

**Manual for**  
**LBC CLUBS**

**RULES & REGULATIONS**  
**2018**



**LALBABA COLLEGE**

*Published by:*

**The Principal  
Lalbaba College  
117, G.T. Road,  
P.O.- Belurmath,  
Howrah – 711202**

**Rules & Regulations prepared by:  
Dr. Chhatradhar Das  
Department of Physics  
Lalbaba College**

**Rules & Regulations approved by:  
The Governing Body  
Lalbaba College**

**Copyright © Lalbaba College**

**Printed at: IQAC Indoor facility**

**Price: Nil**

## ***Words from Principal***

It is my noble pleasure that I have been able to set up different Clubs in Lalbaba College with the cooperation of all staff members and students, for whom the new venture is devoted. After assuming the Chair of Principal in Lalbaba College, I was inspired to set up a broad educational mission: to develop the “whole student” through extra-curricular involvement in the college. Clubs, in an educational Institution, nurture students in diversified ranges --- socially, professionally, culturally, in personal development, leadership skill and in public services. I dream to explore hidden talents of the students by involving them in different clubs of Lalbaba College.

Here, the scope of extra-curricular activities is not only for entertainment but also allows to gain improved skill. Thus Clubs in Lalbaba College is going to open a new destination along with usual academic success. I remain grateful to Dr. Chhatradhar Das, Convener, Steering Committee of LBC CLUBS for his untiring effort in formulating the regulations as well as setting up of Clubs in the college. I also remain thankful to all others for their valuable suggestion in improving the performance of these Clubs.

**Date: 06-01-2018**

**Dr. Sanjay Kumar  
Principal, Lalbaba College**

## **P r e f a c e**

It is my humble privilege to write a preamble on LBC Clubs. Prior to its debut in 2018, Lalbaba College started a single journey in the name of “**Discussion & Debate Club**”, in short “D&D Club”, for capacity building and enhancement of skills of the students by organizing various seminars, debates etc. that would have been held to encourage students, teachers and staff of the college towards a new venture on extra-curricular activities in the college. And I was fortunate to conduct those programmes as founder of “D&D Club”. However, the LBC Clubs come into existence with the enthusiastic zeal of our Principal Dr. Sanjay Kumar who dreams to find students equipped in diversified ranges of their individual interest. This Club Manual aims to apprise readers about ‘LBC Clubs’, its purpose and objectives, activities, the guiding committee and so many related matters to project a vivid picture about the clubs. We have been trying to bring all students under the roof of LBC Clubs in search of picking up pebbles to transform into diamonds. I remain grateful to our revered Principal for entrusting me with the task of nurturing these Clubs. Our endeavour and success rests on those for whom the Clubs in Lalbaba College are devoted. We solicit suggestions to make LBC Clubs more vibrant.

**Date: 06-01-2018**

**Dr. Chhatradhar Das,  
Convener, Steering Committee,  
LBC CLUBS.**

# Contents

<b>Sl. No.</b>		<b>Page Nos.</b>
<b>1.</b>	Introduction	06
<b>2.</b>	Objective	06
<b>3.</b>	Steering Committee	07
<b>4.</b>	Composition of the Steering Committee	08
<b>5.</b>	Tenure of the Steering Committee	08
<b>6.</b>	Activities of Steering Committee	08
<b>7.</b>	Construction & management of Club	09
<b>8.</b>	Composition of Club Committee	09
<b>9.</b>	Student Members	10
<b>10.</b>	Activity of Club – Committee	10
<b>11.</b>	Fund Allocation	11
<b>12.</b>	Prize	12
<b>13.</b>	Timings of Club Activities	12
	Part – A	
<b>14.</b>	List of LBC Clubs	13
	Part – B	
<b>15.</b>	Steering Committee for LBC CLUBS	14

## **Guidelines for formation of LBC CLUBS**

### **Introduction**

LBC Clubs can be considered as a bright part of college life for a student towards capacity building and skills enhancement initiatives beyond University curriculum. The students are encouraged to participate in various extra-curricular activities on their own with basic support from the Institute by participating various club activities. A club is a group of students prearranged with a similar interest for a social, literary, athletic, political, or other common purpose which is conducted by a group of teachers of Lalbaba college. Students have the opportunity and choose to join any of these clubs for many reasons including: pursuit of individual interests; career networking opportunities; social commitments; and political as well as environmental activisms. All students are strongly encouraged to join a club to help them enrich their college experience. **Steering Committee** aims to prepare Rules & Regulations for smooth functioning of LBC CLUBS under the guidance of a group of teachers. The Steering Committee provides support, guidance and coordination of activities among different clubs.

### **Objective**

The main objective for organizing a club in college is capacity building and enhancement of skills of a student towards leadership, teamwork, responsibilities for preparing themselves as responsible future citizens.

A list of specific objectives to develop through the club activities are mentioned below:

1. To provide a means by which students can learn how to conduct themselves in a group:
  - a. To have students learn correct parliamentary procedure;
  - b. To have students express their opinions to the group;
  - c. To have students work for goals through group action;
2. To provide a means by which students can learn to take charge of groups by holding leadership in the club.
3. To have students develop an appreciation of club activity.
4. To have students adopt club activity as a hobby.
5. To provide the necessary information and training through the club activity so that students having special interests and abilities in this field,
6. To motivate students to exhibit their talents in various fields.
7. To express their taught with an emphasis on perceptual, technical and artistic skills.
8. To explore and explain their creativeness, to recognize their career opportunities.

### **Steering Committee**

Principal of the College will act as Chairman of the Steering Committee for LBC CLUBS and will nominate Convener and other members.

Vice-President, Treasurer, General Secretary, Cultural Secretary of Students' Council and Accountant and Bursar of the college will be the Ex-Officio member of the Steering committee.

Chairman may include Invitee member(s) as required.

### **Composition of the Steering Committee**

- **Chairman:** Principal of the College.
- **Convener:** Chairman will nominate one teacher as Convener of the Steering Committee.
- **Member:** Chairman will nominate two members from Teaching and one from Non-Teaching staff.
- **Ex-Officio member:** President, Vice-President, Treasurer, General Secretary, Cultural Secretary of Students' Council and Accountant and Bursar of the college.
- **Invitee:** (As required) nominated by the Chairman.

### **Tenure of the Steering Committee**

- Principal of the College may nominate members for Steering Committee of the LBC CLUBS ordinarily for three (3) academic sessions. However, he may extend the period for another academic session(s).

### **Activities of Steering Committee**

- To prepare Rules & Regulations for smooth functioning of LBC CLUBS;
- To approve formation of new club;
- To maintain coordination of activities among different clubs;
- To approve the budgetary allocation for the activities of different clubs;



- To examine the statement of expenditure of different clubs;
- To allot student members for different clubs;
- To approve **Activity Calendar** of different clubs;

### **Construction & management of Club**

- Already 21 (Twenty-one) clubs have been formed on the basis of the proposal placed by the teachers of Lalbaba College.
- Each teacher is required to opt himself/herself as Coordinator or Assistant Coordinator or member of any one of the clubs.
- New club can be formed by any teacher who has not engaged himself/herself in the clubs already formed, subject to the approval of the Steering Committee.
- Nearly 200 students will be provided to each club by the steering committee for students' developmental activities / community work towards the uplift of the students in general.
- In case of non-availability of Coordinator/ Assistant Coordinator for any Club, members of the respective Club may select Coordinator/ Assistant Coordinator from amongst themselves in its first meeting convened by the Chairman.

### **Composition of Club Committee**

- Principal of the College will act as Chairman of each Club–Committee.
- Coordinator & Asst. Coordinator will jointly operate the club activities.

- General Secretary, Cultural Secretary and one cabinet member (duly nominated by the Principal of the College) of Students' Council will act as Ex-officio member of the Club Committee.
- Two Teacher member (other than Coordinator/ Asst. Coordinator of a club), if opted.
- Each club may include invitee member(s) as required.

### **Student Members**

- Each student is required to involve himself/herself as a member of any one club as per his / her choice. However, if any student found not enrolled himself/ herself with any one of the clubs, the Steering Committee will select him/her for a specific club member.
- No fees will be levied for membership.

### **Activity of Club – Committee**

- Coordinator will convene meeting of the respective club committee in consultation with the Chairman. In case of absence of the Coordinator, Asst. Coordinator is empowered to convene the meeting subject to the approval of the Chairman.
- Each Club may prepare its own rules for smooth running of the club. But it should not contradict the main outlook/Rules & Regulations of LBC CLUBS prepared by the Steering committee. This rule should be produced to the Steering Committee for approval.
- **Activity Calendar** should be prepared for a session in its first meeting and it should be approved by the Steering Committee.
- Each club will act independently with a mission to improve students' capacity, efficiency, personality, community feelings, sincerity, punctuality & discipline.
- Estimated cost of expenditure is to be prepared.

- To issue notice or sending of SMS alert for attending the club activity.
- To record attendance of student members.
- Activity Calendar should be uploaded to the web after getting approval from the Steering Committee.
- To preserve the recording of the students' activities of a particular session and to prepare a photo gallery.
- To maintain the statement of expenditure of the club.
- Expenditure statement should be produced at pre-hand before the commencement of activities for new session.
- Web page & WhatsApp group is to be prepared for each club for displaying Notice Board, Photo Gallery and important information.
- Any modification of above rules may be proposed in writing to the Steering Committee.

### **Fund Allocation**

- A fund will be allocated for each Club for a session for conducting the Students' Council activity throughout the session.
- Fund may be used for organizing different activities. It includes the cost of tools (if needed), cost of Tea & Snacks etc. for all the members of the Club including student members. If any club requires special tools, the concerned Club may approach to the Steering Committee.

### **Prize**

- Club Committee may select three (3) students as **Performers of the respective Club** for a session for awarding prizes in different club activities.
- Prizes will be given in the prize distribution ceremony at the time of Annual Function of Students' Council.
- The cost of prizes will be borne separately by the Students' Council.

### **Timings of Club Activities**

Preferably on Saturday 2<sup>nd</sup> half

## Part - A

## List of LBC Clubs

Sl. No.	NAME OF THE CLUB	COORDINATOR	ASSISTANT COORDINATOR	MEMBER (TEACHER)
1.	<b>CINE CLUB</b>			
2.	<b>CRAFT &amp; DRAWING CLUB</b>			
3.	<b>DANCE CLUB</b>			
4.	<b>DISCUSSION &amp; DEBATE CLUB</b>	DR. CHHATRADHAR DAS	DR. RUMA DAS	
5.	<b>DRAMA CLUB</b>			
6.	<b>ECO CLUB</b>			
7.	<b>EXCURSION &amp; ADVENTURE CLUB</b>	PROF. NIDHI CHOWDHURY	PROF. MILAN KANTI DAS	
8.	<b>HEALTH &amp; FITNESS CLUB</b>	PROF. DEBOLINA MUKHERJEE	PROF. KUHELIKA BAG	
9.	<b>LANGUAGE CLUB</b>	PROF. MRINAL SARKAR		
10.	<b>LITERACY CAMPAIGN CLUB</b>	PROF. PRIYANKA SAHA	PROF. SOMA SARKAR (SR.)	
11.	<b>MEMORABLE DAY CELEBRATION CLUB</b>	PROF. SANHITA GHOSH	PROF. BINGSHATI SARKAR	PROF. ARUNDHATI GANGULY
12.	<b>MUSIC CLUB</b>	DR. SOMA DAS	DR. JAYANTI CHAKRABORTY	
13.	<b>NEWS CLUB</b>			
14.	<b>PHOTOGRAPHY CLUB</b>			
15.	<b>QUIZ CLUB</b>	PROF. JAGANNATH BISWAS		
16.	<b>READING &amp; CREATIVE WRITING CLUB</b>	PROF. ASOKA BHATTACHARYA	PROF. PRITI SINHA	
17.	<b>RECITATION CLUB</b>	DR. KALYAN MAJUMDER	DR. MALA ADITYA	
18.	<b>SOCIAL WELFARE CLUB</b>			
19.	<b>SPEECH &amp; EXTEMPORE CLUB</b>	PROF. JAYASREE BOLER	DR. INDRANI DEY	
20.	<b>SPORTS CLUB</b>	PROF. RAKESH MONDAL	PROF. SOMNATH PAUL	
21.	<b>YOUTH CLUB</b>	PROF. DEBASIS GHOSH	PROF. SUMITA BHARATI	

**Part - B****Steering Committee for LBC CLUBS  
(Session: 2018 – 19, 2019 – 20, 2020-21)**

<b>Chairman</b>	Principal	Dr. Sanjay Kumar,
<b>Members :</b>	Nominated members	Dr. Chhatradhar Das (Convener), Dr. Ajit Kumar Singh Prof. Soumik Kanti Ghosh, Sri Amar Kumar Dolui,
	Ex-officio members	GS, Students' Union Cultural Secretary, Students' Union Sri Nikhil Krishna Roy, Accountant, Lalbaba College Prof. Gopal Roy, Bursar, Lalbaba College
	Invitee Members	Prof. Jayasree Boler Dr. Kalyan Majumdar Prof. Nidhi Chowdhary