

I)- Student Societies Regulations

The Management of PEPS feels that in order to inculcate leadership qualities among the students, it is essential that extra-curricular, co-curricular and community service activities are planned, organized and managed by the students themselves, under the supervision of Senior faculty staff members. A Senior Academician will be appointed as In-charge of co-curricular activities who will be responsible for the affairs of all societies & place the plan of annual budget and annual calendar of events before the Management Committee of Societies.

Aim & Objectives of the Societies

The main purpose of the Student Societies is to provide opportunities to PEPS students to nurture and display their real talent in various fields, such as sports, drama, music, art, photography etc. Through event management activities, these societies will provide opportunities to students to:

- Polish hidden qualities of the students for the benefit of the individual and society.
- Enhance creative potentials of the youth.
- Inculcate in students the spirit of healthy competition & Research Culture.
- Induce in individuals the sense of love, sacrifice and service to the entire creation to make them good human-beings for the services and benefit of the community.
- Educate students for all practical ends.
- Prepare students for future challenges in the global context.

I- Functions/Activities of the Student Societies:

Organizing all social functions such as annual dinners, picnics, excursions, study trips, social get-togethers, funfairs, charity, other exhibitions, Research activities and Literary Competition etc.
Preparing the budgets for the societies and Annual Calendar of Events;
Guiding, helping, supervising and facilitating the activities of all the student societies.

Calendar of Events (COE) for the whole year that will be submitted to the organizer which will ensure that there is no overlap or duplication. Joint events by different societies would be encouraged and promoted.

The organizer will submit the calendar of events with estimated budget to the Management Committee through In-charge co-curricular activities for approval.

J- Guidelines for Student Societies

Membership of these societies will be open to every student enrolled at the PEPS.
Each student can be an active member of a maximum of two societies.
The tenure of the office bearers will be for one year.
All candidates will have to abide by a Code of Conduct envisaged in PEPS Students Conduct & Discipline Regulations.

Management Committee of the Societies:

To promote the extra co-curricular activities in PEPS a provision exists under Section 4 (xxiii) of RU charter which is reproduced as under:

"Promote the extra co-curricular and recreational activities of students and to make arrangements for promoting their health and general welfare".

Similar provisions also exist in PMC Regulations which will be addressed accordingly.

Till the enactment of RU, the Management Committee will have all administrative and financial powers to regulate the affairs of the Societies to be established in PEPS in general and Organizing Committee affairs.

The existing societies functioning in each PEPS Institute will be notified under these Regulations, if they meet these criteria

The Management Committee will comprise of the following:

Managing Director PEPS	Convener/Chairperson
All Principals of the Institutes	Member
Dean	Member
Director Finance	Member
In-charge Extra Co-curricular activities	Member/Secretary

Composition of Central Organizing Committee:

The Central Organizing Committee will include the Principals of all Colleges, Organizers and Co-organizers of all Societies.

At least three meetings in a year would be called to review the work of societies and suggest ways and means for the betterment of the business. Emergency meeting can be called any time if necessary.

The Principal WMC & Dean WILS/WIRS would act as a Chairman of the Committee. In absence of the chairman, senior Principal from amongst the rest of the colleges would Chair the meeting.

College Organizing Committees:

Organizing Committees of the Societies shall be as under:

The Principal of respective College

Organizer (Faculty member nominated by the respective Principal)

Co- Organizer (Faculty member nominated by the respective Principal)

Director Finance of the PEPS.

Student Cabinet to be nominated by Principal/Organizer of the society from amongst the student members.

The composition of cabinet shall be as under.

President

Vice President

General Secretary

Joint Secretary

Finance Secretary

Media Secretary

Event Secretary

Function of Organizing Committee:

The Societies Organizing Committee will organize all social functions, prepare the budgets for the societies and oversee their activities. Each society will be headed by an Organizer & Co-organizer keeping in view the workload and business of the society.

Each society will have a senior faculty member as staff Organizer.

Responsibilities of Organizers and Co Organizers

All the persons involved in the Co-curricular activities of respective College would act according to the "Charter of Students' Societies, which would be promulgated soon after the approval of the competent authority.

Each Society will be headed by an Organizer and a Co-organizer keeping in view the workload and business of a Society.

The first and foremost duty of an Organizer is to organize, supervise and look after his or her society.

The Co-organizer would assist the Organizer in the day to day business of a Society/Club/Association and act as an Organizer in his/her absence.

After the announcement of new membership, the Organizer will enlist his/her respective members from the membership forms and give a copy of the list to the concerned office.

He/ She would be responsible to select the cabinet members among the members of his/her respective society on merit keeping in view the past experiences, for one year and inform the office within a week. The Organizers would submit the particulars of their respective cabinet members on the prescribed proforma already handed over to them.

Organizers would select a person for the cabinet position having one full academic year. No student is eligible for any cabinet position having less than one academic year.

He/ She would chalk out activities for the Session on a day approved by the organizer.

Meeting of the Cabinet, Society can be called upon only on approved day in order to avoid any disturbance in the curricular activities.

He/ She would be responsible to organize at least one mega event.

He/ She would keep a proper record of the activities.

Every organizer will be responsible to prepare annual work plan and budget estimates, and to submit to the competent forum through respective Principal.

Each Organizer would seek a prior approval from the Principal for an advance amount for any approved activity against the budget allocation. The clearance would be made within a week after completing an event.

Each media secretary will act as reporter.

Regular reporting of any activity to the office is the responsibility of an Organizer.

Each Organizer through media secretary will send an advance story to the Central Organizing Committee. The Media Secretary of a Society would be responsible for reporting and coverage of an event or activity. He will remain in touch with print and electronic media.

Any Organizer who does not attend three consecutive official meetings without any valid reason would be relieved from his office/duties.

The Organizer once appointed will remain in office for one academic year or till the appointment of a new Organizer. However, he/she can submit his resignation after four months on one month prior notice after his/her appointment if he/she so desires.

At least three meetings of Central Organizing Committee would be called in a year on any Wednesday. Emergency meeting of the committee can be called any time if necessary.

Inaugural-cum-farewell function would be arranged once in a year for in-coming and out-going cabinets. The Organizers would jointly arrange such a function.

Each Organizer when required would accompany students or a society on their tour, excursion or anywhere in land. He/she would be entitled to TA/DA permissible under the service rules.

For any mega event all the Organizers and cabinet members would collectively shoulder the responsibility.

The Organizers would pinpoint the talented students, keep a record and furnish their information to the Principal. To search, encourage, motivate talented students and keep them busy in healthy constructive activities is the main purpose of running the Societies.

The Organizer after the end of each session would certify the names of meriting cabinet members or general members for awarding Certificates, Shields and Medals subject to maximum attendance, active participation, excellent performance and meritorious services.

The Performance of an Organizer would be judged on the basis of his devotion, capabilities in planning, organizing and efficiently administrating multiple activities, motivating students for membership, strength of members, order and discipline, punctuality in meetings and function in his/her society.

The appreciation/ Certificates etc. would be awarded to all concerned including the Chief Organizer, Organizers and Co-organizers subject to the approval of the competent authority for his/her additional duties. No person can join two Societies or hold two positions in a Society.

Duties of the Student Office Bearers/Cabinet Members

Student office bearers will be primarily responsible for planning, organizing and managing all the events of their societies. Organizers will advise, guide, counsel them and will have the authority to ensure that all financial controls are observed, and no financial irregularity takes place in the affairs of the society. In case the Organizer feels that any event proposed by the office bearers may tarnish the image of PEPS or create security problems, he / she will bring this to the notice of the Principal. The office bearers of each society will prepare their annual work plan/event plan and the budget associated with it under the guidance of the organizer. Each society, at the time of submission of the budget should indicate:

The estimated amount to be generated through sponsorship, and
The amount needed from PEPS.

Director Finance or his nominee will act as the financial advisor to the student societies and will advise and guide them in their financial matters according to the procedures laid out. He will also have the expenses audited of the same year.

Director Planning will be responsible to allocate funds in the annual budget and control thereof. The respective Principal will submit the proposal as and when asked by the Director Planning for the incorporation in the annual budget.

Responsibilities of Student Office Bearers /Cabinet Members:

There shall be a cabinet for each society headed by the President.

Recommending the nominees for various portfolios for the cabinet is the responsibility of the Organizer.

No person is eligible for any cabinet position having less than one Academic year of study course in PEPS College.

The whole Cabinet would work collectively as a single body for a society.

The Cabinet Members would perform their duties mentioned "Charter of Students' Societies.
The cabinet members would perform their duties for Academic year or till the appointment of a new cabinet.

No person can join the cabinet membership of two Societies or two positions in a Society.
Eighty percent attendance in meetings and functions is required for cabinet members for award of certificates.

Ten percent concession in attendance will be given to the active participants in their respective academic institutions, Colleges, Departments and Centers.

Any member of the cabinet can be removed any time for misbehavior, using un-parliamentary language, violating the rules and Charter.

The President of a society would be responsible to look after the business of his/her society. He/ She will be responsible to his/her Organizer, chalk out the activities and follow the activities of a Calendar.

The Vice President will act as President in the absence of President.

The General Secretary would keep a proper record of all activities, attendance of the cabinet and general members, minutes of the meetings and keep vigilance on the activities etc. The general Secretary of a Society would submit a copy of attendance to the Principal.

The joint Secretary would perform the duties as General Secretary in the absence of General Secretary.

The finance Secretary would be responsible for financial matters of a society and prepare a case in advance for any activity. He will also be responsible to clear the dues within a week.

The Media Secretary of each society would act as a reporter. He would send an advance story to Central Organizing Committee on regular basis. He would keep a proper record of reports; cuttings etc. and send a copy of the report to the office. He would also be responsible for quarterly issue of his/her society with the collaboration of cabinet members and organizers.

The Media Secretary (Male and Female) would be responsible for designing, printing and distribution of invitation cards. They must have a list and contact number of invitees, faculty members, Administrative Heads and key persons in Public and private sector. They would chalk out the program of their society in advance with mutual consultation of Organizer and cabinet members.

FINANCIAL GUIDELINES FOR STUDENTS SOCIETIES,

To facilitate the Students' Societies in conducting their financial affairs in an organized manner and within available financial resources.

To brief the office bearers / organizing committee with the Standard operating procedures and guidelines for organizing various events.

Financing and Budget: -

A contribution to finance student activities shall be made, at the time of fee payment, by every regular student at an amount approved by the organizing committee.

There shall be a dedicated bank account in the name of "PEPS Students' Societies" and the total funds contribution will be transferred to said bank account upon finalization of list of enrolled students.

No refunds are made to students leaving PEPS on account of contributions for students' activities once the funds are transferred to dedicated bank account.

The members of the societies may generate sponsorships, sell the event tickets, make additional contributions, etc. The funds will be generated in the name of PEPS Students Societies only, via a crossed cheque.

The cheque will be deposited immediately in the designated bank account for student societies. Each society, at the time of submission of the budget, should indicate

- The estimated amount to be generated through sponsorship, etc.
- The amount needed from PEPS.
- The amount to be contributed by the students.

The Budget shall be allocated to Students' Societies by the Societies Management Committee. The funds allocated to the student society shall only be utilized for purpose / event for which it is approved.

Extra incentive amount will be given to those societies/clubs at the time of budget allocation that plan to arrange joint/ combined event(s).

The excess amount of sponsorship or ticket money raised during the year will be carried forward to the next year. The remaining balance of budget contribution from PEPS will lapse at the end of the year.

The societies/clubs will be allowed to transfer their own budget to other society/club for organizing joint/combined events. All other such requests will be submitted to the Societies Management Committee.

CALENDAR OF EVENTS

There shall be a calendar of events, prepared by the Organizing Committee members, in coordination with the students' societies Cabinet.

The calendar of events shall be approved by the Students' Organizing Committee.

The Calendar of events will have to be presented by the in charge Student Society along with Budget estimates before the Societies Management Committee through In-charge extra co-curricular activities.

FINANCIAL PROPOSAL

For each planned event, there shall be proposal approved by the Organizing Committee.

The proposal shall be supported with planned funding and expenditure statement for control purposes.

The statement shall clearly indicate the funding of events i.e. whether to be financed from allocated budget, sponsorships or both.

To avoid emergency situations, complete proposal shall be submitted to the Finance Department as follows:

- o Up to Rs.100,000/- - At least 15 working days earlier
- o Above Rs.100,000/- - At least 20 working days earlier

SPONSORSHIPS MANAGEMENT

MOU for sponsorships must be approved and signed only by the In-charge of the Society / club after approval of the Management Committee.

Each society shall make maximum efforts in arranging sponsorships.

The sponsorships / contributions from organizations shall be received via a crossed cheque in the name of PEPS Student Societies.

The cheque shall be accompanied with a letter from the donor / sponsor indicating the title of sponsored event along with the sponsorship requirements.

The office bearers shall be held responsible for complying with the sponsorship requirements.

The sponsorship shall preferably be received in advance of the event.

The payments for sponsored events could only be made once the sponsorship amount is received.

TICKETS/ Pamphlets SELLING

Each society shall ensure the event is organized within the approved budget / sponsorships arranged by them.

When the sale of tickets for any event is planned, its proposal shall include proper reasoning about the ticket selling.

The format of the ticket, its required quantity along with the selected serial numbers and the duration of sale shall be approved by the Organizing Committee.

The work order issued to the printer shall indicate the sequence numbers.

The work order shall also necessitate keeping the ticket format 'Confidential'.

All the tickets shall be sequentially numbered.

Before selling the tickets, all the tickets shall, either be signed, or stamped by the In-charge Students' Societies for its validation.

The sale of tickets shall be made by the office bearers authorized by the In-charge.

The Cash Received from the sale of tickets shall be deposited in the designated bank account of the Students' Societies immediately by the office bearers, i.e. either at the end of the same day or the next working day with detail list of tickets sold.

The original deposit slip shall be deposited with the finance In-charge. It is suggested to retain a photocopy of the deposit slips for final reconciliation.

Once the ticket sale duration is over, the unused tickets shall be cancelled and then submitted to the Finance In-charge and duly reconciled, preferably on the next working day.

The Finance department representative will assist the office bearers in spot checking of the tickets at the entry gate of the event.

INCURRENCE OF EXPENDITURES

There will be a list of prequalified vendors for Printing, Catering and other major expense items common to all the societies.

Procurement will be made only through these vendors on the basis of lowest cost and best quality.

Exceptions will be allowed in extreme cases with the prior recommendation of Director Finance and approval of MD, only when the quoted prices are lower than those submitted by the prequalified vendors.

Specific additional approval from the MD is required in case of fund allocation by any society/club to the student for going abroad for attending conference. Further, if any society/club sponsors the student(s) to attend any conference/workshops/seminars within the country the objective of such conference should be in line with the society's/club's objectives

EXPENSE MORE THAN RS. 25,000

The market cost comparison shall be arranged for the expenditures above Rs. 25,000/-.
For this purpose, the request for quotations (RFQ) shall be sent to the prequalified vendors or to the open market in case the prequalification of such vendors is not done.
The RFQ shall be comprehensive to meet the exact requirement.
Three GENUINE Quotations shall be arranged. Fake quotations will not be accepted.
The market cost comparison statement shall be prepared.
The lowest vendor shall be selected, if not, the work / purchase order shall indicate the JUSTIFIED reasons for not selecting the lowest vendor.
The comparative cost statement and the work/purchase order, as per the prescribed formats, shall be signed by the concerned authorized officer of PEPS Supply Chain Department.
The work / purchase order will be followed by the above, with signature of the above.

FOR CONTRACTS

For hiring ALL CONTRACTUAL services, a comprehensive contract, including the disciplinary clause, should be signed between PEPS and contractor before hiring services for any student society event. Further, the contractor should be hired after having brief discussion with the knowledgeable persons in the field.

FOR PETTY CASH EXPENSES

Request for an advance against petty cash expenses shall be signed by the In-charge.
The ADVANCE shall be disbursed in the name of In-charge ONLY.
Such request shall be made at least five working days before the requirement.
It shall contain the list of expenses for which advance request has been made.
The PEPS transport / communication facilities required to arrange the event shall be approved by the Director Administration. No reimbursement / adjustment will be allowed for such expenses.
The office bearers shall be responsible for the timely adjustment (within one week from the date of event) of advance issued against expenses.
Such adjustment will be made by submitting proper receipts along with the statement signed by the In-charge.

PAYMENT MECHANISM

All payment requests for expenditures shall be raised by the In-charge Organizing Committee to the Director Finance through In-charge co-curricular activities.
The total of such payment requests for a particular event shall be within the budget approved for such event.
Utmost efforts shall be made to make all payments directly to the supplier via a crossed cheque.
In case of petty items or where cheque payments cannot be made, advance for such petty purchases will be issued to the Principal.
The advance disbursement will be subject to adjustment against production of receipts / supports of expenses.
Payment request shall indicate that the work / procurement has been completed / made satisfactorily.

The payment request shall be accompanied with the following documents: -

- i. Invoice from the Supplier with contact details (where applicable GST invoice must also obtain)
- ii. Work / Payment Order signed by the authorized officer.
- iii. Three quotations along with comparative summary

It is the responsibility of the office bearers to submit the documents for payment on time for timely payments to the vendors.

Upon receipt of complete documentation (including sponsorship receipt, where applicable), the payment shall be released by the Finance Department.

In case of any noncompliance from these financial guidelines the office bearers shall be responsible to regularize it by the In-charge and by giving proper justifications. If these justifications are reasonable only then the payment will be released.

In case of any gross financial irregularity with respect to these guidelines like fake quotation(s), etc. presented with any payment the case will be forwarded and reported to the MD. The MD instructions will be followed in all such cases.

EVENT REPORT

Each event should be described and documented on the portal immediately within 2 days. Those who fail to meet this will not be allowed to draw their budget. The event report will have to be submitted in Book form within fifteen days after the completion of the event.

CLOSURE OF THE EVENT

Upon completion of the event, the Director Finance is required to close that event by submitting receipts and expenditure statement on actual basis.

Such statement shall indicate savings if any along with his comments/ report.

Audit of the Accounts

Director Finance will act as the Financial Adviser to the Students' Societies and will advise and guide them in their financial matters according to the procedures laid out.

The accounts of the Students' Societies shall be maintained separately in the manner prescribed in the basic financial guidelines as mentioned above.

Director Finance will get the expenses audited along with audit of PEPS Accounts.