**TEAM VYADH GUIDELINES** 

**Team Vyadh is organized and will be operated exclusively for educational and scientific purposes to increase the knowledge of its members.**

**Aim of Team Vyadh is to provide an opportunity for its members to work in a multidisciplinary environment where they can learn, develop and contribute their skills.**

**Documentation:**

• All tasks need to be documented properly to share the knowledge with other peers.

• The Tasks can be documented in the form of:

1. Blogs

2. Photos/Videos

3. Posters

4. PowerPoint Presentation

5. Digital Stories

• But it is mandatory for all Tasks to write a **Preliminary Design Report (PDR), Final Design Report (FDR)** during the course of the Project and a **Final Report** in the specified format after the completion of the Project. • The Preliminary Design Report is a detailed document explaining all the subsystems and the team’s plan for the project whose function is to document the team’s initial research.

• The Final Design Report is the document explaining the team’s progress including all practical testing, experimental results, working along with the changes which are deemed necessary from the original plan through the testing. Major changes to the project should not be required after the submission of the FDR.

• The Final Report is the concluding document with detailed analysis of the team’s original plan, the changes and the reasoning for it, along with showcasing the working model of the project.

**Finance:**

• The members of **Team Vyadh must** pay a sum of rupees Three thousand (Rs. 3000) as five installments or Five thousand (Rs. 5000) per semester or seven thousand and hundred (RS. 7500) per semester or a single installment of Rs. 15000.

• All the bills of the purchased item should be presented to the Captain of the Team (at the end of the month) after getting them pasted on the **REFUND FORM** and getting them signed by Captain and Vice-Captain. • Any item procured will be added to the inventory before refund is given. Hence the item must be produced before the inventory manager prior to the treasurer.

• The refund will be given only if the Team has met the deadlines and showing progress in their project. • Once the refund is made, the product will belong to Team Vyadh and the individual has no claim over that product. However, if they want to use that product or any product (that belongs to Team Vyadh) they must talk to the inventory manager and follow his/her instructions.

• If the budget of the project exceeds that of the allotted project, the Team Members are responsible to pay for the rest of the sum. If the project is left incomplete, NO reimbursements will be given whatsoever.

**Inventory:**

• A formal request must be made by the members through an inventory form.

• The formal request must be signed by Captain/Vice-Captain, Technical Head of the department in which the item is being procured and Inventory Manager.

• In case of damage/missing of item the team/member who issued the item will be held solely responsible and will have to replace the item.

• Inventory manager will be maintaining a record of all the items and related transactions; he/she can allocate an item if and only if the inventory form is complete and attested.

• The items procured by the members will be only included in Team Vyadh inventory only if the member who purchased the item has received a refund for the item.

**Deadline:**

• The deadline of the tasks taken up by the members will not be forced upon by anyone, but rather it would be set by the people willing to work on the task, after having a discussion with the Captain, Vice-Captain and the Technical Lead.

• After the deadlines have been set, the Vice-Captain along with the technical heads will be monitoring the development of the project to guide the team so that they can meet the specified deadlines.

**Member Rights and Responsibilities**

• Members have the right to receive accurate, timely, and easily understood information about the Tasks being undertaken.

• Members have the right to seek Technical Assistance from anyone in the Team Vyadh. • Responsibility to report misconduct.

**Task:**

• For the record of Team Vyadh every team needs to call for a presentation/discussion session at least once a month.

• Team representatives are responsible for the allotted money to the project and need to maintain bills of everything.

• Deadline is decided by the team so no extra time whatsoever will be given for task completion.

• If there are extra expenses, they will be paid to team members only after they have completed the task.

• In any case if the task is not completed the team needs to give back all the allotted money to the treasurer.

**Other**

• If Team Vyadh does not have a tool/component, you may request that we acquire it otherwise it is your responsibility to rent or buy it.

• Any abuse of tools observed must immediately be reported to seniors.

• Any individual that exhibits a pattern of safety or procedure violations will be banned.

Please sign and return the following declaration of Team Vyadh to the Team Captain, agreeing to pay the above mentioned fund.

No need to print these guidelines.

**Team Vyadh**

**Student Declaration**

I, PRANAV PRATHAP , VIT University Registration Number 22BEC0949, agree to abide by all the rules and regulations of Team Vyadh as mentioned below:

1. I agree to abide by the rules of SEDS - India, SEDS - VIT and VIT University, Vellore. I agree to help the team in mental, physical, academic and/or financial terms.

2. I will continue my term in the team till the project is completed and will not leave the team, in any case whatsoever.

3. If I decide to leave the team for the next season, I will inform the Captain and the Vice-Captain of the team, at least one month in advance.

4. If I am seen underperforming, the team has the right to terminate my membership from the team. The team also has a right to terminate me for any type of misconduct.

5. If I fail to abide by these rules/conditions, I am not liable to receive the recognition of being a part of the team.

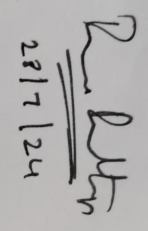
6. The financial aid given by me is used for my active project and will not be returned to me if I decide to leave the team at any point in the future.

7. If there is any conflict of interest, whatever is decided by the Captain and the Vice-Captain of the team is the final decision.

8. I have read and understood the complete Team Vyadh guidelines.

9. If injured during the tenure/process, I am not liable to hold the team responsible for it and any claim by me shall be illegitimate.

10. The team will not be responsible for any casualties and/or harm caused by me to the university’s



Student Member

(Signature with date)