

# Students Organization Proposal

Student organization Name: **Tech-Ethics** Category – **ACADEMICS & EDUCATION**

Student organization Promoter Name and Registration No.: **RAJAT JAIN - 10901999**

Programme: **155 ( Btech + Mtech)** class of (year of passing)- **2014**  
Current CGPA- **8.4**

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Address:- **Room No # 604, Block B, Boys Hostel-5, LPU**

Permanent Address- **Flat No # 208, Tulips Apartment, Somajiguda, HYDERABAD, A.P.**

## **Purpose of Student organization:**

To Develop Students in facing the professional world by providing virtual professional environment and to enhance their skills by improvising quality sharing of knowledge.

## **Anticipated student organization activities:**

1. Virtual Professional Environmental Activities (University level journalism, Professional Meetings, Interviews)
2. Informational Activities like external competitions, scholarships, trainings and other external opportunities.
3. Guest Lectures, Events, Competitions, Workshops.

## **Student organization Members Section (Optional):**

- |                              |          |  |
|------------------------------|----------|--|
| 1. Rajat Jain                | 10901999 | <a href="mailto:rajatjain32@gmail.com">rajatjain32@gmail.com</a> |
| 2. Harish Vardhan            | 10905272 | kharishvardhan@gmail.com   |
| 3. Harish Varma              | 10906344 | harish.neo4@gmail.com  |
| 4. Jaffer Mohammed<br>Ismail | 10904960 | mohammed.jafee@gmail.com   |
| 5. Dinesh RajPurohit         | 10904055 | danny10904055@gmail.com  |
| 6. Lakshman Reddy            | 10906518 | lakshmanreddy77777@gmail.com                                     |
| 7. Gopi Mandadi              | 10907035 | gopivamsi40@gmail.com  |
| 8. Santosh Naga              | 10905629 | bcd.anniyam@gmail.com  |

# Tech-Ethics

- A VIRTUAL PROFESSIONAL ETHICS

ACADEMICS & EDUCATION

Tier-1 (default)

## CONSTITUTION

### Purposes and Objectives-

- **Engineering Art Galleries:**
  - An exhibition to display the student's projects & innovation.
- **Workshops:**
  - To create awareness about industry demand, competitive exams, training/internship opportunities, Journalism, facing interviews, scholarship schemes, personality development & guidance for better future of students.
- **Organising Events:**
  - Organize competitions, events & offer exciting rewards to encourage student's participation.
- **Online activities:**
  - Creating an online library for Question papers for competitive exams & material for the same.
  - **Monthly challenge:-** platform for developing skills in research field.
- **Industrial visits:**
  - Providing Industrial visits as per the opportunities offered.

➤ **University radio:**

- For idea sharing by students and thoughts sharing by successful personalities (Guest), & important notifications.

## **Membership-**

- Membership is not open. General member i.e. normal members will have to go through the process of registration and then the personal interview to be the part of the organization.
- OB members are selected on the recommendation of facilitator and promoter. For Selection Procedure got through [annexure-2 in attachments]

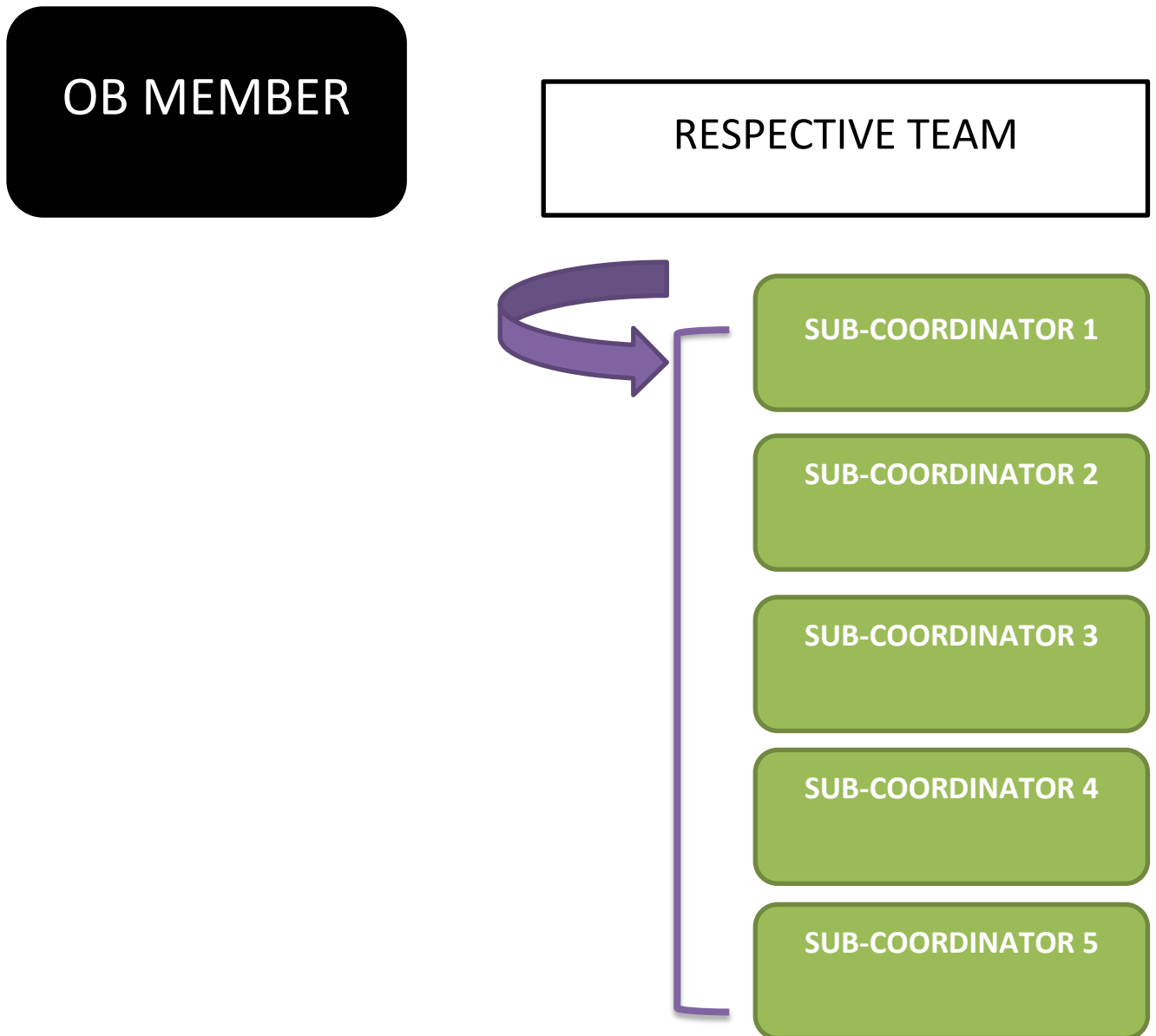
## **Organization Board-**

<b><u>Post</u></b>	<b><u>Name</u></b>	<b><u>Reg.id</u></b>
Marketing Co-ordinator	Rajat Jain	10901999
Finance Co-ordinator	Harish Vardhan	10905272
Public-Relations Co-ordinator	Dinesh Kumar, Santosh Naga	10904055 10905629
Event Co-ordinator	Harish Varma, Gopi Mandadi	10906344 10907035
Technical Co-ordinator	Jaffer mohammed ismail, Laxman Reddy	10904960 10906518

## **Structure of Organising Body Members:-**

1. Finance Co-ordinator
2. Marketing Co-ordinator
3. Event Co-ordinator
4. Technical Co-ordinator
5. Public-Relations Co-ordinator

### Structure of Organization Members:-



# TECH-ETHICS

FINANCE  
CO-ORDINATOR

MARKETING  
CO-ORDINATOR

EVENT  
CO-ORDINATOR

TECHNICAL  
CO-ORDINATOR

PUBLIC-RELATIONS  
CO-ORDINATOR

FINANCE TEAM

MARKETING TEAM

EVENT-MANAGING

TECHNICAL TEAM

PUBLIC RELATIONS

- MEMBER 1
- MEMBER 2
- MEMBER 3
- MEMBER 4
- MEMBER 5

BOARD MEMBERS=      5 = 5

+

TEAM MEMBERS=      5\*5 = 25

OVERALL MEMBERS=      30

# **Responsibilities of OB Members**

## **FINANCE CO-ORDINATOR**

- Finance Coordinator has to manage all the funds related matters.
- All the funds exchanging that includes input and output will be controlled by account or finance coordinator.
- He/she has to present a report consisting of money received and invested with a monthly budget list in general board meeting.
- He/she has to maintain a proper record of all the data.

## **MARKETING CO-ORDINATOR**

- Marketing coordinator's key role is to promote or market the organization within or outside the campus.
- He/she will be responsible for the promotion of events organised in the campus.
- He/she has to deal with any external sponsorship.
- He/she also has to present the positive and negative aspects of any external deals in board meeting in front of board members.

## **EVENT CO-ORDINATOR**

- Event Coordinator plays a major role in the organization by managing all the events.
- Its his/her duty to work on ideas and come out with some good quality events such that they help students and also the organization.
- All the good and bad aspects (that may be funds related issues or other organising issues) of managing an event must be properly encountered and discussed with board members.

## **TECHNICAL CO-ORDINATOR**

- Technical coordinator has to manage three main aspects of organization those are
  1. DATABASE MANAGEMENT
  2. PUBLICATION
  3. TECHNICAL MATTERS
- Its his/her duty to manage all the database as he is responsible of managing some of the key modules of organization like Website. Proper records of online and offline data and to secure them is the major role of technical coordinator.
- Technical coordinator will also handle the publication and other technical aspects of organization.

## **PUBLIC RELATIONS CO-ORDINATOR**

- Public relation coordinator plays an important role in presenting the organization and its objectives amongst the students and external invitees.
- He/she carries the motive and vision of organization with him/her so it's a responsible duty to work for the dignity of organization.

## **SELECTION**

### **Selection of OB Members:-**

- The initial OB member selection will be on the recommendation of facilitator and promoter.
- After the setup from the next term the selection will be based on the interview but the recommendation of facilitator and 3 or more board member will be given high priority.

- The selection will be based on the criteria described in [attachments-1].

### **Selection of General Members (members):-**

- Selection of general members or members will be based on the personal interview which will be conducted in the presence of facilitator. Criteria described in [attachment-2.1]

## **VACANCIES**

- If a board member wants to resign or leave the organization he/she has to submit an application to Board Members. The vacancy in organizing body will be fulfilled by selecting a common member outside or within the organization body after board meeting with facilitator.
- Vacancies on members post will be on the recommendation of board member according to the team he/she manages.
- While selecting members its board member duty to select a member on the bases of merit (or) personal interview. Criteria of selection described in [attachment-2.2]

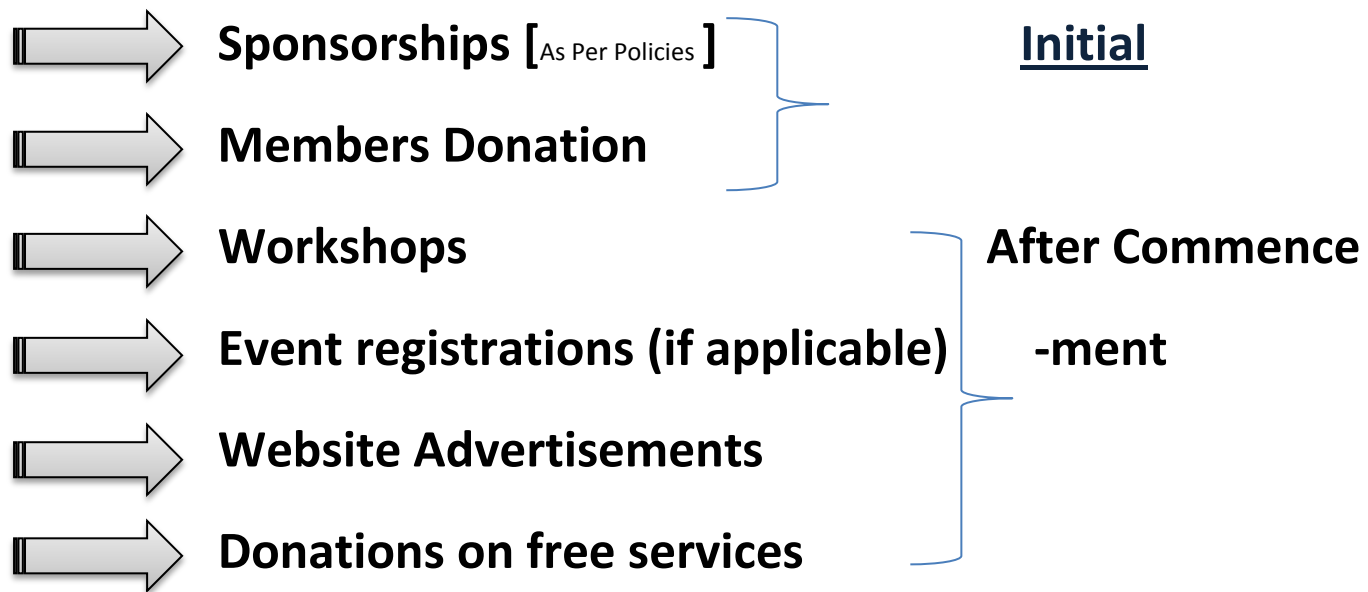
## **FINANCE**

- No membership fee will be charged.
- Any credited finance in account of organization will be maintained by finance team and facilitator will have to keep a close eye on the credit or debit of money.



## Fund Mechanism

### INCOME SOURCES



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### Initial Funds-

- Initial funds for initiating Organization will be based on the inside (or) Outside Sponsorships (if allowed).
- Secondary source of income for the initial setup will be donation from organization members.

### Funds after commencement-

- After commencement the organization members will conduct workshops for the university students with the help of faculties. Initially it will be a free service later on subjected to (low fee) registration.
- Event registrations will be one of the major sources of income.
  - Main objective events will not come under this category they will remain as the free services.
  - Any event through event portal if demands registration money can be the source of income
  - Exhibitory events can be used as a contributory to organizations finance by keeping a donation mechanism.
- Website Portal being a major portal of organization can help in contributing to raise the funds.
  - Limited and policy approved Advertisements
  - Partner Sponsors
- Tech Ethics being a free service for students can ask students to help the organization by donating but this will be optional and under minor circumstances.

## **INVESTMENTS AND OUTGOING FUNDS**

- **The collected fund is divided into three categories-**
  - **Funds for Routine work (Basic Objectives)**
  - **Funds for Special work (Events through Event Portal)**
  - **Long term savings**
- ✓ 30% of monthly collected fund will be used for routine work. As routine work requires one time investment but routine work

has to be upgraded consistently so it remain effective and helpful

- Website setup
- The art gallery setup
- Student rewards
- Paper work [registrations, file maintenance, etc.]
- ✓ 50% of monthly collected fund will be used for special work i.e. organising an event
- ✓ Remaining 20% will be used for saving purposes which can be used in long term investment and in sudden crashes.

Collection and fund managing will be done by finance team under the leadership of finance coordinator as described in constitution.

## **MEETINGS**

- Meetings will be held as per the instructions described in the code for student organization.
- There will be three meetings in a month with short span of meeting duration.
- Complete instruction of meeting structure is described in [Work Structure- Attachment 1].

## **AMENDMENTS**

- Any amendments in the policy and constitution of organization will pass through a sustained procedure of

form filling and then an intense discussion in the meeting of OB members with facilitator.

- Any amendments in constitution will be once an academic year and i.e. at the start of term.
- But any amendments of regular objective can be amended any time in between the academic term by following format in [work structure- attachment-1].

## **IMPEACHMENT**

- Any member of the student organization who commits an act negatively affecting the interests of the student organization and its members may be given notice of impeachment;
- The impeached individual shall have the right to defend his/her actions.
- A facilitator on recommendation of board will decide on the removal of the impeached individual from the student organization and the loss of any privileges associated with the student organization.

## **Grievance Redressal Mechanism-**

- The Facilitator along with Organizational Board will form the internal grievance redress committee. Any grievances can be reported to any of the mentioned person(s).
- If the person is not satisfied by the response of the internal grievance redress committee then he/she can appeal at SOC for the same.

# ATTACHMENT-1

## Work Structure TECH ETHICS

Normal Or Day -to-Day Work

Special Or Event Organising Work

Normal Work	Special Work
➤ Working in Respective teams.	➤ Working in Respective Committee.
➤ Headed By Board Members.	➤ Headed by head of committee. ( Can be anyone from members of Organization)
➤ Work structure provided by Board Member will be followed	➤ Work structure provided by head of committee will be followed



How the organization will work?

Special Work

Three Meetings Monthly

➤ **1<sup>st</sup> Meeting at 10<sup>th</sup> of every month!**

1. All the board members & members will participate.
2. Proposals from members (organising any kind of activity or event in campus) will be collected. Proposal Form is attached at the end.
3. Submission of reports on earlier assignments. Report Form is attached at the end.
4. Success and failures will be discussed by Board Members.

➤ **2<sup>nd</sup> Meeting at 20<sup>th</sup> of every month!**

1. Only the board members will participate.
2. Select the proposals submitted by members (not more than 3)

➤ **3<sup>rd</sup> Meeting at 25<sup>th</sup> of every month!**

1. Board Members, facilitator and member whose proposal is taken in consideration will be participating.
2. Discussion on the positives, negatives & difficulties in organising the event.
3. Final decision on the event going to be organised with exact date and facilities can be provided. The member whose proposal will be selected is going to lead the committee. Policies for committee are described after the work structure.
4. Selection of members in event organising committee will also be finalised at the same time.
5. Discussion on success and failures of past assignments.
6. Discussion on any external deals and other related activities.

**The above described meeting and work structure will be conducted every month.**

### **Committee Formation:-**

- A committee will be announced to organise the event which will be headed by the member whose proposal is selected.
- In committee one member from every team that makes 5 members in team and other member will be selected on the requirements.
- How to head in organising the event will totally be on the head of committee.
- But head of committee will have to work according to policies described.

### **Policies for head of committee:-**

- The elected head of committee will be informed the facilities can be provided and limitations in which he has to bound himself to organise the event.
- He has to specify the date of event at the same day and start preparing for the event.
- As per the schedule he has to submit report on the first meeting of the month ie on the 10<sup>th</sup> of every month about the work conducted .
- After the event he has to fill the online form which asks data related to event success and failure.



**How the organization will work?**

**Normal Work**

**Work structure for Board Members in managing their respective team.**

- This work is not related to special work in any prospective. This will again be conducted on monthly bases.
- Every board member has to prepare a work structure which will be followed by every member of that team.
- Every board member has to update his record online in the last week of every month. (the details will be described on website)
- He also have to maintain a file in which he has to keep the records ie the hard copy of his monthly report.



## Event organising form

<b>Event name</b>	
<b>Category</b>	
<b>Objectives</b>	<ul style="list-style-type: none"><li>➤</li><li>➤</li><li>➤</li><li>➤</li><li>➤</li><li>➤</li></ul>
<b>Total finance support</b>	
<b>Requirements</b>	<ul style="list-style-type: none"><li>➤</li><li>➤</li><li>➤</li><li>➤</li><li>➤</li></ul>
<b>Expecting outputs from the event</b>	
<b>Strong points supporting event</b>	<ul style="list-style-type: none"><li>➤</li><li>➤</li><li>➤</li><li>➤</li><li>➤</li></ul>

**Proposed by:-**

**Signature :-**

## Deals , Changes & Other Addition to Organization

( form )

<b>Category</b>	
<b>Objectives</b>	<ul style="list-style-type: none"><li>➤</li><li>➤</li><li>➤</li><li>➤</li><li>➤</li><li>➤</li><li>➤</li></ul>
<b>Strong Points</b>	<ul style="list-style-type: none"><li>➤</li><li>➤</li><li>➤</li><li>➤</li><li>➤</li></ul>
<b>Other Points</b>	

By-

Signature

## **ATTACHMENT-2**

### **[1] Selection Criteria For OB Members-**

- High priority for a group point average.
- High priority for the recommendation of facilitator and other OB members.
- Communication skills, creativity, experience, body language are the main factors in selecting the OB members.

### **[2] Selection Criteria For General Members (Members)-**

- Communication skills, creativity, experience, body language are the main factors in selecting the OB members.
- Recommendation of OB member is also considered.

#### **Undertaking**

The Tech Ethics is not an agent of the Division of Student Affairs and its views and actions do not represent those of the Division of student Affairs or any other such official entity of LPU.

\_\_\_\_\_

Name with Signature and date  
Promoter/ OB member

\_\_\_\_\_

Name with Signature and date  
Facilitator