



**SM Club Meeting
for Activities Status update**

GSFC University
Circular
Circular No.5109.
29th September 2021

Preamble :

GSFC University is committed to the holistic development of students and creates strong internal systems for supporting diversified students in academic and social domains. A holistic and multidisciplinary education would aim to develop all capacities of students.

Over the time many activities have been conducted so far to fulfill these objectives and many activities have been also planned by respective Club's faculty mentors and students for the current Academic Year - 2021-22.

Observation :

But few observations have been made pertaining to SM Clubs activities and document management such as Certificate distribution for all the past events is still pending for many clubs, standard pay note and report formats which are shared by Club I/C are not being followed for the payment proceedings and report submission. Also, Certificates, photos/videos, activities reports, payments notes and other relevant documents are not yet uploaded in shared drives for last AY 2020-21. Students' activities credits are not properly recorded.

Instruction :

All the faculties and staff are hereby instructed to strictly adhere to the policy and do the needful for your respective Clubs.

As you all are aware that in the meeting held on July 2, 2021, all the Club mentors have presented their event planning and with reference to the same, a meeting entitled "SM Club activities status update for odd semester of Academic Year 2021-22" has been scheduled on Oct 7, 2021 (Thursday) at 4:00 PM at SOT Auditorium.

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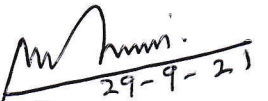


The following will be the agenda:

1. Status update of planned activities presented in the meeting held on July 2, 2021.
2. Certificates Distribution of all events for last AY 2020-21.
3. Uploading of all required documents in the drive, shared by Club I/C for proper management of documents.
4. Maintenance of Activity Credits records
4. Follow the standard shared templates for pay note and activity report submission.

All the respective Club mentors to remain present and update the status of activities executed in the current semester as per the planning.

Ms Priyanka Pandya, Asstt Professor (Chemical Engineering) and Students Managed Club Coordinator and Ms Shivani Joshi, Teaching Assistant – (Communication & Soft Skills) & Jt Coordinator – Students Managed Club are hereby instructed to co-ordinate for the meeting.


29-9-21

Provost

GSFC University

To : All Teaching Staff
: Dean / Associate Deans (SOT, SOS, SOM & SoFS)

cc to :

1. President Office, GSFC University – For kind information please.
2. Provost Office, GSFC University
3. Director (Adm) & Registrar Office, GSFC University
4. Director Campus & Director (Adm), GSFC University
5. All Teaching & Non-teaching staff, GSFC University.
6. Finance Divn / Exam Divn / HR Divn / IT Divn - GSFC University
7. Ms Priyanka Pandya, Asstt Prof(Chem Engg) & SM Club Coordinator
8. Ms Shivani Joshi, Teaching Asstt(Comm.& Soft Skills& & Jt Coordinator - SM Club