

 **PVC ACADEMIC AFFAIRS TEAM**

SOP's

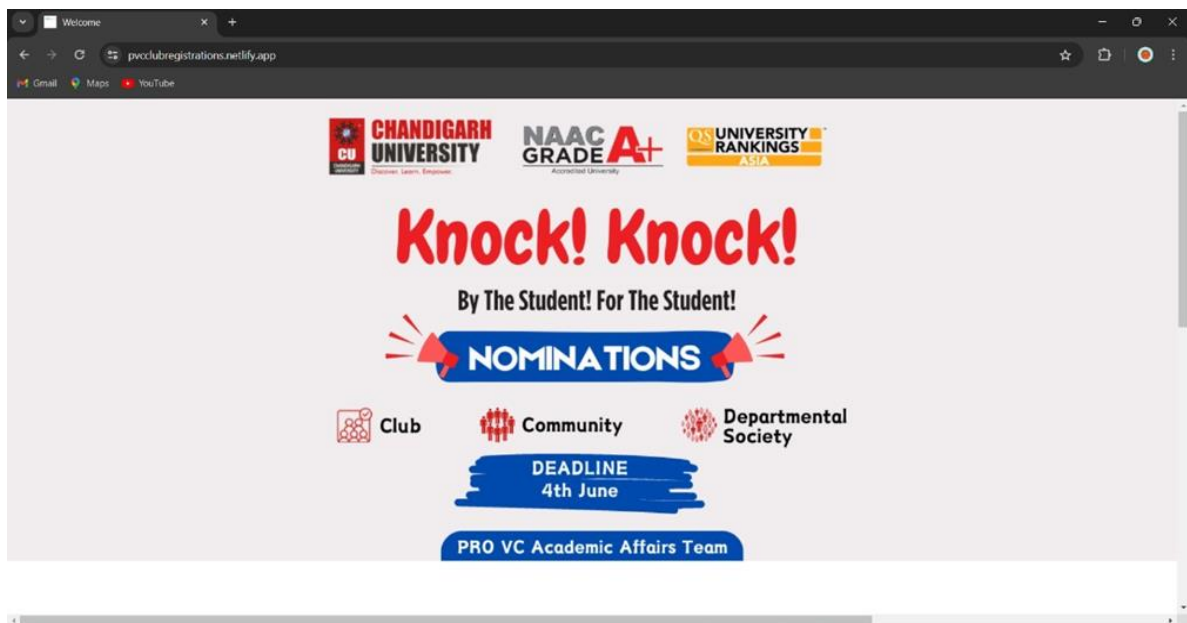
FOR CO-CURRICULAR @CU

IMPORTANT NOTE:

- Please note that submission of all documents is mandatory.
- Failure to provide any of the necessary documents will result in disapproval of the form.

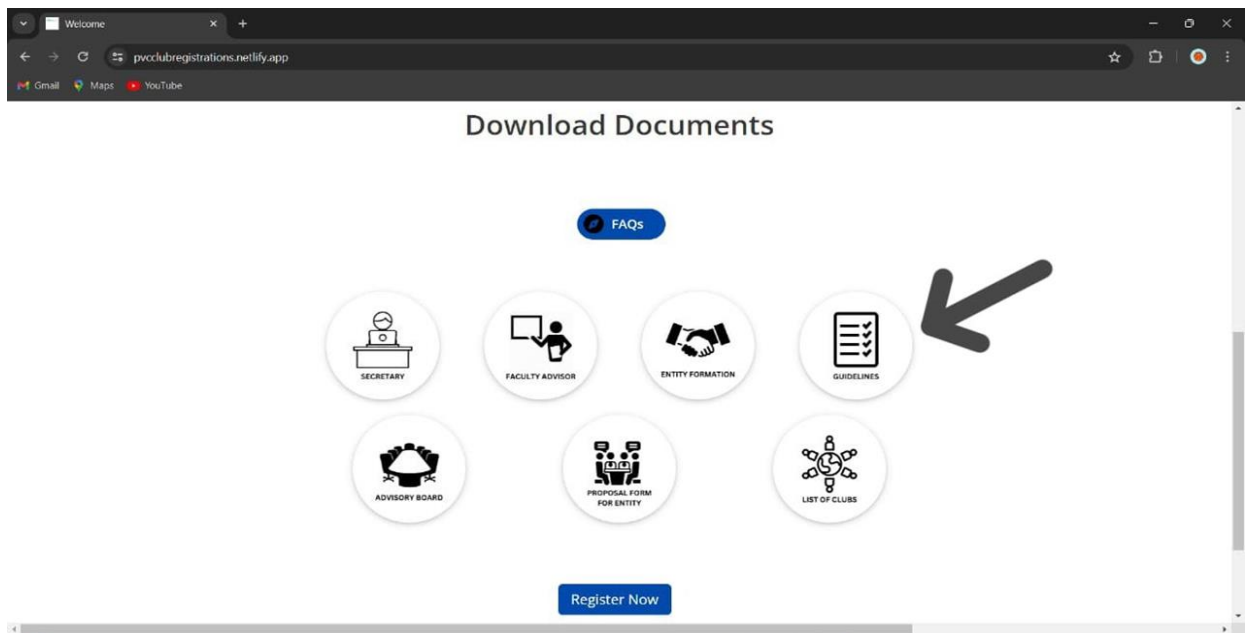
Open Website Link

[Welcome \(pvoclubregistrations.netlify.app\)](https://pvoclubregistrations.netlify.app)

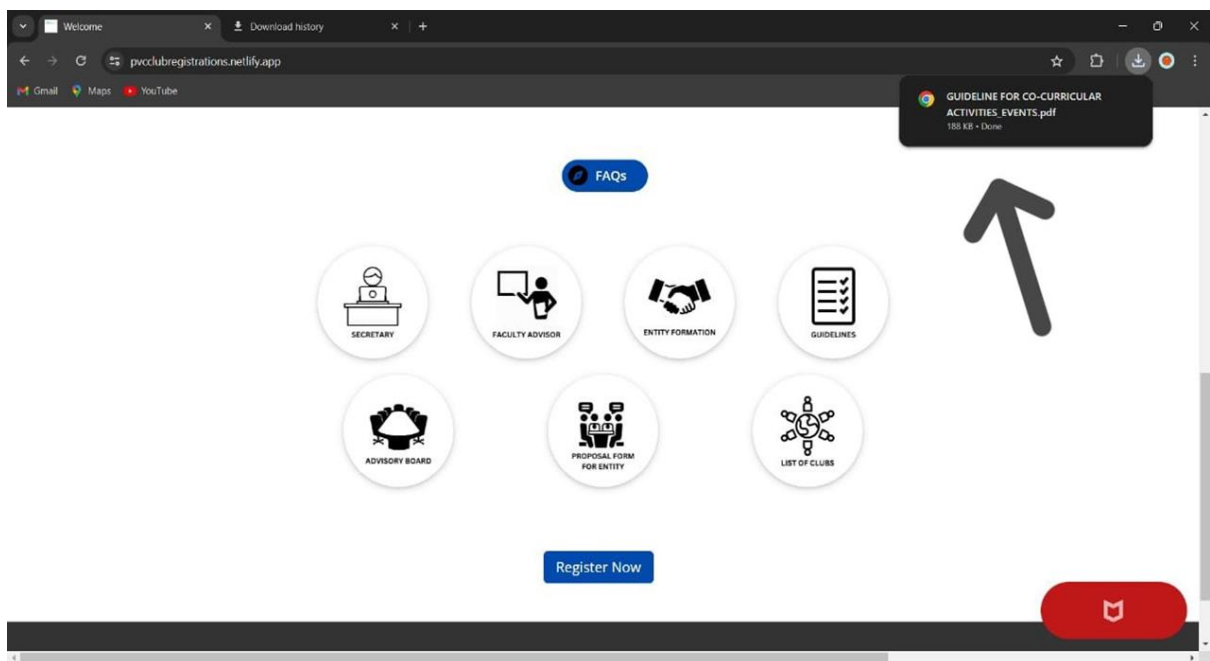


Read Guidelines


Step 1: Click On Guidelines



Step 2: As you Click, Guidelines will be downloaded




Step 3: Downloaded Guidelines (Sample)



CHANDIGARH UNIVERSITY
Pursuing the Frontiers

PVC-Academic Affairs Office
Professionalism. Efficiency. Humility



NAAC GRADE A+
Accredited University

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.	Departmental 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


List of Clubs

Step 1:


Download Documents




SECRETARY




FACULTY ADVISOR




ENTITY FORMATION




GUIDELINES



ADVISORY BOARD



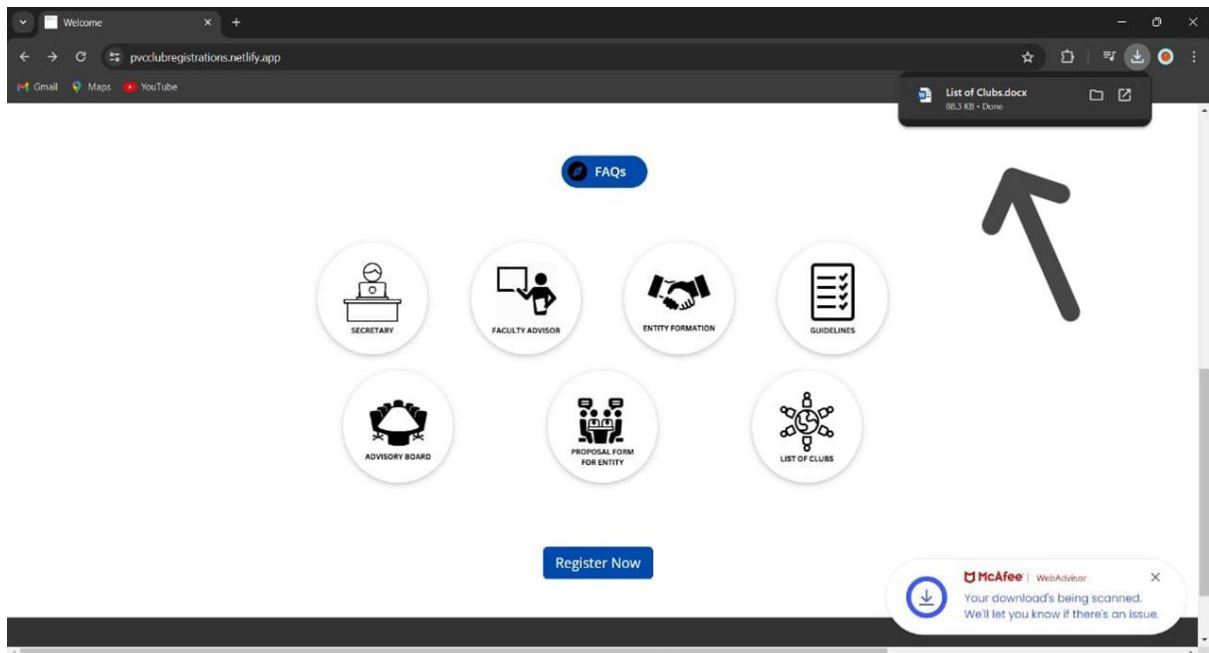
PROPOSAL FORM FOR ENTITY




LIST OF CLUBS

Register Now

Step 2:




Step 3: Go through the existing club list


**CHANDIGARH
UNIVERSITY**

PVC-ACADEMIC AFFAIRS TEAM

Professionalism. Efficiency.


**NAAC
GRADE A+**

LIST OF CLUB@CU

- Selecting a club aligned with your domain of interest, By reading the specific areas, choose a suitable name and read the description.
- Nominate yourself wisely for a rewarding club experience.

NOTE: If any one wants to make their own club then this document is not for them.

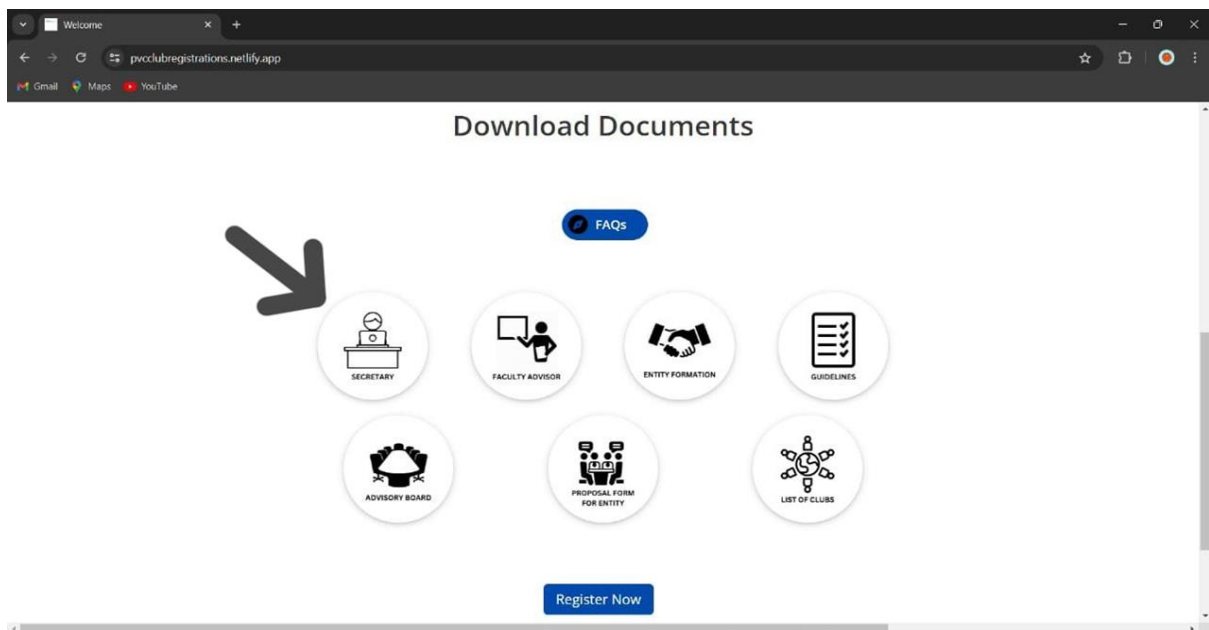
Section A : OLD Club to be Continued [AY 2024- 2025]

Sr. No.	Name	Charter	Nature of Entity
1	Tech Vibes	<ol style="list-style-type: none"> 1. A club dedicated to programming enthusiasts 2. A Club focusing on coding competitions, hackathons. 3. To collaborative software development projects 	Hackathon and Challenge
2	Ψ φ Club	<ol style="list-style-type: none"> 1. The club brings together students passionate about environmental sustainability. 2. To working on green initiatives, eco-friendly projects, and awareness campaigns 3. Facilitate endeavors that explore the practical applications of Physics in everyday scenarios 	Social Value and Outreach
3	FINANCE CLUB	<ol style="list-style-type: none"> 1. The club for those interested in the intersection of finance and technology, 2. To provide workshops on cryptocurrency, blockchain, and financial software development. 	Domain Specific (Skill Based)
4	Innospire	<ol style="list-style-type: none"> 1. The club focused on technology-driven innovation. 2. Members have access to cutting-edge tools and resources to develop their tech-based inventions and startups. 	Invention and incubation
6	Tech-a-bode	<ol style="list-style-type: none"> 1. The club is for graphic design, UI/UX, and digital art, offering tutorials, design challenges, and portfolio reviews. 	Domain Specific (Skill Based)
7	Astronomy Club	<ol style="list-style-type: none"> 1. This club caters to students fascinated by aerospace engineering, 2. The club is involving them in model aircraft building, drone technology, and discussions on aviation advancements. 	Domain Specific (Skill Based)
8	Soch Club	<ol style="list-style-type: none"> 1. The club for medical and healthcare students focused on medical innovations 2. To healthcare technologies, and collaborative research projects. 	Domain Specific (Skill Based)
9	The Error Club	<ol style="list-style-type: none"> 1. A club dedicated to programming enthusiasts 2. A Club focusing on coding competitions, hackathons. 3. To collaborative software development projects 	Hackathon and Challenge
10	Pro bono Club	<ol style="list-style-type: none"> 1. The club for law students, providing a platform for moot court competitions, legal research, and discussions on contemporary legal issues. 	Domain Specific (Skill Based)
11	Gaming Club	<ol style="list-style-type: none"> 1. Fuels game development passion, propelling students toward e-sports careers. 	Domain Specific (Skill Based)



Secretary Position

Step 1: Click on Secretary and a Registration form will appear



Step 2: A Form Like This Will Appear

		PVC- ACADEMIC AFFAIRS Team Professionalism. Efficiency. Humility			
SECRETARY/JOINT SECRETARY: APPLICATION FORM					
Ref No. PRO-VC/2024-2025/					
General Points: 1. Eligibility: a) Secretary: Final and Pre Final Year UG/PG students b) Joint Secretary: Pre Final and 2nd Year UG/PG students and 1st Year PG students. 2. Required Documents: Updated Resume, Achievement proofs, Coordinator-ship proofs, etc. 3. Club may be picked up from the attached document [List of Club@CU Document]					
Proposed Entity Name		Proposed Date	[DD/MM/YYYY]		
Type of Entity	<input type="checkbox"/> Club	<input type="checkbox"/> Community	<input type="checkbox"/> Dept. Society	<input type="checkbox"/> Groups	
Category of Entity [From club List document]	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	
Nature of Entity	<input type="checkbox"/> Domain Specific (Skill Based) <input type="checkbox"/> Hackathon and Challenge		<input type="checkbox"/> Invention and incubation <input type="checkbox"/> Social Value and Outreach		
Secretary / Joint Secretary Details:					
Position Applied For	<input type="checkbox"/> Secretary <input type="checkbox"/> Joint Secretary				

Student Name /EID		Mobile Number	
E-Mail ID		Current Year	
Prior Experience in Co-Curricular Domain(Years)		Department/Program	
Department/Specialization			
Previous Related Achievements <i>Certifications/ Recognitions/ Patents/ Research papers [SCL,SCOPUS]/Leadership]</i>			
Proposed Vision for Club			
Proposed Flagship Event			
Nomination			
Nominated By			Signature
Name	Designation		

[For Pro-Vice Chancellor Academic Affairs Office Use Only]

Document Verified Approved/ Not Approved

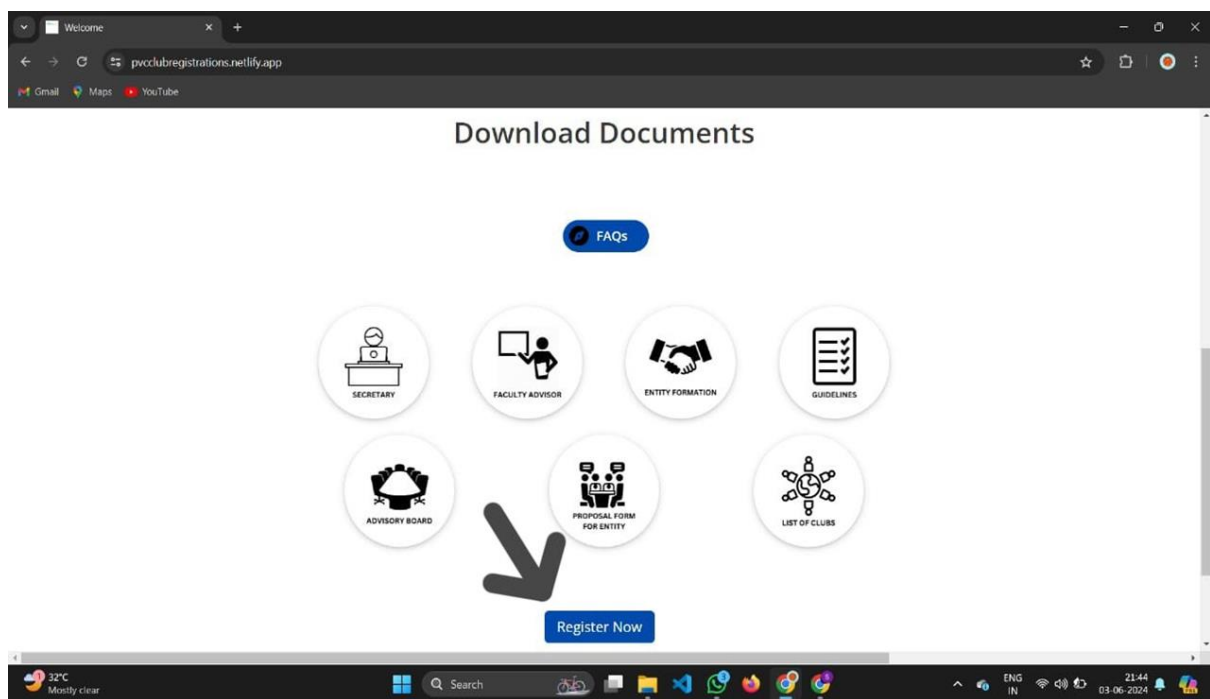
PVC Academic Affairs

Secretary Application

Version1@cu

Last Updated on: 27/06/2024

Step 3: Click on Register now.



Step 4: Fill the form

Co-Curricular Application Form

Co-Curricular is essential part of the curriculum.

Any Faculty/Students can Apply for any Entity : a) Clubs b) Community c) Department Society

Mode of Communication : Proposals and Appointments are submitted through the below mention communication :

1. Online Mode- cocurr.daa@cumail.in [Submit the form and proposal through Mail]
2. Offline Mode- Hardcopy of form in Room No 317 Block B1.
3. Hybrid Mode- Scan the Form and submit through the same google form

Before filling the form Please read all documents mention on the website : <https://pvclubregistrations.netlify.app/>

Clear form

Co-Curricular Application Form

Co-Curricular is essential part of the curriculum.

Any Faculty/
Society

**Mode of Co
Curricular**

1. Online Mc
2. Offline Mc
3. Hybrid Mc

Before filling
<https://rvccol>

Please submit

Note: You can
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The name, et
when you up

* Indicates re

Name [Facu
Your answer

Department
Your answer

Phone Number (Preferably WhatsApp)
Your answer

Email ID *
Your answer

EID/UID *
Your answer

Form Type *
Choose

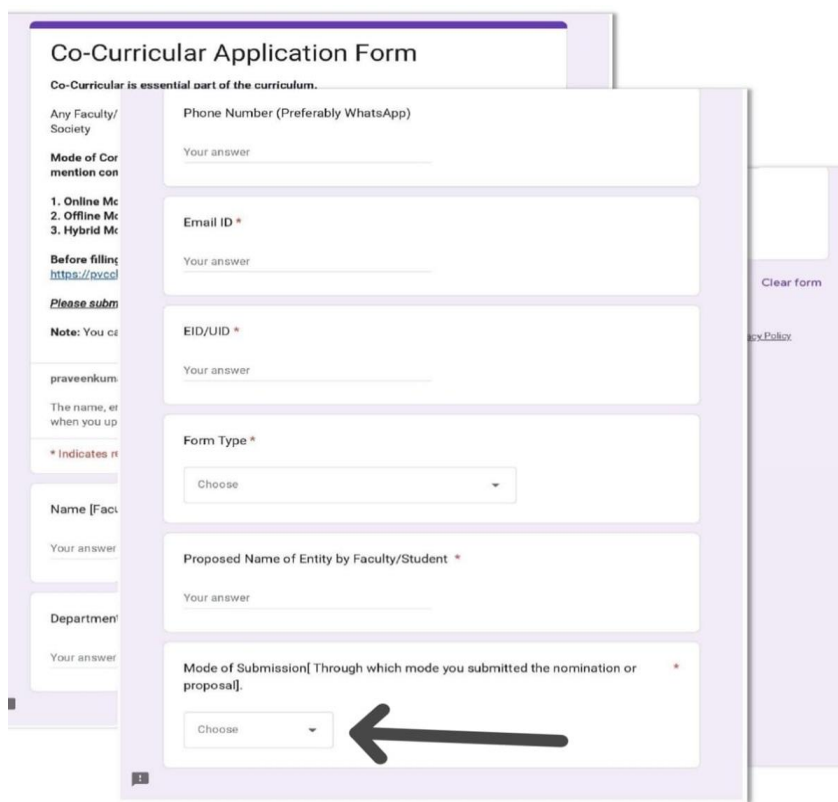
Proposed Name of Entity by Faculty/Student *
Your answer

Mode of Submission[Through which mode you submitted the nomination or
proposal]. *

Choose

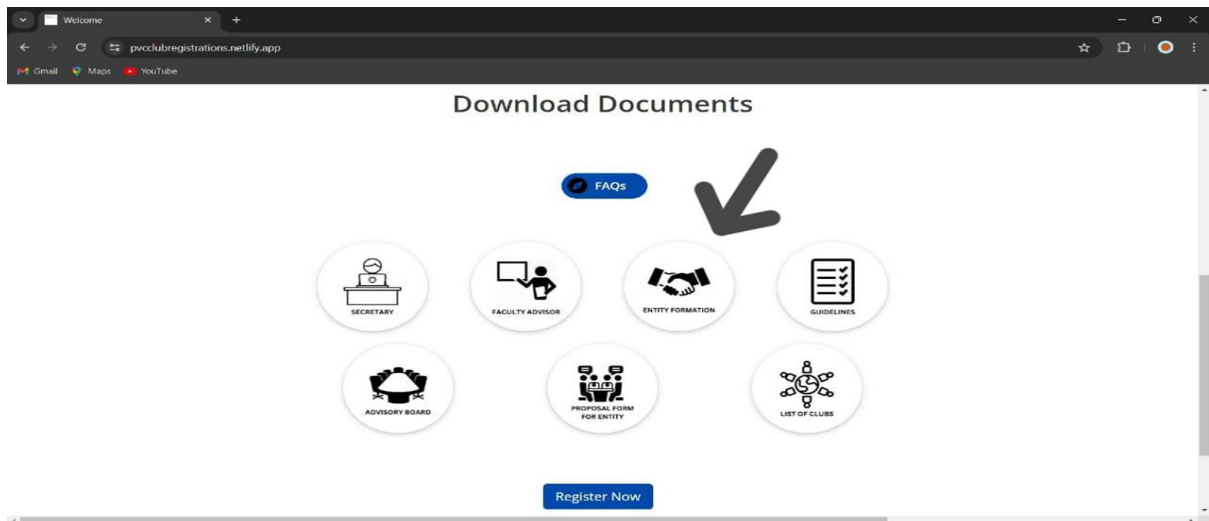
Clear form

Privacy Policy

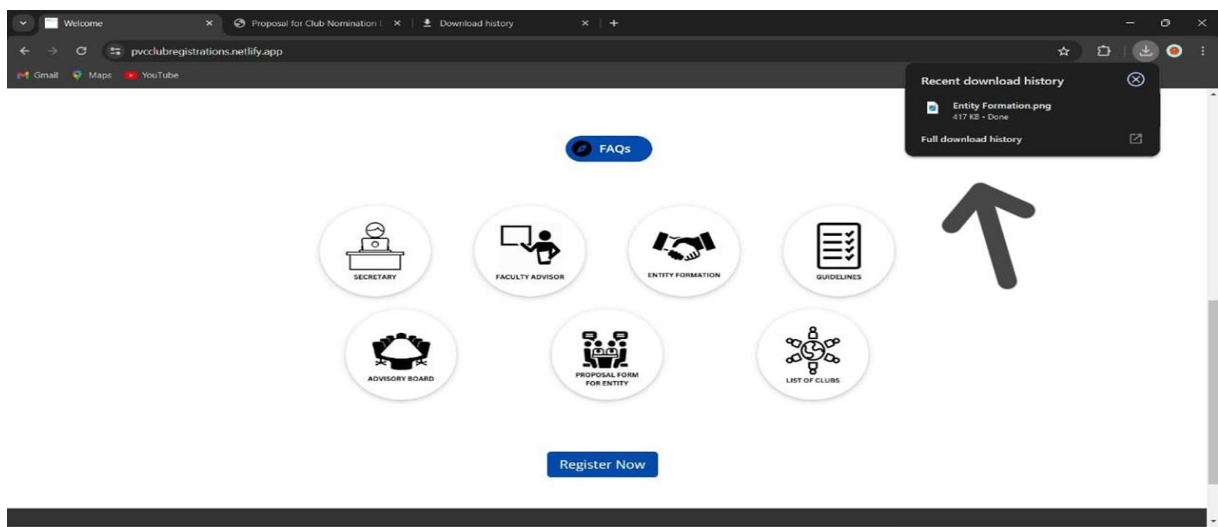



Entity Formation

Step 1: Click on Entity formation and download the form



Step 2:



Step 3: A form like this will appear

PROPOSAL FORM: FORMATION OF ENTITY

Ref No. PRO-VC/2024-2025 /

General Points: 1. Recommendation from the Member of Advisory Board is Mandatory. 2. Required Documents: Please refer to the attached Appendix-1. <i>*Note: Read the [Co-curricular Guideline document] and [List of Club @CU Document] before filling the form</i>				
ProposedClubName		ProposedDate	{DD/MM/YYYY}	
Type of Entity	<input type="checkbox"/> Club	<input type="checkbox"/> Community	<input type="checkbox"/> Dept.Society	<input type="checkbox"/> Groups
Category of Entity <i>[From club List document]</i>	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
Proposed By	Faculty/Student	Name & Department		
Nature of Entity	<input type="checkbox"/> DomainSpecific(SkillBased) <input type="checkbox"/> HackathonandChallenge		<input type="checkbox"/> InventionandIncubation <input type="checkbox"/> SocialValueandOutreach	
Faculty Advisor/ Faculty Co-Advisor Details:				
Proposed Faculty Advisor 1 Name/EID		Mobile Number		
Proposed Faculty Advisor 2 Name/EID		Mobile Number		
Proposed Faculty Co-Advisor 1 Name/EID		Mobile Number		
Proposed Faculty Co-Advisor 2 Name/EID		Mobile Number		
Faculty Mentor Name/EID		Mobile Number		
Student Secretary /Joint-Secretary Details:				
Proposed Student Secretary 1 Name/UID		Mobile Number		
Proposed Student Secretary 2 Name/UID		Mobile Number		
Proposed Student Joint Secretary 1 Name/UID		Mobile Number		
Proposed Student Joint Secretary 2 Name/UID		Mobile Number		
Recommendation				Signature
Chief Advisor Governing Council	Recommended/Not-Recommended			

[For Pro-Vice Chancellor Academic Affairs Office Use Only]

Document Verified
Registration Code:

Approved/ Not Approved

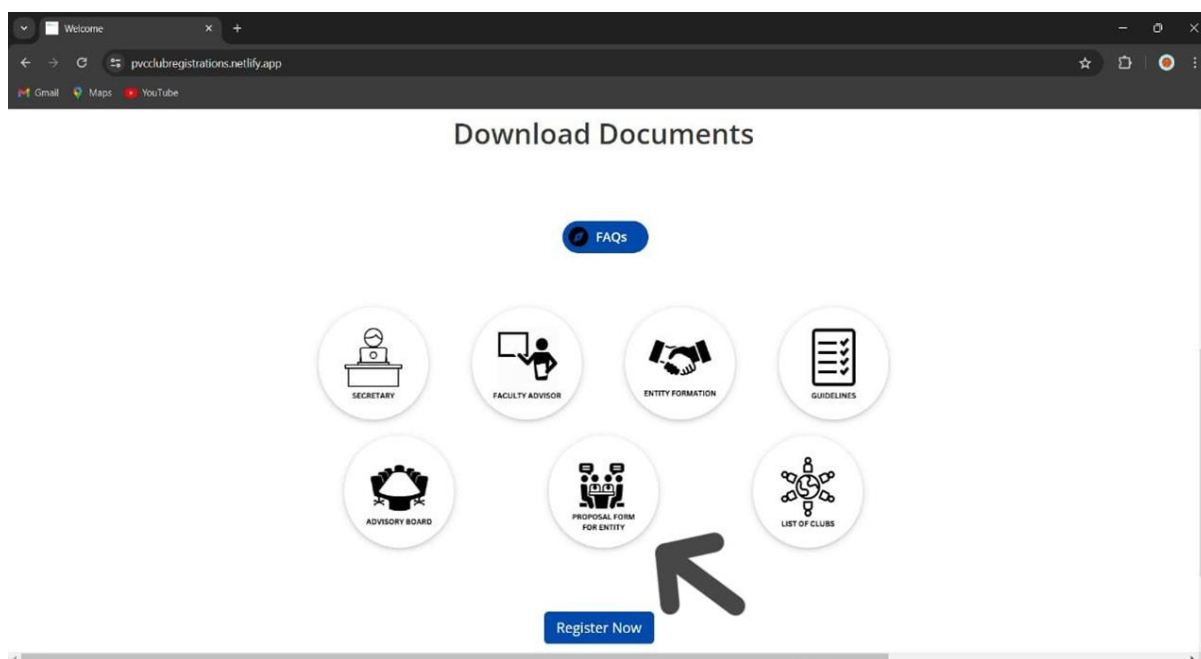
PVC Academic Affairs

Entity Application For

Version1.0@cu

Last Updated on: 27/06/2024

Step 4: Fill the Proposal for Entity



Step 5: Fill the form and submit it on Register Now(website)

ENTITY FORMATION: PROPOSAL FORM

Club Name	
Vision of Club (Must be in 4 Points)	
1.
2.
3.
Proposed Flagship Event (Must be 1 to 3) in an Academic Year	
1.
2.
3.
Proposed Activities /Workshops (Must be 5 to 10) in an Academic Year	
1.
2.
3.
Proposed Collaboration, Sponsorship, Mentoring	
1.
2.
3.
Optional List (Please refer the attached templates)	
1. Previous experience [faculty/student] 2. Proposed Student Members List 3. Proposed Activity Calendar for AY 2024-2025 4. Proposed Budget Requirement	
**If in case any discrepancy is found, the club formation request will be rejected.	

Proposed Faculty Name
 EID:
 Signature.....

Proposed Student Name
 UID:
 Signature.....

and Events

ty vel/ vel/ l]	Attach the Certificate as a Proof

ute	Department

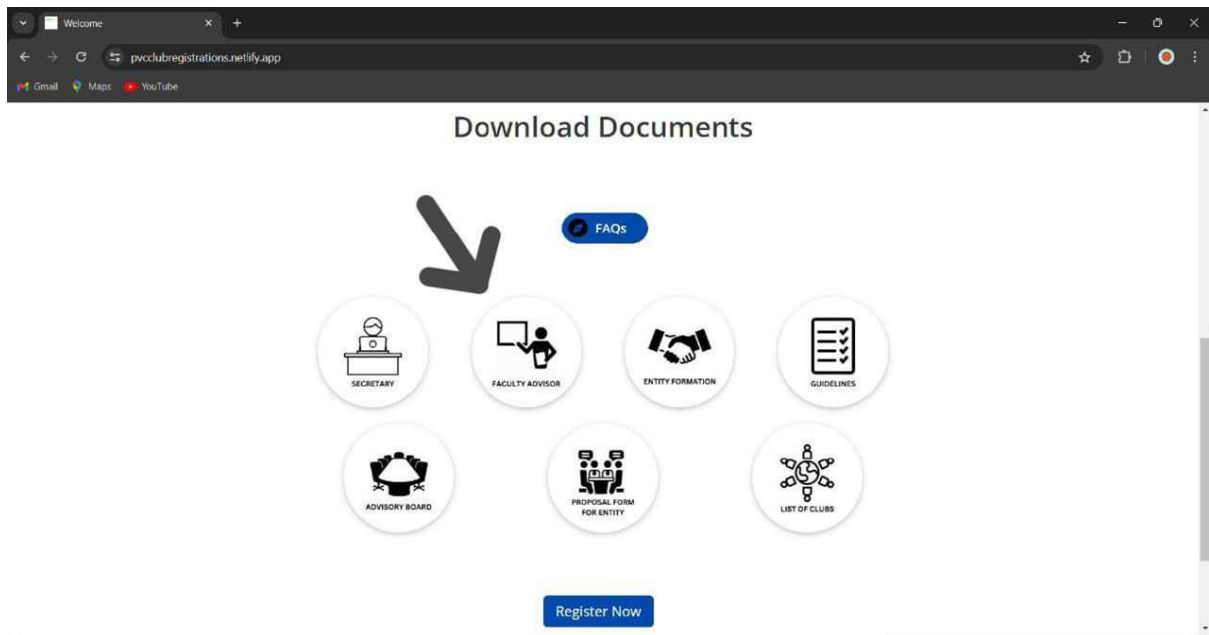
e	Participation Count	Budget

d from t]	Budget [Credit]

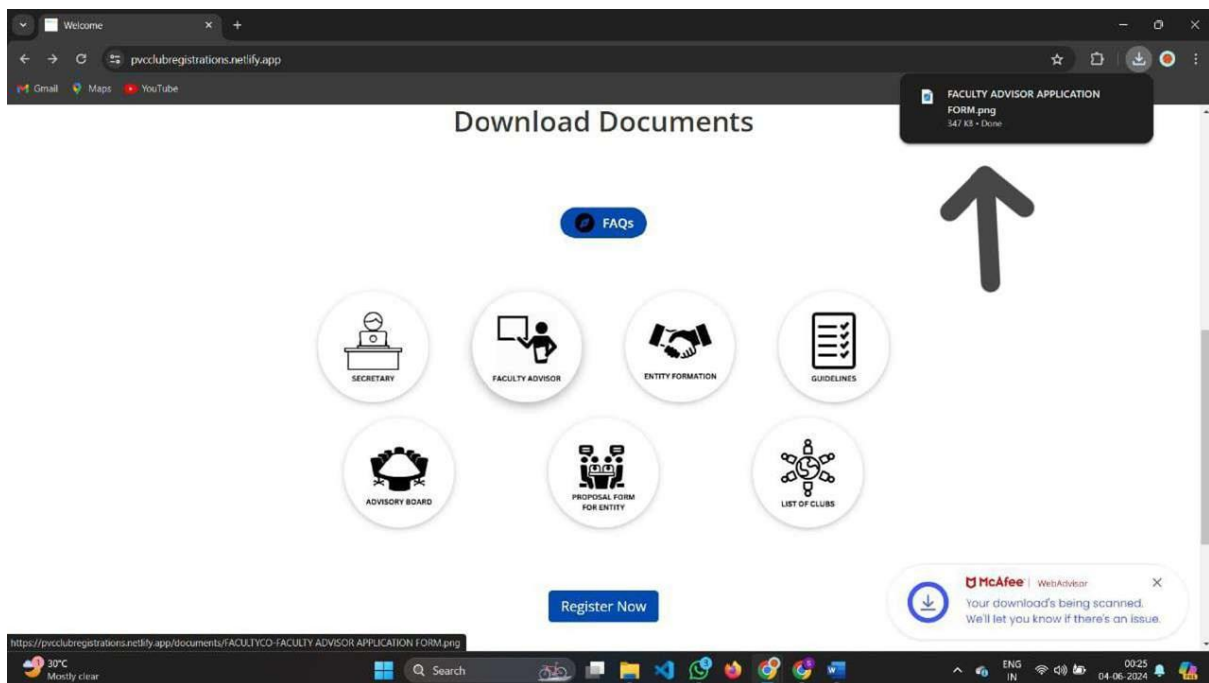


Faculty Advisor

Step 1:



Step 2:



Step 3: A form like this will appear

FACULTY/CO-FACULTY ADVISOR: APPLICATION FORM

Ref No. PRO-VC/2024-2025

General Points: 1. Eligibility: a) Faculty Advisor: Minimum of 1-year experience in Chandigarh University [Ph.D not required]. b) Faculty Co-Advisor: Any Fresher who has recently joined Chandigarh University [Ph.D not required]. 2. Required Documents: Updated Resume, Achievement proofs, Coordinator-ship proofs, etc. 3. Club may be picked up from the attached document [List of Club@CU Document]				
Proposed Entity Name		Proposed Date	(DD/MM/YYYY)	
Type of Entity	<input type="checkbox"/> Club	<input type="checkbox"/> Community	<input type="checkbox"/> Dept. Society	<input type="checkbox"/> Groups
Category of Entity [From club List document]	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
Nature of Entity	<input type="checkbox"/> Domain Specific (Skill Based) <input type="checkbox"/> Hackathon and Challenge		<input type="checkbox"/> Invention and incubation <input type="checkbox"/> Social Value and Outreach	
Faculty Advisor/ Faculty Co-Advisor Details:				
Position Applied For	<input type="checkbox"/> Faculty Advisor <input type="checkbox"/> Faculty Co-Advisor			
Faculty Name /EID		Mobile Number		
E-Mail ID		Designation		
Prior Experience in Co-Curricular Domain(Years)		Department/Institute		
Specialization				
Previous Related Achievements Certifications/ Recognitions/ Patents/ Research papers [SCI, SCOPUS]/Leadership]				
Proposed Vision for Applied Entity				
Proposed Flagship Event				
Nomination				
Nominated By			Signature	
Name	Designation			

[For Pro-Vice Chancellor Academic Affairs Office Use Only]

Document Verified

Approved/ Not Approved

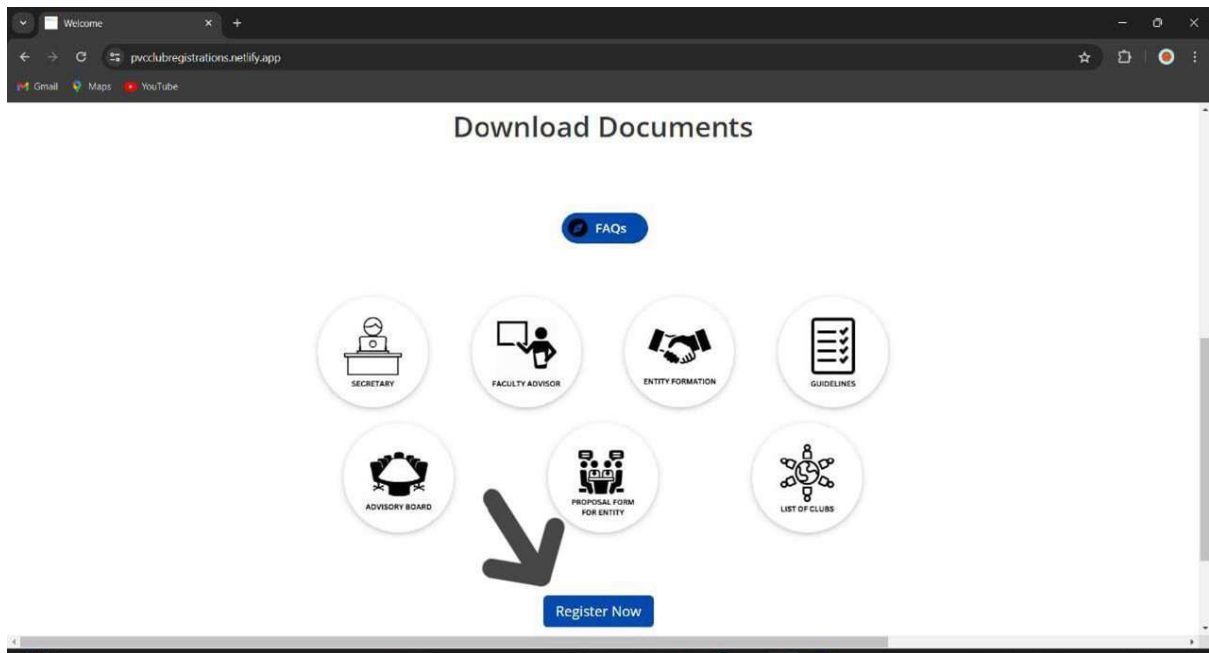
PVC Academic Affairs

Faculty Advisor Application

Version1@cu

Last Updated on: 27/06/2024

Step 4: Click on Register now.



Step 5:

Co-Curricular Application Form

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2. Offline Mode- Hardcopy of form in Room No 317 Block B1.
3. Hybrid Mode- Scan the Form and submit through the same google form

Before filling the form Please read all documents mention on the website : <https://pvclubregistrations.netlify.app/>

Please submit the proposal; with the nomination and entity formation form

Note: You can submit the form only once per category.

praveenkumarr04@gmail.com [Switch accounts](#)

The name, email address and photo associated with your Google Account will be recorded when you upload files and submit this form

* Indicates required question

Name [Faculty/Student] *

Your answer

Department *

Your answer

or *

UNDO

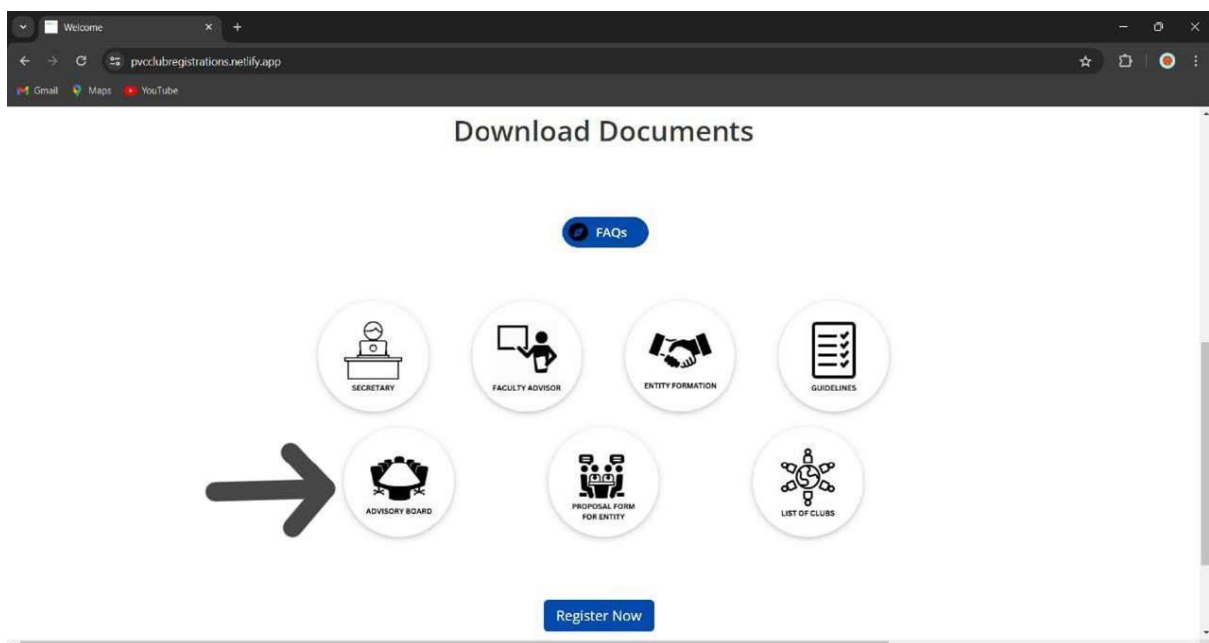
Clear form

Privacy Policy



Advisory Board

Step 1:



Step 2:

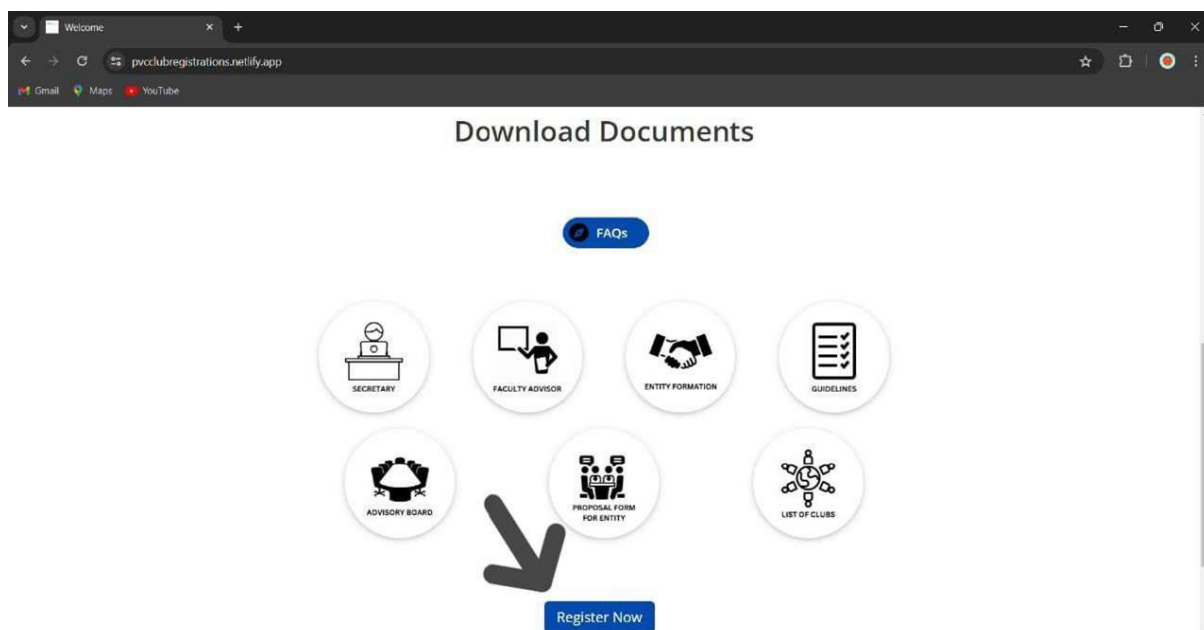


Step 3: A form like this will appear

CHANDIGARH UNIVERSITY				WORLD UNIVERSITY RANKINGS		PVC- ACADEMIC AFFAIRS Team		NAAC GRADE A+	
Overall Global Rank 775-790				Professionalism. Efficiency. Humility					
ADVISORY BOARD: CHIEF ADVISOR/MEMBER OF ADVISORY BOARD									
Ref No. PRO-VC/2024-2025 /									
General Points:									
1. Eligibility:									
a) Chief Advisor: Minimum of 2 year experience in Chandigarh University [Ph.D Required].									
b) Member of Advisory Board: Minimum of 1 year experience in CU [Ph.D Required].									
2. Required Documents: Updated Resume, Achievement proofs, Coordinator-ship proofs, etc.									
3. Passion, Prior Related Experience and Domain Expertise.									
Advisor Details:									
Position Applied For				<input type="checkbox"/> Chief Advisor <input type="checkbox"/> Member of Advisory Board					
Faculty Name /EID				Mobile Number					
E-Mail ID				Designation					
Prior Experience in Co-Curricular Domain(Years)				Department					
Specialization									
Previous Related Achievements Certifications/ Recognitions/ Patents/ Research papers [SCI, SCOPUS]/Leadership									
Proposed Vision for Club									
Proposed Flagship Event									
Novelty									
Nomination									
Nominated By						Signature			
Name				Designation/Dept					
[For Pro-Vice Chancellor Academic Affairs Office Use Only]									
Document Verified					Approved/ Not Approved				
PVC Academic Affairs									

Advisory Board Version1@cu Last Updated on: 27/06/2024

Step 4: Click on Register now.



Step 5:

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Note: You can submit the form only once per category.

praveenkumarr04@gmail.com [Switch accounts](#)

The name, email address and photo associated with your Google Account will be recorded when you upload files and submit this form

* Indicates required question

Name [Faculty/Student] *

Your answer

Department *

Your answer

Unchoose

Phone Number (Preferably WhatsApp)

Your answer

Email ID *

Your answer

EID/UID *

Your answer

Form Type *

Choose

Proposed Name of Entity by Faculty/Student *

Your answer

Mode of Submission[Through which mode you submitted the nomination or proposal]. *

Choose

Clear form

Privacy Policy



PVC ACADEMIC AFFAIRS TEAM

