

STUDENTS' UNION

**BIRLA INSTITUTE OF TECHNOLOGY &
SCIENCE, PILANI**

PROCEDURE MANUAL

SECTION I (a): THE OASIS CHARTER

SECTION I (b): THE APOGEE CHARTER

SECTION II (a): MAJOR CATEGORY

1. Stage Controls – Backstage, Lights, Soundz
2. Controlz, CCTV
3. Publications & Correspondence
4. Sponsorship & Marketing
5. Reception & Accommodation
6. Art & Decoration, Planning & Publicity
7. Photography, Paper Evaluation & Presentation
8. Jhankar, ARBITS
9. English Press Club, Hindi Press Club
10. English Drama Club, Hindi Drama Club
11. CRAC, ELAS, Hindi Activities Society
12. Music Club, Dance Club

13. Informalz, Security

1. Each elected H-Rep / D-Rep shall be assigned any one of the 13 groups in the MAJOR category after ensuring that he is not an official member of the Dept(s) / Club(s) present in that group. The assignment shall be done through draw of lots.
2. The Ex-Officio member shall conduct the drawing of lots in presence of the council members and the CRC.
3. The allotments will have to be made within one week from the date on which the Union Council was formally constituted.
4. The list of H-Reps / D-Reps and their respective groups shall be displayed within 24 hours from the time of allotment.
5. In case vacancy / vacancies arises due to removal/resignation/physical inability of the H-Rep(s) / D-Rep, the remaining H-Rep(s) / D-Rep shall elect person(s) from among themselves, by a simple plurality of votes, to fill the aforesaid vacancy / vacancies till the same are filled constitutionally. This shall be done in presence of the Union Council members and the CRC.

SECTION II (b): INVENTORY MAINTENANCE

1. The H-Rep /D-Rep shall be responsible for maintaining an inventory of all property owned by the department(s) /club(s) under his purview.
2. The H-Rep / D-Rep shall update this inventory on a fortnightly basis before and after OASIS / APOGEE.
3. During OASIS / APOGEE he shall update the inventory on a daily basis.
4. The Inventory StuCCAn/ CoStAAAn (General Secretary) shall receive an update of all inventory lists whenever the H-Rep / D-Rep undertakes an update of the list.
5. The H-Rep / D-Rep shall have to keep a record of all inventory lists and relevant documents pertaining to changes in the inventory throughout the semester. The record shall also mention the reasons for increase/decrease in the inventory items.
6. Every update of the inventory list shall have to be countersigned mentioning the date by the head of that organization (StuCCAn, CoStAAAn, Club Sec etc.)
7. The Inventory StuCCAn/CoStAAAn and the Council member in charge and the organization head shall be answerable for any losses or discrepancies in the inventory.

8. In case of items which are lost or missing due to negligence of the member(s) of that organization, the Union shall ensure proper reimbursement through their mess bills.

SECTION II(c): SEMESTER REPORT

1. A semester report shall be brought out by the President and the General Secretary every semester and displayed on all mess notice boards by the third week of November in case of I semester and third week of April in case of II semester with an allowance of three days of grace.
2. The semester report shall include an explanatory break up of :
 - a. Opening balance of the central pool account
 - b. Revenue generated through Union activities (sponsorship, sale of souvenirs, registration fees etc.)
 - c. expenses of clubs and departments
 - d. expenses of the Union Council, EC, CRC etc
 - e. miscellaneous expenses (railway registration trips, Cactus Flower etc)
 - f. Union dues payable by the GBM individually with a detailed split up of the dues.
3. This report shall serve the purpose of providing prior information to the GBM regarding dues payable to the Union and hence failure to display this report shall be a flagrant violation on the part of President and the General Secretary.
4. The H-Reps and D-Rep shall be responsible for receiving complaints against discrepancies in the semester report from their respective electorates and ensure that necessary action is taken. They shall be answerable to the Electorate for the same.

SECTION III (a): BILL PASSING PROCEDURE

1. The elected H-Rep/D-Rep shall receive from the CRC a set of BILLS RECEIVAL BOOKS after they formally constitute the Council. A sheet of this book shall contain at least four parts namely A, B, C, D whose format shall be formulated by the CRC. The BILL CODE generated by the CRC shall be printed on each of these sheets and shall be unique for each sheet. The number of parts shall be changed by CRC if needed.
2. The President and the General Secretary shall receive from the CRC a set of PASSING SLIPS after they formally constitute the Council whose format shall be formulated by the CRC. The PASSING SLIP CODE shall be generated by the CRC and shall be unique for each slip.

DUTIES OF THE H-REP:

1. To make entries for all the forwarding letters and the bills received from the organizations (department/club/Union/EC etc) assigned to him after receiving / notification

2. To fill the sheet of the appropriate **BILLS RECEIVAL BOOK** in the format which has been specified by the CRC.
3. To write the **BILL CODE** of the sheet they had filled on the backside of the bills and the forwarding letter.
4. To hand over part D to the person submitting the bill.
5. To detach part C and forward the same along with the bills and forwarding letter to the head of Clearance Cell constitutionally.
6. To ensure that the process for decision making mentioned in the Constitution is followed.
7. To send part B to the organization head after the decision regarding bills has been taken by the Clearance Cell.
8. To retain part A with him for future reference / verifications

DUTIES OF THE HEAD OF CLEARANCE CELL:

1. To receive the bills from H-Rep along with part C and the forwarding letter and notify the H-Rep regarding bills and forwarding letters submitted directly to him.
2. To ensure that proper **BILL CODE** is written on the bills and forwarding letter.
3. To make a proper decision regarding the amount to be granted constitutionally.
4. To retain all the bills for which decision has been postponed and the bills which were not cleared by the Clearance Cell.
5. To fill in the **PASSING SLIP** in the format specified by the CRC.
6. To write the appropriate **PASSING SLIP CODE** on the backside of the bills.
7. To forward the **PASSING SLIP** and appropriate bills to SWD within three days for approval.
8. To retain the copy of **PASSING SLIP** and part C for future reference / verifications.
9. To ensure that the organization head has received part B.

DUTIES OF THE CRC NOMINEE:

1. To ensure that correct BILL CODE is written on the bills and the forwarding letter.
2. To assist the head of Clearance Cell to the fullest of his/her capabilities for taking a proper decision constitutionally.
3. To maintain records pertaining to decisions taken, amount granted etc. strictly in the format specified by the CRC.
4. To inform the CRC members of about the decisions taken and notify regarding the PASSING SLIPS to be collected from the ACCOUNTS OFFICE for the purpose of verification.

NOTE:

- a. The word H-Rep used in this section also refers to D-Rep.
- b. Violation of any of the clauses in SECTION III (a) shall be a flagrant violation of the Procedure Manual.

SECTION IV: PROCEDURE FOR DISTRIBUTION OF SOUVENIRS

1. The General Body Members shall be informed of the prices of all souvenirs through notice at least one day before the requisition for placement of orders.
2. On arrival of consignment, it shall be compared with the quality of sample pieces brought for the purpose of placement of orders. In a Union Council meeting called for this purpose, at least two thirds of the Council members present shall have to approve that the quality of consignment is in conformation with the quality of samples. This shall be done after informing the General Body members about the meeting.
3. The CRC shall have the right to change formats of ordering for Souvenirs (T-Shirts, Sweatshirts, Caps etc.) and their respective distribution modalities / billing modalities.

SECTION V (a): AMENDMENTS TO THE PROCEDURE MANUAL

1. Any amendment to the Procedure Manual shall be initiated by at least 80% of the total Union Council / by at least one third of the General Body members / by the CRC. A signed memorandum to this effect has to be submitted to the ELECTION COMMISSION.
2. The above mentioned referendum shall be constitutionally valid if at least a simple majority of the General Body members vote.
3. The above mentioned referendum, if constitutionally valid, shall be deemed to have been passed if supported by at least two-thirds of the General Body members voting.

SECTION V (b): FLEXIBILITIES FOR INCORPORATION OF AMENDMENTS

1. Amendments to OASIS charter /APOGEE charter shall be incorporated if approved by at least two thirds of the Union Council members.
2. Amendments to SECTION II (a), only with regard to the list of departments/clubs mentioned in the MAJOR category shall be incorporated if approved by CRC and at least two thirds of the Union Council members present.
3. Amendments to SECTION IV shall be incorporated if approved by the CRC and at least two thirds of the Union Council members present.

SECTION VI: STANDARDIZATION OF RATES

1. The H-Reps and the CRC members shall obtain and make available a price list of all items needed by the departments, clubs etc.
2. This price list shall be compared with the bills produced and shall help in decision making regarding bills.

Certified by the EC and CRC on September 2, 2010