

कुलसचिव कार्यालय
(सामान्य प्रशासन)

Ref. No. IIT(BHU)/GAD/3(73)/Societies-Professional Body/Gen./3265

Office of the Registrar
(General Administration)

Date: 17.02.2023

NOTICE


Subject: Guidelines for Student Chapter at the IIT (BHU) –reg.

This is to notify that the guidelines for opening Student Chapters, of a professional Society in a Departments/School of the Institute as under:

1. The amount in favour of the Institute Society chapter will be deposited in the Institute Development Fund.
2. The Account of the Society will be operated jointly by Faculty Advisor (Chairman of the Society), President of the Society (from Student Committee) and Treasurer of the Society. The signatures of all the three are required for any financial request to the Institute.
3. Advances can be taken by the Society chapter signatory, as mentioned above. The faculty advisor of the chapter will be responsible for settling all the advances within the Financial year.
4. All the other expenditure i.e. Seating Charges, TA/DA etc. must be as per the Institute norms.
5. The contributor of committee/change in the committee (with list of members) should be mandatorily informed to the Institute (Registrar, IIT (BHU)).
6. When new committee will take over the responsibility of the chapter, the outgoing committee, will submit audited account statement duly forwarded by the Faculty Advisor to the new committee, with a copy to the Registrar. The audited account statement would be required for obtaining No Dues from the Institute (Registrar, IIT (BHU)) by the student/faculty committee members.
7. If such a society chapter is going to be closed then its account should be properly audited within one month. This may be properly followed-up after the closure report served by the society chapter to the Administration.

All the concerned are requested to follow above guidelines while sending proposal for opening the student Chapters


This issues with the approval of the Competent Authority.

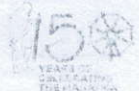

17/02/23
Joint Registrar (Admin.)-II

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Copy forwarded to the following for information and necessary action:

1. All the Deans
2. All the Associate Deans
3. All the Heads of Departments/Coordinators of Schools
4. The Coordinators/Incharge of Units/Centers/Offices
5. All the Professor In-charges
6. The Chief Councillor, Gymkhana 





कुलसचिव कार्यालय

(सामान्य प्रशासन)

7. The Chairman, Institute Works Department
8. Professor In-charge, Main Library
9. The Coordinator, IIT-Cafeteria
10. The Chairman, Council of Wardens
11. The Chairman, Web Management & E-mail Services Committee -
12. The Chairman, Press & Publicity Committee
13. The Coordinator, GTAC
14. The Joint Chief Proctor
15. All Admin. Wardens/Wardens, IIT(BHU)-Hostels
16. All the Joint Registrars
17. All the Assistant Registrars
18. P.S. to the Director
19. P.A. to the Registrar

Indian Institute of Technology (Banaras Hindu University).

[Handwritten Signature]
17/102

Joint Registrar (Admin.)-II

Office of the Registrar
(General Administration)