

Student Activity Council Policy



**Indian Institute of Information Technology Una
Himachal Pradesh, India**

CONTENTS

S. NO.	PARTICULARS	PAGE NO.
1.	Introduction	3
2.	Societies under SAC 2.1 Technical Society (TS) 2.2 Sports and Recreational Society(SRS) 2.3 Literary and Cultural Society (LCS) 2.4 Student Social Responsibility Society (SSRS)	3-6
3.	Advisory Board of the Student Council	6
4.	Executive Council and Electoral procedure 4.1 The SAC Council 4.2 The Executive Council 4.3 Election of Student Members	6-7
5.	Elections 5.1 Screening of Candidature 5.2 General Elections 5.3 Eligibility Criteria 5.4 Termination of the Candidature	7-8
6.	Announcement of election 6.1 The Election Procedure 6.2 Selection of Student Representatives	8-9
7.	Code of conduct for candidates and election administrators	9-11
8.	Duties of office bearers 8.1 Duties of Dean (SW)/FIC (SW) 8.2 Duties of SAC Coordinator 8.3 Duties of Faculty Coordinator 8.4 Duties of President 8.5 Duties of Vice Presidents 8.6 Duties of Student Representatives 8.6 Duties of Secretary 8.7 Duties of Treasurer	11-13
9.	Organising major events	13-14
10.	Financial Aspects	14-15
11.	Figure 1 of executive council	16

1. INTRODUCTION

Indian Institute of Information Technology Una (IIIT Una) is a renowned technical institute and is being set up, funded and managed by the Ministry of Education, Govt. of India under the Public Private Partnership (PPP) model. The institute is known for its academic excellence and provides its students with outstanding opportunities to engage in recreational and creative activities. All such activities are managed through the Student Activity Centre (SAC), a central hub for all extracurricular and co-curricular activities on campus. This constitution outlines the fundamental framework for the management of all student activities. The guiding principles of SAC are as follows:

- a) To foster a spirit of brotherhood among all students of the Institute, bridging differences in state origin, academic program, branch of study, gender, and cultural preferences.
- b) To promote extracurricular activities – including sports, cultural, artistic, and technical pursuits – among all students of the Institute.
- c) To nurture leadership, entrepreneurship, and innovation among students.
- d) To create a genuinely multicultural environment where students from diverse cultural backgrounds can cordially share their experiences.

In addition to fostering a spirit of brotherhood and promoting co-curricular activities, the Student Activity Centre is responsible for organizing all inter-IIT events at IIIT Una.

2. SOCIETIES UNDER SAC

The activities organized by SAC are categorized into four societies, namely, the Technical Society (TS), the Sports and Recreational Society (SRS), the Literary and Cultural Society (LCS), and the Student Social Responsibility Society (SSRS). Each society emphasises different significant aspects of campus life and comprises different clubs. Each society has flexibility of increasing the number of clubs at any time of the year. At the start of each academic year, all societies together shall publish an event calendar and budget approved by the advisory committee/competent authority.

2.1 Technical Society (TS)

A technical society within an institute focuses on developing interest, knowledge, and skills in a specific area of technology or engineering.

Core Functions:

- i. The society shall promote and encourage the interest of the students in developing working devices/prototypes, physical models, etc.
- ii. The society shall conduct the Annual Model Exhibition during the academic year.
- iii. The society shall promote and encourage computer-based activities including creative software, graphics-based models, games, and other challenging applications, and organize competitions such as Hackathon, coding competitions, etc.
- iv. The society shall conduct Inter-hostel/Intra-hostel, inter-departmental/intra-departmental competitions of various technical events.
- v. The society should conduct the technical festival 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.
- vi. The society shall arrange lectures by eminent speakers or seminars on emerging areas of science and technology.
- vii. The society shall induct fresh UG and PG students into technical activities in a friendly manner.
- viii. The society should promote the process of opening student chapters of professional bodies in the Institute.
- ix. The society should support specialized student activities with technical content, e.g. the Robotics and AI/ML club.
- x. The society should conduct Inter-IIT competitions of technical events and other inter-institutional activities.

The TS comprises of the following clubs/cells:

- | | |
|-----------|----------|
| a) AAVESH | d) EIC |
| b) ARES | e) FORCE |
| c) ASTRAL | f) GDSE |

2.2 Sports and Recreational Society(SRS)

A Sports and Recreational Society within an institute is dedicated to promote physical fitness, recreational activities, and overall well-being among students, faculty, and staff. It provides a platform for students to engage in various sports, develop teamwork and leadership skills, and develop a sense of community through recreational activities.

Core Functions:

- i. The society shall encourage all students of the Institute to participate in games and sports activities of their choice.
- ii. It is the responsibility of the SRS society to administer games and sports activities on a day-to-day basis, and to organize the Annual Sports Meet.
- iii. The society shall conduct Inter-Hostel and Inter-Departmental tournaments every semester.
- iv. The society shall organize Inter-IIIT sports meets and tournaments in the institute and other inter-institutional activities.
- v. The society should administer the participation of IIIT Una students in reputed national-level sports competitions.
- vi. The society should organize sports activities among freshers to induct them into the student mainstream.
- vii. The society should organize seminars, workshops, training camps, etc. on sports, games & related areas.

The SRS comprises of the following clubs/cells:

- a) ZENITH
- b) TRAVISTA

2.3 Literary and Cultural Society (LCS):

A Literary and Cultural Society within an Institute aims to develop an interest for literature, arts, and cultural activities among students, faculty, and staff. This society serves as a platform for creative expression, intellectual discussions, and cultural appreciation, enriching campus life with diverse artistic and cultural experiences.

Core Functions:

- i. The society shall promote and encourage extracurricular activities of students in the areas of creative writing, poetry, drama, dance, art, craft, sculpture, painting, photography, quizzes etc.
- ii. The society shall publish student magazines (e.g. bi-monthly news bulletin, annual literary magazine, and cultural magazine), and publish the souvenirs of outgoing students annually that serve as forums for views on a variety of issues, mostly related to campus life besides reporting student activities in diverse fields.
- iii. The society shall conduct workshops on creative writing and organize National or Institute level competitions.

- iv. The society shall conduct Inter-Hostel/ Inter-Departmental/ Inter IIIT competitions in literary and cultural activities.
- v. The society shall conduct an Induction Programme for fresh students.
- vi. The society shall organize an Institute day function and also organize cultural events e.g., Holi, Diwali, etc.
- vii. The society shall organize the major cultural event of the year, the three-day-long festival “MRIDANG”.

The LCS comprises of the following clubs/cells:

- | | |
|------------|-----------|
| a) EPMOC | c) SARGAM |
| b) PICXCEL | d) EUNOIA |

2.4 Student Social Responsibility Society (SSRS):

A Student Social Responsibility Society (SSRS) within an institute is dedicated to developing a sense of social responsibility, civic engagement, and community service among students.

Core Functions

- i. The society shall ensure that every member of the campus community is aware of sustainable development goals and actively engages in its execution and outreach.
- ii. The society shall conduct awareness campaigns and training programs to educate students, staff, and faculty about the importance of environmental sustainability/advanced technology and how they can contribute to improvement efforts.
- iii. The society shall conduct a contest on the "Swachh Bharat" theme, including writing essays, spoken word poetry, posters, slogans, speeches, and skits.
- iv. The Society should hold Rallies about the Swachh Bharat Abhiyan in and around college campuses to increase public awareness.
- v. This society shall be responsible for the well-being of their social and physical environments. This society shall support the development of welcoming and inclusive communities, where people feel safe and have a sense of belonging.

The SSRS comprises the ECOVA club.

3. STUDENT EXECUTIVE COUNCIL

The student executive council shall have an advisory board consisting of the following persons:

- a) Dean or FIC (Student Welfare (SW)) of the Institute
- b) Coordinator (Student Activity Centre (SAC))

- c) Faculty coordinators of different clubs under different society

4. 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 the abovementioned Advisory Board. All registered students of the Institute - undergraduate, post-graduate, and research scholars, are members of the SAC, and they constitute the "GENERAL BODY".

4.1 The SAC Council

The events under SAC will be managed by the student body through its elected representatives. The collective body of all functionaries, consisting of the Dean (SW)/ FIC (SW), SAC coordinator, Faculty coordinators, President, and Vice Presidents 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.

4.2 The Executive Council

The Executive Council will be headed by the Dean (SW)/FIC (SW) of the SAC. The day-to-day affairs of the center will be managed by the 4 President (one from each society), 8 Vice-Presidents (two from each society), 4 secretaries (one from each society), 4 Treasurer (one from each society), 1 Student Coordinator and 2 Student representatives from each club, who will work under the coordination of the SAC coordinator. The Dean/FIC (SW) and SAC Coordinator shall be appointed by the Director. The structure of the Executive Council is enumerated graphically in **Figure 1**.

The functions organized by the SAC depend heavily on the support of the hostel administration. The chief warden and all wardens of Hostels are expected to participate strongly in the events, particularly the cultural festival, the Inter-IIIT sports, the Techfest, and the Inter-Hostel sports meet, technical competitions, etc.

4.3 Election of Student Members

The elections for the posts of President, Vice President, Secretary, Treasurer, and Student club coordinators shall take place once a year at the beginning/end of the year. The elections shall take place in two stages, namely Faculty Screening and General Elections. The Dean/Faculty

In-charge of Student Welfare, Coordinator of SAC, and Faculty Coordinators of each club of the Institute shall be the Election Officers and responsible for the entire procedure of Elections. The Dean/Faculty In-charge of Student Welfare, Coordinator of SAC, and faculty coordinators shall constitute an Election Commission to Oversee the whole election process right from the start to the end.

5. ELECTIONS

5.1 Screening of Candidature

- a) Candidates for each post must be a member of the General Body.
- b) A Board of faculty members (max 4) shall be appointed by the Dean/FIC (SW) of the institute.
- c) The Board shall decide if the candidate is fit to contest the elections or not.
- d) The candidates who qualify at this stage shall be eligible for General Elections.

5.2 General Elections

- a) Direct voting (if the contestants are more than one for each of the post) shall take place for each post, wherein each student of the General Body shall vote for only one of the candidates, whom he/she judges to be best suited for the post.
- b) The entire process of elections, commencing from the date of filing of nomination.
- c) From notification of the election to the date of declaration of results should not exceed 10 days.
- d) Elections will be held every year.

5.3 Eligibility Criteria

- a) The nominations for president and treasurer of each society, and the student club coordinator should be preferably from final-year students, while, the vice-president and secretary should be preferably from pre-final year students.
- b) The candidate should in no event have any academic backlog and shall not be under academic probation etc. in the years of contesting the election.
- c) The candidate should have attained the minimum CGPA of 7.0 at the time of contesting the election.
- d) The candidate should have attained the minimum percentage of attendance as prescribed by the institute or 75% attendance, whichever is higher.

- e) The candidate shall not have a previous criminal record, that is to say, he should not have been tried and/or convicted of any criminal offense or misdemeanour.
- f) The candidate shall not have been subject to any disciplinary action by the Institute authorities.
- g) The candidate must be a regular, full-time student of the Institute.
- h) Campaigning about political, religious, regional sentiments, etc. is strictly prohibited and will be invited for disqualification.

5.4 Termination of the Candidature

If any SAC council member is involved in the actions mentioned in points 5.3 (d & e) may be immediately terminated from his/her elected post and a notification for re-election may be released.

6. ANNOUNCEMENT OF ELECTION

The election of the Executive Council will be announced in the initial weeks of the academic year by the SAC Coordinator.

6.1 The Election Procedure

- a) Each society will conduct its election for each executive post.
- b) Each society will elect one President, two Vice Presidents, one Secretary, and one Treasurer through a secret ballot along with one student coordinator for each club.
- c) All regular students (B.Tech/M.Tech/PhD) will participate in the voting process for the candidate of their choice from those selected by the screening process.

6.2 Selection of Student Representatives

All the elected members will choose two Student representatives (SRs) for each club of each Society. The student representatives of a club will be responsible for the smooth functioning of the clubs within the society. The eligibility criteria will remain the same for the SRs as mentioned in 5.2.

7. CODE OF CONDUCT FOR CANDIDATES AND ELECTIONS ADMINISTRATORS

- a) No candidate shall indulge in, nor shall abet, any activity, which may aggravate existing differences or create mutual hatred or cause tension between caste and communities, religious or linguistic, or between any group(s) of students.

- b) Criticism of other candidates, when made, shall be confined to their policies and programs, past record, and work. Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the other candidates or supporters of such other candidates. Criticism of other candidates, or their supporters based on unverified allegations or distortion shall be avoided.
- c) There shall be no appeal to caste or communal feelings for securing votes. Places of worship, within or without the campus shall not be used for election propaganda.
- d) No candidate shall be permitted to make use of printed posters, printed pamphlets, or any printed material for canvassing.
- e) No candidate shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda outside the university/college campus.
- f) Usage of institute property, for any purpose whatsoever, without the prior written permission of the Institute authorities is strictly prohibited. All candidates shall be held jointly and severally liable for any destruction/defacing of any institute property.
- g) The use of loudspeakers, vehicles, and animals for the purpose of canvassing shall be prohibited.
- h) On the day of polling, student organizations and candidates shall -:
- Co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom for the voters to exercise their franchise without being subjected to any annoyance or obstruction;
 - Not serve or distribute any eatables, or another solid and liquid consumable, except water on polling day;
 - Do Not hand out any propaganda on the polling day.
- i) Excepting the voter, no one without a valid pass/letter of authority from the election commission or the Institute authorities shall enter the polling booths.
- j) All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 48 hours of the conclusion of polling.
- k) Any contravention of any of the above recommendations may make the candidate liable to be stripped of his candidature, or his elected post, as the case may be. The election commission/Institute authorities may also take appropriate action against such violators.

8. DUTIES OF OFFICE BEARERS

8.1 Duties of Dean/Faculty In-charge (SW)

- a) To serve as head of SAC and ensure that all activities are moving smoothly.

- b) To supervise financial matters as the overall “responsible officer”, inspecting financial records and procedures.
- c) To approve purchases and cash advances as per Institute rules.
- d) To keep the Director informed about student feedback.

8.2 Duties of SAC Coordinator

- a) To guide the presidents and vice presidents of SAC on different activities.
- b) To ensure transparency of administration and monitor the dispersal of SAC information among faculty and students.
- c) To standardize rules and procedures, produce booklets and website pages on rules and procedures, and ensure that they are widely distributed.
- d) To supervise the above activities and ensure that activities are as per the SAC calendar.
- e) To ensure that SAC creates and maintains a truly multicultural environment based on team spirit and mutual respect among all.

8.3 Duties of Faculty Coordinator

- a) The faculty coordinator will serve as a link between concerned societies/clubs and SAC.
- b) The faculty coordinator shall be responsible for dividing the responsibilities among the presidents and vice presidents.
- c) Interaction with the club members for the overall growth of both the club and SAC
- d) He/She shall be responsible for supervising the student for the annual calendar activities of their club.
- e) To monitor the activities and progress of SAC.

8.4 Duties of President

- a) He/She shall be responsible for preparing and publishing the overall annual calendar of SAC after approval from the faculty coordinator and SAC coordinator.
- b) To plan activities and progress of SAC.
- c) He/she shall be responsible for purchasing goods and services within the allocated budget for conducting the events.
- d) To promote the hobbies of the students and encourage students to actively take part in various competitions organized at the institute and by outside agencies.
- e) To interact with the vice presidents, treasurer, secretary, and student representatives for the overall growth of SAC.
- f) To represent SAC in various forums of the institute.

8.5 Duties of Vice Presidents

- a) He/She shall work under the supervision of the President.
- b) To work out an annual plan of events and the expenditure incurred thereon.
- c) To prepare, obtain approval of the President, and publish the activity calendar of the society.
- d) To encourage the students to participate in the activities of the respective societies and promote the interests of the students.
- e) To guide and advise the students from time to time.
- f) To conduct a meeting of the society at least once a month to review the progress of various activities.
- g) Take a lead role if the society is conducting major events.
- h) Select teams for participation in competitions organized by both IIIT Una as well as other institutes.
- i) He/She will serve as Publicity in charge and will organize the display of posters, circulation of notices, and manage the SAC pages on the Institute website.

8.8 Duties of Secretary

- a) Helping with the coordination of events and activities.
- b) Writes/edits communications including newsletters, invitations, and emails.
- c) Drafting summary of meeting and activity reports.
- d) Assisting the vice President with any activity.
- e) Completing any task required for the smooth functioning of the club by the president.

8.9 Duties of Treasurer

- a) Keeping a record of the finances of the society.
- b) Reporting at each meeting the state of society account.
- c) Purchasing or renting anything needed by the club, after a majority vote by office bearers and approval from the competent authority.

8.8 Duties of Student Club Coordinators

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

- e) To serve as bridges between the President and the larger student community.
- f) To carry out events under the supervision of Vice Presidents and higher authorities.

8.9 Duties of Student Representatives

To motivate students for the larger benefit of society.

- a) To act as a bridge between the Student club coordinator of the club and the student community.
- b) To assist in achieving the overall goals and objectives of the club.
- c) To carry out events under the supervision of the Student club coordinator and higher authorities.
- d) To ensure team spirit and a multicultural environment in all activities.
- e) To assist Student club coordinator in spending funds allocated to the society.

9. ORGANISING MAJOR EVENTS

It should be remembered that events conducted by SAC can create or destroy the reputation of the Institute. The Dean/Faculty Incharge (SW), SAC Coordinator, Faculty Coordinator, President, Vice President, and every student member of SAC, irrespective of their society must be actively involved in organizing all events. If any major event is conducted by a society, the Vice Presidents and student representatives 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 the organization of any major event to work out a plan of activities. Various committees such as the 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. Faculty Coordinators (Clubs) must be involved in conducting events under the supervision of SAC coordinator. 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 hostels instead of being based on any other criterion. Certificates and prizes will be on individual merit.

10. FINANCIAL ASPECTS

The SAC Budget

The budget for the SAC may be approved by the competent authority of the institute from time-to-time basis depending on the request raised by the president of the council and approved by the SAC (Coordinator) and Dean/FIC (SW). The respective societies may collect the sponsorships and the collected sponsorship funds may be utilised for conducting various events.

The approved budget and the collected sponsorship fund may be deposited into a separate SAC account through which the funds may be withdrawn for conducting the approved events by following the hierarchy mentioned below:

1. Student Co-ordinator of the club will raise the request for conducting the event along with budgetary proposal.
2. President of the council will go through the proposal and discuss with the Faculty Coordinator of the concerned club.
3. The Faculty Coordinator of the club will forward the request to SAC (Coordinator) for approval.
4. The SAC (Coordinator) forwards the request to FIC (SW) for forwarding to the Director of the institute.



Figure 1: Organizational Chart of SAC