEAKING CLUB / Raise A Toast**



Raise a Toast" is the official public speaking club of BITSoM, dedicated to enhancing public speaking and communication skills within the cohort. Through various initiatives and events, the club provides a platform for members to practice and refine their speaking abilities in a supportive environment. These activities help participants gain confidence, overcome stage fear, and improve their overall communication skills. By fostering collaboration and continuous learning, "Raise a Toast" empowers its members by activities like informal speech delivery sessions, elevator pitch challenges etc.

## **ANNEXURE- I**

### **OATH FOR ELECTED MEMBERS OF THE BITSoM STUDENT COUNCIL**

On my honour I \_\_\_\_ (name of person) \_\_\_\_\_ solemnly swear to fulfil my duties as a member of the student council to the best of my abilities. I pledge to serve my fellow students with integrity, honesty, and compassion.

I will strive to represent the interests and concerns of the student body, and work tirelessly to improve the quality of student life on campus.

I promise to uphold the principles of equality, fairness, and respect, and to promote a culture of inclusivity and diversity in all aspects of campus life.

I recognize the importance of communication and collaboration, and will engage with my fellow council members, faculty, and administration in a constructive and respectful manner.

I understand that my role as a student council member is a privilege, and I will honour this responsibility by being accountable and transparent in all of my actions.

With this oath, I commit myself to the service of my fellow students, and to the betterment of our institution as a whole.

X---X---X---X---X--X