

## **General Rules & Regulations for non-academic/co-curricular activities (Gym./BC/Zest/Sports/Zest/Clubs/Mind spark etc.)**

**1. Registration forms must be submitted to Gym. /BC/ Zest/Mind spark office for various club/activity in the prescribed format.**

**2 It is necessary to enter Club Name -Student Secretary-Faculty Adviser in the list and approval by VP, Dean S.A. & Director is must for the same.**

**3 Money matter/ flow of money:-**

Requisition of advance by secretary & faculty adviser should be submitted to Gym. VP/BC VP/Mindspark-Faculty Incharge/Zest- Faculty Incharge will recommend advance to faculty which will be subsequently sanctioned by Dean S.A. / Director. Expenditure will be done by concerned student secretary in consultation with faculty advisor. Submission of original bills & settling of advance within eight days of event must be done.

Max.advance permissible up to 20% of sanctioned budget.After clearing the first advance requisition for next advance will be considered. Submission of utilization certificate & auditing report should be done at the end of March.

(Secretary, faculty advisor, student auditor, faculty auditor).

**VP Gym./VP BC/ZEST-Faculty Incharge/Mindspark Faculty Incharge**

**Dean S.A.**

**Director**

**4 Registration fee of various clubs/activity:-**

For collecting registration fee for any student activity permission of Dean (S.A.) is must. For this purpose respective faculty adviser & secretary should write letter to Dean (S.A.) through the V.P. (Gym.)/VP (BC)/ ZEST-F. I./Mindspark F.I. Should see the case and justify the need of registration fee and recommend the case to Dean (S.A.). Registration fee should be charged when the expenses could not meet in the normal budget allocated to that club/activity. Faculty Adviser and secretary should ask for registration fee under such conditions.

If the registration fee is collected, receipt should be provided to the participants. Faculty Adviser and Student secretary will have to apply for getting receipt book. Receipt book containing numbered triplicate copy should be provided to student secretary. It is responsibility of secretary to keep in safe custody of that receipt book. If it is lost penalty of Rs. 1000/- will be charged to him/her.

After issuing the receipt book the entry of same must be the made in Gymkhana /Zest/BC/Mindspark register with receipt book no. and range of receipt nos. and secretary has sign on the register.Registration fee should be deposited in the respective account and amount can be utilized for that activity.

Fee receipt book should be numbered properly e.g. Gym-1 to Gym-10 and after issuing entry should be taken in register.

### **5 NOC form:-**

Final account must be settled by 31<sup>st</sup> March. To avoid the delay in accounting or auditing of report secretaries must obtain NOC from Dean (S.A.) through V.P. Gym/ Boat Club/Mindspark F.I. / ZEST (F.I.)

**To facilitate this on student NOC official format additional row should be made for this purpose.**

### **6 Faculty advisors- max.2 portfolio:-**

For the smooth conduct of non-academic activity max. two portfolios per faculty advisor is enough. This will reduce the burden on F.A. increase the efficiency of work and concentration on that activity. This will help in improving the quality of work and streamlining the activity.T.A.(Asiad/3<sup>rd</sup> AC)

Generally same faculty should not be repeated for the gathering /Gym/ZEST/Boat Club/Mindspark activity. Appropriate blending of new faculty/middle order faculty and senior faculty can be exercised. This will help in getting chance to accommodate and acquaint the young faculty and increase their involvement.

### **7 Prize-vouchers**

Prize of any activity should get approved from Dean (S.A. ), Director through proper channel. Prize should be in the form of Vouchers (Gift) which will be helpful for students. In exceptional cases prize may be given in cash/cheque.

## **8 Process of budget sanctioning**

Budget is sanctioned in budget meeting. F.A. and Secretary should be ready with proper planning of activity. There must be certain objective for carrying any activity. Both must justify the amount required. Also it is necessary to narrate the last year's progress. Amount should be utilized properly for the benefit of students, so that it bring value addition to them.

## **9 Tentative calendar of clubs:-**

Due to increased no. of activities, it is very much essential to prepare calendar for non -academic activity/clubs. As no. of activities are going parallel there is problem of getting halls/seminar rooms/ auditorium. If the tentative schedule is fixed then student will come to know about it. This will increase the attendance of student and also interested students /faculty/staff will not miss the important lectures/activity. Secretaries must sit together and prepare this calendar for the academic year otherwise budget will not be approved.

Due to large no. of club from administrative contact point of view few clubs which are not properly functioning and also clubs having nearly same purpose must be **merged. No NEW clubs to be formed.**

## **10 Remuneration rule for expert**

Remuneration must be fixed for any expert. It should not vary from person to person. Also appropriate T.A. / LCA should be applicable. Amount of Rupees should be fixed and applicable to all.

Remuneration Rs. 500/- per day for sports activity & T.A. (Asiad/3<sup>rd</sup> AC) / LCA

Remuneration Rs. 2000/- per day for Mind Spark/Technical activity & T.A. (Asiad/3<sup>rd</sup> AC) / LCA Program should be announced with consent of F.A. and with sign of secretary and F.A. well in advance as per non-academic calendar failing which disciplinary action will be taken against that secretary and that club may be dissolved.

## **11 Role of student secretary/coordinator:**

Should know purpose & objective of club/activity.

In consultation with F.A. form core committee members and decide optimum student members required. Get approved for this list from Dean (S.A.) after V.P. (Gym)/ Boat Club/Mindspark F.I. / ZEST (F.I.) recommendation.

Planning of activity in consultation with F.A. for the year and make the tentative calendar. This calendar should not clash with other club's /activity calendar. Any program as per above plan should be announced well in advance (one week) to the student/faculty/staff. In doing so on the copy of circular sign of F.A. and secretary is must, otherwise it is treated as unauthentic. Scanned copy should be mailed and hard copy on various N.B. be placed.

Advance should be taken only when needed by filling the form signed by Secretary and F.A. with proper justification. Advance should be recommended by V.P.(Gym./BC)/MindSpark F.I./ZEST(F.I.) and approved by Dean(S.A.)/Director.

Use properly advance and submit appropriate bills settle advance then only next advance be claimed.(Submit cash memo, voucher, estimate etc. with F.A. and students sign) .T.A. will be provided for outstation work (2<sup>nd</sup> railway/ordinary bus)

Above purchase of above Rs.5000/- enquiry (with outward no. &date ) for the quotation is required and at least three quotation must be there and minimum seven days should be given for receiving quotation and then it is opened in presence of Secretary, F.A., V.P./Zest/M.S. F.I. and their sign needed.

At the end get it audited by the student auditor, faculty auditor.

Close the account and if this is not followed NOC from the Dean (S.A.) will not be obtained.

## **12. Role of faculty advisor**

Advise properly purpose & objective of club/activity to the students.

Form core committee and advise in deciding optimum student members required. Core committee student team members should be approved Dean S.A.

through V.P. Gym/ Boat Club/Mindspark F.I. / ZEST (F.I.)otherwise it is invalid one.

Planning of activity for the year and advise in making the tentative calendar. This calendar should not clash with other club's /activity calendar. Any program as per above plan should be announced well in advance (one week) to the student/faculty/staff. In doing so on the copy of circular sign of F.A. and secretary is must, otherwise it is treated as unauthentic.

Scanned copy should be mailed and hard copy on various N.B. be placed.

Advance should be taken only when needed by filling the form signed by Secretary and F.A. with proper justification. Advance should be recommended by V.P. Gym/ Boat Club/Mindspark F.I. / ZEST (F.I.)and approved by Dean (S.A.).

Advise students to make use of advance properly and ask to submit appropriate bills to settle advance then only next advance be claimed.(Submit cash memo, voucher, estimate etc. with your and students sign) .

Above purchase of above Rs.5000/- enquiry (with outward no. &date ) for the quotation is required and at least three quotation must be there and minimum seven days should be given for receiving quotation and then it is opened in presence of Secretary, F.A., V.P./Zest/M.S. F.I. and their sign needed.

At the end get it audited by the student auditor, faculty auditor.

Close the account and if this is not followed warn the student secretary that NOC from the Dean (S.A.) will not be obtained.

### **13 Sequence of auditing and role of auditor**

Student auditor and faculty auditor must cross check whether the rules and proper procedure is followed in purchasing the items, also entry in the register, DSR, Proper quotation, P.O./Work Order, Bills submitted are valid (TAN no.,VAT no. etc).If bills are valid then only clear the file.

**14 Entry of consumable material in consumable register and equipment in DSR is must.**

**15 Uniform for all students on all working days mandatory.**

## **16 Do's & Don'ts of accounting**

Dos: - Maintain transparency, submit authentic bills on time, get it audited, go through proper channel for getting done anything. Be honest.

Don'ts: Don't submit invalid bills, fake bills. Don't hide information. Don't bypass F.A. submit bills and settle advance in time. Get audited at the account.