



SWAMI VIVEKANAND
SUBHARTI
UNIVERSITY
Meerut
UGC Approved



AN ISO 21001: 2018 ORGANIZATION

OFFICE OF THE REGISTRAR

Gp Capt M Yakoob

M-in-D (Retd.), M.Tech.

REGISTRAR

registrar@subharti.org

Ref. No. U-07/SVSU/2024/572

Dated: 15.11.2024

COLLEGE SPORTS AND CULTURAL SOP

I am directed to convey that the following SOP for College Sports and Cultural activities will be implemented with immediate effect.

Student extracurricular activities:

1. College student Council: there will be 4 councils each for

- a. **Cultural Council:** Organizes cultural festivals, talent shows, art exhibitions and traditional celebrations. Promotes diversity and inclusion through cultural programs.
- b. **Literary Council:** Encourages literary pursuits such as debate, essay competitions, creative writing, and book clubs. Organizes workshops, guest lectures, zonal, state level, national students conferences/ Continuing education programs and inter-school literary events.
- c. **Sports Council:** Coordinates inter-house and inter-school sports competitions. Promotes health, fitness, and sportsmanship by organizing regular training, camps, and tournaments.
- d. **Innovation/ Ideation Council:** encourages the students to innovate both in curricular & co-curricular aspects.

2. Student Council Structure

- a. **Chairperson:** Senior student responsible for overall leadership and coordination.
- b. **Secretary:** Responsible for organizing meetings, maintaining records, and liaising with the administration.
- c. **Treasurer:** Manages the budget for events and activities.
- d. **Council Members:** Students representing various clubs, houses, or teams.
- e. **Alumni members:** So as to encourage participation of alumni, with permission of the chairperson

The councils may have subcommittees for specific areas (e.g., music, drama, debate, athletics) as needed.

The posts of chairperson, secretary and treasurer will be from the organising batch and thus for a period of 1 year only.

3. Faculty - nomination

- a. A Faculty will be nominated by the Principal of the college for overall guidance and coordination with the student councils. This will be the "chief facilitator" faculty and all the decisions need to be endorsed by the nominated faculty before they are considered for further action

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- b. More than 1 faculty may be nominated who will be called "facilitator" preferably to include one male and one female as facilitators.
- c. There may be different "Facilitators" faculty for the different councils
- d. A faculty cannot hold one position for more than 2 years

4. Faculty - roles and responsibility

- a. coordinate that the student elections are fair and decency is maintained
- b. More than 1 faculty may be nominated as per requirement
- c. To ensure that the names of the winners of events are documented fairly
- d. To ensure that all students actively participate
- e. To ensure that new ideas are brought forward and encouraged
- f. They will also ensure fair use of fund
- g. The chairperson will report to the facilitators to get permission of events
- h. Submit report to the principal as told later

5. Term and election of members

- a. The maximum term of any member at a given post will be 1 year. Council members and alumni members may continue for more than 1 year. Decision of the chairperson will be final in case of membership of any member.
- b. Any exceptional student may be permitted to hold posts simultaneously in 2 councils by the Principal.
- c. The organising team should preferably be of the semi-final year batch i.e. the batch that is 1 year younger to the final year unless it is a 2 year course.

6. Roles

- a. The student councils will be responsible to organise events as per the description of the respective councils throughout the year and not during the Annual Function

7. Events

- a. There will be 2 types of events to be organised by each council
 - i. Mandatory: that must be organised
 - ii. Optional: that the students may choose to organise, unlimited
- b. List is attached here in below

S. No.	Event type	Mandatory	Optional (unlimited)
1	Sports indoors	Table tennis Badminton chess	Carrom Darts Cards Play station related
2	Sports outdoors	Cricket Kabbadi Basketball Volleyball	Football Hockey Tennis Tug of war Mini cricket Mini football etc

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3	Cultural vocal	Solo singing Group singing	mimicry
4	Cultural dance	Solo dance Group dance	
5	Cultural instrumental	Solo instrumental	Group instrumental
6	Cultural General	Group drama/ theatre Street Play Painting	Mehndi Rangoli Solo acting Clay modelling Antakshari Treasure hunt
7	Literary speaking	Debate Elocution	Poem speaking/ oration
8	Literary writing	Essay writing Photography Poster making	Poem Self composed
9	Literary general		Working models/ projects Know your campus
10	Rastriya nirman	Skit/ pre-made video on life events of any freedom fighter mentioned anywhere in the University	
11	Innovation	Ideation for industry Startup ideas	

The mandatory events: Must be organised by the councils. Non compliance may be subjected to disciplinary action in case there is no proper explanation

The Optional Events: they can be organised in any number by the students as per their interest and the changing times

Gender: males and females events should be separate for sports events atleast. Mixed events should also be organised with documented rules.

8. Location

- a. There will be certain authorised locations for the colleges that will be available free of any charges.
- b. All such locations will have to be booked in prior with the location incharge/ coordinator in written.

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- c. Other designated locations of the University may be availed for functions on a chargeable basis.

9. Charges

- a. The committees may collect charges from other students
- b. They will have to maintain record of revenue and expenditure that can be audited
- c. The oversight faculty should encourage such record keeping and timely check the authenticity and process followed
- d. Sponsorship from dealers is not allowed without prior permission of the honble Vice Chancellor/ the Principal
- e. Certain services will be available to the students on subsidised charges from the University side like
 - i. Tambu : contact person
 - ii. Food : contact person
 - iii. Flex and certificate printing :
 - iv. Tshirt printing :
- All the finance related matters/accounts should be settled within one month of the event.

10. When to organize

- a. It will be MANDATORY for all colleges to organise the above events atleast once annually.
- b. These annual event of all councils should be clubbed together and called "Annual function".
- c. The Annual event of all colleges should be held between 1st November - 31st August for that year.
- d. Smaller events may be organised more than once per year as per request of the students and faculty.
- e. The events will be of 1 college without any outsiders unless permitted by the VC who may permit more than one college to organise their events together.

11. Classes and duration

- a. During the designated period of not less than 2 days, the classes should be suspended barring 1 morning class.
- b. Principal of the college may choose to increase the number of days for the "Annual function" to a maximum of 7 days.
- c. NO event should not be after 9 PM. The Principal may consider to give an extension of 1 hour.
- d. Any further extension of time should be taken in prior from the VC.
- e. An Important purpose of the class will be to record attendance of the students.
- f. Absentees will be subjected to disciplinary proceedings unless with valid justifications.

12. No drugs and Alcohol policy

- a. There is a strict prohibition of using recreational drugs and alcohol during these events.

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- b. Any student of the same college or any other college who is found to create nuisance under the influence of drugs or alcohol will be subjected to suspension/ rustication.

13. Awards

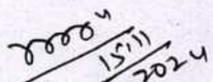
- a. The winners and runner up of that year of each college will
 - 1. Be invited to represent their college in the main University sports and cultural.
 - 2. Be rewarded with "S points". S points proposal policy attached (applicable after being implemented).

14. Report Submission

- 1. The student council will submit a detailed report of the events within next 1 week to the faculty coordinator. It should consist of
 - a. geotagged photographic and video evidence
 - b. Income with source details and expenditure along with relevant bills
 - c. Event wise List of participants
 - d. Event wise list of winners till atleast 1st 3 positions (hard copy also)
 - e. The list will have to be in English and in digital format
- 2. The College may decide to keep an Annual Function book in coloured hard copy of each year
- 3. The faculty coordinator will present it to the Principal who will get it compiled in next 2 weeks and get a final report with presentation ready.
- 4. The faculty coordinator and Principal should be keen to note outstanding students who may represent the University
- 5. The Principal will have to submit the final report to the University.

The awardees will be encouraged to represent University in sports/cultural/literary activities outside the campus provided they participate in the University events.

This issues with the approval of the Hon'ble Vice-Chancellor.


 Gp Capt M Yakoob
 Registrar

To:

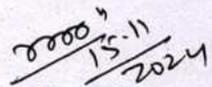
All Heads of Institution/Principal of Colleges/Directors/Department Heads

Memo No. U-07/SVSU/2024/ 572

Date: 15. 11.2024

Copy forwarded to information of:-

- 1. Hon'ble Vice-Chancellor
- 2. Chief Executive Officer
- 3. Executive Officer
- 4. Pro Vice-Chancellor
- 5. Guard File


 Registrar