



**SOPs for conducting any events / club activities**

(This has the approval of the competent authorities)

1. **Efforts should be made to ensure that the events do not disrupt or interfere with the academic activities of the Institute.**
2. A detailed schedule of all the events should be informed to the office of the Dean Students' Welfare during the submission of budget proposal. Deviation from the given schedule should only occur in exceptional situations.
3. Approval for budget and schedule should be obtained at least 2 weeks before the actual date of the program. Seeking last moment approval will not be entertained.
4. All the programs / events should only be conducted in the presence of the Faculty Advisors / In-charges.
5. Proper hospitality (travel, food, memento, *etc.*) should be provided to the guests.
6. Advance settlements should be completed within 15 days following the conclusion of the event.
7. Faculty Advisor / In-charge is expected to submit a detailed report on the event during the bill settlement. No bill will be processed without the report by the Faculty Advisors.
8. Payments should be made through bank transfer or digital mode. Cash transactions are strongly discouraged.
9. No event will be permitted beyond 11:00 P.M. (Requests for Roll call extension will not be entertained except some special cases).
10. Students' participation is compulsory for all events. The Director or any dignitaries should be only being invited if a minimum of 150 students have confirmed their participation for the event.
11. The Director, Deans, Registrar, HoDs, faculty members and staffs should be invited to all the major events.
12. Inauguration / Valediction ceremony should be properly planned and minute-to-minute program should be submitted in hard copy to the invitees.
13. Invitations to the dignitaries should be sent a minimum of 7 days in advance of the program.
14. DJ's are highly discouraged. Instead, the students are encouraged to organize cultural programs according to the objective of the event / festival.
15. If any Institute property is damaged during the event, it should be replaced.
16. All the halls / venues / grounds used for the events should be cleaned properly after the event, and nothing should be pasted on the walls.
17. If any misbehavior of students is found during the event, strict disciplinary action will be taken.



**SOPs for conducting Festember / Pragyan / NITTFest / Sports fete (in addition to the above SOPs)**

1. All the fests or events should be organized to achieve the objective(s) of the fests or events.
2. For each pro-show, the maximum allowed budget from the institute fund is Rs 6 lakh.
3. **The programs that foster the development of students' potential are highly recommended.**
4. Expenditure beyond the approved budget is not permitted.
5. Any purchase should be made following the institute purchase procedure. Student coordinator should discuss with the concerned officials before purchase or contacting the vendors.

**Responsibilities of the Faculty Advisors / In-charges:**

1. Faculty advisors are appointed to provide guidance and suggestions to students involved in festivals or club activities.
2. They serve as the initial point of contact with the administration. Their primary responsibility is to scrutinize and verify students' requests before forwarding the documents to the office of the Dean Students' Welfare.
3. During events, faculty advisors are expected to be present on campus and vigilant. It is essential to ensure all letters are appropriately formatted and addressed:
  - a) Events-related permission letters should be addressed to "The Dean (Students' Welfare)".
  - b) Infrastructural support requests should be addressed to "The Executive Engineer, EMD" (through the office of the Dean Students' Welfare).
  - c) Bill settlements should be addressed to "The Registrar" (through the office of the Dean Students' Welfare).
4. Faculty advisors should verify whether the objectives of the program have been successfully achieved.
5. They should ensure that the students follow institute rules and regulations.
6. Bill settlement must be completed within 30 days following the event's conclusion.
7. Faculty advisors must ensure that the expenditure remains within the allocated budget.
8. Faculty advisors should submit a detailed report on the event during bill settlement. The same should be forwarded to the Institute newsletter team for publication.
9. Faculty advisors having cheque signing authority are requested to discuss and validate with the office of the Dean Students' welfare before signing any cheque.
10. The write-up (along with photographs) can be forwarded to the Institute press and media cell (through the office of the Dean Students' Welfare) for publication in the newspapers.
11. If the club procures any non-consumable items using students' funds, Faculty Advisors are requested to sign the stock register in the office of the Dean Students' Welfare. They must ensure the proper handover of the items during the transition of club core members.