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Dean Student Welfare
DELHI TECHNOLOGICAL UNIVERSITY

Estab. Govt. of Delhi Vide Act 6 of 2009
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DTU/DSW/2020/F.NO.282/3245

Date: 14/12/2020

NOTIFICATION

The Competent Authority has approved the following guidelines for **Student Society Formation** in Delhi Technological University to deliberate, govern and act to help the multidirectional development of students and society at large.

1. Steps for the formation of Student Society in DTU:

A Student Society can be created by a minimum of 20 (minimum 2 each from 1st to 3rd and 1 each from 4th year and M. Tech/PG first year) or more students along with a faculty advisor with a co-faculty advisor. The formation of the society will be managed by the office of Dean (Student Welfare). The application for the formation of society will contain the following information:

2. Selection of a Name:

While selecting a name for society formation, it is vital to understand that an identical or similar name of an existing society will not be allowed. Moreover, the proposed name shall not suggest for any patronage of state government or government of India or fascinate the provisions of Emblem & Names Act, 1950.

3. Memorandum of Association:

The Memorandum of Association along with Rules & Regulations of society must be signed by every establishing member, and forwarded by the faculty advisor(s) and the Head of the Department, to Dean (Student Welfare). The memorandum must also contain details of members of the society formation along with their names, addresses and designations.

4. The following documents need to be prepared, submitted and signed for the sake of formation:

- a) Request letter for society formation by the Faculty Advisor, forwarded by the Head of the Department.
- b) A consent letter duly signed by each member.
- c) A copy of the Memorandum of Association of the society.
- d) A copy of both side of Student I-card
- e) First minutes of meeting regarding the discussion on society formation.

5. The Rules & Regulations of society will contain the following information:

- a) Rules and regulations by which the working of the society will be governed and the maintenance of day to day activities.
- b) Rules for taking the membership of the society.
- c) The details about the meetings/activities of the society and the frequency with which they are going to be held is to be mentioned.
- d) Information about the possible funding sources, if applicable.
- e) Information about association with any of the existing national or international societies.
- f) Ways for the dissolution of the society will also be mentioned.

6. Every student society must, for the purposes of recognition by DTU, include the following:

- a) a clear statement of the aims and/or activities of the society, which shall not conflict or be inconsistent with any provision of the University mandate;
- b) a provision for the composition of the executive committee;
- c) a brief definition of the functions and associated duties of each of the officers comprising the executive committee;
- d) a fair and transparent mode of election of the executive committee, which system ought to be duly implemented;

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- e) a provision for the holding of Annual General Meetings, and quorum for a valid meeting;
 - f) procedures to be adopted in connection with Annual or other General Meetings;
 - g) procedures to be adopted when amendments are made to existing statutes;
7. **Society Dissolution:**
- A student society which no longer satisfies the conditions contained in these Guidelines or which, in the opinion of DTU, has either not conducted its affairs in a proper manner or has breached the Guidelines herein, may have its recognition revoked by DSW on recommendation of Head of the Department/ Faculty Advisor.
8. **Any student having any disciplinary action pending or convicted for any disciplinary action by the University can only become member. They are in no case will be allowed to hold any position in the society.**
9. **Every society shall open a bank account which will be governed by (signatories) the student president, student treasurer, and the faculty advisor.**
10. **Progress/Performance Report:**
- A student society shall, submit to the DSW of the University, the progress/performance report each year by 31st August containing the following information:
- a) a brief report of the activities of the society during the year (01 August to 31st July);
 - b) the names of the persons forming the executive committee of the society within 01 August to 31st July;
 - c) a detailed statement of the income and expenditure of the society (01 Apr to 31 March);
 - d) notification on any amendments effected to the Statute to be approved by DSW, if applicable.
 - e) An updated list of its current members retained by the society or fresh recruitments towards next year activities
11. **Format of performance report (submitted by 31st August of every year)**
- a) Name of Society
 - b) Affiliation to the Department, if any:
 - c) Name of faculty advisor(s)/coordinator(s)
 - d) Name of students members along with their designation
 - e) Activities done along with number of participants (01 August to 31st July)
 - f) Visuals/photographs
 - g) Detail Income and expenditure statement of the society (01 Apr to 31 March)
 - h) Proposed activities for next academic year along with funds requirement for the year (01 August to 31st July)
 - i) Summary of the activities in not more than one page.

Formats

- (i) Application for Society Formation; and
- (ii) Annual Report Submission

Sub 14/12/2020
Prof. Samsher
Registrar, DTU