

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH
BERHAMPUR



STUDENTS ACTIVITY COUNCIL (SAC)

IISER-BPR

CONSTITUTION DOCUMENT 2023

Preface

SAC stands for **S**tudents **A**ctivity **C**ouncil, Indian Institute of Science Education and Research Berhampur (IISER-BPR), established in August 2017. SAC empowers students' voice and functions as bridge between students and administration of the institute. It works for the betterment of student life on campus, and ensures overall character development, communal spirit, and also works on student health and wellness. SAC follows the idea of unity in diversity.

The student community is the backbone of the institute. Majority of the students joining IISER Berhampur are young undergraduate students. At this stage of life, apart from academic education and technical apprenticeship, a wholesome character development is essential. SAC has been formulated to promote healthy environment for academic excellence and nursing of talents in extracurricular activities. SAC is responsible for overall mental and physical wellbeing of student community and spreading awareness towards the same. The student community is expected to be a microcosm, where students can acquire essential life skills. SAC is expected to promote that.

Governing body of SAC is an elected body. President is the chairperson of SAC. The SAC councils; Sports Activities Council (S-SAC), Cultural and Social Activities Council (C-SAC), Science and Career Development Council (SC-DC), Disciplinary Council (DC), and Senate Representatives (BSMS, and PhD) are expected to coordinate with students for all student related activities and issues in close coordination with the President SAC and Dean Academic Affairs (for academic issues) and Dean Student Affairs (for all Student issues). SAC, through the DC is also expected to inculcate discipline and ensure a healthy campus life free from all kinds of harassments, ragging etc.

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Constitution Amendment Rules:

The constitution can be revised once in year just prior to elections. Regarding the same, suggestions will be availed from student community by president SAC in coordination with DoSA through Google form.

The revision should be centralized towards planning and execution of SAC activities for creating platform for student's better future and cultivating extracurricular talent.

The section of constitution where revisions are advised by student body shall be discussed in student's general body meeting in presence of Dean Student Affairs and Dean Academic Affairs. The revised version of constitution shall be renamed as SAC followed with year, for example SAC ver-2019.

All the revision should be approved by current SAC president, and DoSA.

All versions of constitutions shall be kept in records in DoSA office and on the student website on the institute for reference.

Every version of draft shall be shared with entire community of IISER Berhampur that includes students, faculties and staff.

Definitions and shorts:

- Director: The director of IISER BPR
- DoSA: Dean of Student Affairs
- DoAA: Dean of Academic Affairs
- Student Senate: Elected Student Representatives in SAC
- Institutional Senate: The senate at institutional level, it involves three student representatives from student senate.
- Institutional Senate Representative: Elected members UG (BSMS and IPhD 1st-2nd year), PG (IPhD 3rd-5th year and PhDs) and President SAC.
- President: Chairperson of SAC and student senate
- Acting President: Council Secretary who shall bear the responsibilities in absence of president.
- Secretary: The signatory authority of council
- Vice Secretary: The club coordinator bearing responsibilities as secretary in absence of secretary.
- Coordinator: The signatory authority of club
- Councils: Stands for Sports Council (SC), Cultural and Social Activities Council (C SAC), Science and Career Development Council (SC-DC) and Disciplinary Council (DC).
- SR-UG: Senate representative UG (All programmes below doctoral level)
- SR-PG: Senate representative PhD
- Club: The sub council functioning under the councils.
- General Body: All the registered students of IISER BPR
- General Body Meeting: Meeting of students in which all registered students can participate and discuss the issue of importance.
- Core Committee: Organizing committee members of particular activity or event of SAC
- SAC advisors: Dean of Student Affairs, Dean of Academic Affairs and two more faculties
- Class and Department representative: Elected student representative for respective class or department.

1. DoSA:

The Dean of Student Affairs facilitates management of all aspects related to student community. Students' hostels, mess facility, security, transportation, medical facilities and counselling are directly operated under guidance of DoSA. The office of student affairs is concerned for students' well-being and quality campus life. DoSA is official boss to SAC and SAC operated activities. DoSA can oversee all student activities at any point of time.

2. President:

President is the head of SAC. All the council of SAC functions directly under president. President will be communicating with councils, general body, sponsors and institute authorities through email sac@iiserbpr.ac.in. All the proposals from SAC councils and minutes of council meeting should be signed by president. President is the communication bridge between institute administration and students in large.

Responsibilities and rights of the president of SAC:

- Along with DoSA, president will be the co-signatory for cheques associated with SAC bank account. Signatures of both president SAC and DoSA are necessary for withdrawing money from SAC bank account. Money cannot be withdrawn from bank account until unless the proposal for the same is having approval from DoAA/ Director.
- Fund for council activities should be first approved by president SAC, without that nothing can be done.
- If president SAC is on leave than acting president can sign the document or otherwise president can digitally sign the document where document can be shared through email copy to DoSA.
- President will be kept in cc for all the emails sent from various councils functioning under SAC.
- President can call/organize general body meeting as and when required. ➤ In case of NOTA wins in re-election than president will be signatory authority for the council/president can nominate any candidate from general body as acting secretary.
- Will be presiding over student senate meeting.
- Will be representing student body in institutional senate meeting along with SR UG and SR-PG.
- Will be public relation officer on behalf of students to represent student community outside the institute.

3. SAC Councils and units:

SAC consists of five councils: Students- Sports Activities Council (S-SAC), Cultural and Social Activities Council (C SAC), Science and Career Development Council (SC-DC) and Disciplinary Council (DC), and Publications and Outreach council (POC). Each of these councils are headed by a Secretary, an elected member of SAC through SAC election (see Section 6). The Secretary after taking up the position will create a new council of five members. The council members will help the Secretary run the council.

The SR UG and SR-PG shall be having some responsibilities equivalent to council secretaries.

A. Students-Sports Activities Council (S-SAC)

Sports activities council will have designated office. All the sports items, equipment and appliance will be kept in sports office store room.

Responsibilities of S-SAC:

Communication: SAC secretary will communicate with all students, faculties, staff and sponsors through official email ID: ssac@iiserbpr.ac.in for each and every matter concerned to sports activities. Sports secretary shall be accountable for every communication made through sac email ID.

Coordination: SAC secretary will be responsible for establishment of coordination between different clubs functioning under S-SAC.

Organization: S-SAC team (representative of different club and secretary SAC) will be responsible for management and organization of regular sports activities and tournaments. There should be at least one intra IISER tournament per semester. The most important tournament for that SAC is responsible is Inter IISERs Sports Meet (IISM).

Clubs under S-SAC

Athletics club; Volleyball club; Basketball club; Cricket club; Chess club; Table-tennis club; Badminton club; Tennis club; Carom Board club, Kabaddi club, and Kho-Kho club, Football club, walkathon and marathon club, e-games club and Gymkhana club.

Activities run under respective club will be coordinated by club coordinators. There will one coordinator for each club. The club coordinator can be the one who is regular in activities/games played under respective club. Best player will be serving as club coordinator with verbal concern from club members. If a club coordinator is not able to pursue the job than duties should be assigned to some other member of the club.

In absence of club coordinator secretary SAC will be automatically be the coordinator for that particular club.

B. Cultural and Social Activities Council (C-SAC):

The council shall oversee organization of various cultural activities in institute.

Responsibilities of C-SAC

Communication: C-SAC secretary will communicate with all students, faculties, staff and sponsors through official email ID: csac@iiserbpr.ac.in for each and every matter concerned to organization of cultural and social activities to sports activities. The secretary C-SAC shall be accountable for every communication made through C-SAC email ID.

Coordination: C-SAC secretary will be responsible for establishment of coordination between different clubs functioning under C-SAC.

Organization: C-SAC team (representative of different club and secretary C-SAC) will be responsible for management and organization of regular cultural and social activities inside the campus. The Fest Team will be responsible for organization of annual cultural fest. The fest team coordinator shall communicate through fc@iiserbpr.ac.in

Clubs under C-SAC:

Drama club, Music club, Village Development Activities Club (V-DAC), Dance-Club, Literary club,

Activities run under respective club will be coordinated by club coordinators. There will be one coordinator irrespective of gender. Club coordinator should regular participate in club activities. Best performer/well in coordination can serve as club coordinator with verbal concern from club members. If a club coordinator is not able to pursue the job than duties should be assigned to some other member of the club.

C. Science and Career Developmental Council (SC-DC)

The elected secretary will be official head for SC-DC, who shall be responsible for proper functioning of council activities. He/she will be communicating with all students, faculties, staff and sponsors through official email ID: scdc@iiserbpr.ac.in and shall be accountable for each and every communication made through the email ID.

Sub Councils under SC-DC

(1) Science Sub Council (SSC)

(2) Placement Sub Council (PSC).

There will be two independent vice secretaries for each of the sub council functioning under SC-DC and will be acting as official head for respective sub council.

SSC:

SSC shall be responsible for organization of invited lectures pertaining to science. The activity shall be perused in coordination with Dean R&D/DoAA/faculties/club coordinator for various clubs functioning under SSC.

Conducting peer's tutorial classes for juniors where senior batch students will teach to juniors as per their comfort zone.

Clubs under SSC: The head SSC shall be responsible for proper function of club activities

- I. Chemistry Club
- II. Biology Club
- III. Physics Club
- IV. Mathematics Club

PSC:

PSC shall be responsible for calling of companies in the campus for student's placement for summer training or job.

Organization of student's talk where students who has been selected in premier fellowship programme or being placed in companies shall be sharing their experience.

Clubs under PSC

- I. Computing and Networking Club: The club coordinator for should have through knowledge of web designing.
- II. Alumni Club: All the alumni shall be joining this club as club member. The club coordinator shall be responsible for annual alumni meet as and when required.
- III. Placement Cell: The coordinator of the placement cells shall oversee all the available opportunities of placement. Senior most and experienced student should be club coordinator.

"NUCLEUS" the science fest will be conducted by fest team independently. The secretary SC-DC can invigilate on going activities of fest at any point of time through calling a council meeting or can ask for the same through email.

D. Disciplinary Councils (DC):

DC shall be responsible for maintaining discipline in the institute at various levels.

Communication: DC secretary will communicate with all students, faculties, and staff through official email ID: dc@iiserbpr.ac.in. The secretary DC shall be accountable for each and every communication made through council email ID.

Coordination: For any action related to maintaining discipline in the institute shall be communicated through DC.

Organization: The DC team constitute of CR, DR, HR, and Mess Committees. The team will be headed by secretary DC.

The secretary DC shall be coordinating with various sub organization within SAC and to institute administration for various matter concerned to students discipline and counselling. DC along with president SAC will be representative for ICSC and standing committee for prevention of suicide and wellness of students.

Secretary DC shall be in direct contact with institutional health centre and security to oversee emergencies.

Any new rule by institute related to students mess and hostels and class shall be directly through DC. If, secretary DC is not following the protocol than DoSA shall oversee the seriousness of the issue.

The following organization shall report directly to DC. In absence of DC, president SAC should be reported for the same. If DC is not able to handle the issues than president or DoSA shall oversee the same.

The Mess Committee, CR and HR and DR will be directly reporting to DC for every cause of action they pursue in institute.

Secretary DC will be member of ICSC and Institutional standing Committee on prevention of suicide and promotion of wellness and he/she shall oversee student's psychological wellness both within the campus and outside the campus.

Mess Committee:

Shall oversee mess menu and food quality. If food quality is not good, then necessary action can be taken involving DC into the matter. Mess contractor shall be decided in consultation with mess committee members. The same should be done in presence of DoSA and DC. Mess presidents shall be communicating with mess users through dedicated email ID dininghall1@iiserbpr.ac.in and so on.

CR/HR/DR will be representative of respective sections and will be reporting issues to DC as and when required. Secretary DC will not interfere in activities of mess committees, HR, DR and CR until unless help is sought.

E. Publications and Outreach Council (POC):

POC includes the following three bodies:

1. Epistem (Student magazine)

Epistem is the student magazine of IISER Berhampur. It aims to inform, educate and entertain. Besides satisfying these roles, Episteme aims at inculcating awareness about popular happenings in the arena of Science and about the research activities undertaken by the students and faculties of the institute. The Editorial team should comprise of students in primary roles, and one or more faculty members in advisory roles. S-POC will constitute the Editorial team in consultation with the DoSA.

2. Stream (Science fest)

Stream, the science fest, is expected to be an outreach activity conducted by the various science clubs. Event every year, a one or two day event is expected to bring students from neighbouring schools for various activities. Stream committee will be constituted fresh for every edition by the S-POC as and when required, in consultation with the DoSA. Faculty advisors will include all HoDs / FICs, and Associate Dean / Coordinator Student Affairs.

3. Village Development Activities Club (V-DAC)

This club pursue activities for empowering the youth in villages near to institute and spreading social awareness towards current global affairs.

- The club will be operating a donation cell for collection left over cloths and household items from community members. The collected items shall be donated to village personal in need.
- Club shall organize teaching class for students studying in schools near to institutes.
- Spreading awareness to village personal about various government schemes for maximum benefit.
- Apart from the core team, S-POC and one or more faculty advisors will run the activities of the club.

4. Jigyansa (a science outreach group)

Jigyansa is a special club under POC, founded by a group of students who wanted to spread scientific temper in Odia language to better reach the target community in Odisha. The group will function with relative independence. The core team will be elected as the leaders in the group decides. But time to time, will coordinate with the S-POC for synergy with the SAC. It will also conduct its events with endorsement and approval of DoSA / Associate Dean / Coordinator SA. One or more faculty advisor will be assigned to this group for mentoring.

F. Senate Representative-UG:

- The SR-UG shall be coordinating between UG students and academic office for addressing academic issues.
- The issue can be related to teaching infrastructure (including classroom, reading room, library etc.), course structure, exam or class time table.
- SR-UG can raise the student's voice to institute senate to oversee the content of academic rules and regulations.
- SR-UG will be responsible for online registration of the institute to various web portals of state departments providing fellowships.
- Shall oversee students issues related to fellowship and contingency.
- Shall be communicating through sr-ug@iiserbpr.ac.in

G. Senate Representative-PhD:

- The SR-PG shall be coordinating with academic office at the time of admission of new students.
- Shall be the contact person between academic office and students where he/she shall be expressing point of views on behalf of PhDs students.
- Shall be attending all the meetings called by student president SAC/student senate or chairperson institutional senate.
- Shall be responsible for academic counselling of PhDs
- Shall communicate with institute and funding agencies on behalf of students to resolve fellowship related issues.
- Shall coordinate with PSC for placement related activities
- Shall be communicating through sr-pg@iiserbpr.ac.in

4. Student Senate: The legislative and governing body of SAC

President

Secretary DC

Secretary SC-DC

Secretary S-SAC

Secretary C-SAC

Secretary POC

Senator UG-affairs

Senator PG-affairs

5. SAC representation in Institutional Senate Meetings (ISM)

President SAC along with SR-PG and SR-UG will be special invitee for institutional senate meetings. President SAC should send the name of elected SR-UG/SR-PG to registrar office for enlisting their name for institutional senate meeting.

President SAC will be presenting students concerns to institutional senators during senate meeting. If required, issues can be submitted to registrar/DoSA/DoAA ahead of meeting through discussion in senate meeting.

6. Election committee:

The election committee (EC) shall be responsible for fair and smooth conduct of the elections. Soon after declaration of election results, EC will stand dissolved. Election results will be declared and forwarded to all the students, staff and faculties by DoSA. Results of election should be signed and approved by EC. Member of EC cannot contend for election. The EC shall be coordinating through its email ID sac@iiserbpr.ac.in for commencement of election.

Members of EC

1. DoSA (Chairperson)
2. DoAA
3. Faculty Advisor-1 (preferably computing background)
4. Faculty Advisor-2
5. President SAC
6. Secretary DC

Computer Centre Staff (one person), nominated by the Faculty Advisor-1 will assist in conducting the election.

Elections:

Stage-I: General Elections: General election will take place for following 7 posts. All the registered students (BS-MS, IPhDs and PhDs) shall select the candidate of their choice through voting. For contending in general election candidate should be from 2nd year or above.

1. President
2. Secretary SAC
3. Secretary C-SAC
4. Secretary SC-DC
5. Secretary DC
6. Senate Representative (SR)-UG
7. Senate Representative (SR)- PG

Eligibility Criteria

1. Minimum CPI 6.50 for president, secretary SC-DC, secretary DC, secretary SAC secretary C-SAC, SR-UG and SR-PG.
2. Candidate should not have any back log in any subject/discipline 3. Candidates with academic warning/probation or any criminal record with registered/past FIR cannot contend for any post in SAC.

Election Guidelines:

1. Contenders have to submit their nomination to EC by email (ec@iiserbpr.ac.in). Candidate is required to submit latest grade card, and institute ID card along with the election form.
2. There will be formal written exam and all the candidates should pass it (pass mark shall be 40%). The exam will be all about SAC constitution and general information's about the institute. Question paper will be formulated by member EC.
3. EC will invite nominations from students, 10 days prior to the day of election. In next 7 days candidates can file their nominations. Than next two days will be availed for candidates to think if they wish to take their nomination back.
4. Candidates will not be allowed to use official email ID for asking vote from fellow students.
5. If candidate is not turning for campaigning session, there will be no additional campaigning sessions and election will go as planned.
6. Soon after filing the nomination candidate can do campaigning from 6 pm to 10 pm by physical presence. On social media campaigning can be done at any time point.
7. There will be public campaigning session. In this session contenders will give short speech and basically they will be speaking about aims and agendas. Followed to that there will be 10-minute time during that general body can ask questions.
8. Election can be postponed in case of natural calamities or Director's decision, if it happens so.

Stage-II: Confined election

Confined election will be conducted by SAC. EC will not be responsible for confined election. Nomination for confined election shall be filed to president SAC. In absence of president, the acting president will take over the job. If students are ready than confined election can take place verbally in open meeting in presence of warden/DoSA/President SAC.

Post for confined elections: Candidate contend ending for confined election should have minimum 6.00 CPI with no back log.

Department Representatives: BS-MS (3rd year, 4th year and 5th year); IPhD (1st and 2nd year); PhD & IPhD: Total 6 post

Class representative: BS-MS (1st year, and 2nd year); PhD (1st year): Total 3 posts.

Mess Committee: There will be maximum 6 mess representative for one mess. Maximum two candidates from a batch can join the mess committee. There will be one mess coordinator and one mess president and the 6 candidates will decide for the same among themselves.

Hostel representative: There will be one hostel representative for each hostel and the same will be selected from mess committee respectively.

Re-election/Transfer of the post to new president:

1. If selected candidate has left the institute or he/she is no more part of the institute than president shall resume the post automatically.
2. If candidate reigns from the post than president shall resume the post automatically.
3. If the entire candidate fails in written exam than president shall resume to post automatically.
4. If only one candidate is contending for general election than NOTA should be >45 % to reject the candidate. If same happens than president will resume the post automatically.
5. If NOTA happens on president post than existing president will re-conduct the election.
6. If NOTA happen twice, except for president post than newly elected president shall resume all the NOTA post automatically.
7. If NOTA happens twice for president post than old president shall resume the post, but in the situation where previous president is in final year or their study or not willing to continue than DoSA shall recommend name of candidate as president SAC.

Oath ceremony and transfer of duties:

Soon after declaration of the results the candidates selected through general elections are officially resuming the post for which they are selected. Existing office bearers; the president SAC, SR-UG, SR-PG and council secretaries have to transfer email passwords to newly elected candidates within 48 hrs.

Within one week of the results, previous president will organize oath ceremony during that DoSA shall make the newly selected candidates to take the oath and sign the oath documents. Certificates of office bearer in last SAC shall be provided by DoSA.

Soon after the oath ceremony office order of student senate shall be released by DoSA to all community members.

For NOTA post new president will be taking oath for the time period,

Impeachment of SAC office bearer:

- a) Candidate produces wrong information relating to candidature deemed for post eligibility.
- b) Evidence of involvement in women harassment/ragging activities.
3. Evidence found for drugs abuse.
- c) Guilty proven by DoSA/DoAA/Director matter relating to academics/discipline

d) Involved in financial corruption during organization of SAC activities.

7. Annual fests (SAC councils):

S-SAC-Inter IISER Sports Meet (IISM; Annual Sports Fest)

C-SAC: Kyrat (Annual Cultural Fest)

SC-DC: STREAM (Annual Science Fest)

DC: Institutional Night (Annual Get Together Activity)

Fest Committee:

Advisors: DoSA, DoAA, two faculties, current and previous president, council secretary.

Team: 6 members (2 PhDs and 3 BSMS and 1 IPhDs students): The most experienced student will be coordinator of the team. The coordinator will be responsible for all arrangements and management of the fest. Coordinator will be selected by advisers. If required additional volunteers can be part of the team. Team shall be selected 3 months prior to the fest.

If PhDs and IPhDs has not filed the nomination for team member than the due member can be selected from BS-MS.

Coordinator (fest convener) of the fest shall be communicating for sponsorship (not the institutional fund, for that secretary shall be signatory authority) outside the institute. President SAC and DoSA should be aware of the same.

All other activities other than fest which are designated under the council shall be conveyed through respective council secretary.

8. SAC activities funding:

- Two separate bank account – for SAC fund, and for Sports fund, to be maintained for the corresponding funds.
- The primary source of the funding will be allocated institutional and SAC fund.
- Fine collected from students/mess caterers shall be deposited to SAC bank account.
- Sponsorship can be availed for organization of annual fest designated to respective council. Fest convener shall be approaching to sponsor. The communication should be made through emails and the same should be informed to DC or DC should be kept in cc for all the email conversation. All sponsorship related communication and accounting will happen through the office of DoSA. A sponsor's contribution will be received in the SAC account. DoSA will approve all sponsorship.

- Student contribution can be source of funding but it will be choice of student to donate or not to donate.
- Fest T-shirt/product sell designated to fest activity shall go to account of fest.
- All the expenses from the SAC account on cultural events should be transparent and the details should be shared with all the students through the website.

9. Honoraria:

There will be nominal monthly Honoria for candidates selected through general elections (it will not be applicable to candidates selected through confined elections).

1. President = INR 1000/-
2. Secretary SAC= INR 500/-
3. Secretary C-SAC= INR 500/-
4. Secretary SC-DC= INR 500/-
5. Secretary DC = INR 500/-
6. Senate Representative (SR)-UG = INR 250/-
7. Senate Representative (SR)- PG = INR 250/-
8. Mess President= INR 500/- (as special case based on work load)

SAC email contacts:

Office	Office bearer	Emails
SAC	President	sac@iiserbpr.ac.in
S-SAC	Secretary	ssac@iiserbpr.ac.in
C-SAC	Secretary	csac@iiserbpr.ac.in
SC-DC	Secretary	scdc@iiserbpr.ac.in
DC	Secretary	dc@iiserbpr.ac.in
SR-UG	Representative	sr-ug@iiserbpr.ac.in
SR-PG	Representative	sr-pg@iiserbpr.ac.in
Dining Hall	Mess President	dininghall@iiserbpr.ac.in
Fest Committee	Coordinator	fc@iiserbpr.ac.in

SAC activities calendar:

Name of the Activity	Tentative Dates
S-SAC	
Mini Marathon	Last Week of August (week end)
Freedom Walk	15 th August
Intra IISER tournament- Indoor games	Soon After Mid Semester Recess (Sem-I)
Intra IISER tournament- Outdoor games	Soon After Mid Semester Recess (Sem-II)
Annual Marathon	First week of January
C-SAC	
Independence Week Activities	Second Week of August
Republic Day/Open Day Celebration	26 th January
UDAAN	Soon After Mid Semester Recess (Sem-I)
Holi Celebration	Weekend Close to Holi
Diwali Celebration	On the day of Diwali

Kite Festival	Makar Sankranti
Onam	Week end near to Onam
Ganesh Pooja	As per schedule of Ganesh Chaturthi
Agomoni	As per community schedule
Lohdi	Weekend near to Lohdi
Eid Celebration	Weekend near to Eid
Best out of waster	On public holiday
Plantation Day	15 th August
SC-DC	
Students Annual Conference	Any day in March
NUCLEUS (Annual Science Fest)	Any day in March
Science Day	28 th February
DC	
Fresher's Intro (1 st year and 2 nd year)	15 th August evening
Personal Counselling Brain Storming Session	Frist two weeks of August
Teachers Day Activities	5 th September
Fresher's Party	Last Week of October
Farewell Party	Soon After of End Sem Exam (Sem-II)
Pre-Major Course Selection Counselling	Before End Sem Exam (Sem-II)
Women's day Activities	8 th March
Non Violence Day Activities	2 nd October
Community Night (Institutional get together)	31 st January