



ASSAM DON BOSCO UNIVERSITY

Tapesia Gardens, Kamarkuchi, Sonapur – 782 402, Assam, INDIA

Policy for ADBU Space Club

Assam Don Bosco University (ADBU) Space Club may be defined as a discipline-specific co-curricular club under the University's Student Activity Clubs framework, aligned with ADBU's Code of Ethics and co-curricular practices.

1. Preamble and Vision

Assam Don Bosco University (ADBU) Space Club exists to nurture scientific temper, curiosity about space science and technology, and hands-on engagement with astronomy, astrophysics, satellite and space applications among students, in harmony with the University's ethos and behavioural guidelines. The Club functions as a co-curricular platform that complements classroom learning and promotes interdisciplinary collaboration in science, engineering, humanities and social sciences.

2. Objectives

The objectives of the ADBU Space Club shall be to:

- Ensure a deeper understanding of the Space sector and its opportunities.
- Promote interest in astronomy, astrophysics, rocketry, satellite technology, space missions and related areas among students of all programmes.
- Encourage interdisciplinary research collaboration to advance the peaceful use of outer space for the benefit of humanity and a sustainable future on Earth and beyond.
- Organize lectures, sky-watch sessions, workshops, exhibitions, quiz/competitions and outreach activities on space science and technology.
- Encourage student-led projects (e.g., small telescopes, high-altitude balloon experiments, CubeSat concepts, 3D printing, simulation studies) aligned with academic and societal needs with like-minded industry partners.

- Foster collaboration with national/international bodies (e.g., space agencies, professional astronomical/space exploration societies, amateur astronomy groups).
- Instill ethical conduct, environmental responsibility and respect for diversity consistent with the University's Code of Ethics and Behavioural Guidelines.

3. Governance and Membership

3.1 Institutional Positioning

- The Space Club is a recognised student activity club under ADBU's Student Activity Clubs structure and functions under the overall supervision of the Campus Association/Administrative Offices.
- The Club shall abide by all University policies, including the code of conduct, use of space, safety, and disciplinary regulations.

3.2 Membership

- Membership is open to the bona fide students of ADBU with a good academic record and a minimum attendance of 75%, irrespective of programme or year, provided they agree to abide by this policy and the rules of the University.
- Faculty and staff may join as mentors or resource persons on a non-voting basis, as nominated/approved by the University.
- Membership is normally for one academic year and is renewable upon active participation and good disciplinary and academic standing as per University regulations.

3.3 Executive Body

- Every club at ADBU has an elected executive body with nominated faculty advisors; the Space Club shall follow the same framework.
- The Executive Body shall comprise at minimum:
 - President

- Vice-President
 - Secretary
 - Joint Secretary
 - Treasurer
 - Event/Technical Coordinators (e.g., Observation Coordinator, Outreach Coordinator, Safety Coordinator)
- The designated university authority, i.e. the Office of the Registrar, shall nominate three Faculty Advisors (from relevant disciplines) of whom one would be from the office of the Student Welfare, who will be the Convenor.
 - Student office-bearers shall be elected democratically from among club members for one academic year, ensuring gender sensitivity and broad representation across programmes, consistent with ADBU's practice of elected student representatives.
 - Eligibility criteria include: minimum CGPA of 7.5/equivalent credit requirements/ demonstrated interest in space-related activities coupled with a good disciplinary record.

4. Functions and Activities

4.1 Academic and Co-Curricular Activities

The Space Club may conduct, with prior approval of the Faculty Advisors and concerned authority:

- Introductory and advanced talks on astronomy, astrophysics, cosmology, satellite technology, remote sensing, and space policy.
- Organize lectures and workshops by Industry Professionals and Scientists to cultivate interest and enable a broad understanding of the Space Industry and research in Space Science and Technology.
- Enable workshops with hands-on training in AI applications with in-depth discussion of the benefits and security risks associated with these applications and their potential in supporting space research and exploration.

- Night sky observation sessions (on-campus and off-campus), solar observation with proper filters, and special events for eclipses, transits, meteor showers, etc., following strict safety guidelines.
- Workshops on telescope handling, astrophotography, data analysis (e.g., variable stars, exoplanets, space mission datasets) and basic rocketry or model launch activities as permitted by regulations.
- Student project showcases, mini-conferences, hackathons or design challenges related to space missions, satellite payloads, or space applications.
- Outreach activities for schools and the local community, especially for promoting scientific temper among underprivileged students, consistent with ADBU's commitment to social engagement.

4.2 Administrative and Reporting Responsibilities

- Prepare an annual Activity Plan and budget proposal at the beginning of each academic year, submitted through Faculty Advisors to the Campus Association or relevant office.
- Maintain records of meetings, events, participant lists, financial transactions and reports for audit and accreditation documentation as per University norms.
- Submit an Annual Report (narrative and financial) summarizing activities, outcomes and future plans at the end of each academic year.

5. Code of Conduct and Ethics

- All members shall adhere to the University's Code of Ethics and Behavioural Guidelines, including respect for all faiths, non-discrimination, and maintenance of a wholesome campus environment.
- Club activities shall strictly comply with University rules on safety, anti-ragging, substance-free campus, and appropriate use of campus spaces and equipment.
- Members shall respect intellectual property, give due credit in projects and publications, and avoid plagiarism in educational and research outputs.

- Any form of harassment, discrimination or misconduct during club activities will invite disciplinary action under University procedures, including suspension of membership or removal from office.

6. Financial Management and Resources

- The Space Club may receive financial support from the University, sponsorships, or registration fees for specific events, subject to prior approval by the competent authority.
- Cost recovery or skill Development activities, workshops and training programmes be organised with prior university approval, without commercial intent.
- All funds shall be handled through University-approved accounts and processes; no personal accounts may be used for club funds.
- Expenditure must be pre-approved by Faculty Advisors and recorded with supporting documents for internal and external audits as per institutional practice.
- Club-owned equipment (telescopes, cameras, laptops, accessories, models) shall be University property, inventoried and maintained under the supervision of Faculty Advisors and designated student custodians.

7. Safety, Risk Management and Use of Space

- All activities are conducted at the participants' risk and under University safety protocols; the University bears no personal liability beyond institutional norms.
- Observational activities shall follow safe practices, including prohibition of direct solar viewing without certified filters and supervision by trained personnel.
- Off-campus observations or field trips require written approval, parental consent (where applicable), and adherence to University travel and safety guidelines.
- Use of rooftops, terraces or restricted areas for sky-watch sessions shall follow campus safety guidelines and only under authorized supervision.
- Club activities must respect University regulations on use of classrooms, labs and open spaces, ensuring no damage or disruption to academic work.

8. Collaboration and External Linkages

- The Space Club may collaborate with other ADBU clubs, departments, and centres for joint events to enhance interdisciplinary learning.
- External collaborations (with other institutions, societies, clubs or agencies) require prior approval from the designated University authority and must not compromise University values or policies.
- Any external funding, equipment donation or sponsorship must be routed through official University channels.
- No member shall represent the Club as formally associated with any external agency without written University approval.

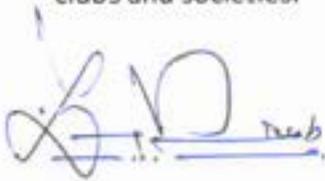
9. Meetings, Elections and Amendments

- The Executive Body shall meet at least twice during the semester to plan and review activities; minutes shall be recorded and shared with Faculty Advisors.
- A General Body Meeting of all members shall be held at least once per semester to discuss plans, review progress and collect feedback.
- Elections for student office-bearers shall normally be held annually, preferably at the beginning of the academic year, under the oversight of Faculty Advisors and in line with ADBU's association election norms.
- Amendments to this policy/constitution may be proposed by the Executive Body or by at least one-third of active members and shall take effect only after approval by the designated University authority.

10. Suspension, Dissolution and Review

- The University reserves the right to suspend activities of the Space Club in cases of serious violation of institutional rules, safety concerns or misuse of resources.
- If the Club remains inactive (no significant activities or reporting) for one full academic year, its recognition may be reviewed, and it may be required to reapply as per University norms.

- This policy shall be reviewed periodically (e.g., every three years) to align with changes in University regulations, national education policies and evolving best practices in student clubs and societies.

A handwritten signature in blue ink, appearing to read 'Zach', is written over a horizontal line. The signature is stylized and cursive.

Dr Zacharias George
Registrar

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