

## ECA and Societies Guidelines of functioning for session 2024-2025

### **B. Duties and work allotment :-**

Delhi School of Journalism has been experimenting with certain ideas to smoothen its academic as well as ECA and Societies functioning. The requirement has resulted in view of the skeletal ministerial staff and only guest faculty to meet the teaching and other academic demands of the Five Year Integrated Programme in Journalism (FYIPJ). The procedure and practices has emerged from the deliberations done by the faculty at different times and has become the core guiding lines of functioning. Based on these and the other pressing demands discussed in Interim Advisory Council following procedure for functioning are here by adopted.

#### **1. There will be One Coordinator of Societies/ECA and One faculty advisor for each society of ECA and they will perform following functions.**

1. Coordinator of Societies and ECA will ensure the smooth functioning of Extra Curricular Activities with the help of All Faculty Advisor of societies.
2. Each Faculty advisor of society will ensure communication and conduct of weekly Societies activities /cultural activities in consultation with ECA/Societies Coordinators and Director Sir.
3. The program of each society will be through proper channel :-  
Student representative/Convenor > Faculty Advisor > Coordinator of ECA Societies > Honorary Director.
4. Events like Orientation, Fresher's Welcome, Farewell, Foundation Day and Annual Fest will be conducted through ECA and Societies committees only.
5. The participation of all societies will be expected in each event conducted of respective societies.
6. For ECA related NOC for students will be followed by the same proper channel given in point number 3.
7. Faculty Advisor will ensure the equal participation of each member of respective society for any inter college or intra college event.
8. Faculty Advisor will ensure and submit the detailed report of each event done by respective society to the Coordinator of ECA and Coordinator of ICT and Website committee (For Facebook, Youtube and DSJ Website) .
9. Application regarding any event should reach before 4-5 days working day through proper channel.
10. If a faculty advisor is relieved from their position for any reason during the session, the ECA Coordinator will assume the role of the advisor for that society until the appointment of the next faculty advisor.
11. To ensure Regular meet of Faculty advisors with their society students members and make minutes of the meeting.

12. Achievements of any societies students must come to the knowledge of ECA Committees and website committee too.

Note:

1. Coordinator of ECA Societies and All the Faculty advisors of Societies are required to meet regularly with Honorary Director and submit a report based on the roles assigned.

*B/G*  
27.02.2025  
Prof Bharati Gore  
Honorary Director, DSJ

*M. H. V. K.*  
27.02.2025