

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान बरहमपुर  
Indian Institute of Science Education and Research Berhampur  
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# Constitution for Science Clubs

2025

# Preamble

We, the members of the Science Sub Council at IISER Berhampur, in the pursuit of fostering scientific temper, interdisciplinary collaboration, and innovation, do hereby establish this constitution to guide the formation, functioning, and governance of all recognised science clubs under the unified coordination framework.

Recognising the need for structured growth, transparency in leadership, equitable access to opportunities, and responsible execution of activities, we aim to uphold the values of academic excellence, inclusivity, and student-driven engagement.

Through this constitution, we seek to ensure that each club functions with integrity, clarity, and purpose, providing a nurturing platform for every student to explore, learn, and lead in the realm of science and technology.

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# Article I: Objectives

The primary objective of this constitution is to establish a clear, standardised framework for the effective **governance and functioning** of all science clubs at IISER Berhampur. Through this document, we aim to:

1. Ensure **transparent leadership structures**, fair selection processes, and defined responsibilities for all club roles.
2. Promote **accountability** in decision-making, event organization, and fund management.
3. Facilitate **timely approvals and communication** between clubs, faculty advisors, and institute authorities.
4. Standardise procedures for **event planning, room bookings, and financial operations** to maintain institutional consistency.
5. Encourage **collaborative and inclusive practices** while maintaining discipline and integrity across all club activities.
6. Maintain comprehensive **documentation and reporting** for institutional review and future reference.
7. Empower student-led initiatives with a structured yet flexible governance model that aligns with the academic values of IISER Berhampur.

## Article II: Structure of a Science Club

1. Every science club shall comprise the following roles:
  - a. **Faculty Advisor(s)** – One or more, preferably from relevant departments.
  - b. **Coordinators** – One student only elected from the coordinator elections among the core members.
  - c. **Co-Coordiators** – One student elected from the elections who got the second highest number of votes. Preferably a junior.
  - d. **Core Committee Members** – Selected members from all the academic years, based on their activities, will be decided by the previous coordinator only.
2. The club may form subteams for specific projects, events, or domains.

# Article III: Selection and Recruitment

## Coordinators & Co-Coordinators:

1. Applications must be open and transparent. Selection to be based on:
  - a. Past contribution and leadership
  - b. Vision and goals for the club
  - c. Communication and organisational skills
2. Selection committee: Current Coordinators and Core only.

## Club Member Recruitment:

1. Must be conducted once every academic year (or semester, if needed).
2. Open call via Google Forms + interview (if applicable).
3. Roles and responsibilities must be clearly defined.
4. An overall recruitment window will be opened after Influx every year.

## Article IV: Event Planning and Execution

1. Any club planning an event/workshop/guest lecture must:
  - a. Submit a detailed **Event Proposal** form.
  - b. Mention date, venue, expected number of participants, budget (if any), and objective.
  - c. Get approval from the Faculty Advisor.
2. Events requiring funds must follow financial procedures (see Article V).
3. Event promotion must begin only after receiving necessary approvals.

## Article V: Fund Requests and Budgeting

1. All financial assistance must be requested through a **Note Sheet** containing:
  - a. Budget breakdown with quotations (if possible).
  - b. Faculty Advisor signature.
  - c. Forwarded through Club Coordinator.
  - d. Approval from SCDC, SAC President, CSA Science Activity.
  - e. Final approval by the Dean of Student Affairs.
2. **The note sheet must be signed and approved *prior* to the event. Under no circumstances should it be submitted after the event has taken place.**

In case of unavoidable delays due to the absence of required signatories, a formal email must be sent to the **Dean of Student Affairs (DoSA)** clearly stating the reason for the delay. The email should be sent well in advance and must include **SCDC, SAC President, and CSA Science Activity** in CC for transparency and record-keeping.
3. All bills and invoices must be submitted in **hard copy** to the **Office of Student Affairs (SA)** within five days after the event. Reimbursements or settlements will not be processed for any submissions made beyond this deadline.
4. Every club must maintain a digital ledger of:
  - a. Approved funds
  - b. Expenditures
5. Once you have spent on the events, you will be reimbursed. For the prize pool, the club will receive it just after successful completion of the events and after paying the candidate, they have to send an email with the receipts to the office of SA, DoSA, keeping SCDC and CSA Science Activity in CC.
6. If a club **fails to follow the prescribed financial procedure**, including:
  - a. Submitting note sheets late
  - b. Spending funds without prior approval
  - c. Not submitting receipts within the stipulated time

It will result in **financial penalties**, details mentioned in Article XIII.
7. From this time onwards, all clubs must prepare a proper Note Sheet for financial assistance requests. This Note Sheet must be signed by your respective **Faculty Advisor** and **CSA Science Activity**, and a hard copy must be submitted to **SCDC**. SCDC will forward it to the **Office of Student Affairs (SA)** and inform you whether the request has been approved or not. To avoid late-minute rush and processing delays, it is advised to submit signed notesheets as early as possible.

## Article VI: Room equipment and booking

1. Lecture halls/classrooms/labs must be booked at least **7 days in advance**.
2. Details required:
  - a. Date, time, room type
  - b. Technical requirements (mic, projector, etc.)
3. Bookings to be made via official email to the Senate Representative (UG) with a forwarding of the mail of approval from the club's faculty advisor, keeping SCDC in CC.
4. Senate Representative (UG) will forward it to the Office of Academic Affairs.

## Article VII: Documentation & Reporting

1. Clubs must maintain records of:
  - a. Meetings held
  - b. Events conducted (photos, participant list, reports)
  - c. Attendance of team members
2. Report to be submitted to SCDC on and before August 1 2025, and January 1 2026.

## Article VIII: Code of Conduct

1. All members must adhere to the institute guidelines and maintain discipline.
2. Clubs must avoid:
  - a. Political/religious content
  - b. Discriminatory behaviour
  - c. Financial mismanagement
  - d. Any kind of harassment
3. No club may collect money from students without official approval, except from the event organisers, core members and Club coordinators.

# Article IX: Media & Publicity

1. Certificates of the clubs that have planned after a successful event must carry:
  - a. IISER BPR logo
  - b. Club logo
  - c. Faculty Advisor signature
  - d. Subsequent signatures should be obtained only after receiving prior approval from the respective faculty members involved. Ensure that all necessary faculty approvals are in place before proceeding to collect additional administrative or organisational signatures.
2. No public posts to be made without internal approval.
3. Clubs must handle social media accounts responsibly and update them regularly.

## Article X: Inter-Club & External Collaborations

1. Clubs may collaborate with other IISER clubs for joint events.
2. Collaborations must be transparent, with shared planning and credit.
3. External guests must be informed to the Dean of Student Affairs via the Faculty Advisor before confirming.
4. The club should inform SCDC of this to keep a track record.

## Article XI: Resignation & Transition

1. Resigning Coordinators must:
  - a. Submit a written resignation
  - b. Serve a 2-week notice
  - c. Help in the handover process
2. Successors must be appointed before the term ends to ensure continuity.

# Article XII: Finance and Inventory

## Club Ledger

1. Each club must maintain a **digital and/or physical ledger** tracking:
  - a. Approved funds
  - b. Actual expenditures
2. The ledger should be updated regularly and reviewed semi-annually by the Overall Coordinator.

## Inventory Management

1. All purchased equipment, tools, or reusable materials must be **catalogued** and stored properly.
2. Clubs must maintain an **Inventory Register** (digital/physical) listing:
  - a. Item name
  - b. Purchase date and vendor
  - c. Quantity and location
  - d. Custodian or responsible member
3. Inventory must be reviewed at least once every semester and shared with the SCDC and Faculty Advisor.

## Inter-Club Borrowing of Inventory

1. Clubs may borrow items or equipment from other clubs, subject to mutual agreement.
2. A formal email must be sent to the owning club clearly mentioning:
  - a. The item(s) requested
  - b. Purpose of borrowing
  - c. Duration (start and return dates)
3. The email must include **the SCDC and SAC presidents** in CC for transparency.
4. Upon written approval from the owning club, the items will be officially handed over for the agreed duration.
5. Borrowing clubs are fully responsible for the safe usage, maintenance, and timely return of the borrowed items.

# Article XIII: Accountability and Penalties

## 1. **Accountability**

All clubs must adhere to the constitution's rules. Breaches will be addressed to maintain fairness and integrity.

## 2. **Types of Breaches**

Examples include unauthorised financial use, events without approval, inventory mismanagement, late reports, or conduct violations, including any events like Invenio or Stream.

## 3. **Penalty Mechanism**

### a. **First Offense:**

- i. A formal **warning letter** will be issued to the club's Faculty Advisor and Coordinators.
- ii. Deduction of Science Club League points:
  1. **20 points** deduction for minor infractions (e.g., late reports, small procedural lapses).
  2. **50 points** deduction for serious offences related to **fund misuse**.
- iii. Mandatory corrective actions.

### b. **Second Offense:**

- i. Temporary suspension of club activities for up to one month.
- ii. Freeze on fund disbursements.
- iii. Deduction of 50 points in Science Club League points.

### c. **Third Offense:**

- i. May lead to **suspension of club activities** under SAC and **escalation to the Dean's Office** for further action.
- ii. A **formal investigatory committee** will be constituted comprising:
  1. **Overall Coordinator of Science Clubs**
  2. **Club's Faculty Advisor(s)**
  3. **2 members from the SSC core team.**
  4. **SCDC and SAC President**
  5. **CSA Science Activity Representative**
  6. **Associate Dean of Student Affairs**
  7. **Dean of Student Affairs**
- iii. The committee will assess the nature, frequency, and severity of the violations.
- iv. **Core team members, and project leads** involved may be called for questioning and clarification.
- v. Depending on the findings, the committee may recommend:
  1. Club probation
  2. Freeze on future funding

3. Temporary or permanent suspension of the club
4. Restriction from participating in SAC activities
5. Individual-level disciplinary actions (if required)

**Note:** The final decision will be communicated to all concerned parties, and the club will be expected to cooperate fully with the investigation process.

d. **Appeal Process**

Written appeals may be submitted within 7 days. A committee, including the SCDC, SAC President, Faculty Advisors, CSA Science Representative and DoSA, will review appeals. The decision is final.