

### **Standard operating procedures (SOPs) for cultural activities**

Cultural programmes of IIPS are for all teaching and non teaching staffs, project employees, students- ex students and all employees of the institute. As per practice, Institute will provide financial and administrative help for selected cultural activities, aiming to maintain harmony and peace. For all other non-sponsored cultural activities, Institute is not being responsible for any undue action. Institute's cultural events should abide by the laws of GOI.

**Standard operating procedures (SOPs) for cultural activities** are instructions intended to document how to perform Institute sponsored cultural activities and other events within the premise. The IIPS uses standard operating procedures to help ensure law, order and excellence. Standard operating procedures are also useful tools to communicate important University policies and best practices:

1. Director is the final decision maker related to any issue in connection with cultural events.
2. Students' Secretaries must coordinate for Institute sponsored cultural activities along with staff members and coordinator in the cultural committee. They are entitled to make volunteer groups to perform different activities and communicate the same to the authority. No one can use abusive language/action against those members/volunteers while arranging/organizing the programme. Students involved in the activity should cooperate each other. For any misconduct, authority can take any action. Any member who was warned by Institute authority for misbehavior or bad conduct should not be a member of the Committee.
3. Students, with permission from the Director and/or cultural coordinator are entitled to put notice related to cultural activities in Institute's notice board. Use of loud speaker in public place within the campus are not allowed beyond 10 pm. Police permission is mandatory for any deviance of this rule. If any deviance is observed, immediate action will be taken.

Smoking or drinking within campus during occasion of any cultural event of the Institute is strictly prohibited and can invite stringent penal measures. Participation of any external member should have to be approved by Institute's authority with prior notice. For rehearsing, permission should be obtained from competent authority if it is beyond office hours.

4. Indecent hooting, comment or behavior (verbal, written) that disturbs or demoralizes the sanctity of any programme, a person, group of people or the Institute, is punishable.
5. The responsibilities assigned by Director or cultural coordinator to students and staffs for managing the programme should be delivered with sincerity. All expenditure details must be submitted within 2 weeks after the programme. The financial matters related to cultural programme is under the discretion of the Institute's approving authority, i.e. Director. Institute authorities are the final decision maker regarding financial support of any event. For any cultural activity that is not funded by the Institute, no one is entitled to ask secretaries to perform duties. Prior permission is needed from the competent authority (Director /Registrar/Warden) for any such activity.
6. Decision regarding inclusion-exclusion of any performance related to cultural event is under the discretion of the cultural coordinator. A student can participate in any number of events, depending on availability of time, for the event where s/he wants to perform and depending on the number of participant's participation for that programme within a time frame.
7. Competition in cultural events under any discipline will be organized only if the entries in an item are at least five. If the number of entries in an item is more than five but less than eight then results of only first two positions will be declared. Decision of the judge/s will be considered final. There is no provision to challenge their decision.

**BY ORDER**

**IIPS, 2018 August**