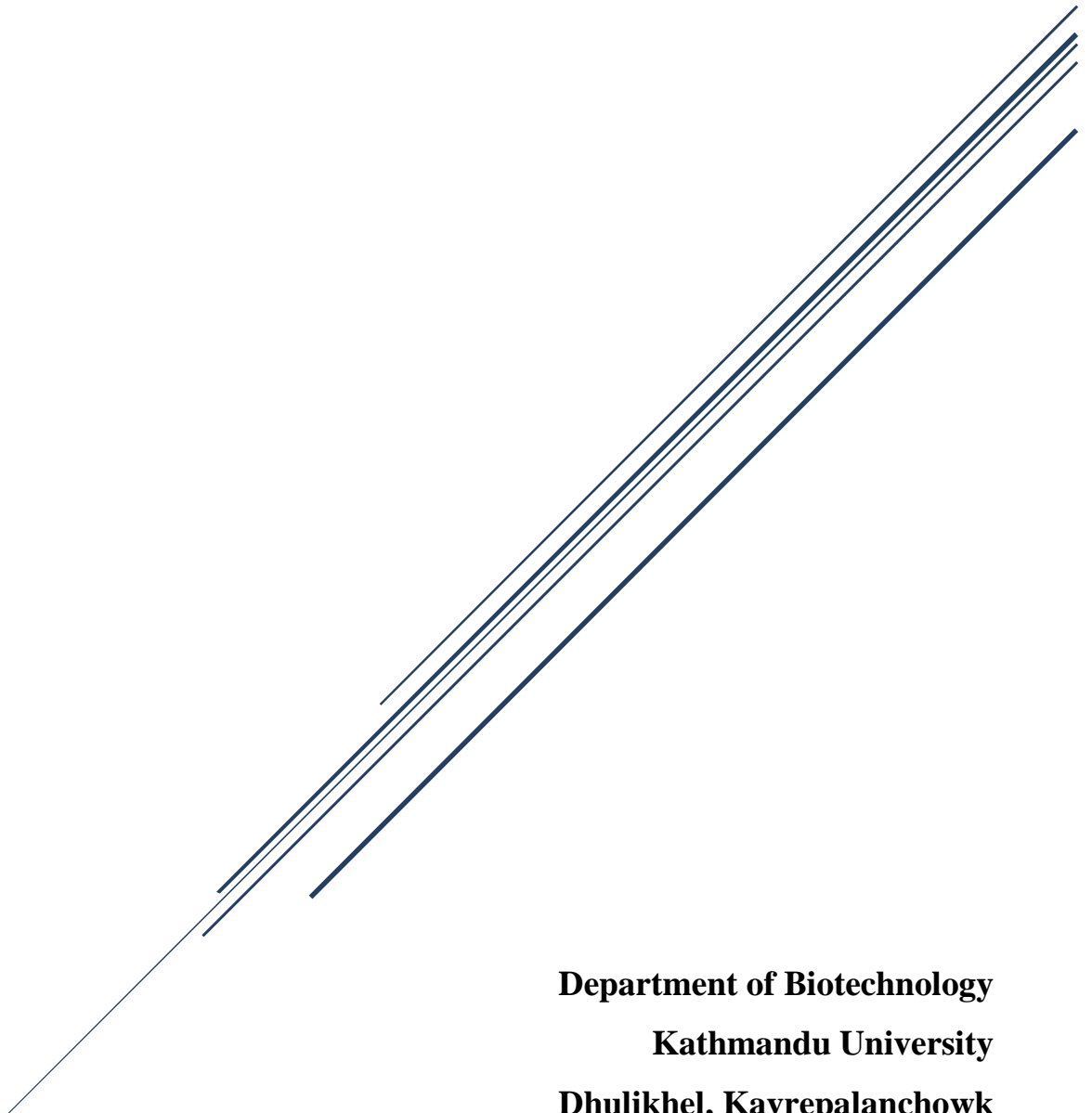


# Club Constitution

Kathmandu University Biotechnology Creatives

*Updated on September 2022*



**Department of Biotechnology**

**Kathmandu University**

**Dhulikhel, Kavrepalanchowk**

**Nepal**

KUBIC Constitution 2022

# Contents

Article 1 Name .....	4
Article 2 Logo .....	4
Article 3 Office .....	4
Article 4 Interpretation & Effect .....	4
4.1 .....	4
4.2 .....	4
Article 5 Aims and Objectives .....	4
5.1 Form .....	4
5.2 Exchange of Ideas.....	5
5.3 Intra disciplinary Cooperation.....	5
5.4 Suggestions and Innovations .....	5
5.5 Encouraging Exchange Programs.....	5
5.6 Interactive and Educational Events.....	5
5.7 Provision of Newsletter.....	5
5.8 General Events .....	5
Article 6 Membership .....	6
6.1 Individual Members (IM) .....	6
6.2 Honorary Life Member.....	7
6.3 Observers .....	7
Article 7 Admission of Members.....	7
7.1 Application for membership of the club:.....	7
7.2 Privileges provided for the member .....	7
7.3 Loss of Membership and Privilege .....	8
Article 8 The Executive.....	8
8.1 About the functional body .....	8
8.2 About the election .....	9
Article 9 Roles of executives: .....	10
9.1 General.....	10
9.2 Tasks of all Executive members shall be: .....	11
9.3 The duties of the Advisors and Consultants of KUBiC shall be: .....	11
9.4 The duties of the President shall be: .....	12

9.5 The duties of the Vice-President shall be: .....	12
9.6 The duties of the Secretary shall be:.....	13
9.7 The duties of the Treasurer shall be: .....	13
9.8 The duties of the Immediate Past president shall be: .....	14
9.9 The duties of Joint Secretary shall be: .....	14
9.10 The duties of IT Manager shall be:.....	15
ARTICLE 10 Finances .....	15
ARTICLE 11 Launching of programs under KUBiC .....	15
11.1 Procedure for launching a program:.....	15
11.2 General programs .....	17
11.2.1 World DNA Day – 25 <sup>th</sup> April .....	17
11.2.2 Sports Events: .....	18
11.2.3 Biotech Welcome and Farewell Program: .....	18
11.2.4 Internship Orientation with collaboration of Institutes: .....	19
11.2.5 Career counseling: .....	19
11.2.6 Publication: .....	20
11.2.7 Symposium:.....	20
11.2.8 Presentation on departmental problems and solutions:.....	20
11.2.9 Biotech Meet.....	20
ARTICLE 12 About Law Amendments .....	20
ARTICLE 13 Bank Account .....	20

KUBiC Constitution 2022

## **ARTICLE 1 NAME**

The departmental organization shall be called the “Kathmandu University Biotechnology Creatives” (abbreviated “KUBiC”).

## **ARTICLE 2 LOGO**

The logo of KUBiC shall be as given in Appendix I. The color of the KUBiC logo shall be black and white.

## **ARTICLE 3 OFFICE**

All the official works will be carried out under the supervision of the Department of Biotechnology, Kathmandu University.

## **ARTICLE 4 INTERPRETATION & EFFECT**

**4.1** All the articles shall be under the Law of Government of Nepal.

**4.2** The provisions of this organization shall be binding on the organization and its members.

## **ARTICLE 5 AIMS AND OBJECTIVES**

KUBiC is the organization for biotechnology students studying at Kathmandu University. It is totally a non- governmental organization. It will be focused on promoting academic as well as relation between biotechnology students through provision of information, conference, training and a range of Publications and various games conducted annually. Being a neutral organization, it works for social services and there is no place for affiliation, sympathy or political activities in the organization. The specific objectives of the organization are:

### **5.1 FORM**

Establishing a permanent form of contact with representative organizations of biotechnology students.

## **5.2 EXCHANGE OF IDEAS**

Promoting the exchange of ideas by correspondence and by encouraging full dissemination of scientific and professional knowledge.

## **5.3 INTRA DISCIPLINARY COOPERATION**

Encouraging the formation and development of bilateral cooperation among national and international biotechnology student organizations without trespassing upon their domains.

## **5.4 SUGGESTIONS AND INNOVATIONS**

Collecting opinions and information on the subject of biotechnology education and by suggesting improvements where necessary with the aim of attaining unification of biotechnology education.

## **5.5 ENCOURAGING EXCHANGE PROGRAMS**

Encouraging and promoting international visits and exchanges of students.

## **5.6 INTERACTIVE AND EDUCATIONAL EVENTS**

Organizing various conferences, Symposium, workshop, quiz, seminar, interaction program.

## **5.7 PROVISION OF NEWSLETTER**

Publishing the Annual as well as semester wise Newsletter of the department.

## **5.8 GENERAL EVENTS**

Conducting other general events such as:

### **5.8.1**

Annual general Meeting (AGM)

### **5.8.2**

Friendly interaction with the newcomer students

### **5.8.3**

Welcome and farewell Program

#### **5.8.4**

Departmental and national level sports events

#### **5.8.5**

World DNA Day – April 25

#### **5.8.6**

Symposium

#### **5.8.7**

Career counseling

#### **5.8.8**

Internship orientation

#### **5.8.9**

Biotech Meet

#### **5.8.10**

Presentation on departmental problems and solutions

#### **5.8.11**

Conference

#### **5.8.12**

Publication

### **ARTICLE 6 MEMBERSHIP**

The members of the Club shall be:

#### **6.1 INDIVIDUAL MEMBERS (IM)**

It is mandatory for Biotechnology students of Kathmandu University enrolled in Undergraduate program for a membership of 4 years. For the graduate program, it will be as per the decision of the department. The extension of his/her membership will be according to the executive committee decision.

## **6.2 HONORARY LIFE MEMBER**

The title of Honorary Life Member may be conferred on any individual who has rendered marked service to the Club.

## **6.3 OBSERVERS**

Observers are recognized as regional allied organizations of Biotechnology students.

## **ARTICLE 7 ADMISSION OF MEMBERS**

### **7.1 APPLICATION FOR MEMBERSHIP OF THE CLUB:**

- a. Membership form shall be as given in Appendix III.
- b. Membership form has to be filled as soon as possible after their enrollment in B. Tech in Biotechnology in or some special privileges can be given to certain active persons as per the need. It should be verified by the Executive Board of KUBiC and signed by the President of KUBiC.
- c. After being a member, he/she should abide by the constitution and should be faithful to it.

### **7.2 PRIVILEGES PROVIDED FOR THE MEMBER**

- a. Once being a member of the organization, the membership is not needed to be renewed unless directed by the organization.
- b. The member will be given full right to take part in every event organized by the organization.
- c. The member will receive all the publications and information from within the organization itself and from the other organizations it is linked to.
- d. Participation in Annual General Meeting.
- e. Only a member shall have Voting Privilege.
- f. Only a member can participate in the Student Exchange Program.
- g. Only a member shall be allowed to have a nomination in the election of the executive committee of KUBiC.
- h. It is a special privilege for the members to be allowed to participate in the general meeting so as to explore hidden innovative ideas among non-executives. They can ask the



executives for a meeting call to discuss any new innovative ideas and KUBiC should respond positively to the proposed call of meeting. This will help every student participate directly in programs of KUBiC.

- i. The new members are provided with KUBiC constitution and SEP manuals so that they can find themselves familiar with the organization, its structure, working sectors and its rules.

### **7.3 LOSS OF MEMBERSHIP AND PRIVILEGE**

- a. Any new application form submitted after the AGM of the fiscal year will be considered void. In this condition, the person should have to wait for the next fiscal year and will strictly not be given any right to attend any of the organization's programs and events.
- b. Anyone not abiding by the constitution shall lose the membership.
- c. Anyone who is found misusing the resources of either the organization or the Department will permanently lose the membership. For an executive member, he/she will lose membership and will be suspended from his/her post and the post is declared vacant. New people for the post will be recruited as given in Article 9.1 (c).
- d. Unless there is permanent loss of membership, re-application for the membership will be similar in procedure as for the first time and its approval will be totally dependent on the decision of the executive Board.
- e. In case of loss of membership card, one must submit an application to the KUBiC board and will be fined accordingly.

## **ARTICLE 8 THE EXECUTIVE**

### **8.1 ABOUT THE FUNCTIONAL BODY**

- a. The function of the Executive shall be to manage the affairs of the Organization.
- b. The Executive shall, at all times, be accountable to the Organization.
- c. The Executive shall consist of persons as mentioned below:

<b>S. N</b>	<b>DESIGNATION</b>	<b>YEAR</b>
1	President	3rd year
2	Vice president	2nd year
3	Secretary	3rd year
4	Joint Secretary	2nd year
5	Treasurer	3rd year
6	Executive	<b>Undergraduate:</b> One from each batch except 4th year <b>Graduate:</b> 2nd year: 1 1st year: 1
7	IT Manager	Any
8	Executive Advisors	2 from previous board - one from 4th year
9	Faculty Advisors	Faculty Member - 2 including HOD

- d. The Executive shall take office immediately after the AGM at which they are elected.
- e. Members of the Executive may only serve for one term.
- f. Head of Department, Consultant and Executive advisors can be present in the meeting for proper guidance and supervision to effective and sincere performance of the executives.

## **8.2 ABOUT THE ELECTION**

- a. An executive call for an application for a new board will be announced.
- b. The candidates shall be allowed to withdraw their candidacy before the election.
- c. Only a KUBiC member shall be given the privilege to be nominated and vote in the election. Non-members are strictly prohibited during the election.
- d. The election will be totally fair. In the case of threat or misbehave during the time of election, the person found guilty will permanently lose his/her membership and will be punished according to the department's code of conduct.

- e. After applying for the executive body, the candidates should go through 2 election phases.
  - i. *Each applicant should provide a letter of intent as well as their yearly plans along with their application*
  - ii. *Voting will be favored by all the KUBiC members from each batch. This law however will not be implemented to graduate students.*
- f. The candidates for the executive should only go through a voting phase in their respective classes.
- g. Candidates applying for the post in the executive board should not hold any important positions in other organizations. General members are not subjected to these limitations, although they should always give department club the first priority.
- h. The election and voting procedure should not disturb any class hours.

## **ARTICLE 9 ROLES OF EXECUTIVES:**

### **9.1 GENERAL**

- a. Every incoming Executive member must sign a contract for their term of office which defines their commitments made on behalf of KUBiC.
- b. The Executive body shall have the power to co-opt further members in an advisory capacity with no power to vote, and in order to form sub-committees.
- c. In the condition of an Executive member failing in their duties, all the other Executive members, by unanimous approval of 2/3 fraction, shall have the power to relieve them of their duties.
- d. In the case of any vacancy occurring, the Executive body shall have the power to fill the vacancy by appointing a person to hold the vacant office until the next election.
- e. The Executive must hold at least one meeting in a month, to be arranged at a time convenient to all members of the Executive. The meeting can't be held unless 80% of the executives are present.
- f. The Executive decisions shall be carried, except in the case mentioned in 9.1(b), by a majority. In the event of equality in voting, the president shall have a casting vote.

- g. It is the compulsory duty of each executive member to inform all the classmates about the discussion topic and decisions made at each meeting and also, to bring the voices of the class to the discussion board.
- h. Every Executive member must submit a written annual report to the AGM.
- i. Every individual member should be present in the meetings called and if absent; he/she should inform the committee with a written statement.
- j. AGM should be conducted before the end of fiscal year. (September to October or within a month of the start of a new session, whichever is earlier).
- k. At AGM, the new members are introduced to the Organization. Also, a brief report on the events organized within the year shall be discussed by the respective person. Individual discussion topics are mentioned below.

## **9.2 TASKS OF ALL EXECUTIVE MEMBERS SHALL BE:**

- a. To become familiar with the Constitution, Rules and activities of the Organization.
- b. To act in a manner that reflects the responsibilities of an Executive position.
- c. To incur expenses in the interests of the organization in a mature and responsible way.
- d. To sign, and act in accordance with the Executive Contract, appended to these Rules.
- e. To ensure the smooth running of the Office.
- f. To submit an Annual Report to the AGM.
- g. To take forth the ideas and new concepts towards the meeting that is found fruitful for the organization.
- h. To perform such duties as instructed by the advisors and consultants.
- i. To hand over all documents and relevant information for the support to their successors.
- j. To ensure completion of their undertaken tasks.

## **9.3 THE DUTIES OF THE ADVISORS AND CONSULTANTS OF KUBiC SHALL BE:**

- a. To act as a supervisor for the entire KUBiC team and to ensure efficient and effective running of the team.
- b. To ensure every executive is bound within the constitution.
- c. To act as the pathfinder while there is any conflict or misjudgments within the team.

- d. S/he has the casting vote for any decision to be made.
- e. All program reports are to be reviewed by the Advisors and consultants before filing to the KUBiC records.

#### **9.4 THE DUTIES OF THE PRESIDENT SHALL BE:**

- a. To supervise at meetings, subject to the approval of the meeting.
- b. To sign the minutes of the meeting after adoption.
- c. To pass the approved proposals of programs to the HOD and Department.
- d. To represent KUBiC at all official functions, and to make any public announcements on behalf of the KUBiC.
- e. To instruct the Secretary to issue notice of meetings in due time.
- f. To initiate and/or direct the activities of the Executive, and of the sub-committees of the KUBiC. To assist the Treasurer in the control of KUBiC finances.
- g. To act as the public relation personality.
- h. To assist the Reception Committee in the preparation of the AGM.
- i. To maintain relations with professional contacts and allied organizations.
- j. To participate in the Joint Working Groups with allied organizations.
- k. To ensure maintenance of contacts and liaisons between related outside bodies and the organizations and organize meetings where appropriate and can give particular positions as per the need.

#### **9.5 THE DUTIES OF THE VICE-PRESIDENT SHALL BE:**

- a. To be in close contact with the President on all matters relating to the Organization and to assist him/her in the effective discharge of the duties.
- b. To act for the President in his/her absence, if and when necessary.
- c. To maintain friendly relations with other similar organizations within the nation and promote bilateral co-operation.
- d. To act as a mediator for promotion of the programs being launched and to help maximum participation of the department students in programs being organized by other organizations.

- e. To assist the president in every visit s/he makes and discuss on topics such as bilateral help, joint launch of programs, promotion of interaction among students, etc.
- f. To help KUBiC find fund generation programs and brainstorm on the sponsorship programs to launch.

#### **9.6 THE DUTIES OF THE SECRETARY SHALL BE:**

- a. To attend the correspondence of the KUBiC.
- b. To keep accurate records of the proceedings of the Executive meetings and to circulate the minutes of these meetings to all members (and department, if requested).
- c. To sign such minutes after acceptance, at the next meeting.
- d. To keep the KUBiC Constitution, Rules and news updated. If requested, it is the Secretary's responsibility to obtain translations in Nepali or any other languages.
- e. To advise the President of the requirements of the Constitution and other official documents.
- f. To assist the President at the AGM and other meetings as well.
- g. To issue notice of all meetings, and ensure that agendas are drawn up and distributed at least three days before the meeting.
- h. To draft original and a copy of every document, especially the reports safely in KUBiC locker for future reference and use.
- i. To prepare and distribute the annual reports to the concerned officials such as the Head of Department.
- j. To create and distribute media releases.

#### **9.7 THE DUTIES OF THE TREASURER SHALL BE:**

- a. To control the Organization's finances in accordance with the Financial Regulations, and to ensure that the Federation is run efficiently, and ensure, the current finance is sustainable for a year.
- b. To audit the KUBiC budget of current fiscal year and of the immediate past year with the present and immediate past treasurer of KUBiC before presenting to the AGM.

- c. To perform all financial transactions of KUBiC as defined in the Constitution and to acknowledge receipt of all monies. The receipt must state: Name of Payee, amount received, and date received. A duplicate must be filed by the Treasurer.
- d. To prepare a detailed budget for the current financial year in collaboration with the Executive at the first Executive meeting.
- e. To produce a quarterly summary of the accounts of the Organization for the Executive and adapt the budget accordingly. This summary shall also be sent to the immediate past Treasurer.
- f. To co-ordinate the Individual Membership administration with the Secretary.
- g. To liaise with the professional accountant when possible and finances permitting.
- h. To submit a detailed report of all income and expenditure of the Organization to AGM.
- i. To liaise closely with the President in obtaining appropriate sponsorship and funding for the Federation.
- j. To ensure that sponsors are acknowledged in the manner agreed between KUBiC and the sponsoring agency.
- k. To check the financial results of the previous year's Reception Committee during AGM.
- l. To perform all financial transactions on behalf of the KUBiC Development Fund.

#### **9.8 THE DUTIES OF THE IMMEDIATE PAST PRESIDENT SHALL BE:**

- a. To aid continuity by liaising with the new President and new Executive.
- b. To complete a specific task or project initiated the previous year or as directed by the Executives.
- c. To present his/her annual report of his/her tenure to the AGM.

#### **9.9 THE DUTIES OF JOINT SECRETARY SHALL BE:**

- a. To be in close contact with the Secretary on all matters relating to the Organization and to assist him/her in the effective discharge of the duties.
- b. To act for the Secretary in his/her absence, if and when necessary.
- c. To support the president and Secretary both during the AGM and other meetings.
- d. All meetings should be announced beforehand, and it should be made sure that agendas are prepared and disseminated at least three days in advance.

## **9.10 THE DUTIES OF IT MANAGER SHALL BE:**

- a. To handle the website and social media accounts of KUBiC.
- b. Make contents, poster designs related to any events related to the club and department.
- c. The IT Manager has sole authority to hire assistance if needed.

## **ARTICLE 10 FINANCES**

1. The financial year of the Organization shall run from 1st of October unless AGM is delayed.
2. The source of Finance for the organization are as mentioned below
  - a. Annual Fund from within KU like Student Welfare Council (SWC), Departmental Finance, etc. This should be transparent to every member of the organization during AGM
  - b. Membership form
  - c. Fund raising campaigns
  - d. Sponsorship
3. The monetary resources of the Organization shall be administered by the Treasurer.
4. Any program that raises fund in the name of KUBiC will deposit money in the account of KUBiC.
5. The resources of KUBiC will be used according to the decision of executives.
6. It is the duty of each executive to cooperate with the Contact Person for the registration and renewal of membership of the organization with whichever organization it is linked to.
7. Decisions regarding the financing of a program will be carried out according to the decision of the executives.

## **ARTICLE 11 LAUNCHING OF PROGRAMS UNDER KUBiC**

### **11.1 PROCEDURE FOR LAUNCHING A PROGRAM:**

- a. To launch a program, a written proposal should be submitted to the Secretary at least a month before the launch date.
- b. The Secretary will have to distribute a copy of the proposal to all the executives for study.



- c. KUBiC meetings will be called by the Secretary at least after three days of proposal distribution and time of meeting should be feasible to all the executives. The organizer can be seated in the meeting for discussion of his/her ideas with the executives as discussed in Article 7.2 (i).
- d. The proposal should be thoroughly studied by all members and its feasibility should be studied well.
- e. The approval criteria for a proposal will be based on following points:
  - i. Time of program launch should be best so as not to disturb the academic calendar as far as possible. However, the program should be launched as per the feasibility of every program attendee and the targeted people.
  - ii. The decision for financing of the program should be decided by the treasurer in accordance with the present financial condition of KUBiC.
  - iii. If possible, the program should be self-fund generative and should find sponsors.
- f. The rejection of any proposal can be done if:
- g. It doesn't belong to a part of Biotechnology or doesn't ensure professional development
- h. It can be rejected if 2/3 of the executives find it of no use.
- i. If the budget exceeds the amount KUBiC can approach.
- j. It is the decision of executives that come in role for approval or rejection of any program before presenting to HOD.
- k. The approved programs should be taken to the HOD for final approval.
- l. After final approval, written notice will be kept at the notice board with details of the program.
- m. The provisions of each program will be as mentioned in Article 11.2 and the provisions can be altered as per the need and requirements of the program, its objective and program scale
- n. After the program, all the materials provided to the organizing committee by KUBiC or department should be returned to respective places. The organizing committee will be strictly responsible for any damage or loss of the provided material.
- o. After the program, a report should be submitted by the concerned person to the executives for future reference.

- p. The report should contain following additional materials:
  - i. Photos from the site.
  - ii. Expenses detail
  - iii. Bills and receipts (with pan number on bill) as a matter of evidence of expenses, whenever it is possible.
  - iv. Things to be amended for future launch of a similar program which mentions problems with the present program and based on experience, s/he can mention how to avoid such problems in future.
- q. Letter of appreciation to any sponsor or helping agency and volunteer certificate to the volunteers are distributed at the end of fiscal year on the occasion of AGM.

## 11.2 GENERAL PROGRAMS

### 11.2.1 WORLD DNA DAY – 25<sup>TH</sup> APRIL

This is a routine annual program and has been a part of the club since 2011. It is focused to enhance the interaction amongst the biotechnology students from different colleges and also to enhance academic prospects amongst students through poster, oral presentation during the conference to be organized on the same day. This program will also focus on what is the real condition of biotechnology in Nepal and why so by discussion with various sectors involved directly or indirectly with the Biotechnology field. Here the program focuses on what has been done by the Government, Private sector and other related fields for the enhancement of Biotechnology in Nepal and what has to be their future plans to avoid Brain-drain.

The program should be launched as discussed in Article 11.1.

#### **Program Attendees**

Teachers: as per their personal interest

Students: **a.** Graduate Program: at least two

<b>b.</b> Undergraduate Program:	Year	Number
	4	all
	3	all
	2	At least 50% of totals
	1	At least 50% of totals

*(These figures include KUBiC members.)*

Transportation: Arranged by the Department

Food: To be arranged by the club in collaboration with sponsors.

Finance: excludes Mobile Bills, Transportation, Publicity (These should be taken voluntarily by the organizer)

Volunteer card: To be used for what is present in the KUBiC store, or should be volunteered by some agency.

After the program, report should be submitted to the executive committee as in Article 11.1 (p) and letter of appreciation and volunteer certificates will be as discussed in Article 11.1 (q)

### **11.2.2 SPORTS EVENTS:**

This is also an annual program conducted by KUBiC regularly under Sports coordinator chosen from existing executive members. This has been and will be a great platform for the students to know each other and collaborate for a better future amongst the biotech graduates. In the past also this has given some positive results.

#### **Program Attendees**

Kathmandu University Biotech Football Team

Kathmandu University Staff Team

Other life science colleges

Other teams may also be added as per the request.

After the program, the financial status of the tournament has to be submitted to the executive Board.

### **11.2.3 BIOTECH WELCOME AND FAREWELL PROGRAM:**

This has been the traditional annual program conducted by KUBiC in collaboration with the department of Biotechnology. For this Department of Biotechnology has been providing some financial support which has been insufficient. Thus, the club has been collecting money from all the students for this. And the club has been organizing this to the best of the ability of the organizing team.

### **Program Attendees**

<b>Year</b>	<b>Students</b>
1	All
2	All
3	All
4	All
Pass out	All

After the program the coordinator has to submit the financial status of the program to the executive Board.

### **11.2.4 INTERNSHIP ORIENTATION WITH COLLABORATION OF INSTITUTES:**

Internship, being a part of our curriculum, this club is planning to collaborate with institutes and companies. This establishes mutual cooperation among departments and respective providers.

### **Program Attendees**

<b>Year</b>	<b>Students</b>
2	At least 50% of totals
3	All
4	All

### **11.2.5 CAREER COUNSELING:**

Biotechnology is an emerging sector, a lot more is yet to be done. This club targets on conducting career counseling sessions for the students which will direct them towards their career of their interest.

### **Program Attendees**

<b>Year</b>	<b>Students</b>
1	All
2	All
3	All
4	All

### **11.2.6 PUBLICATION:**

With a goal of giving students a stage on which to showcase their creativity, KUBiC publishes annual magazines as well as semi-annual wall publications to inform readers about ongoing research and projects.

### **11.2.7 SYMPOSIUM:**

KUBiC organizes a symposium on topics related to Biotechnology every year with an aim of benefitting the participants with interactive visions.

### **11.2.8 PRESENTATION ON DEPARTMENTAL PROBLEMS AND SOLUTIONS:**

This is a continuous act updated every day through Facebook group and Facebook page - “Kathmandu University Biotechnology Creatives (KUBiC)”

### **11.2.9 BIOTECH MEET**

Biotech Meet is a comprehensive program encompassing a broad spectrum of events that can help to promote the study of biotechnology in Nepal. The program is conceived with a vision to bring the educational and research hubs functioning in the field of biotechnology; together. The event shall bridge the students, stakeholders and researchers from different institutes and help to develop a collective understanding of the field. This promising event requires support from all the stakeholders and field specific hubs.

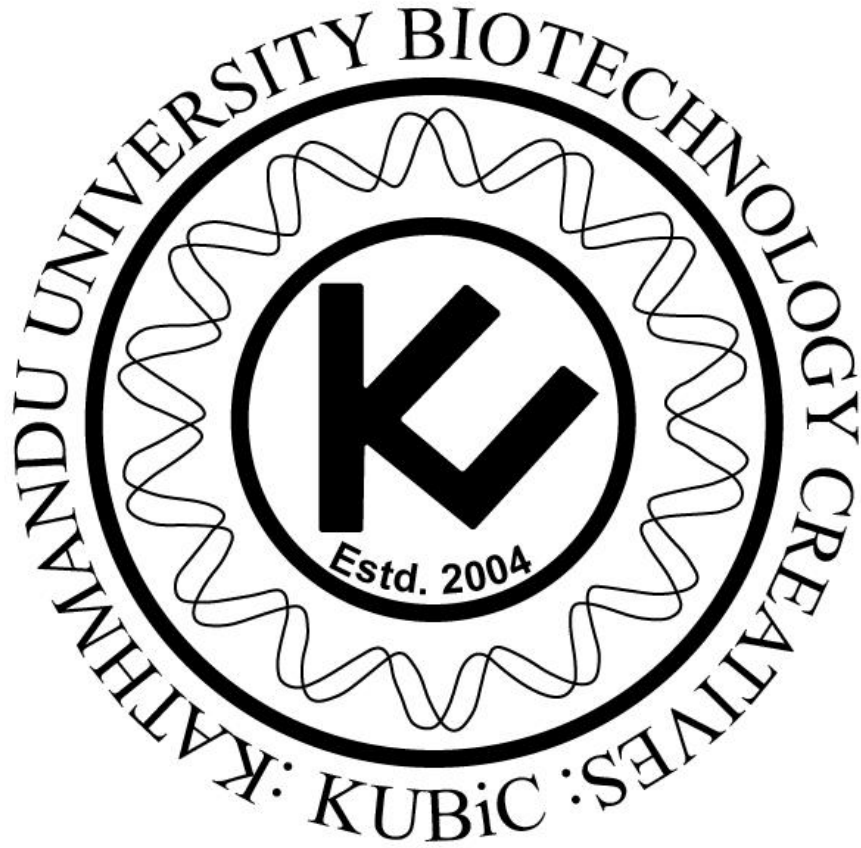
## **ARTICLE 12 ABOUT LAW AMENDMENTS**

Any law amendment is done by 80% majority from the executive board and the proposal of law amendment shall be sent to the HOD via the President and final decision of law amendment shall be on the part of HOD.

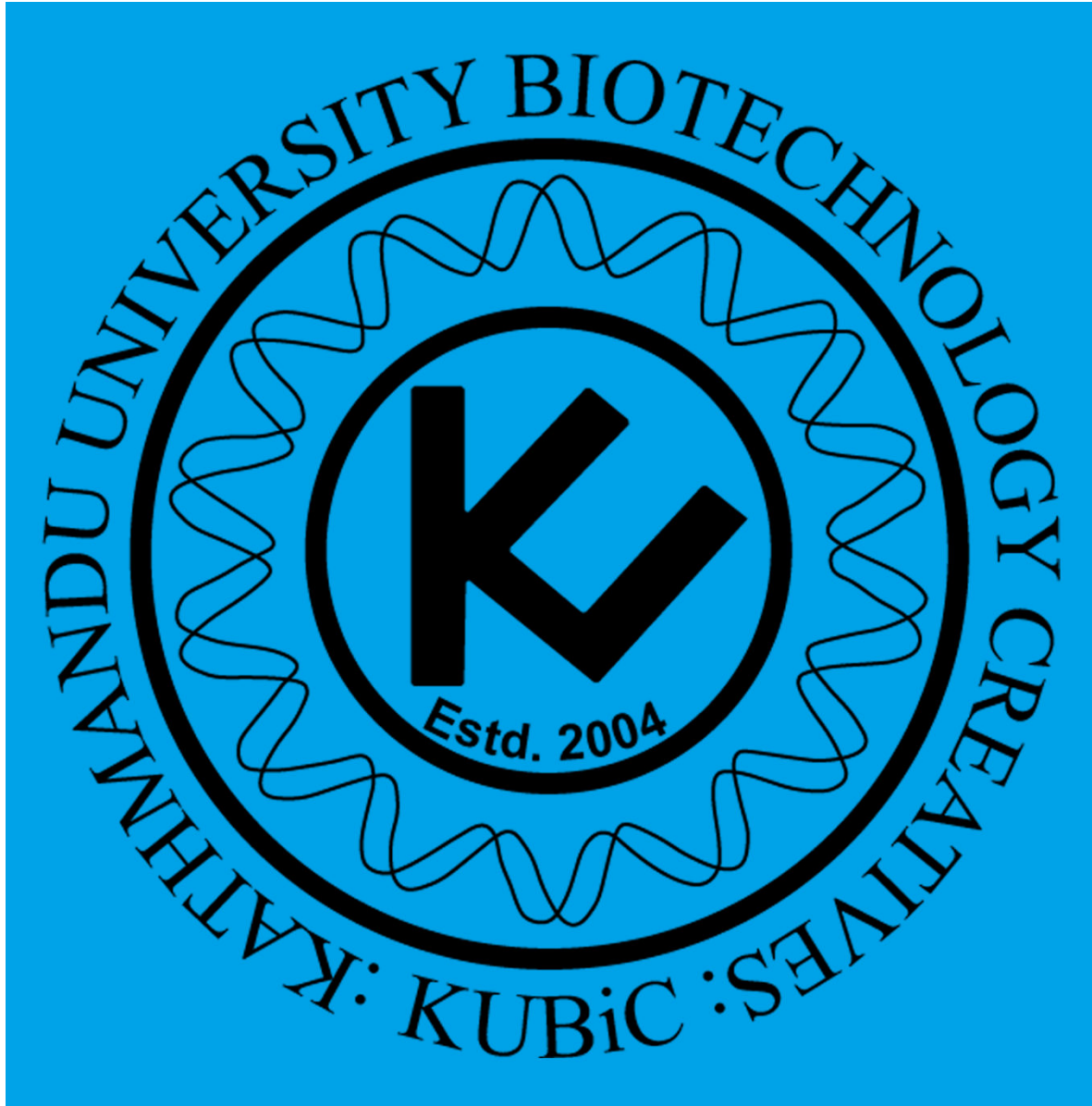
## **ARTICLE 13 BANK ACCOUNT**

Our transactions are held through Nepal Investment Bank Ltd. of account named as Kathmandu University Biotechnology Creatives, Banepa branch. The signatures of the President and the Treasurer are valid for transactions. KYC of all members should be verified.

**APPENDIX I: KUBIC LOGO**

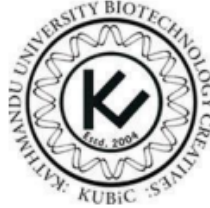


**APPENDIX II: KUBiC Flag**



**APPENDIX III: Membership Form**

**KATHMANDU UNIVERSITY BIOTECHNOLOGY CREATIVES (KUBiC)**



Estd. 2004

**Registration Form**

Name: .....

KU Registration number: .....

Class Roll no: .....

Batch: .....

Date of birth: .....

Permanent Address: .....

.....

Temporary Address: .....

.....

Contact Number: .....

E-mail ID: .....

Date: .....

Signature of Applicant: .....



**For Official Use Only:**

KUBiC Registration No.: .....

President: .....

Date: .....

Signature: .....