



OFF-CAMPUS EVENTS POLICY

Ashoka University is committed to ensuring that every student has opportunities for comprehensive excellence, both professionally and personally. Engagement with external peers and institutions plays an important part in this mission by providing competitive platforms for our students. Bonafide students and recognised student organisations of the University are encouraged to host as well as participate in off-campus extra-curricular events to this end. The underlying goal of such activities is exposure, experiential learning, community building and cultural development.

The **Off-Campus Events Policy** outlines the procedures and guidelines related to organising as well as participating in off-campus events, henceforth referred to as Events for the purpose of this policy. The mandate of this policy only includes extra-curricular events and does not include any events pertaining to academics, sports or any other events outside the Student Life Office's area of work.

Furthermore, kindly be aware that as the campus culture grows and develops in the coming years, all policies including this document may be reviewed, revised and updated. Student feedback on the policy and its implementation is welcome and encouraged.

Student Life Office

Email: life@ashoka.edu.in

I. PARTICIPATION

A. Invitation

1. All invitations to Events, whether received individually by students or student organisations, shall be first shared with the Student Life Office.
2. The Student Life Office will circulate the invitation to the student body for the purpose of equal opportunity and documentation.

B. Contingent

1. Students and student organisations shall nominate themselves or their members to participate in an Event as part of the University's official contingent.
2. The nomination must be submitted to the Student Life Office within 48 hours of receiving the invitation or 05 working days prior to the deadline for signup shared by the Event organisers, whichever is feasible.
3. The nomination should include all necessary information including but not limited to Full Name, Email ID, Ashoka ID, Category, and duly signed Undertaking from all participants. (Refer to **Annexure A**)
4. If multiple entries are received for the same sub-Event, all nominations will be reviewed by the Student Life Office to finalise the University's official entry with an emphasis on equity and inclusion.

C. Budget

1. All members of the approved contingent will be eligible for monetary support towards expenses incurred for participation in any Event subject to conditions.
2. The following Event expenses can be covered by the Student Life Office:
 - a. Registration fees
 - i. Individual (up to INR 500/-)
 - ii. Team (up to INR 3000/-)
 - b. ¹Travel allowance (bus, metro, or train fare up to INR 3000/person)
 - c. ²Accommodation charges (up to INR 500/day per person)
 - d. ³Daily allowance (up to INR 250/day per person)

¹ Cab fare, flight charges and local travel expenses shall not be provided.

² Only applicable for events organised outside the Delhi-NCR region.

³ Only applicable for students receiving financial aid towards their campus meal plan.

Important: The difference in incurred costs, if any, shall be borne by the students.

3. In an academic year (July-June), a student will be eligible for ⁴maximum financial assistance of INR 10,000/- towards such Event expenses.
4. Student organisations especially registered clubs and societies are also encouraged to use their preallotted seed budget as well as explore fundraising and sponsorships towards expenses incurred for participating in these Events.
5. Upon request, the Student Life Office shall directly bear the Event expenses for the student(s) as an advance if upon evaluation it is deemed to be a significant amount.

D. Finances

1. Before incurring any expense towards an Event, financial approval should be sought from the Student Life Office. No student shall make a financial commitment or advance payment without express permission over email from the Office.
2. Students must submit a duly filled reimbursement form (Refer to **Annexure B**) enclosing all relevant receipts and bills within 10 working days of the Event.
3. All receipts presented for reimbursement must be legible and fully itemised.

II. HOST

A. Approval Procedure

1. Student(s) who seek to organise such Events must submit a detailed proposal to the Student Life Office at least 10 working days (20 working days for those involving sponsorship/fundraising) prior to the date of the Event.
2. The proposal must include the following: a) Event Description, b) Proposed Date/s, c) Venue, d) Marketing & Sponsorship Plan, e) Guest List, and f) Budget.
3. Student(s) must fully demonstrate through the proposal that they have identified sufficient resources to successfully plan and run the Event for it to be approved.
4. Any involvement of an external group or vendor in the Event must be declared while applying for approval.
5. The Event date must avoid the regular academic schedule so that it does not compete with class time and access to resources.

⁴ Please note that the limit will not be applicable to those students who secure wins/prizes in Events.

6. After the Event is approved, the proposer(s) should submit a duly filled undertaking to the Student Life Office. (Refer to **Annexure A**)

B. Budget

1. Student(s) are expected to fund their Event through external sponsorships and other fundraising methods only. All event expenses must be handled by them and the Student Life Office will not fund any such Events.
2. Fundraising from external sponsors (including cash and services) requires additional approvals from the various Offices/departments including but not limited to the Development, Registrar, Finance etc.
3. The University must receive all confirmed sponsorship details and MoUs that amount to 75% of the total Event budget at least 10 working days in advance. The Student Life Office may revoke the approval granted for the Event if sufficient funds have not been arranged by the student(s) within the stipulated time.
4. The financial records for the entire Event should be available for audit whenever required and well-documented for future reference.

C. Event Protocols

1. Student(s) must first receive Event approval from the Student Life Office before any financial commitments are made, invitations are sent out or advertising occurs.
2. As these Events require a significant lead time and substantial resources, student(s) should ensure strong internal organisation, comprehensive planning, and regular consultations with the Student Life Office. They will keep the Office in the loop for all communications that will be underway before, during and after the Event.
3. All key stakeholders including but not limited to non-Ashoka participants (if any), student body, faculty, staff, alumni etc. should be notified regarding the Event at least 05 working days prior to the event date.
4. The students or student organisations hosting the event shall submit the necessary details of participants (including but not limited to Full Name, Email ID, Ashoka ID, Category, and duly signed Undertaking (Refer to **Annexure A**)) to the Student Life Office at least 02 working days prior to the Event.
5. The students or student organisation must identify themselves or one of the organising team members as the Event Coordinator who will act as the institutional PoC, internally with the Office and externally with the non-Ashoka stakeholders.

III. GENERAL GUIDELINES

A. Accountability

1. Students are expected to remember that they represent the University in these Events and must act as responsible ambassadors in this regard.
2. All relevant policies and regulations of the University will be binding on students participating in and/or hosting these Events apart from statutory laws. Students are expected to contact the Student Life Office if/when a policy or law is unclear.
3. Students will be responsible for their own safety and security during these Events. In case of any emergency, medical or otherwise, students must notify the Student Life Office immediately.

B. Academics

1. Students participating in/hosting these Events are expected to meet all university requirements for academic progress and standing. Students on disciplinary suspension or Leave of Absence (LoA) may not participate in or host such Events.
2. Participation in such events does not guarantee exceptions to academic requirements, ⁵attendance policies, assignment deadlines, exam dates or other course requirements.

C. Documentation

1. All students participating in/hosting these Events will be required to submit a report in the prescribed format over email to the Student Life Office within 10 working days after the Event.

⁵While they are encouraged to support students who represent Ashoka University (maximally 4 absences) by excusing them, the final decision regarding the handling of such absences lies with the individual faculty members. Students are in turn advised to use their three excused absences for such events wherever possible. **(Attendance Policy - Student Handbook 2022)**

ANNEXURE A

UNDERTAKING

Participant/Organiser for Off-Campus Event

I, _____,
do hereby state that I have read the **Off-Campus Events Policy** and understand all the
processes and protocols stipulated.

I hereby certify that I will adhere to all policies of the University and concede that these are
applicable to me as a student while participating in/organising _____

I agree to abide by and follow all regulations laid out by the host organisation of
_____ being held at _____

I understand that any violation of the aforementioned clauses will be met with a
consequential disciplinary action and/or action stipulated by the host organisation.

Full Name:

Ashoka ID:

Email:

Contact:

Signature:

Date:

ANNEXURE B

REIMBURSEMENT FORM

Participant in Off-Campus Event

Date: _____

Full Name: _____

Ashoka ID: _____

Event Name: _____

Host Name & Address: _____

Type: ☐ Individual ☐ Student Organisation: _____

Category: ☐ Registration Fees | Amount: _____

☐ Travel Allowance | Amount: _____

☐ Accommodation Charges | Amount: _____

☐ Daily Allowance | Amount: _____

Total Amount: _____

Account Holder Name: _____

Account Number: _____

IFSC Code: _____

Bank Name and Address: _____

Signature: _____

Enclose: Approval email from the Student Life Office and relevant Event receipts/bills