



# INDIAN INSTITUTE OF TECHNOLOGY ROPAR

## (Student Affairs Section)

### Activity Approval Form (Outside Institute)

1.	<b>Student Details</b>					
	Name	Designation	Entry No.	Contact	Email	
2.	<b>Student Organisation details</b>					
	Name of the Board:			Name of the Club:		
3.	<b>Event Details</b>					
	Name	Organizing Institute	No. of Students participating	Dates	Time	
	Brief description of event (Attach Invitation / separate sheet for more details)					
4.	<b>Source of Fund:</b> Institute / HEF/SAF/Other.....					
5.	<b>Budgetary Requirements</b> (if required, detailed description of required budget may be attached)					
	<b>Item (s)</b>	<b>Details</b>			<b>Amount</b>	
	Registration fee					
	Accommodation					
	Food charges					
	Travel					
	Others					
	Misc.					
	<b>Total Estimated amount</b>					
Advance Amount (if required):						
I / we hereby declare that I / we carefully read the instructions mentioned on overleaf and we will abide by all the instructions.						
					Club Representative/Mentor	
Board Gen. Secy. / President SC						
7.	<b>Recommendation of Faculty Advisor</b>					
	Signatures					
8.	<b>FOR THE USE OF SA SECTION ONLY</b>					
	i)	Funds allocated for the Club / Board for this FY :	Rs.	_____		
	ii)	Funds utilized by the Club / Board in this F / Y :	Rs.	_____		
	iii)	Funds available as on date	:	Rs.	_____	
	iv)	Advance (as per entitlement)	:	Rs.	_____	
Dealing Assistant (SA)		Jr. Supdt / Supdt. (SA)		AR / DR (SA)		
Approved / Not approved						
Asso. Dean / Dean (SA) / Director						
Entered at page No. _____, S.No. _____ of _____ register on date _____.						
					Dealing Assistant (SA)	

## Instructions

1. Request should be submitted to SA section well in advance i.e. 15 days before the date of start.
2. Approvals for all activities/participations under a board for an event will be taken in one run only.
3. All payments should be made through online / cheque or electronic payment mode only.
4. Details for expenditure will be supplied with the Settlement / Reimbursement / TA forms.
5. All Settlement / Reimbursement bills will be submitted with original GST bills.
6. For TA claim(s), all participants will have to submit separate TA form with supporting document(s). In case of common bill(s) / ticket(s), others participants can use photocopy of bill(s) / ticket(s).
7. Settlement / Reimbursement of bills will be done through SA section within 10 working days of completion of activity in one run only. Bills on individual basis will not be entertained.
8. A daily activity report with photographs should be sent to PRO office and SA Section for website.
9. A detailed activity report with photographs should be submitted to SA section (through Email) along with Settlement / Reimbursement / TA forms. Bills will be processed on submission of this brief activity report.

I / we hereby declare that I / we read above instructions carefully and we will abide to follow all above instructions.

Club Representative/Mentor

Board Gen. Secy.

### **IIT Ropar Student Extra Curricular Activities Account Student Amenity Fee (SAF)**

1. Maximum 90% of the annual Student Amenity Fund (SAF) can be utilized from the collected fee in an academic year.
2. In case of non utilization of the fund during an academic year, after keeping the SAF of that year reserved along with previous reserve, up to 10% of the total fund available as on date may be given (if required) in the succeeding academic year on recommendation from student council and approval of Dean SA.
3. Students will deposit the Amenity Fee along with the Institute fee to the Institute. Then it will transfer to Student Affairs, after which it will be further distributed into different boards / heads.
4. The Student Amenity Fee will be divided as per a meeting of Dean SA, ARSA and President Student Council at the start of Academic Year. If no such meeting is conducted, the following will be the division:
  - a. BOCA – 30% (from this amount, 50% for Zeitgeist Annual Cultural Fest and 50% for other cultural activities and equipment).
  - b. BOST – 25% (50% fest + 50% other technical clubs related activities and equipment)
  - c. BOSA – 20% (Fest, Inter Year / Inter team Tournaments)
  - d. BOLA – 10% (Activities and equipments)
  - e. ISMP – 5%
  - f. Miscellaneous – 10% (As per discretion of Dean, SA)

Financial requirements of other clubs & their activities (including Fitness Club, SPICMACAY, Snehita Well- being Cell and ODAC) / Misc. Activities can be approved by Dean SA after recommendations from respective faculty in charge, ARSA and President Student Council.

5. For organizing major events such as Cultural Fest, Technical Fest and Sports Fest, the students will generate a minimum 50% of the budget approved from SAF through sponsorship to utilize the fund as mentioned in item number 4.
6. For each purchase, Admin/Financial approval of Dean SA through faculty Advisor is required.
7. Institute reserves the right to make amendments in the policy and fee at anytime.

Dean SA / Associate Dean SA at his / her own discretion can change the structure / allocation as per requirement.