

Mindfulness Club

Standard Operating Procedure (SOP)

Introduction

The Mindfulness Club is established to promote mindfulness, peace, compassion, ethical values, and holistic personality development among students. The club functions under the guidance of the faculty coordinator and university administration to organize academic, cultural, spiritual, and wellness-related activities.

Purpose of the Club

The Mindfulness Club aims to promote the values of mindfulness, peace, compassion, ethical living, and mental well-being among students. The club encourages students to practice mindfulness in their daily lives and develop a balanced academic, social, and personal lifestyle inspired by Buddhist teachings and universal human values.

Scope of the Club

The club provides opportunities for students to practice meditation and mindfulness activities, develop leadership and teamwork skills, organize academic, cultural, and spiritual programs, promote mental health awareness and stress management, encourage intercultural understanding and social harmony, and participate in university and community engagement activities.

Objectives of the Club

1. To cultivate mindfulness and emotional well-being among students.
2. To spread awareness about Buddhist philosophy, peace, and compassion.
3. To organize seminars, workshops, meditation sessions, and cultural activities.
4. To encourage discipline, ethical conduct, and social responsibility.
5. To create a positive and supportive learning environment.
6. To strengthen cooperation among students from different cultures and backgrounds.

Structure and Roles

President

The President leads the club and supervises all activities, presides over meetings and major events, and represents the club at official functions.

Vice-President

The Vice-President assists the President in club activities and performs the duties of the President in their absence.

Secretary

The Secretary maintains records, notices, and meeting minutes and coordinates communication among members.

Treasurer

The Treasurer maintains financial records and budget details and assists in fund management for club activities.

Event Coordinator

The Event Coordinator plans and manages club events and programs and coordinates logistics and student participation.

Nominated Member

The Nominated Member provides academic guidance and institutional support and supervises club activities and discipline.

Membership

Membership is open to all interested students of the university. Members are expected to participate actively in club activities and respect the values and objectives of the club. Membership may be discontinued in cases of misconduct or violation of university rules.

Meetings

Regular meetings shall be conducted at least once every month. Emergency meetings may be called by the President or faculty coordinator whenever required. Attendance and active participation are encouraged for all members.

Event Planning and Execution

The club organizes meditation and mindfulness sessions, guest lectures and seminars, cultural and spiritual programs, yoga and wellness activities, awareness campaigns, community outreach programs, educational tours, and academic discussions. All events are planned and executed with proper coordination, discipline, and approval from the university authorities.

Code of Conduct

All members of the club are expected to maintain discipline, mutual respect, peace, equality, and harmony. Members must avoid discrimination, harassment, or misconduct and follow university rules and ethical standards while respecting cultural and religious diversity.

Communication and Publicity

Official communication of the club is carried out through notices, social media groups, emails, and departmental announcements. Publicity materials for events are prepared with prior approval from the faculty coordinator and university authorities. The club maintains positive and professional communication at all times.

Collaboration with Other Clubs

The Mindfulness Club collaborates with cultural clubs, literary clubs, sports and wellness clubs, NSS/NCC units, social service organizations, academic departments, and external institutions. Collaborative activities may include workshops, awareness campaigns, cultural festivals, and social welfare programs to promote holistic student development and social harmony.


HEAD
(Dr. Champal Mandrele)
SUBHARTI SCHOOL OF BUDDHIST STUDIES HOD
Swami Vivekanand Subharti University, Meerut

Club Membership Form

(Mindfulness Club)

Samrat Ashok Subharti School of Buddhist Studies

Faculty of Arts

Swami Vivekanand Subharti University, Meerut

Personal Information

Name (Full Name): _____

Date of Birth (DD/MM/YYYY): ____ / ____ / ____

Student ID: _____

Program Enrolled: _____

Year of Study: _____

Contact Number: _____

Email Address: _____

Residential Address: _____

Membership Details

1. Are you interested in holding a position in the club?
Yes/No
2. Why do you want to join the Mindfulness Club?

3. Briefly describe your motivation and goals:

4. Areas of Interest:

- Meditation
- Mindfulness Practices
- Cultural Activities
- Event Management
- Community Service
- Academic Discussions

Declaration

I hereby declare that the above information is true to the best of my knowledge and that I agree to abide by the rules and regulations of the Mindfulness Club.

Signature of Applicant: _____

Date: _____

Office Comments (For Official Use Only)

Membership Approved/Rejected: _____

Remarks:

Signature of Club President
Ven. Indarcariya

Faculty Coordinator
Dr. Vivek Kumar

Mindfulness Club

Date of Establishment: 23/01/2022

Samrat Ashok Subharti School of Buddhist Studies

Faculty of Arts

Swami Vivekanand Subharti University, Meerut.

Club Executive Committee

S.N.	Name of Club	Post	Student Name	Designation
1.	Mindfulness Club	President	Ven. Indarcariya	Ph.D. Scholar
		Vice-President	Ven. Le Thi My Hoa	Ph.D. Scholar
		Secretary	Ven. Deepratan	Ph.D. Scholar
		Treasurer	Bui Thi Ninh	Ph.D. Scholar
		Event Coordinator	Nguyen Thi Thu Xuan	Ph.D. Scholar
		Nominated Member	Dr. Vivek Kumar	Assistant Professor, SASSBS, FASS, SVSU, Meerut


Dr. Vivek Kumar
Assistant Professor
S.A.S.S.B.S.
Swami Vivekanand Subharti University
Meerut (U.P.) 250001

Club Co-ordinator