

NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI – 620 015

TASKFORCE INITIATIVES HUB

Office of the Dean of Students Welfare



OPERATIONAL CONSTITUTION

Governance, Roles, Procedures and Authorities

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Approved by	Dr. Sreejith Mohan, Associate Dean Students' Welfare & Faculty Advisor, TaskForce

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PREAMBLE

This Foundational Circular is the constitutional document of TaskForce NIT Trichy. It is issued by the Core Committee of TaskForce and is binding on all current and future members of the initiative.

A Note on this Document's Origins

This Circular is drafted in recognition that, notwithstanding the initiative's years of active service to the NIT Tiruchirappalli community, the institutional record of TaskForce - its governance structure, roles, procedures, and authorities - has not previously been committed to a formal written document. The absence of such a record has, at times, left the initiative's identity, mandate, and operational independence unclear to those outside it. This document is therefore simultaneously a founding constitution and a present-day operational reference: it formalises what has always been the practice of TaskForce, establishes binding rules for all that follows, and ensures that future leadership, faculty administration, and the broader campus community can understand and respect the initiative's place within the institution.

This document sets out, with binding effect, the organisational hierarchy of the initiative, the roles and responsibilities of the four Core Committee positions, the internal structure of working teams, the procedures governing official correspondence, vehicle permissions, financial management, membership inductions, recurring programmes, and reporting obligations, and the initiative's lines of authority within the broader institutional structure of NIT Tiruchirappalli.

This document supersedes any informal precedents or verbal understandings that may have governed initiative operations in prior academic years. All future editions of this Circular shall be issued as numbered revisions and shall require the approval of the Faculty Advisor before coming into effect.

1. INSTITUTIONAL PLACEMENT AND REPORTING HIERARCHY

1.1 Position within NIT Trichy

TaskForce is a formally recognised student initiative of the National Institute of Technology, Tiruchirappalli, constituted under and accountable to the Office of the Dean of Students Welfare. The initiative functions as the official Social Initiative Hub of the institute, with a mandate to enhance student life through administrative, civic, and community-focused programmes. TaskForce is not a general-purpose student body, nor is it subordinate to any other student initiative, student council, or campus organisation.

1.2 Authority Structure

The reporting and authority structure of TaskForce within NIT Trichy is as follows, in descending order of institutional authority:

Level	Position / Body	Relationship to TaskForce
1	Director, NIT Tiruchirappalli	Apex institutional authority
2	Dean of Students Welfare	Primary administrative principal
3	Associate Dean, Students Welfare (Faculty Advisor, TaskForce - Ex Officio)	Direct reporting authority and Faculty Advisor - first and primary line of contact for all TaskForce matters. This position is held ex officio: whoever serves as Associate Dean, Students Welfare automatically serves as Faculty Advisor of TaskForce.
4	TaskForce Core Committee (President, Vice President, Overall Co-ordinator, Treasurer)	Governing body of the initiative - four equal members collectively accountable to the Faculty Advisor for all initiative operations
5	TaskForce Managers	Senior operational members reporting to the Core Committee
6	TaskForce Deputy Managers	General operational members reporting to Managers and the Core Committee

1.3 Principle of Exclusive Upward Reporting

TaskForce reports exclusively to the Associate Dean, Students Welfare in his capacity as Faculty Advisor. He is the initiative's first and primary line of contact for all matters - institutional, financial, operational, or otherwise. The initiative does not report to, seek approval from, or take direction from any other faculty member, administrative official, student body, or student council below the level of the Faculty Advisor, except where explicitly directed by the Faculty Advisor himself or by the Dean of Students Welfare. All matters requiring institutional decision or escalation shall be routed through the Faculty Advisor as the first point of contact.

The Core Committee shall not bypass the Faculty Advisor to approach the Dean of Students Welfare or the Director's office directly, except where the Faculty Advisor is unavailable and the matter is time-critical, in which case the Faculty Advisor shall be informed at the earliest opportunity thereafter.

1.4 The Faculty Advisor - Ex Officio Appointment, Institutional Workload, and the Duty of Representation

On the Positional Nature of the Faculty Advisor Role

The Faculty Advisor of TaskForce is, by the authority of this Foundational Circular, the incumbent Associate Dean, Students Welfare of NIT Tiruchirappalli.

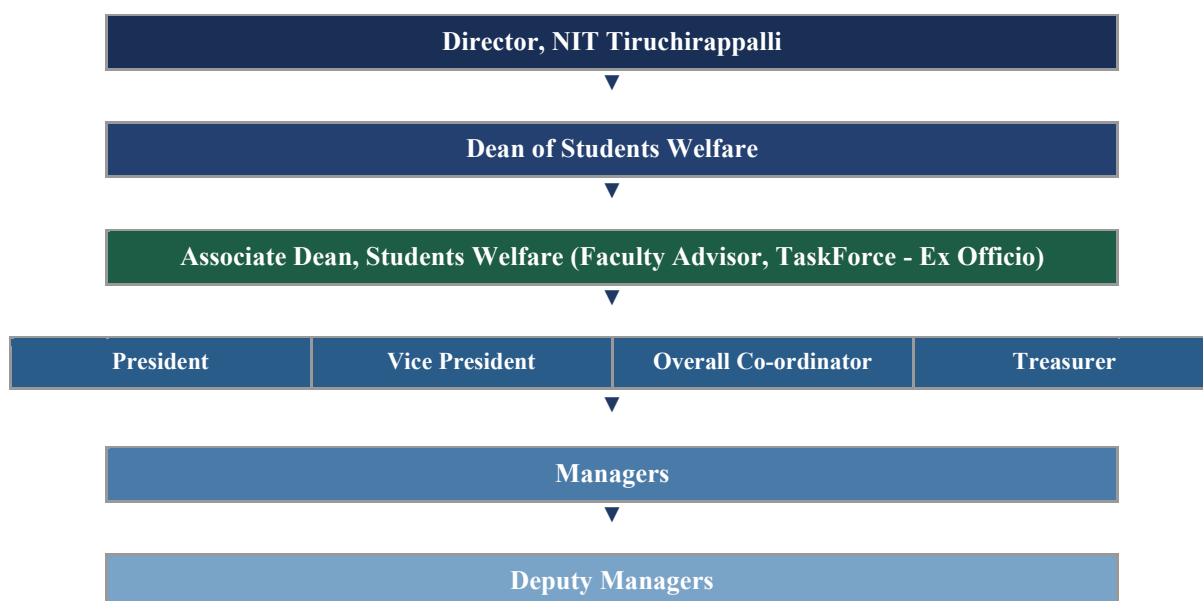
The Core Committee acknowledges, with full respect, that the Associate Dean, Students Welfare carries substantial institutional responsibilities extending far beyond TaskForce. He oversees the welfare of the entire student body, coordinates with hostels, initiatives, councils, and the broader administrative structure of the institute, and bears responsibility for a wide range of official decisions and processes. TaskForce undertakes to minimise the burden it places on his time by preparing correspondence efficiently, communicating clearly, and seeking his attention only when genuinely necessary.

2. CORE COMMITTEE - ROLES AND RESPONSIBILITIES

The Core Committee comprises four positions: President, Vice President, Overall Co-ordinator, and Treasurer. All four members are equal in authority and standing within the initiative. No Core Committee member holds institutional superiority over another; the distinction between them is one of domain and function, not rank. Together, the Core Committee constitutes the governing body of TaskForce and is collectively accountable to the Faculty Advisor for all initiative operations.

Core Committee members serve for a full Academic Year and are selected through the initiative's internal induction and promotion process described in Section 4.

Organisational Hierarchy



Position	Responsibility Area	Description
President	TaskForce Representation & Institutional Coordination	Representing TaskForce before the institute, government bodies, external agencies, and the student community, while maintaining regular coordination with the Faculty Advisor on institutional matters.
	Strategic Leadership	Setting the strategic direction and priorities of TaskForce for the Academic Year and overseeing the overall functioning of the initiative.
	Core Committee Administration	Chairing Core Committee meetings and ensuring effective organisational decision-making.
	Official Communication	Serving as the primary signatory for official letters and external correspondence on behalf of TaskForce.
	Institutional Standing	Maintaining the credibility, conduct, and reputation of TaskForce.
Vice President	Operational Execution & Event Management	Leading the execution of all TaskForce initiatives, including logistics, stakeholder coordination, venue management, and on-ground operational decision-making.
	External Stakeholder Coordination	Coordinating with vendors, venue authorities, government officials, and operational partners during initiative execution.
	Member Coordination & Welfare	Serving as the primary point of contact for Managers and Deputy Managers, overseeing workload

		allocation, member welfare, and organisational culture.
	Financial Oversight	Reviewing and co-signing financial expenditures alongside the Treasurer and monitoring operational spending requirements.
	Operational Continuity & Reporting	Maintaining continuity of operational knowledge, records, and processes, and preparing operational reviews for institutional reports.
Overall Co-ordinator	Internal Coordination & Workflow Management	Coordinating communication, timelines, deliverables, and workflow across teams and working groups.
	Documentation & Record Maintenance	Maintaining meeting minutes, event records, SOPs, task trackers, member records, and other institutional documentation.
	Internal Communication	Drafting internal circulars, notices, and coordination documents for TaskForce members.
	Administrative Support & Continuity	Preparing administrative submissions and preserving institutional records during leadership transitions.
Treasurer	Financial Record Management	Maintaining all financial records, transaction registers, bills, receipts, and supporting documentation for TaskForce.
	Financial Compliance & Verification	Ensuring that all expenditures comply with approved financial procedures and are properly documented before disbursement.
	Fund Monitoring & Reporting	Tracking all funds received and utilised by TaskForce and preparing financial statements and expenditure reports.
	Faculty Advisor Financial Reporting	Presenting financial records and supporting documents to the Faculty Advisor whenever required.

3. INITIATIVE INTERNAL STRUCTURE

3.1 Overview

Below the Core Committee, TaskForce is organised into four functional divisions. Each division is led by a Manager or designated lead and is staffed by Managers and Deputy Managers whose backgrounds and interests align with the division's work. The Core Committee member with closest responsibility for a given division provides oversight and direction to that division, though all four Core members collectively govern across all divisions.

3.2 Functional Divisions

A. Admin Relations and Treasury

This division handles all administrative interface work between TaskForce and the institute's departments, offices, and external agencies. It manages correspondence, permissions, applications, official documentation, and financial record-keeping in close coordination with the Treasurer. Members assist with the preparation and dispatch of official letters, maintain the Bill Book, and ensure that all institutional processes - from venue bookings to government coordination - follow correct procedure. All official letters require Faculty Advisor countersignature before dispatch, as specified in Section 6.

B. Publicity and Content

This division manages TaskForce's communication with the broader NIT Trichy community. It is responsible for drafting circulars, announcements, emails, and social media posts for all TaskForce initiatives. The division maintains TaskForce's Instagram presence and any other public communication channels, ensures that information about ongoing programmes is disseminated accurately and on time, and coordinates with the Design and Media division to produce content for publication.

C. Design and Media

This division handles all visual and multimedia outputs of the initiative - including event posters, promotional material, post-event photo documentation, and video content. The division works closely with the Publicity and Content division to produce material for social media and archives, and is responsible for maintaining a structured media library of all TaskForce events for institutional record and future reference.

D. WebOps

This division is responsible for managing, maintaining, and developing TaskForce's digital infrastructure - currently including the TaskForce website (taskforce.nitt.edu) and the RECycle Marketplace Website. The division ensures that these platforms remain functional, current, and user-friendly, and coordinates any technical integrations - such as the inductions form or the QR-based payment system for RECycle - as directed by the Core Committee.

4. MEMBERSHIP AND INDUCTION

4.1 Membership Levels

TaskForce has two operational membership levels below the Core Committee:

- **Deputy Managers:** Second-year students of B.Tech, B.Arch, and B.Sc./B.Ed programmes. Deputy Managers are the entry-level operational members of the initiative, responsible for assisting in event execution and divisional work under the supervision of Managers and the Core Committee.
- **Managers:** Third-year B.Tech and B.Arch students, fourth-year B.Arch students, and third-year B.Sc./B.Ed students who have completed their tenure as Deputy Managers and are promoted through the internal induction process described below. Managers take on greater responsibility, may be designated as Event Leads, and are eligible for consideration for Core Committee positions in the subsequent year.

4.2 Induction of Deputy Managers

The annual induction of Deputy Managers follows a structured multi-stage process designed to identify students who demonstrate genuine interest, reliability, and initiative:

- **Willingness Form:** Prospective members express their interest by submitting a willingness form, available through the TaskForce website or a published Google Form at the start of the induction cycle.
- **Personal Interview:** Shortlisted applicants are called for a personal interview conducted by Managers and Core Committee members, to assess motivation, communication, and fit.
- **Task:** Shortlisted candidates from the interview stage are assigned a task or set of tasks relevant to TaskForce's work, evaluated for effort, quality, and follow-through.
- **Further Scrutiny:** The Core Committee may subject any candidate to additional rounds of evaluation as required before arriving at a final selection decision.

Selected candidates are inducted as Deputy Managers for the Academic Year in which they are recruited.

4.3 Induction of Managers

Eligible Deputy Managers (see Section 4.1) who seek to be promoted to the Manager level must go through a separate induction process. The process is designed both to assess capability and to confirm that candidates are genuinely committed to continuing their service to the initiative:

- **Willingness Form to Continue:** Eligible Deputy Managers who wish to be considered for promotion must first submit a formal Willingness Form confirming their intention to continue as an active member of TaskForce and to take on the greater responsibilities of the Manager role. Submission of this form is a prerequisite to any further evaluation.
- **Review Interview:** Candidates who have submitted their Willingness Form are called for a review interview conducted by the Core Committee. The interview assesses the candidate's performance during their tenure as Deputy Manager, their understanding of TaskForce's mission, and their readiness for the Manager role.
- **Task Submission:** Candidates may be required to submit a defined task or project demonstrating their capability and understanding of TaskForce's work, at the Core Committee's discretion.

- **Further Scrutiny:** The Core Committee may conduct additional evaluation rounds as required.
- **Faculty Advisor Interview (at Core Committee's Discretion):** Shortlisted candidates may be required to appear before the Faculty Advisor as a final step. The Core Committee shall brief the Faculty Advisor before scheduling such interviews.
- **Selection:** The Core Committee finalises the Manager selection and communicates outcomes to all candidates.

5. RECURRING PROGRAMME OF ACTIVITIES

TaskForce conducts a defined calendar of recurring activities that must be planned and executed every Academic Year, divided between the Odd Semester (July – November) and the Even Semester (December – May).

In addition to this recurring calendar, the Core Committee of each year is required to ideate and execute at least one new initiative per semester that adds meaningful value to the campus community (see Section 5.4). All major initiatives must be reported to the Faculty Advisor in advance and followed up with a post-activity summary, as specified in Section 8.2.

5.1 Odd Semester Activities

A. RECycle

RECycle is the primary profit-making initiative of TaskForce and its Odd Semester flagship event. It takes place over the three days on which the incoming first-year batch is enrolled into the institute - concurrent with the Freshers Hostel Allotment described below.

Purpose and model: TaskForce acquires bicycles that have been discarded or left unclaimed by outgoing batches, sourced from previous batches, the Hostel Office, and the Estate Maintenance Department. Formal permission from the relevant offices is sought for each acquisition channel. The acquired cycles are refurbished using carried-forward TaskForce funds and rented to incoming first-year students on subscription plans of one, two, three, or four years.

Financial structure:

- **Rent:** Paid upfront for the full duration of the chosen plan; non-refundable regardless of early return.
- **Caution Deposit:** Collected separately to incentivise the return of cycles in good condition. Refund policy: full refund for good condition; partial refund (after repair deduction) for mild damage; full withholding for non-return or unserviceable condition.



B. Freshers Hostel Allotment

Conducted on the same three days as RECycle, this initiative deploys TaskForce members - specifically Deputy Managers undertaking their Pre-Induction Task - to assist incoming first-year students with the hostel allocation process. TaskForce members coordinate with the Hostel Office to verify documents submitted by freshers and to guide students through hostel allocation forms and procedures, ensuring a smooth and stress-free transition to campus life.

C. Townhall

Townhall is an annual open budget presentation that TaskForce organises in collaboration with the secretaries of all student councils and the President and Vice President of the Students' Council. It is a wholly TaskForce-organised and managed event; the councils and public attend and participate, but TaskForce is responsible for executing all aspects.

Purpose: Townhall serves three objectives. First, it provides public transparency to the student community about how student welfare funds - which originate from student fees - are being utilised by initiatives. Second, it gives each initiative an opportunity to present its budget requirements to the relevant council, the Students' Council, and the institutional authority. Third, it enables the councils and the Associate Dean to scrutinise the previous year's expenditure before finalising allocations for the current year.

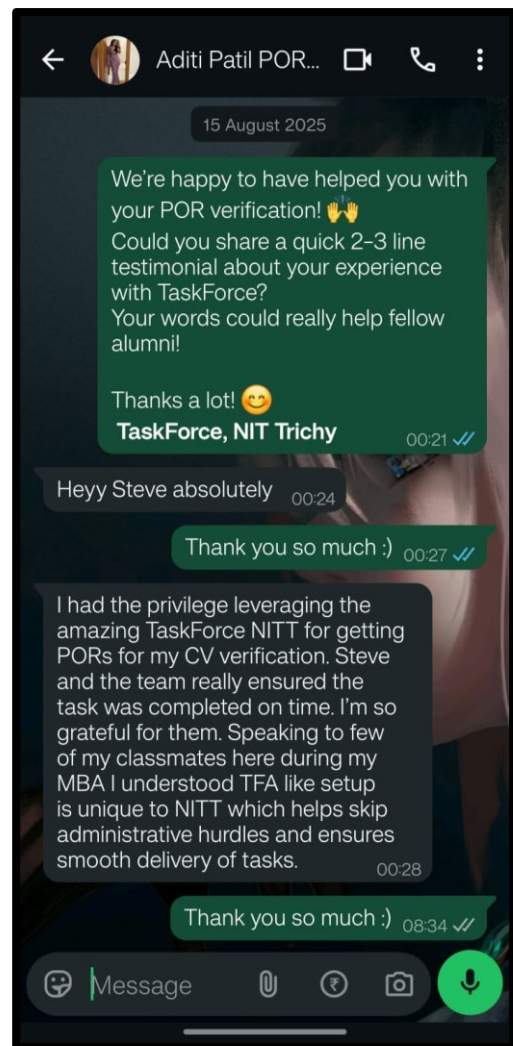
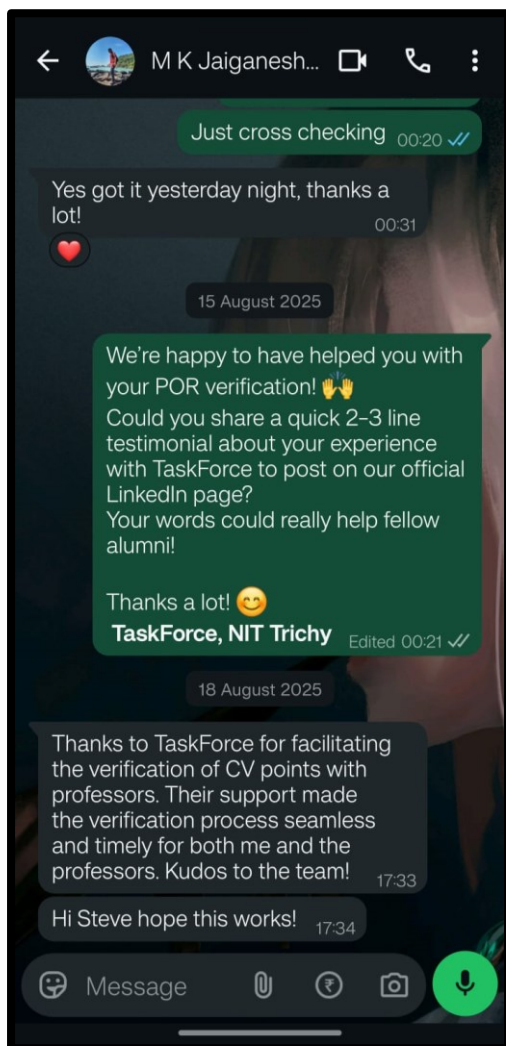
TaskForce's responsibilities include venue booking, audio-visual setup, arranging refreshments, deciding the order of presentations, drafting the schedule, setting the event format, and coordinating all logistics through a dedicated communication group inclusive of council secretaries and Students' Council office-bearers.

Financial note: All costs associated with Townhall - including audio-visual and refreshments - are met from the Students' Council's budget. TaskForce organises the event and procures what is required, but the financial burden is borne by the Students' Council.



D. POR Verification

Alumni applying for postgraduate programmes at IIMs or for IELTS-based admissions abroad are often required to have their Positions of Responsibility (PORs) officially verified by the institution. These alumni contact TaskForce for coordination. TaskForce checks their documents, verifies that the claimed PORs correspond to recognised initiative or council positions at NIT Trichy, and requests the Faculty Advisor (Associate Dean, Students Welfare) to issue an official verification letter on their behalf. This is an ongoing initiative throughout the semester. All verification requests involving an official letter from the Associate Dean’s office must be submitted to the Faculty Advisor with the relevant supporting documents.



5.2 Even Semester Activities

A. Passport Mela

Passport Mela is TaskForce's Even Semester flagship event, conducted in two parallel tracks - one for students and one for faculty and staff. It spans approximately one to one-and-a-half months per run and assists members of the NIT Trichy community in applying for and obtaining passports, simplifying a process that would otherwise require significant individual effort.

Outreach (both tracks): The initiative is announced via Instagram, a formal circular, and an email to all eligible members. Both documents carry the list of required documents and eligibility criteria.

Student Track:

- **Stage 1 - Online Application:** TaskForce books a hall and assists students in completing their online application on the Passport Seva Kendra (PSK) portal. Passport officials are invited to campus to resolve doubts in real time.
- **Stage 2 - Physical Verification:** TaskForce arranges buses and collects a per-head transport fee from applicants to cover bus rental costs. Students are taken in batches to the Passport Seva Kendra office for physical document verification.
- **Stage 3 - Police Verification:** TaskForce books a hall and coordinates with the local police to conduct bulk police verification on campus.

Faculty and Staff Track (includes up to four family members per applicant):

- **Stage 1 - Online Application:** Same as the student track; hall booked on campus, passport officials present.
- **Stage 2 - Physical Verification:** TaskForce arranges a Regional Passport Office (RPO) mobile verification van to come on campus, enabling passport officers to complete physical verification on-site without faculty, staff, or family members needing to travel.
- **Stage 3 - Police Verification:** TaskForce aspires to complete police verification in bulk on campus for faculty and staff as well. Where individual home visits are insisted upon by the police, TaskForce will continue to advocate for a bulk campus-based arrangement in subsequent years.



B. Soapbox

Soapbox is an annual pre-election event at which candidates contesting for positions in the Students' Council present their manifestos and are questioned by an Election Committee panel comprising faculty members in various administrative roles, as well as by the public. Soapbox is a wholly TaskForce-organised event; the council candidates and the Election Committee attend and participate, but TaskForce manages every operational aspect.

TaskForce's responsibilities include venue booking, audio-visual setup, arrangement of refreshments, coordination of the event schedule and format, communication with the Election Committee and all candidates (including dress code, timings, and format briefing), and management of the candidates' social media presence through TaskForce's platforms - collecting candidate bios, photographs, manifestos, and election videos and posting them as a neutral, equal-access platform.

Financial note: All costs for Soapbox - audio-visual and refreshments - are met from the Students' Council's budget, which is provided to TaskForce for procurement.



C. Students' Council Election Work

TaskForce serves as the neutral representative of the general student body throughout the Students' Council election process. As an initiative with no stake in any council, no association with any council's operations, and no elected positions of its own, TaskForce is uniquely positioned to act as a disinterested guarantor of process integrity.

Pre-election duties include collecting all candidate information - bios, photographs, manifestos, and election videos - and posting them on TaskForce social media platforms to ensure equal visibility for all candidates. TaskForce is included in all discussions concerning election rules, regulations, procedures, and the hierarchy of the Election Committee, to ensure that no existing council or other party can influence or alter the rules in a manner that compromises the process.

On Election Day, TaskForce operates a helpdesk to assist students with questions about voting procedures and required documents. TaskForce does not conduct the election itself.

Following the closing of polls, TaskForce members shall be physically present at the result reveal alongside the candidates and the relevant council representatives. TaskForce announces results simultaneously at the moment of official declaration. The presence of TaskForce at the result reveal is a formal obligation that reflects the initiative's role as the neutral process guarantor throughout the election cycle.

The election process - including TaskForce's role in pre-election coordination, result announcement, and process integrity - is conducted with the Faculty Advisor's awareness and, where required, his formal endorsement. The Core Committee shall keep the Faculty Advisor informed of the election timeline and shall seek his guidance on any procedural disputes or irregularities that arise.

Summary of Recurring Events

ODD SEMESTER — July – November	EVEN SEMESTER — December – May
RECycle <i>Flagship initiative — cycle rental scheme for incoming students</i>	Passport Mela <i>Flagship initiative — on-campus passport facilitation (students, faculty, staff)</i>
Freshers Hostel Allotment <i>Deployment during enrolment days to assist first-years</i>	Soapbox <i>Pre-election manifesto and Q&A event for council candidates</i>
Townhall <i>Annual open budget presentation with all student councils</i>	Students' Council Election Work <i>Neutral process guarantor throughout the election cycle</i>
POR Verification <i>Ongoing — official verification support for alumni</i>	Alumni Helpline <i>Ongoing — reconnection support for former students</i>
<i>Day-to-Day Helpline (ongoing throughout the year)</i>	<i>Day-to-Day Helpline (ongoing throughout the year)</i>

5.3 Day-to-Day Helpline and Assistance

Beyond its scheduled initiatives, TaskForce functions as a standing helpline for the entire NIT Trichy community - students, faculty, staff, and alumni. Members of the campus community and former students routinely contact TaskForce for assistance with day-to-day requirements: guidance on institutional processes, document procurement, administrative referrals, and other queries that benefit from TaskForce's institutional knowledge. This helpline function is ongoing and is handled at the discretion of the Core Committee and Managers, in coordination with the Faculty Advisor where required. The Alumni Helpline is a formal extension of this function, aimed at helping former students reconnect with the college for post-graduation requirements such as transcripts, character certificates, and POR verification (see Section 5.1.D).

5.4 Annual Innovation Mandate

In addition to the recurring activities described in Sections 5.1 and 5.2, the Core Committee of each Academic Year is expected to conceptualise and execute a minimum of one new initiative per semester that adds demonstrable value to the campus community and is within the initiative's mandate. This mandate exists to prevent institutional stagnation, to develop the leadership and creative capacity of the Core Committee, and to ensure that TaskForce's impact grows with each passing year. New initiatives must be discussed with and approved by the Faculty Advisor before execution and must be reported on in the End-of-Semester Report (Section 8.1).

6. SIGNATORY REQUIREMENTS

6.1 General Principles

All four Core Committee members are equal in authority. The signing authority relevant to any document is determined by the subject matter of that document, not by any fixed hierarchy among the four.

The Core Committee member whose domain is most directly engaged by the document bears primary signing responsibility, and the other members may sign in a supporting capacity where required.

The Faculty Advisor's countersignature is required on any document that seeks a permission, authorisation, or formal action from a department, office, or external body outside TaskForce. His signature represents the initiative's official institutional standing and must be obtained before any such document is dispatched. The Core Committee shall prepare documents for the Faculty Advisor's review in a timely manner, accompanied by a brief covering note explaining the purpose and context of the letter, so as to minimise the time required from the Faculty Advisor in reviewing and signing.

The general order of Core Committee signatures, where multiple signatures are required, is: President - Vice President - Treasurer - Overall Co-ordinator. Where a specific domain applies, the domain lead signs first, and the remaining Core members sign in the general order.

6.2 Signatory Reference Table

The table below specifies signing authority by document type. For the step-by-step approval chain applicable to standard outgoing letters, see the General Letter Approval Chain table immediately following.

Document Type	Primary Signatory / Order	Faculty Advisor Countersignature
Letters to NIT Trichy internal departments	President (or VP on behalf); other Core members as appropriate to subject	Required where formal institutional action is requested
Letters to external agencies / government bodies	President (or VP on behalf)	Required
Financial disbursement / expenditure authorisation	Treasurer (primary); Vice President (mandatory co-signatory); President and Overall Co-ordinator for significant expenditures - see Section 7.3	Required
Venue / institutional permission requests	President; Core Committee as appropriate	Required
Power vehicle (bike) permission on campus	See Section 6.3 and Vehicle Approval Table	Required - see Section 6.3
End-of-Semester Report	All four Core Committee members	Required for formal submission

6.3 General Letter Approval Chain

The following table sets out the step-by-step approval sequence for any standard official letter issued by TaskForce. This chain applies regardless of addressee and must be completed in order before the letter is dispatched.

Step	Authority	Action	Notes
1	Relevant Core Member (domain-appropriate)	Drafts and signs the letter as primary signatory	President for general/external letters; Treasurer for financial letters; VP on President's behalf where applicable
2	Supporting Core Committee Members	Countersign in the order: President - Vice President - Treasurer - Overall Co-ordinator (excluding primary signatory)	All four signatures not always required - see Section 6.2 Signatory Reference Table for letter-type requirements
3	Faculty Advisor (Associate Dean, Students Welfare)	Countersigns as the institutional representative of TaskForce	Mandatory for any letter seeking a formal action, permission, or response from any department, office, or external body
4	Dispatch	Letter is dispatched to the addressee	Only after Faculty Advisor countersignature has been obtained; no letter may be dispatched without completing Step 3

6.4 Power Vehicle (Bike) Permissions on Campus

Where TaskForce requires permission to operate powered vehicles (motorcycles or any motorised two-wheelers, hereafter “bikes”) on campus premises - including for the RECycle initiative, event-related logistics, or any other initiative purpose - a formal written request must be submitted and approved through the chain set out in the table below. This section applies specifically to powered vehicles; separate provisions for bicycles, if required, shall be handled through the standard venue or logistics permission process.

Required Documents for Vehicle Permission

All four of the following documents must be compiled before submitting the approval request:

1. Approval Letter on official TaskForce letterhead, signed by all four Core Committee members
2. Vehicle Registration Certificate (of the vehicle to be used)
3. Driver's Licence of the Core member who will operate the vehicle
4. Vehicle Insurance Certificate (current and valid)

The approval must be obtained in the sequence below. No step may be skipped or re-ordered.

Step	Approving Authority	Designation	Required Documents
1	Core Committee	Internal Authorisation	Approval Letter on official TaskForce letterhead, signed by all four Core Committee members
2	Faculty Advisor (Associate Dean, Students Welfare)	Faculty Countersignature	All documents from Step 1, plus: <ul style="list-style-type: none"> • Vehicle Registration Certificate • Driver’s Licence of the Core member operating the vehicle • Vehicle Insurance Certificate
3	Dean of Students Welfare	Administrative Authority	All documents from Step 2
4	Convener (Relevant)	Convener Clearance	All documents from Step 2
5	Security Officer	Campus Security Clearance	All documents from Step 2

The request must specify the purpose, the duration of the permission, the areas of campus concerned, and the vehicle details (registration number, make/model). It must be submitted with adequate advance notice to allow each authority in the chain sufficient time to review and sign before the permission is required. The Faculty Advisor’s countersignature at Step 2 represents both institutional approval and the Faculty Advisor’s personal endorsement that the use of the vehicle is appropriate and safe - the Core Committee shall therefore ensure that the Faculty Advisor is fully briefed on the purpose and context before seeking his signature.

7. FINANCIAL MANAGEMENT

7.1 Governing Principle

All financial activities of TaskForce are conducted under the oversight of the Treasurer, with full transparency to the Faculty Advisor. The integrity of the initiative's finances is a matter of institutional trust. Any departure from the procedures set out in this section constitutes a serious breach of the initiative's governance standards. Financial records are maintained exclusively for the Faculty Advisor's review and are not subject to scrutiny by any other party unless the Faculty Advisor specifically directs otherwise. This fund is to be stored in the administrative office account and withdrawn as and when the need arises through the proper channels.

7.2 Fund Sources

TaskForce's finances are self-sustaining and do not depend on an institute grant. Funds are drawn from two sources:

- **Carried-Forward Balance:** The surplus remaining from the previous Academic Year's operations, transferred to the incoming Core Committee as the opening balance.
- **Internally Generated Revenue:** Income generated through initiative activities in the current Academic Year - principally rental and caution deposit income from RECycle, transport fee collections from Passport Mela (student track), and any other revenue generated by TaskForce programmes.

The Treasurer shall maintain separate ledger entries for the carried-forward balance and each category of internally generated revenue.

7.3 Expenditure Authorisation

All planned expenditures must be authorised by the Treasurer and co-signed by the Vice President before any commitment is made. The Vice President's co-signature on a financial disbursement is mandatory - it is not a formality and shall not be treated as one. The Vice President reviews expenditures independently for operational necessity and proportionality, and co-signs only where satisfied that the expenditure is justified and appropriate.

For expenditures that are significant in amount, novel in nature, or that have material implications for the initiative's financial position, the Treasurer shall bring the matter before the full Core Committee for collective discussion and authorisation before commitment. 'Significant' is a matter of judgement for the Core Committee, but any single expenditure exceeding the equivalent of one full event's typical costs, or any expenditure category not previously budgeted for, shall ordinarily be treated as significant.

Emergency expenditures incurred without prior authorisation are permissible only in genuine operational emergencies. They must be reported to the Treasurer and the Vice President within 24 hours, supported by original receipts and a brief written explanation of the circumstances. The Treasurer shall place such expenditures before the full Core Committee at the earliest opportunity for retrospective review and notation in the records.

7.4 Bill Book and Transaction Records

The Treasurer shall maintain, throughout the Academic Year:

- A physical Bill Book in which every transaction is recorded contemporaneously with its bill or receipt attached.
- A digital Excel register recording for each transaction: the date, vendor or counterparty, amount, category of expenditure or income, bill number, and the event or initiative to which it relates.

No transaction shall be entered into the initiative's accounts, and no payment shall be made from TaskForce funds, unless it is fully documented and supported by an original bill or receipt. Financial records and bills are maintained exclusively for the Faculty Advisor's review, presented to him at regular intervals agreed upon with him and at any time upon his request. Bills are not required to be disclosed to any other administrative office of the institute unless the Faculty Advisor specifically directs otherwise.

7.5 Financial Reporting

The Treasurer shall produce a Financial Statement as part of the End-of-Semester Report (Section 8.1). The statement shall include the opening balance, all income by source, an itemised expenditure breakdown by category and initiative, the closing balance, and a signed declaration of accuracy by the Treasurer. The statement must be reviewed and co-signed by all four Core Committee members before submission to the Faculty Advisor.

8. REPORTING OBLIGATIONS

8.1 End-of-Semester Report

TaskForce shall submit a formal End-of-Semester Report to the Faculty Advisor at the conclusion of each semester - ordinarily within three weeks of the last day of the examination period. The report documents the initiative's activities, impact, financial position, and key learnings for the semester, and constitutes the formal record of TaskForce's accountability to the institution.

The report must be signed by all four Core Committee members and submitted to the Faculty Advisor for review and approval. The report is not considered finalised until the Faculty Advisor's countersignature has been obtained. The Core Committee recognises that the Faculty Advisor's review of this report is an important institutional checkpoint and undertakes to prepare the report to a standard that reflects well on the initiative and makes the Faculty Advisor's review as straightforward as possible.

Each End-of-Semester Report shall include:

- An Operational Review by the Vice President
- The Treasurer's Financial Statement (see Section 7.5)
- A detailed account of all activities conducted: dates, participation, outcomes, and photographs
- An assessment of challenges and lessons learned
- Relevant appendices as directed by the Faculty Advisor

The End-of-Semester Report is also an opportunity for the Core Committee to formally communicate to the Faculty Advisor the institutional support that TaskForce has relied upon and the areas where continued or enhanced support from the Faculty Advisor's office would enable the initiative to serve the campus better. The Core Committee is encouraged to use this report to make clear to the Faculty Advisor what advocacy, connections, or institutional backing the initiative needs in the coming semester.

8.2 Interim Updates

The President is responsible for keeping the Faculty Advisor regularly informed of ongoing and upcoming activities. For major initiatives involving external government agencies, large-scale student participation, or significant expenditure, the President shall brief the Faculty Advisor in advance and provide a post-activity summary within one week of the initiative's conclusion. Interim updates may be delivered verbally or in writing at the Faculty Advisor's preference.

The Core Committee is mindful that the Faculty Advisor's schedule is demanding, and will make every effort to consolidate its communications, come prepared to meetings, and not require more of the Faculty Advisor's time than is genuinely necessary. In turn, the Core Committee respectfully requests the Faculty Advisor's continued interest in the initiative's activities - a brief acknowledgement, representation amongst the councils, or an occasional check-in from the Faculty Advisor goes a long way in maintaining the initiative's morale and institutional confidence.

9. GENERAL PROVISIONS

9.1 Amendments to this Circular

This Circular may be amended at any time by a resolution of the Core Committee, provided that the proposed amendment is presented to the Faculty Advisor in writing and approved by him before taking effect. Approved amendments shall be issued as numbered revisions and communicated to all TaskForce members. The original Circular and all revisions shall be maintained in the initiative's records and transferred to incoming leadership. No amendment that alters the initiative's reporting lines, the ex officio status of the Faculty Advisor, or the exclusive authority of the Associate Dean, Students Welfare as Faculty Advisor may take effect without the Faculty Advisor's explicit written approval.

9.2 Conduct and Representation

All members of TaskForce, and Core Committee members in particular, represent the initiative and the institution in their official interactions. They are expected to conduct themselves with professionalism, integrity, and courtesy at all times. Any conduct that brings the initiative or NIT Tiruchirappalli into disrepute - in person, in writing, or on social media - shall be treated as a disciplinary matter and addressed by the Core Committee, with escalation to the Faculty Advisor as warranted.

9.3 Conflict of Interest

Core Committee members who hold positions in other student initiatives or bodies must ensure that their TaskForce responsibilities are not compromised by those affiliations. Where a conflict of interest arises, the member must disclose it to the President and Faculty Advisor and recuse themselves from the relevant decision.

9.4 Confidentiality

Core Committee members and members with access to sensitive information - including financial records, personal data of students processed during TaskForce initiatives, and correspondence with government agencies - must treat that information with appropriate discretion. Such information shall not be shared outside the Core Committee without the approval of the President and, where appropriate, the Faculty Advisor.

- End of Operational Constitution TF / CIRC / 001 —