




CONSTITUTION

S.E.A. CLUB CONSTITUTION

The constitution of Software Engineering Associates (S.E.A) Club is a document that defines the club and provides a basic set of rules for the regular functioning and management of the club. A constitution will not only give you the structure to effectively run the club in the best interest of members, but it will also provide the template that can be evaluated and changed if the objectives change.

Following are the vital aspects Discussed, Implemented and Affected through the Constitution of SOFTWARE ENGINEERING ASSOCIATES Club:

- 
- Aims and Objectives of S.E.A. Club
 - Functionalities
 - Main Body
 - Wing Coordinators
 - Core Team
 - Members
 - Working of Wings
 - Collaboration and Coordination among Wings
 - Meetings
 - Frequency
 - General Agenda
 - Treasury
 - Functionality Rules
 - Confidentiality Rules
 - Code of Conduct
 - Confidentiality Agreement
 - Actions to be taken for Violators
 - Recruitment Process
 - Process of Selection of Office Bearers, Coordinators, Core Team and Grievance Committee.
 - Functionalities
 - Grievance Committee
 - S.E.A. Club Faculty In-Charge
 - S.E.A. Club Faculty
 - Credits
 - Authors
 - Editors
 - Mentors
 - Content Writers

ARTICLE - I: Aims and Objectives of SEA Club

Section 1- Aims:

- To make the process of software engineering understandable to the maximum number of students.
- To help students develop solutions for significant real-time challenges with different software development methodologies.
- To always provide maximum means of support for the reception, implementation, development and monetization of practically possible ideas or solutions provided by the members of the club.
- To develop the interest in computer education among students to the maximum extent irrespective of the branch of engineering one studies.
- To inculcate interest and raise clear awareness regarding computer education and software technologies.
- To enhance both personal and professional skills in leadership development.
- To enhance the development of the student in both technical and non-technical skills.
- To enhance democracy among students while achieving solutions by adopting democratic methods in key decision making, challenging the shortcomings.
- To participate in voluntary work to serve the local society.
- To enhance the unity of the students.
- To spread cultural awareness among the students.

Section 2- Objectives:

- To be a source of motivation.
- To promote academic excellence by offering academic support.
- To make students to actively participate in related events.
- Share new developments in any related field.
- To develop a platform where the technical innovativeness of students can be nurtured to improve the technical abilities of students.
- To enhance the technical innovativeness of students by organizing the workshops and other technical events.
- Various technical levels to attract the interest of the students towards technical aspects of education.
- To provide a platform where the students can put their innovative efforts and clear their doubts through practical implementation by working on live projects.

ARTICLE - II: Functionalities of Main Body

Section 1 - Rights of President:

- Has the right to question any person of the club on every aspect and activity for clarification or for inspection.
- Has the right to replace any coordinator or the main member assigned for an event or a workshop if he finds any faults (problems in organizing or managing) in them.
- Has the right to give permission to access treasury (for funds withdrawal or deposit) in case of the absence (even by phone or any social media) of the treasurer.
- Has the right to call for a general meeting.
- Has the right to cancel/postpone a meeting.
- Has the right to inspect the activities of treasurer, secretary, vice president, core team and members.
- Has the right to assign any person (of club) for organizing an event or a workshop. but, once assigned cannot be removed without proper explanation of his faults etc.
- Has the right to change the work flow or the plan of a wing or an activity for the betterment of the club.
- Has the right to speak out/Question any decision that is made in the club.
- Has the right to make suggestions.
- Has the right to call S.E.A. Core Team and Members for an emergency meeting.
- Has the right to bring opportunities to S.E.A. club.
- Has the right to append points into constitution on approval of all alumni Presidents (at least one president from each batch) and S.E.A. Club Faculty In-Charge.

Section 2 - Duties of President:

- Must know about every aspect in the club.
- Must solve problems and sort issues in club so that they will not affect the club in anyway.
- Must be responsible for all major mistakes (if any) happening in club.
- Must make sure Publicity Coordinator updates event details and pictures into all social media handles of S.E.A. Club.
- Must take decisions about every aspect in the club.
- Must interact with S.E.A. Faculty In-Charge and S.E.A. Faculty on regular basis.
- Must have a regular interaction with Vice President, Secretary, Treasurer, S.E.A. Core Team, Wing Coordinators and Members.
- Must carry S.E.A. Club Id Card during Meeting.

Section 3 - Rights of Vice President:

- Has the right to take decision in the absence of president on approval of president through call or any social media.
- Has the right to know details about the decisions taken by president.
- Has the right to alter the decision but do not have the right to change the purpose/cause.
- Has the right to question any person of the club on every aspect and activities for clarification or for inspection.
- Has the right to take responsibility of the club aspects in case of the absence of the president.
- Has the right to speak out/Question any decision that is made in the club.
- Has the right to make suggestions.
- Has the right to bring opportunities to S.E.A. club.

Section 4 - Duties of Vice President:

- Must help in duties of President in case of president's absence in campus but not take decisions on behalf of President.
- Must take the opinions of SEA Core Team and Members on any decision that is being taken or to be taken in the club.
- Must intimate S.E.A. Core Team, S.E.A. Members and S.E.A Faculty In-Charge and Head of the Department about updates.
- Must interact with S.E.A. Faculty In-Charge and S.E.A. Faculty on regular basis.
- Must have a regular interaction with President, Secretary, Treasurer, S.E.A. Core Team, Wing Coordinators and Members.
- Must abide by every decision the president takes.
- Must carry S.E.A. Club Id Card during Meeting.

Section 5 - Rights of Secretary:

- Has the right to choose the venue of the meeting, keeping the view of purpose and timings of the meeting/event.
- Has the right to change the specified venue of the meeting/event in case of any emergency which should be specified one day prior to meeting/event.
- Has the right to assign a task related to permissions or note the gist of meeting or event to any member of the club.
- Has the right to note, mention and adjust the positives and negatives of a meeting/event.
- Has the right to maintain all the club records related to every aspect/event/workshop/wing activities/project details.
- Has the right to update the details of events/activities etc. into social media handles.
- Has the right to maintain all the information of the club members and their strengths and weaknesses in terms of various aspects like technical skills, communication skills, management skills etc.

- Has the right to assign any task to a member of the club with the permission from the president.
- Secretary shall report all the details after a meeting/event/workshop/activity to the Faculty In-charge, SEA Club Faculty, Presidents and SEA Core Team.
- Has the right to speak out/Question any decision that is made in the club.
- Has the right to make suggestions.
- Has the right to bring opportunities to S.E.A. club.

Section 6 - Duties of Secretary:

- Must have a record on all events and activities happening in the club.
- Must intimate S.E.A. Core Team, S.E.A. Members and S.E.A Faculty In-Charge and Head of the Department about updates.
- Must take permissions for meetings.
- Must inform all the members of the club about the venue, timings of the meeting and specify the agenda of meeting at least a day in prior.
- Must intimate S.E.A Faculty In-Charge and Head of the Department about updates.
- Must interact with S.E.A. Faculty In-Charge and S.E.A. Faculty on regular basis.
- Must have a regular interaction with President, Vice President, Treasurer, S.E.A. Core Team, Wing Coordinators and Members.
- Must carry S.E.A. Club Id Card during Meeting.

Section 7 - Rights of Treasurer:

- Has the right to make decisions related to the merchandise expenditure.
- Has the right to question any member of the club regarding the bills submitted regarding an event/workshop.
- Has the right to choose a member for maintaining treasury for that event/workshop. Any consequences regarding the failure of choosing an appropriate person/misuse of power by the person must be faced by the treasurer.
- Has the right to propose the budget for an event/ activities/workshop to SEA Club Faculty In-charge.
- Has the right to speak out/Question any decision that is made in the club.
- Has the right to make suggestions.
- Has the right to bring opportunities to S.E.A. club.

Section 8 - Duties of Treasurer:

- Must maintain a record of all expenses in events/activities.
- Must have a proper check on bills so that there are no further problems in the fund withdrawal from treasury.
- Must intimate S.E.A Faculty In-Charge about treasury updates.
- Must maintain the accounts of club (treasury).
- Must interact with S.E.A. Faculty In-Charge and S.E.A. Faculty on regular basis.

- Must be answerable to SEA Club Faculty In-charge, SEA Faculty and SEA Core team about treasury.
- Must have a regular interaction with President, Vice President, Secretary, S.E.A. Core Team, Wing Coordinators and Members.
- Must carry S.E.A. Club Id Card during Meeting.

ARTICLE - III: Functionalities of Wing Coordinators

Section 1 – Rights:

- Has the right to decide the contents to be taught in that wing after the approval of the presidents, intimation to vice president, secretary and treasurer (In case of funds requirement).
- Has the right to assign tasks to the core team who are part of teaching of that wing.
- Has the right to request for collaboration/interaction between the wings with the approval of president and intimation to vice president, secretary.
- Once a collaboration is made no one has the right to cancel it except for the president or coordinator on approval of president.
- Has the right to alter the schedule after intimation to secretary.
- Has the right to speak out/Question any decision that is made in the club.
- Has the right to make suggestions.
- Has the right to bring opportunities to S.E.A. club.

Section 2 – Duties:

- Must be present and accomplish the task assigned to them at events and meetings at any cost unless if there is an exam to take or an emergency on approval of president and intimation to event coordinator and secretary (in case of meetings).
- Must give update to Presidents on regular basis.
- Must accomplish tasks required for effective functionality of their wing.
- Must keep their respective wings decorated with discipline.
- Must be punctual to every meet of the club.
- Must act as a bridge between Members and Core Team.
- Must keep a note of every day's summary.
- Must plan a schedule and give information about agenda to meetings to secretary.
- Must have a regular interaction with Vice President, Secretary, S.E.A. Core Team, other Wing Coordinators, Members and Treasurer (in case of treasury requirement).
- Must interact with S.E.A. Faculty In-Charge and S.E.A. Faculty on regular basis.
- Must carry S.E.A. Club Id Cards during Meeting.

ARTICLE – IV: Functionalities of Core Team

Section 1 – Rights:

- Has the right to evaluate the members.
- Has the right to suggest the topic they want to teach (if not interested in the assigned topic) to Wing Coordinator on approval of Presidents.
- Has the right to choose or change the topic in technical sessions. But once the topic is chosen, the session must be completed as per schedule planned.
- Has the right to specify their opinion to President about the work that they are assigned to.
- Has the right to speak out/Question any decision that is made in the club.
- Has the right to make suggestions.
- Has the right to bring opportunities to S.E.A. club.

Section 2 – Duties:

- Must be a Mentor, Evaluate, Improve the skills of the members in club and make them do projects.
- Must have an idea on trending technologies and technical aspects.
- Must accomplish the tasks assigned.
- Must be present at events and meetings at any cost unless if there is an exam to take or an emergency on approval of president and intimation to event coordinator and secretary (in case of meetings).
- Must have a regular interaction with Vice President, Secretary, S.E.A. Core Team, Wing Coordinators, Members and Treasurer (in case of treasury requirement).
- Must interact with S.E.A. Faculty In-Charge and S.E.A. Faculty on regular basis.
- Must carry S.E.A. Club Id Cards during Meeting.

ARTICLE – V: Functionalities of Members

Section 1 – Rights:

- Has the right to give suggestions in any aspect.
- Right to speak out/Question any decision that is made in the club.
- Right to make suggestions.
- Has the right to bring opportunities to S.E.A. club.

Section 2 – Duties:

- Must be present at events and meetings at any cost unless if there is an exam to take or an emergency on approval of president and intimation to event coordinator and secretary (in case of meetings).

- Must update the status on the work done to the wing coordinator in case of absence in meeting because of an emergency.
- Must attend meeting/session if there is an assessment/evaluation.
- Must have a regular interaction with Wing Coordinators.
- Must carry S.E.A. Club Id Cards during Meeting. (If Given)

ARTICLE - VI: Working of Wings

Section 1 – Technical Wings:

- Must enable bringing fresh activities to club.
- Must make all Members excel in Web Development/App Development/Research and Development and the art of Self Learning.
- Must do project with approval of Presidents.
- Must be part in giving ideas to the club and be part in progress of S.E.A. club.
- Must Obey the rules and code of conduct.
- Work shouldn't be interrupted or delayed.

Section 2 – Non – Technical Wings:

Section 2.1 – Workshops Wing:

- The first element of planning a workshop is to know what exactly is required.
- A Resource person based on our need is to be identified and dates confirmation should be done from both ends (College and Resource persons).
- The publicity about workshop is done by the publicity wing.
- The details of amount collected should be there with the treasurer and transparency should be maintained at every point of time between workshop coordinators and treasurer.
- The main stages of conducting a workshop involves:
 - Planning
 - Preparation
 - Implementation
 - Substance of Workshop (Planning of breaks, keeping track of time, varying activities)
 - Closure/Conclusion (Doubt clarifications, sum-up and review agenda)
 - Follow-Up (If any materials or references or contacts that are needed to be forwarded to students)

Section 2.2 – Social Aspects Wing:

- The Planning team which generally consists of social aspects coordinators may be also contain core team members/other wing coordinators in case of emergency.

- Planning team must get approval of Presidents, other Wing Coordinators, Core Team, Vice-President, Secretary and Treasury before approaching Faculty In-charge for approval of the event.
- Planning team and Social Aspects coordinators must go collectively to discuss about the event with S.E.A. Club Faculty In-Charge.
- The duty of planning team is to plan the social aspects events efficiently on time.
- The main body shall monitor the coordination of the planning team and must be part of it if asked by the coordinators.
- The social aspect team should be wise enough in choosing the content of the event w.r.t occasion and location.
- The planning team should ensure that every member is working actively and coordinating with the planning team.
- The event must be scheduled in such a way that the prior permissions and preparations along with the agenda must be ready before a couple of days of the event.
- Rehearsals must be done before the event as they play important role for any event to be a successful.
- Planning Team must take care of transportation if event is at college.
- Social Aspects Coordinators should make sure that S.E.A. Club Members, Core Team, Coordinators, Main Body, S.E.A. Club Faculty are aware that event is going to be conducted and know the event updates.
- There should be a clear record comprising of every detail regarding event i.e. from a plan of action to execution and about the executed event.
- The treasury-related protocol is to be followed as per the treasury rules.
- The Social Aspects team shall ensure that there is no difficulty for female members and shall ensure the safety of the team as whole.
- A clear record of photographs and documentation should be maintained.
- The club shall not hesitate in aborting the event if planning is not done accordingly and the planning team must bear the responsibility and should explain their incapability in conducting the event.

Section 2.3 – Publicity Wing:

- The Confirmation of date of event/workshop/social aspect must be taken in a formal way (via letter/mail).
- Publicity permissions and attendance of students should be clear.
- Publicity should be done class to class with prior permissions.
- Social Networking publicity should be done in most of the pages which are related to KLEF.
- Class to class publishing should be done in a polite and effective way.
- Smart and creative publicity plays a major role in development of the club.
- E-mail should be sent to CSE and ECM students at time of recruitment and regularly for publishing about importance of events/activities that are performed in S.E.A. Club.
- E-Publicity team should not post/publicise anything without approval of Presidents.

- Class to class publicity content should not be in opposing manner.
- The last 20 minutes a session in a month should have a talk of publicity developments between publicity coordinators and core team.
- The weekly updates should be taken by the digital publicity team, every week based up on that session a poster or a brief picture should be posted in social media.

ARTICLE - VII: Collaboration and Coordination among Wings

- Wing Coordinator must inform Vice-President, Secretary, Core Team about collaboration of wings if required during meetings/events.
- Secretary must confirm about the collaboration after a discussion with the other wing coordinator and core team.
- A basic outline of working and improvement in every wing (after each meeting) must be known by other wings.
- The involvement of every member of a wing should be considered.
- Every wing of the club should meet its need in every aspect of related activities/tasks.
- Members of wing should engage to manage their communications and help in coordination among members and wings of club.
- Participation is important for each wing to be victorious.

ARTICLE - VIII: Frequency of Meetings

- Frequency of meetings will be based on events and any other activities related to CSE Clubs.
- In general frequency of meetings is one meeting per week.
- It can be increased based on the requirement and importance of agenda of meeting.
- Agenda of a meeting must be informed 24hrs in prior to meeting.
- The content in any meeting must meet all the important aspects of agenda.

ARTICLE - IX: General Agenda of Meetings

- A General Agenda of any Meeting should be in the form:
 - What was discussed in the previous meeting?
 - What will be discussed on this meeting?
 - Pre-requisites
 - Date
 - Venue

- Time
- Notice
- A glance on the topics discussed in previous meeting should be given.
- The topics that should be discussed in present scheduled meeting.
- The basic topics required to understand the topics that are going to be discussed.
- Date of scheduled meeting.
- Venue of the scheduled meeting.
- Time of scheduled meeting.
- Any software's if required to be installed should be informed. Laptops should be brought fully charged and laptop chargers (if any battery issues).

ARTICLE - X: Rules on Functionality of Treasury

- Treasurer should maintain bills or online transaction statements for every transaction.
- All the funds should be deposited into treasurer's account and it is not used for any personal purpose.
- All the transactions should be updated immediately into the treasury portal.
- The reason behind every transaction should be described clearly.
- After every event money transaction list should be submitted to the Faculty In-Charge.
- In the absence of treasurer, the signatures for the transactions will be taken by presidents.
- The signatures by treasurer/presidents can be done in the form of scanned documents in case of Emergency/ unavailability of presidents on campus.
- Every transaction statement should match with the bills submitted.
- In case of insufficient balance, the expenditure will be divided among the Vice President, Secretary, Treasurer, Coordinators, Core Members of the club. (only in case of social aspects/anniversary).
- Funds cannot be collected from anyone in any other aspect related to the club.
- At the end of the year the treasury will be passed to the upcoming treasurer after a proper explanation of rules and regulations.
- The past transactions should not be erased while handing the treasury to the upcoming treasurer.
- S.E.A. Club savings can be spent on:
 - Publicity
 - Online Courses
 - Events

ARTICLE - XI: Rules on confidentiality of Treasury

- The balance and transaction information of treasury will be within the core team.
- The treasury discussions must stay with in the core team (if discussed regarding events/activities/technical sessions).
- Vice President/Secretary/Coordinators/Core Members cannot share their access to treasury portal (view) to other members of the club.
- Login credentials of the portal will be with only presidents and treasurer and should not be shared to other members of the club.

ARTICLE - XII: Code of Conduct

Section 1 – Purpose:

The purpose of SEA is to work together to promote student spirit, make important team decisions as part of student government, enforce the Code of Conduct and provide special events and service projects for the society.

Section 2 – Policies:

The organization shall follow all university policies and procedures and rules and not seek to change them.

Section 3 – Membership:

Club members are recruited basing on the following criteria.

- Must be responsible, a good team player, creative thinker, hard worker and a good listener.
- Must always display outstanding behavior and social skills, must be a model student of character, respectful to seniors/faculty/authority and peers always.
- Satisfactory or higher achievement for academics. May not have any record of suspension or excessive absences from the university.
- Able to attend all meetings held, starting promptly, approximately four times a month.
- Must be prepared to address students /teachers during meetings or events.

ARTICLE - XIII: Confidentiality Agreement

Section 1 – Club Confidentiality:

- All the information related to the club should be confidential among the members of the club.

- No information should be shared to the friends/faculty who are not part of the club.
- The functionality, workflow, problems, event information etc. should be confidential and the information can be shared only after official releases.

Section 2 – Projects Confidentiality:

- The projects within the club should be discussed between the members to whom the project is assigned.
- Project data should not be shared to any of the non-project members except the coordinators assigned to that specific project batch, wing heads and core members.
- The project batch coordinator should not expose/share/tell the details of the project to any other members except wing heads and core members.
- If any non-club member asks about the projects the club is working on. they should just specify the project name and basic information to them.
- The project code, documentation, work data etc. should be kept confidentially with the project team only, it should not be shared until the team completes the project or u get the permission of the wing head and coordinator of that project.

Section 3 – Team Work Assignment:

- When a work is assigned to a member or person of the club, it should be done by them only except in case of emergency it can be assigned to another person with the permission from the person who assigned the work.
- If the above rule is broken severe actions will be taken, it may even lead to loss of the post which is given to you or even removed from the club if it's a serious issue.

Section 4 – Core Team Information Confidentiality:

- All the discussions and actions which are performed/taken by the core team should not be shared to other members of the club.
- Only specified information should be shared.
- This is important to maintain the confidentiality, trust and respect between the members and the club.
- The discussions related to events/workshops/activities should be confidential until the total action plan is prepared and they are granted permission to implement the work.
- The treasury information should not be shared to any members other than president, vice-president, secretary, core team and faculty in charge.
- All the club information or data which is maintained by the secretary should be shared only to the President, Vice-President, Treasurer, Core Team, Faculty In-Charge, S.E.A. Club Faculty.
- The decisions taken by President, Vice-President, Secretary, Treasurer, Faculty In-Charge should be confidential and only these 5 members have the right to know, once they have decided on which information should be shared it should only be circulated among the core or club.

Section 5 – Sensitive Information:

- Sensitive information such as treasury details, social media access details, problems in the club etc. which are very important to the club to maintain its trust in the college and faculty should not be shared at any cost.
- If there is a leak by any case it should be immediately informed to the President/ Vice-President/Secretary.
- If the problem cannot be solved by the President or Vice-President, it is their duty to bring it to the notice of the Faculty In-Charge of the club.
- Collaborations with other clubs or other activities related to collaboration should be confidential within the club.
- All the important and sensitive information should be known to core members through whom the collaborations is/are done on approval of President and intimation to Vice-President and Secretary.
- Only the required information should be shared.

ARTICLE - XIV: Actions to be taken for Violators

- S.E.A. student team must adhere to all university and council rules.
- A warning should be given by the president to the person who violates the rules.
- A warning and a punishment decided by the president in case if a person violates the rules even after a warning.
- Removal of post if he/she has done anything and repeated it thrice or it is a very important information leak or if he/she does intentionally.
- The Reasons for dismissal from Team:
 - Missing 3 continuous meetings, except for approved absences or involved in an event with another university activity.
 - Being suspended for any reason.
 - Recommendation from any faculty/ any higher official for inappropriate behavior.
 - Missing half of all meetings whether excused or not.
 - Violating the Student Code of Conduct.

ARTICLE - XV: Recruitment Process

- Publicity should be done about the club in first 1-2 weeks of odd semester starting and information about recruitments should be given to students mentioning pre-requisites.
- The date of recruitments should be between 2-3 weeks from the date of publicity about the club.
- 1-2 days before the date of recruitments, publicity about recruitments should be done.
- There will be 3 rounds in interview:
 1. **Group Discussion/JAM:** Communication Skills.

2. **Technical Round:** Technical Assessment based on pre-requisites mentioned and testing student's confidence.
 3. **HR Round:** Inter-personal Skills, Maturity, Flexibility and leadership skills.
- Only limited members will be taken based on the marks assigned to them regarding respective weightage.

ARTICLE - XVI: Process of Selection of Office Bearers, Coordinators, Core

Team and Grievance Committee

- Main Body, Coordinators and Core Team must observe the work style and behavior of members during Meetings/Events/Activities etc.
- Technical skills of Members are analyzed by Coordinators, Core Team through their involvement in projects /work style in technical sessions etc.
- The Main Body, Coordinators and Core Team must collectively work and list out the Active Members of S.E.A. Club at the end of Academic Year.
- Ratings are given by Main body, Coordinators and Core Team to every Active member in S.E.A. Club.
- The Positives and Negatives of every Active Member are discussed at the end of Academic Year.
- Analysis on Every Active Member will be given by Main Body, Coordinators and Core Team basing on Technical Skills, Management Skills, Communication Skills, Past Experiences.
- Average Analysis (avg. rating) of every Active Member will be done basing on all the above inputs and Ratings assigned.
- Basing on the priority level, Members with best rating will be assign with Main Body Posts.
- Members with more technical Knowledge and Capability will be assigned with Coordinator Posts.
- Members with active participation in the club will be considered as Core Team.
- Members will be given with any post on a condition that they maintain Confidentiality, follow Student Code of Conduct and rules of S.E.A. Club.
- President Roles will be decided by the Final Year S.E.A. Core Team, Coordinators and Present Presidents after the common discussion of above points.
- Vice- President, Secretary, Treasurer, Coordinator and Core Team Posts will be decided after the common discussion of above points between Present Presidents and 3rd Year Core Team, Coordinators, Present Vice- President, Secretary, Treasurer.
- Along with the above-mentioned criteria, Active Members with Problem Solving ability will be considered into grievance committee.
- The grievance committee will be decided by present presidents and upcoming presidents, announced along with Coordinator Posts.

ARTICLE - XVII: Functionalities of Grievance Committee

- Available to give a fair and through hearing to complaints.
- Provides advice and assistance to students who face problems.
- Ensures smooth communication and effective solutions.
- Maintain confidentially wherever required.
- Committee will always be under the surveillance of recent passed out batch Presidents.
- Committee contains 5 members (in general) and should be in contact to recent passed out batch Presidents and S.E.A. Club Faculty In-Charge.
- The Grievance committee is answerable to S.E.A. Core Team, Faculty In-Charge and Alumni.
- The Grievance committee ensures smooth Functioning of Club.

ARTICLE - XVIII: Functionalities of S.E.A. Club Faculty In-Charge

Section 1 – Rights:

- Has the right to go through every detail happening in the club
- Has the right to give suggestions
- Has the right to interact with the members of the club
- Has the right to question in case of problem.
- Has the right to attend meetings/events/activities.

Section 2 – Duties:

- Has the responsibility to know information from S.E.A. Core Team and Members.
- Has the responsibility to give permissions.
- Has the responsibility to give updates to S.E.A. Faculty.
- Has the responsibility to Mentor the events.

ARTICLE - XIX: Functionalities of S.E.A. Club Faculty

Section 1 – Rights:

- Have the right to guide Students.
- Have the right to involve in the general meetings, interact with students and give suggestions.
- Have the right to suggest Projects/Events to the club.
- Has as the right to interact with the members of the club
- Have the right to check the workflow of the Events.

- Have the right to attend events/activities/meetings.

Section 2 – Duties:

- Has the responsibility to Mentor the Events.
- Have the responsibility to attend meeting and provide information to S.E.A. Club members about technologies/software/any technical information.
- Has the responsibility to know updates/information from S.E.A. Core Team and Members.

ARTICLE - XX: Credits

Section 1 – Authors:

- Sandeep M (Y16 Batch)
- Sriharsha Gudavalli (Y17 Batch)
- Y. G. Satya Geeteeka (Y17 Batch)

Section 2 – Editors:

- Pranavi Muvva (Y15 Batch)
- P.Lalitha Manasa (Y16 Batch)

Section 3 – Mentors:

- Dr. Y. Prasanth
- Dr. K. Subrahmanyam
- Sowmith Yerramsetty (Y11 Batch)
- Siva Narayana Nalabolu (Y11 Batch)
- Ch. Naga Radha Srivalli (Y11 Batch)
- Venkatesh Kilari (Y12 Batch)
- Hitesh Ram Kotha (Y12 Batch)
- Jagadish Battula (Y13 Batch)
- Surya Kosaraju (Y14 Batch)

Section 4 – Content Writers:

- K. Srivathsa (Y17 Batch)
- Keerthi Pindiganti (Y17 Batch)
- G. Venkata Preethika (Y17 Batch)
- G Chaitanya (Y17 Batch)
- Y. Ruchitha Chowdary (Y17 Batch)
- Dinakar Potta (Y17 Batch)
- Lakshmi Priya Vakkalagadda (Y17 Batch)
- Sreerama Sri Venkata Sai Meghana (Y16 Batch)

- Sai Yesaswi Vadapalli (Y17 Batch)
- Hashmitha Katta (Y17 Batch)
- Adari Durga Sai Shashank (Y17 Batch)
- Koneru Venkata Sai Neeraj (Y17 Batch)
- Seelam Hariharan (Y17 Batch)
- Keerthi Nandigam (Y17 Batch)
- T. Sitha Ramanjaneyulu (Y17 Batch)

This is the First Edition of S.E.A. Club Constitution, the Final Edition of S.E.A. Club Constitution will be released in December 2019.

