

SHRI GURU RAM RAI UNIVERSITY, DEHRADUN
Office of the Dean of Students Welfare

MEETING MINUTES

Meeting Title: Orientation for All New Club Coordinators

Date: Monday, 3rd November 2025

Time: 3.00 PM

Venue: Seminar Hall, Pathribag Campus

Chaired by: Dean of Students Welfare (DSW)

Attendees

List is attached

Meeting Agenda

The meeting was convened to orient new club coordinators on the foundational aspects of starting and managing student clubs. The key agenda items included:

1. Welcome Address by the Dean of Students Welfare
2. Guidance on how to start a new club
3. Clarification on the structure and format of clubs
4. Establishment of clubs aligned with the UN Sustainable Development Goals (SDGs)
5. Standardized format for club documentation and reporting
6. Certificates for Participants
7. Other related matters

Summary of Discussions & Key Points

Welcome Address by the Dean of Students Welfare (DSW)

The DSW officially welcomed all new club coordinators and emphasized the important role of student clubs in enriching campus life, promoting leadership, teamwork, and practical engagement beyond academics.

Coordinators were encouraged to be **proactive, inclusive, and innovative** in their approach to club management.

How to Start a Club

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- **Proposal Submission:** A formal proposal must be submitted to the Dean Student Welfare Office
- **Club Constitution:** The proposal should include a draft constitution outlining the club's mission, objectives, and membership rules.
- **Initial Membership:** A minimum number of founding members 8-10 is required to demonstrate viability.
- **Official Information:** Clubs can commence activities only after formal approval from the Dean of Students Welfare.

Club Structure and Format

A clear organizational structure was recommended for smooth functioning:

- **Club Coordinator/President:** Provides leadership and acts as the primary liaison with DSWO.
- **Vice-Coordinator/Vice-President:** Assists in management and coordination.
- **Secretary:** Manages documentation, correspondence, and meeting minutes.
- **Treasurer:** Oversees financial management and budgeting.
- **Event Heads/Managers:** Handle specific domains such as logistics, publicity, or planning.

Clubs are expected to conduct **regular meetings** and maintain a **activity calendar**.

Agenda on SDG-Based Clubs

The DSW encouraged coordinators to establish clubs aligned with the **United Nations Sustainable Development Goals (SDGs)** to promote socially responsible initiatives. Illustrative SDGs for inspiration included:

- SDG 4 – Quality Education
- SDG 5 – Gender Equality
- SDG 13 – Climate Action
- SDG 3 – Good Health and Well-being

Such clubs will contribute to the university's commitment toward **sustainability, innovation, and community engagement**.

Format of Documentation

The Student Welfare Office will provide standardized templates format for club

- **Club Registration Form**
- **Event Proposal & Budget Request Form**


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- **Event Report Template** (to be submitted within one week of the event, including attendance, photos, and expenditure summary)

Other Matters

- **Budget & Funding:** Procedure for fund requests and expenditure guidelines were explained.
- **Promotion:** Clubs may use official university social media and notice boards for publicity, following the prescribed branding format.
- **Space Booking:** Guidelines for reserving seminar halls, classrooms, or open spaces for club events were shared.

Action Items

#	Action Item	Responsible Person/Group
1	Submit draft club proposals and constitutions	New Club Coordinators
2	Distribute standardized documentation templates	Student Welfare Office
3	Identify and confirm Faculty Advisors for each club	Club Coordinators & SWO

Next Meeting

The next review meeting for all club coordinators is scheduled for **end of each month**

Approved by:

Dean of Students Welfare


 DSW
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Dated - 3/Nov/2025

Club.

- ① Meetan Singh
- ② Sneh Lata Jaiswal
- ③ Dr. Sunneek Singh
- ④ Dr. Bincy Pothan
(bincy.pothan@sgrru.ac.in)
- ⑤ Dr. Yesha Tumar
- ⑥ Dr. Balbir Kaur
- ⑦ Dr. Pooja Deep Sarmad
Sanjay Rani
- ⑧ Mrs. Sheffli K. Kaur
~~Dr. Pooja Deep Sarmad~~
- ⑩ Dr. Papiya Sinha
- ⑪ Dr. Ashu Kishore
Dr. Ashu Bala
Dr. Sorendra Kaur Rana

3/Nov/25
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03/11/2025
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STEM
TechMantix (SET)
(Nature & Adventure)
Community Engagement Club
Speak Tech Club.
Empower Her Club
Coding Club
(TechMantix)
Co-ordinator
Neha K. Ad.
Co-ordinator.
Cultural Club
Co-ordinator
Cultural Club.
Co-ordinator
Cultural Club
Photography
Club.
(Art & Drama)