

## **Standard Operating Procedure (SOP) for Technical Societies**

**Motto: To provide a platform and encourage the students to carry out technical activities having creativity, novelty and innovative ideas which may lead to innovation, patents and start-ups.**

### **SOP**

- TS1. All the Technical Societies should make an effort to involve maximum number of students from UG and PG in their activities.
- TS2. Tentative schedule of activities, to be conducted at Institute level, for the whole academic year may be prepared by the concerned Technical Society and each society should prepare activity calendar at the beginning of the Academic Year.
- TS3. The student office bearers may be as under:
- a. President
  - b. Vice President
  - c. Secretary
  - d. Additional Secretary
  - e. Joint Secretary
  - f. Two B.Tech pre final year representatives (preferably one girl student )
  - g. One M.Tech representative

**Note:** First five posts from final year students preferably two positions for girls.

- In selection criterion the students who have better CGPA and have additional academic achievements should be given preference. All student office bearers should submit their brief CV. Students with compartments should not be selected.
  - FIC (concerned society) may change the non performing student office bearers of the TS.
- TS4. Formation of new committee may be completed by the end of academic year and should be handed over to the PIC (Technical Societies).
- TS5. Students from different societies should be allowed to participate in the inter Institute program related to start-ups, innovation and incubation like Hackathon organized by the reputed organizations.

- TS6. Central/Common purchase committee for the procurement of different items may be as under:
- a. FIC (Technical Society) as Chairman
  - b. One FIC/FA (concerned society)
  - c. Two Students Members
- TS7. Purchase Committee at Society/Committee level
- a. FIC (concerned society) as a Chairman
  - b. One FIC/FA of any other Technical Society
  - c. Two student members
- TS8. Requisition form formats are attached as Annexure 'A' and Annexure 'B'
- TS9. The requisition forms as attached should be followed for all purchases. The requirement should be given well in advance (at least Two weeks) to procure the items timely.
- TS10. Every technical society should have their own official bank accounts and should maintain stock register. Items purchased must be entered into stock register before payment is made.
- TS11. Prizes in the form of mementos/items of academic use should be there and prizes in the form of money should be discouraged.
- TS12. Brief summary of the event/activity should be submitted after completion of the event.
- TS13. Non -Technical activities should be discouraged.
- TS14. Preparation for National level event **TechSpardha** should be initiated well in advance at least two months before start of the event.
- TS15. Approximate 67% of the budget allocation from the institute may be earmarked for Techspardha and remaining 33% for the events/activities carried out by the Technical Societies during the academic year.
- TS16. The Budget, events/activities should be ratified in the general meeting of the technical societies before it goes for approval from the competent authority.
- TS17. Following should be submitted for approval as early as possible:
- a. Committee formation for Techspardha
  - b. Requirement of concerned budget
  - c. List of Technical activities/events in Techspardha.
    - On the recommendation of the committee heads of the Techspardha committees, the non-performer students in the Committees may be changed by PIC (Technical Society).
- TS18. For Techspardha President (Convener) may be appointed by the PIC (Technical Societies).

- TS19. FIC (concerned society) (or his substitute) will be default judge if no other faculty/external judge is available for a particular event.
- a. Event judge should be invited by the student office bearers/event coordinator in consultation with FIC(concerned society) or FIC(Technical Society) or PIC (Technical Society)
  - b. Memento and appreciation letter for the faculty/external judge of the event is proposed.
- TS20. For team events if participation is less than 3 teams the event may be cancelled. For individual events if participants are less than 4, the event may be cancelled.
- TS21. Post event meeting to discuss the observations/feedback from the organizing committees for improvements in future programs/events.
- TS22. Winners are to be declared just after the completion of the event as per format (annexure 'C'). Just after the event, a scanned copy/picture of the result as per format annexure C must be sent to FIC (concerned society) on official email IDs by the event coordinator. Hard copy of the result shall be compiled by the Presidents and shall be submitted to the PIC (Technical Societies) as early as possible before the certificates are submitted for signature to PIC (Technical Societies).
- TS23. Certificate format is to be approved by PIC.
- TS24. Certificates of the organizing committee members/post holders/event organizers will be given only when they mark their attendance during inaugural and valedictory function ceremony. The presence of all the organizing committee members is compulsory during the Techspardha days. Only in exceptional circumstance FIC (concerned society) may grant leave to any member.
- TS25. Purchase Bills should be in the name of firm with GST number.
- TS26. No postdated bill of the event will be entertained. All the bills must be settled with in one week after the end of the event.
- TS27. Communication should be through official email Ids of the Societies. New FIC or PIC shall be handed over the passwords of official email Ids by the incumbents FIC and PIC.
- TS28. President of Technical Societies may be appointed as the member of Institute Innovation Council (IIC). FIC (Innovation and Incubation) may be faculty member of IIC.
- TS29. The approval authority for conducting the events/activities and purchase will be with PIC (Technical Society).

- TS30. PIC(Technical Society).in consultation with FIC(Technical Society).may modify/change the SOP rules as per requirements and in the interest of the Technical societies. The same must be ratified in the next meeting of the Technical Societies.
- TS31. Being reporting Dean ,Dean(R&C) will be Advisor of the Technical Societies.
- TS32. Channel to address the student grievances would follow this order:  
FIC (concerned society), FIC (Technical Society). & PIC (Technical Society)., Dean (R&C) and Director.
- TS33. For the given academic year, Institute Technical Society Trophy may be awarded to the best performing Technical Society at the end of the even semester.
- TS34. By the end of the academic year, each Technical Society will submit a brief report about the events/activities carried out under it during the year.

Professor In-Charge (Technical Societies)

**TECHNICAL SOCIETIES**

**REQUISITION FORM**  
**(Common Purchase)**

Following consumable/Non-consumable items are required for the smooth conduct of the \_\_\_\_\_ Program.

<b>Sr. No.</b>	<b>Name of Item/Service</b>	<b>Specification</b>	<b>Quantity</b>	<b>Approx. Cost</b>	<b>Remarks</b>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Above items are necessary for smooth conduct of the event

Proposed purchase committee as approved in SOP:

- 1.
- 2.
- 3.
- 4.

Signature of the President

Signature of the FIC/FA

Signature of FIC (Technical Societies)

Approved by PIC (technical Societies)

**Purchase committee for necessary action**

Entered in the stock register at Page no.

Items Received by:

Payment made by: PIC (Technical Society)/FIC/FA (Society/ Club) /Account section

**TECHNICAL SOCIETIES**

**REQUISITION FORM (Committee/Society/Club Level)**

Name of Committee/Event: \_\_\_\_\_

Following consumable/Non-consumable items are required for the smooth conduct of the \_\_\_\_\_ event.

Sr. No.	Name of Item/Service	Specification	Quantity	Approx. Cost	Remarks
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Above items are necessary for smooth conduct of the event.

Proposed purchase committee as approved in SOP:

- 1.
- 2.
- 3.
- 4.

Signature of concerned President:

Signature of concerned FIC/FA of

Approved by PIC (Technical Societies)

**Purchase committee for necessary action**

Entered in the stock register at Page no.

Items Received by:

Payment made by: PIC (Technical Society)/FIC/FA (Society/ Club) /Account section

**Techspardha**  
**(27-29 September 2019)**

**Result Details**

**Name of the Event:**

**Venue:**

**Date:**

**Time:**

**Number of internal teams participated:**

**Number of external teams participated:**

**Prize winners:**

	<b>Name of the student/Students</b>	<b>Discipline</b>	<b>Semester</b>	<b>Name of the Institute</b>
<b>First Prize</b>				
<b>Second Prize</b>				

**Judges:**

**Name**

**Signature**

1.

2.

3.

**Name and Roll Number of event Coordinator:**