



# STAREX UNIVERSITY, GURUGRAM

(Established by Haryana Private Universities (Second Amendment) Act No.20 of 2016)

(Recognized by UGC U/sec. 2(f) of the UGC Act, 1956)

(Empowered to Award degrees U/sec. 22 of the UGC Act, 1956)

## CLUB & CULTURAL POLICY



# STAREX UNIVERSITY

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## **CLUB AND CULTURAL POLICY**

### **PREAMBLE & OBJECTIVES**

The Club & Cultural Committee (CCC) is responsible for all cultural events, clubs, and activities in the university. It provides opportunities for students to explore talents beyond academics and ensures that events are safe, inclusive, and well-organized.

The organizing and managing of events at University level will help students to develop the feeling of connection among themselves and impart leadership qualities in them. Students will be able to explore their creative, attractive, and unique sides of their personalities.

The main **objective** of the **Club and Cultural Policy** is to promote the holistic development of students by providing opportunities for creativity, leadership, and teamwork beyond academics. It aims to encourage active participation of students in various cultural and co-curricular activities while preserving and promoting Haryana's rich cultural heritage along with embracing national and global diversity. The policy seeks to organize safe, inclusive, and well-managed cultural programs and festivals, ensuring equal opportunities for all students without discrimination. It focuses on identifying and supporting talented students in different art forms such as music, dance, theatre, and literature, while fostering community engagement and collaboration with faculty and external organizations. Additionally, the policy outlines maintaining discipline, safety, and sustainability during events, encouraging innovative and eco-friendly practices, and recognizing outstanding contributions through awards and appreciation.



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## **STRUCTURE OF THE COMMITTEE**

The committee consist Chairperson, 4 – 6 teachers (faculty members) from different schools, 2 – 3 non-teaching staff including Finance, Facilities and Security and 2 – 3 active students from different programs.

**Quorum:** At least **50% of members** including the Chairperson or Member Secretary must be present.

The meeting will be conducted once in every 03 months or as needed.

## **SCOPE & APPLICABILITY**

The scope and applicability of the Club and Cultural Committee (CCC) cover all cultural, co-curricular, and creative activities organized within the university. It applies to all students, faculty members, and departments participating in or supporting cultural programs, clubs, and societies. The policy governs the formation, approval, and functioning of student clubs related to music, dance, drama, literature, art, photography, debating, and similar areas. It also includes the planning and execution of cultural festivals, orientation programs, inter-university competitions, and celebrations of national and regional events such as Independence Day, Republic Day, and Haryana Day. The committee is responsible for ensuring inclusivity, discipline, and safety during all events. It also manages budgeting, sponsorship approvals, and adherence to university rules. The policy applies to on-campus and off-campus cultural activities organized under the university's banner. It ensures equal opportunities for all students irrespective of gender, caste, religion, or program of study. Additionally, the committee coordinates with external organizations and cultural bodies for collaborations and student participation at state and national levels.

## **CLUB & CULTURAL POLICY**

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## **TYPES OF CLUBS UNDER THE POLICY**

The Club & Cultural Policy allows the formation of different student clubs to promote talent, creativity, and overall development. The main types include:

1. **Academic & Professional Clubs:** Subject – Specific clubs (e.g. Computer Science Club, Law Society, Business/Entrepreneurship Club).
2. **Cultural & Arts Clubs:** Music, Dance, Drama, Theatre, Fashion, Film & Photography, Fine Arts (Painting, sketching & Craft).
3. **Literary & Creative Clubs** – Debate, Poetry, Creative Writing, Language & Heritage clubs, Storytelling/Scriptwriting Club
4. **Media & Creative Clubs** – Film-making, Photography, Digital Arts, Journalism.
5. **Social Service & Community Outreach Clubs** – NSS (National Service Scheme), Environment/Green Club, Blood Donation/Health Awareness Club, Gender Sensitization/Equality Club and other Social Service & Outreach clubs.
6. **Technical & Innovation Clubs** – Coding, Robotics, Entrepreneurship, and Science & Engineering Innovation Clubs, AI, Cyber security or Data Science Club.
7. **Sports & Fitness Clubs** – Indoor & Outdoor games club, Yoga & Meditation Club, Fitness/Wellness Club, Adventure & Trekking Club.
8. **Diversity & Inclusion Clubs** - Cultural Heritage Club (Regional cultures and Traditions), International Student’s Club, Equality & Diversity Club, Women Empowerment & Leadership Club



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9. **Entrepreneurship & Skill Development Clubs** – Case Study Club, Finance & Investment Club, Marketing & Branding Club, Skill Development Workshop Club.

## **REGISTRATION & RECOGNITION PROCESS FOR STUDENT CLUBS**

The registration and recognition of student clubs will be managed by the Club & Cultural Committee (CCC). Students interested in forming a new club must submit a **Club Registration Form** along with details such as the proposed club name, objectives, activities, and a list of at least 10 interested members..

The Club & Cultural Committee (CCC) will **review the application** to ensure completeness, relevance, and compliance with university guidelines. The applicant group may be asked to give a short presentation about the club's vision and activities. After review, the committee will approve or reject the proposal based on student interest, feasibility, and alignment with the university's objectives.

Once approved, the club will receive an **Official Recognition Letter** and **Registration Certificate**, making it an officially recognized student organization. The recognition will be valid for **one academic year** and must be renewed annually by submitting an activity report and a plan for the next year. Only recognized clubs will be eligible for **funding, event approvals, and sponsorships**.

All clubs must follow the university's **code of conduct**, ensure financial transparency, and promote inclusivity in membership. Failure to comply may result in suspension or cancellation of recognition.



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## **ROLES AND RESPONSIBILITIES**

- **Committee:** Approve events, budgets, and new clubs.
- **Chairperson:** Lead the committee and approve major decisions.
- **Member Secretary:** Manage meetings and records.
- **Faculty Adviser:** Guide students during events.
- **Students:** Plan and execute events under supervision.

## **EVENT PLANNING/GUIDELINES AND BUDGET APPROVAL**

### **1. Event Proposal Submission**

- ✓ Clubs must submit an **Event Proposal Form** to the Club & Cultural Committee (CCC) **at least 15 days before the event.**
- ✓ The proposal should include:
  - Event name, date, and venue.
  - Objective and expected outcomes.
  - Estimated number of participants.
  - Detailed budget with expenditure heads.

### **2. Approval Process**

- ✓ CCC will review the proposal for feasibility, budget availability, and compliance with university rules.
- ✓ Final approval will be communicated in writing before the event.

### **3. Budget Allocation**

- ✓ Budget will be provided based on:
  - Nature and scale of the event.



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- Availability of university funds.
  - Prior performance of the club.
  - No misuse of funds. If found, strict action will be taken
- ✓ Clubs may seek **sponsorships**, but they must be pre-approved by the CCC.

## 4. Expense Guidelines

- ✓ Permissible expenses include:
- Venue and decoration.
  - Audio-visual equipment.
  - Printing of banners, certificates, and promotional materials.
  - Refreshments (as per university norms).
  - Artist/resource person honorarium (if approved).
- ✓ All bills and receipts must be submitted to the finance office within **07 days** after the event.

## 5. Event Conduct

- ✓ Ensure safety, discipline, and inclusivity during the event.
- ✓ No political or discriminatory content is allowed.
- ✓ Event timing should not clash with academic schedules.

## 6. Post-Event Reporting

- ✓ Clubs must submit a **Post-Event Report** with:
- Summary of the event.
  - Number of participants.



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- Photographs and media coverage.
- Final financial statement.

## **CULTURAL ACTIVITIES & ANNUAL FEST**

The university promotes cultural activities throughout the academic year to encourage creativity, leadership, and teamwork among students. These activities include **music and dance competitions, drama and theatre performances, literary events such as debates, extempore and poetry recitation, as well as fine arts and photography exhibitions.** Workshops, seminars, and festive celebrations like **Independence Day, Republic Day, Diwali, Holi, and Haryana Day** are organized to enhance cultural awareness.

In addition to regular activities, the **Annual Cultural Fest** is the highlight of the year, providing a platform for students to showcase their talents at a large scale. The fest includes inter-departmental and inter-university competitions, celebrity performances, cultural shows, and creative exhibitions. It is organized under the supervision of the **Club & Cultural Committee (CCC)** with active student participation from various clubs.

A **dedicated budget** is allocated for the fest, and sponsorships may be arranged with prior approval. Proper security, safety measures, and discipline will be maintained throughout the event. After the fest, a **detailed report**, including financial statements, photographs, and participation details, must be submitted to the CCC for record purposes.



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## **SAFETY AND RULES**

- ✓ No ragging or discrimination.
- ✓ All events must follow university and government rules.
- ✓ Fire safety and medical help must be arranged.
- ✓ Events should be eco-friendly and accessible to all.

## **PROMOTION AND MEDIA**

- ✓ Use official notice boards, website, and approved social media.
- ✓ Press releases must be cleared by the University.
- ✓ Photos and videos should be shared with the CCC for records.

## **MONITORING, EVALUATION & DISCIPLINARY MEASURES**

The **Club & Cultural Committee (CCC)** will regularly monitor all student clubs and cultural activities to ensure compliance with university policies and objectives. Each club must maintain **records of meetings, member attendance, and event reports**, which will be reviewed by the CCC at the end of every semester. Clubs are required to submit an **Annual Activity Report** highlighting events conducted, participation level, and financial utilization for evaluation.

Performance evaluation will be based on:

- **Quality and frequency of events**
- **Student participation**
- **Budget utilization and transparency**
- **Adherence to guidelines**



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The CCC will issue warnings for minor violations such as late report submission or non-compliance with approval processes. Serious violations such as financial mismanagement, misconduct during events, discrimination, or breach of university code of conduct will lead to **penalties**, including:

- **Budget suspension**
- **Event cancellation**
- **Club deregistration**

Students or office bearers involved in disciplinary violations may face **individual penalties**, including removal from leadership roles or referral to the university disciplinary committee. All actions will be documented and communicated in writing.



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## **CONSTITUTION – CLUB & CULTURAL COMMITTEE AS PER UGC GUIDELINES**

### **1. PURPOSE**

The Club & Cultural Committee shall function as the Apex body of the University to plan, coordinate, monitor, and promote all co-curricular, cultural, and club activities. It will ensure that such activities align with the University's vision of holistic student development, diversity, and inclusivity, in accordance with UGC guidelines.

### **2. COMPOSITION OF THE COMMITTEE**

<b><u>Position</u></b>	<b><u>Role/Responsibility</u></b>
<b>Chairperson</b>	Dean/Director of Student Welfare or equivalent senior academic officer. Provides leadership, approves activities, and ensures alignment with University & UGC norms.
<b>Vice-Chairperson</b>	Senior Faculty nominated by the Vice-Chancellor. Assists the Chairperson in planning and coordination.
<b>Member Secretary</b>	Cultural Coordinator/Faculty In-Charge of Clubs (appointed by the University). Responsible for convening meetings, maintaining records, and reporting to the administration.
<b>Faculty Members (4–6)</b>	Nominated from different faculties/departments to ensure diverse representation. They mentor student clubs and provide guidance.



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<b><u>Position</u></b>	<b><u>Role/Responsibility</u></b>
<b>Student Representatives (2-3)</b>	Selected from various clubs/cultural groups through nomination or election; they bring student perspectives and feedback.
<b>Administrative/ Finance Officer (Ex-Officio)</b>	Looks after budget allocation, financial records, and compliance with University rules.
<b>External Expert (Optional)</b>	An invited artist, cultural personality, or alumni (non-voting member) for expertise and suggestions.

### **3. ROLES & RESPONSIBILITIES OF THE COMMITTEE**

- Frame policies and guidelines for the formation, functioning, and evaluation of clubs and cultural groups.
- Approve annual calendars of club and cultural activities, ensuring compliance with UGC norms.
- Promote inclusivity and equal opportunities for all students to participate in activities regardless of caste, creed, gender, or nationality.
- Monitor the conduct of events and ensure they reflect constitutional values and University policies.
- Allocate budgets and resources for club and cultural events transparently.
- Oversee the registration, review, and recognition of student clubs annually.
- Conduct periodic audits of club activities and submit reports to the Vice-Chancellor and UGC as required.



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- Organize flagship cultural events, fests, inter-university competitions, and outreach programs.
- Ensure all clubs and activities include provisions for grievance redressal and student safety.
- Conduct orientation and training for student leaders on ethics, leadership, and event management.

## 4. MEETINGS

- The Committee shall meet at least twice every semester or more frequently if needed.
- A minimum of two-thirds of members must be present to constitute a quorum.
- Minutes of all meetings shall be recorded and submitted to the Vice-Chancellor/Registrar for review.

## 5. TENURE OF MEMBERS

- **Faculty members:** 2-year term (extendable by another term).
- **Student representatives:** 1 academic year, with rotation to ensure wider participation.
- **External expert:** Appointment for 1 year, renewable.

## REVIEW

This policy will be checked every year and updated if needed.