

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

STUDENTS' UNION

OASIS CHARTER

*Reviewed by The Election Commission & The Corroboration and Review Committee.
Ratified by the Union Council 2017-18 and Oasis Review Committee 2017.*

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SECTION A: StuCCA

StuCCA stands for **Student's Council for Cultural Activities**.

Functions

This body is responsible for the smooth running of the annual cultural festival, Oasis, and performs any other cultural activity assigned to them by the Union Council. The StuCCA and the Coordinators shall come forward to the Union Council if and when required by the Union Council. Their aim shall be the promotion of cultural activities.

SECTION B: DEPARTMENTS, CLUBS AND ASSOCIATIONS

Major Departments

The following are the major Departments that are headed by a StuCCAn:

1. Department of Art, Design, and, Publicity
2. Department of Controls
3. Department of Reception and Accommodation
4. Department of Sponsorship and Marketing
5. Department of Publications and Correspondence
6. Department of Visual Media

In addition to these, the President of the BITS Students Union Council shall assume charge as the StuCCAn, Finance and the General Secretary shall assume charge as the StuCCAn, Inventory.

Minor Departments

The following are the Minor Departments headed by a Coordinator and answerable to the StuCCA body and the Union Council:

1. Department of Audi Force
2. Department of Firewallz
3. Department of Informalz
4. Department of Lights
5. Department of Photography
6. Department of Sounds
7. Department of Stage Controls
8. Department of Theatre

Clubs

The General Secretary shall be the link between the StuCCA body and the Clubs. The Clubs are directly responsible to the StuCCA body and the Union Council. The Clubs shall conduct activities related to their functions as enshrined in the Constitution of the Student Union and/or their respective charters. The list of Clubs has been mentioned in the Appendix.

Cultural Associations

The Oasis Coordinator of every Discipline Association shall be directly answerable to the StuCCA body and the Union Council. They shall conduct activities related to their respective cultures during Oasis and perform functions delegated to them by the StuCCA body. The list of cultural associations has been mentioned in the Appendix.

SECTION C: ELECTIONS, QUALIFICATIONS, AND, REMOVAL FROM OFFICE

StuCCA

Elections

1. The election procedure of the StuCCA body will be handled by the respective Departments. The Departments can ask for the assistance of the Election Commission if needed.
2. Any member of the Department may approach the Election Commission in case of a grievance, following which a re-election may be conducted at the discretion of the Election Commission. Such an election will be handled by the Election Commission.
3. In case of voting, votes of only those members will be considered legitimate which appear in the workforce list of the previous edition of Oasis for the concerned Department/Club. All Departments must submit a list of all members who formed the electorate for the said vote and the vote count when demanded by the Election Commission.
4. In case a vote is not conducted for the election of the StuCCAn under question and they are nominated/selected to the position, the panel nominating/selecting the StuCCAn must inform the Election Commission of the selection within three days of the nomination/selection of the StuCCAn.
5. The election of the StuCCA body for the next edition of Oasis shall take place **within five weeks of the conclusion of the fest**. In the event that the post is not filled, the CRC is required to inform the Election Commission of the same.
6. In case of a vacancy within the StuCCA body, fresh nominations for the same should be called by the Election Commission within three days of the post falling vacation. The elections shall be held within a week of the nominations being called and shall follow the same procedure as mentioned above.

Qualifications

1. Any member of BITS Students' Union can contest the StuCCA election provided s/he has an experience of at least two editions of Oasis in that Major Department. This clause will be relaxed if no candidate is able to satisfy the criterion.
2. The criterion of experience does not apply to the StuCCAn, Inventory and the StuCCAn, Finance.

Removal from Office

1. A motion to remove a StuCCAn from office can be initiated by a simple majority of the concerned

Department **OR** a simple majority of the StuCCA body.

2. A signed memorandum to this effect shall be submitted to the Election Commission.
3. After initiation, the StuCCAn can be removed from office if a two-thirds majority of the StuCCA body **AND** a two-thirds majority of the electorate of the concerned Department vote in favour of removal. The entire process shall be conducted by the Election Commission.
4. For the Department, votes of only those members will be considered legitimate who were a part of the electorate for the election of the StuCCAn under question.
5. In case a vote was not conducted for the election of the StuCCAn under question and they were nominated/selected to the position, the members of the Department that were responsible for the same shall have the final say.

Minor Departments and Clubs

Elections

1. The election procedure of Minor Department/Club Coordinators will be handled by the respective Minor Department/Club. The Minor Department/Club can ask for the assistance of the Election Commission if needed.
2. Any member of the Department/Club may approach the Election Commission in case of a grievance, following which a re-election may be conducted at the discretion of the Election Commission. Such an election will be handled by the Election Commission.
3. In case of voting, votes of only those members will be considered legitimate which appear in the workforce list of the previous Oasis for the concerned Department/Club.
4. All Minor Departments/Clubs are required to elect their Coordinators **at least sixteen weeks** prior to the commencement of the fest. In the eventuality that the post is not filled, the CRC is required to inform the Election Commission.
5. In case any post within a Club/Department falls vacant, if the aforementioned deadline is not met or a Coordinator is removed from office, fresh nominations for the same shall be called for by the Election Commission within three days of the post falling vacant. The elections shall be held within a week of the nominations being called and shall follow the same procedure as mentioned above.

Qualifications

1. Any member of BITS Students' Union can contest the Minor Department/Club Coordinator election provided s/he has an experience of at least one edition of Oasis in that Minor Department/Club. The clause will be relaxed if no candidate is able to satisfy this criterion.

Removal from Office

1. A motion to remove a Minor Department/Club Coordinator from office can be initiated by a simple majority of the concerned Department/Club **OR** a simple majority of the StuCCA body.
2. A signed memorandum to this effect shall be submitted to the Election Commission, by members of the Department or club in question or the StuCCA.

3. After initiation, the Coordinator can be removed from office if a two-thirds majority of the StuCCA Body **OR** a two-thirds majority of the concerned Minor Department/Club votes in favour of removal. The entire process shall be conducted by the Election Commission.
4. For the Minor Department/Club, votes of only those members will be considered legitimate who were a part of the electorate for the election of the Coordinator under question.
5. In case the concerned Coordinator functions as the Coordinator for the respective Minor Department/Club for the rest of the semester as well, and not only for Oasis, a newly elected Coordinator will serve as the Coordinator for the sole purpose of the fest.
6. In case a vote was not conducted for the election of the Coordinator under question and s/he was nominated/selected to the position, the members of the Department that were responsible for the same shall have the final say.

SECTION D: Oasis REVIEW COMMITTEE

Oasis Review Committee (ORC)

1. The ORC shall comprise the President, General Secretary, and, the StuCCAn or Coordinator of each Department/Club/Cultural Association. Only those Departments/Clubs/Cultural Associations that were involved in the fest through means of a stall/event/workshop and/or were allocated a budget by the StuCCA shall be a part of the ORC.
2. Any Department that is under review for **Creation as a Minor Department shall NOT** be a part of the **ORC**.
3. Any Department that is under review for **Removal of a Minor Department shall** however be a part of the ORC.
4. Any Club/Department that is under review for **Removal from StuCCA shall** also be a part of the ORC.

Oasis Preview Meet

1. The President shall call for an Oasis Preview Meet anytime between two to four weeks before commencement of the fest, and will preside over the meet.
2. The quorum for the meet shall be three-fourths of all members of the ORC **AND** three-fourths of the Union Council, including the President and General Secretary.
3. The General Secretary shall submit an Oasis Preview Report to the GBM within four days of the conclusion of the meet.
4. The Preview Report shall contain the progress that has been made for the fest, recommendations and other developments during the meet. The report shall be ratified by the CRC.

Oasis Review Meet

1. The President will call for an Oasis Review Meet and it must be conducted within fourteen days of the conclusion of the fest and announced two days in advance. The President will preside over the meet.

2. The quorum for the meet shall be three-fourths of all members of the ORC **AND** three-fourths of the Union Council, including the President and General Secretary.
3. The General Secretary shall submit an Oasis Review Report to the GBM within four days of the conclusion of the meet.
4. The Review Report shall contain all recommendations, developments during the meet and a summary of amendments made to the Oasis Charter. The report shall be ratified by the CRC.
5. Absence of the Union Council members should be informed to the Election Commission at least 12 hours before the meet. This can be relaxed upon the Election Commission's discretion.

Amendments to the Charter

1. Amendments to the Oasis Charter can be made within thirty days of the conclusion of the fest.
2. The ORC shall ratify an amendment to the Oasis charter by a simple majority of all members of the ORC present and voting **AND** a two-thirds majority of the Union Council present and voting. The President and General Secretary shall vote as a part of the Union Council.
3. The revised version of the Oasis Charter shall be made available to the GBM within ten days of its ratification by the Election Commission and the General Secretary of the Students' Union.
4. The Election Commission, in collaboration with the CRC, shall review the Charter as and when required. The maximum time between two such reviews shall not be more than three years. Changes to the Charter due to such a review should be ratified by a simple majority of the ORC, present and voting **AND** a simple majority of the Union Council, present and voting. The quorum for this shall be three-fourths of the ORC **AND** three fourths of the Union Council.

SECTION E: ADDITION OR REMOVAL OF A CLUB/DEPARTMENT

A vote on all of the below mentioned motions shall be deemed valid only if at least three- fourths of all members of the ORC **AND** three-fourths of all members of the Union Council are present at the time of voting. If this criterion is met, the votes of only those members of the ORC or the Union Council shall be considered during counting, who are present when the voting is conducted. The StuCCAn Departments shall vote along with the Clubs and Departments and shall be treated on par with them. The President and General Secretary shall vote along with the Union Council only.

Addition of a Club/Department to the StuCCA

A motion for addition of a Minor Department/Club to the StuCCA shall be initiated by the respective Coordinator during the Oasis Review Meet.

1. The motion shall have to be passed by a simple majority of the ORC **AND** a two- thirds majority of the Union Council.
2. If the motion is passed, the Club/Department shall be under review for the next two editions of Oasis.
3. After the first edition of Oasis in the review period, a voting shall take place for continuation of the review. The review shall continue only if a simple majority of the ORC **AND** a two-thirds majority of the Union Council votes in favour of it. If this vote fails, the review shall cease immediately. The concerned Club/Department can apply for addition to the StuCCA again only after the conclusion of

the next edition of Oasis.

4. After the second edition of Oasis, the Club/Department shall be added to the StuCCA body if a simple majority of the ORC **AND** a two-thirds majority of the Union Council votes in favour of it. If this vote fails, the review shall cease immediately. The concerned Club/Department can apply for addition to the StuCCA again only after the conclusion of the next edition of Oasis.

Removal of a Club/Department from the StuCCA

A motion to remove a Club/Department from the StuCCA can be initiated by any member of the GBM during the Oasis Review Meet.

1. The motion shall have to be passed by a simple majority of the ORC **OR** a two-thirds majority of the Union Council.
2. After the motion is passed, the Club/Department shall be under review for the next two editions of Oasis.
3. After the first edition of Oasis in the review period, a voting shall take place for continuation of the review. The review shall continue only if a simple majority of the ORC **AND** a simple majority of the Union Council votes in favour of it. If this vote fails, the review shall cease immediately and the Department/Club shall cease to be a part of the StuCCA.
4. After the second edition of Oasis, the Club/Department shall remain in the StuCCA body if a simple majority of all Clubs and Departments that are a part of the ORC **AND** a two-thirds majority of the Union Council votes in favour of it. If this fails, the Department/Club shall be removed from the StuCCA. The concerned Department/Club removed from the StuCCA cannot file for addition to the StuCCA until the conclusion of the next edition of Oasis.

Creation of a Minor Department

A motion to create a Department can be initiated by any member of the GBM during the Oasis Review Meet.

1. The Department shall be created by a simple majority of the ORC **AND** a two-thirds majority of the Union Council.
2. The Department shall remain under review for two consecutive editions of Oasis at the end of each of which there shall be a submission of an appraisal as prepared by the General Secretary to the Union Council and the ORC.
3. After the first edition of Oasis in the review period, a voting shall take place for continuation of the review. The review shall continue only if a simple majority of the ORC **AND** a simple majority of the Union Council votes in favour of it. If this vote fails, the review shall cease immediately. The concerned Department/Club can apply for Creation as a Minor Department again only after the conclusion of the next edition of Oasis.
4. After the second edition of Oasis in the review period, a voting shall take place for induction into Oasis. The Department shall be inducted if a simple majority of the ORC **AND** a two-thirds majority

of the Union Council votes in favour of it. If this vote fails, the review shall cease immediately. The concerned Department/Club can apply for Creation as a Minor Department again only after the conclusion of the next edition of Oasis.

5. The General Secretary shall put up a notice regarding the new Department within 48 hours of its induction.

The elections to the post of the Secretary/Coordinator and the Joint Coordinator/Joint Secretary of the new Department shall be called for by the General Secretary within a week of its induction.

Removal of a Minor Department

A motion to remove a Department from Oasis can be initiated by any member of the GBM during the Oasis Preview Meet and/or the Oasis Review Meet.

During Oasis Preview Meet

1. The motion shall have to be passed by a simple majority of the ORC **OR** a two-thirds majority of the Union Council.
2. After the motion is passed, the Minor Department shall be under review for that edition of Oasis for which the Preview Meet is being conducted as well as the next edition of Oasis.
3. A vote shall be held at the Oasis Review Meet of the very same Oasis for continuation of the review. The review shall continue only if a simple majority of the ORC **AND** a simple majority of the Union Council votes in favour of it. If this vote fails, the review shall cease immediately and the Minor Department under question shall cease to be a part of Oasis.
4. After the next edition of Oasis in the review period, if a simple majority of the ORC **AND** a two-thirds majority of the Union Council votes in favour of retention of the concerned Minor Department as part of Oasis, the Department shall continue to be a part of Oasis. If this vote fails, the Department/Club shall be removed from Oasis. The Minor Department under question cannot file for addition to Oasis until the conclusion of the next edition of Oasis.

During Oasis Review Meet

1. The motion shall have to be passed by a simple majority of the ORC **OR** a two-thirds majority of the Union Council.
2. After the motion is passed, the Minor Department shall be under review for the next two editions of Oasis.
3. After the first edition of Oasis in the review period, a voting shall take place for continuation of the review. The review shall continue only if a simple majority of the ORC **AND** a simple majority of the Union Council votes in favour of it. If this vote fails, the review shall cease immediately and the Minor Department shall cease to be a part of Oasis.
4. After the second edition of Oasis in the review period, if a simple majority of the ORC **AND** a two thirds majority of the Union Council votes in favour of retention of the concerned Minor Department

as part of Oasis, the Department shall continue to be a part of Oasis. If this vote fails, the Department/Club shall be removed from Oasis. The Minor Department under question cannot file for addition to Oasis until the conclusion of the next edition of Oasis.

Appraisal

The General Secretary shall carry out an appraisal of any club/Department that is under review due to any of the aforementioned procedures. S/he shall present a report regarding the same to the GBM and a copy shall be kept with the CRC and the EC.

SECTION F: MAJOR DEPARTMENTS AND THEIR FUNCTIONS

Art, Design, and Publicity

1. The Department has the sole right over the Oasis logo.
2. The Art, Design and Publicity StuCCAn shall be responsible for providing the designs for the logo and official fonts for the material to be printed.
3. The Department shall be responsible for designing the letterheads for the StuCCA and the Coordinators. The printing shall be done by the Publications and Correspondence StuCCAn.
4. The designing of the main poster and pre-invite shall be done by the StuCCAn. The StuCCAn shall be responsible for any further designing of posters as required by the StuCCA.
5. The Department shall be responsible for the decoration of the auditorium panels, ET 2220 panels, the D-Lawns and other venues as decided by the StuCCA.
6. The Department shall provide backdrops for various events held during Oasis.
7. The Department shall be responsible for the campus decorations. All the decoration being handled by the clubs and Departments will be in coordination with the Art, Design and Publicity StuCCAn.
8. The Art, Design and Publicity StuCCAn shall be responsible for on campus publicity related to the fest in consultation with the StuCCA.
9. The StuCCAn shall be responsible for handling social media management related to the fest which includes social networking sites, public forums, newswires, etc. The StuCCAn shall be responsible for online media partnerships in coordination with the Sponsorship and Marketing StuCCAn. The off campus publicity and print media will be done by the Publications and Correspondence StuCCAn and the Sponsorship and Marketing StuCCAn in coordination with the Art, Design and Publicity StuCCAn.
10. The StuCCAn shall be responsible for collecting requisitions, procurement and distribution of various inventories as required by other clubs and Departments for working towards the fest in consultation with the General Secretary. The budget for these shall be sourced through Art, Design and Publicity.
11. This Department shall make structures as approved by the StuCCA.

Controls

1. The Department shall print judge sheets, receipt books, mess coupons, etc. required by them. The same shall be mentioned in their budget.
2. The Department shall handle event registration of the outstation participants for all events. They

- shall maintain receipt books for the same. The format for the same should be approved by the CRC.
3. All decisions regarding cancellation of registration/fining of outstation participants shall be taken by the Controls StuCCAn. In this regard, the Firewallz Coordinator is to be consulted in case of breach of security and the Reception and Accommodation StuCCAn in case of damage of Reception and Accommodation property. The Controls StuCCAn shall maintain receipts or records for the same.
 4. Allotments of the rooms and other venues to the Departments and Clubs will be handled by the Department.
 5. Judge sheet evaluation, display of winners, and issuing of certificates & prizes to the participants.
 6. The StuCCAn shall be responsible for the designing and formatting of the certificates, which has to be certified by the StuCCA body. The picture for the same shall be given by the Art and Decoration StuCCAn.
 7. Prize money allotment for all events is to be done by the StuCCAn. The same should be approved by the StuCCAn, Finance.
 8. For prize money, no cash shall be issued directly, only cheques shall be issued. An account shall be opened in the name of "BITS Pilani, Oasis". The President and the StuCCAn shall be joint signatories for the cheque book issued in the name of the account. They shall maintain receipt books for the same. The format shall have to be approved by the CRC.
 9. Distribution of Freebies for all events shall be handled by this Department. Amount for the same shall be mentioned in their budget.
 10. The StuCCAn shall be responsible for invitations for the Inauguration and the Valedictory Ceremony to be given out to all the Dignitaries/Faculty of BITS, CEERI and other organisations.
 11. The StuCCAn in consultation with the President shall be responsible for issuing any VIP passes to delegates/sponsors/media/judges etc. for Oasis.
 12. All on-campus, off-campus and air transport during Oasis shall be handled by the Department. The use of cars on campus will be limited to picking up and dropping off of sponsors, judges, guests and emergencies (such as medical help etc.). If it is found that at any time a car is used inappropriately, the StuCCAn shall be charged for the expenses incurred.
 13. The Students' Union buzzer shall be sourced through the Department.
 14. Travel and IC food bills of event judges are to be passed onto the Department.
 15. The StuCCAn shall be solely responsible for the preparation of the Oasis schedule in consultation with the Club Coordinators for EDC, HDC, ELAS, HAS, CrAC, Informalz etc. The Controls StuCCAn is also to consult the Coordinators of the Department of the Lights, Departments of Sounds and the Department of Stage Controls in the preparation of Auditorium Schedule.
 16. All requirements to be obtained from the Institute such as generator facilities, video scope, buzzers, bells etc. shall be sourced through the Department.
 17. The StuCCAn shall be responsible for selecting judges for all events during Oasis on consultation with the Club Coordinators.
 18. Medical help to outstation participants shall be provided by the Department.
 19. The Controls StuCCAn shall also get a Xerox book issued in his name. They shall be accountable for the same.
 20. The StuCCAn shall be responsible for conducting the Valedictory Ceremony.
 21. The Department is entirely responsible for design and procurement of Trophies.
 22. The StuCCAn has to get the final design of the trophies approved by the StuCCA.

Reception and Accommodation

1. The Department will be responsible for the reception, accommodation, hospitality, and protocol of

- outstation delegates except artist(s) for professional programs.
2. Reservations of rooms in the guesthouse etc. are to be done by the Department.
 3. Food shall be provided to the media/judges in VFAST only. Exceptions to this rule shall have to be approved by the StuCCAn, Finance. He/she shall be answerable to the clearance cell for the same.
 4. The list of all outstation delegates/artiste(s) is to be submitted to the Department by the Sponsorship and Marketing StuCCAn and the Professional Coordinator(s), if any.
 5. The Department shall be responsible for providing hospitality services to out-station participants such as bus services etc. as decided by the StuCCA body such as arrangements of buses, etc.
 6. The Department shall be responsible for the requisition of the generators. The Department of Controls shall work with the Department for generators at the Main Auditorium, Rotunda, and South Park, and will be in touch with the vendors for proceedings concerning the generators.
 7. StuCCAn, Reception and Accommodation will release a list of inventory items when the tender gets signed. Nobody else may approach the 3rd party and RecNAcc shall be the sole point of contact.
 8. The Department shall be responsible for the setup and layout of stalls/tents at various locations during Oasis, in consultation with StuCCAn, Controls.

Sponsorship and Marketing

1. The Department has the sole right over the Oasis symbols.
2. The Department shall be solely responsible for contacting sponsors for Oasis.
3. The Sponsorship and Marketing StuCCAn is to draft the matter to be printed in the sponsorship form.
4. The placement of stalls shall be decided by the Sponsorship and Marketing StuCCAn along with the Reception and Accommodation StuCCAn.
5. A sponsorship form shall contain the clause stating that anything other than demand drafts/cheques, if provided, should be notified to the President of the Students' Union by the concerned sponsors.
6. All sponsorship drafts should be drawn in favour of "BITS Pilani for Oasis 20XX". All sponsorship forms will have to address the P.O. Box Number which will be opened jointly by the Sponsorship and Marketing StuCCAn and the StuCCAn, Finance.
7. The list of all outstation delegates/artiste(s) is to be given by the StuCCAn and the Professional Coordinator(s), if any, to the Reception and Accommodation StuCCAn and the Controls StuCCAn.
8. The Sponsorship and Marketing StuCCAn is in charge of all advertising materials to be put up during the Oasis and also the advertisements to be included in the souvenir.
9. They will also be responsible for the dispatch of souvenirs, banners, blocks etc. to the sponsors. The Department would be responsible for the security and safe return of Oasis advertising material.
10. The Sponsorship and Marketing StuCCAn is solely responsible for the sale of souvenirs/T-shirts during Oasis. He/She shall obtain the same from the General Secretary and over the receipt for the same.
11. Any Sponsorship MoU will have to be listed on the notice boards within two days of receipt of the sponsorship and a copy of the Memorandum of Understanding (MoU) will be given to the CRC, the Union Council and the SU immediately.
12. The department of Sponsorship and Marketing shall be responsible for signing MoUs and related agreements for Alumni funding, Alumni donations, and sponsorship raised from Alumni associations, organisations, and firms in consultation with StuCCAn Finance, and the CRC.
13. The logistics of the food stalls shall be managed by the department of Sponsorship and Marketing.
14. All deals associated with sponsorship for the professional shows raised through agent bodies must

be approved by the StuCCAn of this department. All MoUs in this regard must be signed on by the StuCCAn of this department.

15. The Guest of HONour for the Inauguration of Oasis shall be brought and finalised by the StuCCAn of the department of Sponsorship and Marketing, in consultation with the StuCCA and the Oasis coordinator of Embryo.
16. The sponsor logos and other relevant marketing content shall be mandatorily mentioned in the Oasis passport, and printed in the same manner by the StuCCAn of Publication and Correspondence in consultation with the StuCCAn of the department of Sponsorship and Marketing.

Publications and Correspondence

1. Pre-invites/Invites shall be printed by the Department.
2. The rough draft of these shall be jointly done by the Department and the Controls StuCCAn in consultation with the General Secretary and the club Coordinators. The same shall have to be approved by the StuCCA.
3. The list of colleges to whom the pre-invites/invites are sent should be approved by the StuCCA body and updated annually.
4. The printing and procuring of Scratch Pads/Files/Folders/Department badges shall be done by the StuCCAn with the consultation of the General Secretary. The distribution of the same shall be done by the StuCCAn in accordance with the workforce list supplied by the General Secretary.
5. Certificates
 - a) The Department certificates shall be printed by the Controls StuCCAn after getting the design approved by the StuCCA. The distribution of the same shall be done by the Coordinator in accordance with the workforce list given by the General Secretary.
 - b) The event winning/participation certificates shall be printed by the Controls StuCCAn after getting the designs approved by the StuCCA body. The distribution for the same shall be done by the Controls StuCCAn.
 - c) All event-winning certificates shall have to be signed by the President, Students' Union, and the Dean, SWD.
 - d) All Department certificates shall be signed by the President, the respective Department Head and the Dean, SWD.
 - e) All certificates for clubs shall be signed by the General Secretary, Students' Union, the respective Club Coordinator and the Dean, SWD.
 - f) All StuCCAn certificates shall be signed by the President and Dean, SWD.
 - g) The Club Coordinator certificates shall be signed by the President, General Secretary and The Dean, SWD.
6. All correspondence with colleges and other parties related to participation in Oasis shall be handled by the Department. The confirmation letters to colleges shall also be sent by the Department.
7. All other materials such as play scripts etc. shall be sent to the concerned Department/Club.
8. The Department shall get the upper limit for the number of participants who can be registered and accommodated, approved by the StuCCA.
9. The copy of the number of people in each college shall be sent to the Controls StuCCAn 48 hours before the commencement of registration.
10. The Department shall print any stationary required by them such as record books, receipt books etc.
11. The StuCCAn shall get a phone book issued in his name. They shall have to maintain a record of all phone coupons issued and shall be accommodated for the same.
12. The phone coupons are to be used only for official purposes if it is found that the same has been

- misused an amount as determined by the Clearance cell shall be charged on his union dues.
13. Printing of the letterheads for the StuCCA body and the Coordinators shall be done by the StuCCAn. The budget for the same shall come under this Department.
 14. The StuCCAn shall be in charge of printing of souvenirs after getting the same approved by the StuCCA body. The StuCCAn shall obtain the advertisement material for the souvenir from the Sponsorship and Marketing StuCCAn and the Department photographs from the Coordinator of the Department of Photography. A receipt has to be handed over for the same.
 15. The department shall be responsible for the design and printing of Oasis passports for outstation participants, which they are to hand over to the department of Firewallz before the fest.
 16. The brochure for the fest, as well as the posters for the fest and the kernel events will be designed by this department.
 17. If the souvenirs are to be sold during Oasis, the StuCCAn should hand over the requisite number of souvenirs as decided by the StuCCA body to the Sponsorship and Marketing StuCCAn and obtain a receipt for the same.
 18. The StuCCAn shall be responsible for the distribution of souvenirs to the various Departments after Oasis. Billing for the same shall be done within a week after Oasis.
 19. A budget shall be designed after the approval of the StuCCAn Finance and the CRC, in consultation with the StuCCAn of the Department of Publications and Correspondence. All printing requirements shall be approved by the StuCCAn of the Department of Publications and Correspondence. The split-up as well as the allocation of resources shall be managed by the Department.

Visual Media

1. The Department shall be responsible for relaying all prime events, decided by the StuCCA and all other coverage required by the StuCCA.
2. The Department shall be responsible for making the website and software required for Oasis and any other website/software as decided by the StuCCA.
3. The Department shall be responsible for maintaining and designing the Oasis website.
4. The Department shall be responsible for the commercialization of Visual Media subject to the acceptance of the StuCCA.
5. The Department shall be responsible for the inaugural presentation/video. The department shall be responsible for the date reveal, theme reveal, and the curtain raiser for Oasis. The same must be approved by the StuCCA.
6. In case of any Copyright violations, the StuCCAn shall be answerable to the StuCCA and the Union Council.
7. The Department shall be responsible for handling the auditorium console.

The StuCCAn, Finance

1. The President of the BITS Students' Union shall hold the post of the StuCCAn, Finance. They shall continue to hold the post till the next President of the BITS Students' Union assumes charge. For any major financial transaction made during this period, the approval of CRC is required.
2. He shall call for tenders within ten days of his being elected as per the rules specified
3. under the Section "Tenders"

4. He shall call for a bill clearance meeting within a week of passing of tenders.
5. He shall allocate budgets to all Departments and handle all the financial aspects of Oasis.
Allocation of budgets should be done as per constitutional procedures.
6. He will also be a link between the StuCCA body and the Institute authorities and also
7. with the BITS Students' Union Council.
8. All bills related to Oasis are to be approved in accordance with the constitutional procedures.
9. He shall present the financial status of Oasis, not more than 25 days after Oasis to the BITS Union Council and convene a GBM meeting regarding the same.
10. The StuCCAn, Finance shall open printing accounts for various Departments and Clubs in S9.
They shall also be responsible for opening any other account under ESD under credit at any other place after consulting the StuCCA body and the Union Council.
11. If they are not on campus for Oasis, the General Secretary will deal with the financial matters till the StuCCAn, Finance re-assumes charge.
12. All Departments headed by StuCCAn, Coordinators and Club Secretaries will submit their requirements to the StuCCAn, Finance within a week of passing of tenders.

The StuCCAn, Inventory

1. He shall act in advisory capacity to the Financial StuCCAn.
2. If the StuCCA body decides to have a sale of T-shirts during Oasis, the Inventory StuCCAn will hand over the specified number of T-shirts as decided by the StuCCA body to the Sponsorship and Marketing StuCCAn and obtain a receipt for the same.
3. Coupons
 - a. The General Secretary shall print coupons for the amount specified in the refreshment budget in the presence of two Union Council members and CRC.
 - b. The blocks are to be handed over to the CRC after printing.
 - c. The StuCCA body shall have the right to exceed the coupon budget with the approval of two-thirds of the Union Council as per the constitutional procedures.
4. Inventory
 - a. They shall be responsible for inventory control.
 - b. Shall be in-charge of inventory not sold by The Department of Sponsorship and Marketing.
 - c. All Department heads shall submit an inventory list of non-perishables and perishables in a meeting called before Oasis. They shall update the list every two days during Oasis.
 - d. He shall call for a clearance cell meeting one week after Oasis where all Department Heads shall submit an inventory list of non-perishables. The items shall also be submitted to the General Secretary at the meeting.
 - e. In case of any loss of any non-perishable items, the relevant amount lost will be charged on the union dues of the respective Department Head as per constitution procedures.
5. The General Secretary should take the help of H-reps for performing the above duties.
6. The General Secretary shall open refreshment accounts in Sky/Cafeteria/any other place as decided by the StuCCA with the two-thirds majority of the Union Council.

SECTION G: MINOR DEPARTMENTS AND THEIR FUNCTIONS

Audi Force

1. The Department shall be responsible for providing security arrangements in and around the Auditorium for all Auditorium events and Street Dance.
2. The Coordinator shall be responsible directly to the StuCCA body.
3. For professional shows, the Coordinator shall consult the professional Coordinator(s), if any, regarding control of the exit gates during the professional shows.
4. Only persons with tickets/passes issued should be allowed to enter the Auditorium for ticketed shows. If anybody is found in the Auditorium, without tickets, the Coordinator shall be responsible for the same and will be answerable to the clearance cell.
5. The Department is also in charge of allotting the rows to various Departments and clubs in the Auditorium after getting the same approved by the StuCCA.
6. The Department is responsible for entry and exit to South Park for professional shows.
7. The Department shall escort the Chief Guest for the Inauguration in correspondence with the organisers.
8. The Department is responsible for security outside the Green Room and maintaining the safety of the artists inside the green room.
9. The Department is responsible for setting up scanning and ticketing points as well as a temporary booth for the support of the Department of Visual Media.
10. The Department is responsible for barricading the perimeter of South Park & entry routes for prof shows, in consultation with Controls and DLE.
11. The Department is responsible for overseeing the entry and exit of other major paid events, on consulting the StuCCA.
12. The Department along with the Department of Firewallz will be responsible for taking all security guard requirements from all clubs and departments.

Firewallz

1. The Department shall provide all security arrangements during Oasis at all venues except the Auditorium, which will be handled by the Department of Audi Force.
2. The Department shall be responsible for night patrolling.
3. The Department is responsible for maintaining order and discipline during the fest. They shall issue a set of disciplinary rules and regulations to be followed by BITSians and outstation participants alike. Any disciplinary issues throughout the fest shall be dealt with solely by this department.
4. The Department is responsible for patrolling during the fest and professional shows. They shall coordinate with the BITS security for maintaining discipline and security in the campus.
5. The Department is also responsible for crowd regulation during the registration process at the outer booth with a barricade system used for the same.
6. Guest passes shall be issued by the Department in coordination with the Department of Controls.
7. The Department is to ensure that no vehicles, other than institute vehicles, are allowed on campus during Oasis.
8. The Coordinator shall be directly answerable to the StuCCA.
9. All guest passes shall be issued only after consultation with the Reception and Accommodation StuCCAn and the Controls StuCCAn.

10. The Department is responsible for verifying the entry of outstation participants, including the validation of their ID cards, verification of their registration, and their security checks.
11. The Department collects college ID cards of the participants and guests, and issues the temporary BITS ID cards. At the time of exit, the collected college ID cards would be returned in exchange for the temporary BITS ID cards handed out earlier.
12. Throughout the registration procedure, a Firewallz volunteer would accompany the participants through the booths of the Department of Reception and Accommodation and the Department of Controls.
13. The Department is responsible for the registration and issuance of ID cards for Staff, Faculty, Alumni, Sponsors, and Executives.
14. Any valid identification cards of Staff, Faculty, and Alumni would be collected upon entry and returned in exchange for the BITS ID card,
15. A volunteer from the Department of Sponsorship and Marketing should accompany the sponsor at the time of registration.
16. The Department has the authority to cancel any team's participation and/or disallow a college from participating in Oasis upon violation of the rules and regulations of the fest.
17. A mail is to be sent regarding BITSian guest registrations for the fest which must consist of the instructions to be followed and a google form to be filled by BITSians.
18. The guest should be accompanied by the host BITSian during registration, there being two forms, the undertaking and an acknowledgement to be filled by the host. The process for the ID card would be similar to participants.
19. The Department is also responsible for vehicle entry and exit during the fest. They will issue two types of passes—"in/out" and "vehicle" passes—depending on their period of stay inside the campus. They are directly answerable to the CSO regarding vehicle regulation.
20. On the issuance of vehicle passes, the driver's licence would be collected upon entry and returned upon exit.
21. The Department would also manage security inspection of vehicles.

Informalz

1. This Department will be responsible for all informal events like treasure hunt, MAMO etc. held during Oasis.
2. The schedule is to be decided jointly by the Controls StuCCAn and the Informalz coordinator.

Lights

1. The Department shall provide all lighting requirements at all venues.
2. Only the working crew of the Departments of Lights, Sounds and Photography will be allowed in the lights and sounds booth.
3. The Coordinator will be directly responsible to the StuCCA.

Photography

1. All photography and related work is to be handled by the Department.
2. The Department will design all the bill books, recorder books, etc. and shall be in charge of printing the same. This shall be done at least two weeks before Oasis. The budget for the same shall be

under the Department of Photography.

3. Pre-Oasis Department/Club clicking shall be done in consultation with the StuCCA body at least a month before Oasis. A copy of the same shall be given to the Coordinator for the printing of the Souvenirs.
4. The Department shall be responsible for organising Bhawan clicking, Mess clicking, pre-Oasis clicking and Oasis clicking.
5. Delivery shall be done in one go within a week after Oasis. A receipt for the number of snaps delivered shall also be submitted along with the delivered snaps. The format for the same shall be decided by the CRC.
6. Delivery of reorders shall be complete within two weeks after Oasis. The procedure will be the same as above.
7. All billing should be complete within 20 days after Oasis. Two days before Billing, the list of people to be charged should be displayed on the respective Bhawan notice boards and Day Scholars notice boards. A copy of the list shall be given to the concerned H-Rep/D-rep and the Financial StuCCAn.

Sounds

1. The Department shall provide all audio requirements at all venues as declared by the StuCCA.
2. The Coordinator shall be directly answerable to the StuCCA.
3. Only working crew of the Departments of Sounds, Lights and Photography will be allowed in the Lights and Sounds booths.
4. Production, pre-fest and during fest will be handled by the Department of Sounds with aid from Stage Controls and Lights, supervised Audi Controls and duties discharged to relevant parties.

Stage Controls

1. The Department shall be responsible for providing all stage requirements, except lights and sounds, during all events to be held in the auditorium.
2. The Department shall be responsible for the inauguration ceremony.
3. The Department shall also be responsible for the cleanliness of the auditorium.
4. The Coordinator shall coordinate with the Departments of Lights and the Department of Sounds before the events to make sure the events start on time.
5. Auditorium production shall be taken up by stage controls, assisted by Audi Control.

Theatre

1. The Department shall be responsible for conducting theatre events during Oasis.
2. The Department shall also be in charge of conducting events like choreography and Fashion Parade.
3. The Department shall be responsible for conducting Dance Workshop during Oasis.

SECTION H: CLUBS AND THEIR FUNCTIONS

The clubs shall present a list of events and details about the events to be organised to the StuCCA body. The StuCCA body and the Union Council can take the help of ARBITS for ticketing professional shows if any.

Oasis English Press (OEP)

1. They will be responsible for all press coverage in English before and during Oasis.
2. They shall be in charge of their own printing budget.
3. They will also be responsible for bringing out at least one wall mag before Oasis and two pre-Oasis newsletters with a gap of at least one week before Oasis as decided by the StuCCA.
4. They have to bring out a press magazine everyday of Oasis and a press magazine after Oasis.

Oasis Hindi Press (OHP)

1. They have to handle all press coverage in Hindi before Oasis.
2. They shall be in charge of their own printing budget.
3. They will also be responsible for bringing out at least one wall mag before Oasis and two pre-Oasis as decided by the StuCCA.
4. They have to bring out a press magazine everyday of Oasis and one press magazine after Oasis.

ARBITS (Association of Rock Music in BITS)

They shall perform the duties assigned to them by the StuCCA and the Union Council.

CrAC (Creative Activities Club)

They shall be responsible for conducting all activities related to fine arts.

Dance Club

They shall be responsible for staging any dance production (competitive or otherwise) during Oasis.

ELAS (English Language Activities Society)

They shall be responsible for conducting events like quizzes, crosswords, etc. during Oasis in English.

HAS (Hindi Activities Society)

They shall be responsible for conducting events like quizzes, debates, crosswords, etc during Oasis in Hindi.

Debating Society

They shall be responsible for conducting oratory events in English during Oasis.

Mime

They shall be responsible for organising the functions assigned to them by the StuCCA

and the Union Council.

Music Club

They shall be responsible for music events during Oasis.

Poetry Club

They will be solely responsible for conducting the Purple Prose event at Oasis.

Photography Club

They will be responsible for live coverage of events at Oasis along with the Film Making Club.

Film Making Club (FMaC)

They will be responsible for live coverage of events at Oasis along with the Photography Club.

Karaoke Club

They will be solely responsible to conduct “Scontro” in the future editions of Oasis.

BITS Embryo

They shall invite the Chief Guest(s) for the inauguration ceremony and are also responsible for their hospitality. The final decision on the Chief Guest(s) shall remain with the StuCCA.

SECTION I: CONDUCTING PROFESSIONAL EVENTS

1. The decision to hold a professional show will be taken by the StuCCA in consultation with the Union Council.
2. In case of a professional show being held, the Coordinator of ARBITS will be completely in charge of organising the same during Oasis.
3. The final selection of the artist(s) shall be done by the StuCCA.
4. The budget should comprise the performance cost of the artistes, their TA/DA, and, the printing cost of the tickets, publicity, etc.
5. The Coordinator should give all the stage requirements for the professional show to the StuCCA and Department of Stage Controls, Sounds and Lights and Audi Controls at least two weeks ahead of Oasis.
6. The Coordinator is to inform the StuCCA regularly regarding the status of the professional show / program arrangements.
7. The professional show Coordinator shall be in charge of printing and distribution of tickets.

The format for the same shall have to be approved by the CRC. The price of the tickets shall be decided by the Union Council.

8. Sounds for the professional events shall be hired by the StuCCA on the recommendations of the Department of Sounds and relevant Coordinators.
9. Everyone in the auditorium has to buy tickets (including working members of the Departments of Lights, Sounds, Backstage, Photography, Audi Force, and, ARBITS)
10. The list of all outstation delegates/artiste(s) is to be given by the StuCCAn, Sponsorship and Marketing, and, the ARBITS Coordinator(s) to StuCCAn, Reception and Accommodation and StuCCAn, Controls.
11. All MoUs with professional artists shall be signed by StuCCAn Finance and a CRC member.

SECTION J: BUDGETS, TENDERS, QUOTATIONS, and MoUs

Budeget

1. Budget presentation and passing shall be done as per constitutional procedure. A 10
2. % difference shall be maintained between the expected sponsorship and expenditure.

I) Printing Budget

- a) Print outs
- b) Xerox copies
- c) Total Reprography expenditures

II) Hardware split up

III) TA/DA in terms of car trips as per tender rates

3. Each Department shall have the following sections by default in their Budget presentation.
4. A budget form shall be designed and printed after the approval of the StuCCAn, Finance in consultation with the CRC. This shall be made available to all Department heads/coordinators The proper upper limit of rates for standard items shall be obtained from the rate list prepared by the CRC.
5. The CRC shall inform the Department heads/Coordinator s about the bill passing session.
6. In case of any particular Department heads/ Coordinators exceeding the budget, a decision for the same shall be taken at the budget adherence clearance cell meeting after all bills have been passed.
7. The General Secretary shall present refreshment as per the following format:
Pre Oasis Budget
Oasis Coupons Budget -----
Post Oasis Budget -----
Total Budget -----
8. Each section shall have a split up Department wise.
9. Budgets for any Department/Club shall not be passed if they are not specified in the given format.

Requisition Books/Credit Accounts

1. Xerox books shall be issued to the Financial StuCCAn and the Controls StuCCAn.
2. Phone/fax books will be issued to Publication and Correspondence StuCCAn and the Financial StuCCAn
3. The Financial StuCCAn shall be the indenter for the Reprography division .If the StuCCA body feels it can have one more StuCCAn as the signatory authority for the Reprography Division.

Tenders

1. Only sealed tenders shall be called for by the StuCCAn body.
2. Tenders (for stalls, photos, tent age, cars, Reception and Accommodation etc,) shall be called for within ten days after the election of the President.
3. A receipt book shall be printed by the CRC in consultation with the StuCCA body after deciding the rates of a tender document as per constitutional procedures.
4. The format for the tender document shall be decided by the Financial StuCCAn in consultation with the StuCCA and the CRC.
5. Tenders shall be deposited in a ballot box kept in SWD .After the deadline, the ballet box shall be in possession of CRC until it is opened in the Union Council.
6. All tenders have to be opened in the presence of at least two thirds of the Union Council.
7. Only the lowest tender shall be passed (the clause can be relaxed with the consent of two thirds of the total Union Council Strength)

Stalls

1. After passing of tenders the type and the nature of stalls will be decided by the StuCCA.
2. The stall holder will be responsible for the cleanliness around the stalls.
3. The stall owners will be given letters about ownership of stalls signed by the financial StuCCAn and they will have to abide by the terms and conditions as put down by the StuCCA body.
4. The StuCCA reserves the right to display any publicity material on the stalls .It will be the responsibility of the stall holder to return all such material to the StuCCA failing which they will have to fully bear the losses.
5. All transactions will be in cash and coupons. No mess bills.

Memorandum of Understanding

1. Any sponsor who wishes to put up his banners on campus during Oasis has to sign MoU with the Financial StuCCAn and the Sponsorship and Marketing StuCCAn.
2. All MoUs have to be declared to the Union.
3. The president shall keep a record of all the MoUs.
4. After noting down the particulars the sponsorships have to be deposited with the SWD.
5. No DD/cheques/cash can be present in the possession of any StuCCAn/Student.All cheques/DD/cash have to be deposited in the SWD by the student with the ID number of the student in the presence of the Financial StuCCAn.

6. The publicity material should be handed over to the Sponsorship and Marketing StuCCAn. A receipt will be given for the same.

General

1. Coupons:
 - a) All Departments will be at par.
 - b) Coupons will be given on the basis of the size of the Department.
 - c) Everyone is to get equal coupons, irrespective of the post held in the Department.
2. Use of cars will be permitted only with the prior permission of both the President and the General Secretary.
3. A weekly expenditure summary has to be submitted by all StuCCAns, Coordinators and club Coordinators to the Students' Union.
4. VIP passes can be issued only to delegates/judges/sponsors. The decision to do so lies with the discretion of the President. They shall be answerable to the clearance cell for the same.
5. Concession in the rates to be charged for the shows, tickets for Departments and for photographs/snaps/souvenirs can be given only to Department members after approval at the clearance cell as per constitutional procedure.
6. All cash/cheques/DD's and receipt books for the same if any) have to be deposited within one week after the end of Oasis in SWD in the presence of the Financial StuCCAn and the CRC. This refers to all amounts collected from Outstation participants/Locals/BITSians by way of Registration fee. Caution deposit sale of tickets/T-shirts/souvenirs/snaps etc.

APPENDIX

Section A1: Clubs

(This list may be subject to change with every edition of Oasis)

1. ARBITS
2. CrAC
3. Dance
4. ELAS
5. HAS
6. Debating Society
7. Mime
8. Music
9. Photography Club
10. Poetry
11. Oasis English Press
12. Oasis Hindi Press
13. Mathematics Association
14. Oasis Legacy Team
15. Fashion
16. Gurukul

17. Karaoke Club

Section A2: Sample Format for Tender documents

Food Stalls

- The minimum bid for food stalls in M-Lawns and S-lawns is Rs. _____.
(As decided by the StuCCA).
- The party has to write down its ID in space provided below and submit the same in a sealed form in the ballot box kept in SWD before 12:00 pm on ____/____/_____.
- There will be an open bid at the time of opening of tenders only if a tie exists for the highest bid.

My bid for the stall is Rs. _____

IN words _____

Terms and Conditions

1. The student in charge of the stall will be answerable to the StuCCA body and the institute authorities.
2. If any intoxicants or tobacco products are found being sold in the stalls, the tender shall be cancelled and disciplinary shall be taken against the student apart from a hefty fine being charged on his Union dues.
3. Tenders quoted above or at the fixed amount shall only be accepted.
4. The amount for which the tender is passed shall have to be submitted in cash to the Financial StuCCAn within two hours of the passing of the tender and a receipt shall be obtained for the same.

I agree to all the above terms and conditions and will carry out the instructions of the organising committee if the tender is passed in my favour.

Name of the party:

Signature

Date:

(Financial StuCCAn)

NOTE:

- *The sealed tenders should be dropped in the ballot box kept at SWD by 12:00 pm on*
- _____/____/_____.
- *The receipt for the purchase of the tender document has to be produced at the time of opening tender.*

Photography

The following are the maximum rates for the items required during the festival. Tenders which quote a price lower than or at the specified amount given will be accepted.

S.NO.	ITEM	FIXED BID	YOUR BID
1.	Gloss printing	Per snap	Per snap
2.	Roll	Per roll	Per roll
3.	Developing	Per roll	Per roll

Terms and Conditions:

1. The following criteria will be applied for the passing of the tender in favor of the party
 - a) Margins will be decided taking a minimum of 25000 prints and rolls.
 - b) Preference will be given to the party which quotes the lowest price for the gloss printing of a snap.
 - c) If two parties quote the same price for the above, there will be an open bid. If there is a dead lock in the open bid also, then there will be an open bid on the cost of developing per roll.
 - d) If a dead lock still exists, then a decision shall be taken by the StuCCA body in consultation with the Union Council.
2. A minimum of 250 albums have to be submitted to the StuCCA body at the meeting which will be convened by tentatively within three days of passing of the tender.
3. The printing cost of defective snaps will have to be borne by the party.
4. The envelopes for distribution on snaps will have to be provided by the party in whose favour the tender is passed.

I agree to all the above terms and conditions and will carry out the instructions of the organising committee as regard to delivery of the printed snaps if the tender is passed in my favour.

Name of the party:

Signature

Date:
StuCCAn)

(Financial

NOTE:

- *The sealed tenders should be dropped in the ballot box kept at SWD by 12:00 pm on /_____/_____.*
- *The receipt for the purchase of the tender document has to be produced at the time of opening tender.*

Reception and Accommodation

The following are the approximate quantity of items required by the Department of Reception and

Accommodation during the festival.

S.NO	ITEM	APPROX RATE PER PIECE (MAX RATE)	YOUR RATE	APPROXIMATE QUANTITY REQUIRED
1	Mattresses			
2	Bolsters			
3	Bed Sheets			
4	Pillows			
5	Rajais			
6	Buckets			
7	Cartage			
8	Tents			

Maximum amount = Rs. _____

Your quotation = Rs. _____

Terms and Conditions:

1. The tender will be passed in favour of the party which quotes the lowest price for the total amount.
2. Preference will be given for any kind of sponsorship.
3. In case of tie a decision shall be taken by the StuCCA and the Union Council.

I agree to all the above terms and conditions and will carry out the instructions of the organising committee as regard to the mode of delivery of the printed snaps if the tender is passed in my favour.

Name of the party:

Signature

Date:

(Financial StuCCAn)

NOTE:

- *The sealed tenders should be dropped in the ballot box kept at SWD by 12:00 pm on
____/____/_____.*
- *The receipt for the purchase of the tender document has to be produced at the time of opening tender.*