

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

APOGEE CHARTER

Certified by the BIR in 2021

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SECTION A: CoStAA

CoStAA stands for Committee of Students for Academic Activities.

Functions

1. This body is responsible for the smooth running of the annual technical fest APOGEE (A Professions Oriented Gathering over Educational Experiences) and performs any other academic activity assigned to them by the Union Council. The CoStAA and Coordinators shall come forward to the Union Council if and when required by the Union Council. Their aim shall be the promotion of academic activities.
2. Pitching for professional shows cannot be done by the CoStAA for both artists and production. Any quotes brought by the CoStAA for the same will not be considered valid by the CRC.

SECTION B: DEPARTMENTS, CLUBS AND ASSOCIATIONS

Major Departments

Following are the Major Departments that are headed by a CoStAAn:

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 Paper Evaluation and Presentation
6. Department of Publications and Correspondence
7. Department of Visual Media

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

Minor Departments

The following are the Minor Departments headed by a Coordinator and answerable to the CoStAA 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 Live Events
6. Department of Photography
7. Department of Stage Controls
8. Department of Sounds
9. Department of External Affairs

Clubs

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

Discipline Associations

The APOGEE Coordinator of every Discipline Association shall be directly responsible to the CoStAA body and the Union Council. They shall conduct activities related to their respective disciplines during APOGEE and perform functions delegated to them by the CoStAA body. The list of discipline associations has been mentioned in the Appendix.

SECTION C: ELECTIONS, QUALIFICATIONS AND REMOVAL FROM OFFICE

CoStAA

Elections

1. The election procedure of the CoStAA 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 APOGEE 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 CoStAA under question and he is nominated/selected to the position, the panel nominating/ selecting the CoStAA must inform the Election Commission of the selection within three days of the nomination/selection of the CoStAA.
5. The election of the CoStAA body for the next edition of APOGEE shall take place within five weeks of the conclusion of the fest. In the eventuality 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 CoStAA body, fresh nominations for the same should be called by the Election Commission within three days after the aforementioned deadline. 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 CoStAA election provided s/he has an experience of at least two editions of APOGEE, or one APOGEE and one 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 CoStAA, Inventory and the CoStAA, Finance.

Removal from Office

1. A motion to remove a CoStAA from office can be initiated by a simple majority of the concerned Department OR a simple majority of the CoStAA body.
2. A signed memorandum to this effect shall be submitted to the Election Commission.
3. After initiation, the CoStAA can be removed from office if a two-thirds majority of the CoStAA 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 CoStAA under question.
5. In case a vote was not conducted for the election of the CoStAA under question and he was 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 APOGEE 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 APOGEE 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 CoStAA body.
2. A signed memorandum to this effect shall be submitted to the Election Commission.
3. After initiation, the coordinator can be removed from office if a two-thirds majority of the CoStAA 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 APOGEE, 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: APOGEE REVIEW COMMITTEE

APOGEE Review Committee (ARC)

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

APOGEE Preview Meet

1. The President shall call for an APOGEE 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 ARC and three-fourths of the Union Council, including the President and General Secretary.
3. The General Secretary shall submit an APOGEE 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.

APOGEE Review Meet

1. The President will call for an APOGEE Review Meet and it must be conducted within thirty days of the conclusion of the fest. The President will preside over the meet.
2. The quorum for the meet shall be three-fourths of all members of the ARC and three-fourths of the Union Council, including the President and General Secretary.
3. The General Secretary shall submit an APOGEE 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 APOGEE Charter. The report shall be ratified by the CRC.

Amendments to the Charter

1. Amendments to the APOGEE Charter can be made within thirty days of the conclusion of the fest.
2. The ARC shall ratify an amendment to the APOGEE charter by a simple majority of all members of the ARC 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 APOGEE Charter shall be made available to the GBM within ten days of its ratification by the Election Commission and the General Secretary.
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 ARC, present and voting AND a simple majority of the Union Council, present and voting. The quorum for this shall be three-fourths of the ARC 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 ARC 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 ARC or the Union Council shall be considered during counting, who are present when the voting is conducted. The CoStAA 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 CoStAA

1. A motion for addition of a Minor Department/Club to the CoStAA shall be initiated by the respective coordinator during the APOGEE Review Meet.
2. The motion shall have to be passed by a simple majority of the ARC AND a two-thirds majority of the Union Council.
3. If the motion is passed, the Club/Department shall be under review for the next two editions of APOGEE.
4. After the first edition of APOGEE 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 ARC 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 CoStAA again only after the conclusion of the next edition of APOGEE.
5. After the second edition of APOGEE, the Club/Department shall be added to the CoStAA body if a simple majority of the ARC 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 CoStAA again only after the conclusion of the next edition of APOGEE.

Removal of a Club/Department from the CoStAA

1. A motion to remove a Club/Department from the CoStAA can be initiated by any member of the GBM during the APOGEE Review Meet.
2. The motion shall have to be passed by a simple majority of the ARC OR a two-thirds majority of the Union Council.
3. After the motion is passed, the Club/Department shall be under review for the next two editions of APOGEE.
4. After the first edition of APOGEE 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 ARC

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 CoStAA.

5. After the second edition of APOGEE, the Club/Department shall remain in the CoStAA body if a simple majority of all Clubs and Departments that are a part of the ARC 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 CoStAA. The concerned Department/Club removed from the CoStAA cannot file for addition to the CoStAA until the conclusion of the next edition of APOGEE.

Creation of a Minor Department

1. A motion to create a Department can be initiated by any member of the GBM during the APOGEE Review Meet.
2. The Department shall be created by a simple majority of the ARC AND a two-thirds majority of the Union Council.
3. The Department shall remain under review for two consecutive editions of APOGEE 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 ARC.
4. After the first edition of APOGEE 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 ARC 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 APOGEE.
5. After the second edition of APOGEE in the review period, a voting shall take place for induction into APOGEE. The Department shall be inducted if a simple majority of the ARC 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 APOGEE.
6. The General Secretary shall put up a notice regarding the new Department within 48 hours of its induction.
7. 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 APOGEE can be initiated by any member of the GBM during the APOGEE Preview Meet and/or the APOGEE Review Meet.

During APOGEE Preview Meet

1. The motion shall have to be passed by a simple majority of the ARC 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 APOGEE for which the Preview Meet is being conducted as well as the next edition of APOGEE.
3. A vote shall be held at the APOGEE Review Meet of the very same APOGEE for continuation of the review. The review shall continue only if a simple majority of the ARC 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 APOGEE.

4. After the next edition of APOGEE in the review period, if a simple majority of the ARC AND a two-thirds majority of the Union Council votes in favour of retention of the concerned Minor Department as part of APOGEE, the Department shall continue to be a part of APOGEE. If this vote fails, the Department/Club shall be removed from APOGEE. The Minor Department under question cannot file for addition to APOGEE until the conclusion of the next edition of APOGEE.

During APOGEE Review Meet

1. The motion shall have to be passed by a simple majority of the ARC 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 APOGEE.
3. After the first edition of APOGEE 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 ARC 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 APOGEE.
4. After the second edition of APOGEE in the review period, if a simple majority of the ARC AND a two thirds majority of the Union Council votes in favour of retention of the concerned Minor Department as part of APOGEE, the Department shall continue to be a part of APOGEE. If this vote fails, the Department/Club shall be removed from APOGEE. The Minor Department under question cannot file for addition to APOGEE until the conclusion of the next edition of APOGEE.

Appraisal

1. 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 EC.

SECTION F: MAJOR AND MINOR DEPARTMENTS

Sponsorship and Marketing

1. This Department has the sole right over the APOGEE logo and related symbols for sponsorship advertisements and publicity. In all other matters, the Department of Art, Design and Publicity and the Department of Publications and Correspondence shall have equal rights over the APOGEE logo and other symbols.
2. The CoStAAn, Sponsorship and Marketing is responsible for drafting the matter to be printed in the sponsorship form. A sponsorship form shall contain the clause stating that anything other than demand drafts/cheques, if provided, should be notified to the President, BITS Student Union by the concerned sponsors. Sponsorship drafts must be drawn in favour of BITS Pilani and any Memorandum of Understanding that is entered into by the CoStAA should be done on behalf of the CoStAAn, Finance or the CoStAAn, Sponsorship and Marketing.

3. The list of all outstation delegates/artiste(s) is to be given by the CoStAAn, Sponsorship and Marketing, to the CoStAAn, Reception and Accommodation and the CoStAAn, Controls.
4. The CoStAAn, Sponsorship and Marketing is in charge of all advertisements material to be put up during APOGEE and also the advertisements to be included in the souvenir.
5. The Department will also be responsible for the dispatch of souvenirs, banners, blocks etc., to the sponsors. The Department shall be responsible for the security and safe return of the APOGEE advertising material.
6. A sponsorship/MoU which arrives 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 and the Union Council immediately.
7. The discipline associations, clubs, and departments must consult the CoStAAn, Sponsorship and Marketing before approaching sponsors. All parties have to keep the CoStAAn, Sponsorship & Marketing and the CoStAAn, Controls, in loop if they wish to contact companies for sponsored prize money.
8. The Department shall also be responsible for handling the printing of banners and flexes for the entire fest after the due allotment of the tender and as per the requirements of the fest.
9. The Department shall be responsible for handling the logistics of the food stalls after the due allotment of the tenders.
10. The CoStAAn of the Department of Sponsorship and Marketing is responsible for bringing in quotations for food stalls in consultation with CRC and CoStAAn Finance. The three mentioned parties are responsible for negotiating and choosing the vendor.
11. Kind sponsorship:
 - The CoStAAn of the Department of Sponsorship and Marketing is responsible for bringing in kind sponsorship for APOGEE.
 - The CoStAAn of the Department of Sponsorship and Marketing has to submit all bills of kind sponsorship received to CoStAAn, Inventory and the CRC.
 - The department will undertake the marketing and distribution of kind to winners and participants.
12. The Department of Sponsorship and Marketing shall be responsible for signing MOUs and related agreements for alumni funding, alumni donations and sponsorships raised through alumni associations, organisations and firms.
13. All deals associated with sponsorships for professional shows raised through agent bodies must be approved by CoStAAn, Sponsorship & Marketing. All MOUs in this regard must be signed by CoStAAn, Sponsorship & Marketing.
14. All cab transport, off campus or on campus, in assistance of sponsors shall be handled directly by the department.
15. The placement of sponsor stalls and food stalls must be decided by CoStAAn, Sponsorship & Marketing and CoStAAn, Reception & Accommodation.

Art, Design and Publicity

2. The CoStAAn, Art, Design and Publicity shall be responsible for providing artwork for material to be printed in consultation with the CoStAA.
3. The Department shall be responsible for the decoration of the auditorium foyer and any other venues as decided by the CoStAA.

4. The Department is to provide the backdrops for events held during APOGEE.
5. The Department is responsible for the supply of the materials pre-ordered by various Clubs/Departments or any other kind of material that is used for work. The budget for these shall be sourced through the Department of Art, Design and Publicity. All the publicity designs used for the publicity of the fest/events should either be provided by the ADP CoStAA or approved by him.
6. The Department shall provide the designs for print for on-campus publicity of the fest.
7. The Department shall maintain activity on the social media handles (Facebook, Twitter and Instagram) of the fest. The department shall approach media partners/bloggers/vloggers/YouTubers for the pre-fest/during-fest publicity.
8. The Department shall approach the Media Partners to publicise APOGEE.
9. The design and usage rights of the APOGEE logo come under CoStAA of Art, Design, and Publicity

Controls

1. The Department shall print judge sheets, receipt books, mess coupons, ID cards etc., as required by them. The same shall be mentioned in their budget.
2. The Department shall be responsible for the design, issue, and evaluation of judge sheets, declaration of results of the events in the fest and distribution of certificates for the same. Any discrepancy observed in the running of an event (by way of tampered judge sheets etc) shall be penalised with the cancellation of prize money, certificates and even the event at the discretion of the CoStAA, Controls.
3. The Department shall handle registration of the outstation participants for participation in the festival. The Department shall maintain receipt books for the same. The format shall have to be approved by the CRC.
4. Decisions regarding the cancellation of registration/fining of outstation participants shall be implemented by the CoStAA, Controls. The CoStAA, Controls shall maintain receipts for the same.
5. Allotments of the rooms and other venues to various Departments and Clubs shall be done by the Department.
6. Prize money allotment for all events is to be done by the CoStAA, Controls in conjunction with the rest of the CoStAA. The same has to be approved by the CoStAA, Finance and the Corroboration and Review Committee. 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, APOGEE". The President and the CoStAA, Controls shall be joint signatories for the cheque book issued in the name of the account. The Department shall maintain receipt books for the same. The format shall have to be approved by the CRC.
7. The Department of Controls shall receive the goodies from the Department of Sponsorship and Marketing through the CRC. It shall also be responsible for the allocation and disbursement of the same to the participants subject to verification by the CoStAA and the CRC.
8. Allocation of kind equivalence of cash prize to winners will be done by the CoStAA of the Department of Controls.
9. All on-campus and off-campus transport during and preceding APOGEE shall be handled by this Department only. The use of vehicles on-campus, during the festival, will be limited to

picking and dropping of judges, speakers, sponsors, guests, emergencies (such as medical assistance etc.). If it is found that at any time the car is inappropriately used, the CoStAAn, Controls shall be charged for the expenses incurred.

10. Travel and IC food bills of event judges are to be passed onto the CRC through the Bill Reimbursement form along with the hospitality receipts issued by the CRC.
11. The CoStAAn, Controls shall be responsible for the preparation of the APOGEE schedule in consultation with the Club/Department coordinators.
12. All requirements to be obtained from the Institute such as generator facilities, video scope, buzzers, bells etc. shall be sourced through the Department of Controls.
13. The CoStAAn shall be responsible for selecting judges for all events during APOGEE in consultation with the Club secretaries.
14. The CoStAAn, Controls shall also get a Xerox machine/Printer(s) issued in her/his name through CRC. S/he shall be accountable for the same.
15. The Department shall be responsible for organisation of the Project competition.
16. The confirmation of outstation participants shall be done by the CoStAAn, Controls.
17. The CoStAAn, Controls shall be responsible for designing and formatting of the certificates which have to be ratified by the CoStAA. The event winning/participation certificates shall be printed by the CoStAAn. Controls after getting the designs approved by the CoStAA body. The distribution for the same shall be done by the CoStAAn, Controls.

Reception and Accommodation

1. The Department will be responsible for the reception, accommodation and protocol of outstation delegates.
2. Reservations of rooms in the guesthouse etc., are to be done by the Department.
3. Food in VFAST shall be provided only to the media/judges. Exceptions to this rule shall have to be approved by the CoStAAn, Finance.
4. The Department shall be responsible for providing any other services to out-station participants as decided by the CoStAA body such as arrangements of buses, etc.
5. The Department shall provide other Clubs and Departments working for the festival with requirements such as mattresses, fans, tablecloths, bed sheets, pillows etc.
6. The CoStAAn, Reception and Accommodation will share a list of rooms allotted along with the expected number of people to be accommodated in various hostels with the respective hostel representatives at least 24 hours prior to the commencement of the fest.
7. The CoStAAn of the department of Reception and Accommodation will release a list of inventory items - the rates of which are agreed upon in the inventory tender - when the inventory tender gets signed. All members of the CoStAA, Coordinators and clubs will be expected to go through the list and will have to approach them in case they require any items from the list. The aforementioned entities are not permitted to approach any third party or unauthorised vendors for the same. The department of Reception and Accommodation will thus be the sole point of contact with the vendor. The number of items issued will be under the discretion of the CoStAAn of the Department of Reception and Accommodation.
8. The Department is responsible for overseeing the set up of all tents at various locations across campus as per the requirements of APOGEE and will decide the layout for the

same for different departments, clubs, and sponsors in consultation with CoStAAn of Department of Controls. A requisition meet will be held in advance to discuss the requirements with clubs and departments. The Department will also be responsible for providing electricity supply for all the tents.

9. The CoStAAn, Reception and Accommodation must receive the list of guests from the concerned bodies before APOGEE begins to allow for booking of rooms and appropriate reception of these guests.
10. The placement of sponsor stalls and food stalls must be decided by CoStAAn, Sponsorship & Marketing and CoStAAn, Recnacc.

Publications and Correspondence

1. Pre-invites/Invites shall be printed by this Department. The rough draft of these shall be jointly done by the CoStAAn, Publications and Correspondence and the CoStAAn, Controls. The same shall have to be approved by the CoStAA. The list of colleges to whom the pre-invites/invites are sent should be approved by the CoStAA body and updated annually.
2. The printing of Scratch Pads/Files/Folders/Department badges shall be done by the CoStAAn, Publications and Correspondence in consultation with the General Secretary. The distribution of the same shall be done the CoStAAn, Publications and Correspondence in accordance with the workforce list supplied by the General Secretary. The Department shall print any stationary required by them such as record books, receipt books etc.
3. Every campus ambassador or similar programme should be run by PCr and approved by them.
4. Any incentivisation or registration fee for the fest for participants by an organisation under ARC should be first proposed & approved by PCr APOGEE.

Certificates

1. The Department certificates shall be printed by the CoStAAn after getting the design approved by the CoStAA body. The distribution of the same shall be done by the CoStAAn, Controls in accordance with the workforce list.
2. All event winning certificates shall have to be signed by the President, Students' Union and the Dean, SWD.
3. All Department certificates shall be signed by the President, Students' Union, the respective Department Coordinator and the Dean, SWD.
4. All certificates for Clubs shall be signed by the General Secretary, the Club Coordinator and the Dean, SWD.
5. The Department, along with the CoStAAn, Reception and Accommodation, shall get the upper limit for the number of participants who can be registered and accommodated, approved by the CoStAA.
6. The copy of the number of people in each college shall be sent to the CoStAAn, Controls and the CoStAAn, Reception and Accommodation 48 hours before the commencement of registration.
7. Printing of the letterheads for the CoStAA and the coordinators shall be done by the CoStAAn. The budget for the same shall come under this Department.
8. He/she/they shall be in charge of printing of souvenirs after getting the same approved by the CoStAA body. The CoStAAn shall obtain the advertisement material for the souvenir

from the CoStAA, Sponsorship and Marketing and the Department photographs from the Coordinator of the Department of Photography. A receipt has to be handed over for the same. The CoStAA shall be responsible for the distribution of souvenirs to the various Departments after APOGEE. Billing for the same shall be done within a week after APOGEE.

9. If the posters/souvenirs are to be sold during APOGEE, the CoStAA, Publication and Correspondence should hand over the requisite number of posters/souvenirs as decided by the CoStAA body, to the CoStAA, Inventory for sale with other merchandise including T-Shirts, goodie bags etc.

Paper Evaluation and Presentation

1. The CoStAA, Paper Evaluation and Presentation is responsible for planning, publicising and conducting Paper Presentation during APOGEE.
2. Acceptance of abstracts and screening by judges shall be done by the CoStAA, Paper Evaluation and Presentation. The confirmation of participants shall be done by the Department.
3. The Department is responsible for planning, publicising and conducting poster presentation during APOGEE.
4. The CoStAA is responsible for judgment of paper and poster presentation events. The CoStAA shall be responsible for preparing the judge sheet and selecting judges for paper and poster presentations during APOGEE.
5. Winners' and participants' certificates shall be designed and formatted by the Department of Paper Evaluation and Presentation.
6. The CoStAA, Paper Evaluation and Presentation is in charge of organising Invited Lectures as part of the Think Again Conclave, the chief guest, and the Literary Fest, Papyrus Trails during APOGEE.
7. Papyrus trails is a part of APOGEE that involves literary shows, competitions, games, talks, or stalls.
8. All events in Papyrus Trails undertaken by the Poetry Club will completely be handled by the poetry club in coordination with the CoStAA.
9. The Department along with the CoStAA body, shall be responsible for inviting and finalising the lectures to be held during APOGEE. All the discipline associations, Clubs and Departments have to consult the CoStAA, Paper Evaluation and Presentation before approaching anyone for lectures, including the Chief Guest. The timeline to start contacting the Chief Guest should be announced will in advance by the CoStAA of PEP.
10. The CoStAA, Paper Evaluation and Presentation, along with Department of Art Design and Publicity, is responsible for publicity and promotion of invited lectures to be held during APOGEE.
11. The Department is also responsible for hospitality of guests coming for delivering lectures at APOGEE. The CoStAA, Paper Evaluation and Presentation should consult the CoStAA, Reception and Accommodation for room booking for invited guests. Hospitality for the speakers shall be handled by the members of the department, in the absence of a functioning hospitality team, with the bills being produced along with hospitality receipts at the time of reimbursements.
12. The mementos for invited guests shall be designed in consultation with the CoStAA,

Paper Evaluation and Presentation.

Visual Media

1. The Department shall be responsible for Inaugural Presentations and curtain raisers for all the major events.
2. The Department shall be responsible for carrying out pre-festival responsibilities including but not limited to maintaining the fest website, registration portals and associated email accounts. The CoStAA, after due deliberations with the department, may confer upon it additional responsibilities as deemed fit and within the department's domain of expertise.
3. All pre-festival/in-festival mess/onspot/online signings for fest related events shall be conducted on software developed by the department.
4. All software related to the fest will be under the purview of the CoStAA, Department of Visual Media.
5. The Department shall be responsible for making sponsors' videos and other promo materials as deemed fit by the CoStAA for use during events. The department will also be responsible for operating the projectors and side-screens setup by the Dept. of Controls during the same.
6. The Department shall be responsible for presenting video clips submitted by Departments, associations, Clubs and videos introducing the chief guest and other guests and the sponsors' videos.
7. Regarding video coverage (recording) of events during APOGEE:
 - a. Three service providers are identified. The Institute provided camera from the Instrumentation unit, cameras owned and operated by FMAC, and, the cameras owned and operated by Dept. of Visual Media.
 - b. The CoStAAs from Dept. of Controls and Dept of Visual Media shall decide, after consultation with each of the above listed service providers, on allotting and distributing the responsibility regarding the same.
 - c. Clubs or Departments wishing to have their events covered and recorded are to approach the CoStAA regarding the same before the fest. The CoStAAs from the Dept. of Controls and the Dept of Visual Media shall execute the said request on a first come first serve basis based on availability of manpower and equipment.
8. The Department shall be responsible for designing the website for APOGEE and buying domain and hosting space for hosting the website and managing the web server and updating the content.
9. The Department shall be responsible for managing the online registration for participants and colleges and maintaining the user database.
10. The Department shall be responsible for sending emails to participants for updating them about events and lectures.
11. The Official APOGEE Smartphone App:
 - a. The Department shall be responsible for developing, maintaining, and supporting the iOS and Android versions of the Official APOGEE App. Specific functionality and features of the application are given in the appendix [placeholder sec no.].
 - b. The application shall be used for implementing a QR code-based ticketing & entry system for professional shows and other events during the fest. The department shall work with other concerned departments, clubs, and CRC, for planning and

- implementing the said system.
- c. The Department shall provide volunteers from its pool of members to aid in ticketing and entry during events on request of the organising body of the said event. The volunteers will act as on-site support for troubleshooting and aiding app-based operations.
 - d. The Department shall be present and working during ticket and stub cancellation processes overseen by the CRC and CoStAA of Finance.
 - e. The CoStAA can suggest any change in the functionality and features of the application as deemed fit. In case of a dispute between the Dept of Visual Media and the rest of the CoStAA regarding implementing the same, it shall be put to a vote within the CoStAA. In case of a further tie, the final decision shall rest with the CoStAA of Inventory (General Secretary).
 - f. The current functionality includes:
 - i. Display event details, including, but not limited to the venue, time, rules and description.
 - ii. Display information about tickets purchased for prof shows and corresponding QR code required for entries.
 - iii. Map and emergency contacts.
 - iv. Notification updates during the fest.
 - v. EPC/HPC blog upon request by the respective coordinators.

CoStAA, Finance

1. The President of BITS Students' Union shall assume charge as the CoStAA, Finance.
2. S/He, as head of SU finances, through CRC shall call for quotes within ten days of his being elected as per the rules specified under the Section "Quotes and Tenders".
3. All Departments headed by Coordinators and CoStAAs and also Club Secretaries will submit their budget to CRC, pending approval by CRC, the CoStAA, Finance and the CoStAA body, within a week of passing of tenders.
4. CRC shall call for bill clearance meeting within a week of ending of APOGEE which shall be conducted by CRC, the final passage of which shall be subject to approval from the CoStAA, Finance and CRC.
5. S/He, along with CRC and the CoStAA body, shall allocate budgets to all Departments. Allocation of budgets should be done as per Constitutional procedures.
6. S/He will also be a link between the CoStAA body and the Institute authorities and also with the BITS Students' Union Council.
7. All bills related to APOGEE are to be approved in accordance with the constitutional procedures.
8. S/He shall present the existing financial status of APOGEE within a week of the commencement of the next semester to the Union Council and the GBM.
9. CRC shall open accounts for printing etc. at S9 and other service providers after the passage of the tender by CoStAA Finance and itself.
10. If s/he is not on campus for APOGEE, the General Secretary will deal with the financial matters till the CoStAA, Finance assumes charge.

CoStAA, Inventory

1. The General Secretary of the BITS Students' Union shall assume charge as the CoStAAn, Inventory.
2. S/He shall act in advisory capacity to the CoStAAn, Finance on financial matters.
3. If the CoStAA body decides to have a sale of T-shirts during APOGEE, the CoStAAn, Inventory will conduct the sale of the specified number of T-shirts as decided by the CoStAA body along with the Union Council, under the supervision of CRC.

Coupons (Proviso)

1. The General Secretary shall print coupons for the amount specified in the refreshment budget in the presence of two Union Council members and the CRC.
2. The blocks are to be handed over to the CRC after printing.
3. The CoStAA body shall have the right to exceed the budget with the approval of two-thirds of the Union Council as per Constitutional procedures.

Inventory

1. S/He shall be responsible for inventory control.
2. All Department heads shall submit an inventory list of non-perishables and perishables to the CoStAAn, Inventory in a meeting called before APOGEE.
3. S/He shall update the list every two days during APOGEE.
4. S/He shall make the transport facility (autos etc.) available for inventory transfers during the fest for various clubs, departments etcetera and convey the same to the CoStAAn, Controls and CoStAAn, Reception and Accomodation.
5. S/He shall call for a Clearance Cell meeting one week after APOGEE where all heads of Departments and Clubs shall submit an inventory list of non-perishables. The items shall also be submitted to the CoStAAn, Inventory at the meeting.
6. 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 Constitutional procedures.
7. The General Secretary should take the help of H-reps for performing the above duties.
8. The General Secretary shall open refreshment accounts in Sky/Cafeteria/any other place as decided by the CoStAA with the approval of the Union Council.
9. If any member of the ARC is found guilty of the financial malpractice of inventory mismanagement, they can be fined an amount determined by the CoStAAn, Inventory which will be ratified by the Corroboration and Review Committee. The maximum amount fined will be equivalent to the cost of inventory lost/misplaced.

Minor Departments

Audi Force

1. The Department shall be responsible for providing security arrangements in and around the Auditorium for all events conducted in the Auditorium.
2. The Coordinator shall be responsible directly to the CoStAA body.
3. For professional shows, the Coordinator shall consult the CoStAA body, along with the Department of Live Events and/or HAS regarding control of the exit gates during the professional shows.
4. Only people 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 CoStAA.
6. The Department is responsible for planning the entry and exit at South Park, Main Auditorium in the event of Professional Shows and Inauguration in consultation with the Department of Controls.
7. The Department in collaboration with the Department of Controls, Lights and Sounds shall regulate the events in the Auditorium.
8. The Department shall also escort the Chief Guest during the inauguration in correspondence with the organiser of the event.
9. The Department shall be responsible for securing the green room and ensuring the security of the artists in the green room.
10. The Department shall be responsible for setting up scanning and ticketing points, and temporary booths for the Department of Visual Media for onsite support.
11. The Department shall be responsible for barricading and securing the outer perimeter of the South Park and corresponding entry routes (as per requirement) in the event of Professional Shows in coordination with the Department of Controls and Live Events.
12. The Department shall provide support to clubs and departments for major events that require crowd management at the department's discretion in consultation with the CoStAA.
13. The Department along with the Department of Firewallz will be responsible for taking all the security guard requirements from all the departments and clubs.

Backstage

1. The Coordinators shall be directly responsible to the CoStAA and will look over the proceedings of the Inauguration ceremony.
2. The Department shall be responsible for providing all stage requirements, except lights and sounds during all events to be held at all venues.
3. The Department shall also be responsible for the cleanliness of the auditorium.
4. The Coordinator shall coordinate the Department of Lights, the Department of Lights and the Department of Backstage before the events to make sure they start on time.

External Affairs

1. The department shall be responsible for the outreach of APOGEE using multiple avenues not falling under the purview of any other department.
2. Any/all the correspondence with the schools by any entity under APOGEE for any matter related to the fest should be done after consultation with the department.
3. The department shall be responsible for the conduction of AAROHAN (A pan-India olympiad for school students). The Department may make any changes in the structure of AAROHAN if deemed necessary so by the organising committee.
4. The logistics, operations, sponsorship, publicity and results for AAROHAN are to be managed by this department in association with other departments/clubs whenever necessary.
5. The AAROHAN participant certificates and the winner certificates shall be signed by the Associate Dean (SWD), President of the Student's Union and the Coordinator of this Department.
6. The Department, in consultation with CoStAA, can organise an Aarohan Ambassador Program to increase the outreach of Aarohan. The certificates for the participants of this program shall be signed by the President, Students' Union, Associate Dean, SWD and the

Coordinator of the Department.

7. The incentives for the participants of Aarohan Ambassador Program shall be decided by the department in consultation with the CoStAA. The final round of AAROHAN shall be conducted during APOGEE by the Department. The Department is responsible for inviting and hosting guests for the final round of AAROHAN during APOGEE.
8. The revenue generated by the department through AAROHAN and any other such events shall be a part of the APOGEE's overall budget and will be monitored by CRC and the CoStAA, Finance. The department should disclose all its expenses incurred to the CRC and the President whenever asked so.
9. The prizes for the winners of AAROHAN shall be decided by the coordinator of the department in consultation with the CoStAA.
10. The Department is also responsible for the conduction of Mini-APOGEE in association with the CoStAA. Any modifications to this event shall be done with the approval of the Coordinator of the Department.

Firewallz

1. The Department is to provide all security arrangements during APOGEE at all venues except the Auditorium.
2. The Department is responsible for night patrolling.
3. Guest passes shall be issued by the Department in coordination with the CoStAA, Controls and the CoStAA, Reception and Accommodation.
4. The Department is to ensure that no vehicles, other than Institute vehicles are allowed on campus during APOGEE.
5. The Coordinator shall be directly responsible to the CoStAA.

Informalz

1. The Department will be responsible for all informal events held during APOGEE.
2. The schedule for the same shall be decided by the Coordinator, jointly with the CoStAA, Controls.

Lights

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

Live Events

1. The decision to hold the professional show will be taken by the CoStAA in consultation with the Union Council, Department of Live Events and also the Hindi Activities Society, in case of a comedy show being organised.
2. In case of a professional show being held, the Coordinator, Department of Live Events, along with the CoStAA body is in charge of organising the same during APOGEE.
3. The final selection of the artiste(s) shall be done by the CoStAA.
4. The budget should comprise the hospitality expenditure incurred by the artiste(s). All other expenditures pertaining to artist fee, production costs, publicity for the show will be borne by the CoStAA body under the APOGEE account.
5. The Coordinator should give all the stage requirements for the professional show to the

- Coordinator, Stage Controls and CoStAA, Controls at least two weeks ahead of APOGEE.
6. The Coordinator is to inform the CoStAA regularly regarding the status of the professional show/program arrangements.
 7. The Coordinator is answerable to the Clearance cell in case of all financial matters.
 8. The 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 CoStAA body and the Union Council.
 9. External technicians and specialised equipment for the professional show and any other event that might require the same shall be hired by the CoStAA body in consultation with the Department of Live Events, the Department of Sounds and the representatives of the artiste(s).
 10. Every individual in the Auditorium shall have to buy tickets, including members of the Department of Lights, the Department of Sounds, the Department of Backstage, the Department of Photography, the Department of Audi Force, the Department of Live Even and Photography Club.

Photography

1. The Department shall be responsible for handling all photography and related work.
2. Pre-APOGEE Department/Club clicking shall be done in consultation with the CoStAA body at least a month before APOGEE. A copy of the same shall be given to the CoStAA, Publications and Correspondence for the printing of the Souvenirs.
3. The Department shall be responsible for organising Bhawan clicking, Mess clicking, pre-APOGEE clicking and APOGEE clicking.
4. Delivery shall be done in one go within a week after APOGEE. 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.
5. All billing should be complete within twenty days after APOGEE. 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 CoStAA, Finance and the CRC.

Sounds

1. The Department shall provide all audio requirements at all venues as declared by the CoStAA.
2. The Coordinator shall be directly responsible to the CoStAA.
3. Only the working crew of the Department of Lights, the Department of Sounds and the Department of Photography will be allowed in the lights and sounds booth.
4. The Department is to recommend at least three parties for professional sounds required during APOGEE, in case the CoStAA decides to hold a professional show. Quotations are to be obtained by the Department for the same. The final selection is to be done by the CoStAA as per the tender rules.

SECTION G: CLUBS AND THEIR FUNCTIONS

Photog

Live Coverage of all the events during APOGEE shall be done by Photog and FMAC jointly.

FMAC (Film Making Club)

Live Coverage of all the events during APOGEE shall be done by Photog and FMAC jointly.

Karaoke Club

Karaoke Club shall be solely responsible for conducting 'Silent Disco' in future editions of APOGEE.

Kalamvansh

Kalamvansh shall be responsible for organising hip-hop related events (except professional shows).

SECTION H: BUDGETS, QUOTATIONS & MoUs

Budget

1. Budget presentation and passing shall be done as per Constitutional procedure.
2. Each Department shall have the following sections by default in its Budget presentation:
 - i) Printing Budget including
 - a. Print outs (B/W, Colour, A3, A4)
 - b. Photocopies (Single Side, Double Side, A3, A4)
 - c. Flexes
 - ii) Repair Requests
 - iii) Work trip requests pending approval from CRC and the CoStAA body.
3. A budget form shall be designed and printed by the CRC. This shall be made available to all department heads/coordinators by the CRC.
4. 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 about the bill passing session.
6. Any entities such as disciplinary associations, technical teams, etc., not affiliated to the Students' Union shall be allotted a budget under the APOGEE ledger for any activities they undertake for and during APOGEE. Their status, for the duration of APOGEE, shall be consistent with that of any Club/Department that works for APOGEE. Their reimbursements shall be subject to the same rules as for any other Club/Department.
7. In case of any particular Department Head/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.
8. The CRC shall present refreshment as per the following format:
 - a. Pre-APOGEE Budget
 - b. Post APOGEE Budget
 - c. Total Budget
9. Each section shall have a split-up department wise.
10. Budgets for any Department/Club shall not be passed if they are not specified in the given format.
11. A 10% difference shall be maintained between the expected sponsorship and expenditure.
12. Requisition Books/Credit Accounts

13. Xerox machine(s)/ Printer(s) shall be issued to the CoStAAn, Controls.
14. The CoStAAn, Finance shall be indenter for the Reprography division with assistance from the CoStAAn, Publications and Correspondence, if the CoStAA body feels it can have one more CoStAAn as the signatory authority for the Reprography Division.

Quotes and Tenders

1. Only quotes shall be called for by the CoStAA. The tender shall be awarded after discussion with the applicants, the CoStAA and the CRC.
2. Quotes for printing, apparel, vehicles, reception and accommodation etc. shall be called for within a month after the commencement of semester.
3. A receipt book shall be printed by the CRC in consultation with the CoStAA after deciding the rates of a tender document as per constitutional procedures.
4. The format for the tender document shall be decided by the CRC.
5. Quotes shall be deposited in a ballot box kept in SWD. After the deadline, the ballot box shall be in possession of CRC until it is opened in the Union Council.
6. The lowest price quoted, after negotiation and with consultation of the CoStAA body, clubs involved and CRC, shall be chosen for the tender.

Food Stalls (Proviso)

1. The CoStAAn of the Department of Sponsorship and Marketing is responsible for bringing in quotations for food stalls in consultation with CRC and CoStAAn, Finance. The three parties are responsible for negotiating and choosing the vendor.
2. The stallholder will be responsible for the cleanliness around the stalls.
3. The stall owners will be given letters about ownership of stalls signed by the CoStAAn, Finance and they will have to abide by the terms and conditions as put down by the CoStAA.
4. The CoStAA 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 CoStAA failing which they will have to fully bear the losses.
5. All transactions will be in cash and coupons and not mess bills.

Memorandum of Understanding

1. Any sponsor who wishes to put up his banners on campus during APOGEE has to sign an MoU with the CoStAAn, Finance and the CoStAAn, Sponsorship and Marketing.
2. All MoUs have to be declared to the Union Council.
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 CoStAAn/Student.
6. 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 CoStAAn, Finance.
7. The publicity material should be handed over to the CoStAAn, Sponsorship and Marketing. A receipt will be given for the same.

General

1. Use of cars will be permitted only with the prior permission of both the President and the General Secretary.
2. A weekly Expenditure summary has to be submitted by all CoStAAns, Coordinators and Club

Coordinators to the Students' Union.

3. All cash/cheques/DD's and receipt books for the same, if any, have to be deposited within one week after the end of APOGEE in SWD by 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.

APPENDICES

Section A1: Clubs

The following is a list of clubs that were a part of APOGEE 2024. This list is subject to change with every edition of APOGEE.

1. Embryo
2. Radio Control Club
3. Hindi Activities Society
4. English Language Activities Society
5. Poetry Club
6. APOGEE Hindi Press
7. APOGEE English Press
8. Creative Activities Club
9. Team BITS
10. Astro Club
11. Matrix
12. Radioaktiv
13. Film Making Club
14. Media Relations Club
15. Nirmaan
16. Photography Club
17. BITS MUN
18. Dance Club
19. Music Club
20. Comedy Hub
21. Toastmasters Club
22. Renewable Energy Club
23. Association for Computing Machinery, Pilani Chapter
24. American Society for Mechanical Engineers, Pilani Chapter
25. Public Policy Club
26. Debating Society
27. National Service Scheme
28. Gaming Club
29. Inspired Karters Gravity
30. Inspired Karters Electric
31. BITS Pilani Consulting Club
32. Robocon
33. Indian Institute of Chemical Engineers, Pilani Chapter
34. Team Anant
35. American Institute of Chemical Engineering
36. ARBITS
37. Communo

38. Comedy Club
39. Mime Club
40. Karaoke Club
41. Pilani Atamnirbhar Resource Center
42. Coding Club
43. The Eastern Outlook
44. Product Management Club
45. Operations and Strategies Club
46. Mountaineering and Adventure Club
47. Google Developer Students Club
48. CRISS Robotics
49. Indian Society of Heating, Refrigerating and Air Conditioning Engineers, Pilani Chapter
50. Association for Computing Machinery- Women , Pilani Chapter
51. Institute of Electrical and Electronics Engineers, Pilani Chapter
52. Quant Club
53. BITS x Postman Innovation Lab
54. Gurukul
55. Kalamvansh

Section A2: Discipline Associations

The following is a list of Discipline Associations that were a part of APOGEE 2024. This list is subject to change with every edition of APOGEE.

1. Biology Association
2. Chemistry Association
3. Mathematics Association
4. Physics Association
5. Chemical Engineering Association
6. Mechanical Engineering Association
7. Electrical and Electronics Association
8. Computer Science Association
9. Manufacturing Association
10. Pharmacy Association
11. Students Academic Cell
12. Instrumentation Forum
13. Language and Humanities Association
14. Civil Association
15. Economics and Finance Association
16. IFSA

Section A3: Sample Format For Acquisition of Quotes For Various Tenders

Printing Tender

APOGEE Charter

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.

	Type	Details	Rates
Category A	A3	NON GLOSSY	
		GLOSSY	
	A4	NON GLOSSY	
		GLOSSY	
Category B	12"X18"	PHOTO PRINTS	
		NON GLOSSY	
		GLOSSY	
	DIGITAL PHOTOS	(4" x 6")	
		(12" x 10") + COVER	

Category C	DIARY (hardbound)	(100, 150, 200 pages)	
	BROCHURE	(8" x 6") 32 PAGES	
	SOUVENIRS	60 A4 PAGES+COVER	
	MAGAZINE	100 pages, glossy	
Category D	LARGE FORMAT PRINTING		
	FLEX PRINTING		
Category E	A3	BLACK AND WHITE	
	A4	BLACK AND WHITE	

Terms and Conditions:

- a) The tender will be passed in favour of the party which quotes the price adjudged to be most feasible by CoStAAn's Finance and Publications and Correspondence and the CRC. In case of flexes and banners, CoStAAn, Sponsorship and Marketing should be consulted.
- b) Margins will be decided taking a minimum of 25000 prints and rolls.

- c) Preference will be given to the party which quotes the lowest price for the gloss printing of a snap.
- d) The printing cost of defective snaps will have to be borne by the party.
- e) The envelopes for distribution on snaps will have to be provided by the party in whose favor the tender is passed.
- f) If two parties quote the same price for the above, there will be an open bid. If there is a deadlock in the open bid also, then there will be an open bid on the cost of developing per roll.
- g) In case of tie a decision shall be taken by the CoStAA body and the Union Council.
- h) If a deadlock still exists, then a decision shall be taken by the CoStAA body in consultation with the Union Council and CRC.

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

Signature:

Name of the Party:

Date: (CRC) (CoStAA, Finance)

Note:

1. The sealed quotes should be dropped in the ballot box kept at SWD by 12:00 pm on / /or mailed to the CRC in the specified format..
2. A copy of the signed tender document, after the quotes have been analysed and the tender passed, shall be retained by CRC, the vendor and the CoStAA, Finance.

Reception and Accommodation

The following are the approximate quantity of items required by the Department of Reception and Accommodation during the festival.

The rates charged for various items used during APOGEE will be as follows:

Item	Rate quantity/day	If Damaged (Rs.)	If Lost (Rs.)
Mattresses (with covers)			
Mattress cover			

APOGEE Charter

Bed sheets			
Pillows(with covers)			
Fans			
Tables			
Tablecloths			
Chairs			
Buckets			
Mugs			
Extension Boxes(ISO)			
Halogen Lights			
Sodium Lamps(400W)			
Dharis			
Kanath			

APOGEE Charter

Carpets			
Curtains(10'*15')			
Tents (waterproof;15'*15')			
Water Tanker			
Drinking water barrels (20L)			

Maximum amount =

Your quotation =

Terms and Conditions:

1. The tender will be passed in favour of the party which quotes the price adjudged to be most feasible by CoStAAns Finance and Reception and Accommodation and the CRC.
2. Preference will be given for any kind of sponsorship.
3. In case of tie a decision shall be taken by the CoStAA body and the Union Council.

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

Signature:

Name of the Party:

Date:

(CRC)

(CoStAAn, Finance)

Note:

1. The sealed quotes should be dropped in the ballot box kept at SWD by 12:00 pm on / or mailed to CRC in the specified format..
2. A copy of the signed tender document, after the quotes have been analysed and the tender passed, shall be retained by CRC, the vendor and CoStAAn, Finance.

Travel

The terms and conditions for the tender are as follows:

APOGEE Charter

1. All vehicles must be present within 2 hours notice round the clock.
2. All vehicles must be registered and tender bearer must possess all required legal documents.
3. The tender bearer must possess inter-state taxi permits.
4. Any fines imposed on the driver due to disobedience of traffic rules must be borne by the driver/tender bearer.
5. Toll Tax (only Delhi) shall be borne by the tender bearer. Other Toll Tax Receipts would be reimbursed to the Tender Bearer upon producing the same.
6. State permit (entry) taxes shall be borne by the tender bearer.
7. Requisition of vehicles used during Apogee would be on Credit basis and the payment would be made post Apogee.
8. Any requisition during Apogee or prior to Apogee for Work Trips must be met with promptly.
9. In case of breach of any of terms and conditions mentioned above, the Students' Union will have the right to deduct 25% of the payment on every bill produced till date of establishment of breach and would also result in blacklisting of the vendor and all his vehicles for a period of 2 years.
10. The rates shall remain the same unless the cost of diesel rises by Rs. xx/L.
11. If the vehicle encounters Hilly Terrain during the route, an extra charge of Rs. xx/per KM of terrain shall be applicable
12. All decisions taken by the BITS Students' Union in consultation with Department of Controls and CRC with regard to the selection and cancellation of tender would be final and binding.

S.No.	Vehicle (Capacity)	Rate (AC) (Rs. Per KM)	Rate (Non-AC) (Rs. per KM)
1	DZire /Indigo/Etios (4+1)		
2	Tavera/Ertiga (6+1)		
3	Innova/BRV (6+1)		
4	Traveller(12+1)		
5	Qualis/Bolero		
6	XUV 500		

7	Fortuner		
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Minimum KM charged per day:

Overnight Stay Charges:

I agree to all the above terms and conditions and will carry out the instructions of the organizing committee with respect to the timely arrangement of vehicles as and when required by them, if the tender is passed in my favour.

Signature:

Name of the Party:

Date: (CRC) (CoStAAn, Finance)

Note:

1. The sealed quotes should be dropped in the ballot box kept at SWD by 12:00 pm on / / or mailed to CRC in the specified format..
2. A copy of the signed tender document, after the quotes have been analysed and the tender passed, shall be retained by CRC, the vendor and CoStAAn, Finance.

Apparel

1. The quotes for the tender shall be called for specifying the design, fabric type (GSM), sizes, delivery rates (for the final delivery and the delivery of samples), advance payment details.
2. The tender shall be allotted to the vendor whose prices and quality of product are deemed suitable by the CoStAA body and the CRC.

Price per T-Shirt/Sweatshirt (specify GSM)	
Delivery Time for samples	
Final Delivery time	
Total Cost (inclusive of delivery of samples and final delivery)	

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

Signature:

Name of the Party:

Date: (CRC) (CoStAAn, Finance)

Note:

1. The sealed quotes should be dropped in the ballot box kept at SWD by 12:00 pm on / / or mailed to CRC in the specified format.
2. A copy of the signed tender document, after the quotes have been analysed and the tender passed, shall be retained by CRC, the vendor and CoStAAn, Finance.

Certified by the ECU in 2021