



**MANIPAL UNIVERSITY
JAIPUR**

Standard Operating Procedures for Clubs and Chapters

Directorate of Student's Welfare

Manipal University Jaipur

(Student Clubs & Chapters)





Table of Contents

S. No.	Content	Page No.
1.	Common Points for AD/DD (Assistant Director/ Deputy Director)	3
2.	Introduction	4
3.	Sections	4
4.	Work Timeline & Calendar of Events	5
5.	General Information about Clubs/Chapters	6
6.	Formation of a Club/Chapter	8
7.	Faculty Coordinator and Office Bearers selection and responsibilities	9
8.	Membership of Clubs/Chapters	10
9.	Events Conduction Guidelines	11
10.	Stalls permissions	12
11.	Outhouse participations	12
12.	Sponsorship for Club/Chapter events	12
13.	SOP for Issuing Certificates from DSW	14
14.	Annexure 1: Proposal for New Student Club/Chapter in DSW	17
15.	Annexure 2: Note Sheet Format For Financial Event Approval	21
16.	Annexure 3: Note Sheet Format For Non-Financial Event Approval	27



Common Points for AD/DD (Assistant Director/ Deputy Director)		
S. No.	Point	Remarks
1	Objective	To conduct various Student engagement activities-extracurricular as well as co-curricular through various student clubs and chapters as per MUJ norms and statutory requirements
2	Scope of Directorate	To encourage and attract students from all disciplines, cutting across schools, courses, and backgrounds to join and participate in various student clubs and chapters. The clubs provide the students with the atmosphere and inspiration required to explore and refine their interests in various extra and co-curricular activities.
3	Responsibilities of AD	Coordination, Supervision, and Issuing Guidelines for various events (both Co-Curricular and extracurricular) of Students Clubs and Chapters.
4	Event Calendar	Prepare Activity Calendar for All Club/Chapter activities till 31 st March
5	Report Submission format (as a Word doc) as per AQAR & timeline	Cover Page Advertisement Weblink Brochure/Poster Event Description Report (with Captioned Photographs/Screenshots) Attendance (signed by Faculty Coordinator)
6	Budget Proposal by AD	As per the budget allocated by DSW
7	DSW Coordinator responsibility	To bridge the gap between DSW and Departments to coordinate the activities of student clubs & chapters
8	Event Budgeting Process and Timeline	Minimum 15 working days before the activity. Note Sheet format is attached.
9	Certificates	Online Certificates (if sought by Clubs & Chapters)
10	Calendar	Attached calendar for 2023-2024 as per the current scenario
11	Monthly Meeting	Regular meetings with Nucleus members and DSW Coordinators once a month
12	Finance approval and timeline	As per MUJ norms, a minimum of 25 working days before the event
13	AQAR	As per Instruction
14	KPI Acceptance date	As per the timelines given
15	Mid-Year KPI Evaluation	As per date



Introduction:

This policy aims to streamline the activities of all the **Student Clubs and Chapters** of our university through the **Directorate of Student's Welfare (DSW)** and align them with the broader goals of **Manipal University Jaipur (MUJ)**. It will facilitate students' activities by simplifying the approval processes without compromising the integrity and discipline of the university campus. It will also encourage all the stakeholders to share the outcomes, and responsibilities and take accountability for activities & events undertaken through Student Clubs and Chapters.

Sections:

The regulation focuses on these major areas of students' activities in Clubs and Chapters in MUJ:

- A. Work Timeline & Calendar of Events
- B. General Information about Clubs/Chapters
- C. Formation of a Club/Chapter
- D. Faculty Coordinator and Office Bearer's selection and responsibilities
- E. Membership of Clubs/Chapters
- F. Events Conduction Guidelines
- G. Stalls permissions
- H. Outhouse participations
- I. Sponsorship for Club/Chapter events
- J. SOP for Issuing Certificates from DSW



A. Work Timeline & Calendar of Events

S.No.	Event	Month/Date of Notification
1	Notification for the Selection of New Student Core for each Club & Chapter	1 st Week of March
2	Request for Core Certificates and Members Certificates	1 st -20 th March
5	Release of Student Clubs & Chapters Handbook (including latest SOPs & formats)	2 nd Week of April
6	Preparation and planning of Annual Event Calendar by each Club/Chapter (Calendar of Major Budgeted/Non-Budgeted Events from 1 st August- 31 st July of next year)	1 st May -10 th July
8	Approval/Release/Announcement of Annual Budget for Student Clubs/Chapters	1 st -30 th May
9	Sharing Event Calendar to DSW	1 st -15 th July
10	Release of Annual Event Calendar by DSW	21 st - 25 th July
11	Unveiling of Student Clubs & Chapters Note- No events are permitted during the unveiling week.	2 nd Week of August (or within 15 Days of Opening of the University for Higher Odd Semester)
12	Student Club/Chapter Membership Drive	From the last day of unveiling to 5 th September
13	Request for Core Certificates and Members Certificates	1 st -20 th August
14	Updating Club/Chapter Member List with DSW (in prescribed format with required information)	6 th – 20 th September
15	DSW Yearly Release of List of Active Clubs/Chapters (& also Clubs/Chapter 'Dissolved' - if any) on MUJ Campus	3 rd Week of October
16	Review and Revision of Event Calendar & update to DSW	2 nd Week of January
17	Inviting Proposals for New Clubs/Chapters	Round the year



B. General Information about Clubs/Chapters

1. All Student Clubs/Chapters in MUJ are assigned one (or two) Faculty Coordinator and are categorized into the following types (both for extra and co-curricular activities):
 - (i) Student Chapters
 - (ii) Departmental Clubs
 - (iii) Functional Clubs
2. The features of various types of clubs/chapters are as follows:
 - (i) **Student Chapters:** Part of any National/International Organization. Student Chapters are governed and function under the bylaws as prescribed by the parent organization as well as rules and regulations formulated by MUJ/DSW (or both) from time to time. In case of any conflict of interest between the Parent Organization and MUJ, the matter will be decided by the Director, DSW. The chapter will be mapped to the host department of the faculty coordinator and will be able to claim credits for the same in NAAC AQAR documentation, etc.
 - (ii) **Departmental Clubs:** Official Club(s) of a department. The faculty coordinator as well as all the Post Holders (Core Committee) of the Club are the students of that Department only. All students of a particular Department may or may not be default members of a Departmental Club, especially in case of clubs charging a membership fee. Membership is open across MUJ. The club will be mapped to the concerned Department and will be able to claim credits for the same in NAAC AQAR documentation, etc.
 - (iii) **Functional Clubs:** Not owned by any Department but are attached to a host department i.e., the Department of the Faculty coordinator. The Faculty coordinator members as well as the Post Holders (Core Committee) of the Club can be the students of any Department across MUJ. The club will be mapped to the host department and will be able to claim credits for the same in NAAC AQAR documentation, etc.

Note: The Department will be eligible to take the credits of the event of a Club/Chapter in NAAC AQAR documentation, etc., only if they have got the event approval from DSW &



submitted the event report in the prescribed format along with necessary student attendance, photos, etc. to DSW.

3. All Student Clubs/Chapters are further classified based on the Nature of activities (both Extra Curricular and Co-Curricular):
 - (i) Chapters-Technical Chapters & Socio-Cultural Chapters
 - (ii) Clubs-Technical Clubs, Non-Technical Clubs, Cultural Clubs, Social Clubs, and Sports Clubs.



C. Formation of a Club/Chapter

1. Any student, faculty, or department can propose a new club/chapter to DSW in a prescribed format and with some prerequisites throughout the year.
2. The proposed faculty coordinator for the club/chapter will have to prepare a proposal for the formation of the said entity. A formal letter of consent from the professional body will be necessary, in the case of Chapters. The format of the proposal for a new Club/Chapter is attached at the end of the document (Annexure 1).
3. The duly filled and signed document will be forwarded to the Assistant/Deputy Director, DSW (Student Clubs and Chapters) for verification. The proposed club/chapter objectives and activities must be unique and must not conflict with any other existing club. It may be sent back to the faculty coordinator for revisions, if any.
4. In case of a new chapter, the formal consent note from the external professional body will be necessary before the approval from the Director DSW and Registrar, MUJ. It must also attach the written communication regarding the sharing of membership fees or any other financial transaction between the MUJ Student Chapter and the parent organization.
5. After the consent note from the Assistant/Deputy Director, the proposal will be put to the Director DSW for discussion & approval.
6. If the proposal is found to be satisfactory, Director DSW will recommend the club/chapter for the Registrar's approval & for having a ledger a/c with the MUJ Finance Department.
7. After the formal approval of the Registrar, the club/chapter will be formally eligible to operate with a ledger a/c with the MUJ Finance department for all kinds of monetary transactions. No club/chapter is permitted to collect money in any other a/c or e-wallet, cash, etc. except directly in the provided ledger a/c.
8. After the opening of the ledger a/c, the Club/Chapter will be registered with DSW and will be notified to the appointed faculty coordinator through email.



D. Faculty Coordinator and Office Bearers selection and responsibilities

1. Every club/chapter shall have 1 or 2 Faculty coordinators (1 or 2 faculty advisors as well, if required) and 1 Student Coordinator (President) and the Core team for smooth functioning and decision-making for the club/chapter.
2. The Faculty Coordinator and the Student Coordinator (President) shall be responsible for every activity happening in the club/chapters. They will be the single point of contact for any matter or correspondence with/from DSW.
3. Faculty coordinator tenure can be for a maximum of 3 years.
4. Faculty Coordinator of Student Club/Chapter in case Chapters/Departmental Clubs can be appointed or changed by the HoD of the concerned Department in consultation with the Director of the concerned school. The same must be intimated to DSW immediately. For the Functional clubs, the change can be made on the recommendation of the faculty coordinator herself/himself or upon the request of the core committee of the functional club to the Director, DSW.
5. The clubs/chapters are free to have a certain fixed number of student office bearers for the proper functioning of the club/chapter.
6. Selection of these above-mentioned student representatives (including the President and other office bearers) will be solely an internal matter of the concerned club/chapter.
7. The selection of the office bearers by the faculty coordinator must be a fair and transparent process and to be done through interviews of the shortlisted candidates.
8. It shall be the sole responsibility of the students and faculty coordinators to prepare post-event reports, settlement of financial records, and ensure discipline within the club/chapter during any event on campus or any online event.
9. The student taking up the responsibility as an office bearer (core committee) of any club/**chapter will not be allowed to take up any other office bearer position for any other club/chapter during one cycle** (i.e., one year from being selected in the core to the formation of the next core). However, he/she can be an ordinary member of any other club of his/her interest (like all other students of MUJ- could be a member of up to 5 clubs/chapters).



10. Similarly, one faculty member can be a Faculty Coordinator of only one club/chapter. **However, he/she may remain as a faculty advisor in any number of clubs/chapters.** This will help in reducing the pressure on one single person to manage the administrative affairs of these student bodies. But the overall functioning and accountability about anything related to the Club/Chapter rests with the faculty Coordinator only.
11. The Department of the Faculty Advisor of a club/chapter **will not be** getting any benefit for the sake of NAAC/AQAR etc.
12. Every club or Chapter is expected to conduct at least 1 event in each semester. In case any club/chapter fails to do so for two semesters in a row, it will be deemed as “non-operational” by DSW and will not get any financial support from DSW for the next year. It may lead to the dissolution of the entity after 4 consecutive inactive semesters. The faculty coordinator of such club/chapter shall not be allowed to continue as the faculty coordinator or faculty advisor of any other club/chapter for 1 year from the notice of ‘dissolution’ of the club/chapter. He/She must have to resign from the position of Faculty Coordinator/Advisor, he/she may be holding in any other club/chapter. In such instances, the Director, DSW reserves the right to appoint a new faculty coordinator in case of the Functional Clubs, in consultation with the HoD of the Faculty coordinator.

E. Membership of Clubs/Chapters

1. Any student can become a member of a maximum of 5 clubs.
2. The membership of any club will be open for one time in the academic year (preferably in August) and during this time only the students can register/renew their membership for any club/chapter by paying the membership amount. This will be called the Membership drive of Clubs/Chapters.
3. The membership amount should be paid only via the payment link/QR code provided by Finance, MUJ.
4. The final list of members will be provided to the individual clubs by the Assistant Director, DSW after the completion of the Membership drive.



F. Events Conduction Guidelines

1. **Any event proposed by the club must adhere to the theme or backdrop upon which the club/chapter was established.** The event has to conform to the club's objective.
2. All activities and events must be organized by the students (in consultation with the Faculty coordinator and advisor- if any), allowing them to learn. The clubs/chapters must work on the maxim of “Of the students, for the students, and by the students”.
3. **Any financial event proposal must be approved at least 25 working days before the event. In case of purchase requirements around or above INR 10,000/- (including taxes), the proposal must be approved at least 30-35 working days before the date of the event. Any Non-financial event proposal must be approved at least 07 working days prior to the event.**
4. Outside performers for any event will only be permitted with the proper authorization and after careful consideration with the DSW Director.
5. Every club or Chapter is expected to conduct at least 1 event in each semester. In case any club/chapter fails to do so for two semesters in a row, it will be deemed as “non-operational” by DSW and will not get any financial support from DSW for the next year. It may lead to the dissolution of the entity after 4 consecutive inactive semesters.
6. All monetary transactions are to be done ONLY using the link provided by the MUJ Finance Department. No cash or individual account transactions are allowed.
7. Once the event is complete, email the post-event report to Dr. Sanchit Anand (sanchit.anand@jaipur.manipal.edu) as per the format shared with you all (and attach the scanned copy of the approval and the event poster) so that the event details are updated on MUJ Website.
8. Submit the report of the event within 7 working days to DSW. Please follow the format provided by Q&C. For the report Geo Tagged photos and signed attendance sheets of the participants- counter-signed by the faculty coordinator, are mandatory. No new event permission will be approved for the club until the report is approved by DSW.
9. Once the event is approved by the concerned authorities, the scanned copy of the



approval will be shared with the club, faculty coordinator, and if required the Finance and Purchase department.

G. Stalls permissions

1. During the event, only vendors/stalls selling refreshments, beverages, and snacks are permitted. During club activities, stalls for the purchase or selling of any kind of merchandise/products are prohibited.
2. Maximum 3 stalls/vendors are allowed during club events for any club/chapter.
3. **Quality and hygiene of the refreshments, beverages, and snacks are to be checked and ensured by the faculty coordinator of the club/chapter prior to the event.**

H. Outhouse participations

1. Outside participation (from other colleges/universities) is allowed for any club/chapter events provided the club/chapter submits the list of students (from other colleges/universities) and gets prior approval of the Central Security Officer (CSO), MUJ before the event date.
2. For overnight events, the faculty coordinator must ensure the food and lodging of the outhouse participants following prior deliberations with the Director, of GS&A.
3. Formal parental consent must be acquired in advance by the faculty coordinator for MUJ students who wish to participate in other college/university events.

I. Sponsorship for Club/Chapter events

1. All Student Clubs/Chapters need to operate with a ledger a/c with the MUJ Finance department for all kinds of monetary transactions i.e. membership fees, Event Registration Fees, Sponsorship for any event/program, Sale of any item/service/tickets/workshop, etc. **No club/chapter (including the Faculty coordinator) is permitted to collect money in any other a/c or e-wallet, cash, etc. except directly in the provided ledger a/c.**



2. A comprehensive memorandum of understanding (MoU) with deliverables from both sides is required for any sponsorship agreement with an outside agency. Before signing the Memorandum of Understanding, it must be forwarded to the MUJ legal team for review.



If any kind of complaint/allegation of harassment- mental/sexual/physical, etc., or substance abuse, ragging, etc. in any club/chapter is proved, strict disciplinary action as per MUJ policy will be taken & closure of the student club/chapter may be initiated.

Any other issue/clash of interest/dispute, etc., of any kind will be resolved by the Directorate of Student's Welfare as per MUJ rules and policies.



J. SOP for Issuing Certificates from DSW

Types of Certificates/LoA to be issued by DSW (and the signing authorities):

Type/Signed By  	Director DSW	Assistant Director, DSW	Faculty Coordinator	Club President	Judges of the Event (if, any)
For the Elected Core	YES	YES	YES	NO	NO
For the Members	NO	YES	YES	YES	NO
Event Specific Commendations	NO	YES	YES	YES	NO
For Event Participants	NO	YES	YES	YES	NO
For Event Winners	YES	YES	YES	NO	YES

1.0 Issuing of Certificates for Elected Core and Members

Step 1.1 Request and Design for Core Certificates/LoA (Letter of Appreciation) and Members Certificates must come from the Faculty Coordinator only in March every year. Printing of Certificates (if, any) to be done by the Club/Chapter (It is advised to provide e-certificates, the printout can be taken by the person receiving the certificate as per need).

Step 1.2 The list of certificates to be issued must contain student details like name, registration number, school & department, year/ semester, duration of membership/core role, gender, contact number, outlook email ID, day scholar/ hostler, etc. The list must be verified and signed by the Faculty coordinator.

Step 1.3 The list shared by the Faculty Coordinator is to be verified by the DSW Team as per the data shared by the club earlier.

Step 1.4 The certificate design and the list shared with DSW are to be approved within 2 working days. Digital signature to be shared with the Faculty coordinator.

Step 1.5 In case of physical certificates (only in case of the Director DSW, signing it), after the design and list are approved, the Certificates signed by the Faculty coordinator and others (if, any) must reach the DSW office with a printout of the list of students, signed by the Faculty coordinator.



2.0 Issuing of Certificates for Specific Commendations*

**Specific commendations include volunteering by students for any specific committees formulated for a particular event such as stage design committee, logistics committee, etc.*

Step 2.1 Request and Design for certificates of Specific commendations must come from the Faculty Coordinator along with an event report by the end of every month. Printing of Certificates (if, any) to be done by the Club/Chapter (It is advised to provide e-certificates, the printout can be taken by the person receiving the certificate as per need).

Step 2.2 The list of certificates to be issued must contain student details like name, registration number, school & department, year/ semester, name & date/ duration of event, name of committee, gender, contact number, outlook email ID, day scholar/ hostler, etc. The list must be verified and signed by the Faculty coordinator.

Step 2.3 The list shared by the Faculty Coordinator is to be verified by the DSW Team as per the event data shared by the club earlier.

Step 2.4 The certificate design and the list shared with DSW are to be approved within 2 working days. Digital signature to be shared with the Faculty coordinator.

3.0 Issuing of Certificates for Participants and Winners

Step 3.1 Request and Design for certificates Event Participants and/ or Winners must come from the Faculty Coordinator along with an event report by the end of every month. Printing of Certificates (if, any) to be done by the Club/Chapter (It is advised to provide e-certificates, the printout can be taken by the person receiving the certificate as per need).

Step 3.2 The list of certificates to be issued for MUJ students/ participants/ winners must contain student details like name, registration number, position secured, school & department, year/ semester, name & date/ duration of event, day scholar/ hostler, gender, contact number, outlook email id, etc. The list must be verified and signed by the Faculty coordinator.

Step 3.3 The list of certificates to be issued for non-MUJ students/ participants/ winners must contain details like name of participant/ winner, position secured, name & date/ duration of the event, name of institute/ organization, year/ semester, gender, contact number, email id, etc. The list must be verified and signed by the Faculty coordinator.



Step 3.4 The list shared by the Faculty Coordinator is to be verified by the DSW Team as per the attendance list of the event.

Step 3.5 The certificate design and the list shared with DSW are to be approved within 2 working days. Digital signature to be shared with the Faculty coordinator.



Annexure 1: Proposal for New Student Club/Chapter in DSW

Student Club/Chapter Proposed by:

Submitted to:

Date:

Email of the proposer:	Mobile:
Department:	
Proposed Club/Chapter Name:	
Proposed Faculty Coordinator:	
Signature of the Faculty Coordinator:	
Approval of HoD:	
Approval of Director:	
Type of Club/Chapter: Chapter/Functional Club/Departmental Club	
Nature of the Club- Chapter Technical/Socio-Cultural Chapter/Technical/Non-Technical/Cultural/Social/Sports	
Membership Fees (in INR):	Expected Number of Club Members in next 1 Year:
Number of Student Office Bearers: Mention the posts	
# A minimum of 10 Students and a faculty coordinator are required to initiate any new club/chapter. Attach the list with all the necessary details of student members, signed by all the members and the faculty coordinator.	
*Functioning and Rules and Regulations for Club Members, Post Holders, etc: The faculty coordinator is to attach a signed copy of various rules and regulations for the functioning, event management, and membership drive of the club including possible ways for action against any indiscipline by members, post holders, etc.	
** In case of a student chapter, kindly attach a brief about the parent organization and the sharing of membership fees or any other specific requirement on the part of MUJ. Document to be signed by Faculty coordinator.	



Aims and Objectives of the Proposed Club:

Objectives:

How is it different from existing Clubs? (100 Words)

What you want to achieve through this Club, with brief description of activities you would conduct? (200 Words)

Write a brief description about the financial requirements of the Club. Your proposed plans to generate funds for various club events/activities:



How Club activities are going to add value to a member student's profile?

We have read all the rules and regulations as specified by DSW about the conduction of events, management of finances, submission of bills, withdrawal of advance, etc. We agree to abide by these rules and regulations as well as any other changes made by DSW from time to time.

**Name & Signature (with Date)
(Faculty Coordinator)**

**Name & Signature (with Date)
(Student Coordinator)**

FOR DSW & OFFICIAL USE ONLY

Comments from Assistant Director (Clubs), Directorate of Students' Welfare:

- 1. Club/Chapter is unique and relevant- Yes/No**
- 2. Club/Chapter is approved- Yes/No**
- 3. Club/Chapter will require a ledger account with MUJ Finance Department- Yes/No**
- 4. Club/Chapter can start functioning from: Immediate Effect/Next Semester/After Certain Changes**

Recommendations:



Approval Director, DSW
Approval Registrar, Manipal University Jaipur

After approval, copy of the document to be shared with (receiving to be taken):

- 1. Original with DSW**
- 2. With Club Faculty Coordinator**
- 3. With Student Coordinator**
- 4. With Finance**



Annexure 2: Note Sheet Format For Financial Event Approval

DIRECTORATE OF STUDENT'S WELFARE

Student Clubs & Chapters

NOTE SHEET FOR FINANCIAL EVENT APPROVAL

Event Type: Physical

Club/Chapter Name

Presents

Name of the Event:

Date of Event:



Index

S.No.	Activity Heads	Page no.
1.	Introduction of the Event	
2.	Objectives of the Event	
3.	Beneficiaries of the Event	
4.	Brief Description of the event	
5.	Event Registration Fee Details (if any), Sponsorship (if any) & Prize money (if any)	
6.	Brochure or creative of the event (as per MUJ Brand Guidelines)	
7.	Schedule of the Event	
8.	Venue requirement details (for physical events)	
9.	Detailed Budget (Income & Expenditure) in a tabular form	
10	Details of Purchase Requirements & costs for the event (if any)	
11	Discipline and Conduct Undertaking by Club/Chapter	
12	Signatures Student Coordinator, Club President, Faculty Coordinator (with Department Name and contact number)	
13	Comments & Approvals DSW- Assistant Director and Director, DSW Registrar Office: Deputy Registrar, Registrar	
14	Other Approvals & comments (if needed)	



1. **Introduction of the Event**
2. **Objectives of the Event**
3. **Beneficiaries of the Event**
4. **Brief Description of the event**
5. **Event Registration Fee Details** (if any), Sponsorship (if any) & Prize money (if any)
6. **Brochure or creative of the event** (as per MUJ Brand Guidelines)
7. **Schedule of the Event**
8. **Venue requirement details (for physical events in MUJ Campus:** Note- Faculty Coordinator to kindly contact & book rooms/venue through concerned authority once the event is approved)
For events in Hostel Area, attach a separate approval duly signed by Chief Warden & faculty coordinator along with this note sheet.
9. **Detailed Budget** (Income & Expenditure) in a tabular form
10. **Details of Purchase Requirements** (if any)

Also, we assure you that the discipline, cleanliness, no pasting of posters on walls, gates, or windows, and the proper management of the allotted venue(s) (its furniture, assets, and arrangements) will be taken care of i.e., the faculty coordinator & the student coordinator. We will follow MUJ brand guidelines for any kind of promotion of the event on social media. We are solely responsible for any kind of issue coming out of our social media posts for the event. We will make sure that the content we are posting on social media is duly moderated and is not controversial in any sense. In case of any irregularity mentioned above or otherwise during the event, DSW will not permit us to conduct any event in the next 2 semesters. Also, any property damage will be charged and to be paid from the Club's/Chapter's ledger.

This is for your kind perusal and approval so that we can go ahead with the proposed event. Kindly also permit us to do all the monetary transactions involved i.e., collection of any amount or payments of any kind, through the ledger account of our club/chapter with the MUJ Finance Department.

Thanks & regards,

Name & Signature
(Year, Reg. Number, Department)
Student Coordinator

Contact Number

Signature
Dean
FoE/FoA/FoMC/FoD/FoS/FoL
Note:

Name & Signature
(Department)
Faculty Coordinator

Contact Number



- 1. Any financial event proposal must be approved at least 25 working days prior to the event. In case of purchase requirements around or above INR 10,000/- (including taxes), the proposal must be approved at least 30-35 working days prior to the date of the event.**
- All monetary transactions are to be done ONLY using the link provided by the MUJ Finance Department. No cash or individual account transactions.
- GST on Registration Fees for non-MUJ students will be applicable.
- Once the event is complete, email the post-event report to **Dr. Sanchit Anand** (sanchit.anand@jaipur.manipal.edu) as per the format shared with you all (and attach the scanned copy of the approval and the event poster) so that the event details are updated on MUJ Website.
- Submit the report of the event within 7 working days to DSW. Please follow the format provided by Q&C. **For the report Geo Tagged photos and signed attendance sheets of the participants- counter-signed by the faculty coordinator, are mandatory. No new event permission will be approved for the club until the report is approved by DSW.**
- Clear all bills and finance-related work within 10 working days with the MUJ finance department.
- Once the event is approved by the concerned authorities, the scanned copy of the approval will be shared with the club, faculty coordinator, and if required the Finance and Purchase department.

Comments & Approvals

Assistant Director, DSW

Director, DSW



**MANIPAL UNIVERSITY
JAIPUR**

Deputy Registrar, MUJ

Registrar, MUJ

If required, comments from

Finance Department

Purchase Department



**MANIPAL UNIVERSITY
JAIPUR**

Admin Office for Room/Venue Booking (or Concerned Authority)

Chief Security Officer (CSO)



**Annexure 3: Note Sheet Format For Non-Financial Event
Approval**

DIRECTORATE OF STUDENT'S WELFARE

Student Clubs & Chapters

NOTE SHEET FOR NON-FINANCIAL EVENT APPROVAL

Event Type: Physical

Club/Chapter Name

Presents

Name of the Event:

Date of Event:



Index

S.No.	Activity Heads	Page no.
1.	Introduction of the Event	
2.	Objectives of the Event	
3.	Beneficiaries of the Event	
4.	Brief Description of the event	
5.	Brochure or creative of the event (as per MUJ Brand Guidelines)	
6.	Schedule of the Event	
7.	Online Platform to be used for the event & Event Link (If any)	
	Discipline and Conduct Undertaking by Club/Chapter	
	Signatures Student Coordinator, Club President, Faculty Coordinator (with Department Name and contact number)	



MANIPAL UNIVERSITY JAIPUR

11. Introduction of the Event
12. Objectives of the Event
13. Beneficiaries of the Event
14. Brief Description of the event
15. Brochure or creative of the event (as per MUJ Brand Guidelines)
16. Schedule of the Event
17. Online Platform to be used for the event & Event Link (If any)

Also, we assure you that we will follow MUJ brand guidelines for any kind of promotion of the event on social media. We are solely responsible for any kind of issue coming out of our social media posts for the event. We will make sure that the content we are posting on social media is duly moderated and is not controversial in any sense. In case of any irregularity mentioned above or otherwise during the event, DSW may not permit us to conduct any event in the next 2 semesters.

This is for your kind perusal and approval so that we can go ahead with the proposed event.

Thanks & regards,

Name & Signature
(Year, Reg. Number, Department)
Student Coordinator

Contact Number

Name & Signature
(Department)
Faculty Coordinator

Contact Number

Note:

8. **Any Non-financial event proposal must be approved at least 07 working days prior to the event.**
9. No printed note sheet is required for non-financial online events.
10. Email the event details to Dr. Sanchit Anand (sanchit.anand@jaipur.manipal.edu) as per the email format shared and attach this note sheet as well as the event poster, so that event details are updated on the MUJ Website.
11. Submit the report of the event within 7 working days to DSW. Please follow the format provided by Q&C. **No new event permission will be approved for the club until the report is approved by DSW.**



Comments & Approvals

Assistant Director, DSW

Director, DSW

Deputy Registrar, MUJ

Registrar, MUJ