MODEL COMPOSITION OF SAC

Governance Structure of SAC

Oversight Authority

The Vice-Chancellor, serving as the Chief Coordinator of Student Welfare, holds the highest oversight responsibility for the Student Activity Center (SAC). All SAC activities, decisions, operations, and committees function under the direct guidance and supervision of the Vice-Chancellor.

Administrative Leadership

The Vice-Chancellor is supported by the:

- SAC Coordinator (Operational Head of SAC)
- SAC Co-coordinators- roles ensure execution, management and monitoring of SAC functions on a day-to-day basis.

SAC Committee

The SAC Committee ensures balanced participation of administrators, faculty and students to promote transparency, inclusivity and efficiency.

University Leadership Members

- Vice-Chancellor – Chief Coordinator of Student Activity Center & Overall Head of SAC.
- Registrar of MITS Deemed to be University
- Deans of various schools

Faculty Members

Faculty representation ensures guidance, monitoring, and policy compliance.

Position	Responsibilities
SAC Coordinator	Coordinates all SAC events, maintains records and implements Executive Council decisions.
SAC Co-coordinators	Assist in planning, scheduling, organizing events and activities.
Faculty Advisors	Plan and execute club specific activities under SAC guidelines.

Student Representatives

Representatives ensure student-driven governance and activity planning:

- SAC President / Senior Vice-President/General Secretary (Elected)
- Vice Presidents (From all the departments of both UG and PG Programmes)
- Treasurer (Manages activity funds under faculty supervision)
- Student Club Coordinators for all the 14 clubs of SAC.
- Event Organizers (One or two per department)

Faculty Coordinators & Student Coordinator for the AY (2025-26):

S.No	Name of the Club	Faculty Coordinators	Student Coordinator	Contact Number
1	Arts & Cultural Club	Mr. Y. Pradeep Kumar	M. Harsha Vardhan	8143767320
2	Film Makers Club	Mr. K. Md.Riyaz Ali	P. Sohith Reddy P. Meghana	6309713619 8247015236
3	Sports Club	Dr. C. Damodharan	V. Wazid	8247432448
4	MSR Club	Mr. B.S.H. Shayeez Ahamed	S. Janardhan Yadav	9949847100
5	Web Club	Dr. R. Nidhya	V. Dinesh Kumar R. Divya Sree	6304038756 6305690838
6	Tech Club	Mr. D. Abdul Jaleel	Syesd Mushtaq Ahamed M Naganandini	8309667680 9885102775
7	Coding Club	Mrs. Komala Anamalamudi	Geethika TV	9441395117
8	Builders Club	Dr. K. Imran	Vandadi Shivani	8523815918
9	Literary Club	Mr. T. Rama Mohan	Varshini Rasineni S.Tabrez Basha	6301272700 9390487698
10	Yoga & Meditation Club	Mr. K. Manju Vikram	S Leela Narasimha Venkat	6305696086
11	SKILL BEE Club	Mr. K. Durga Charan	Chakala Hanish Kumar	8125409248
12	Anchors Club	Mr. Narasimha Charlu	M Keerthana Evanjilin	8897983614

| 13 | Entrepreneurship Development Cell | Dr. Kosaraju Sireesha | M. Pothan Rama M. Murari | 6305710028 9989051606 |
| 14 | Drone Technology Club | Mr. P. Mohammed Rizwan Ali | Shaik Mohammad Thaheer | 7680893631 |

Roles and Responsibilities of SAC Committee

Governance & Compliance

- Ensure SAC aligns with university policies and UGC/NEP guidelines.
- Maintain discipline, inclusivity and safety in all activities.
- Approve club formation, event proposals, facility us, and budgets.

Activity Planning & Execution

- Facilitate cultural, sports, technical, literary and social events.
- Oversee planning of fests, competitions, hackathons and outreach programs.
- Promote leadership, teamwork, innovation and campus vibrancy.

Student Welfare & Engagement

- Act as a communication channel between administration and students.
- Address student needs related to activities, wellness, and recreation.
- Promote opportunities for holistic development.

Financial Oversight

- Review and approve yearly SAC budgets.
- Monitor transparency in fund allocation and event expenditure.
- Ensure annual audit and compliance with university financial norms.

Structural and Operational Features

Representation and Inclusion

- Balanced representation from all departments.
- Inclusive participation across gender, discipline and background.
- Defined term limits (1 Academic-Year) for student office bearers.

Transparency Measures

- Mandatory meeting minutes and event reports.
- Periodic performance reviews of clubs and committees.

Election & Nomination Process

- SAC student leadership elected annually as per university guidelines.

- Faculty coordinators nominated by competent university authorities.

Alignment with Institutional Goals

This model composition supports:

- Holistic student development

- Outcome-based extracurricular engagement

- Leadership and team building

- Compliance with UGC, NAAC, and NEP 2020 expectations.

Student Activity Centre (2025-26)

STUDENT ACTIVITY CENTER

Dr. C. YUVARAJ, VICE CHANCELLOR	CHEIF COORDINATOR
Dr. G. REDDY HEMANTHA, ASSISTANT PROFESSOR, DEPARTMENT OF ECE	COORDINATOR
Mr. V. NAVEEN, ASSISTANT PROFESSOR, DEPARTMENT OF CST	CO-COORDINATOR
Mr. B. S. H SHAVEEZ AHAMED, ASSISTANT PROFESSOR, DEPARTMENT OF CSE (AI&ML)	CO-COORDINATOR

Designation	Student Name	Department	Roll Number	Mail ID	Contact Number
PRESIDENT	VIJAPURAM HARSHAVARDHAN	CSE	22691A0571	22691A0571@mits.ac.in	7670822609
Sr. VICE PRESIDENT	K. JAYARAM REDDY	CAI	22691A3161	22691A3161@mits.ac.in	7981955627
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	S.MOHAMMED JAVID		25MRD00045	25MRD00045@mits.ac.in	9390350426
	K.MANASA		24691F00D8	24691F00D8@mits.ac.in	7569382024
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	M. THOHITH KUMAR REDDY		25MRB01028	25MRB01028@mits.ac.in	9121826174
	K. VISHNU VARDHAN	MTech - ECE	25MRB02018	25MRB02018@mits.ac.in	9912307927
	K. AMARNATH		25MRB02001	25MRB02001@mits.ac.in	9676857964
	G. VIMALA		25MRB02019	25MRB02019@mits.ac.in	8328314851

Student Activity Center (SAC) Committee

To strengthen the Institution's contribution to the Student Activity Center an exclusive Committee is constituted comprising of the following members,

S. No	Name	Designation	Position
1	Dr. C. Yuvaraj	Vice- Chancellor	Chief Coordinator
2	Dr.G. Reddy Hemantha	Assistant Professor/ECE	Coordinator
3	Mr.V.Naveen	Assistant Professor/CST	Co-Coordinator
4	Mr.B.S.H. Shayeez Ahamed	Assistant Professor/CSE(AI&ML)	Co-Coordinator
5	Dr. D. Pradeep Kumar	Registrar / PAARC /NAAC Chief Coordinator	Member
6	Dr. P. Ramanathan	Principal	Member
7	Dr. C. Kamal Basha	Vice-Principal/Administration	Member
8	Dr. Chandra Prakash Gupta	Dean-School of Computing	Member
9	Dr. Rama S Komaragiri	Dean-Academics	Member
10	Dr. Dipankar Roy	Dean - School of Engineering	Member
11	Dr. Sremmant Basu	Dean-Administration	Member
12	Dr. Bhanu Sree Reddy	Dean-School of Management	Member

Tenure

- Faculty members: **2 years**, extendable by one term.
- Student representatives: **1 academic year**.

Meetings

- The SAC Committee shall meet **at least once every semester** (twice a year).
- Emergency meetings may be convened by the Chief Coordinator as required.
- Quorum: **50% of members** including Chairperson/Member Secretary.

Functions & Responsibilities

1. Formulate guidelines for student club activities.
2. Approve student-organized events, fests, sports meets and cultural programs.
3. Recommend annual Student Activity Budget and oversee expenditure.
4. Ensure inclusivity, gender sensitivity and adherence to the Code of Conduct.
5. Oversee student participation in Inter-University/State/National competitions.
6. Review student grievances related to SAC facilities and activities.
7. Encourage initiatives aligned with UN SDGs and community engagement.
8. Submit annual report of SAC activities to the Vice-Chancellor & Governing Body.

Reporting

The SAC Committee reports to the **Vice-Chancellor**, a summary of SAC activities will be included in the **Annual Report** and **IQAC documentation** (for NAAC/NBA compliance).

Student President Selection and Rules
Merit & Interview Based Selection

1. Eligibility Criteria

To be shortlisted, a student must have a **Minimum Academic Performance** as given below:

- No active backlogs.
- At least 75% cumulative marks.
- 75% of attendance in both odd and even semesters in previous AY.
  Active participation in:
    - College events, clubs, or NSS/NCC (Proofs to be enclosed)
    - No record of disciplinary action.
    - Strong communication and leadership skills (to be tested in the interview).

2. Selection Process

Step 1: Call for Applications

- Notify eligible students via circular/email.
- Applicants submit a **form with CV and a statement of purpose** (why they want to be Student President).

Step 2: Screening

- Principal and SAC coordinators verify the eligibility.

Step 3: Interview

- **Selection Committee Members**:
    - Vice-Chancellor
    - Registrar
    - Student Activity Coordinators (Faculty)
- **Evaluate on:**
    - Leadership qualities (25%)
    - Communication skills (25%)
    - Vision for student activities (15%)
    - Past contribution to college (15%)
    - Ideas for future SAC activities (20%)

Step 4: Appointment

- Selection Committee recommends top candidate.
- Vice-Chancellor issues appointment order.

3. Roles and Responsibilities

- Be the Student President of the college.
- Chair Student Council meetings.
- Lead planning of student events (All institutional SAC events, club activities, cultural fests, technical fests, etc.).
- Communicate student concerns to SAC Faculty Coordinators constructively.
- Motivate students to participate in co-curricular and extracurricular activities.
- Coordinate with Vice-President, Secretary, Treasurer, and Student club Coordinators.

4. Code of Conduct

- Act as a role model in academics, behaviour, and discipline.
- No misuse of position for personal interests or political activities.
- Maintain confidentiality in sensitive matters.
- Cooperate fully with SAC faculty Coordinators.

5. Term of Office

- Tenure is exactly one (1) academic year, after period the position expires automatically at the end of academic year.
- Early termination possible for misconduct, poor performance, or resignation (Principal's discretion). The Appointment order is revoked deciding to early termination of the position under the instance of violation of code of conduct.

6. Removal Procedure

- Written complaint received against the incumbent is reviewed by a committee constituted by the principal.
- If validated, the principal issues a show cause notice.
- If the response is unsatisfactory, the student is removed from the position of Student President.

7. Benefits of the Position

- Certificate of Leadership signed by the principal issued during Annual Day.
- Recognition during college events and in magazines.
- Opportunity to represent college in internal/external student forums.

Preamble

Intellectual Innovation, social engagement and universal sustainability demand the students to groom their diverse values, communication skills and hidden talents. These diverse values would complement the academic and co-curricular streams of the institution.

Hence, club activities play a pivotal in transforming students' passion and hobbies into socially skills desirable for the present global demands. With more self-efficacy, students would get an opportunity to enhance their performance skills in diverse social scenarios.

Student clubs will take forward all activities under Student Activity Center (SAC).

Purpose

The Student Activity Center (SAC) serves as a hub for student engagement, leadership development, cultural enrichment, sports & recreation, innovation, and community outreach, in line with the UGC mandate for holistic student development in Deemed to be Universities.

Vision

To create a vibrant, inclusive and holistic student ecosystem that fosters leadership, creativity, innovation and well-being.

Mission

- Promote cultural, technical, social, and sports engagement.
- Encourage leadership through structured student representation.
- Ensure alignment with UGC, NEP 2020 guidelines for holistic development.
- Provide safe, accessible and student-friendly facilities and activity spaces.

Governance & Organizational Structure

Oversight Authority

The Student Activity Center (SAC) functions under the direct leadership of the Vice-Chancellor, who serves as the Chief Coordinator of Student Welfare.

A **SAC Committee** shall be constituted, including

Responsibilities of SAC Committee

- Plan and oversee all SAC activities and events.
- Approve budgets and facility use.
- Ensure compliance with university regulations.
- Review performance of student clubs and societies.
- Ensure safety, inclusivity and discipline.

Scope of SAC Activities

The **SAC** is the **heart of student life on campus** — a vibrant hub where creativity meets innovation, and talent meets opportunity. With **14 dynamic clubs**, SAC encourages every student to explore their **passions, showcase skills, and grow beyond academics.**	LOGO

Our Clubs

Arts & Cultural Club – Celebrate creativity, culture & traditions.

Film Makers Club – Craft stories through the lens.

Sports Club – Nurture fitness, teamwork & sportsmanship.

MSR Club – Promote Social responsibility.

Web Club – Build and explore the digital world.

Tech Club – Drive innovation with technology.

Coding Club – Shape the future with code.

Builders Club – Create, design & innovate solutions.

Literary Club – Inspire through words and ideas.

Yoga & Meditation Club – Balance body, mind & soul.

Skill Bee Club – Sharpen life & professional skills.

Anchors Club – Lead events with confidence & charm.

Membership & Eligibility

- All students, faculty and staff of MITS Deemed to be university are automatic members of SAC.
- Access is through a valid University ID card.
- External visitors/alumni require prior approval from SAC Coordinator/Competent Authority.

SAC Facilities & Infrastructure

SAC may include the following:

- Indoor & Outdoor Sports Courts
- Gymnasium, Yoga/Fitness Rooms
- Auditorium/Seminar Halls/Scale-Up room
- Innovation Labs
- Discussion Spaces
- Cafeteria / Recreation Zones
- Lounge and Meeting Areas

Use of Facilities

- Facilities must be booked in advance through the SAC Coordinator.
- Priority will be given to institutional, academic and student-organized club events.
- Commercial or external use requires approval from the Registrar/Competent Authority.
- Users are responsible for cleanliness and safety of the facilities.

Student Clubs & Activity Approval Process

Registration of Clubs

1. Submit club proposal form to SAC Committee.
2. Faculty coordinator and student coordinator must be identified.
3. Committee approval required for activation.

Organizing Events

1. Submit event proposal ≥ 5 days before date.
2. Get approvals for:
   - Venue
   - Budget
   - Sponsorship (if any)
   - Safety/security plan
3. Final report must be submitted within 2 days post-event.

Code of Conduct

All participants must adhere to the University Code of Conduct.

Violations include:

- Political or unlawful activities
- Discrimination or harassment
- Possession/use of alcohol, drugs, or prohibited substances
- Damage to property
- Misuse of facilities
- Violation of gender-sensitivity guidelines

Financial Management

Budgeting

- SAC budget shall be allocated from university funds and student activity fees.
- Individual events must submit a cost estimate.

Approvals

- All expenditures must be approved by the SAC Chief Coordinator and audited annually.
- Sponsorships for events must comply with university financial policies.

Audit

- Annual financial audit mandatory for transparency.

Safety & Security Protocol

- Mandatory fire safety compliance in all SAC facilities.
- First-aid kits and emergency response plans must be maintained.
- CCTV monitoring in public areas for safety.
- All large events must follow Risk Management Guidelines and require security clearance.

Monitoring, Review & Reporting

Activity Reporting

- **Clubs must submit:**
  - Annual activity plan
  - Monthly progress report
  - Event-wise documentation

Performance Review

- SAC Committee reviews club performance annually.
- Inactive clubs may be dissolved or merged.

Recognition & Awards

SAC will recommend students/clubs for,

- Appreciation to Student President, Vice-Presidents, Student Club Coordinators and to Event Organizers.
- Cultural / Sports / Technical Excellence Awards.
- To be awarded during Student Investiture Ceremony of SAC, Freshers Day and Annual Day of MITS Deemed to be University.