



Club Conduct & Guidelines

Student's Activity Council (SAC)

Indian Institute of Science Education and Research Berhampur

ver-2026





भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान बरहमपुर
Indian Institute of Science Education and Research Berhampur
Established by the Ministry of Education, Govt. of India

Introduction

These guidelines establish standards for effective functioning, accountability, and collaboration among all clubs under the Students' Activity Council (SAC) of IISER Berhampur. They promote professionalism, transparency, and inclusive participation in all club activities.

All student-run clubs must adhere to specific requirements. This document unifies their operations for greater efficiency and serves as a key reference for faculty advisors, Coordinator Student Affairs (CSAs), club coordinators, and SAC secretaries. It also addresses dispute resolution, fund usage, and inclusivity.

This document may be amended annually in consultation with the Dean of Student Affairs, with the updated version named accordingly (e.g., "Club Conduct and Guidelines ver 2027").

Clubs under C-SAC:

Shadjam (Music Club), Callixto (Fashion Club), Yavanika (Drama Club), Flagro (Art Club), Pixophiles (Photography Club), Clapperbox (Videography Club), Angika (Dance Club), Athena (Literature Club), Tarqam (Debate Club), Abha (Queer Club), Chitrakatha (Film Club)

Clubs under SC:

Chemshala (Chemistry Club), La Vida (Biology Club), 137 Inverse (Physics Club), Project Spiral (Mathematics Club), Vasudha (Geology Club), Lovelace (Tech Club), Naxatra (Astronomy Club), QCell (Quiz Club), Oasis (Ecology Club), Verdad (Philosophy Club).

Clubs under POC:

Village Development Activities Club (V-DAC), Jigyansa (Bilingual Science Outreach Club), Prayas (Village Education Initiative).

Club Conduct and Guidelines ver 2026 drafted by: Anwesa P. Nayak and Abhishek Pati @2026

*This document is a comprehensive collection of General rules and guidelines to be followed by all clubs. Regardless of the guidelines mentioned here. Rules and guidelines specified in the hostel and campus rule book, as well as other disciplinary documents issued by the institute, would take precedence. **Dean, Student Affairs'** decision on all club activities will be the final and binding.*



I. GENERAL GUIDELINES

1.1 Participation and Collaboration

- i) Collaboration: Clubs are strongly encouraged to collaborate with other clubs, councils, and external institutions to organise interdisciplinary programs and events.
- ii) External Representation: When representing IISER Berhampur at intercollege or external events, members must maintain the highest standards of conduct, professionalism, and integrity, serving as ambassadors of the institute. Failing to do so may result in disciplinary action.
- iii) Communication: All collaborations and external representations must be communicated to the respective council (Science/Cultural) in advance.

1.2 Consistency and Engagement

- i) Mandatory Events: Each club must organise events throughout the academic year, including:
 - o One major signature event annually.
 - o One collaborative event annually.
- ii) Social Media: Clubs must maintain a strong social media presence, with at least three posts per month to promote activities and engage the student community.
- iii) Inclusivity: Clubs must ensure inclusivity by involving students from all academic programs and batches.

1.3 Organising a Club Event:

- i) Seeking Approval:
 - o Event Proposal Submission: A complete event proposal and note sheet must be submitted at least 15 days prior to the scheduled event.
 - o Approval Flow:
Respective Council (C-SAC / SC-DC/POSAC) → President, SAC → Faculty Advisor → CSA (Culture/Science)/Dean Outreach → DoSA / A-DoSA
 - o While Faculty Advisors (FAs) advise on and endorse the event's plan overall, SAC Representatives are required to endorse both the event plan and its budget.
 - o All necessary permission related to the event, like venue booking, vehicle requirements, etc., to be communicated prior to the event.
- ii) Conducting an Event:
 - o The Event must be announced in advance by mail to the entire student body, ensuring visibility and sufficient participation.
 - o The Event must start and end on time. The Venue must be cleaned and left in its previous condition.
 - o All club items must be used responsibly and returned to the inventory after the completion of the event.
- iii) Event Report Submission: After every event, the club coordinators/council secretary will submit a comprehensive event report (including photos, participation data, feedback, and punctuality) to the president within 7 days. The President will sign it and forward it to the respective CoSA. The report will also have a brief description of the event. This will be submitted to the SA office. The office will maintain files for every club. **Financial approvals will be given based on the last event's report. Funding and permission may be denied if the last report is unsatisfactory.**



1.4 Expectations from Club Coordinators:

- i) Coordinator Responsibility: Coordinators must remain active, responsive, and professional in all meetings and communications with their respective councils.
- ii) Tenure: Club coordinators can step down only at the start of a semester (January or August) to ensure fixed tenure and smooth functioning. Exceptional cases can be considered, a decision to be taken by the respective CSA and the President SAC
- iii) Club Property: Each club almirah is equipped with two keys—one held by the respective council and the other by the club coordinator—with the latter bearing full responsibility for any loss. Coordinators are required to maintain a detailed, up-to-date register of all items and consumables procured with SAC funds, and to document promptly every new purchase, repair, or maintenance task. Furthermore, it is the collective duty of club coordinators and their respective CSAs to ensure the proper storage and safekeeping of these assets in designated spaces. Please be advised that strict accountability is essential; any reported misuse of items will result in immediate disqualification from future purchase approvals.
- iv) Credentials and Inventory: Club credentials (email ID and other platforms) and Inventory are the responsibility of the coordinator, who must ensure they are passed on responsibly.
- v) Punctuality: Punctuality, preparation, and professionalism are expected at all club activities and meetings.
- vi) Club Inventory Guidelines: Each club can establish its own inventory management guidelines, tailored to the specific nature and usage of its inventory. These protocols must be developed in consultation with the respective Faculty Advisors and the Secretary; once finalised, they must be strictly adhered to by all club members to ensure proper maintenance of resources.

1.5 Safety Regulations

All club coordinators and the organising team must ensure strict adherence to campus safety regulations during all club activities. Any activity/ behaviour that violates institute's safety policies should be addressed promptly by the respective CSAs and President SAC. The CSAs (and President SAC) should coordinate with the Security office in this regard.

II. GUIDELINES FOR CREATIVE WORK

(Includes guidelines for all forms of creative work, including content, design, videography, etc.)

2.1 Conduct and Fair Practice

- i) Alterations: A creative work must not be altered or modified without the creator's prior knowledge or permission. If changes are necessary, the creator must be consulted before the work is made public.
- ii) Rejection or Replacement: If a creative work is rejected or replaced, the creator must be informed during the process, not after the new content is released. In case of rejection, The creator's work stays with them, and they retain the right to reproduce it elsewhere.
- iii) Missed Deadlines:
 - o If a designer fails to meet a deadline without informing the coordinator or providing a valid reason in advance, the club/event head may switch to another designer.
 - o Any previous work created by the replaced designer must not be used once they are replaced.



2.2 Compensation for Merch Design Work

Designers contributing to club or event merchandise must be acknowledged for their effort. Clubs are encouraged to compensate designers—either through free merchandise or discounted items, depending on available resources.

2.3 Sustainable Designer and Developer Pool

Coordinators should avoid repeatedly recruiting designers and developers already engaged with 3–4 clubs or events to prevent overburdening and burnout.

Efforts should be made to distribute design work among a broader pool of students, encouraging inclusivity and providing newer designers and developers with the opportunity to gain experience.

III. PERMISSION FOR EVENTS

3.1 General Rules:

- i) Any event (collaborative, non-collaborative, online, or offline) requiring funds or permissions must have prior approval via email to the respective council.
- ii) Unfunded events require an official email only.
- iii) Funded or externally sponsored events require both an official email and a detailed note sheet.
- iv) For **club consumables** requiring repeated procurement, clubs may allocate a separate budget once per semester, distinct from their standard per-semester club budget. The list of items and proposed budget shall be recommended by the Faculty Advisor, with procurement executed accordingly upon approval. The Dean of Student Affairs (DoSA) shall make the final decision.
- v) All approvals must be routed only through the respective council, keeping the Faculty Advisor and assigned council members in CC.
- vi) Clubs must not contact administrative offices directly.
- vii) Requests related to Transport, Security, Health Centre, Wardens, Sports, or Venue will be forwarded by FA/CSA Culture/CSA Science/DoSA to the concerned authorities.
- viii) When communicating with or confirming external sponsors, the CC must include C-SAC / SC-DC/POSAC, President SAC, CSA (Culture/Science), and DoSA.
- ix) Budgets are determined based on the available SAC funds for the current academic year. The SAC President must develop the allocation plan and establish budget caps in consultation with the DoSA. The plan will dictate the maximum spending limits for various club activities, including events, inventory purchases, and equipment repairs.
- x) All clubs under SAC will be required to submit a budget proposal for the year. At the start of every semester, the clubs shall submit the objectives of the club for the current semester and descriptions of the activities planned by it. The following will help maintain a student's activity calendar and ensure better budget distribution.

3.2 Event Reporting and Feedback

- i) Feedback Circulation: Clubs must circulate the feedback form link, provided by the respective council, to participants within 24 hours of the event's conclusion.
- ii) Evaluation: Collected feedback will be reviewed by the council to evaluate performance and identify areas of improvement.



iii) Funding Eligibility: Submission of event reports and feedback is mandatory for future funding eligibility.

IV. CLASSROOM / VENUE BOOKING

- i) Approval Requirement: Event venues, classrooms, or auditoriums must be booked only after receiving official approval from the respective council.
- ii) Booking Procedure: Booking requests must be sent to the respective Secretary (keeping the Faculty Advisor in CC at least one week prior to the event. Clubs must not contact administrative or facility offices directly.
- iii) Discipline and Cleanup: Clubs are responsible for maintaining discipline, cleanliness, and order. Venues must be restored to their original condition within 24 hours after use.
- iv) Damages: Any damage to institute property will result in fines and disciplinary action against the responsible members or club.

V. FINANCIAL ACCOUNTABILITY AND PRIZE MONEY USAGE

5.1 Financial Guidelines

- i) Financial Discipline: All SAC-funded activities must follow strict financial discipline.
- ii) Record Keeping: All expenses must be recorded in the official Google Sheet maintained by the respective council (Cultural or Science).
- iii) Note Sheet Deadline: Note sheet must be submitted at least 15 days prior to the scheduled event.
- iii) Funding Thresholds:
 - o For sample notesheet: please refer to Annexure I & Annexure II.
 - o For expenses above ₹5,000, GST bills are mandatory.
 - o Transaction history must be provided for expenses above ₹3,000.
- iv) Bill Submission: Original bills/receipts addressed to IISER Berhampur (with date and invoice/bill number) must be submitted to the President, SAC, within one week of the event.
- Material Sales: Any SAC-funded materials or items sold by a club must be reported to the respective Secretary, and a portion of the proceeds will be credited back to the SAC fund.
- v) Non-Compliance: Non-compliance may result in suspension of future funding or recovery of funds from the concerned coordinator.

5.2 Prize Money Usage

- i) Usage Restriction: Prize money received through SAC funds must be used solely for the stated event or competition purposes.
- ii) Unused Funds: Any unused or leftover prize amount must be returned to the SAC account.
- iii) Prohibition: The use of prize money for non-event or personal expenditures is strictly prohibited.
- iv) Documentation: Proper documentation of prize distribution, winners' details, and related bills must be maintained and shared with the respective council.
- v) Prize money distribution is subject to meeting a **minimum participation** requirement.
 - For "Group Events" - 5 groups
 - For "Individual events" - 10 individuals

Type of Event	1st position	2nd position	3rd position
Group Events (1st,2nd and 3rd)	2500	1500	1000
Group Events (1st and 2nd)	3000	2000	certificate
Individual Events	1500	1000	500

VI. CODE OF CONDUCT AND DISPUTE RESOLUTION

6.1 Code of Conduct

- Expectations: All members are expected to exemplify respect, teamwork, and professionalism while fostering a positive, discrimination-free environment across all club activities. By intentionally designing programs that celebrate diversity, the council ensures an inclusive atmosphere where every participant, regardless of background, feels genuinely welcome and valued.
- Accountability: Misconduct, financial irregularities, or violation of institutional ethics will lead to disciplinary action as per institutional regulations.
- Transparency: Coordinators and council members must maintain a cooperative and transparent working relationship, ensuring that all decisions, finances, and collaborations are communicated promptly.
- Resource Misuse: Misuse of resources or funds is prohibited.
- Credit: Credit must be given to all contributors for their work.

6.2 Dispute Resolution

In case of a dispute between clubs:

- Mutual Resolution: The clubs must first attempt to resolve it mutually.
- Escalation: If unresolved, it can be escalated to the President and Secretary of SAC.
- Final Review: If still unresolved, the issue may be taken up with the respective Faculty Advisor and DoSA for final review.

Praveen P. Nayak
 17/04/26
 Secretary, CSAC

Sha
 17/4/26
 Secretary, SCDC

N. Saami
 17/4/26
 Secretary, POC

Abhinav
 17/4/26
 President, SAC

[Signature]
 17/4/26
 CSA, Culture

Rahul Sharma
 17/04/26
 CSA, Science

[Signature]
 21.04.2026
 Dean, Student Affairs



Annexure I (Fund Requirement below 25,000/-)

Date: DD.MM.YYYY

Subject: A subject line

Respected Sir,

A small description of the event and plan outline

(Must include details like date of event, venue, expected participation etc.)

The tentative budget of the event is as follows:

Categories	Expenses	Purpose

We request you to grant us the permission to withdraw ____ from SAC fund, which will help us to organize this event smoothly.

Coordinator

Submitted for your kind approval

Faculty Advisor

Secretary, SC/CSAC/CDC/POC

President, SAC

CSA, Science/Culture/Welfare

Approved

Dean, Student Affairs



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Annexure II (Fund requirement of 25,000/- or above)

Date: DD.MM.YYYY

Subject: A subject line

Respected Sir,

A small description of the event and plan outline

(Must include details like date of event, venue, expected participation etc.)

The tentative budget of the event is as follows:

Categories	Expenses	Purpose

We request you to grant us the permission to withdraw ____ from SAC fund, which will help us to organize this event smoothly.

Coordinator

Submitted for your kind approval

Faculty Advisor

Secretary, SC/CSAC/CDC/POC

President, SAC

CSA, Science/Culture/Welfare

Dean, Student Affairs

Registrar

Approved

Director