

University School of Information & Communication Technology
Guru Gobind Singh Indraprastha University
(Sector-16C, Dwarka, New Delhi-110078)

Notice

Subject: Restructuring of Student's Technical Club "TechSpace" in USICT


We are pleased to announce the restructuring of Student's technical club "TechSpace" at USICT, aimed at bridging the gap between academic learning and real-world technology. The club will provide students hands-on experience in hardware, software, and entrepreneurship, fostering innovation and collaboration.

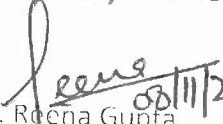
The club will focus on enhancing employability and contributing to the university's technical environment. All faculty members are encouraged to support the club's success.

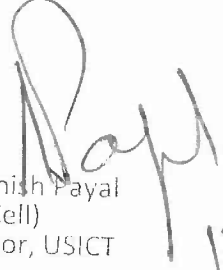
The faculty advisors of respective clubs shall form students bodies for clubs, assigning members to oversee and manage the club's activities and functioning.

This is issued with the approval of Dean, USICT.


Faculty Advisers


08/11/2024
Dr. Shiv Ram Meena
(TechSpace)
Assistant Professor, USICT


08/11/24
Dr. Reena Gupta
(ALCOM)
Assistant Professor,
USICT


11/11/24
Dr. Ashish Payal
(TnP-Cell)
Professor, USICT

Chairperson


11/11/2024
Dr. Anjana Gosain
Chairperson, USICT

Copy to:

1. All Deans/Head, USS, GGSIPU
2. All Faculty members of USICT
3. Controller of Finance, GGSIPU
4. All Directors, GGSIPU
5. All Jr. Registrar, Dy. Registrar, Branch Heads, GGSIPU
6. A.R. to Honorable Vice Chancellor, GGSIPU
7. Office of Pro. Vice Chancellor, GGSIPU
8. In Charge Server Room for Uploading on University Website
9. Librarian
10. Chief Warden
11. Warden GH-1, GH-2
12. Warden BH-1, BH-2
13. Head of the Proctorial Board
14. Bank Manager, Indian Bank, GGSIPU
15. Guard File

12/11/2024
12/11/2024

ARTICLE 1: NAME OF TECHNICAL CLUB

TechSpace

*Elevating Innovation, Empowering Entrepreneurs, and
Advancing Technology Culture!*

TechSpace, an acronym for Technology Arena, is a dynamic platform that enables students to dive deep into the realms of technology, learning, and innovation. Our mission is to cultivate a strong coding environment, encourage innovation, support entrepreneurial growth and cultivate a peer learning environment. We emphasize technical skills and develop a broader technological ecosystem.

TechSpace strives to be the nucleus of a thriving technological society, providing students with the resources and environment to explore, innovate, and succeed.

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ARTICLE 2: PURPOSE OF TECHNICAL CLUB

Techspace is a student-driven technical club at USICT dedicated to fostering academic growth and enhancing technical skills among students. Our primary mission is to bridge the gap between theoretical knowledge and practical application by offering a platform for innovation, collaboration, and skill development.

Our activities are aimed at bringing together the technology and science community within the college, creating opportunities for students from all streams and programs to engage in interdisciplinary learning. TechSpace offers a wide range of technical events, workshops, hackathons and contests that cater to diverse interests. These include programming contests, app development sessions, robotics and circuitry challenges, seminars, workshops on different technical domains, etc aimed at enhancing both technical expertise and employability. Many more such activities and events will be organized to foster creativity, leadership, innovation, and technical growth.

By organizing such diverse activities, Techspace aims to nurture a community where students can grow academically while gaining hands-on technical experience. The club's ultimate goal is to unite like-minded individuals to collaborate, innovate, and contribute to the advancement of technology and science at USICT.

TnP Cell and ALCOM will also organize events in their respective domains to foster technical interest among the students.

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ARTICLE 3: MEMBERSHIP

1. Open Membership:

Membership in TechSpace is open to all students of the University School of Studies (USS), regardless of their program or department. Students from diverse disciplines are encouraged to join and contribute to the vibrant community of learners and innovators. Members will have access to all events, workshops, seminars, and competitions organized by TechSpace.

Note: Membership of ALCOM and TnP will be governed and managed by their respective team. All the members of TnP and ALCOM will also be members of TechSpace.

2. Types of Members:

- **General Members:** Open to all USS students who wish to participate in TechSpace's events, workshops, and seminars.
- **Executive Members:** Restricted to undergraduate students from USICT who will manage TechSpace, ALCOM and TnP including overseeing operations, organizing events, and leading initiatives.

3. Eligibility for Managing Roles:

While membership is open to all, the management roles within TechSpace will be held exclusively by undergraduate students from the University School of Information and Communication Technology (USICT). These students will be responsible for leading the club's activities, planning events, and coordinating initiatives that align with TechSpace's goals.

4. Responsibilities of Members:

- **General Members:** Attend and participate in TechSpace events, contribute to projects, and events and uphold the values and mission of the club.
- **Executive Members:** In addition to the above, executive members will take on leadership roles, assist in decision-making processes, and ensure the smooth functioning of the club's activities. They will also be responsible to manage all the documentation of the club.

5. Membership Benefits:

- Access to exclusive workshops, competitions, and technical training.

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- Networking opportunities with like-minded peers and professionals in the tech industry.
- **Members** will receive 2 academic credits for their participation in TechSpace, acknowledging their contribution to extracurricular technical learning.
- Members of ALCOM, TnP and E-Cell will also get credits through Techspace

Note: To earn credits for TechSpace, members will be required to submit a declaration. This declaration is mandatory requirement and can be found in Annexure 1.

ARTICLE 4: ORGANIZATIONAL STRUCTURE

TechSpace shall be led by a core team of six executive officers, who will work in close collaboration with a team of nine executive members to ensure the smooth functioning and success of the club. The structure of organisation is liable to change subject to need. The core team will lead the club's activities, oversee strategic decisions, and manage administrative responsibilities, while the executive members will focus on specific functional areas of the club.

Core Members:

1. Chairperson

- The Chairperson serves as the chief executive officer of TechSpace.
- Responsible for overall leadership, strategy, and direction of the club.
- Acts as the primary point of contact with the faculty advisor and college administration.
- Responsible for maintaining the club's records, membership database, and ensuring proper documentation of all activities.
- Chairs all meetings and ensures the club operates in alignment with its constitution.

2. Co-Chairperson (CC)

- Assists the Chairperson in executing the club's activities and assumes their duties in their absence.
- Responsible for coordinating with various teams and ensuring smooth communication between core members and executive members.

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- Takes the lead on all projects and events as assigned by the chairperson.

3. General Secretary

- Manages the club's administrative tasks
- Schedules meetings, maintains minutes of the meeting, and manages correspondence.
- Ensures communication between club members and leadership remains transparent and efficient.

4. Joint Secretary

- Supports the General Secretary in managing administrative tasks and documentation and assumes their responsibility in absence of General Secretary.
- Acts as the liaison between the core members and the general members.
- Takes responsibility for handling operational issues such as logistics, event setups, and coordinating with external vendors.

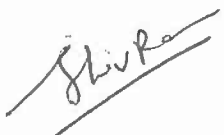
5. Treasurer

- Manages the club's finances, including budgeting, fundraising, and overseeing all financial transactions.
- Coordinates with the college administration to secure funding and sponsorships for events.
- Ensures financial transparency by reporting the club's financial status to the core and general members.

6. Spokesperson

- Serves as the public relations officer, responsible for promoting TechSpace within the university and externally.
- Manages the club's communications, including social media, newsletters, event promotion, and public announcements.
- Acts as the official voice of TechSpace, ensuring clear and consistent messaging across all platforms.

Executive Members:



The Executive Members are selected to support the core team in specific areas of the club's operations. They will be responsible for managing day-to-day tasks, ensuring the smooth execution of events, and assisting the core members in achieving the club's objectives.

ARTICLE 5: ELIGIBILITY CRITERIA FOR BEING MEMBER OF THE STUDENT BODY

1. General Eligibility for Membership:

All students enrolled in the University School of Studies (USS) are eligible to become general members of TechSpace. Membership is open to students from all disciplines who demonstrate a passion for technology, innovation, and collaborative learning.

2. Eligibility for Leadership Positions:

While membership is open to all, leadership positions within the club's Student Body (such as core and executive roles) are only open to students of USICT (University School of Information and Communication Technology) subject to the following eligibility criteria:

- **Application Process:**

All USICT students are eligible to apply for responsible head positions, which include core roles such as Chairperson, Vice Chairperson, Secretary, Treasurer, Spokesperson and other leadership positions within the organizational structure.

- **Appointment by Faculty Advisor:**

The final selection of Collegium Members and Responsible Heads will be made by the Faculty Advisor based on the candidates' qualifications, contributions to the club, and their potential to fulfil leadership duties. This ensures that the club is led by individuals who are not only dedicated but also possess the skills necessary for the role. In case of any dispute the decision made by Faculty Adviser is final.

- **Merit-Based Selection:**

The selection process will be transparent and merit-based. Applicants will be evaluated on the basis of:

- Active participation in TechSpace activities.



- Leadership potential and ability to organize and manage events.
- Academic performance and commitment to the club's mission.
- Communication and teamwork skills.

3. Reapplication and Rotation of Leadership:

- **Tenure of Leadership:** The tenure of responsible heads and executive members will typically last for one academic year.
- New applicants are encouraged to apply for leadership positions each year, ensuring a rotation of fresh ideas and leadership across the club.

ARTICLE 6: VARIOUS DOMAINS OF TECHSPACE

TechSpace is designed to be an umbrella organization that supports and fosters various specialized initiatives. Under its leadership, three distinct clubs will operate, each with its own focus but all aligned with the overarching goals of TechSpace. These clubs work together to enhance the technical, professional, and collaborative growth of students.

1. Training and Placement Cell (TnP)

- The **Training and Placement Cell (TnP)** under TechSpace focuses on enhancing students' employability by organizing career-oriented workshops, mock interviews, resume-building sessions, and connecting students with potential employers.
- TnP Cell plays a crucial role in preparing students for the professional world, helping them develop the skills needed to succeed in job placements and internships. It serves as a bridge between the academic community and industry.

2. Alumni Communication (ALCOM)

- The **Alumni Communication (ALCOM)** club serves as a platform to maintain and strengthen relationships with alumni of the university. This club fosters networking opportunities, mentorship programs, and knowledge-sharing sessions.
- ALCOM helps TechSpace members and the student body connect with successful alumni in various industries, offering guidance, career advice, and support to students as they prepare for their future careers.

3. TechSpace (Core Tech Club)

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- The **TechSpace Core Club** remains at the heart of technological innovation and education. Its primary focus is on organizing technical events, cultural events, hackathons, coding contests, and skill-building workshops that cater to the technological and engineering aspirations of the students.
- The core TechSpace club serves as the driving force behind the development of technical knowledge and collaboration among students. It aims to equip members with practical skills and industry-relevant expertise in fields such as programming, robotics, app development, and more.

Collaboration:

All clubs under TechSpace will work closely with one another to offer a holistic platform for students. The Training and Placement Cell will support the career goals of students, while ALCOM will foster relationships with alumni who can serve as mentors and industry contacts. The TechSpace Core Club will continuously promote technical skill-building, ensuring that students are not only industry-ready but also innovative thinkers.

Article 7: Addition and Deletion of Sub-Clubs in TechSpace

7.1 Addition of Sub-Clubs

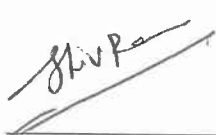
A Sub-Club may be added to TechSpace temporarily for the duration of one academic year. The addition of any club requires the written approval of the Faculty Advisor of TechSpace and the Faculty Advisor of the club seeking inclusion. During this probationary period, the club's performance, activities, and contributions to the technological culture and objectives of TechSpace will be closely monitored.

At the end of the academic year, based on a comprehensive review of the club's performance, a decision will be made to either make the club a permanent part of TechSpace or to discontinue its association. The review will consider the club's engagement, participation in joint initiatives, and alignment with the values and objectives of TechSpace.

7.2 Deletion of Sub-Clubs

The deletion of any Sub-Club from TechSpace also requires the mutual consent of the Faculty Advisor of TechSpace and the Faculty Advisor of the club in question. The process of deletion will follow a similar pattern to the addition process. Any club failing to meet the expectations or objectives set forth during its tenure in TechSpace may be considered for deletion at the end of the academic year.

7.3 Performance Review Criteria



The performance of clubs will be evaluated based on:

- Contribution to fostering a technological environment in alignment with TechSpace's mission.
- The club's active involvement in TechSpace initiatives and events.
- Engagement and participation rates among its members.
- Innovation and growth demonstrated over the probationary period.

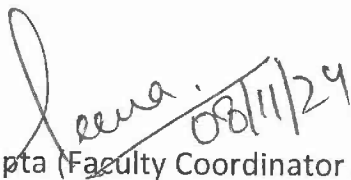
Both the addition and deletion decisions will aim to ensure that all Sub-Clubs within TechSpace contribute positively to its purpose of advancing technological culture and entrepreneurial spirit.



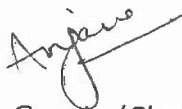
Dr. Shiv Ram Meena (Faculty Coordinator Techspace)



Dr. Ashish Payal (Faculty Coordinator TnP)



Dr. Reena Gupta (Faculty Coordinator ALCOM)



Prof. Anjana Gosain (Chairperson Techspace)