GUIDELINES FOR CO-CURRICULAR ACTIVITIES/EVENTS

Co-Curricular activities are Non-Academic pursuits that complement classroom learning, such as sports, arts, clubs, and volunteer work. These activities foster holistic development by enhancing skills like teamwork, leadership, and time management.

1. Entities:

S. No.	Entities	Description	Fee	Min. No. of Std.	Max. No. of Std.	No. of Faculty Advisor/ Co-Advisor	No. of Student Secretaries/ Joint Secretaries	No. of Activities per Entities	Type of Activities
1	**Club**	- Club is **University level** entity	100	100	2,000	**1.** 01 Faculty Adv. **2.** 01 Faculty Co-Adv. per 250	**1.** 01 Secretary **2.** 01 Jt. Secy. per 200	5 Flagship Event per year	1. Flagship Event. 2. Workshop 3.Outcome Competition 4. Skill based workshop 5. Exhibitions 6. Podcast 7.Olympiad
2	**Community/ Tech Community**	-Community is **cluster/institute** level entity	NA	500	10,000	**1.** 01 Faculty Advisor **2.**01 Faculty Co-Advisor. Per 1,000	**1.** 01 Secretary **2.** 01 Jt. Secy. per 500	2 Flagship Event per year	1.National/International Days 2. Conference 3. Panel Discussions 4 Industry Days
3.	**Department al Society**	-Department Society is **department level**	NA	50	Dept.	**1.** 01 Faculty Advisor **2.** 01 Faculty Co-Advisor. Per 50-100	**1.** 01 Secretary **2.**01 Jt. Secy. per 100-200	2 Flagship Event per year	1.Expert Talks 2. Guest Lecture 3. Industrial Visit 4. Technical Debates 5. Seminar 6. Periodic Activities
4.	**Professional Society**	-Professional societies are university level entities.	As per Prof. soc.	As per Prof. soc.	As per Prof. soc.	As per Prof. soc.	As per Prof. soc.	As per Prof. soc.	As per Prof. soc.
5.	**Groups**	- Groups are the open entities	NA	2	Individual	**1.** 01 Faculty Advisor **2.** 01 Faculty per 40	NA	NA	1. Social Welfare 2. Seminar 3. Temporary Initiative 4. Conclave

3. Designations:

Sr No	Role	Eligibility	Responsibility	KRA(s)
1	Chief Advisor	2 years minimum experience in Chandigarh University with PhD [Professor]	1.Co-Curricular Activity/Event Budget Approval. 2. Activity/Event & Co-curricular Calendar Approval 3. Manage External Relations and Collaborations	1. Minimum 5 Flagship Events must be conducted in one year. 2. Support in Inviting Speakers Industry Professionals. 3. Periodic Monthly Evaluation of the Clubs Performance, Impact, and Progress 4. Supervisory check of Assessment and Grading
2	Faculty Advisor	1 year minimum experience in Chandigarh University without PhD	1. Prepare Calendar, Reports Approvals. 2. Maintain Club Budget Documents 3. Liaison with Pro VC AA office.	1. Mandatory to organize 2 Events/Semester and 1 Flagship Event/year 2. Impact and Feedback analysis. 3. Complete Co-Curricular Assessment and Grading on CUIMS 4. Conduct Membership Drive and regular Club Meetings
3	Faculty Co-Advisor	Any fresher who newly joined Chandigarh University without PhD	1. Plan Organize Activities/ Events 2. Conduct Membership Awareness Session.	1.Pre and Post activity Branding 2. Manage club Correspondence Social Media Accounts 3. Assist in event Planning, Logistics Follow-up tasks 4. Helping in Co-curricular Assessment and grading
4	Secretary	3rd and 4th year UG and PG students	1. Prepare Calendar, Reports Approvals. 2. Maintain Club Budget Documents 3. Liaison with Pro VC AA office.	1. Mandatory to organize 2 Events/Semester and 1 Flagship Event/year 2. Impact and Feedback analysis. 3. Complete Co-Curricular Assessment and Grading on CUIMS 4. Conduct Membership Drive and regular Club Meetings
5	Joint Secretary	1st and 2nd year UG and PG students	1. Plan Organize Activities/Events 2. Conduct Membership Awareness Session.	1. Mandatory to organize 2 Events/Semester and 1 Flagship Event/year 2. Impact and Feedback analysis. 3. Complete Co-Curricular Assessment and Grading on CUIMS

*All the above appointments are for one year. Continuity of the Designation will be performance-based.

*Changes can occur within 24 hours to 1 week as per management's discretion.

4. Entities Process:

1. Club Formation[New Club]