



Shri Guru Gobind Singhji Institute of Engineering and Technology

Vishnupuri, Nanded (Maharashtra State) INDIA PIN 431606

Government Aided Autonomous Institute DTE Code: 2020

NAAC Accredited institute GRADE B++, CGPA 2.91 (2020 -2025)

Vision Statement: Education of Human Power for Technological Excellence



(An Autonomous Institute of Government of Maharashtra)

Student Affairs Policy

Institute Vision and Mission

VISION

"Education Of Human Power for Technological Excellence"

MISSION

- Dissemination of knowledge by offering world-class education
- Right to information for all stake holders
- Promotion of sustainable industrialization to development of appropriate technologies
- Continuing education programs for reengineering of regional socio-economic system in the light of dynamic, global technological changes
- Contribution to national wealth through innovation

September- 2024

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Preamble:

At Shri Guru Gobind Singhji Institute of Engineering and Technology, Vishnupuri, Nanded, we believe in nurturing all-rounded individuals who excel in academics, practical management skills, and real-life problem-solving.

Our extracurricular activities are the heartbeat of our Institute. They provide students invaluable opportunities to explore their passions, develop leadership qualities, and connect with the world beyond the classroom. From organizing events to participating in community service projects & initiatives, every activity is a chance for students to grow personally and academically.

At our Institute, we understand that learning doesn't stop at the end of a lesson; it's about applying knowledge to real-world situations and making a positive impact. Our extracurricular programs bridge the gap between theory and practice, empowering students to tackle challenges confidently and creatively. Club culture in our Institute plays a vital role in fostering proactive and self-learning abilities among students. These clubs offer a platform for students to engage in hands-on activities, collaborate with peers, and explore their interests beyond the regular academic curriculum.

Through these activities, students gain practical experience, build networks, and develop essential life skills such as communication, teamwork, leadership, management, and problem-solving; whether it's organizing an event or volunteering for a cause, our students are encouraged to step out of their comfort zones and make a difference.

Together, we're dedicated to creating a vibrant community of learners who are academically proficient, socially responsible, and innovative. At Shri Guru Gobind Singhji Institute of Engineering and Technology, Vishnupuri, Nanded, education is a journey of discovery, growth, transformation, and continued academic & technological excellence.

1. Duties of Dean of Students Affairs (S.A.):

- 1.1. Promotion of technical, cultural, recreational, social, and welfare activities of students in the Institute.
- 1.2. Look into the grievances and general welfare of the students
- 1.3. To organize state and national level competitions, skills development workshops, and interactive programs for students in various fields.
- 1.4. To promote sports culture and organize activities in the field of sports in the Institute.
- 1.5. To undertake any other task that the Director may assign.
- 1.6. To establish and maintain the Departmental and Institute level clubs.

2. Committees for Student Activities:

To implement Student Affairs policies, the following committees are to be constituted-

2.1. **Institute Student Affairs Committee (ISAC):** the committee is constituted as

Sr.	Name	Designation
01	Director	Chairman
02	Dean Academics	Member
03	Dean Finance	Member
04	All Heads of the Department	Member
05	F.Y. Coordinator	Member
06	Rector	Member
07	Dean SA	Secretary

2.1.1 **Institute Student Affairs Committee Role and Responsibilities**

- i) To prepare the plan and a mechanism to implement students' development activities and harmony in the campus.
- ii) Take necessary steps to maintain discipline in the Institute.
- iii) To resolve the student's issues related to curricular and extracurricular activities.
- iv) To plan and implement cocurricular and extracurricular activities throughout the academic year.
- v) To prepare the annual budget for student activities and Institute significant events.

2.2. **Department Student Affairs Committee (DSAC):** the committee is constituted as

Sr. No.	Name	Designation
01	Head of the Department, F.Y. Coordinator (In the case of F.Y.)	Chairman
02	All Class Coordinators of the Department	Member
03	Dean Finance	Member
04	Department student affairs coordinator (Faculty Coordinator)	Secretary

The Department Student Affairs Committee will work in coordination with Dean SA.

2.2.1 **Department Student Affairs Committee Role and Responsibilities:**

- i) Take necessary steps to promote harmony and student development activities in the department.
- ii) To plan and implement cocurricular and extracurricular activities throughout the academic year.
- iii) Organize state and national level competitions, skill development workshops, interactive activities, etc., to develop students.
- iv) Before the commencement of departmental students' activity, the Dean of Student Affairs should approve any activity proposal, strictly following the allocated budget limit.
- v) The activity report with geotagged photos should be submitted to the Dean SA office within one week of the activity completion (No bills shall be approved without activity reports).

- vi) The Department Student Affairs Coordinator (faculty Coordinator) shall prepare the annual report of the departmental club activities and submit it to Dean SA through HoD at the end of the academic year (month of March).

3. Institute Disciplinary Committee (IDC):

The institute disciplinary committee is constituted as follows:

Sr. No.	Name	Designation
01	Dean Academics	Chairman
02	Registrar	Member
03	Two Faculty (preferably one lady faculty) to be nominated by the Director	Member
04	Sport In charge	Member
05	Site In charge	Member
06	Rector	Joint-Secretary
07	Controller of Examination	Joint-Secretary
08	Dean SA	Secretary

3.1. Institute Disciplinary Committee Role:

- i) To ensure that students adhere to the established code of conduct/behavior standards the Institute sets.
- ii) To investigate misconduct complaints or violations of rules and regulations by the students.
- iii) To provide fair and impartial hearings to accused students. This may involve allowing students to present their say, review evidence, and interrogate witnesses in the presence of their parents.
- iv) Make decisions regarding disciplinary actions based on the investigation findings if students are found guilty of misconduct, which may include warnings, probation, one-semester suspension, expulsion/ debarring for one year, or other disciplinary actions based on the established policies and procedures of the institution.
- v) Maintain the records of disciplinary cases, including documentation of investigations, hearings, decisions, and sanctions imposed.

4. Student Interface Committee (SIC) :

The Student Interface Committee (SIC) at SGGSI&T is a vital body that fosters effective communication and collaboration between students and the Institute's administration.

4.1 Student Interface Committee (SIC) is constituted as follows:

Sr. No.	Name	Designation
01	Director	Chairman
02	Dean Academics	Member
03	Rector	Member
04	SAC members	Member
05	Class Representatives (CRs)	Members
06	All Club's main Coordinators	Members
07	Dean SA	Secretary

4.1.1 Roles and Responsibilities of SIC:

1. SIC ensures that student concerns and initiatives are effectively addressed.
2. The General Secretary serves as the Student Main Coordinator, supported by the Technical Secretary, Cultural Secretary, Sports Secretary, and Ladies Representative.
3. The SIC includes Class Representatives (CRs) from each class, who work together to represent their peers, address academic and extracurricular concerns, and facilitate communication between students and Faculty.
4. C.R.s ensure smooth operations within their classes and departments. Club Main Coordinators and Main Student Coordinators monitor various clubs and cells, ensuring alignment of student activities with the Institute's goals and policies.
5. Regular SIC meetings shall be held to discuss and address student issues, plan events, and review the progress of ongoing initiatives.
6. These meetings ensure that all voices are heard and that the SIC functions transparently and effectively.

5. Students Activity Committee (SAC):

The student activity committee helps share students' ideas, interests, and concerns with the Director and Dean SA and helps Dean SA with routine student activities. Its primary goals are to help students learn how to handle leadership roles and influence policies. Students participate in various activities and gain experience by handling different responsibilities.

SAC Members:

1. General Secretary
2. Cultural Secretary
3. Technical Secretary
4. Sports Secretary
5. Girls Representative

Note: Roles and responsibilities of the above committee are given in Annexure-I

5.1 Students Activity Committee (SAC) Formation Procedure: For the student activity committee formation, the following procedure shall be followed:

1. As given below in Table 5.1.1, a selection committee shall be formed.
2. Applications are to be called from the third-year students of the Institute.
3. Applied students shall appear in the interviews.
4. The SAC committee will finalize the selected student list in consultation with the Director.

5.1.1. The SAC Selection Committee is constituted as

Sr. No.	Name	Designation
01	Dean Academics	Chairman
02	Registrar	Member
03	Two Faculty (preferably one lady faculty) to be nominated by the Director	Member
04	Controller of Examination	Member
05	Rector	Member
06	Sport Incharge	Joint-Secretary
07	Dean SA	Secretary

5.2 Eligibility criteria for selecting student activity committee (SAC) members- the details are as Annexure-I.

6. Departmental and Institute-level Events

This policy provides a framework for organizing events and student activities within the Institute, emphasizing adherence to institute policies, safety standards, and documentation requirements, including regulating third-party funding. This policy applies to all students, Faculty, staff, and external organizations intending to host events or activities on campus.

6.1. **The details for hosting events or activities on campus premises are as follows: Annexure II.**

6.2. **Institute Major Events:** The PRAGYAA (National Level Technical Event), ZENITH (State Level Sports event), etc and UTSAV (Cultural event of Institute) are the significant events at SGGSI&T, Vishnupuri, Nanded. This policy aims to provide comprehensive guidelines and regulations for the organization and execution of the major events; for the details, see Annexure-III.

6.3. Procurement Management:

6.3.1. The Faculty Coordinator forms the purchase committee, chairs the Purchase Committee, and monitors all procurement activities related to PRAGYAA, ZENITH, and UTSAV.

6.3.2. All purchases must adhere to institute procurement policies and guidelines.

6.3.3. The following purchase committee shall govern all procurement-related activities for the major events is constituted as:

Sr. No.	Name	Designation
01	Dean Procurement	Chairman
02	Dean Finance	Member
03	Registrar	Member
04	Dean SA	Member
05	Sport Incharge	Member
06	Site Incharge	Member
07	Account Officer	Member
08	Event Faculty coordinator	Secretary

7. Sports Policy:

This policy establishes guidelines and regulations for the efficient management and equitable utilization of sports facilities and the Institute Playground.

This policy applies to all students, Faculty, staff, and external organizations utilizing the Institute's sports facilities and playground for recreational, sports, or event-related activities.

7.1. **Institute Sports Committee (ISC):** is constituted as

Sr. No.	Name	Designation
01	Dean SA	Chairman
02	Dean Finance	Member
03	Dean Procurement	Member
04	Registrar	Member
05	Two Warden (preferably one lady warden) to be nominated by the Director	Member
06	Sport Secretary (student)	Member
07	Sport Incharge	Secretary

7.2. Sport Incharge Role:

7.2.1. The Sports Incharge is appointed by the Director of SGGSI&T, Nanded, and shall report to the Dean SA. The Sports Incharge monitors sports facilities management, maintenance, and scheduling, ensuring their optimal utilization.

7.2.2. The Sports Incharge is responsible for ensuring the safety and maintenance of sports facilities and the playground.

7.2.3. Regular inspections and maintenance of sports accessories/equipment are conducted to ensure safety. This policy aims to provide comprehensive guidelines and regulations for the organization, execution of sports activities, and use of resources; for more details, see **Annexure-IV**.

7.3. Institute Sport Committee (ISC) Roles and Responsibilities:

- a) To promote athletics, sports, and other extracurricular activities at the Institute.
- b) To identify opportunities for competitions and encourage students to participate.
- c) To provide support for outstanding athletes and sports personnel in times of competitions in which they are taking part.
- d) Organize in-house competitions to benefit students, Faculty, and staff.
- e) To provide healthy leisure time for students, Faculty, and staff.
- f) To maintain the sports equipment and accessories with its inventories.
- g) To maintain discipline in all events happening in and outside the college.
- h) To maintain records of sports events attended by students.
- i) To prepare and submit annual reports of sports activities to Dean SA.

8. Gym Policy:

By adhering to these policies, the SGGsIE&T Gym can provide a safe, supportive, and effective environment for all students and Faculty, fostering a culture of health, fitness, and mutual respect.

8.1. Objective

- a) **Provide a Safe and Healthy Environment:** Ensure all students, Faculty, and staff are safe and well-being.
- b) **Promote Physical Fitness and Well-being:** Offer programs and facilities that support physical health, fitness, and mental well-being for the SGGsIE&T community.
- c) **Enhance Academic Performance and Staff Productivity:** Foster physical fitness to support academic achievement and staff efficiency.

8.2. Role of Gym Trainer:

- a) Provide clear instructions on correctly using equipment and exercise techniques to prevent injuries.
- b) Offer guidance, motivation, and support to help students and Faculty achieve their fitness goals.
- c) Address any questions or concerns regarding fitness routines.
- d) Ensure all gym equipment is used safely and correctly.
- e) Perform regular equipment checks and report any damage or hazards.
- f) Provide first aid in case of injuries and be knowledgeable about emergency procedures.
- g) To maintain the Gym equipment and accessories with its inventories.
- h) To maintain the record of students.

9. Discipline:

- a) Wear proper workout attire and footwear (track pants, T-shirt, separate Gym shoes to be used inside the Gym, and separate water bottle).
- b) Gym members should respect Gym staff and gym property.
- c) Follow instructions and guidance provided by the trainer and staff.
- d) Clean equipment after use and return it to its designated place.
- e) Do not monopolize equipment or facilities, allowing fair use to all members (Electrical machine and bicycles for 10 min maximum).
- f) Report any issues with equipment or facilities to the staff immediately.
- g) Adhere to the Gym's schedule allocated to a gym member.
- h) Only SGGSI&T students, Faculty, and staff with valid I.D.s are permitted in the Gym.

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Annexure-I

Eligibility Criteria for Various Posts of Student Activity Committee to help the Dean SA for routine student activities:

1. General Secretary:

- a. Candidate must be the class representative (CR) of their class in the current academic year or a member of SIC.
- b. Candidate must be studying in the Third Year.
- c. Candidate must be a member of one of the Institute/department clubs/cells,
- d. A candidate must have a minimum of 75% attendance in all courses in the current semester. During the interview, they must produce the attendance report signed by the Head of the Department.
- e. CGPA in previous Exams must be at least 6.00.
- f. Candidates should not have backlog subjects in earlier examinations; all subjects must be clear.
- g. Candidates should not have any record of disciplinary action taken against them since they joined as a student in this Institute (e.g., Malpractice case, Misbehaviour with students, Faculty, and staff, etc).

2. Cultural Secretary and UTSAV Coordinator:

- a. Candidate must be the class representative (CR) of their class in the current academic year or a member of SIC.
- b. The candidate must be studying at T.Y. B. Tech.
- c. A candidate must have a minimum of 75% attendance in all courses in the current semester. At the interview, they must produce the attendance report signed by the Head of the Department.
- d. CGPA in previous Exams must be at least 6.00.
- e. Candidate must be a member of one of the following cultural clubs: Music Club, Drama Club, Dance Club, Drishti Club, P.D. Club, Chitraksh Club, earlier UTSAV, etc.
- f. Candidates should not have any backlog subject in earlier examinations; all subjects must be clear.
- g. Candidates should NOT have any record of disciplinary action taken against them since they joined as a student in this Institute (e.g., Malpractice case, Misbehaviour with students, Faculty, and staff, etc.)

3. Technical Secretary and PRAGYAA Coordinator:

- a. Candidate must be the class representative (CR) of their class in the current academic year or a member of SIC.
- b. Candidate must be a member of one of the technical clubs such as RNXG, SWAG, ISA, Phoenix, AnTRIX, Entrepreneurship club, earlier PRAGYAA, etc, and clubs run by various departments.
- c. The candidate must be studying at T.Y. B. Tech.
- d. The candidate must have a minimum attendance of 75% in all courses in the current semester. At the interview, they must produce the attendance report signed by the Head of the Department.
- e. CGPA in previous Exams must be at least 6.00.
- f. The candidate should not have any backlog in earlier examinations; all subjects must be clear.
- g. Candidate should NOT have any record of disciplinary action taken against them since he/she joined as a student in this Institute (e.g., Malpractice case, Misbehaviour with students, Faculty, and staff, etc).

4. Sports Secretary and ZENITH Coordinator:

- a. The candidate must have played at the IUT (Inter-University Tournaments) level at least

- once or be selected for IUT in any sport.
- b. The candidate must be studying at T.Y. B. Tech.
- c. Candidate must have a minimum 75% attendance in all courses in the current semester. At the time of the interview, they must produce the attendance report signed by the Head of the Department.
- d. CGPA in previous Exams must be at least 6.00.
- e. The candidate should not have any backlog in earlier examinations. All subjects must be clear.
- f. Candidate should NOT have any record of disciplinary action taken against them since he joined as a student in this Institute (e.g., Malpractice case, Misbehaviour with students, Faculty, and staff, etc).
- g. Preference will be given to candidates who were part of earlier ZENITH.

5. Girls Representative:

- a. The candidate must be a female student.
- b. Candidate must be the class representative (CR) of their class in the current academic year or a member of SIC.
- c. Candidate must be in T.Y. B. Tech.
- d. Candidate must have a minimum 75% attendance in all courses in the current semester. At the time of the interview, she must produce the attendance report signed by the Head of the Department.
- e. CGPA in previous Exams must be at least 6.00.
- f. The candidate should not have any backlog in earlier examinations. All subjects must be clear.
- g. Candidate should NOT have any record of disciplinary action taken against her since she joined as a student in this Institute (e.g., Malpractice case, Misbehaviour with students, Faculty, and staff).
- h. The candidate must be staying in the institute girl's hostel.

Important Note:

The Selection Committee will conduct interviews and select candidates based on merit and reserves the right to cancel/accept the student's candidature.

If no application or student is found suitable for the above posts, the SAC selection committee reserves the right to nominate any suitable candidate.

Roles and Responsibilities of SAC members:

1. General Secretary Roles and Responsibilities:

The General Secretary holds an apex position as the President of the Student Activity Committee (SAC) and the Student Main Coordinator of the Student Interface Committee (SIC).

1. Act as the primary representative and spokesperson of the Student Activity Committee,
2. Lead and coordinate all SAC activities and meetings,
3. Monitors the functioning of the SIC, ensuring effective communication and collaboration among all members,
4. Coordinate with other Student Activity Committee members to ensure alignment with the overall goals of the Institute,
5. Address student concerns and communicate decisions made by the Student Activity Committee to the students,
6. Supervise the planning and execution of major student events and activities.
7. Ensure all events are conducted smoothly and per institute policies, and maintain discipline.
8. Maintain records of all meetings, decisions, and activities,
9. Prepare and submit regular reports to the Dean SA.

2. Cultural Secretary Roles and Responsibilities:

The Cultural Secretary is responsible for organizing and promoting cultural activities and events within the Institute. They also serve as the Main Event Coordinator for UTSAV, the cultural event, and the Chief Student Coordinator for all cultural clubs.

1. Plan, organize, and manage cultural events such as festivals, talent shows, cultural nights, and exhibitions,
2. Serve as the Main Event Coordinator for UTSAV, ensuring the event's success and smooth execution,
3. Identify and nurture cultural talent among students,
4. Provide platforms and opportunities for students to showcase their cultural talents,
5. Work with cultural clubs and groups to coordinate activities and events,
6. Collaborate with external cultural organizations and artists for workshops and performances,
7. Organize events that celebrate cultural diversity and foster a sense of community.

3. Technical Secretary Roles and Responsibilities:

The Technical Secretary is responsible for promoting and managing technical activities and initiatives within the Institute. He will also serve as the Main Event Coordinator for PRAGYAA, the national-level technical event, and the Chief Student Coordinator for all technical clubs.

1. Organize and manage technical events such as workshops, seminars, hackathons, technical festivals, project exhibitions, etc in the Institute.
2. Serve as the Main Event Coordinator for PRAGYAA, ensuring the event's success and smooth execution,
3. Collaborate with Faculty and external experts to facilitate technical events and programs,
4. Ensure availability and maintenance of technical resources and infrastructure for student use,
5. Identify and provide opportunities for students to enhance their technical knowledge and skills,
6. Facilitate participation in national and international technical competitions and exhibitions.

4. Sport Secretary Roles and Responsibilities:

The Sports Secretary manages and promotes sports and recreational activities within the Institute. They also serve as the Main Event Coordinator for ZENITH, the state-level sports event, and the Chief Student Coordinator for all sports clubs. Additionally, they act as the Institute Playground's student coordinator.

1. Organize and manage sports events, tournaments, and competitions in the Institute.
2. Serve as the main Event Coordinator for ZENITH, ensuring the event's success and smooth execution with discipline.
3. Ensure the availability of necessary equipment and facilities for sports activities,
4. Coordinate the formation and training of institute sports teams.
5. Promote physical fitness and wellness programs among students and Faculty to encourage a healthy lifestyle.
6. Ensure that sports facilities are accessible and well-maintained for student use,
7. Act as the Institute Playground's student coordinator, ensuring its proper use and maintenance.
8. Acts as a facilitator to promote ICT/IUT facility in coordination with the sports charge.

5 Girls Representative Roles and Responsibilities:

The Lady's Representative is responsible for addressing the specific needs and concerns of female students, promoting gender equality within the Institute, and maintaining open channels of communication with female students to understand their issues and feedback.

1. Organize support programs and workshops on women's health, safety, empowerment, etc.
2. Collaborate with external organizations to provide resources and support for female students.
3. Act as a spokesperson for female students, addressing their issues and concerns.
4. Ensure representation of female students in all student activity committees and events.
5. Work with the Institute's administration to ensure a safe and supportive environment for female students.
6. Address and resolve any incidents of harassment or discrimination.

Amendments: This policy may be amended from time to time as per requirement by ISAC.

Annexure-II

Hosting Events and Activities on Campus:

1. Submission of Event Proposal:

- 1.1. All individuals, groups, or Clubs/Cells planning an event or activity must submit a detailed proposal to the Dean SA (at least Two weeks before for less than Rs 10,000/- budget and Two months before for more than Rs 10,000/- budget) that includes the proposed event date, number of banners and location, also the proposal must be approved by the Institute Student Affairs Committee / Department Student Affairs Committee.
- 1.2. The proposal should outline event objectives, date and time, expected duration, anticipated attendance, budget requirements, and special considerations.
- 1.3. Failed (not regular) students should not be on any student committee for any event/activity.

2. Review and Approval Process:

- 2.1. The Dean SA will review each event proposal to ensure alignment with institute policies, values, and scheduling constraints.
- 2.2. Upon approval in consultation with the Institute Student Affairs Committee (ISAC) / Department Student Affairs Committee (DSAC), the Dean SA will grant permission for the event to proceed and assign a faculty advisor/coordinator if required.

3. Budget Allocation:

All expenditures must follow Institute / Govt. of Maharashtra norms.

4. Third-Party Funding Regulations:

- 4.1. If an individual or group secures sponsorship or funding from external sources for organizing an event, all such funds must be deposited into the Institute's account.
- 4.2. Further financial transactions related to the event must be conducted in accordance with institute norms and financial regulations.
- 4.3. Prior approval from ISAC/DSAC is mandatory to accept any agency/group sponsorships.
- 4.4. Expenditure from sponsorship funds must follow Institute norms and procedures.

5. Flag and Banner Regulations:

- 5.1. Flag Archway associated with any religious or non-religious community is prohibited inside the campus except for the Indian National Flag.
- 5.2. Only the Indian National Flag and university flag are hoisted with respect on campus premises for specific occasions such as Independence Day, Republic Day, Maharashtra Day, Marathwada Muktisangram Day, and other days instructed by relevant governing bodies.
- 5.3. Banners are allowed to be displayed two days before the commencement of the event/activity.
- 5.4. Flyers/Posters are not allowed to be displayed inside the institute premises.
- 5.5. **Banner size specifications:**
- 5.6. Banners should measure 6 feet (Height) X 10 feet (Width) or less for installation in designated frames.
- 5.7. Vertical standees should measure 6 feet (Height) X 3 feet (Width) or less.
- 5.8. Any banner size other than these specifications requires special permission from the Dean SA.
- 5.9. Disciplinary action will be taken against organizing student groups/clubs attempting to dominate others with an excessive display of banners in size or number.

6. Venue Reservation:

- 6.1. Event organizers must reserve venues through the Site Section/ concerned HoD in consultation with Dean SA.
- 6.2. Particular venue and decoration should be communicated to the Site Section well in advance to facilitate proper arrangements.

7. Security and Safety Measures:

- 7.1. Organizers are responsible for adhering to all safety and security protocols.
- 7.2. Security personnel may be assigned to events deemed necessary by the Dean SA or Security Office.
- 7.3. The use or consumption of narcotics is strictly prohibited on the Institute campus.

8. Documentation and Feedback:

- 8.1. Organizers must maintain comprehensive documentation of all event-related activities, including expenses, attendance records, and feedback received, and the event report to be submitted to Dean SA within a week after completion of the event.
- 8.2. The event coordinator should conduct a post-event evaluation to assess the event's success and identify areas for improvement.
- 8.3. All clubs must prepare an annual report and submit it to Dean SA duly signed by the club faculty coordinator and Head of the Department at the end of every academic year (in March).

9. Post-Event Cleanup:

- 9.1. Organizers are responsible for ensuring that the institute premises are cleaned and returned to their original condition within 24 hours after the completion of the event.
- 9.2. All decoration items, banners, and any other event-related materials must be promptly removed within 24 hours and disposed of properly.
- 9.3. For any damage or loss to the Institute property, the student group/ organizing club will be penalized as per the ISAC/DSAC decision.

10. Non-Compliance:

Failure to comply with this policy may result in the cancellation or postponement of the event and may impact future event planning privileges for the organizing student group/ club. Also, disciplinary action will be taken against student group/ club (which may include warnings, probation, one-semester suspension, expulsion/ debarring for one year, or other disciplinary actions based on the established policies and procedures of the institution)

Amendments: This policy may be amended from time to time as per requirement by ISAC.

Annexure-III

Event Organization Policy for Institute Major Events

1. Event Faculty Coordinators:

- 1.1. The ISAC shall nominate Faculty Coordinators, and the Dean SA will act as Chief Coordinator of all such events. The Event Faculty Coordinators will work in coordination with Dean SA.
- 1.2. The event Faculty Coordinator monitors all aspects of event management, Budget, procurement, and coordination, providing guidance and support to the student main coordinators.
- 1.3. Additionally, there may be an Assistant Faculty Coordinator who will assist the Event Faculty Coordinator in organizing and managing the event.

2. Student Main Coordinators:

- 2.1. The Technical Secretary, Sports Secretary, and Cultural Secretary of the Student Activity Committee are designated as the Student Main Coordinator (e.g. PRAGYAA, ZENITH, and UTSAV).
- 2.2. The event Faculty Coordinator and Student main coordinator monitor all student activities related to the respective events and ensure their successful organization.
- 2.3. Event Faculty Coordinator and Student main coordinator shall form different student committees as needed and note that only regular students can be members of such committees.

3. Budget Allocation:

UTSAV Institute will allocate a fixed budget for the cultural event, and PRAGYAA, ZENITH Institute will assign a fixed seed money to its annual budget. The student event committee is responsible for raising the funds required to conduct the event.

4. Submission of Event Proposal:

- 4.1. The respective student main coordinators are responsible for submitting detailed event proposals to the Faculty Coordinator at least two months before the proposed event date.
- 4.2. Proposals should include objectives, dates and times, anticipated attendance, budget requirements, and special considerations.

5. Review and Approval Process:

- 5.1. The Faculty Coordinator will review each event proposal to ensure compliance with institute policies, objectives, and scheduling constraints.
- 5.2. Dean SA and the Institute student affairs committee will review and submit the event proposal for the Director's approval.
- 5.3. Upon approval of the Director, necessary permissions will be granted, and the Faculty Coordinator shall look after implementing the proposed activities.

6. Banner and Site Permissions:

Prior approval for banner installation and site usage must be obtained from the designated authorities, including the Faculty Coordinator, Site Section, and Dean SA, and adhere to the norms described in **Annexure-II**

7. Security and Safety Measures:

Adhere to the norms described in Annexure-II

8. Documentation and Feedback:

Adhere to the norms described in Annexure-II

9. Post-Event Cleanup:

Adhere to the norms described in Annexure-II

10. Bills: The responsibility of the event student's main coordinator is to clear all the bills within one week after the completion of the event.

11. Non-Compliance:

Failure to comply with this policy may result in the cancellation or postponement of the event and may impact future event planning privileges for the organizing student group/ club. Also, Disciplinary action will be taken against student group/ club (which may include warnings, probation, one-semester suspension, expulsion/ debarring for one year, or other disciplinary actions based on the established policies and procedures of the institution)

Amendments: This policy may be amended from time to time as per requirement by ISAC.

Annexure: IV

Organizing Sport Activity and Utilization of Resources

1. Booking and Reservation of Venue:

- 1.1. Individuals, groups, or clubs intending to use the Institute's sports facilities or playground must submit a booking request/proposal to the Sports Incharge approved by the Department of student Affairs Committee.
- 1.2. The Dean SA grants final approvals based on recommendations from the Sports Incharge, Sports Secretary, or ISC, and sometimes in consultation with the Director.
- 1.3. Priority for booking is given to academic and sports-related activities organized by the Institute, followed by departmental sports events, faculty matches, and external rentals.

2. Activity Guidelines:

- 2.1. All activities conducted in sports facilities or the playground must adhere to established rules and regulations.
- 2.2. Participants are expected to demonstrate sportsmanship, respect for equipment and facilities, and consideration for others. Disruptive behavior may result in the suspension of sports facilities or playground privileges.

3. Safety and Maintenance:

- 3.1. The Sports Incharge is responsible for ensuring the safety and maintenance of sports facilities and the playground.
- 3.2. Regular inspections and maintenance activities are conducted to address safety hazards and ensure proper upkeep.

4. Equipment Usage:

- 4.1 Only sports equipment available in the sports office of the Institute may be used for departmental sports events, faculty matches, and external rentals.
- 4.2 The organizing department, faculty team, or external renters must cover any additional requirements, with exceptions granted by the Dean SA under special circumstances.

5. Event Coordination:

- 5.1. Organizers of departmental sports events, faculty matches, or external rentals must coordinate with the Sports Incharge, Sports Secretary, or ISC for event approval and logistics.
- 5.2. Setup, cleanup, and other event-related tasks are the responsibility of the organizing Club.

6. Security Measures:

- 6.1. Security personnel may be assigned to monitor sports facilities and the playground as deemed necessary by the Dean SA or Security Office.
- 6.2. Users are expected to comply with security protocols and instructions provided by security personnel.

7. Playground Rental:

The SGGs Institute playground is available for use by outsiders and other institutions on a rental basis whenever the Institute does not use it.

Rental Rates (Effective from June 26, 2023):

- 7.1.1. Cricket Practice Pitch: ₹2000/- per hour
- 7.1.2. Cricket Main Pitch: ₹25,000/- per day
- 7.1.3. Volleyball Ground: ₹2000/- per hour
- 7.1.4. Football Ground: ₹2000/- per hour
- 7.1.5. Volleyball/Football Ground: ₹25,000/- per day

7.2 Terms and Conditions:

- 7.2.1 Users must pay the prescribed charges/fees in advance as determined by the institute authority.
- 7.2.2 Use of the Dolby/P.A. system for commentary, etc., is strictly prohibited.
- 7.2.3 No refunds will be provided for non-performance of events/programs on the scheduled date.
- 7.2.4 Serving food on the ground or consumption of alcoholic beverages, drinks, and smoking within the campus premises is strictly prohibited.
- 7.2.5 Canteen space (first floor) is available for food breaks on a rental basis. Users must pay ₹500/- per day plus ₹10/- for electricity charges per unit for this facility.
- 7.2.6 Strict discipline must be maintained on the campus, and any violation may result in the institute authority's immediate cancellation of the event.
- 7.2.7 Ground permission must be obtained at least one week before the program/event.
- 7.2.8 The Institute will not provide sports equipment such as stumps, balls, nets, etc. Users must arrange for such equipment on their own.
- 7.2.9 SGGGS Institute reserves the right to allow or deny the use of the ground for any event or program.

8. Documentation and Feedback:

- 8.1. The Sports must maintain comprehensive documentation of bookings, activities, incidents, and feedback In charge.
- 8.2. Feedback from users and stakeholders is solicited periodically to improve sports facilities and playground management.

9. Non-Compliance:

Failure to comply with this policy may result in the cancellation or postponement of the event and may impact future event planning privileges for the organizing student group/ club. Also, Disciplinary action will be taken against student group/ club (which may include warnings, probation, one-semester suspension, expulsion/ debarring for one year, or other disciplinary actions based on the established policies and procedures of the institution)

Amendments: This policy may be amended from time to time as per requirement by ISAC.