



**ASHOKA UNIVERSITY**  
**OFFICE OF STUDENT LIFE**  
**POLICY ON INTER-UNIVERSITY EVENTS**  
**AND EXTERNAL ENGAGEMENT**

The Office of Student Life encourages and facilitates student initiatives towards hosting and organising inter-university events on campus. The underlying goal of such initiatives is towards enrichment, exposure, cultural development and hands-on experiential learning. This policy outlines the procedures and guidelines related to organising on-campus inter-university events, henceforth referred to as Events for the purpose of this policy. Bonafide students, recognized student organizations, official clubs and societies may organize such Events. This policy is only applicable for Events hosted or organized under the Office of Student Life. The mandate of the Office only includes extra-curricular events and does not include any events pertaining to academics, sports or any other events outside its area of work. Please be aware that as the campus culture grows and develops in the coming years, all policies may be reviewed, revised and updated. Student feedback on policies and implementation is welcome and encouraged.

Office of Student Life

Email: [life@ashoka.edu.in](mailto:life@ashoka.edu.in)

Phone: +91-130-2300261

## **I. PRE-EVENT PROCEDURES**

### **Proposal Submission**

Student(s) who seek to organise Events must submit a detailed proposal to the Office of Student Life. Proposals for Events will be invited by the Office bi-annually. All proposals must be submitted within the deadline set by the Office for evaluation.

The proposal must include the following:

- |                                   |                                  |
|-----------------------------------|----------------------------------|
| a) Vision and Mission             | f) Financials and Budget         |
| b) Marketing Strategy             | g) Sponsorship Plan              |
| c) Proposed Date/s                | h) Brief Logistical Requirements |
| d) Scale and Reach                | i) Documentation process         |
| e) Proposed Dignitary Invite List | j) Organizing Team Chart         |

### **Evaluation and Selection**

- Only proposals submitted within the stipulated time will be considered for evaluation.
- Organizers must fully demonstrate through the proposal that they have identified sufficient resources to successfully plan and run the event for it to be approved.
- After in-depth evaluation of the proposal and analysis of feasibility, the Office of Student Life will approve only a select number of Events for an academic year.
- Recurring events are also required to submit fresh proposals for consideration.

### **Approval Criteria**

- Organizer(s) must receive prior event approval from the Office of Student Life before any financial commitments are made, invitations are sent out or Event advertising occurs.
- All deadlines for event review and approval, funding and the provision of University services must be followed.
- Organizer(s) cannot schedule or invite an external group or vendor in order to give them access to the University space(s) or community without declaring it while applying for event approval.
- The organizer(s) will sign an undertaking (Refer **Annexure A**) with the Office of Student Life, before the event is approved.
- The organizer(s) are mandated to submit a formalised closure report about the Event conducted to the Office, no later than two weeks from event date.

**Please Note:** Organizer(s) will keep the Office of Student Life in loop for all communications that will be underway before, during and after with all stakeholders associated with the event.

## Notification Timeline

Students will give prior notice to Team Operations and IT regarding their final requirements for logistics, using the Event Checklist (Refer **Annexure B**) along with due approvals for the event from the Office of Student Life at least 10 working days prior to the event date.

The notification for event requirements will be made through the Event Checklist by filling out all the necessary details. Data that cannot be captured by the Event Checklist will be submitted through email. Staff member(s) will be assigned as Point of Contact (PoC) by the Office of Student Life for facilitating the events.

All key stakeholders (External Participants [if any], Ashoka Students, Faculty, Staff and Alumni) should be notified regarding the event 5 working days prior to the event date. (Refer **Annexure D**)

**Please Note:** In cases where the notification reaches the Office later than the stipulated time period for that event, the processing of requests will be subject to a special approval from the Director, Office of Student Life.

## II. EVENT GUIDELINES

### Financial Guidelines

- Organizer(s) are expected to fund their event through external sponsorships and other fundraising methods only. They will be responsible for strategizing and executing a financial plan to raise the required budget. (Refer to **Annexure C** for a suggestive logistical overhead break-up for events organized on-campus.)
- Fundraising from off-campus sponsors including cash and services requires good advance planning and prior approval through the Office of Student Life and Office of Registrar via a signed MoU.
- Payments will only be processed once the sponsorship funding has been received by the Finance department or once the copy of the signed MoU from the sponsor has been submitted to the Office of Student Life.
- Cash prizes (if any) will be released to participant winners via NEFT transactions only. Organizer(s) must submit the necessary bank details within two days of the competition to the Office of Student Life for generation of the invoice.
- The University will only issue out cash payment upon discretion and approval of the Dean of Student Affairs.
- Organizer(s) must complete all financial transactions & submissions and submit all bills and invoices (hard copy) to the Office of Student Life within two weeks from the date of

the event. The financial records should be available for audit whenever required and well-documented for future reference.

- The University reserves the right to recover unanticipated and incurred event-related costs from the organizer(s) until the completion of the event being organized.

**Please Note:** The University must receive all confirmed sponsorship details and MoUs that amount to 75% of the total Event budget 30 days prior to the event date. If the minimum amount is not met by the deadline, the Office of Student Life will re-evaluate the feasibility to execute the said event. The decision of the Dean of Student Affairs shall be final and binding in such situations.

### **Marketing Guidelines**

- Marketing for all approved events should follow the **Ashoka University Brand Guidelines** laid down by the University. The decision of Director, Communications & PR will be final and binding on all designs and collateral related to an event.
- All signs, placards, banners, flyers, posters and other marketing materials must clearly identify the event organizer(s) presenting the event, event title, date and time, and location of event.
- No signs, placards, banners, flyers, posters or other marketing materials are permitted in spaces other than those already notified for the purpose.
- Marketing materials may go up on the notified spaces four weeks before the event and must come down within 24 hours after the event.
- Use of glue/tape for putting up the marketing material is strictly prohibited.
- Organizer(s) are requested to not post over other posters advertising current events.
- Please place only one item per space to allow room for other groups to post their events as well.
- Organizer(s) violating these guidelines may be charged a fee to cover the cost of staff sent to remove the material and/or otherwise clean the spaces.
- Organizer(s) are expected to be respectful of intellectual property rights and laws. Use of third-party copyrighted or trademarked material or use of a person's likeness without permission in any form may be illegal and may expose the Organizer(s) and the University to significant financial liability and reputational risk.

### **Venue Guidelines**

- Kindly ensure that proposed venue meets all your Audio-Visual requirements before confirming the Event with the Office. (Refer to **Annexure F** for AV details of all spaces)
- Any late changes or additions to Housekeeping requirements for the venue has to be

communicated at least 24 hours in advance to the concerned department.

- Booking of critical spaces (Dr. Reddy's Auditorium, AC 02 LH 011 [Takshila] and Multi-Purpose Hall [MPH], Sports Block) will only be approved after additional review. IT support and AV functionality will be available in these spaces only between 8:00 am – 8:00 pm.
- Multi-Purpose Hall (MPH), Admin Block may be booked for events post 8:00 pm subject to approval. The Security department will need to be informed of the event duration prior to the event. Organizer(s) must take handover of the AV setup from the IT department in advance for the event and return the keys by 8:00 am the following day.
- To book the Dance Studio (Room 502, Admin Block), Residence Hall or Sports Block spaces, please write to the Performing Arts Department ([performingarts@ashoka.edu.in](mailto:performingarts@ashoka.edu.in)), the Residence Life team ([residencelife@ashoka.edu.in](mailto:residencelife@ashoka.edu.in)) and the Office of Sports & Exercise ([sports@ashoka.edu.in](mailto:sports@ashoka.edu.in)) respectively.
- Certain spaces (AC 01 LT 106, AC 02 LT 209-10 and AC 02 LT 211-12) are designated YIF classrooms and will require additional advance notice for booking and approval.
- For outdoor events outside business hours, organizer(s) must take handover of the portable sound system from the IT department prior to the event and return it by 8:00 am the following day. Please ensure that the Maintenance department is informed if temporary power supply needs to be arranged at the venue.
- Responsibility of the equipment will be vested with the organizer(s) for the duration it's handed over and costs for any damage will be recovered from the organizer(s).
- Kindly propose venues keeping in mind the expected number of attendees. Bigger rooms lead to more power consumption and should be avoided unless required. It's recommended that the organizer(s) use smaller rooms, Residence Hall Common Rooms or Student Commons whenever possible.
- Events using amplified sound outdoors are permissible with limitations, and must be coordinated with the appropriate administrative offices particularly the Office of Student Life. Amplified sound is not permitted when they could disturb classes or other University business.

### **Safety Guidelines**

- Organizer(s) should ensure a first aid kit at the event venue or in near vicinity during the event as well as during set-up/tear-down.
- Organizer(s) should ensure that all exits are maintained clear and unobstructed at all times during the event.
- Extension cords and wiring, used as instructed by the Maintenance department, shall be

properly taped to the ground to reduce tripping hazards.

- The University has the final authority on determining all security requirements for any event. This includes staffing levels and plan, entrance requirements and availability of university facilities.

### **General Guidelines**

- New events must be carefully planned within the organization's existing resources, thus requiring much advance consultation. Annual events that are planned in new locations or with a new size, scope or other significant changes also require early and active consultation. In such cases, early advance consultation with the Office of Student Life is expected a minimum of six weeks prior to the event.
- Organizer(s) are expected to consider the academic calendar when selecting the date for the event. They should try and avoid the regular academic schedule so that the event does not compete with class time and access to resources. The event should preferably not occur the week before or the week of exams, or during university holidays.
- Organizer(s) should remember that they are representing Ashoka and that they have the ability to affect the reputation of the University as well as other individuals affiliated to it.
- Organizer(s) should ensure that reasonable consideration is given and every effort is made to produce a sustainable “green” event. (Refer **Annexure E**)
- Organizer(s) are encouraged to build affiliations and collaborations with similar interest groups within the institution, as well as with contemporaries at universities and organisations outside, for mutual learning and growth as well as scale up participation.
- Organizer(s) may seek legal, marketing and logistics guidance from various offices and departments as and when required. The Office of Student Life will help facilitate these requests to liaison with concerned offices and departments.
- All policies and regulations of Ashoka University will be binding on the students organising the Events. Organizers should read and understand the policies and contact the Office of Student Life for any clarifications.

### **III. RECOMMENDATION AND CERTIFICATION**

- Organizer(s) applying for certificates or recommendation letters shall submit all documents as directed by the Office of Student Life.
- The Office of Student Life will refer to all documents and consult with other offices/departments before issuing certificates or recommendation letters.

**ANNEXURE A**

**UNDERTAKING**

**Inter-University Events Organising Team**

I/We, \_\_\_\_\_ do here by state that I/We have read the Policy on Inter-University Events and External Engagement, and understand all the processes and protocols stipulated. I/We will adhere to all Rules and Regulations of Ashoka University and follow all guidelines laid out, while ideating, planning and organising \_\_\_\_\_ event.

I/We accept full responsibility for completion of \_\_\_\_\_ event as per the guidelines stated in the policy document. I/We will follow all final decisions made by the Office in regards to Financials, Security, Branding and Logistical aspects of the event.

Event Name:

Name/s of Organising Team:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signatures:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date:

Signature of Director of Student Life:

Signature of Dean of Student Affairs:

## ANNEXURE B

### EVENT CHECKLIST

(For Reference only)

Schedule			Departments				
Time	Venue	Title	Housekeeping	Dining	Maintenance	IT	Security
9:00 am - 10:30 am	Main Gate	Registration	4 long tables w/tablecloths, 10 chairs, 1 water dispensers w/ 50 cup	-	-	8 walkie talkies	2 screens for frisking, 1 extra Female guard
9:00 am - 11:00 pm	Atrium	Bazaar	10 long tables & 5 round tables w/ tablecloths, 30 chairs, 6 softboards, 15 mattresses	-	8KV load and 3 phase electricity, 2 extension cords, 1 connection for microwave oven	2 microphone, 1 mixer and 2 speakers	-
10:30 am - 1:30 pm	MPH	Panel Discussions	6 sofa chairs for stage, Lamp on stage + candle + wicks + oil, 1 glass table on stage, 200 chairs audience seating, 4 long tables for snacks, 300 paper cups,	3 Juice dispenser, 4 trays for biscuits	AC Required	4 microphones, Podium with mic, 1 IT personnel present, Projection set up	- to be confirmed tomorrow
1:30 pm - 2:30 pm	1st floor mess	Lunch	Block the emergency exit	-	sound system organization	-	-
2:30 pm - 3:30 pm	Atrium	Extravaganza	22 chairs, 11 long tables, 4 softboards, 2 easels	-	3 extension cords, 2 microwave oven (w/ required connection)	-	-



## ANNEXURE C

### LOGISTICAL OVERHEADS FOR ON-CAMPUS EVENTS

	<b>COST HEAD</b>	<b>APPROX. COSTING (INR)</b>
<b>Personnel</b>	Security	1000/- per guard per day plus GST
	Housekeeping	370/- per head per day
<b>Equipment</b>	Bag Scanner	35,000/- per day plus GST
	DG for electrical back-up	5000/- to 10,000/-
	Walkie-Talkies	100/- per piece per day
	Electrical Wiring	3000/- per 5 mts
<b>Merchandise &amp; Stationary</b>	ID Bands/Cards	30/- per piece
	Ashoka Gifting Bags	50/- per piece
	Ashoka Diaries	120/- per piece
	Ashoka Key Chain	50/- per piece
	Lanyards	30/- per piece
<b>Transport</b>	Bus (20 seater)	6500/- per day plus GST
	Bus (40 seater)	12,000/- per day plus GST
	Cab (Sedan)	1400/- for 50 kms & 8 hrs
	Cab (SUV)	2200/- for 50 kms & 8 hrs
<b>Food</b>	Regular BF/L/D menu	150/- per head
	Special menu	250/- to 450/- per head
	Snacks	75/- to 180/- per head
<b>Accommodation</b>	On-campus	1000/- per day
	Parker	1000/- per day

**Disclaimer:** The above list is only suggestive and for reference only. Please reach out to concerned departments for actuals during budget planning. Please note that all services are subject to availability and approval.

## **ANNEXURE D**

(Following are sample notification templates for Participants, Ashoka Students, Faculty and Staff and Alumni respectively. Kindly use as required after edits deemed necessary.)

### **Rules and Regulations for \_\_\_\_\_ (Event Name)**

#### **Annual Inter-college Cultural Festival Ashoka University**

1. Official festival timings of \_\_\_\_\_ are 9:00 a.m. to 8:00 p.m. on Day 1 (Month - Date, 201\_) and 9:00 a.m. to 8:00 p.m. on Day 2 (Month - Date, 201\_).
2. All the participants must check in latest by 6:30 p.m. on both days of \_\_\_\_\_. Participants will not be allowed into Campus after the said time.
3. All participants inside the Campus must leave between 8:00 p.m. – 9:00 p.m. No participants can stay on Campus after 9:00 p.m. on \_\_\_th and \_\_\_th (Month) 201\_.
4. The University reserves all rights to admission and to change or amend any rules without informing at any given time during \_\_\_\_\_.
5. The Entry and Exit points into \_\_\_\_\_ is going to be from Campus Main Gate 1 of the University. No participants will be allowed to enter or exit the Campus from any other gates.
6. All entry and exit rules must be followed as per University regulations.
7. At the time of entry on \_\_\_th and \_\_\_th (Month) 201\_, all bags will be scanned and checked by the security team at Gate 1. All participants will be checked by security personnel.
8. All guests will be given a band on entry for both days. However, you can enter only once each day. The band will be torn at the time of exit and the visitor will not be allowed re-entry.
9. No beverages, including water bottles (sealed or unsealed), will be allowed in at any time from outside into the University Campus. They can be procured inside Campus.
10. No loose cigarettes, e-cigarettes, vaporizers etc. will be allowed in the Campus. Confiscated items will not be returned.
11. Sharp objects and weapons of any kind are strictly prohibited.
12. Non-Ashoka University security officers will not be allowed to enter the Campus with participants. They shall have to wait outside.
13. All spaces except the Banjaara event venues will be out of bounds for all participants, including but not limited to:
  - a) The Student Halls of Residence
  - b) The Sports Complex
  - c) Basements of all blocks
  - d) Student Commons

- e) Science Block
- f) Library
- g) Terraces
- h) Construction sites

14. All University rules and regulations are applicable to everyone on Campus at all times.
15. Participants can avail the facility of the Help Desk (MR 009 in the Atrium) in case of medical or any other emergency during \_\_\_\_\_, either by visiting or giving a call on the following Helpline numbers: 0130 – 2300239 and 7082000571
16. Consumption/distribution/possession of any kind of illegal substances is not allowed inside and near the University Campus and if found, will be dealt with severe disciplinary and legal action.
17. Participants are requested not to crowd the Registration desk area or Gate 1 during entry and exit. Ashoka University reserves the right to allow or restrict entry to participants and confiscate any objectionable material.

**Rules and Regulations for \_\_\_\_\_ (Event Name)**  
**Annual Inter-college Cultural Festival Ashoka University**

1. Official festival timings of \_\_\_\_\_ are 9:00 a.m. to 8:00 p.m. on Day 1 (Month - Date, 201\_) and 9:00 a.m. to 8:00 p.m. on Day 2 (Month - Date, 201\_).
2. All the participants and guests must check in latest by 6:30 p.m. on both days of \_\_\_\_\_. Participants and guests will not be allowed into Campus after the said time.
3. All participants and guests inside the Campus must leave between 8:00 p.m. – 9:00 p.m. No participants and guests can stay on Campus after 9:00 p.m. on \_\_\_th and \_\_\_th (Month) 201\_.
4. The University reserves all rights to admission and to change or amend any rules without informing at any given time during \_\_\_\_\_.
5. The Entry and Exit points into \_\_\_\_\_ is going to be from Campus Main Gate 1 of the University. No students, participants and guests will be allowed to enter or exit the Campus from any other gates.
6. All entry and exit rules must be followed as per University regulations.
7. At the time of entry on \_\_\_th and \_\_\_th (Month) 201\_, all bags will be scanned and checked by the security team at Gate 1.

8. All Alumni and guests will be given a wristband on entry for both days. However, you can enter only once each day. The band will be torn at the time of exit and the visitor will not be allowed re-entry.
9. No beverages, including water bottles (sealed or unsealed), will be allowed in at any time from outside into the University Campus. They can be procured inside Campus.
10. No loose cigarettes, e-cigarettes, vaporizers etc. will be allowed in the Campus. Confiscated items will not be returned.
11. Sharp objects and weapons of any kind are strictly prohibited.
12. Non-Ashoka University security officers will not be allowed to enter the Campus with participants. They shall have to wait outside.
13. All spaces except the Banjaara event venues will be out of bounds for all participants and guests, including but not limited to:
  - a) The Student Halls of Residence
  - b) The Sports Complex
  - c) Basements of all blocks
  - d) Student Commons
  - e) Science Block
  - f) Library

The following areas are out of bounds for everyone:

- g) Terraces
  - h) Construction sites
14. All students must carry their ID cards at all times to access any areas, including the Halls of Residence, in the University Campus and present the same whenever required.
15. All University rules and regulations are applicable to everyone on Campus at all times.
16. Students, participants and guests can avail the facility of the Help Desk (MR 009 in the Atrium) in case of medical or any other emergency during \_\_\_\_\_, either by visiting or giving a call on the following Helpline numbers: 0130 – \_\_\_\_\_ and 70\_\_\_\_\_.
17. Consumption/distribution/possession of any kind of illegal substances is not allowed inside and near the University Campus and if found, will be dealt with severe disciplinary and legal action.

**The University Visitation policy will be suspended on \_\_\_th and \_\_\_th (Month) 201\_. Exceptions will only be made for visiting parents who will be permitted with a special permission granted by the wardens. In such cases, an email**

**notification with details of the visit should be sent to the wardens 24hours prior to scheduled visit of the concerned student(s) parents.**

**Kindly Note: No visitors, including parents will be allowed to access the common rooms in the Halls of Residence.**

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**Important Notification for \_\_\_\_\_ (Event Name)**

**Annual Inter-college Cultural Festival Ashoka University**

- All Faculty and Staff are invited to bring up to 2 guests. The entry fee for all guests is INR \_\_\_\_\_ per person, which will be collected in cash on-the-spot at the registration desk.
  - An email will be circulated to all to send the names of their guests in advance to simplify the process.
  - All guests will only be allowed entry when accompanied by the host Faculty and Staff.
  - All guests must present a valid photo ID for registration purposes.
1. Official festival timings of \_\_\_\_\_ are 9:00 a.m. to 8:00 p.m. on Day 1 (Month - Date, 201\_) and 9:00 a.m. to 8:00 p.m. on Day 2 (Month - Date, 201\_).
  2. All guests must check in latest by 6:30 p.m. on both days of \_\_\_\_\_. Entry will not be allowed into Campus after the said time.
  3. All guests inside the Campus must leave between 8:00 p.m. – 9:00 p.m. No guests can stay on Campus after 9:00 p.m. on on \_\_\_th and \_\_\_th (Month) 201\_.
  4. The University reserves all rights to admission and to change or amend any rules without informing at any given time during\_\_\_\_\_.
  5. The sole Entry and Exit points into \_\_\_\_\_ is going to be from Campus Main Gate 1 of the University. Entry for cars will be from Campus Gate 2.
  6. All entry and exit rules must be followed as per University regulations.
  7. At the time of entry on \_\_\_th and \_\_\_th (Month) 201\_, all bags will be scanned and checked by the security team at Gate 1. Please cooperate with the security personnel for any checks of guests and visitors.
  8. All guests will be given a band on entry for both days. However, you can enter only once each day. The band will be torn at the time of exit and the visitor will not be allowed re-entry.

9. No beverages, including water bottles (sealed or unsealed), will be allowed in at any time from outside into the University Campus. They can be procured inside Campus.
10. No loose cigarettes, e-cigarettes, vaporizers etc. will be allowed in the Campus. Confiscated items will not be returned.
11. Sharp objects and weapons of any kind are strictly prohibited.
12. Non–Ashoka University security officers will not be allowed to enter the Campus. They shall have to wait outside.
13. All spaces except the \_\_\_\_\_ event venues will be out of bounds for all participants, including but not limited to:
  - a) The Student Halls of Residence
  - b) The Sports Complex
  - c) Basements of all blocks
  - d) Student Commons
  - e) Science Block
  - f) Library

The following areas are out of bounds for everyone:

- g) Terraces
- h) Construction sites
14. All Faculty and Staff must carry their University ID cards at all times to access any area, including the Halls of Residence, inside the University Campus and present the same whenever requested by the security personnel.
15. All University rules and regulations are applicable to everyone on Campus at all times.
16. The guests can avail the facility of the Help Desk (MR 009 in the Atrium) in case of medical or any other emergency during \_\_\_\_\_, either by visiting or giving a call on the following Helpline numbers: 0130 – 2300239 and 7082000571
17. Consumption/distribution/possession of any kind of illegal substances is not allowed in the University Campus.

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**Important Notification for \_\_\_\_\_ (Event Name)**  
**Annual Inter-college Cultural Festival Ashoka University**

- The Alumni are invited to bring up to 2 guests. The entry fee for all Alumni is INR \_\_\_\_\_ per person and for their guests is INR \_\_\_\_\_ per person, which will be collected in cash on-the-spot at the registration desk.

- An email will be circulated to the Alumni to send the names of their guests in advance to simplify the process.
- All guests of Alumni will only be allowed entry when accompanied by the host Alumni.
- All Alumni and their guests must present a valid photo ID for registration purposes.

1. Official festival timings of \_\_\_\_\_ are 9:00 a.m. to 8:00 p.m. on Day 1 (Month - Date, 201\_) and 9:00 a.m. to 8:00 p.m. on Day 2 (Month - Date, 201\_).
2. All Alumni and guests must check in latest by 6:30 p.m. on both days of \_\_\_\_\_. Entry will not be allowed into Campus after the said time.
3. All Alumni and guests inside the Campus must leave between 8:00 p.m. – 9:00 p.m. No Alumni and guests can stay on Campus after 9:00 p.m. on \_\_th and \_\_th (Month) 201\_.
4. The University reserves all rights to admission and to change or amend any rules without informing at any given time during \_\_\_\_\_.
5. The Entry and Exit points into \_\_\_\_\_ is going to be from Campus Main Gate 1 of the University. No visitors will be allowed to enter or exit the Campus from any other gates.
6. All entry and exit rules must be followed as per University regulations.
7. All Alumni and guests will be given a wrist-band on entry for both days. However, you can enter only once each day. The band will be torn at the time of exit and the visitor will not be allowed re-entry.
8. At the time of entry on \_\_th and \_\_th (Month) 201\_, all bags will be scanned and checked by the security team at Gate 1. All Alumni and guests will be checked by security personnel.
9. No beverages, including water bottles (sealed or unsealed), will be allowed in at any time from outside into the University Campus. They can be procured inside Campus.
10. No loose cigarettes, e-cigarettes, vaporizers etc. will be allowed in the Campus. Confiscated items will not be returned.
11. Sharp objects and weapons of any kind are strictly prohibited.
12. Non–Ashoka University security officers will not be allowed to enter the Campus with participants. They shall have to wait outside.
13. All spaces except the Banjaara event venues will be out of bounds for all participants, including but not limited to:
  - a) The Student Halls of Residence
  - b) The Sports Complex
  - c) Basements of all blocks
  - d) Student Commons
  - e) Science Block

f) Library

g) Terraces

h) Construction sites

14. All University rules and regulations are applicable to everyone on Campus at all times.
15. Alumni and guests can avail the facility of the Help Desk (MR 009 in the Atrium) in case of medical or any other emergency during \_\_\_\_\_, either by visiting or giving a call on the following Helpline numbers: 0130 – 2300239 and 7082000571.
16. Consumption/distribution/possession of any kind of illegal substances is not allowed in the University Campus.



## **ANNEXURE E**

### **GREEN EVENT GUIDELINES**

- Utilize electronic communication resources instead of paper communications for invitations, registration, event programs, handouts, and follow up.
- Utilize responsible printing techniques when printing is necessary:
  - Design reusable print materials, avoiding one-time dates and slogans
  - Utilize double-sided printing for promotional materials and handouts
  - Use recycled paper and soy-based inks for offset printing
  - Print banners and signage on sustainable and/or reusable materials
  - Reduce print size on all materials from full page to half and quarter sheets
- Food Choices and Catering:
  - Serve beverages in bulk containers using reusable or compostable glasses
  - Only offer reusable or compostable plates, glasses, cutlery, stir sticks, platters, and serving materials
  - Donate leftover food to local organizations
- Reducing Waste:
  - Utilize reusable, recyclable, or compostable decorations and centerpieces
  - Distribute environmentally conscious giveaways or gifts
  - Place bins in high-traffic areas during the entire event, including set up and take down
  - Utilize volunteers to help direct attendees to recycle
- Event Transportation:
  - Schedule event outside of peak commute times
  - Include information about sustainable transportation options on your pre-event emails
- Small Meetings:
  - When possible, examine alternatives to face-to-face meetings
  - Utilize telephone or Skype conference services
  - Minimize printing of materials by emailing information prior to meeting
- Exhibits, Expos and Vendors:
  - Require a “pack-in, pack-out” policy with exhibitors and vendors
  - Ask that only reusable promotional giveaway items are distributed
  - Encourage vendors to reduce paper handouts
  - Ensure paper recycling and film plastics recycling are available

## **ANNEXURE F**

### **AUDIO-VISUAL (AV) FUNCTIONALITY FOR SPACES**

<b>Venue</b>	<b>Capacity</b>	<b>AV Functionality</b>
AC 01 TR 101	25	Projector, Touch panel, Wireless presentation, Sound system, Room Scheduler
AC 01 TR 102	25	Projector, Touch panel, Wireless presentation, Sound system, Room Scheduler
AC 01 LR 103	50	Projector, Touch panel, Wireless presentation, Sound system, Room Scheduler, 1 Presenter Lapel Mic, Recording
AC 01 LR 104	50	Projector, Touch panel, Wireless presentation, Sound system, Room Scheduler, Screen, 1 Lapel Mic
AC 01 LR 105	50	Projector, Touch panel, Wireless presentation, Sound system, Room Scheduler, 1 Lapel Mic
AC 01 LT 106	100	2 Projectors, Touch panel, Wireless presentation, Sound system, Room Scheduler, 1 Presenter Lapel Mic, 2 Handheld Mics, 2 No. of screen
AC 01 TR 201	25	Projector, Touch panel, Wireless presentation, Sound system, Room Scheduler, Screen
AC 01 TR 202	25	Projector, Touch panel, Wireless presentation, Sound system, Room Scheduler, Screen
AC 01 TR 203	25	Projector, Touch panel, Wireless presentation, Sound system, Room Scheduler, Screen
AC 01 TR 204	25	Projector, Touch panel, Wireless presentation, Sound system, Room Scheduler, Screen
AC 01 LR 205	50	Projector, Touch panel, Wireless presentation, Sound system, Room Scheduler, Screen, 1 Lapel Mic
AC 01 LR206	50	Projector, Touch panel, Wireless presentation, Sound system, Room Scheduler, Screen, 1 Lapel Mic
AC 01 LT 207	100	2 Projectors, Touch panel, Wireless presentation, Sound system, Room Scheduler, 1 Presenter Lapel Mic, 2 Handheld Mics, 2 No. of screen

Dr Reddy's Auditorium	500	3 No of Screen and Projectors, 2 Lapel mics, 6 Handheld mics, Sound System, Wireless presentation, 24 channel mixer, Light Console
Multi-Purpose Hall - Admin Block	400	3 No of Screen and Projectors, 2 Lapel mics, 3 Handheld mics, Sound System, Wireless presentation, 24 channel mixer
AC 02 TR 001	25	Projector, Sound system
AC 02 TR 002	25	Projector, Sound system
AC 02TR 003	25	Projector, Sound system
AC 02TR 004	25	Projector, Sound system
AC 02 TR 006	25	Projector, Sound system
AC 02 TR 007	25	Projector, Sound system
AC 02 TR 008	25	Projector, Sound system
AC 02 TR 009	25	Projector, Sound system
AC 02 TR 012	25	Projector, Sound system, Wireless presentation, Screen
AC 02 TR 013	25	Projector, Sound system, Wireless presentation, Screen
AC 02 LR 005	50	Projector, Wireless presentation, Sound system, 1 Presenter Pen Mic, Recording, 1 Camera
AC 02 LR 010	50	Projector, Wireless presentation, Sound system, 1 Presenter Pen Mic, Recording , 1 Camera
AC 02 LH 011	200	2 Screen and Projectors, 2 Lapel and 6 Handheld mics, 3 camera, Recording, Sound System, Wireless presentation, 32 channel mixer, DVD player

AC 02 MR 014	10	1 No. of 65 "TV to be connect with HDMI/ VGA
AC 02 MR 015	10	1 No. of 65 "TV to be connect with HDMI/ VGA
AC 02 TR 101	25	Projector, Sound system
AC 02 TR 102	25	Projector, Sound system
AC 02 TR 104	25	Projector, Sound system
AC 02 TR 106	25	Projector, Sound system
AC 02 TR 107	25	Projector, Sound system
AC 02 TR 108	25	Projector, Sound system
AC 02 TR 105	50	Projector, Wireless presentation, Sound system, 1 Presenter Pen Mic
AC 02 LT 109	100	Projector, Screen, Wireless presentation, Sound system, 1 Presenter Pen Mic, 1 Handheld Mic, Recording, 3 Camera, 48 mic for video calling
AC 02 LT 110	100	Projector, Screen, Wireless presentation, Sound system, 1 Presenter Pen Mic, 1 Handheld Mic, Recording, 1 Camera
AC 02 TR 201	25	Projector, Sound system
AC 02 TR 203	25	Projector, Sound system
AC 02 TR 204	25	Projector, Sound system
AC 02 TR 206	25	Projector, Sound system

AC 02 TR 207	25	Projector, Sound system
AC 02 TR 208	25	Projector, Sound system
AC 02 LR 214	50	Projector, Screen, Wireless presentation, Sound system, 1 Presenter Pen Mic
AC 02 LR 205	50	Projector, Wireless presentation, Sound system, 1 Presenter Pen Mic, Recording , 1 Camera
AC 02 LT 211-212	100	Projector, Screen, Wireless presentation, Sound system, 2 Lapel Mics, 2 Handheld Mics
AC 02 LT 209-210	100	Projector, Screen, Wireless presentation, Sound system, 2 Lapel Mics, 2 Handheld Mics
AC 03 TR 001	25	Projector, Sound system, 1 Lapel mic, Wireless presentation, Touch Panel
AC 03 TR 002	25	Projector, Sound system, 1 Lapel mic, Wireless presentation ,Touch Panel
AC 03 LT 003	100	Projector, Sound system , 1 Lapel mic, 2 Handheld mic, Wireless presentation, Touch Panel
AC 03 LR 004	50	Projector, Sound system , 1 Lapel mic, 2 Handheld mic, Wireless presentation, Touch Panel
AC 03 LT 005	100	Projector, Sound system , 1 Lapel mic, 2 Handheld mic, Wireless presentation, Touch Panel
Multi-Purpose Hall - Sports Block	700	1 Screen and projector, 4 Scoreboard, 2 Lapel and 6 Handheld Mics, Sound system, Wireless Presentation
Dance Studio – Sports Block	25	1 No of 55" TV, Sound System , 1 Handheld mic, 1 Lapel Mic