

Annexure A

1. Rules for recruiting core committee members

- a. Core committee members must be recruited only from BTech, department of IT, GU.
- b. Club representative must be from final year of BTech, department of IT, GU.
- c. Any core committee member can be selected by the club representative only in presence of all the core committee members through a formal meeting.
- d. The new Club representative will be chosen by ex club representative only.
- e. The President must be from final year of BTech, department of IT, GU & he/she will be chosen only from the core committee members & he/she must be associated with the club for at least one year.
- f. Any increase/decrease of the total number of core committee members can be decided only by Club representative through a formal meeting with the core committee members.
- g. If a core committee member wants to leave/resign from the club then he/she must submit a resignation letter to the president before leaving the club.
- h. The decision of the core committee member will be the final decision.
- i. (I) Club representative has the supreme power to eliminate or cancel his/her membership of the club of any core committee members (except President) if there is a valid reason.
(II) The eliminated member will have a chance to show cause about the concerned matter in a span of one week only.

Annexure B

1. Rules for membership

- a. Before joining the club he/she must submit a NOC of parents/guardian.
- b. Members must be disciplined.
- c. Members must not damage any property. If he/she is found guilty then the core committee members have the right to take action upon them.
- d. Members must not use any abusive words in the class.

Duties of the core committee members

1. Club representative:

- CR is the executive head of the club having responsibilities of managing the sub operations of the club.
- All the approval done by the President should pass by the club representative.
- Club representative has the authority to add/dismiss any members except President.
- Preceding CR has the right to choose the succeeding CR.

2. President:

- The final approval has to be done by the President.

3. Media and Publicity co-ordinator:

- Formation of Strategies for promotion of the club.
- Promotion and communication about the club through email, social media etc.

4. Website co-ordinator:

- WC will work as an administrator and will manage contents etc
- She/he is responsible for the publishing different contents etc in the website.

5. Student co-ordinator:

- Management of students during events.
- Management of students during fresh membership.

6. Editor in chief:

- Editing of different contents, photos etc required for the club.
- Review of application, notice and e-mails.

7. Finance & accounting co-ordinator:

- Management of funds and budgets with accounting.