



Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel STANDARD OPERATING PROCEDURE FOR COUNCIL OF STUDENTS [COST]	No.	AIKTC/SOP/COST/01
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1. PURPOSE: To facilitate students all round development by conducting sports, cultural and technical, and other applicable events; commemorating national and international days of importance.

2. SCOPE: All Schools of Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel.

3. RESPONSIBILITY: i) Controller

ii) School-level coordinators

iii) Department level coordinators

4. DEFINITION:

Technical Events: The events that contribute to the technical skills development of students.

Cultural Events: The events that contribute to the social development of students.

Sports Events: The events like cricket, football, volleyball etc.

Bonhomie: An annual event of AIKTC comprising of Cultural, and Sports events.

Fuerza: An annual event of AIKTC comprising of Technical events.

Other Applicable events: Student Induction Programme, Parents meeting, Felicitation etc.

5. ABBREVIATION: AIKTC Anjuman-I-Islam's Kalsekar Technical Campus,

COST- Council of Students [Centre for Students Affairs]

6. PROCEDURE:

6.1 The COST Controller selects Students' Council through on the spot essay followed by a panel interview. Simultaneously, the COST Controller prepares office order for event coordinator (Sports, Cultural & Technical) for the current academic year.

6.2 After Director's approval the office order is issued to Event Coordinators/ Event Sub-Coordinator/Non-Teaching Staff.

6.3 The office order contains a short detail of the event and responsibilities assigned to all the coordinators and sub-coordinators with their names, contact numbers and venue. It also contains the student event coordinator's name and contact number.

6.4 Office order also contains details of all the different teams/committees made for the smooth conduction of BONHOMIE & Fuerza (Technical, Cultural, and Sports Events). The Teams/Committees are: Finance & Accounts Committee (Budget and Bills Settlement). Goods and Services Procurement (Stores), Inauguration Ceremony Arrangement, Ground Maintenance, and Preparation, Discipline Committee (Campus). Hospitality, Stage, and Canopy. Sound and Light Arrangement, Seating Arrangement, Documentation, Photography, Valedictory Ceremony, etc. Any other committees as required.

6.5 The COST Controller conducts a preparatory meeting (BONHOMIE) with the newly appointed Student's Council.

6.6 They discuss and plan the budget for the upcoming event (Bonhomie, Fuerza & Days of Importance).

Center Controller

Director



**Anjuman-I-Islam's
Kalsekar Technical Campus, New Panvel**

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6.7 The Controller prepares it with the help of the Finance Committee with reference to the previous budget.

6.8 The budget is presented for management's approval through the Director/Dean. It should be completed one month before the actual event dates. It means the budget preparation and getting it sanctioned activity should be started 2 months prior to the actual event.

6.9 Director/Dean decides the Chief Guest and other guests for the inauguration and valedictory functions.

7.0 All the Student Council members are responsible to carry out the entire event with the assistance of the COST Controller and Core Coordinators.

7.1 The Students of the selected council should come to the college as and when called by the Director/Dean/COST Controller for the arrangement of different programs (that do not clash with their ongoing exams).

7.2 All the event coordinators and their aids should submit borrowed or unused gear or accessories, etc. to the stores after the event.

7.3 National/international Days of importance, Other applicable events are to be observed/celebrated/conducted by assigned faculties of respective departments under the guidance of COST Controller.

7.4 Event Calendar and Office order will be issued for National/International Days of importance.

7.5 To adhere to NAAC and NBA requirements via planning, execution of events, and submitting reports/related documents to the undersigned.

7. TARGET:

7.1 To reach out to the maximum number of students of AIKTC to make them participate in all possible events and make events successful in all respect.

8. REFERENCES:

8.1 Office Order vide No. AIKTC/Admin/2023/40 dated 31/03/2023

9. RECORDS:

9.1 Minutes of Meetings conducted.

9.2 Reports of various programs and events.

9.3 Notices, Office Orders, Schedule, charts etc

Center Controller

Director