



Office of Dean Students' Welfare
Sardar Vallabhbhai National Institute of Technology, Surat

STANDARD OPERATING PROCEDURES (SOPs)
For Conducting Events Under Student Clubs/Chapters/Societies

1. Introduction

This SOP outlines the procedures for organizing events under Student Clubs/Chapters/Societies at SVNIT. The guidelines ensure events align with academic priorities, avoid scheduling conflicts, and promote discipline, accountability, and institutional values. All events must adhere to these protocols to maintain the integrity of academic and extracurricular activities.

1.1 Orientation and Recruitment

- **Orientation:** Orientation of the respective chapter/club/society should be held by passing team in guidance of the faculty chairperson/co-chairperson.
- **Recruitment:** Recruitment for the respective chapters/clubs/societies, should be held under the supervision/guidance of the faculty chairperson/co-chairperson.
- After completion of the recruitment, the details of Team member (as per the table 1) should be submitted to Dean SW office. (**Annexure 1: Submitted Note Template**)
- The structure of the student chapter/club/society will be as follows after the recruitment.

Table 1

Sr no	Official Position	No of students
1	Head of the Student Chapter/Club/Society	01
2	Co-head of the Student Chapter/Club/Society	02
3	Secretary	01
4	Treasurer	01
5	Members	As per the need of respective chapters/ clubs/ society

- Various selected posts are valid for the respective Academic Year ONLY.
- **A student can hold one official position (sr. no 1 to 4) ONLY in chapter/clubs/society.**
- 1st year students shall take part **as team member ONLY** in different chapters/ clubs/ societies to explore.

2. General Guidelines for All Events

2.1 Event Planning and Approval

- **Semester Wise Schedule:** Clubs/Chapters/Societies must submit a detailed semester wise schedule of proposed events to the Dean Students' Welfare (Dean SW) office **alongside their annual budget proposal**. Deviations from this schedule are permitted only in **exceptional circumstances** with prior approval (minimum 15 days before the event).
- **Budget and Schedule Approval:** Approval for budgets with item wise detailed specifications of

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requirement in annexure and event dates must be sought **at least two weeks before** the event. Last minute approvals will not be entertained.

2.2 Event Execution

- **Faculty Oversight:** All events must be conducted under the supervision of in the presence of the assigned **Faculty Chairperson/Co-chairperson**, who is responsible for supervision and compliance.
- **Timings:** Events must conclude by **10:00 PM**. Extensions beyond this time are strictly prohibited, except in rare cases preapproved by the Dean SW Office.
- **Hospitality:** Organizers must ensure proper hospitality (travel, accommodation, food, and mementos) for guests.
- **Discipline:** Any misconduct by students during events will result in disciplinary action.

2.3 Financial Protocols

- **Digital Payments:** All transactions (vendor payments, guest honorariums) must be processed via bank transfers or digital modes; cash transactions are discouraged.
- **Sponsorship:** All sponsorship amount should be credited in the Sponsorship account.
- **Advance Settlements:** Financial settlements (bills, invoices) must be completed **within 15 days** post event. Bills will not be processed without a detailed event report signed by the respective chairperson/Co-Chairperson.
- **Prizes to the winners:** Ensure the prizes/awards should reach to the concern winners after the completion of event. A report of cash prize/awards disbursement has to be submitted by Faculty Chairperson/Co-chairperson along with bill settlement.
- **Prize distribution for chapter/Clubs/Society:** Table 2 and 3 are applicable to campus/department level events participation of SVNIT students.

Table 2

Individual Participation		Team Participation (3-4 students)	
No of participants	Prize Value	No of teams	Prize Value
>= 15	1 st , 2 nd and 3 rd prizes	>= 10	1 st , 2 nd and 3 rd prizes
>8 and <15	2 nd and 3 rd prize	> 4 and < 10	2 nd and 3 rd prizes
<=7	3 rd Prize	<=4	3 rd prize

Table 3

Individual Participation		Team Participation (3-4 students)	
Prize	Prize Value	Prize	Prize Value
1 st	1500/-	1 st	3000/-
2 nd	1200/-	2 nd	2400/-
3 rd	900/-	3 rd	1800/-

- Events having registration fees or sponsorship support can propose the prize money amount with the prior approval of Dean SW Office.
- **Winning Prize Money:** Students representing chapters/club/society outside SVNIT and winning any prize money, has to declared and credited to the Student Welfare account failing to that

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responsible for disciplinary action. The winning prize will be distributed to the winners as per institute norms. Any student found not following the said rules will face the disciplinary action.

- **Financial support for Attending conference/events/workshops:** students interested to participate in conference (for paper presentation), workshop, competitions, etc., are eligible under any chapter/club/society with the appropriate approval from the Dean SW Office

2.4 Venue Management

- **Cleanliness:** Venues (halls, grounds) must be restored to their original condition post event. No posters or materials may be pasted on walls.
- **Damage Liability:** Clubs/Chapters/Societies are responsible for repairing/replacing any institute property damaged during events.

2.5 Invitations and Participation

- **Dignitaries:** The Director, Deans, Registrar, HoDs, faculty, and staff must be invited to all major events. Invitations must be sent **7 days in advance**.
- **Student Participation:** A minimum of **100 confirmed student participants** is required to invite the Director or dignitaries.
- Participation in events is mandatory for all students.
- Students associated with any Chapter/Clubs/Society are abide to maintain secrecy of work with respect to their Chapters/Clubs/Society. It should be represented on various platforms through respective chapters/clubs/society only.

NOTE: Signed Assessment Forms should be submitted to Dean SW office at the end of defined quarter and year.

3. SOPs for Mega Events

(e.g., Kashish, Dasvidaniya, SPARSH, MINDBEND)

In addition to the general guidelines above, the following apply to mega events:

3.1 Objectives and Budget

- Events must align with predefined objectives (e.g., fostering creativity, technical skill development). Strict adherence to the sanctioned budget is mandatory. No expenditure beyond approved limits is permitted.

3.2 Procurement and Logistics

- Purchases must follow institutional procurement procedures. Student coordinators must consult faculty/staff before contacting vendors.
- Non-consumable items procured with club/chapters/societies funds must be recorded in the stock register (signed by the Faculty Co-Chairperson) and handed over during committee transitions.

3.3 Cultural Programs

DJs are discouraged. Prioritize student led cultural performances aligned with the event's objectives.





4. Responsibilities of Faculty Chairperson / Co-Chairperson

4.1 PreEvent Duties

- Scrutinize and approve student requests before forwarding them to the Dean SW office.
- Ensure invitations and permission letters are correctly addressed:
- Event permissions: Addressed to "The Dean (Students' Welfare)".
- Proper approval from the concerned office, through Dean SW office.

4.2 During the Event

- Be physically present on campus to supervise activities and ensure compliance with SOPs.
- Verify that event objectives are met and institute rules are followed.
- Special events which involve any kind of risks should take necessary safety approvals from the concerned section / authorities and have to follow the safety guidelines as per Institute norms.
- Ensure all the safety protocols necessary for the organize the event.
- For the celebration of event where the permissions from the SMC, Police, Fire department are required, must be obtain by the cultural respective.

4.3 Post Event Duties

- Submit a detailed event report (with photographs) during bill settlement. Forward the report to the institute newsletter/media cell via the Dean SW office.
- Conduct physical stock verification of non-consumable items during committee transitions.
- Ensure bill settlements are completed **within 30 days post event**.

5. Compliance and Penalties

- Failure to adhere to these SOPs may result in suspension of club activities, financial penalties, or disciplinary action.
- Repeat violations will be escalated to the Dean SW and Institute Disciplinaryactions.

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STANDARD OPERATING PROCEDURES (SOPs) FOR SPORTS EVENTS

Sardar Vallabhbhai National Institute of Technology (SVNIT), Surat

1. Introduction

Physical Education and Sports at SVNIT play a vital role in fostering health, fitness, teamwork, and holistic development among students. To ensure the smooth conduct of sports events while aligning with academic priorities, these SOPs outline the protocols for organizing intramural tournaments, participating in external competitions, and managing resources. The guidelines emphasize safety, discipline, and institutional integrity, under the supervision of the Dean Students' Welfare (Dean SW) Office and the Sports Committee.

2. Purpose and Scope

This document defines standardized procedures for planning, executing, and evaluating sports activities at SVNIT. It applies to:

- Annual events such as the Manoj Memorial Cricket Tournament and Ganesh Memorial Volleyball Tournament.
- Organizing any Sports related events
- Interdepartmental/inter-year tournaments.
- Participation in Inter-NIT, State, and National level competitions.
- Utilization of sports facilities, equipment, and budgets.

All students, faculty, staff, and external participants must adhere to these guidelines.

3. Roles and Responsibilities

- **The Dean SW** holds ultimate authority for approving schedules, budgets, and exceptions.
- **The Sports Committee**, chaired by a faculty member, oversees participant selections, event planning, and compliance.
- **The Physical Education Department** manages facility bookings, equipment, and safety protocols.
- **Faculty Advisors** supervise event execution, review media content, and ensure adherence to timelines.
- **Student Organizers** coordinate logistics, submit reports, and enforce discipline during events.

4. Event Planning and Scheduling

- A **consolidated schedule of sports tournaments**, including semester wise dates and budget proposals, must be submitted to the Dean SW office **before the academic year begins**.
- Revisions to the schedule require prior approval (at least 20 days in advance) from the Dean SW Office.
- Budget proposals must detail expenses for equipment, prizes, referees, and first aid, must be approved at least **two weeks before the event**. **Last minute requests will not be entertained**.
- For external competitions (e.g., National/State level events), selected students must submit a Travel Approval Form endorsed by their Head of Department (HOD) to the Physical Education Department **seven days before departure**.

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- **Participation is capped at two external events (Outside Surat) per academic year per student**, with exceptions requiring written approval from the Dean SW and Dean Academics.
- **No permissions will be granted for events clashing with exams.**

5. Conducting Events at SVNIT

- Sports activities **must avoid overlapping with academic schedules**, including mid semester tests or examinations.
- SVNIT Campus matches/events must conclude by **10:00 PM**, with no extensions permitted without prior Dean SW approval.
- A Faculty Advisor or Physical Education staff member must be physically present throughout the event.
- Intramural tournaments require a **minimum of three registered teams to award one prize; two prizes are allocated only if five or more teams participate.**
- Use of sports grounds and equipment must be coordinated through the Physical Education Department, with prior bookings to prevent conflicts.

6. Health, Safety, and Environmental Guidelines

- Organizers must ensure the **availability of first aid kits** and trained personnel at all events.
- Emergency contact numbers (e.g., campus hospital, ambulance) must be displayed prominently.
- Any injuries, property damage, or misconduct must be reported immediately to the Faculty Advisor or competent authority.
- Environmental sustainability is mandatory: **single use plastic bottles are prohibited**
- All promotional materials must be removed within 24 hours post event. **Avoid pasting posters on walls.**

7. Financial and Media Protocols

- **Cash transactions are strictly discouraged**; all payments (e.g., referees, vendors) must be processed digitally.
- Post-event financial settlements, including duly signed event report, invoices and expenditure statements, must be submitted to the **SW office within seven days.**
- Students are prohibited from publishing event related content directly on SVNIT's official social media channels. All photographs, news, or updates must first be reviewed by the Faculty Advisor before submission to the Media Cell.

8. Post Event Requirements

- Venues must be restored to their original condition after events.
- Damage to property (e.g., equipment, walls) must be repaired or replaced by the organizing team.
- **A detailed duly signed event report**—including participant lists, outcomes, photographs, and feedback—must be submitted to the Dean SW Office within seven days **with financial settlement documents.**

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9. Discipline and Penalties

- Violations of sportsmanship, such as unruly behavior or vandalism, will result in disqualification and disciplinary action under SVNIT's Code of Conduct.
- Repeat offenders may face bans from future events.

10. Amendments and Compliance

- Revisions to these SOPs require approval from the Sports Committee and Dean SW.
- All stakeholders are responsible for understanding and complying with the guidelines to uphold SVNIT's reputation for excellence in academics and sports.

Annexures

Annexure 1: Submitted Note Templet

Annexure 2: Student team details




Dean
Students Welfare



Office of Dean Students' Welfare
Sardar Vallabhbhai National Institute of Technology, Surat

Date: _____

Student team of [Name of Chapter/Club/Society]

AY: 2025-2026

The following students are recruited at the various Official posts for [Name of Chapter/Club/Society Name] for the AY:_____.

Sr.no	Position	Details	Photo
1	Head of the Student Chapter/ Club/ Society	Name:	
		Roll no:	
		Email id	
		Year:	
2	Co-head_1 of the Student Chapter/ Club/ Society	Name:	
		Roll no:	
		Email id	
		Year:	
3	Co-head_2 of the Student Chapter/ Club/ Society	Name:	
		Roll no:	
		Email id	
		Year:	
4	Secretary	Name:	
		Roll no:	
		Email id	
		Year:	

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5	Treasurer	Name:	
		Roll no:	
		Email id	
		Year:	

List of students Members

Sr. no	Name of the student	Roll no	Email id	branch	year	Hostelite (add hostel name)/ Localite	Mobile number

The rows can be added as per the number of student members in the team.

Name of faculty

Name of Faculty
Faculty Co-chairpersons

Name of Faculty
Faculty Chairperson

Associate Dean SW

Dean SW

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DATE



સરદાર વલ્લભભાઈ રાષ્ટ્રીય પ્રૌદ્યોગિકી સંસ્થાન, સુરત
SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT
સરદાર વલ્લભભાઈ રાષ્ટ્રીય પ્રૌદ્યોગિકી સંસ્થા, સુરત

SVNIT

No :

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Date :

Submitted to Dean (Students Welfare):

Subject	:	Permission to Conduct [Event Name] with [Financial/without Financial] Support
Chapter/Club/Society/Section Name	:	
Chapter/Club/Society/Section Code No	:	
Schedule of Event (Date, Day)	:	
Event Venue	:	

About the Event		
Title of the Event	:	
Category of the Event	:	Seminar/Workshop/Competition/etc..
Brief Description (Maximum 100 Words)		
Objectives (Maximum 100 Words)	:	
Target Audience	:	
Expected Number of Participants	:	
Name of Judges/ (In case of Competition)/Expert (Minimum 2) with their designation/institute/company	:	

Financial Proposal		
Prize Money for the event		Approximate Amount (Rs)
	First	
	Second	
	Third	
Miscellaneous Expenses (if any) with all details		
Total		

Attach Annexure for proposed expenses duly signed by Faculty team with the supportive documents.

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Signature of Student Head
Name:
Roll No.
Branch:
Mobile No.

Signature of Student Co-Head/Secretary
Name:
Roll No.
Branch:
Mobile No.

Signature of Faculty Co-
Chairman

Signature of Faculty
Co-Chairman

Signature of Faculty
Chairman

Name:
Designation:
Dept.:
Mobile No.

Name:
Designation:
Dept.:
Mobile No.

Name:
Designation:
Dept.
Mobile No.

Office Use		
Total amount Sanctioned in Current Academic Year	:	
Amount Utilized	:	
Current Proposed amount	:	
Balance amount	:	
Signature (Office Clerk)	:	

Recommended/Not Recommended

Recommended/Not Recommended

Approved/Not Approved

Dr. Rakesh Maurya
Chairman, F& SW

Dr. Shweta N. Shah
Associate Dean(SW)

Dr. Sanjay R. Patel
Dean (Students Welfare)

Dr. Rakesh Maurya