



# VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)





## Contents

<b>1. PREAMBLE</b>	2
<b>2. SHORT TITLE AND COMMENCEMENT</b>	3
<b>3. OBJECTIVES OF THE CLUB</b>	3
<b>4. MEMBERSHIP</b>	4
<b>5. FACULTY ADVISOR</b>	4
<b>6. FACULTY COORDINATOR</b>	5
<b>7. CLUB RESPONSIBILITIES</b>	5
<b>8. REGISTRATION</b>	6
<b>9. OFFICERS OF THE CLUB</b>	7
<b>10. FINE ARTS CLUB ACTIVITIES</b>	7
<b>11. CLUB MEETINGS</b>	9
<b>12. MODIFICATION OF THE GUIDELINES</b>	9
<b>ANNEXURE</b>	9
<b>ACKNOWLEDGEMENT</b>	10



# **FINE ARTS CLUB GUIDELINES**

## **1. PREAMBLE**

A club is a group of students with a designated purpose who are not specifically regulated by a department / institution other than student activities. Because the management of the club is intended to be a student learning experience, the day-to-day activities of the club are carried out by student members, although clubs must contract with a faculty advisor.

The purpose of student club at Vinayaka Mission's Research Foundation (Deemed to be University) (VMRF (DU)) is to provide a structure through which students may exercise their right to freely associate in pursuit of a common purpose or goal that enhances community at the university and its constituent units. Recognized student clubs create opportunities for leadership development, learning, student engagement and fostering of shared interests.

In this context, VMRF (DU) has several students' clubs to develop skills of the students and make them life ready as per the UGC quality mandate. The club activities play an important role in determining and directing the passion and interest of students, beyond their academic pursuit. The extracurricular activities organized by these clubs teach the students practical factors of life, making them not only job ready but making them ready to face the uneven path of survival in the world of cut –throat competition.

## **2. SHORT TITLE AND COMMENCEMENT**

This guideline shall be called "The Fine Arts Club Guidelines 2022 of the Vinayaka Mission's Research Foundation (Deemed to be University), Salem. The Guideline shall come into force from the date of approval by the University.

The Fine Arts Club is a voluntary group which is open to all students at the university and aims at helping the students to identify their hidden talents and develop them, provides a guiding platform to exhibit their skills and promotes the spirit of participation among the students in various activities and competitions thereby helping them unleash their potentials. It helps to develop the students' personality and confidence. The Club also extends a helping hand in maintaining the Cultural Heritage of the Nation.



### **3. OBJECTIVES OF THE CLUB**

- 3.1. To create an accessible platform to all the students of various institutions under the university to help them develop the spirit of participation
- 3.2. To conduct frequent and regular events/ competitions to give them maximum exposure in various walks of life
- 3.3. To promote Music, Dance, and other Art Forms
- 3.4. To promote the Cultural Integration among students from different regional and ethnic background to maintain harmony among people from various communities
- 3.5. To provide the students an opportunity to have an artistic collaboration with students from different institutions of the university thereby making them socially compatible
- 3.6. To motivate the students to identify their hidden talents and nurture them through the trainings and workshops conducted by the club
- 3.7. To train the students to participate in inter and intra-collegiate cultural competitions to gain experience and help them taste the fruits of success
- 3.8. To develop the students' personality and confidence along with the team work, leadership skills and organizational skills through planning and execution of Intra and inter-collegiate competitions
- 3.9. To inculcate the ethics and values in the students through various activities of the club.

### **4. MEMBERSHIP**

Membership is open to all the students at the university and its constituent institutions. The tenure of the memberships is one year and to be renewed on completion of minimum duration of the programme concerned. The Club has various fields such as Arts, Literature, Photography, Cultural, Quiz etc. The Student members are free to choose their own area of interest. The minimum strength of the club shall be 25 and there is no upper limit in the respective institutions.



## **5. FACULTY ADVISOR**

The Fine Arts club has a faculty advisor who is the faculty of the concerned institutions nominated by the Head of the Institutions. The Faculty advisor has the following responsibilities:

- 5.1. Acts as the coordinator between the institution and the club
- 5.2. Should be knowledgeable about the purpose and activities of the club
- 5.3. Meets at least once in a month to discuss with the group about its objectives, needs and activities
- 5.4. Ensures that the members of the club are well known about the institution rules, regulation, and SOPs
- 5.5. Ensures that any requests for college services or appeals of administrative decisions related to the club activities are processed through the faculty advisor
- 5.6. Helps to enrich the extra-curricular experience of the members
- 5.7. Encourages and supports the group in conducting active and significant activities and supports the broad educational purpose of the institution
- 5.8. Communicates to the Head of the Institution and University immediately when the club is disbanded or becomes inactive

## **6. FACULTY COORDINATOR**

The Fine Arts club has one faculty coordinator at the university level who coordinates all the faculty advisors from constituent colleges and schools nominated by the vice chancellor based on the recommendations of the Director (Students' Welfare). The tenure of the faculty coordinator shall be Two years and eligible for reappointment. The faculty Coordinator has the following responsibilities:

- 6.1. Acts as the coordinator between the all the clubs of the constituent institutions and the university
- 6.2. Should be knowledgeable about the purpose and activities of the club
- 6.3. Shall act as convenor for faculty advisor of the clubs meeting and conduct the periodical meeting based on the direction from the university
- 6.4. Meets at least once in 90 days to discuss in faculty advisor meeting about its objectives, needs and activities of the individual club
- 6.5. Ensures that the members of the club are well known about the institution rules, regulation, and SOPs



- 6.6. Shall prepare the calendar for the Fine arts club in consultation with the faculty advisor and submit to the university
- 6.7. Shall obtain the quarterly activity report from all club's faculty advisor and submit to the university after consolidation
- 6.8. Shall act as the convenor for all cultural meets organized by the university
- 6.9. To upload the club activities in the social media after obtaining approval from the university
- 6.10. Any other responsibility assigned by the university from time to time in this regard

## **7. CLUB RESPONSIBILITIES**

The Fine Arts Club has the following responsibilities to its faculty advisor:

- 7.1. To form a What's App group with Student members, faculty advisors and the office bearers
- 7.2. To prepare a list of the materials available in the College and those required for the club activities
- 7.3. To make note of the facilities required for the development and maintenance of the club
- 7.4. To conduct events as per the scheduled calendar, at least one event for every month
- 7.5. To prepare a quarterly report of the activities conducted along with photos, video clippings and other evidence which must be submitted to the University co-ordinator of the Fine Arts Club
- 7.6. To arrange a monthly meet with advisors on a regular basis and keeps them informed well in advance the schedule (date, time, and venue) of all meetings to discuss the overall activities of the club
- 7.7. To encourage the students to participate and get them necessary permission from the Head of the institutions through its faculty advisor along with Institutional support for participating in a Local/State/National level fine art, cultural competition which would be done minimum 10 days prior through proper channel
- 7.8. To obtain the feedback from the members at end of the semester to improve the activities of the club
- 7.9. To prepare and submit the annual report with supporting documents at the end of each academic year to the university through the Faculty coordinator with prior approval from the Head of the Institutions.



## 8. REGISTRATION

The Fine Arts club at the institution must be created by the students. The students interested in starting Fine Arts club must complete the new student club proposal form enclosed as Annexure – I. The filled form shall be submitted to the Office of the Director (Student's Welfare) through their faculty advisor, Head of the Institution and University faculty coordinator.

The advisor of the club shall review the students' registration forms and ensure all the necessary information are filled.

## 9. OFFICERS OF THE CLUB

The Officers of the club and their responsibilities are as follows:

S. No	Position in the club	Responsibilities
1.	President	Chairperson of the club. He/she will oversee and delegate all activities organized by the club
2.	Vice President	Cover presidential role in the absence of president
3.	Cultural Secretary	Convener for the cultural activity and communicates to other on behalf of the club
4.	Arts Secretary	Convener for the arts activity and communicate to other on behalf of the club
5.	Literary Secretary	Convener for the literary activity and communicate to other on behalf of the club
6.	Treasurer	Finance related and budgeting, audit report



## **10. FINE ARTS CLUB ACTIVITIES**

- 10.1. The Fine art club shall be responsible for all intra and inter collegiate cultural events in the college/school
- 10.2. It motivates the students to develop their external skills like Singing, Dancing (Solo & Group), Musical drama or skits, Mimicry, Mimes, Photography, Stand up comedies, short films etc. besides their academic skills.
- 10.3. The club will plan and schedule cultural events for the academic year and prepare the calendar in this regard
- 10.4. The cultural events will be organized by the club in the college regularly and shall be conducted as per the schedule. The students shall be coordinating the events under the guidance of the faculty members.
- 10.5. The Club takes the responsibility in formulating the budget for all cultural events and takes necessary steps for its approval
- 10.6. The Annual Cultural Meet at the University level shall be proposed to conduct in the month of March with prior approval from the university
- 10.7. The Club shall also be responsible for the organization of celebrations of national festivals and any days of local, national, and international significance in the college/school
- 10.8. The advisor and coordinator of the fine art club shall conduct informal meetings at regular intervals to discuss and allocate tasks
- 10.9. The Fine Arts Club is responsible for preparing the report regarding the events conducted and uploading on university website
- 10.10. The Club maintains the records of all cultural activities
- 10.11. The Club also follows up any other duties assigned by the Director (Students' Welfare) / Head of the Institutions





## **11. CLUB MEETINGS**

The Fine Arts Club shall meet as often as may be necessary but not less than one per month. Not less than 7 days prior notice shall be given for the meeting of the club.

One third of the total number of members of the club shall constitute the quorum for the meeting of the Fine Arts Club

## **12. MODIFICATION OF THE GUIDELINES**

The above guidelines are subjected to modifications from time to time as per the decisions of the University



**ANNEXURE**

**FINE ARTS CLUB REGISTRATION FORM**

(This form shall be filled, and the copy sent to the Office of Director (Student's Welfare))

1. Name of the Institution :
2. Year of Registration :
3. Reason for Registration : New Organization/ Renewal/ Officer Change
4. Particulars about the Officers:

S. No	Registration No	Programme Name	Batch	Name of the student	Designation in the club	Mobile	Email	Signature
1.					President			
2.					Vice president			
3.					Cultural secretary			
4.					Arts secretary			
5.					Literary secretary			
6.					Treasurer			

5. Particulars about the Members:

S. No	Registration no	Programme Name	Batch	Name of the student	Area of Interest	Mobile	Email	Signature

Recommended by	Faculty advisor	
Recommended by	Head of the institution	
Recommended by	Faculty Coordinator	
Approved by	Director (SW)	



**VINAYAKA MISSION'S  
RESEARCH FOUNDATION**  
(Deemed to be University under section 3 of the UGC Act 1956)



## **ACKNOWLEDGEMENT**

As part of the promotion of student Extracurricular activities, The Fine Arts Club Guidelines 2022 is prepared by the sub committee constituted for this purpose. The subcommittee member includes Dr.R.S.Shanmugasundaram, Director (Student's Welfare), VMRF(DU) – Chairperson, Dr.D.Jayachandran, Professor, VMS Dental College – Convenor and the members Dr.Jennifer Joseph, Professor, Department of English, AV Institute of Technology, Paiyanoor, Dr.Susmitha Mahapatra, Assistant Professor, Department of Physiology, AV Medical College,Pudhucherry and Mrs.R.Indumathi, VMA College of Nursing, Salem