

Cyber Club, St. Anthony's College



Motto: Learn, Teach, Serve

Year of Establishment: 1996

Members: Students of CS Department

About: The Cyber Club was formed by the students of the Computer Science Department of St. Anthony's College in the year 1996. The purpose of the club is to spread computer literacy to rest of the student community of the college, while at the same time enhancing the members' skills at the same time. The club also organizes various competitions and events for the students of the department and the college. The club also organize specific training programmes.

The Outreach Programme targets students from rural areas who do not have opportunity to use computers. The Basic IT course targets for students and staffs of the college who are interested in learning more about computers. The programmes cover the fundamentals of office applications (Windows Operating System, MS Word, MS Excel, and MS PowerPoint) and even internet features like Google Forms.

The club also has Office Bearers. The Office Bearers are chosen through elections.

Office Bearers: President, Vice-President, Secretary, Treasurer and Publicity Manager

Election Rules: Candidates for the following post can only be students who are not holding the post of Department Representative and Assistant Department Representative.

- 1. President** - should be a Final year student

Responsibilities:

- Provides leadership and direction to the club
- Presides at meetings of the club and oversees the activities of the club at regular intervals.
- Coordinates club activities through the members

- d. Establishes short- and long-range objectives and goals together with office bearers of the club. For example, organising events such as Quiz, Poster, Seminar competition, Debate etc.
- e. Provides mentorship to members
- f. Ensures the completion reports of each activity organised by the club

2. Vice-President - Should be a 2nd year student

Responsibilities:

- a. Presides at meetings in the absence of the president
- b. Coordinates programs with the president and the other office bearers
- c. Provides or coordinates information on forthcoming events to the secretary for inclusion in reports and notices
- d. Provides mentorship to members

3. Secretary - Should be a Final year student

Responsibilities -

- a. Handles the communication of meetings to office bearers and activities through notices to its members and keep records of it in the club diary
- b. Maintains official records of meetings
- c. Informs officers of deadlines for reports and future activities
- d. Maintains a roster of office bearers with current address, including email, and telephone information
- e. Maintains complete and up-to-date copies of the club's documents i.e. reports, meeting diary. These documents are to be handed over to the HOD before the final semester exam of the University
- f. For reports, Secretary along with Publicity Manager can delegate any two members to make report for an event from members who are organising the event. The events can be club activities/ Cleaning Drive/Farewell/Fresher's/Picnic and any other events organised by students.

4. Treasurer - Should be a Final year student

- a. Oversees club finances and collect membership fee of Rs. 10 per month in a semester. Office bearers can change the amount with consent of Teacher In-charge.
- b. Funds can also be generated through activities as decided by the President along with other Office Bearers
- c. Keeps record of all financial transactions along with receipts in a treasurer register.
- d. Completes and presents the semester financial report to the Office Bearers
- e. Assists the president and other office bearers in preparing program budgets

- f. Any contribution made by students/teachers towards an event, the excess should be maintained by the Treasurer.
- g. Fund collected can be utilised for events, only with the agreement of President along with the other Office Bearers. Utilization Certificates to be maintained by the Treasurer for any amount given towards an event or activity. For such certificates, Treasurer can delegate organising members of an event for preparation and submission.
- h. These documents are to be handed over to the HOD before the final semester exam of the University

5. Publicity Manager - Should be a 2nd year student

- a. Informs members of upcoming events decided upon by the Office Bearers
- b. Assists the secretary with preparation and maintenance of reports
- c. Maintain photographs of club activities and events

To collect completed reports from members within **five** days, after any activity/event is conducted. Then submit the same to the Department within **two** days.