

**CONSTITUTION OF THE**  
**STUDENT ACTIVITY CENTRE (SAC)**



**NATIONAL INSTITUTE OF TECHNOLOGY**  
**ROURKELA**

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## 1. INTRODUCTION

The National Institute of Technology, Rourkela (NITR) is one among the most renowned technical institutes of India. The institute is known not only for academic excellence but also for offering superior opportunities to its students to participate in recreational and creative activities. These activities are administered through the Student Activity Centre (SAC), which serves as the nerve centre of all co-curricular activities in the campus.

This constitution provides the basic framework for management of all student activities. The guiding principles of SAC are :

1. To promote a spirit of brotherhood among all students of the Institute, bridging differences in state origin, academic programme, branch of study, hall of residence, gender and cultural preferences.
2. To promote extra curricular activities – sports, cultural, artistic and technical, among all students of the Institute.
3. To help inculcate leadership, entrepreneurship and innovation among students.
4. To help create a truly multi-cultural environment where students from diverse cultural backgrounds share each other's experiences in a most cordial manner.

Apart from spreading spirit of brotherhood among students and promoting co-curricular activities, the Student Activity Centre shall organise in NITR all the inter-NIT events as a constituent of O-INSA, the organization for Inter NIT Student Activities.

### 1.1 Student Activity Points (SAPs)

Contribution to SAC activity, whether through one of the 4 main societies or through a satellite society, as a player or as a volunteer is quantified in terms of Student Activity Points, SAPs in short. Every activity, watching a game to serving as the captain, being a volunteer to being the main organizer draws SAPs which accumulate in the career of a student. The average contribution expressed in terms of SAPs per year serve as an index of involvement in SAC activities. The SAP value of different activities is published by Dean(SW) from time to time on receiving approval of the Senate.

The accumulated SAPs determine eligibility for contesting SAC elections for winning Institute blues and for qualifying for the Prof. Bhubaneswar Behera Gold medal for the best outgoing all rounder of the undergraduate batch. It is the most vital indicator of a Student's achievement outside the class room.

## 2. SOCIETIES UNDER SAC

The activities of SAC are organized under four societies, each society focusing on one major aspect of campus life. The societies are:

1. Technical Society (TS)
2. Sports and Games Society (SG)
3. Literary and Cultural Society (LC)
4. Film and Music Society (FM)

In addition to the four constituent societies, the SAC shall support satellite societies which are independent entities contributing to student activities.

The major activities of each society are broadly elaborated in the following sections. However, a society is free to expand its activities from time to time depending on the

interest of the students. Each society shall publish a calendar of events and a budget at the beginning of the year. The board functions of each society are enumerated below.

### **2.1 The Technical Society (TS)**

1. To promote and encourage the interest of the students in developing working devices and physical models and to conduct the Annual Model Exhibition.
2. To promote and encourage computer based activities including creative software, graphics based models, games and other challenging applications, and to organize competitions in this area.
3. To promote and encourage technical innovation and entrepreneurship among students by organizing seminars, training workshops and awarding prizes.
4. To conduct Inter-Hall competitions in technical events.
5. To conduct the technical festival “CONFLUENCE 2k\_\_” for students annually at the institute level in collaboration with academic departments. The technical festival is intended to focus on physical and computer models, posters on scientific and technical topics, and presentations based on creative work.
6. To conduct INTER-NIT competitions in technical events, promote the technical activities of O-INSA at NITR and organize other inter-institutional activities.
7. To bring out the technical magazines edited by students.[e.g. bimonthly magazine INSIGHT].
8. To arrange lectures by eminent speakers on emerging areas of science and technology.
9. To arrange seminars & Symposia in emerging areas of Science & Technology.
10. To promote the process of opening student chapters of professional bodies in the Institute.
11. To encourage and manage participation of NITR students in reputed national level competitions.
12. To support specialized student activities with technical content, e.g. the Robotics and Aeromodelling club.
13. To induct fresh UG and PG students into technical activities in a friendly manner.
14. To identify, support and monitor satellite societies and clubs in the area of technical activities.

### **2.2 The Sports and Games Society (SG)**

1. To encourage all students of the Institute to participate in games and sports activities of their choice.
2. To administer games and sports activities on a day to day basis, and to organize the Annual Sports Meet.
3. To conduct Inter-Hall tournaments.

4. To organize Inter-NIT sports meets and tournaments in the Institute and other inter-institutional activities.
5. To administer participation of NITR students in reputed national level sports competitions.
6. To organize coaching of students in various disciplines of games and sports.
7. To organize sports activities among incoming students with an objective of inducting them into the student mainstream.
8. To identify, support and monitor satellite societies and clubs in the area of games and sports.
9. To organize Seminars, Workshop, training camps etc. on sports, games & related areas.

### **2.3 The Literary and Cultural Society (LC)**

1. To promote and encourage extracurricular activities of students in the areas of creative writing, poetry, drama, dance, art, craft, sculpture, painting, photography, quizzes etc.
2. To publish student magazines (e.g. bi-monthly news bulletin "RENAISSANCE", annual literary magazine "Fifth Quadrant" and cultural magazine "Roving Eye"), that serve as forums for views on a variety of issues, mostly related to campus life besides reporting student activities in diverse fields.
3. To conduct workshops on creative writing and organize National or Institute level competitions.
4. To conduct Inter-Hall competitions in literary and cultural activities.
5. To publish the souvenir of outgoing students annually.
6. To organize INTER-NIT cultural activities under O-INSA.
7. To conduct Induction Programme for fresh students.
8. To organize Institute day function and assist hostel authorities on Hall Day celebrations.
9. To organise the cultural events like Inter-hall "**RANGOLI**" competition on Deewali evening.
10. To organize the major cultural event of the year – the three day long spring festival "NITR Utsav".
11. To organize literary and cultural activities as felt appropriate by the student community.
12. To identify, support and monitor satellite societies and clubs in the area of literary and cultural affairs.

### **2.4 The Film and Music Society**

1. To help create a truly multicultural environment by consciously promoting music, dance and films from different parts of the country.
2. To tune the Institute song which is played at the beginning of all institute functions.
3. To conduct Inter-Hall competitions in Music and Dance, Video photography and editing etc.
4. To organize an annual music and dance festival covering events from all parts of the country.
5. To invite experts/exponents in different forms of music and dance to impart training to the students.
6. To manage the **SPICMACAY** chapter in the Institute and invite maestros to perform in the institute.
7. To facilitate practice sessions in music and dance by the students.
8. The society shall make a conscious effort to create a multicultural environment by promoting cultural events from different states of India.
9. To manage Institute bands : Euphony and Black Pearls, and dance group Nritya.
10. To screen movies on regular basis in the Bhubaneswar Behera Auditorium Hall for students and staff members.
11. To conduct a week long film festival once in a year covering films from all parts of the country.
12. To organize a photography contest annually.
13. To organize other student activities in the field of dance, music, films and photography.
14. To identify, support and monitor satellite societies and clubs in the area of music and dance.
15. To organize “celebrity musical night” once a year. It should be done at the same time as the Spring Festival NITRUTSAV organized by the Literary and Cultural Society.
16. To conduct inter – NIT music and films activities under O-INSA.

## **2.5 Satellite Societies and Clubs**

In addition to the four constituents of the SAC, students will be free to create and operate smaller forums which will be focused on specific activities. Some examples are : Tennis Club, Karate Club, Udaan Club for Aeromodelling and Robotics, Radio Club, SPIC-MACAY chapter, Society for foreign languages, Society for Sanskrit and classical languages, Society for value education etc. Any group of like minded students may form a

club or society and seek registration under SAC. In order to be considered for registration, the satellite society must satisfy certain criteria:

- It must have a focused objective, which is beneficial to students and does not conflict with that of an existing society.
- It should have a well defined constitution, source of income and plan of expenditure.
- It must have a fair and transparent constitution outlining election of office bearers and method of financial management.
- It must not discriminate, directly or indirectly, against students on grounds of religion, caste, state origin, gender, academic programme or any other criterion.

Some of the possible specializations for formation of satellite societies are the following.

**Technical Society (TS)**

Udaan Club  
SAE Local Chapter  
Software Development Cell  
Popularising Science  
Campus Radio Club  
Entrepreneurship Cell  
CITS-ORISSA Chapter  
Robotics Club

**Sports & Games Society (SG)**

Aquatic Sports  
Cricket  
Tennis  
Football  
Basket Ball  
Track & Field  
Yoga and breathing exercises  
Karate and Martial Arts

**Literary & Cultural Society (LC)**

Debate & Quiz  
Painting & Photography  
Dramatics  
Foreign Language  
Sanskrit and classical languages  
Value Education  
Graffiti

**Film & Music Society (FM)**

Classical Music & Dance  
Contemporary Music & Dance  
Western Music & Dance  
Amateur Cinema

The above lists are only to serve as examples for possible activity. There is no bar on the formation of satellite societies outside this list.

The satellite society will be registered under one of the main societies (where it is relevant) and is eligible for financial support through the parent society. The quantum of support will be decided by the Executive Council of SAC. They are also entitled to hold competitions and recommend award of certificates. The Vice President of the parent Society may, at his discretion, send an observer to maintain fairness and high standard of competition in the satellite societies.

Satellite societies can be associated with well known national and international professional bodies (e.g. IEEE, SAE etc) and promote their activities in NIT campus. But formal association with commercial organisations leading to promotion of their products / services, strongly centralized non-profit organisations, or organizations espousing controversial activities or thoughts is forbidden. An exception may be accepted with consent of Director when the benefit to students is truly significant and there is no explicit promotion of a commercial product or a philosophy.

The funds of the satellite society will be collected and spent according to its own constitution. The SAC will give a grant in accordance with its own priorities and needs of the society. SAC will not interfere with the internal working of the satellite societies, nor will it be responsible for the satellite society's finance. Depending on the efforts being put in, expenditure made and proposed activity of the club, SAC will give a grant, for which the club will submit a "utilization certificate in prescribed format. Depending on performance of the club and the priorities of SAC, official support can be anywhere between 0 and 100%, the balance coming from internal resources of the club –

membership contribution and sponsorship from industry and alumni. The clubs will maintain their own accounts in prescribed format. If the satellite society presents an innovative proposal, the Director may approve additional grants from Institute funds. Accounts of satellite societies are also subject to audit. The Internal Audit Wing of the Institute will audit the accounts of the satellite societies once every year during the summer vacation. The accounting year being from July 1 to June 30. The faculty advisor will be responsible for maintaining accounts, receiving money from SAC, getting auditing done, submitting the utilization certificate.

### 3. EXECUTIVE COUNCIL AND ELECTORAL PROCEDURE

The Student Activity Centre will be governed by the Executive Council. It will be managed by the students under the guidance of Executive Council members. All registered students of the Institute - undergraduate, post-graduate, and research scholars, are the members of the SAC, and they constitute the "**GENERAL BODY**".

#### 3.1 The SAC Council

The activities of the Student Activity Centre will be managed by the student body through its elected representatives. The collective body of all functionaries, consisting of the Dean (SW), the President, the vice presidents, all the student representatives (including nominated members) is called the SAC Council. The SAC Council will meet at least twice in an academic year, at the beginning of each semester. It will review and recommend the annual budget and approve the activities of all the societies.

In order to give wider opportunity to manage student activities, the SAC divides the total student population into a few constituencies. During 2004 – 08 period, the total student population was grouped under four houses, each house serving as a constituency. This arrangement helped substantially in eliminating state based polarization among students. A second malady; almost complete indifference of all postgraduate and research students as well as B Tech students other than those of the third year to the electoral process continues to haunt the SAC.

To alleviate this problem, the SAC constitution of 2008-09 dispensed with the system of "Houses" (which had served its purpose) and grouped all students under 4 constituencies for the purpose of SAC election, which is further expanded into 7 constituencies.

1. First Year Undergraduate (B.Tech. Dual degree and 5 year integrated M.Sc.)
2. Second Year Undergraduate (B.Tech. Dual degree and 5 year integrated M.Sc.)
3. Third Year Undergraduate (B.Tech. Dual degree and 5 year integrated M.Sc.)
4. Fourth and Fifth Year Undergraduate (B.Tech. Dual degree and 5 year integrated M.Sc.).
5. Postgraduate (2 years M.A., M.Sc., MBA & M.Tech.) – First Year
6. Postgraduate (2 years M.A., M.Sc., MBA & M.Tech.) –Second Year
7. Research Students (Ph.D. and M. Tech.(Research))

While student representatives shall contest for posts of their own constituency only, all students of NIT will cast their votes for ALL constituencies. For example, a third year B. Tech student can not contest for a seat in the postgraduate constituency, but will vote for a candidate under that constituency. Because SAC elections are held towards the close of previous academic year, the following arrangement will prevail.

Name of constituency	Eligible to contest	Eligible to vote
Second Year UG	First Year B. Tech., Dual Degree and M.Sc. (5 Yrs.)	All Students
Third Year UG	Second Year B. Tech., Dual Degree and	All Students



	M.Sc.(5 Yrs.)	
Fourth and Fifth Year UG	Third Year B. Tech., Dual Degree, 3 <sup>rd</sup> and 4 <sup>th</sup> Year M.Sc. and Dual Degree	All Students
Postgraduate & Second Year	First Year of M.Tech., 2 year M.A., M.Sc., MBA.	All Students
Research Students	All Students of Ph.D. and M. Tech.(Research)	All Students

Final year students and Ph.D. students of Fourth Year and higher are not eligible to contest elections but have a right to vote for candidates of all constituencies. Students continuing beyond normal duration of their course are not eligible to contest but have full right to vote for candidates of all constituencies.

Representations of constituencies 1 (First Year Undergraduate) and constituencies 5 (First Year) postgraduate will be nominated by Dean(SW) in consultation with Chief Warden and President SAC.

Every constituency will send 2 representatives to each society, thus creating 56 representatives in four societies of SAC. In addition Dean (SW) will nominate 2 representatives to each society to bring the total number of representatives to 64.

### **3.2 The Executive Council**

The Executive Council will be headed by the Dean (Student Welfare), who will be the Rector of the SAC. The day to day affairs of the centre will be managed by the President, 8 Vice-Presidents (2 for each society) and 10 student members (2 convenors elected by each society, plus two members nominated by the Director). Every society will be managed by two Vice-Presidents and a student body consisting of 16 Representatives (2 from each constituency and 2 nominated by the Rector). The Vice-Presidents will be appointed by the Director on the recommendation of Dean (SW). The student representatives are elected by a special procedure described in Section 3.3.3. The structure of the Executive Council is enumerated graphically in Figure 1.

The Director shall appoint a senior faculty member of the Institute as the President of SAC who will function under the guidance of the Dean (Student Welfare). The SAC President will have the status of Head of the Department for all administrative purposes. The Vice-Presidents of various societies will be treated as equivalent to Heads of Laboratories reporting to the Head of the Department.

The Professors in charge of Extra Academic Activities (EAA) i.e., faculty in charge of NCC, NSS and sports and the coordinating faculty will be ex-officio members of the Executive council.

The functions organized by the SAC depend heavily on the support of the Hall administration. The Chief Warden and all Wardens of Halls are expected to participate strongly in the events, particularly the Spring Cultural Festival, the Inter-NIT sports, cultural and technical meets, the Tech Fest, and the Inter-Hall sports meet, cultural, music and technical competitions.

### **3.3 Election of Student Members**

The affairs of SAC shall be managed primarily by the students under the guidance of faculty members. While the faculty mentors are nominated by the Director, student convenors are elected by the students of NIT. The tradition provides for an indirect election system where students elect a set of representatives to every society, who in turn elect a set of convenors to manage the affairs of the societies. Although generally considered undesirable, several reservations have been provided in nominations to

counteract certain past practices. It is hoped that someday in future, when all segments of the student population become active in student activities, there will be no quota and the most enthusiastic and the most competent students will be elected to manage the SAC.

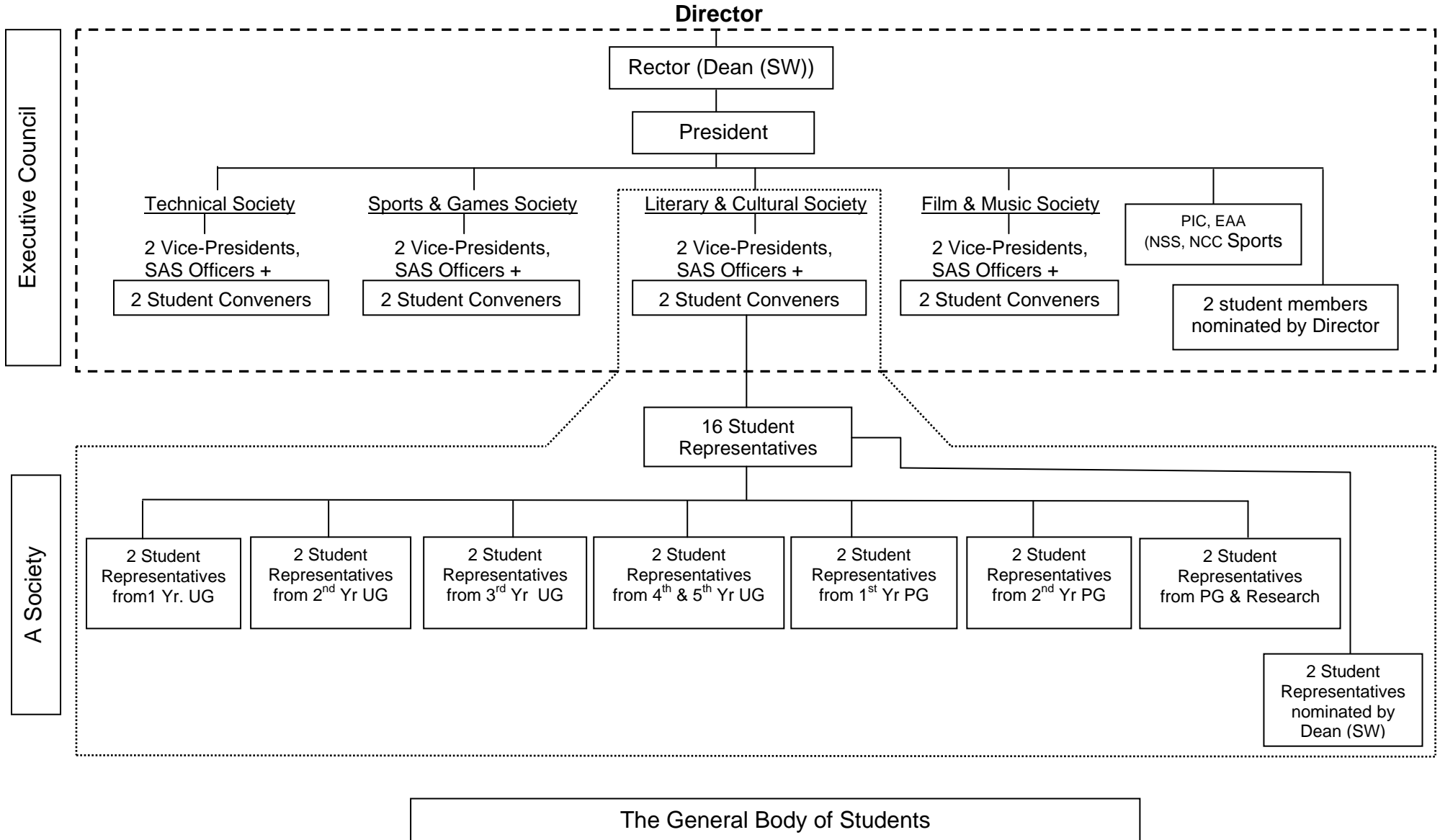
Elections will be held towards the end of the academic year immediately after the major co-curricular festivals are completed. Elected office bearers will work out the programmes of the different societies before and during the summer break by mutual consultation keeping in touch with the vice presidents. Activities will start promptly on reopening of the Institute after the summer vacation.

Elections was held using paper ballot as long as it was necessary, giving way to electronic voting as soon as the necessary software was put in place.

### **3.3.1 Announcement of Election**

Election of Executive Council will be announced by the President of SAC in the last week of September. The Dean (SW) will appoint a senior member of the faculty as Election Officer. Nominations will be invited from students for the positions of "Representatives" to the four societies from each constituency. A student can contest for positions of his own constituency only. A sample nomination form is given in Annexure-I. One student can contest for only one position.

**Figure 1 : The Structure of SAC**



### 3.3.2 Eligibility for Contesting Election

**A student willing to contest the election must have CGPA of 6.50 till the previous semester.** He is also required to have accumulated SAPs (Student Activity Points) above 50 points per year of study. If any student is penalized by the Institute under any form of Disciplinary proceedings against contesting student elections or has been found guilty of examination malpractice, his/her candidature will be rejected. In case a student is disqualified from holding SAC posts or is found guilty of examination malpractice after winning elections or securing nomination, or even during the year in office, he will relinquish office immediately.

If there are only two candidates in a constituency under any society, the two shall be declared elected uncontested and no election will be held for that constituency. If there are less than 2 candidates (one or none), the President (SAC) shall nominate students to fill up the vacant posts in consultation with the concerned Vice President. These nominated members shall have a right to vote and to contest in election of student convenors.

The nomination forms containing a candidate's past record in student activity and his election manifesto will be published in the Intranet web site. In addition, an oral presentation meeting may be held where a five minute time slot will be provided to each contestant for presenting his ideas before the student body. A candidate will be debarred from contesting election if he is found displaying posters and banners on walls, painting on roads, fixing nails on walls, pasting tapes on painted surfaces or disfiguring Institute facilities in any way. Students may, however, put in their ideas on electronic notice boards in the Intranet and paper posters on sites designated for the purpose.

A candidate shall also be disqualified if he is found guilty of canvassing on lines of home state, religion, caste or any alliance thereof, or of espousing a cause that is detrimental to harmony in the student community, excellence of academic standards or progress of the Institute. Formation of "alliances" in any parochial lines is a serious offence.

Before deciding on a possible disqualification, the election officer shall consider complaints from students and faculty or take sue motu cognizance of misconduct by a candidate. A disqualified candidate may appeal to the Director against disqualification through the Election Officer. The Director's decision shall be final and binding.

### 3.3.3 The Election Procedure

Each constituency will elect two **representatives** to each of the four societies - Technical Society, Sports & Games Society, Literary & Cultural Society, and Film & Music Society through secret ballot. Every student must choose two candidates as representatives to each society by clearly marking "FIRST" and "SECOND" on the ballot paper as accepted by the election officer. The highest and next highest vote getters under FIRST CHOICE will be declared elected as two Representatives for a Society, if each of them has secured at least one third of the FIRST CHOICE votes.

When the votes are counted on the basis of FIRST CHOICE votes, three situations may arise:

- (A) Two candidates poll above one third of the FIRST CHOICE votes.
  - The two candidates are declared elected.
- (B) One candidate only polls above one third of FIRST CHOICE votes.

- The candidate (say candidate A) scoring above the mark on FIRST CHOICE votes is declared elected.
  - All the ballot papers with FIRST CHOICE votes cast in favour of candidate A are re-counted for SECOND CHOICE votes and distributed among the remaining candidates. The SECOND CHOICE votes polled by each of the remaining candidates are added to the FIRST CHOICE votes already polled by them.
  - The candidate who scores the highest number of votes is declared elected. [The second winner need not score above one third of votes polled.]
- (C) None of the candidates polls above 40% of votes of FIRST CHOICE votes.
- Both FIRST and SECOND CHOICE votes are counted. Two candidates are declared elected on the basis of both FIRST and SECOND choice votes combined, irrespective of the percentage of votes polled.

If a voter chooses only one contestant or more than two contestants or leaves blank all choices in the ballot paper, the ballot paper is rejected.

A single ballot paper should be prepared including the name of all contestants for all four societies. A sample ballot paper is given in Annexure-II.

An equivalent process shall be followed in case of electronic voting. Electronic Voting may be conducted either from designated halls or from any computer over the Institute network.

### 3.4 Nominated Posts

Two representatives will be nominated by the Dean (SW) to each of the four societies. The nominated members will have the same responsibilities and privileges as elected representatives including voting and contesting during selection of Convenors. While making nominations, the Dean (SW) will take into consideration the sections of student population such as female students, postgraduate and research students or students from specific geographical locations, departments and hostels who may not be adequately represented through the election process.

If a vacancy occurs in the positions of elected or nominated convenors of societies in the middle of the academic year, the Dean(SW) will nominate a substitute convenor from among the elected representatives of the concerned society. Vacancies in position of representatives, elected or nominated, will be filled up by nomination by President SAC.

### 3.5 Selection of Convenors

The fourteen elected members and the two nominated members of a society will choose two **Convenors** for the Society through a preference matrix mechanism. Each member will evaluate the merit of candidature of all eligible members including himself using preference score in a Likert-type scale (1 to 16, 1 indicating least preferred and 16 indicating extremely preferred). One must use 1 to 16 in the order of choice. The same digit should not appear twice. Each member of a society will be provided a form in which the names of all elected members will be written. A member has to assign preference score against the name of every member including himself. Each member will be given 15 minutes time to fill up the preference scores. All the members will carry out this exercise secretly. Finally, the scores will be added up for each member and the member getting

highest score and next highest score will be declared as elected to be the Convenors of a society. Tie can be broken by percentage of votes obtained in direct election. The Convenors of a society will be responsible for the smooth functioning of the society.

**TABLE 1 : STUDENT REPRESENTATIVES**  
**[Elected or Nominated]**

SERIAL NUMBER	NAME OF THE POST	NUMBER OF POSTS
01 – 14	ELECTED REPRESENTATIVES (Technical Society)	14
15 – 16	NOMINATED REPRESENTATIVES (Technical Society)	02
17 – 30	ELECTED REPRESENTATIVES (Sports & Games)	14
31 – 32	NOMINATED REPRESENTATIVES (Sports & Games)	02
33 – 46	ELECTED REPRESENTATIVES (Literary & Cultural Society)	14
47 – 48	NOMINATED REPRESENTATIVES (Literary & Cultural Society)	02
49 – 62	ELECTED REPRESENTATIVES (Film & Music Society)	14
63 – 64	NOMINATED REPRESENTATIVES (Film & Music Society)	02

**TABLE 2 : OFFICE BEARERS ELECTED BY INDIRECT ELECTION**

SERIAL NUMBER	NAME OF THE POST	NUMBER OF POSTS
1 - 2	CONVENOR (Technical Society)	TWO
3 – 4	CONVENOR (Sports & Games)	TWO
5 – 6	CONVENOR (Literary & Cultural Society)	TWO
7 – 8	CONVENOR (Film & Music Society)	TWO

The Executive Council of the SAC will be as follows:

Dean (SW)	Ex-officio	Rector
President of SAC	Member of faculty nominated by Director	President
Two Vice Presidents for each of the four societies	Nominated by Director	Members
Chief Warden of Halls	Ex-officio	Member
Professor-in-charge (EAA)	Nominated by Director	Member
Convenors for four societies (2 for each society)	Elected through indirect election	Members
2 Director's nominees	Nominated by Director	Member
Physical Training and / or Student Activity Officers	Ex-officio	Members

The Sports and Student Activity Officers will be permanent members. Director's nominees will be from sections of students who did not find representation through the electoral process.

The 10 student members of the Executive Council will choose two of the student members as General Convenor and Joint General Convenor of SAC following the preference matrix

method. Nominated members have right to vote but not to contest for the post of General Convenor or Joint General Convenor.

A standing committee will be constituted as follows to discuss important emergency issues and dispose of them quickly, when necessary. Depending on the issue, the Vice Presidents and Convenors of concerned society will be co-opted as members.

Dean (SW)	Chairman
President of SAC	Member
General Convenor	Secretary
Joint General Convenor	Member

#### **4. DUTIES OF OFFICE BEARERS**

##### **4.1 Duties of Dean (SW)**

- ◆ To serve as Rector of SAC and ensure that all activities are moving smoothly.
- ◆ To supervise financial matters as the overall “responsible officer”, inspecting financial records and procedures.
- ◆ To guide President and Vice Presidents of SAC on different activities.
- ◆ To approve purchases and cash advances as per Institute rules.
- ◆ To inspect SAC office and ensure that proper discipline is followed including attendance of staff, maintenance of records and availability of information.
- ◆ To ensure transparency of administration and monitor dispersal of SAC information among faculty and students.
- ◆ To standardize rules and procedures, produce booklets and web site pages on rules and procedures and to ensure that they are widely distributed.
- ◆ To supervise the above activities and ensure that activities are as per SAC calendar.
- ◆ To ensure that SAC creates and maintains a truly multicultural environment based on team spirit and mutual respect among all.
- ◆ To keep Director informed about student feelings and to suggest timely remedies of any unhappiness.
- ◆ To represent NITR in 0-INSA and other multi-institutional forums related to student activities.

##### **4.2 Duties of President**

- ◆ Overall coordination of SAC activities and events.
- ◆ To prepare and publish the annual calendar of SAC after obtaining approval of Dean (SW).
- ◆ To plan activities and progress of SAC.
- ◆ To prepare, obtain approval of Rector and publish the annual budget of SAC.
- ◆ To provide expert advice in conducting major events and purchase of goods and services within allocated budget.
- ◆ To promote hobbies of the students and encourage students to actively take part in various competitions organized at NIT and by outside agencies.
- ◆ To interact with the students for overall growth of SAC.
- ◆ To run the office of the SAC.
- ◆ To represent SAC in various forums of the institute.
- ◆ To act as Executive Head of SAC with the power of HOD.
- ◆ To supervise election of SAC.
- ◆ To organise Institute Day and award of certificates.
- ◆ To divide responsibilities among vice presidents.

### **4.3 Duties of Vice Presidents**

- ◆ Work out annual plan of events and the expenditure incurred thereon.
- ◆ To prepare, obtain approval of President and publish the annual calendar of the society.
- ◆ To prepare, obtain approval of President and publish the annual budget of the society.
- ◆ Encourage the students for participation in the activities of the respective societies and promote the interest of the students.
- ◆ Guide and advise the students from time to time.
- ◆ Conduct the meeting of the society at least once a month to review the progress of various activities.
- ◆ Take lead role if the society in conducting major events.
- ◆ Select teams for participation in competitions organized by both NITR as well as other institutes.
- ◆ One of the Vice Presidents will be nominated by President to serve as office in – charge who will manage SAC office and make facilities available to all users.
- ◆ One of the Vice Presidents will serve as Publicity in-charge who will organize display of posters, circulation of notices, display on electronic (TV) notice board and manage the SAC pages in Institute website..

### **4.4 Duties of Sports and Student Activity officers**

- ◆ Coach and guide students on sports or cultural / artistic activities.
- ◆ Organise coaching camps for interested students in different sports or cultural areas.
- ◆ Organise sports or cultural / activities in day to day basis.
- ◆ Organise inter hall competitions, record results and ensure that prizes & certificates are awarded promptly.
- ◆ Act as custodians of stores used in day to day practice or competitions.
- ◆ Assist Vice Presidents in discharging their responsibilities.

### **4.5 Duties of General Convenor and Joint General Convenor**

- ◆ To act as representatives of all the students of NIT in all external forums.
- ◆ To serve as bridges between the Institute administration and the larger student community.
- ◆ To guide and advise all the societies for conducting programmes.
- ◆ To encourage innovative and creative ideas.
- ◆ To be a part of the purchase committee of SAC
- ◆ To initiate proposals for improvement in consultation with convenors of all the societies.

### **4.6 Duties of Student Convenors of societies**

- ◆ To take lead role for planning, coordinating and executing major programmes/events of the concerned society.
- ◆ To motivate students for larger benefit of a society.
- ◆ To act as a bridge between Vice-president of the society and student community.
- ◆ To protect the interest of the concerned society.
- ◆ To assist in achieving overall goals and objectives of the society.

### **4.7 Duties of Student Representatives**

- ◆ To serve as bridges between the Institute administration and the larger student community.



- ◆ To carry out events under the supervision of Vice Presidents and higher authorities.
- ◆ To ensure team spirit and multicultural environment in all activities.
- ◆ To monitor and support growth of satellite societies.
- ◆ To assist Vice Presidents in spending funds allocated to the society.

## **5. SCHEDULE OF ACTIVITIES: THE SAC CALENDAR**

The election of Student Representatives to various societies will be held between 3 and 6 weeks prior to the end of the spring semester. The process of selection of nominated members and election of student convenors (including General convenor) shall be completed within a week of the general election. President of SAC will call a meeting of the Executive Council within three days of the constitution of the Executive Council to brief all members on the resources available and the Institute procedures to be followed.

The **annual plan of events** will be decided for each society (including satellite societies) within a week of restarting of the classes after the summer vacation. The plan and budget will be presented by the President before the SAC council. The Executive Council shall incorporate suggestions of the SAC Council and draw up the final proposal which will be put up to Director by Dean(SW) for approval. The Annual plan must cover all the activities in a year to be undertaken by a society including the requirement of funds. The Vice-Presidents will present realistic budgets for conducting the activities of their respective societies smoothly. Expenditure can be taken up only after the budget is approved by the Director. Sample Budget Approval Form, Annual Plan of Events, and Organizing Committees are provided in **ANNEXURE III**.

The Executive Council must meet at least four times in a year, preferably before conducting any major event. The meetings will be chaired by the Dean (SW). The Annual Athletic Meet and Tech Fest. will ordinarily be conducted in Autumn Semester whereas Spring Festival and Annual Film Festival will be conducted in Spring Semester. The dates for each event will be fixed keeping in view the Academic Calendar approved by the Senate. Care must be taken to minimize the loss of active class days. The dates need to be approved by Senate or the Director on its behalf.

The SAC year will normally start on 1<sup>st</sup> of May and end on April 30. All student body elections, competitive events and financial expenditures will end by April 30. Sports and Technical activities including intra and inter hall competitions will be held on Calendar Year basis, starting January 1 and ending on December 31. This will facilitate year round sports activities, ending in the Annual Sports and Technical Meets, followed by the Inter-NIT Sports Meet in December. The Annual Technical Festival may be held before end of Autumn Semester or in following January. In case the Tech Fest is held in January, the beginning of the New Technical Activity Year may be deferred suitably. The activity years for cultural and artistic activities shall be on academic year basis, but the peak events will take place around February-March. The above dates are only suggestive, the actual calendar of activities will be decided by the SAC council on approval of the director.

All medals and prizes will be awarded on Institute Foundation Day held on August 15. The prizes & certificates of students who graduated may be given in the evening function of the convocation which is normally held on the third Saturday of January of the following year.

## **6. ORGANISING MAJOR EVENTS**

It should be remembered that events conducted by SAC can create or destroy the reputation of the Institute. The Dean (SW), the President, every Vice Presidents and every student members of SAC, irrespective of his own society or satellite society, must be

actively involved in organizing all events. If any major event is conducted by a society, the Vice Presidents and student Convenors of that society shall take the lead role. The student representatives and Vice Presidents of other societies shall help them in this regard. The Executive Council should meet before organization of any major event to work out a plan of activities. Various committees such as Funds Committee, Transportation Committee, Hospitality Committee, Venue Preparation Committee, and Volunteers' Committee etc. should be formed. All elected and nominated members of the Executive Council as well as other interested students will be assigned various responsibilities. Volunteer faculty must be inducted by Vice Presidents, President and Dean (SW) to help in conducting events. The Physical Training officials must be involved actively in conducting major events. Every student of the institute should feel involved with a spirit of brotherhood while making a conscious effort to avoid any division among the students.

**Competitions organized by various societies must be either among individual participants or among the halls instead of being based on any other criterion. Certificates and prizes will be on individual merit. Certificates should be distributed as per standard format given in Annexure-IV.**

## **7. THE SAC OFFICE**

The SAC office will operate at the premises allocated to it by the Institute. President of SAC shall be the HOD of the office and will work towards smooth functioning and development of the office. The Dean (SW) will nominate, in consultation with the President, one of the Vice-Presidents to be in charge of the office. The designated Vice President will handle the petty cash (Imprest) account, will ensure that office equipment are operational and available to all student and faculty functionaries and will look after the day to day affairs of the office. He will be the custodian of the Stock books and other documents on behalf of the President.

## **8. FINANCIAL ASPECTS**

### **8.1 The SAC Budget**

Each student of NIT shall pay a fee approved by the Board of Governors for student activities. The total amount collected through student contribution is calculated by multiplying this figure with the number of existing students on roll. For budget purpose, the estimated amount will be distributed among four societies and portion of the money will be reserved for office management. A portion of the funds may also be saved in SAC corpus fund to support some special programme in future.

The initial distribution of funds among the societies will be done by Dean (SW) in consultation with President SAC. The Vice Presidents of a society, in consultation with the student convenors, should submit proposals for expenditure within the sanctioned amount to the President for approving the distribution at the beginning of the academic session. The resulting comprehensive budget should be placed before the Executive Council for finalizing the overall budget proposal. The Dean (SW) will place the budget before the Director for approval. The Director may return it to the Executive Council with suggestions if not satisfied. In cases of differences of opinion, the decision of the Director shall be final and binding.

The annual budget can be changed only with the approval of the Director. The Vice-Presidents of a society may make minor adjustments within their allocated budget with consent of the President but will not exceed the total allocation to their society. The sanctioned amount should be spent **before 31<sup>st</sup> March** so that expenditure for the year can be reviewed in the first week of April. This may also help to prepare the budget for

next financial year. The students must be briefed by the President about the accounting procedure being followed at the Institute so that last minute changes in the budget can be avoided. A sample budget allocation is provided in **Annexure-III**.

While the overall budget of SAC shall need approval of Director, expenditure on each event need not. The Vice Presidents may spend the funds within approved budget with approval of President. Individual purchase requisitions will, however, need approval as per normal Institute rules. In case of deficit caused by unforeseen circumstances, Dean (SW) may allocate some extra funds from the budget head "Miscellaneous Expenses".

The President shall be personally responsible for ensuring that different societies spend money within their allotted budget. He will approve purchase proposals as per the plan approved by him. He will monitor expenditure to ensure that in a given programme all possible expenditure heads are addressed to and that no "unknown money, material or service is being used" to avoid false commitments by unauthorized persons.

All faculty or students associated with SAC must work within their authority. No one will buy goods or services "on credit" except when he is sure that he has sufficient authority to honour the credit commitment. If a credit purchase must be done to tide over an emergency or to avoid serious embarrassment to the Institute, the matter must be put up the competent authority at the earliest opportunity.

## **8.2 Purchase Procedure**

All expenditures from SAC funds have to be made as per Institute rules and procedures. No person will make expenditure without authority. The Vice presidents will be responsible for the activities under their care. As far as possible, all major expenditure should be made through purchase orders, the enquiries and purchase requisitions being made according to rules.

The SAC Purchase Committee shall consist of:

- 4 Vice Presidents (one each from each society nominated by Dean (SW) in consultation with the President), including the Vice President in charge of the office.
- 4 Student Convenors (one each from each society nominated by SAC President, the General Convenor being one of them)

One of the Vice Presidents will be nominated by the President as Chairman of the Committee.

The Vice President in charge of the office will be made in-charge of Imprest cash and direct purchase. He will maintain all petty cash records. He may use the services of office clerk and the student members as he thinks fit. He will also be in charge of all office expenditure.

If ever there is a lack of convergence of opinion among the various functionaries of SAC, the different view points are to be recorded by Dean(SW) and put up to the director. The decision of the director shall be binding on all concerned.

## **8.3 Petty Expenditures and Direct Purchase**

In matters of procurement, the SAC President will have the powers of HOD while the Vice Presidents will have powers of Laboratory in charge. While the President has the power to

approve purchases, they must originate with one of the designated vice presidents. It is suggested that the expenditure plan is discussed in the Committee of the Society before any expenditure is made.

The Vice presidents shall approve subsidy to the satellite societies within the approved budget. The satellite societies are required to maintain proper records of income and expenditure, have their accounts audited and submit utilization certificates to the SAC in April every year.

The preferred mode of making any expenditure is the Purchase order. A purchase requisition may be raised by the designated Vice President of a society and placed before the President after entry in the appropriate registers in the office. When the stores are received, they may be entered in the appropriate Stock Register and issued to the concerned society. When placement of a P.O. is not feasible, the Vice Presidents can draw cash advance whenever the necessity arises. The advance request form needs to be sent to the Vice President in charge of office for entering in the Direct Purchase register under the concerned society and obtaining the signature of the President. The other mode of direct purchase is to receive goods a service from a vendor and sending the certified invoice to Accounts Section for direct payment to the firm. **As far as possible, handling of cash must be avoided and bills must be submitted in the accounts section after availing a service or acquiring materials.** The bills/vouchers should be initialed by the Vice-President and signed by the President. **The bills/vouchers submitted by the students must be initialed by both the student and the Vice-President and accepted by President.**

SAC will be provided with an Imprest Money (or Permanent Advance) of Rs. 5,000/- to meet the expenditures of urgent nature. **The account will be operated by the designated Vice-President who will also be in charge of the office.**

Contracts or purchases involving more than Rs. 15,000/- must be placed before the **Purchase Committee of SAC** and the Institute purchase procedure must be followed strictly. Sanction of contracts or purchases must be approved by the President SAC, Dean (SW) or Director as per Institute rules. Any proposal to Dean and Director must be pre-audited. Proposals sent to Director must be routed through the Dean(SW).

**Consumables and stationery required for all societies will be purchased by the SAC office and all Vice Presidents and student members of Executive Council can avail them from the office on request. The consumables, equipment and materials should be entered in appropriate stock register. The consumable items of Sports and Games used for practice purposes should be distributed among the captains of various sports and athletic teams and Satellite societies. Certificates, prizes, mementoes will be purchased by the Vice President in charge of the SAC office.**

Satellite societies shall follow their own expenditure models. But it must be logical and transparent. Major expenditures should preferably be done following institute purchase procedure.

#### **8.4 SAC Corpus Fund**

If a society (including satellite societies) intends to spend more than the allocated amount of funds, it can do so by generating sponsorship from various agencies. The funds collected from sponsorship may be deposited in a separate bank account maintained by the society or can be deposited in the main corpus accounts of SAC. The society is entitled to spend 75% of the sponsored amount and the rest amount will be deposited in Corpus Fund of SAC for future needs. Sometimes the sponsorship amount reaches the Institute when a program is over. In such cases, the Vice-President of the society may

request Dean (SW) to provide funds to meet the needs of urgent nature from Corpus Fund. The advance should be adjusted when the funds are received from the sponsor. The sponsorship amount will be dealt by Dean (SW). If the Corpus Fund falls short of money, Dean (SW) may approach Director for a grant from Institute funds. The shortfall or surplus in one year shall be passed on to the next year. The amount sanctioned for various activities of a society, in no case, will be transferred to other societies without the prior recommendation of Executive Council and approval of Director.

Students can also earn money from activities like collecting registration fee, advertisement fees and selling mementoes etc. All such funds collected from students and outside participants should be deposited in a society's or an event's operating fund. Money can be drawn from Corpus Fund as and when required with the approval of Dean (SW) up to Rs. 50,000/- and that of the Director above that sum Special Bank account of SAC, if any, must be audited by an external chartered accountant and closed down within a year. If need arises, a new account will be created.

Satellite societies can operate permanent bank accounts of their own. They are, however, required to maintain proper records giving all details of income and expenditure, and to have the accounts audited annually. When designated signatories graduate and leave the Institute, new functionaries must take over. Their signatures will be forwarded to the bank by the faculty mentor with a certificate from the President.

### **8.5 Medals, Prizes and Certificates**

SAC will issue certificates of excellence and certificates of participation to well performing students after conducting due competitions. A list of such certificates and their signing authorities is given in Annexure-IV. In addition to certificates, prizes will be given. Generally cash prizes are discouraged cups and other souvenirs, books, software, mechanical or electrical devices, travel tickets etc are considered better alternatives. In events such as Spring Fest and Tech. Fest, cash prizes may be given to participants from other institutions; but participants from within the Institute should get symbolic products bearing the logo of NITR which they can treasure for many decades.

The societies of SAC as well as Satellite societies must strive to award certificates immediately after a competition, preferably on the competition venue post facto award of certificates, medals as prizes is strongly discouraged.

All prizes and certificates for all overall championships (hall or individual) and those based on cumulative career points (e.g. Games Blue, Cultural Blue) shall need an application from the aspirants hall or individual. The applicant must provide a list of prizes earned and enclose the certificates. In case of lost certificates, duplicates need to be obtained in advance. Prizes for which certificates are not enclosed by the applicant will not be considered, except for the certificates expected to be awarded on Institute Foundation Day and Convocation.

All major prizes to be awarded to halls of residence and continuing students will be awarded on the Foundation Day that is celebrated on the 15<sup>th</sup> August every year. Dean(SW) is responsible for the organization of the Foundation Day functions that shall include the prestigious Foundation Day Lecture, student programmes as decided from year to year, tree planting (in coordination with Lawns & Gardens Committee) and similar activities. The invitation to the speaker(s) of the Foundation Day Lecture will be signed by the Director.

Prizes to be awarded to students who have completed their studies will be given in the Evening Function of the Convocation.

The “Jewel of NIT Rourkela - Year” shall be the most prestigious award given to an outgoing student. It will be awarded to a student who makes a truly significant contribution to the student life of the institute through his initiative and hard work. In particular, the award will go a person who will be remembered not only for his exceptional performance as an academician, sportsman or artist, but also who, through his leadership and personal initiative, makes a difference in the lives of many students, gives a new direction to SAC societies or halls of residence or brings glory to the institute in a national or international area. Serving as a volunteer in SAC functions, without an official post, coming forward to help in difficult times and being effective will be specially counted. The Freedom of NIT shall be awarded only in exceptional cases, typically once in two or three years. The winner of the Jewel of NIT Rourkela” shall have a standing invitation to SAC functions for ever in future, and the Institute will provide him hospitality at no charge without limit. The award of “Jewel of NIT Rourkela” will be decided by the Director on receiving a recommendation from the SAC Council along with a citation on the achievement of the student during his entire period of stay in the Institute. The number of such jewels should be between 0 and 2, averaging close to one in two years.

The other major awards to individual students are the Games Blue and the Cultural Blue whose regulations are listed in Annexure VI. The inter hall cultural and sports championships will be awarded to halls whose residents score the maximum number of points in the concerned category in a year. The details have also been enumerated in the Annexure.

To preserve the heritage of SAC, the following year wise lists of achievers and dignitaries will be displayed in SAC lobby.

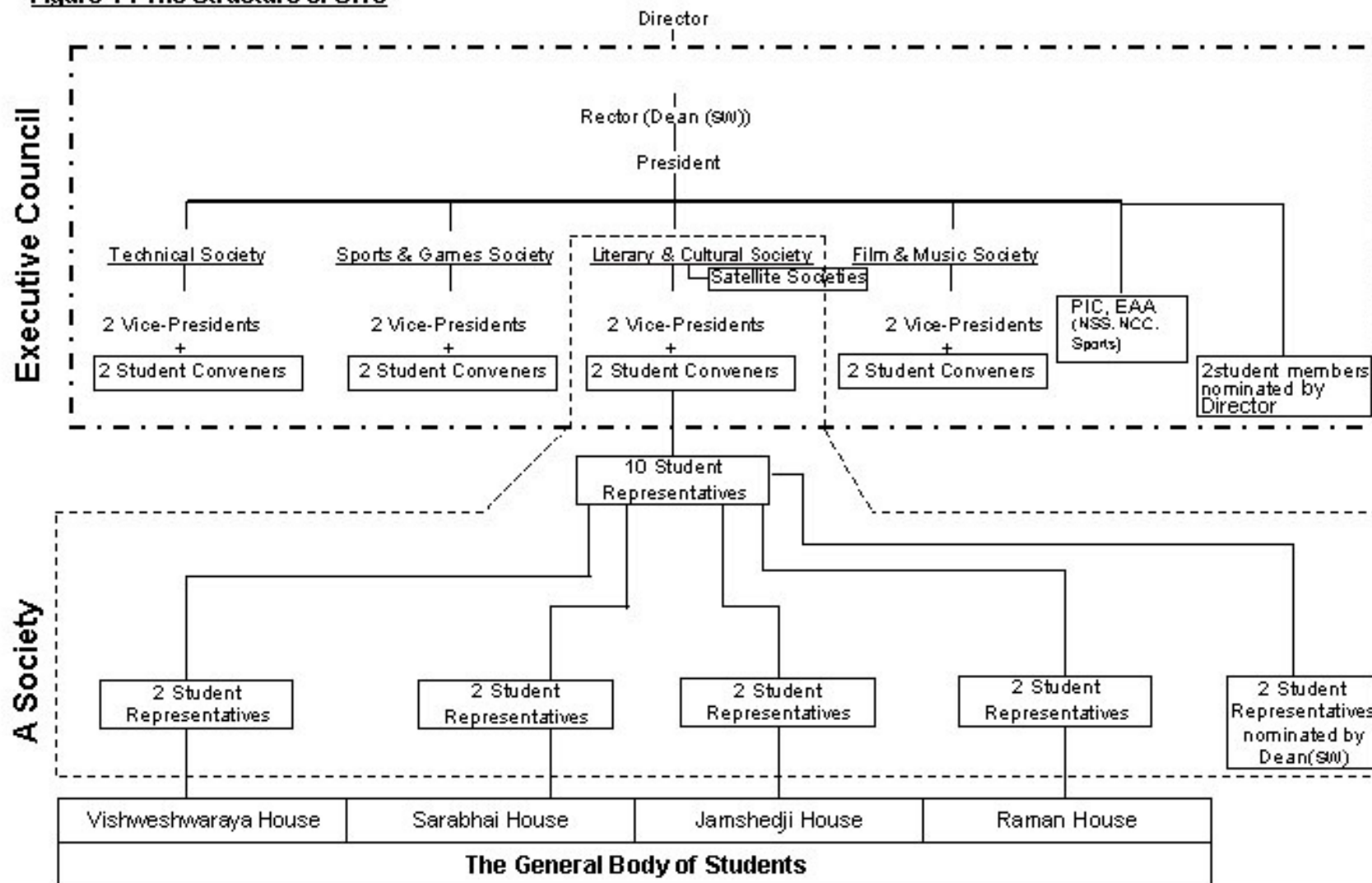
1. Dean (SA/SW)
2. President, SAC
3. General Convenor
4. Freedom of NIT
5. Games Blue
6. Cultural Blue
7. Inter-hall sports champion
8. Inter-hall cultural champion

The SAC will serve as role model for the halls that will also preserve their heritage through year wise lists of Wardens, General Secretaries and achievers in the respective halls.

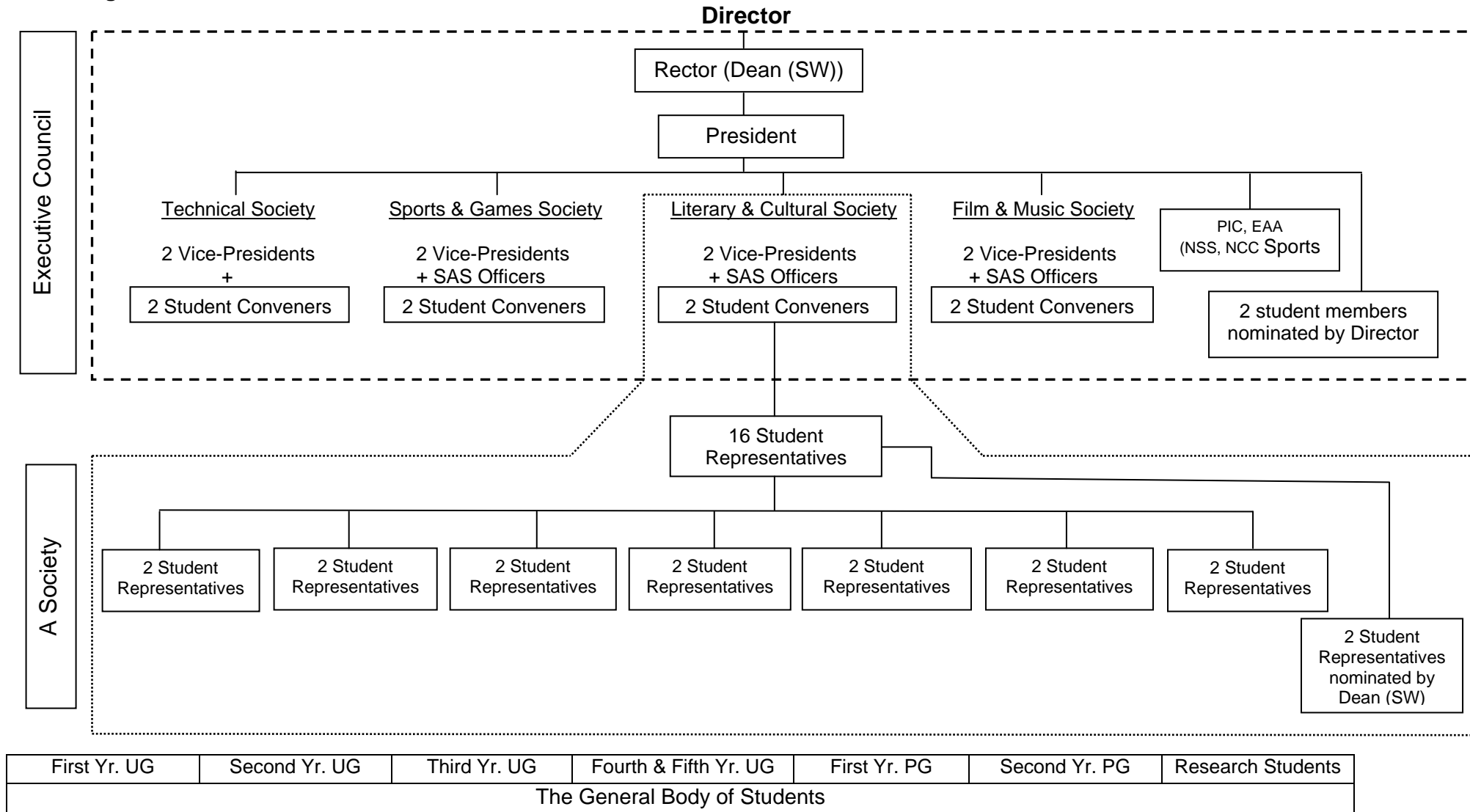
### **9. Exceptions**

Notwithstanding anything contained in this document, the director may, in consultation with Dean (SW), approve activities, budgets procedures different from those stated in this constitution. The Director shall have the authority to amend the whole or any part of this in consultation with Dean (SW) and other members of the faculty. If there is sufficient evidence of mischief or incompetence or involvement in a disciplinary case on the part of an elected or nominated functionary, the Director may, using solely his personal judgment, dismiss a student member, a faculty functionary from this assigned responsibility.

**Figure 1 : The Structure of SAC**



**Figure 1 : The Structure of SAC**







## Student Activity Centre NIT ROURKELA

### NOMINATION FORM FOR STUDENT REPRESENTATIVE

**(TO BE FILLED IN CAPITAL LETTERS ONLY)**

1. Name of Society :  Technical  Sports & Games  
 Literary & Cultural  Film & Music
2. Constituency :  Undergraduate Second Year  
 Undergraduate Third Year  
 Undergraduate Fourth and Fifth Year  
 Postgraduate Second Year  
 Research Students
3. Name of the Candidate \_\_\_\_\_

4. Roll No. \_\_\_\_\_ 5. Hall of Residence \_\_\_\_\_

6. E-mail \_\_\_\_\_ 7. Mobile Phone. \_\_\_\_\_

8. Current CGPA \_\_\_\_\_

9. Past SAC and Hall Activities [Elected or Voluntary] (<100 words)

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10. Cumulative Activity Points : SAC \_\_\_\_\_ Hall \_\_\_\_\_  
Detailed Medal and certificate list with associated points.

11. Election Manifesto, Innovations, Ideas and Plans (<200 words)

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12. **DECLARATION**

I do hereby declare that all data given above are correct. I further declare that I have not been penalized by Disciplinary Committee of the Institute, Hall and have never been found guilty of examination malpractice. I agree that I will not display any poster/banners on the Institute walls, put nails on the Institute walls, paint on the roads or disfigure the Institute facilities in any way. If I am found to violate any of the above norms during the period of election, my nomination may be cancelled and I am liable to be disqualified from contesting the elections.

I also confirm that I propose to contest SAC election on my own merit and shall not take part in any alliance or carted based on caste, religion, region, home state or any other parochial consideration.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of the Candidate**



## NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA

Please circle one  1ST and one  2ND choice for each constituency under EACH SOCIETY. Incorrect ballots will be rejected for each society and constituency separately.

### STUDENT ACTIVITY CENTRE Election of Student Representatives

Name, Roll No.	Name, Roll No.	Name, Roll No.	Name, Roll No.	Name, Roll No.
Constituency : SECOND Year Undergraduate	Constituency : THIRD Year Undergraduate	Constituency : FOURTH AND FIFTH Year Undergraduate	Constituency : 2 <sup>nd</sup> Yr Post Graduate	Constituency: Research Students.
<b>A. Games and Sports Society</b>				
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<b>C. Literary and Cultural Society</b>				
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**Student Activity Centre  
National Institute of Technology, Rourkela**

No. \_\_\_\_\_

Date : \_\_\_\_\_

**Subject:** SAC Budget for Financial Year \_\_\_\_\_

The Annual Budget for SAC for Financial Year \_\_\_\_\_ is presented for kind approval of Director.

Description	Institute Sanction	Events	Expected Expenditure	Surplus / Deficit	Means to manage Surplus/Deficit
SAC Office Expenses					
<u>Technical Society</u> Year-round Activities					
Tech. Fest.					
Prizes and Awards					
Satellite Societies					
<u>Games &amp; Sports Societies</u> Year-round Activities					
Annual Athletic Meet/Inter-NIT Meet.					
Prizes and Awards					
Inter NIT Sports Meet					
Satellite Societies					
<u>Literary &amp; Cultural Society</u> Year-round Activities					
Prizes and Awards					
Inter NIT Cultural Meet					
Satellite Societies					
<u>Films &amp; Music Society</u>					
Spring Festival					
Satellite Societies					
Year-round Activities					
Miscellaneous Expenses					
<b>Total</b>					

\_\_\_\_\_  
President (SAC)

\_\_\_\_\_  
Dean (SW)

To  
Director



## Student Activity Centre National Institute of Technology, Rourkela

No. \_\_\_\_\_

Date \_\_\_\_\_

### Proposal for conducting an Event

1. Name of the Society:  Technical Society(TS)       Sports & Games (SG)  
 Films & Music (FM)       Films & Music (FM)
2. Name of the Satellite Society (If applicable): \_\_\_\_\_  
 \_\_\_\_\_
3. Title of Event: \_\_\_\_\_
4. Duration: From \_\_\_\_\_ To \_\_\_\_\_
5. Approved Budget: Rs. \_\_\_\_\_ / - Vide Item No. \_\_\_\_\_
6. Highlights of Event: \_\_\_\_\_  
 \_\_\_\_\_

### 7. Expenditure Details:

Sl. No.	Description of the Items	Expected Expenditure Rs.                      P.	Mode of Expenditure
1.	Stationery		
2.	Printing Expenditures (Posters, Leaflets, Books, Certificates and Banners)		
3.	Postal Expenses, Fax, and Telephone		
4.	Material Procurement for conducting events		
5.	Venue Preparation		
6.	Light and Sound		
7.	Refreshment		
8.	Transportation		
9.	Guests and Hospitality		
10.	Hotel Bills		
11.	Remuneration to Judges		
12.	Fees of Outside Artists/Quiz Master		
13.	Conveyance of artists/ Quiz Master/ Guests		
14.	Mementos and Gifts		
15.	Prizes		

16.	Contingency		
17.	Special items (Give Details)		
<b>Total</b>			

**8. Income Details**

Sl. No.	Description of the Items	Expected Generation Rs. P.
1.	Institute Funds	
2.	Subscription from participants	
3.	Sponsored (List of Confirmation Letters attached herewith)	
4.	Others	
Total		

**N:B. The list is not exhaustive. It may increase depending on requirement.**

9. Proposed Plan of Managing Surplus / Shortfall: \_\_\_\_\_  
\_\_\_\_\_

**The above expenditure may kindly be approved.**

\_\_\_\_\_  
**Convenors, ..... Society**

\_\_\_\_\_  
**Vice President ..... Society**

**Approved**

\_\_\_\_\_  
**President (SAC)**

\_\_\_\_\_  
**Dean (SW)**



**STUDENT ACTIVITY CENTRE**  
**National Institute of Technology**  
**Rourkela**

No. \_\_\_\_\_

Dated \_\_\_\_\_

**Subject: Creation of Committees for Organizing Major Events.**

1. Name of Society : \_\_\_\_\_ 2. Name of Event : \_\_\_\_\_  
 3. Duration of the Event : From \_\_\_\_\_ To \_\_\_\_\_

Sl. No.	Name of the Committee Duties	Members with telephone numbers
1.	Hospitality Committee	Faculty Coordinator: _____ Student Coordinator: _____ Student Members: _____
2.	Guest Coordination Committee	Faculty Coordinator: _____ Student Coordinator: _____ Student Members: _____
3.	Venue Preparation Committee	Faculty Coordinator: _____ Student Coordinator: _____ Student Members: _____
4.	Prizes and Certificate Committee	Faculty Coordinator: _____ Student Coordinator: _____ Student Members _____
5.	Volunteer Coordination Committee	Faculty Coordinator: _____ Student Coordinator: _____ Student Members: _____
6.	Transportation Committee	Faculty Coordinator: _____ Student Coordinator: _____ Student Members: _____
7.	Judge Coordination Committee	Faculty Coordinator: _____ Student Coordinator: _____ Student Members: _____
8.	Reception Committee	Faculty Coordinator: _____ Student Coordinator: _____ Student Members _____
9.	Technical Support Committee	Faculty Coordinator: _____ Student Coordinator: _____ Student Members: _____

10.	Accommodation Committee	Faculty Coordinator: _____ Student Coordinator: _____ Student Members: _____
11.	Artiste/Quiz Master Coordination Committee	Faculty Coordinator: _____ Student Coordinator: _____ Student Members _____
12.	Website Design Committee	Faculty Coordinator: _____ Student Coordinator: _____ Student Members _____
13.	Posters and Certificate Design Committee	Faculty Coordinator: _____ Student Coordinator: _____ Student Members _____
14.	Post-event Cleaning Committee	Faculty Coordinator: _____ Student Coordinator: _____ Student Members _____
15.	Publicity Committee	Faculty Coordinator: _____ Student Coordinator: _____ Student Members _____
16.	Event Scheduling Committee	Faculty Coordinator: _____ Student Coordinator: _____ Student Members _____
17.	Disciplinary Committee	Faculty Coordinator: _____ Student Coordinator: _____ Student Members _____

**N:B. The list is not exhaustive. It may increase depending on requirement. Clear duties must be assigned to each committee. Faculty and Student coordinators as well as members may be serving functionaries (Convenors of SAC, representatives, vice presidents or simply volunteers).**

**This may kindly be approved.**

\_\_\_\_\_  
**Convenors, ..... Society**

\_\_\_\_\_  
**Vice President ..... Society**

**Approved**

\_\_\_\_\_  
**President SAC**

\_\_\_\_\_  
**Dean (SW)**



**STUDENT ACTIVITY CENTRE**  
**National Institute of Technology**  
**Rourkela**

No. \_\_\_\_\_

Dated \_\_\_\_\_

**Allocation of Institute Funds for Student Activities**

Student Activity Centre (NE07/200_)	NE0701/200_	SAC Office Expenses	
	NE0702/200_	Technical Society (TS) except Tech. Fest.	
	NE0703/200_	Sports and Games (SG)	
	NE0704/200_	Literary & Cultural (LC) Society except Spring Fest	
	NE0705/200_	Film & Music (FM) Society	
	NE0706/200_	Tech. Fest.	
	NE0707/200_	Spring Fest.	
	NE0708/200_	Prizes and Awards	
	<b>Total Allocation</b>		

\_\_\_\_\_  
 President (SAC)

\_\_\_\_\_  
 Dean (SW)

To

All Vice Presidents.

Convenors of all Societies.

SAC and Academic Notice Boards.

NITR Intranet.

Secretary to Director.





**Student Activity Centre  
National Institute of Technology  
Rourkela**

No. \_\_\_\_\_

Dated \_\_\_\_\_

**PART OF SAC CALENDAR**

**The List of Year-round Activities of satellite society**

Satellite Society \_\_\_\_\_ Main society \_\_\_\_\_

Sl. No.	Month	Date	Name of the Event	Purpose of meeting Institute Objective	Estimated Expenditure	Name of the Student Coordinator	Name of the Faculty Coordinator
1.							
2.							
3.							
4.							
5.							

Convenor

\_\_\_\_\_ Society

Convenor

\_\_\_\_\_ Society

Vice-President, \_\_\_\_\_ Society

## Annexure - V

### LIST OF CERTIFICATES AWARDED BY SAC EVERY YEAR

#### 1. Certificate of Appreciation

*(Issued to students for contributing service to the Institute)*

Sl. No.	Name of the award	Mode of Selection	Signatories	Responsible Body	Number of Certificates
1.	SAC Executive Council	All elected and nominated members	President + Dean (SW) + Director	SAC	8 elected members + 2 Nominated by Director
2.	SAC Council	All elected and nominated members except members of Executive Council	President + Dean (SW) + Director	SAC	$(8 + 2) \times 4 - 8 = 32$
3.	Satellite Societies	President, Secretary and Treasurer.	Concerned Vice-President + President + Dean(SW)	SAC	Three members from each satellite society $3 \times 4 = 12$
4.	Souvenir Committee	Souvenir Committee members	VP(LC) + President + Dean(SW)	SAC	Twenty members of the committee = 20
5.	Disciplinary Committee	Members nominated by Senate	Registrar + Dean (SW)	SAC	Two student members = 02
6.	Monday Morning Team	Monday Morning Team nominated by Prof.-In-Charge.	Professor-In-Charge + President + Dean (SW)	SAC	15 Departmental Representatives + 2 Coordinators = 17
7.	Members of Institute Committees	Other Institute Committee members nominated by Dean (SW) or Director	Professor-In-Charge + Dean (SW)	SAC	Two student members = 02
8.	Renaissance Team	Editors of Renaissance	VP (LC) + President + Dean (SW)	SAC	Four members of the Editorial Board = 4
9.	Quadrant Team	Editors of Fifth Quadrant	VP (LC) + President + Dean (SW)	SAC	Four members of the Editorial Board = 4
<b>TOTAL</b>					<b>103</b>

#### 2. Certificate of Merit

*(Issued to students for excelling academically while studying and significantly contributing)*

Sl. No.	Name of the award	Mode of Selection	Signatories	Responsible Body	Number of Certificates
1.	B.Tech	1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> position in each branch based on SGPA of each year.	Dy. / Asst. Registrar (AC) + Dean (AA)	SAC	12 branches x 3 each x 4 years = 144

2.	M.Tech	1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> position in each specialization based on SGPA of each year.	Dy. / Asst. Registrar (AC) + Dean (AA)	SAC	18 specialisations x 3 each x 2 years = 108
3.	M.Sc (2yrs)	1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> position in each science programme based on SGPA of each year.	Dy. / Asst. Registrar (AC) + Dean (AA)	SAC	4 branches x 3 each x 2 years = 24
4.	M.Sc (5 yrs) Integrated	1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> position in each programme based on SGPA of each year.	Dy. /Asst. Registrar (AC) + Dean (AA)	SAC	4 branches x 3 each x 5 years = 60
<b>TOTAL</b>					<b>273</b>
5.	Byomokesh Mishra Memorial Award	Student securing highest SGPA on first semester.	Dy. / Asst. Registrar (AC) + Dean (AA)	SAC	01
6.	SGAT Award	Best all-rounder of Mining Engineering, selected by a committee of the department	Dy. / Asst. Registrar (AC) + Dean (AA)	SAC	01

### 3. Certificate of Excellence

*(Issued to students who win prizes in competitions)*

Sl. No.	Name of the award	Mode of Selection	Signatories	Responsible Body	Number of Certificates
1.	Freedom of NIT	Accumulated points over career	Dean (SW) + Director.	SAC	
2.	Inter Hall Sports Champion	The hall which receives the highest number of points.	President + Dean (SW) + Director	SG	1 + 1 (Runner up)
3.	Inter Hall Cultural Champion	The hall which receives the highest number of points.	President + Dean (SW) + Director	LC+FM	1 + 1 (Runner up)
4.	Cultural Blue	Accumulated points in career	President + Dean (SW) + Director	LC+FM	
5.	Games Blue	Accumulated points over career	President + Dean (SW) + Director	SG	01 or more
6.	Champion, Annual Athletic Meet	Competition	President + Dean (SW) + Director	SG	01
7.	Annual Athletic Meet	Competition	President SAC + Dean SW	SG	25 events needs 75 nos. (approximately)

8.	NITR Shree	Competition	VP (GS) + President + Dean Dean (SW)	SG	01
9.	Inter Hall Competitions	Competition	VP (GS) + President + Dean (SW)	SG	5 gamers X 11 members X 2=110 members
10.	Spring Fest, Year round inter-hall competitions	Competition	VP (LC/FM)+ President	LC	10 events needs 100 nos. (approximately)
11.	Tech Fest, Year round inter-hall competitions	Competition	VP(TS) + President	TS	10 events needs 50 nos. (approximately)
12.	Satellite Societies not covered under items I, II	Competition	Faculty Advisor + VP + President	Satellite Societies	Depends on the number of events conducted

#### 4. Participation Certificate

(Issued to students who take part in various competitions and organize competitions)

Sl.No.	Name of the award	Mode of Selection	Signatories	Responsible Body	Number of Certificates
1.	Participation Certificate	Registration for Competition	Convenor and Vice-President	SG	300 (maximum)
2.	Participation Certificate	Registration for Competition	Convenor and Vice-President	TS	500 (maximum)
3.	Participation Certificate	Registration for Competition	Convenor and Vice-President	LC	300 (maximum)
4.	Participation Certificate	Registration for Competition	Convenor and Vice-President	FM	200 (maximum)
5.	Volunteer	List prepared by convenors and Vice presidents, approved by president	Convenor and Vice-President	SG	50 (maximum)
6.	Volunteer	List prepared by convenors and Vice presidents, approved by president	Convenor and Vice-President	TS	50 (maximum)
7.	Volunteer	List prepared by convenors and Vice presidents, approved by president	Convenor and Vice-President	LC	50 (maximum)
8.	Volunteer	List prepared by convenors and Vice presidents, approved by president	Convenor and Vice-President	FM	50 (maximum)

National Institute of Technology,  
Rourkela

<EVENT>

<YEAR>

<DATE>

**CERTIFICATE OF <PARTICIPATION /  
MERIT / EXCELLENCE /  
APPRECIATION>**

This is to certify that

\_\_\_\_\_ of \_\_\_\_\_ participated in \_\_\_\_\_ at NIT Rourkela held during \_\_\_\_\_.

(Background Colour White with Maroon Coloured Institute Logo, 200 GSM A4 Size Glossy Paper, Letter Colour Black)

\_\_\_\_\_ Society  
*NIT Rourkela*

**Authorized Signatories**