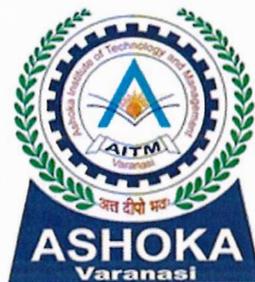


# Ashoka Institute of Technology and Management Pahariya, Sarnath, Varanasi-221007 (U.P.)

(Affiliated to Dr. A.P.J. Abdul Kalam Technical University & Board of Technical Education, Lucknow)  
(Approved by AICTE & PCI, New Delhi) AKTU-641

## STUDENT ACTIVITY CENTER (SAC) POLICY

(Effective from 2017 – Updated on 11/08/2023)





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## SAC POLICY

S. NO.	PARTICULARS	PAGE NO.
1.	Introduction	
2.	<b>Societies under SAC</b> i. Cultural & Fine-arts wing ii. Sports Wing iii. Technical wing iv. Literary Wing v. Community Services Wing	
3.	<b>Advisory Board of the Student Council</b> i. Director of the Institute ii. Director of Pharmacy iii. Principal of ASB iv. Dean Student Welfare v. SAC President vi. SAC Vice-President	
4.	<b>Executive Council</b> i. The SAC President & Vice-President ii. Chairpersons of Respective Wings	
5.	<b>Electoral procedure</b> i. Screening of Student Candidates ii. Eligibility Criteria iii. Interview iv. Termination of the Candidates v. Selection of Student Representatives	
7.	Code of conduct for selected Students	



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8.	<b>Duties of office bearers</b> i. Duties of Dean (SW) ii. Duties of SAC President iii. Duties of SAC Vice-President iv. Duties of Chairpersons v. Duties of Faculty Coordinator vi. Duties of Student President vii. Duties of Secretary viii. Duties of Vice Presidents ix. Duties of Student Representatives	
9.	Organizing major events i. Co-Curricular Activities ii. Extra-Curricular Activities	
10.	Financial Aspects	

## Student Activity Centre

Student activities make a positive impact on the environment of any Institution as these are dedicated to helping students develop their personality, perception, learning and attitude. There are many ways for students to get involved on campus so, in Ashoka Institute of Technology & Management, we have formed Student Activity Centre (SAC) which serve as a connection point for the students. The main aim of SAC is to complement the academic experience of our students with extra-curricular programs that promote social and personal development. Our members advise and assist our student groups in planning various programs. This cell adds set of valuable learning experiences for students & faculty. These centers can cover a wide range of interests and activities, such as sports, arts, cultural activities, community service, academic interests, hobbies, and more.



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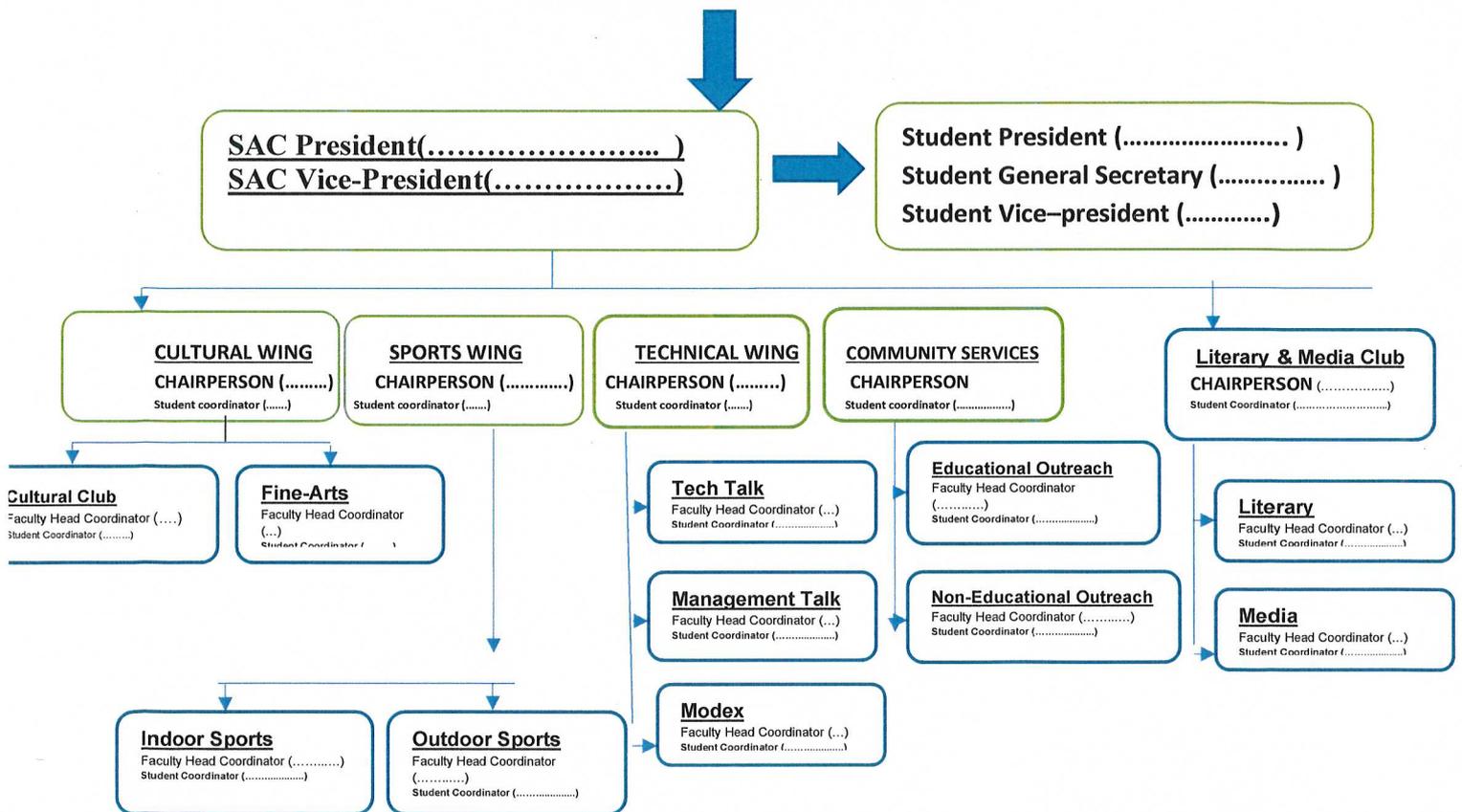
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The purpose of the **Student Activity Center** is to enrich the student experience by offering opportunities for social interaction, skill development, leadership experience, and the exploration of new interests. They often organize events, workshops, competitions, outings, and other activities to engage members and contribute to the overall campus community.

## STRUCTURE OF SAC





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## THE ACTIVITIES OF SAC

The activities of SAC are organized under five wings, each wing focusing on one major aspect of campus life:

### Activity Perform by Cultural Wing

#### **Cultural**

- To organize the major cultural event of the year – the 6 day long annual festival “ABHYUDAY.
- To conduct Inter-Hall competitions in Music and Dance, Video photography and editing etc.
- To organise the cultural events like “DANCING, SINGING, FASHION SHOWS, MIME, BAND and many more competitions throughout the years.
- In this club Dance activities has performed dances, focusing on creating, adapting and linking a range of dance actions. These were inspired by a variety of subjects, including some traditional, social and historical dances.
- The club organizes different shows on different themes, competitions, Inspirational and awareness plays and skits to highlight the emerging talent of the young generation which will enhance their confidence.

#### **Fine-arts:**

- This club enables students to reach their maximum creative potential. It provides a platform where students can be able to display their innovative ideas.
- This club includes various constructive Art & Craft activities that involve cooperation teamwork as well as problem-solving abilities.
- This will help in persuading activities artist & creative interacts with club members. Crafts that require drying require waiting! This is a great lesson for students to demonstrate self-control and patience.
- Things might not go exactly as we hoped! Crafts are a great way to promote flexibility in their career.



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- To organise the fine-arts events like “Rangoli”, Best Out of Waste, Wall Painting and many more competitions for the creativity enhancement of students.

### Activity Perform by Cultural Wing

#### **Literary & Media:**

- To promote and encourage extracurricular activities of students in the areas of creative writing, poetry, quizzes, extempore, debates etc.
- To publish newsletter twice in a year that serve as forums for views on a variety of issues, mostly related to campus life besides reporting student activities in diverse fields.
- To conduct Inter-Hall competitions in literary.
- To conduct an Induction Programme for fresh students.

### Activity Perform by Sports Wing

#### **Sports Wing:**

- The club has been created with the motive of developing the spirit of sportsmanship. It motivates and encourages students to take part in various state and National level sports.
- This club will develop team spirit, punctuality and time management skills in our students.
- This also helps in providing a future planning approach and setting their goals. Sports club allow youth to build self-esteem as they learn to trust in their own abilities, receive encouragement and praise from coaches and parents, and learn to accept constructive criticism.
- They learn leadership, teamwork, problem-solving, responsibility, self-discipline, and a sense of initiative.
- To administer games and sports activities on a day to day basis, and to organize the Annual Sports Meet.
- To conduct Inter-Hall tournaments.
- To organize coaching of students in various disciplines of games and sports.
- To organize Seminars, Workshop, training camps etc. on sports, games & related areas.



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## Activity Perform by Technical Wing

### Technical Society:

- To promote and encourage the interest of the students in developing working devices and physical models and to conduct the Model Exhibition.
- To promote and encourage computer-based activities including creative software, graphics-based models, games and other challenging applications, and to organize competitions in this area.
- To promote and encourage technical innovation and entrepreneurship among students by organizing seminars, training workshops and awarding prizes.
- To conduct Inter-Hall competitions in technical events.
- To arrange lectures by eminent speakers on emerging areas of science and technology.
- To promote the process of opening student chapters of professional bodies in the Institute.
- To induct fresh UG and PG students into technical activities in a friendly manner.

## Activity Perform by Community Services Wing

- The main goal of the society is to educate the community about oral health.
- The committee should try to hold at least one event and one meeting per month.
- To promote and advertise the mission of the event in your area.
- To conduct large events & competitions to raise awareness.



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## DUTIES OF OFFICE BEARERS

### Duties of SAC President:

- To serve as Rector of SAC and ensure that all activities are moving smoothly.
- To guide chairpersons of SAC on different activities.
- To approve purchases and cash advances as per Institute rules.
- To inspect the SAC office and ensure that proper discipline is followed including attendance of staff, maintenance of records and availability of information.
- To ensure transparency of administration and monitor dispersal of SAC information among faculty and students.
- To standardize rules and procedures, produce booklets and web site pages on rules and procedures and to ensure that they are widely distributed.
- To supervise the above activities and ensure that activities are as per SAC calendar.
- To ensure that SAC creates and maintains a truly multicultural environment based on team spirit and mutual respect among all.

### Duties of Vice-President:

- Overall coordination of SAC activities and events.
- To plan activities and progress of SAC.
- To provide expert advice in conducting major events and purchase of goods and services.
- To promote hobbies of the students and encourage students to actively take part in various competitions organized at Institute and by outside agencies.
- To interact with the students for overall growth of SAC.
- To run the office of the SAC.
- To act as Executive Head of SAC with the power of HOD.
- To supervise election of SAC.
- To divide responsibilities among chairpersons and co-ordinator.



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### **Duties of chairpersons:**

- Work out annual plan of events and the expenditure incurred there on.
- To prepare, obtain approval of SAC and publish the annual calendar of the society.
- Encourage the students for participation in the activities of the respective societies and promote the interest of the students.
- Guide and advise the students from time to time. Conduct the meeting of the society at least once a month to review the progress of various activities.
- Take lead role if the society is conducting major events. Select teams for participation in competitions organized by both Institute as well as other institutes.
- One of the conveners will be nominated by President to serve as office in –charge who will manage SAC office and make facilities available to all users.
- One of the conveners will serve as Publicity in-charge who will organize display of posters, circulation of notices, display on notice board and manage the SAC pages in Institute website.
- To organize Institute Day and award of certificates.

### **Duties of Co-Curricular Activities Heads:**

- Coach and guide students on sports/cultural / literary/artistic/ technical/Innovation and Village Out activities.
- Organize coaching camps for interested students in different sports/cultural/literary/artistic/ technical/Innovation and Village Out.
- Organize inter-hall competitions, record results and ensure that prizes & certificates are awarded promptly.
- Act as custodians of stores used in day-to-day practice or competitions.

### **Duties of Students President & General Secretary:**

- To serve as bridges between the Institute administration and the larger student community.



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- To carry out events under the supervision of the student's President and higher authorities.
- To ensure team spirit and a multicultural environment in all activities.
- To monitor and support the growth of all societies.

### Duties of Students Co-Ordinator:

- To take a lead role in planning, coordinating and executing major programmes/events of the concerned society.
- To motivate students for the larger benefit of society.
- To act as a bridge between Heads of the society and the student community.
- To protect the interest of the concerned society.

### FINANCIAL ASPECTS

#### **The SAC Budget**

The institute's authority may approve the SAC budget from time to time, depending on the request raised by the chairperson of the council and approved by the SAC President. The respective societies may collect sponsorships, and the sponsorship funds may be utilized for conducting various events.

The approved budget and the collected sponsorship fund may be deposited into a separate SAC account through which the funds may be withdrawn for conducting the approved events by following the hierarchy mentioned below:

1. The club's student coordinator will raise the request to conduct the event along with a budgetary proposal.
2. The president of the council will go through the proposal and discuss it with the Faculty Coordinator of the concerned club.
3. The Faculty Coordinator of the club will forward the request to the SAC President for approval.
4. The SAC President forwards the request to the Authority for forwarding to the Director of the institute





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## SAC (STUDENT ACTIVITY CENTER)

### FACULTY COMMITTEE LIST

S.N O	CATEGORY	FACULTY NAME	DEPARTME NT
1.	PRESIDENT SAC	Dr Sharmila Singh	MBA
2.	VICE-PRESIDENT SAC	Er. Arvind Kumar	CSE
<b>CULTURAL WING</b>			
3.	<b>CHAIRMAN CULTURAL WING</b>	Mr. Pankaj Srivastava	CSE
4.	Cultural Co-Ordinator	Mr. Manu Kr. Singh	EE
		Ms. Sakshi Mishra	B. PHARM
5.	Fine-Arts Co-Ordinator	Ms. Aditi Singh	B. PHARM
		Mrs. Adiba Tabbasum	T&P
<b>LITERARY &amp; MEDIA WING</b>			
6.	<b>CHAIRMAN LITERARY &amp; MEDIA WING</b>	Mrs. Pallavi Singh	MBA
7.	Literary Co-Ordinator	Mr. Awanish Srivastava	B. PHARM
8.	Media Co-Ordinator	Dr Uzma Javed	T&P
<b>SPORTS WING</b>			
9.	<b>CHAIRMAN SPORTS WING</b>	Er. Maneesh Singh	ME
10.	Sports Co-Ordinator Outdoor	Mr. Lait Kumar	ECE
		Mr. Surendra Kushwaha	EE
11.	Sports Co-Ordinator Indoor	Mr. Tushar Patel	CE
		Mrs. Preet Kaur	B. PHARM
<b>TECHNICAL WING</b>			
12.	<b>CHAIRMAN TECHNICAL WING</b>	Er. Avinash Prasad	B. PHARM
13.	Co-Ordinator Technical (Management Talk)	Dr. Roshni Jaiswal	MBA



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14.	<b>Co-Ordinator Technical (Tech Talk)</b>	Mrs. Kavita Patel	<b>CSE</b>
15.	<b>Co-Ordinator Technical (Modex/Tech events)</b>	Mr. Amit Jaiswal	<b>ME</b>
<b>COMMUNITY SERVICES WING</b>			
16.	<b>CHAIRMAN COMMUNITY SERVICES</b>	<b>Mr. Somendra Kr. Maurya</b>	<b>B. PHARM</b>
17.	<b>Co-Ordinator Community Services (Educational Outreach)</b>	Mr. Pradeep Maurya	<b>APPLIED SCIENCE</b>
18.		Mr. Ramesh Singh	<b>ADDMISSIO N CELL</b>
19.	<b>Co-Ordinator Community Services (Non-Educational Outreach)</b>	Mrs. Priti Rai	<b>MBA</b>



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### STUDENTS COMMITTEE LIST

<b>PRESIDENT (Mimansha - B. Pharm 4<sup>th</sup> yr.) -</b>			
<b>GENERAL SECRETARY (Suraj Chauhan- EE 4<sup>th</sup> Yr.)</b>			
<b>Vice-President Girl (Insha Shahid- MBA 2<sup>nd</sup> Yr.)</b>			
<b>Vice-President Boy (Harsh Yadav- B. Com 3<sup>rd</sup> Yr.)</b>			
<b>Club Name</b>	<b>Branch</b>	<b>Contact</b>	<b>Signature</b>
<b>CULTURAL &amp; FINE-ART WING</b>			
<b>Nidhi Singh (Chairperson of Cultural &amp; Fine Arts)</b>	BT 3 <sup>rd</sup> Yr.	6386562126	
Yash Singh (co-ordinator cultural)	B. Pharm 4 <sup>th</sup> yr.	8604662423	
Stuti Srivastava (co-ordinator cultural)	CSE 2 <sup>nd</sup> yr	8808096022	
Vaibhav Dwivedi ((co-ordinator cultural)	B. Pharm 3 <sup>rd</sup> yr.	7985420464	
Vidisha Verma ((co-ordinator cultural)	CSE 2ND Yr.	9336172343	
Vishnu Kumar (co-ordinator Fine Arts)	MBA 1 <sup>st</sup> Yr.	6393821881	
Vipashyana Upadhyay (coordinator Fine Arts)	CSE 2 <sup>nd</sup> yr	8468088369	
Kushagra (Member fine-arts)	BBA 2nd Yr.	9598505885	
<b>LITERARY &amp; MEDIA WING</b>			
<b>Ramanand Mishra (Chairperson)</b>	B. Pharm 4 <sup>th</sup> yr.	7068138860	
Naureen Parveen (co-ordinator literary)	MBA 2 <sup>nd</sup> yr.	9696024415	
Saumya Keshari (co-ordinator literary)	MBA 1 <sup>st</sup> yr.	9335537461	
Stuti Srivastava (co-ordinator media)	CSE 2 <sup>nd</sup> yr.	8808096022	
Srishti Pandey (co-ordinator media)	BBA 2 <sup>nd</sup> yr.	8299392551	
<b>SPORTS WING</b>			
<b>Mithilesh Kumar Rai (Chairperson)</b>	MBA 2 <sup>nd</sup> yr.	9792961327	
Praveen Kumar (co-ordinator outdoor)	Civil 3 <sup>rd</sup> yr.	7081424564	
Simran Singh ((co-ordinator Indoor)	AI/ML 2nd Yr.	7380352484	
Ankit Kumar (Co-ordinator Sports)	BBA 2 <sup>ND</sup> Yr.	9547298576	
<b>TECHNICAL WING</b>			
<b>Malay Vishwakarma (Chairperson)</b>	CSE 3 <sup>rd</sup> yr.	8471059969	
Priyanshu Upadhyay (co-ordinator tech talk)	EE 3 <sup>rd</sup> Yr.	9935013600	
Vishal Chauhan (co-ordinator tech talk)	ECE 3 <sup>rd</sup> Yr.	9120688923	



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Swami Charan Singh (co-ordinator mgt talk)	MBA 2 <sup>nd</sup> Yr	8318180062	
Allen Denis (co-ordinator Modex)	BT 3 <sup>rd</sup> Yr.	6394426837	
<b>COMMUNITY SERVICES WING</b>			
<b>Himanshu (Chairperson)</b>	B. Pharm 3 <sup>rd</sup> Yr.	8739042051	
Astha Kumari (co-ordinator educational outreach)	EE 3 <sup>rd</sup> yr.	8004418661	
Deepak kr. Singh (co-ordinator non-educational)	MBA 2 <sup>nd</sup> Yr	8252093607	
Anshika Rai (co-ordinator non-educational)	B.com 3 <sup>rd</sup> yr.	7905105920	



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**SAC BUDGET**

No. \_\_\_\_\_

Date \_\_\_\_\_

**Subject: SAC Budget for financial year \_\_\_\_\_**

The Annual Budget For SAC For The Financial Year..... Is Presented for the Kind Approval Of the Director.

Description	Institute Sanction	No. Of Events	Expected Expenditure	Surplus/Deficit
SAC Office Expenses				
Cultural & Fine Art Wings				
Literary & Media Wing				
Sports Wing				
Technical Wing				
Community Services Wing				
Miscellaneous expenses				
Total				

\_\_\_\_\_  
President (SAC)

