

Standard Operating Procedure for ORGANISATION OF STUDENT LED ACTIVITIES

Aim: -

- 1) Aim of this SOP is to lay down procedures for the conduct of student led activities in the University.

Scope: -

- 2) NIIT University encourages students to plan, organise and conduct various events which are student centric in nature. It also helps the students in assuming Leadership roles at various levels and developing managerial skills. In all such activities NU Administration provides all support necessary, while remaining in the background. The SOP covers organisation and conduct of following events: -
 - a) Technical Fest – ‘siNUoid’.
 - b) Cultural Fest – ‘ingeNUity.
 - c) Dance Competition.
 - d) Musical Evening – ‘Tritone’.
 - e) Exhibitions.
 - f) Annual Play and Prize Distribution.
 - g) TEDx NIIT University.
 - h) IEEE Event.

Tech Fest-siNUoid

- 3) This event will be held in the Aug-Dec Semester every year under supervision of Dean Student Affairs. The dates for the same will be finalized well in advance (6 months) in consultation with the Academic Office.
- 4) Planning and Preparation: - Following actions will be taken for organisation of the Fest: -
 - a) Carry Out review of previous Tech-Fest, lessons learnt and recommendation given by previous Team.
 - b) Formation of the Core Team of students for planning and preparation.
 - c) Nomination of One/Two faculty members as mentors for the Fest.
 - d) Preparation of outline plan of events and obtaining approval of the Leadership Team.
 - e) On approval of the tentative plan, the Core Team will form the final team by asking for volunteer students. Students of Course AOC-131 will be incorporate for organisation and management of the event.
 - f) The organising Committee of students will prepare a tentative plan, including schedule of events, external speaker/participants, budget and sponsorship. The plan will be presented to the NU Leadership for concurrence.

- g) The final Schedule and budgetary provisions will be put up to the Dean Student Affairs for vetting and will be presented to NU Leadership for approval atleast 60 days prior to the event.
 - h) Liaison with invited speakers and external agencies for conduct of respective events will be finalized 45 days prior to the Fest.
 - i) All matters pertaining to schedule and sequence of events will be finalized 30 days prior to the Fest and shared with all employees and students of NU.
 - j) A detailed coordination with the Operation and Admin Team for deployment and activation of various facilities within the Campus will be carried out one week prior to the event.
 - k) All publicity material, banners and posters will be obtained on the Campus 05 days prior to the event.
 - l) The Core Team will distribute specific tasks to all members of the organising Committee and AOC-131 students to ensure equitable distribution of work.
 - m) Requirement of transport, boarding and lodging will be intimated to the Admin Team 15 days prior to the event.
 - n) Requirement for utilisation of Lab and IT resources will be coordinate with CCC Team 10 days in advance.
 - o) Arrangement for photography and video recording will be tied up through CCC Team one week in advance.
 - p) Tie up with vendors for food stalls 15 days in advance.
- 5) Conduct/Execution Following actions will be taken: -
- a) Ensure commencement of deployment of all assets and resources as per sequence of the schedule.
 - b) Carry out final check and confirmation from invited speakers, external agencies, participants and their logistics requirements.
 - c) Remind and invite NU Leadership in person.
 - d) Deploy the Team members at respective locations as per plan.
 - e) Carry out final check of all resources and assets deployed, their functionality and its safety and security.
 - f) Make proper arrangement for all receipts either in cash/online payment. Efforts will be made to have maximum cashless transaction.
 - g) Make arrangement for reception of invited speakers/teams and guide them to their place of residence. Arrange for their meals as per requirement.
 - h) Cross check all safety and security measures. Deploy a means of communication with all Groups/Teams.
 - i) Ensure that all events are started and finished on time.
 - j) Ensure that events and sites are closed at the appointed time at night.
 - k) Deploy teams to ensure that no garbage or litter is left out at any place.
- 6) On Completion of Event: - Following actions will be taken.
- a) All assets and resources deployed will be cleaned up/maintained and then returned to respective holders.

- b) Ensure proper housekeeping and cleanliness of all areas.
- c) Carry out accounting of all funds/collections/expenses.
- d) Close all accounts and submit statement of account to Office Dean Student Affairs.
- e) Prepare a comprehensive feedback of the event. The same will be presented to NU Leadership as per date and time given by Student Affairs Office.
- f) Ensure that no payment of any external vendor/agency is left unpaid.
- g) Prepare a video and photo gallery of the event and share with Dean Student Affairs.
- h) Prepare a brief report of the event with photograph for publication in NU Newsletter and submit to Faculty-in-Charge of NU Newsletter within one week of culmination of the Fest.
- i) Nominate a Core Team from the Junior Batch for next year Fest and have it approved by Dean Student Affairs. This will be done within 15 days of culmination of the Fest.
- j) Send a letter of thanks along with short after-video to all sponsors.

Cultural Fest – ingeNUity: -

- 7) This event will be held in the Jan – June Semester every year under the overall supervision of Dean Student Affairs. The dates for the Fest will be finalized at least six months in advance in consultation with Academic Office. While doing so it will be ensured that it does not clash with major cultural Fests of University/College in NCR and Jaipur.
- 8) Planning and Preparation: - Following procedure will be adopted: -
 - a) A review of previous fest will be carried out to take into account lessons learnt and recommendations of the previous Team.
 - b) Core Team (as per selection process) Team will be activated six months in advance.
 - c) Nomination of One/Two faculty members as mentors for the Fest.
 - d) Preparation of outline plan of events and obtaining approval of the Leadership Team.
 - e) On approval of the tentative plan, the Core Team will form the final team by asking for volunteer students. Students of Course AOC-131 will be incorporate for organisation and management of the event.
 - f) The organizing Committee will prepare a tentative plan including, schedule of events, external performances, food stalls, budget and sponsorship.
 - g) The final Schedule and budgetary provisions will be put up to the Dean Student Affairs for verify and will be presented to NU Leadership for approval at least 60 days prior to the event.
 - h) Video and photo gallery of previous fest will be shared with all previous sponsors to renew an association at least 5 months in advance.
 - i) A dedicate team will look into sponsorship and work on it right from the beginning.
 - j) Contact will be established with all participating Universities/Colleges of last fest and invitations sent to them at least 90 days in advance.
 - k) All matters pertaining to schedule and sequence of events will be finalized 30 days prior to the event and shared with all employees and students of NU.
 - l) Liaison and Coordination for stage preparation, lighting and invitations bands and external performers will be carried out 90 days in advance.

- m) Invitations for external judges for various events will be sent minimum 60 days in advance. A pool of reserve judges will also be prepared to cater for last minute drop out.
- n) A detailed coordination with the Operation and Admin Team for deployment and activation of various facilities within the Campus will be carried out one week prior to the event.
- o) All publicity material, banners and posters will be obtained on the Campus 05 days prior to the event.
- p) The Core Team will distribute specific tasks to all members of the organising Committee and AOC-131 students to ensure equitable distribution of work.
- q) Requirement of transportation, boarding and lodging of external officials, artists and participants will be coordinated with the Admin Team and Chief warden, 15 days prior to the fest.
- r) Requirement for utilisation of lab and IT resources will be coordinate with CCC Team 10 days in advance.
- s) Arrangement for photography and video recording will be tied up through CCC Team one week in advance.
- t) Tie up with vendors for food stalls 15 days in advance.
- u) Carry out selection and participation of NU Teams to participate in various competitions.

9) Conduct/Execution: - Actions to be taken: -

- a) Ensure commencement of deployment of all assets and resources as per sequence of the schedule.
- b) Carry out final check and confirmation from all artists and judges and their logistic requirements.
- c) Check and ensure proper boarding and lodging arrangements for all external participants.
- d) Remind and invite NU Leadership in person.
- e) Deploy the Team members at respective locations as per plan.
- f) Carry out final check of all resources and assets deployed, their functionality and its safety and security.
- g) Make proper arrangement for all receipts either in cash/online payment. Efforts will be made to have maximum cashless transaction.
- h) Cross check all safety and security measures. Deploy a means of communication with all Groups/Teams.
- i) Ensure that all events are started and finished on time.
- j) Ensure that events and sites are closed at the appointed time at night.
- k) Deploy teams to ensure that no garbage or litter is left out at any place.
- l) Deploy a strong security team to prevent any undesirable activity in coordination with NU Security Officer.
- m) In view of large deployment of electrical equipment, ensure proper safety and fire protection measures in consultation with NU Operations Team.

10) On Completion of Event: - Following actions will be taken: -

- a) Ensure all guests, judges and external participants are seen off properly after due accounting.
- b) Ensure proper housekeeping and cleanliness of all areas.
- c) Carry out accounting of all funds/collections/expenses.
- d) Close all accounts and submit statement of account to Office Dean Student Affairs.
- e) Prepare a comprehensive feedback of the event. The same will be presented to NU Leadership as per date and time given by Student Affairs Office.
- f) Ensure that no payment of any external vendor/agency is left unpaid.
- g) Prepare a video and photo gallery of the Fest and share with Dean Student Affairs.
- h) Prepare short after-video of events related to all sponsors.
- i) Send a letter of thanks along with after-videos to all sponsors within 10 days of culmination of the Fest.
- j) Prepare a brief report of the event with photograph for publication in NU Newsletter and submit to Faculty-in-Charge of NU Newsletter within one week of culmination of the Fest.
- k) Send a letter of thanks along with short after-video to all sponsors.

Dance Competition: - “Audacity”

11) Dance Competition (Audacity) is an event where students participate in a competition either as solo, pair and group dances. It is held once every year in the Aug – Dec Semester.

12) Planning and Preparation: - Following actions will be taken : -

- a) Dance club coordinators will be finalize the dates of the competition in consultation with Academic and Student Affairs Office.
- b) Obtain feedback of the event held previous year for corrective action.
- c) Nomination of the organising Committee in consultation with Dance Club Coordinator and Associated Dean Cultural.
- d) Booking of Audi or location of the competition through Dean Student Affairs.
- e) Obtain permission for utilization of practice areas by various teams from Dean Students Affairs.
- f) Finalize judges for the event
- g) Intimation to all students about the competition.
- h) Coordination with operations, Admin and CCC Teams for various requirements.

13) Conduct/Execution: -

- a) Finalize list of participants in all categories in consultation with Associated Dean cultural and Faculty-in-charge Dance Club.
- b) Cross check with judges about their availability.

- c) Deploy all props/equipments/resources at the venue and make necessary decorations.
- d) Send invitation to all faculty and staff members and students for witnessing the competition. Invite the NU Leadership in person.
- e) Deploy volunteers for exercising proper control at the venue.
- f) Nominate a separate team for deployment and change of props.
- g) Ensure timely commencement of the event.
- h) Distribution of competition sheet to Judges.
- i) Filler events to cover the gap between last event and declaration of result.
- j) Arrange and lay out prizes.
- k) Invitation to guests for distribution of prizes.
- l) Organisation of video filming/photography through Photography Club
- m) Record names of high performers from junior batches for incorporation in NU Dance Team.
- n) Ensure all equipment and props are returned, restored and the venue is properly cleaned.
- o) Prepare a detailed feedback of the event and submit to Dean Student Affairs through Associated Dean Cultural within one week of culmination.

Musical Evening – Tritone

- 14) The music Club of NU organises musical evenings periodically throughout the year. This event provides a platform to young and budding students to showcase their talent and enables the University to pick up students for external music competitions. The event will be organised atleast once in each semester. In addition musical evenings may be organised in concert with other events, such as Annual Prize Distribution, Lohri, Navratri, ingeNUity, siNUoid, Republic Day, Independence Day, Annual Lecture, Convocation and Resonance.
- 15) Planning and Preparation: - Following actions will be taken: -
 - a) Music Club coordinators will finalize the dates for each event in consultation with Faculty-in-charge Music Club, Associated Dean Cultural and Academic Office.
 - b) Dates of few events may be finalized by the University and then intimate to Music Club Coordinators for planning and execution.
 - c) Before planning the event, feedback of the previous similar event will be obtained for necessary correction.
 - d) Music Club Coordinators will propose the tentative sequence of events and the content to Faculty-in-Charge Music Club and the Associate Dean Cultural. The same will be finalized after discussion with Dean Student Affairs.
 - e) Necessary rehearsals with all participants will be carried out under the guidance of Faculty IC Music and Club Coordinators, under overall supervision of Associate Dean Cultural.

- f) Booking of Audi or location of the competition through Dean Student Affairs.
- g) Obtain permission for utilisation of practice areas from Dean Student Affairs.
- h) Finalise judges for the event, where required.
- i) Information about the event will be disseminated to all students and employees of NU.
- j) Coordination with operations, Admin and CCC Teams for various requirements.

16) Conduct/Execution: -

- a) Finalize the complete content and sequence of performance in consultation with Faculty IC and Associated Dean Cultural. The same will be approved by Dean Student Affairs.
- b) Cross check with judges about their availability.
- c) Deploy all props/equipments/resources at the venue and make necessary decorations.
- d) Send invitation to all faculty and staff members and students for witnessing the competition. Invite the NU Leadership in person.
- e) Deploy volunteers for exercising proper control at the venue.
- f) Nominate a separate team for deployment and change of props.
- g) Ensure timely commencement of the event.
- h) Arrange and layout prizes in case of a competition.
- i) Ensure proper tuning of instruments and synchronisation with the music system.
- j) Invitation to guests for distribution of prizes.
- k) Organisation of video filming/photography through Photography Club.
- l) Record names of high performers from junior batches for incorporation in NU Music Team.
- m) Ensure all equipment and props are returned, restored and the venue is properly cleaned.
- n) Prepare a comprehensive feedback of the event and submit to Dean Student Affairs through Faculty IC and Associates Dean Cultural.
- o) Prepare a report on the event for publication in NU Newsletter and submit it to FIC – NU Newsletter within one week.

Exhibitions: -

- 17) There are many occasion when various Clubs and areas within the University will be required to organise exhibitions to show case the talent of students. Some of the clubs who organise exhibitions on a regular basis are; Arts Club, Ayurveda Club, Photography Club and Electronics Club (Silicon de Art). These exhibitions will normally be held along with some other major event. However, there may be occasions when the exhibition may be held in a stand-alone mode. The modalities for planning and execution of exhibitions on NU Campus are given below.

18) Planning and Preparations: - Following actions will be taken: -

- a) An organising Committee under the guidance of Faculty-in-Charge (FIC) should be formed for planning and conduct of the exhibition, atleast 60 days in advance.
- b) Dates for holding the exhibition will be finalised in consultation with FIC and Academic Office.
- c) In case the exhibition is to be held as part of any other major event (Annual Lecture/Convocation/siNUoid/ingeNUity), a detailed coordination with organising committee of the main event will be carried out with regard to allocation of space and scheduling.
- d) A review of previous exhibition will be carried out for removal of shortcomings and further improvement.
- e) A tentative plan with regards to content/theme of the exhibition will be worked out by the organising committee and put up to Dean Student Affairs for approval.
- f) The organising Committee may co-opt students from AOC-131 for organising and managing the event.
- g) An invitation for the exhibition will be designed for inviting all students and employees of NU. In case the exhibition is held with Annual Lecture or Convocation, separate invitations will be sent to members of Board of Management of NU.
- h) The guest for inauguration of the exhibition will be recommended by the Organising Committee. The same will be approved by the President.
- i) Space for preparatory work will be allocated through Dean Student Affairs.
- j) Final schedule, time of inauguration and budget requirement will be allocated through Dean Student Affairs.
- k) A detailed coordination with the Operation and Admin Team for deployment and activation of various facilities within the Campus will be carried out one week prior to the event.
- l) All publicity material, banners and posters will be obtained on the Campus 05 days prior to the event.
- m) Requirement for utilisation of Lab and IT resources will be coordinate with CCC Team 10 days in advance.
- n) Arrangement for photography and video recording will be tied up through CCC Team one week in advance.
- o) Permission for working beyond 11 PM by girls students will be specifically obtained from Dean Student Affairs.

19) Conduct/Execution: - Following procedure will be adopted: -

- a) It will be ensured that stake holders and invitees/guests are adequately informed about location and time of inauguration of the exhibition.
- b) All exhibits will be deployed atleast 12 hours prior to inauguration.
- c) Tidiness and cleanliness of the exhibition hall/space will be ensured.
- d) Arrangements/materials for inauguration will be placed at the location one hour before the time of inauguration. A specific person will be earmarked for organising and leading the same.
- e) All Team members, artists and participants will be deployed as per plan, 30 minutes before inauguration. It will be ensured that all are properly altered.

- f) Carry out final check of all resources and assets deployed, their functionality and its safety and security.
- g) Receive and guide the guests and dignitary for inauguration to the location.
- h) Organise photography/videography through Photography Club.
- i) Ensure that the event commences and closes as per schedule. Persons appointed at various locations/stations should be available even during lean attendance.
- j) On culmination of the exhibition, ensure that all equipment and stores are returned/restored to original location and no litter is left at the site/location.
- k) Prepare a feedback report on the event and submit it to Dean Student Affairs through the FIC/Associated Dean Cultural.
- l) Prepare a report for publication in NU Newsletter and submit it to FIC – NU Newsletter within one week of culmination.

Annual Play and Prize Distribution:

20) The Theatre Club “NU RANG MANCH” produces an Annual Play every year, which is normally combined with the Annual Prize Distribution. Annual Prize Distribution is held every year on the evening preceding the Annual Lecture. This occasion is utilized for felicitation of students who have excelled in sports and co-curricular activities as well as those who have contributed in various club and University activities. The event is normally attended by many members of the Board of Management and the University Leadership, apart from large number of Faculty/Staff members and students and thus assumes considerable significance. It is therefore essential that the event is conducted with befitting dignity and perfectness.

21) Planning and Preparation – Annual Play: -

- a) Faculty-in-Charge (FIC) Theatre Club will finalize the play in consultation with members of Theatre Club and Dean Student Affairs atleast 4 months in advance.
- b) Selection of the cast and all rehearsals will be organised under the guidance of FIC Theatre Club with the support of Club Coordinator.
- c) All Support pertaining props and venue for rehearsal will be provided by the Admin and Ops Team.
- d) Students of AOC will be incorporated in the team either for participation or for Organisation/management.
- e) Information about the play will be shared with NU Leadership One Month prior to the event.
- f) Arrangements for Props, sound systems and lights will be made by Club Coordinators and the Admin/Ops Team.
- g) The date, time and venue of the event will be coordinated with Annual Prize Distribution and the Master of Ceremony /Anchor under the guidance of Associate Dean Cultural/ Dean Student Affairs.
- h) Publicity materials and Posters/banners will be made under the guidance of FIC Theatre Club. These will be put on display one week prior to the actual date.
- i) An invitation for the play will be extended to all Faculty/Staff members and students.

- j) A Separate invitation will be sent individually to all members of the Board of Management.
- k) Depending on the weather conditions and specific requirement of the play, it can be held in one of the amphitheatres or the Auditorium.
- l) It will be ensured that all props and arrangements for light and sound are completed at least 24 hours in advance.
- m) Arrangements for proper video recording and photography will be made through CCC and Photography Club.
- n) Possibility of holding the play without Annual Prize Distribution should also be catered.

22) Planning and Preparation – Annual Prize Distribution. :-

- a) This event will be coordinated under the guidance of Associate Dean Cultural, assisted by Sports Officer, University Captain and Vice-Captain and students of AOC 131. An Organising Committee for the same will be formed.
- b) The event will be held on the evening preceding the Annual Lecture, dates for which will be announced by the Registrar's Office.
- c) The venue, timing and sequence of events will be coordinated with Theatre Club (Annual Play) and approved by Dean Student Affairs.
- d) A list of awardees for various sports, Co-curricular activities will be collated by the Student Affairs Office under the guidance of Associated Dean Cultural, Sports Officer and various faculty-in-charges of Clubs and activity centres. To be completed 15 days prior to event.
- e) Associate Dean Cultural, with the assistance of Sports Officer will prepare the requirement of prizes and Certificates 3 months in advance.
- f) Procurement of prizes and printing of Certificates will be completed through the Admin/Procurement Team one month before the event.
- g) An Anchor/Master of Ceremony will be nominated and briefed by Associated Dean Cultural.
- h) Detailed sequence of events along with timing (as coordinated with Theatre Club-Annual Play) will be prepared and discussed with Dean Student Affairs. The same will be shared with University Leadership Team after finalisation.
- i) Proper arrangement for display of prizes and Certificates in the sequence of award will be made along with students nominated for each.
- j) All Assistance will be provided by Admin/Ops/CCC Team in making necessary arrangements.
- k) Lights, music systems, props and sequence will be coordinated properly with Annual Play Team.
- l) Possibility of holding prize Distribution without the Annual Play will also be catered for.
- m) In order to make the event enjoyable few items of music, song and dance will also be incorporated in coordination with Dance and Music Clubs.
- n) Cleanliness of the Venue, proper display of props/equipment, seating arrangement (including tagging of specific seats) will be ensured by the Organising Committee.
- o) Dignitaries for prize distribution will be earmarked and finalized with Dean Student Affairs.

- p) All dignitaries earmarked for Prize Distribution/Felicitation will be requested personally in advance for doing the honours.
- q) Necessary arrangement for water and earmarking of toilets will be ensured (in case of Amphitheatre).

23) Conduct/Execution: - Following actions will be taken: -

- a) All arrangements at the selected venue (As per weather condition) will be completed at least 6 hours in advance.
- b) Final check for electricity supply and lighting will be confirmed from Operations Team.
- c) Deployment of props for the play, sound system and lighting arrangement will be checked.
- d) Signatures on the Certificates will be obtained at least 48 hours in advance from respective Office bearers.
- e) Prizes will be collected, packed (if required) and marked at least 24 hours in advance.
- f) All prizes and Certificates will be arranged in their sequence of distribution.
- g) Students of AOC-131/ volunteers to be nominated for escorting dignitaries for prize/certificate distribution.
- h) AOC-131 students/volunteers to be nominated for helping in distribution of prizes/certificates.
- i) Cameras for Photography and Videography to be deployed 30 mins before the event.
- j) Cleanliness of the event venue and seating area to be ensured by AOC-131 students/Volunteers through the Housekeeping Team.
- k) Students to be nominated for deployment/removal/shifting of props and musical instruments and microphones.
- l) Testing of the sound system to be completed one hour before the event.
- m) Seats to be kept reserve for senior guests, particularly members of the BOM.
- n) It should be ensured that the event starts at the appointed time, unless specifically told to postpone by the Dean Student Affairs.
- o) All events should be conducted in the approved sequence. Any change will be approved by Dean Student Affairs.
- p) A group photograph will be organised at the end of the event.
- q) On conclusion of the event, all props/equipment will be returned to respective stores and kept securely.
- r) The organising Team will ensure that entire area/venue is restored to its original shape.