

Rajasthan Institute of Engineering and Technology, Jaipur

Department Of MBA

Department of MBA Introduces two clubs For All those future Professionals Getting Management education In Rajasthan Institute Of Engineering And Technology, Jaipur.

It would be compulsory for all students of Department Of MBA to be a member of either club. A student can get the membership of both the clubs but he /she must be a member of at least one club.

Student club: “Cogent”

- **Club Description:** An Endeavor of Department of MBA to increase the dexterity of All Future professionals . The purpose of the club is to inculcate the leadership qualities among the students by leading and learning process. This will provide an opportunity to our students to increase their over all performance at 360*.
- **Club Activities:** All volunteers need to organize various management activities and competitions under the guidance of faculty in-charge.

Office Bearers:-

- **Chief student Co-coordinator: Jyoti Unchwal (Sem-III)**
 - **President: Parul Bali**
 - **Vice president: Sonam Gupta**
 - **Treasurer: Priyanka**

Faculty In-charge: Miss. Pooja Neemey

HOD

RIET, STUDENT CLUB STEP BY STEP GUIDELINES

➤ **Formation of club**

- Get together at least 5 members
- Complete the 'Application for Club Recognition Form'
- Get approvals from all designated officers
- Form an executive team.

➤ **After formation**

- Organize an introductory meet to advertise your club, its functions, and your roles.
- Plan and list down events you wish to hold in following semester.
- Get information about club budget from staff allocated for student clubs and remain within the budget throughout the semester.

➤ **Meetings and activities**

- Maintain a protocol for meetings and activities: prepare agenda (format provided) before the meeting and share with all club members you intend to invite to the meeting
- Before the beginning of a semester, meeting schedule and event schedule should be prepared (templates provided)
- Maintain minutes of the meeting in the format provided and share them with all members after the meeting or during next meeting

- Prepare CA documents including event form and expense request before any event is approved by the Staff heading student clubs. Following that the CAB approval will be obtained by the staff.

➤ **Records to be maintained**

- There should be a 3-5" binder for the club, containing the club formation forms, constitution, executive team
- Tab for meetings with meeting agendas and minutes
- Tab for activities with CA documents and survey evaluation
- Tab for any changes to the executive team
- All documents should have Club logo and name, date, and event/meeting title.

All records should be stored with the designated President of the student club. They may be accessed by the club members when ever required.

➤ **Approvals for club activity/event**

- **First approval:** from the Club Members
- **Second Approval:** From Advisors
- **Final Approval:** From designated Faculty in-charge for student clubs. No activity should be carried out without getting final approval.

All events to be approved should have clear steps included from planning to execution.

➤ **Forms and Templates Available for Student Clubs**

- 1) **Semester Club Meeting Schedule**
- 2) **Semester Club Event Schedule**
- 3) **Student Clubs - Budget Tracking**

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SEMESTER CLUB MEETING SCHEDULE

Club Name: "COGENT"

Semester:

Sr. No.	Date	Club Meeting

Signature by the Vice-President:

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[Semester Club Event Schedule](#)

SEMESTER CLUB EVENT SCHEDULE

Club Name:

Semester:

Date:

Event Plan

1) **Event Name**

Date

Time

Location

Short Description

2) **Event Name**

Date

Time

Location

Short Description

3) **Event Name**

Date

Time

Location

Short Description

4) **Event Name**

Date

Time

Location

Short Description

Signature of the President:

Date:

STUDENT CLUBS - BUDGET TRACKING

CLUB NAME: "COGENT"

SEMESTER/YEAR:

TREASURER:

CONTACT:

BUDGET ALLOCATED/SEMESTER: \$

EXPENSE RECORD

DATE

EVENT NAME

ACTUAL EXPENSE

BALANCE AMOUNT

END OF SEMESTER -SIGNATURE OF THE TREASURER:

DATE:

EXPENSE REQUEST FORM FOR BUDGET APPROVED EXPENSES

Name of Employee Requesting		Budget Drawn From:	
Department		Budget Administrator	

Acct #	Budget Item	Description	Qty	Rate	Amount(Rs.)
					Rs.
					Rs.
					Rs.

Rs.

Rs.

Total

Actual Total

Method of Payment

Payable To (Include ALL Relevant Information):	
-------------------------------------------------------	--

Supervisor's Signature: _____ Date: _____

Budget Administrator's Signature: _____ Date: _____

(If different from the supervisor)

Vice President /Treasurer: _____

Date:

Received By: _____

Date: _____

Attached Invoice / Receipt: _____

No: _____