



SHRI RAM COLLEGE OF COMMERCE

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IMPORTANT GUIDELINES FOR STUDENTS' UNION & SOCIETIES REGARDING ORGANIZATION OF SOCIETY / UNION'S EVENTS

1. All proposals to conduct the event must be duly forwarded and recommended by the concerned Faculty Advisor for **approval of the Principal**. This includes all important details with respect to the event, guests, VIP dignitaries, participants, budget etc.
2. MoU: The Society / Students' Union must enter into the Memorandum of Understanding (MoU), **only through its elected President**. With the sponsor. **Nobody else is authorized to enter into the MoU on behalf of any Society / Students' Union**. A duly signed copy of the MoU is mandatorily required to be submitted in the Accounts Section of the College.

The MoU must contain a specific clause with respect to the fact that the sponsor has referred to the important guidelines for Sponsors on the college's website and has accepted the same.

3. Deliverables: Deliverables on the part of both the parties should be clearly mentioned in the MoU. Deliverables on the part of Society / Students' Union is the only responsibility of the concerned Office Bearers. The college undertakes no responsibility for delivery of any promises undertaken by any Society / the Students' Union against the sponsorship money received.
4. While making promises for deliverables, the Society / Students' Union should keep in mind the extent to which they can deliver and **no exaggerated promises for deliverables** should be made which are beyond the control / purview of the society / Students' Union.
5. Events of Societies / Students' Union's are conceptualized, planned and organized by students only and the college administration plays a watchdog / controlling role. It is, therefore, required that all remittances towards the sponsorship are to be drawn in favour of the Principal, Shri Ram College of Commerce and submitted in the Accounts Office of the college.

6. **Remittances:** Remittances towards the **sponsorship can only be in electronic mode** (direct transfer to the college's bank account) or through **Demand Draft / Cheque** drawn in favor of the Principal, as stated above. **No remittance to be collected in cash.** Sponsorships received in kind are to be mandatorily reported to the college administration.
7. **Settlement of Accounts:** All bills and accounts pertaining to the event must be settled within a fortnight (15 days) of conclusion of the event.
8. **Direct Payments to Artists:** All payments to the artists / star performers will be remitted directly to them and not through the Event Manager.
9. All **Prizes/Awards/Rewards** to be given in various competitive events must be duly recommended by the concerned Faculty Advisor of the Society / Union Advisor and finally approved by the Principal before their publication / announcement in public.
10. **Right for Entry:** No tickets / passes will be printed / distributed by any Society / Students' Union. The **college administration reserves the rights to allow entry** to the college premises through tickets / passes.
11. All cultural programmes/ DJ Music events **must be over by 7 PM** and no extension beyond the stated time will be allowed.
12. **Allocation of Stalls:** Proposal and plan for setting of the stall will be submitted by the Societies / Students' Union duly forwarded by the concerned Faculty / Union Advisor. Allocation of stall will be approved by the Principal. Decision of the Principal in this regard will be full and final and binding on the sponsors and Office Bearers of Societies and Students' Union.

Entry/identification badges to the sponsors/staff at stalls will be printed by the organizing society/ students' union and submitted to the Admin Office for necessary authentication by the college administration.
13. No food stalls will be allowed except during Crossroads.
14. No stall will be allowed to be set up without signing of the MoU and deposit of requisite money / charges in the Accounts Section of the college.
15. Stall(s) for promotion of and /or inclusive of activities like gambling / poker / playing cards / smoking Hukkas / alcoholic drinks etc. will not be allowed to be set up. The sponsorship

money / charges paid against such activities will not be refunded in any case. As also the college reserves the right to initiate penal proceedings against the offenders.

16. Classes will remain suspended during the Crossroads only.
17. All Societies / NSS / Students' Unions are required to submit a **list of their members and office bearers** (with their contact details), duly forwarded by the concerned Faculty Advisor, in the Admin Office **latest by January 15, 2017**.
18. **Sound / Music:** Mike testing / sound check up / playing music will not be allowed before 2.00 P.M. in any of the society events. In case of any default, the concerned society will be fined with a penalty of Rs. 5000/-.
19. No publicity hoardings / banners / flexes should contain any vulgar / offensive text / graphics. Societies / Students' Union should be careful in this regard and advise the sponsors accordingly.
20. Following dates have been proposed for all events of societies and the Students' Union:

Business Conclave	February 7-9, 2017
Functions / Events of all other Societies	February 10-25, 2017
Crossroads' 17	March 7-9, 2017

It is advised that that the Students' Union and all Societies should sit together and mutually decide the programmes so as to avoid any clashes and prepare a unified calendar of events.

21. All societies should try to conclude the events during the suggested period of February 10-25, 2017. Any event to be organized before / after the suggested, period will be allowed to be held in the Seminar Room / Auditorium only and limited members of display stalls or decoration will be allowed to be raised outside in the open area. As also, there should not be any disturbance caused to the routine functioning of the college.
22. **Cleanliness of the Campus:** keeping the campus clean at all times is our primary responsibility. 'All societies / Students' Union must keep cleanliness of the campus and protection our heritage building on highest priority. Visitors / participants / sponsors are advised not to litter the campus with waste papers / polythene bags / wrappers / plastic bottles etc. and not to place posters / banners / flexes on the walls / pillars etc. Fixing of nails on walls / pillars is strictly prohibited. Huge flexes hanged from terrace over the Office Block should not cover the windows of Admin and Accounts offices.

23. All organizing societies / students union must keep in mind that in case of any default on their part, the event will be cancelled.
24. The college administration undertakes no responsibility for foot falls / huge gathering / huge sales volume etc. at any of the events. The college will not be liable to compensate the vendors for any loss / damages etc. incurred due to low sales or any other reason whatsoever.
25. In case of disruption / cancellation of the event due to rain or any other natural disturbance or any act beyond the control of the college, the college will not be responsible to refund the sponsorship received.
26. The college administration reserves the right to allow entry into the college premises during the events. Vendors or their staff will be allowed entry in the college premises only through a Special ID card issued by the college administration.
27. The college administration / Principal / Faculty Advisors / any officer or official of the college will not be responsible in case of any default on the part of any Society / Students' Union or its Office Bearers.



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