



The cultural fest of BITS-Pilani, Hyderabad campus shall hereby be called by the name- "PEARL" in memory of Hyderabad, the PEARL city.

Section 1: Student's Council for Cultural Activities (StuCCA)

FUNCTIONS

This body is responsible for the smooth running of the annual cultural festival Pearl and perform any other cultural activity assigned to them by the Union Council.

Their sole aim shall be the smooth conduction of the annual cultural fest, named, PEARL.

Every Department shall have a head, who shall henceforth be called as the StuCCAn- Student's Council for Cultural Activities nominee.

The entire StuCCA body shall attend any meet being called upon by the President, SU or the CRC before or after the fest. It is must for all the StuCCAns to attend the CRC review meets after pearl with the proper documentation, bills and records dealing with all the finances of the respective departments.

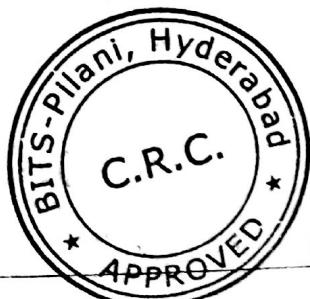
To regulate a proper communication within the StuCCA, there shall be atleast one meet within 10 days before the fest, to be called by the President, SU.

Though SU has the entire discretion of deciding the theme of the fest, the StuCCA body needs to be consulted before finalization of theme, specially the arts and deco StuCCAn.

Section 2: DEPARTMENTS

Following are the departments that function during PEARL :

1. Controlz
2. Publicity & Public relations
3. Sponsorship & Marketing
4. Security & Accommodation
5. Arts and Decoration
6. Lights and Sounds(LSD)
7. Visual effects (DoVE)



8. Photography(DoPY)

9. Informals

10. DoFaM(Department of Finance and Asset Management)

In addition to these, the President shall assume charge as the Financial StuCCAn and the General Secretary as the Inventory StuCCAn.

The Departments shall be the same Functioning bodies for PEARL and ATMOS. The StuCCA and Costaa will be formed from the same department.

2.1. Elections

StuCCAn shall be elected in a democratic electoral procedure by the members of the department under the guidelines of the Election Commission of BITS-PILANI, Hyderabad campus.

The nominations for the post of the StuCCAn of the coming PEARL shall be called upon by the EC within 7 working days after the present technical fest.

The list of members of each department immediately after the inductions and the updated list after each fest shall be submitted to EC. The updated list has to be displayed on notice boards within 3 days after the fest. Only these members shall vote in the elections of the StuCCA body.

The STUCCAn can be removed from the office by a two-third majority of StuCCA. The sufficient grounds will have to be produced and the removal shall be by open voting in the presence of at least two-third of the entire Union Council. This process shall be monitored by the CRC.

In case any such removal of the STUCCAn from office, nominations for the same should be called by the EC within three days of the removal and the elections to be held within a week of the nominations being called.

Coordinators for the pro-shows and head liners shall be nominated by president of the students union.

Eligibility criteria

Any member of BITS Students Union can contest for the StuCCAn, provided he has an experience of at least two fests in the department. (clause to be relaxed if no candidate is able to satisfy this criterion).



The criterion of experience does not apply to the Inventory and the Financial Stuccan.

The candidates should have clean disciplinary record.

2.2. DEPARTMENTS AND THEIR FUNCTIONS

2.2.1. Controlz

Preparation of Schedule for the entire Fest which would include Competitions, Informals, Prof Shows, Workshops and Ceremonies.

Allotment of Rooms and other venues for practice sessions and event conduction for clubs and departments.

Fabrication of Trophies/Medals to be given away to the winners of various competitions.

Displaying of Results of Competitions conducted during the fest and any change in event schedules on the Controlz Notice Board.

Setting up a desk for prize distribution for all the winners during fest. The participation and winners list shall be admitted only with the club secretary's signature on it. The dispatch of cheques has to be done in cord with CRC only.

Distribution of any kind of certificates has to be done by this department. It shall include maintaining self attested acknowledgement from all the receivers. The same has to be submitted to CRC after the process completes.

The Despatching of Prize Money/Gift Vouchers to the winners of various events conducted as a part of PEARL in cord with CRC within 7 working days after PEARL

Arrangement of Transport to escort chief guests, judges, performing guests and other special guests. Even transport required in case of medical emergency is to be provided. Transport other than pick up and drop should not be encouraged, unless the stuccan is intimated in prior. A transportation coordinator has to be nominated by the stuccan who keeps the exact readings of all the cabs in a performa approved by the CRC.

Setting up of HELP DESKS throughout the Campus for the benefit of participating students.

Arranging, managing or co-coordinating with the working team of Prof Shows and Special Nights.

It shall put up a stall in order to sell Fest T-Shirts and other merchandise, where the financial transactions will be taken care by DOFAM

It is the responsibility of the department to ensure proper transfer of furniture their respective rooms.

The department has to make sure that the maintenance staff has cleaned the rooms



properly for the next day events to happen.

It is the responsibility of the department to notify changes in the schedule as soon as possible with effect of chage to DEPP to make changes in web site.

STUCCAn has to satisfy the printing and inventory requirements of the events of the fest, given by the General Secretary.

The hospitality of the chief guests has to be taken care by the department and bills regarding the expenditure for soveniurs, refreshments have to maintained , otherwise will have to be paid by the contorlz stuccan.

2.2.2. Publicity and public relations

Design and printing of :-

- a) Logo for PEARL
- b) Sponsorship brochure[in chords with Sponsorship and management]
- c) Invitations for colleges and guests.[in chords with contolz]
- d) Promotional posters and brochures
- e) T-shirts and other merchandise
- f) Certificates for participants and fest organizers.
- g) ID cards for Fest Organizers
- i) pro-show tickets

A student shall be nominated by the StuCCAn for printing of any merchandise, mentioned above.

Before printing any of the above mentioned, he/she shall intimate the DoFAM in prior and the count of the T-shirts, certificates, tickets has to be kept a proper track with the help of the DoFAM members.

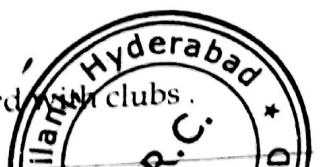
Development of website for promotion of fest. Website shall to be constantly updated with information about events and sponsors from controlz and sponsorship and marketing respectively.

Approaching colleges and universities seeking their participation in PEARL.It shall also be incharge of giving/mailing fest details and promotional documents to various colleges.

Teams can be sorted if STUCCAn feels the necessity to carry on the publicity in various colleges and CRC shall assign a DoFAM member to each team to keep a track of the publicity expense.

To publicize the fest in Electronic and print media.

It is sole responsibility of the department to do on campus publicity in cord with clubs .



2.2.3. Sponsorship and Marketing

This Department shall be responsible for procuring funds required for PEARL by approaching various potential sponsors and shall be negotiating with them.

It shall be responsible for drafting the content in sponsorship brochures, Sponsorship contracts and MoU's(Refer APPENDIX for note on MoU's). Every MoU that arrives needs to be communicated to the CRC and a copy of the same shall be given to the CRC within on the same day of signing the MoU.

A sponsorship form shall contain the clause stating that anything other than demand drafts/cheques, if provided, should to be notified to the President, BITS Student Union by the concerned sponsors

All cheques/DD's/any other suitable mode of payment shall favour "BITS-Pilani Hyderabad Campus." and should be submitted to the Financial StuCCAn.

It will be incharge of putting up advertisements,banners,blocks of the sponsors at promised locations and will ensure that the sponsor logos are installed in all official document and records pertaining to the fest such as souvenirs, certificates, websites, id cards,trophies,videos etc.

It should ensure that no damage occurs to the advertising material supplied by the sponsor.

It shall decide the number of stalls which have to be put up and their locations

It will be approaching Food Joints for setting up of Food stalls in PEARL. It will also negotiate on profit sharing basis/rent for provision of space for setting up the stall.(Refer APPENDIX for note on STALLS).

The prices of the merchandise, perishable items or any source of sales from the students of the campus shall be proposed by the STUCCAn and approved by the President, SU and the CRC

They will also be responsible for the dispatch of souvenirs, banners, blocks etc. to the sponsors.

It will be approaching companies for Provision of gift vouchers(to be given away as prizes for events conducted as part of Pearl) and submit the same to the Finance StuCCAn.

It shall collect funds/vouchers gained through sponsorship and maintain an account book for the same.

The STUCCAn shall maintain the track of all the travel expenses of the members of this department and a copy of the same shall be submitted in the first review meet of CRC.

This department will have to seek approval of the President, Student Union before going



ahead with any deal.

2.2.4. Security and Accommodation

Setting up the Registration Desks of PEARL whose functions are:

To ensure participants of PEARL fill in their registration forms with ALL required details.

To issue an ID card with a unique serial number to each individual entering the campus during pearl.

It shall receive the initial registration fees given by participants and maintain an account book for the same.

Setting up the Accommodation Desks of PEARL whose functions are:

To keep track of in-time and out-time of participants.

To allot rooms in the hostels, for the participants to stay in.

It shall receive the initial refundable accommodation fees given by participants and maintain an account book for the same.

The structure of registration fee and the refundable amount for accommodation shall be proposed by the STUCCAn and approved by the financial stuccan.

To obtain quotations for rented mattresses, buckets, mugs, etc. (which are to be provided to the participants) , and submit the quotations to the CRC and President for their approval. Procurement of these items shall also be taken care of by the Accomodation Desk. STUCCAn shall hold the responsibility of any loss in the rented material.

2.2.5. Art and Decoration

The specific areas of the campus to be decorating shall be discussed well in advance with the student union council before submitting a budget estimate.

Setting up of notice Boards required by Controlz or any arts works required by any departments on the SuCCAn's request.

A list of stationery equipment required by various departments shall be submitted by the STUCCA to the STUCCAn of the department minimum of 10 days before the fest. Purchasing of Bulk Amount of Stationery Materials required for the fest and providing Stationery Items to other departments.

2.2.6. Lights AND Sounds



It shall provide all stage requirements (including lights and sounds) during all events to be held at all venues.

It should ensure the cleanliness of the stage.

It shall ensure that all events on stage start on time. In the rare case that an event is to be postponed due to technical reasons, it should inform the controlz department at the earliest.

It is the responsibility of the stuccan to take all the permissions from ESD /GAD/Maintainence for all the equipment, power to the stalls , stage set up .

Proper tenders have to be called while outsourcing the sounds and lights to any aspect of the fest.

The stuccan shall be responsible loss of inventory during the fest or any other event.

The secretaries of all the clubs shall submit their respective sound tracks at least a day before inaug /their respective events. The StuCCAn can reject any request for a soundtrack if submitted late.

2.2.7. DOVE

Covering of all important events of the fest (video graphically) and compilation of suitable videos based on them.

Preparing the videos for sponsorship and marketing department and for publicity and public relations department on our campus.

Making videos/short films for inauguration ceremony, valedictory ceremony and other events as required.

Making of a video on the work done by various departments while preparing for the fest.

The pro-show videos shall be compiled and released within 15 days after PEARL and the videos of the all events shall be released within a month after PEARL. Any changes based on priority can be communicated with the StuCCAn of the department.

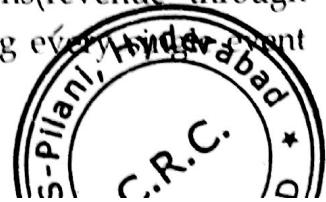
To compile videos which may be used next year for sponsorship and publicity

2.2.8. Informalz

This department will be responsible for all informal events held during Pearl.

The schedule is to be decided jointly by the Controlz StuCCAn and the Informalz Stuccan

Apart from the prizes(watches, etc), all other money transactions(revenue through participation and expenditure through prizes i.e. liquid cash) during every ~~event~~ ^{function} has to be made with proper acknowledgements.



2.2.9. DOPY

All photography and related work is to be handled by this department.

They shall be responsible for organizing pre-Pearl clicking required for publicity, if demanded by the StuCCAn of DePP.

If felt necessary and feasible by the StuCCAn, the department can offer its services to participants by clicking them at good locations in our campus. It shall issue receipts for the sale of photographs and shall collect the amount from participants who had taken photographs. It shall also maintain an account book for the same.

It should also ensure that participants receive their photographs ,after having paid the specified fee.

The DoPY album shall consist of the photographs of the pro-shows, events, campus life, sponsors' banners with proper perspectives.

The dopy album shall be made available to the students and the StuCCA body within 7 days after Pearl.

A student (member of dopy) must be nominated by the StuCCAn to be in-charge of the photographs that have to be sent to the print media every night of the pearl.

The list of dopy members allowed to click each pro-show is decided by the StuCCAn. STUCCAn of DOSH has no jurisdiction to cut down the number below 2 under any circumstances. Only these members are allowed to enter the special area infront of the stage to click the photos.

An editing room shall be allotted to the department during the fest in the area that is easily accessible to the events.

2.2.10. DOFAM

This department shall not a part of the StuCCA body.

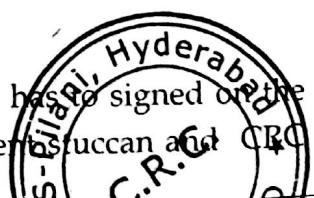
The number of people selected to the department has to be decided in accordance with the number of slots and desks involving financial tractions

Sale of merchandise, pro-show tickets, food coupons have to be deal by the department

An agreement has to signed by the members that he shall hold the responsibilty for all transactions during his slot. Slots shall be decided by the CRC members as these members can be used to deputize the work of CRC, if it feels the necessity.

The selection of the members has to done by the CRC and Students union president and gensec , with equal say to all the members present.

The cash when being given or taken from the stall after accounting has to signed on the performa approved the CRC by the President , respective Department Stuccan and CRC



rep. The cash from all the stalls have to be retained by the president and submitted to swd along with performa slips at the very next workingday of swd.

DoFAM shall also moniter the assests in coordination with the General secretary.

Every department will have Dofam member(s) assigned by the CRC to maintain a track of all the finances of the fest. Any purchase of inventory and merchandise has to be communicated with the DoFAM member(s).

This department shall maintain EXPENDITURE PROFORMA (for non-billed expenses of departments). No amount apart from the expenses that have bills and that are accounted through the Performa shall be reimbursed.

Section 3: CLUBS

The clubs shall present a list of events and details about the events to be organized to the Cultural Secretaries and All the budgets have to be given to and the budget allocation shall be done in coordination with the president, the president holds the final say in case of conflict.

1. ARTS CLUB

It will be responsible for conducting all arts and crafts events during PEARL.

2. DANCE CLUB

1. They shall prepare dances as part of the inaugural ceremony of the festival.
2. They shall be responsible for staging any dance production(competitive or otherwise) during Pearl.

3. MUSIC CLUB

1. They shall be responsible for their music events during Pearl .

2. They shall prepare for musical performances as part of the inaugural ceremony of the festival.

4. QUIZ CLUB

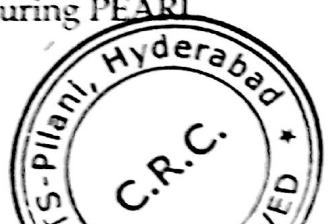
They shall be responsible for conducting quizzing events during PEARL.

5. PHOTOGRAPHY CLUB

They shall be responsible for conducting photography based events during PEARL

6. DRAMATICS CLUB

1. They shall be responsible for their dramatics events during Pearl .



2. They shall prepare for dramas/mimes as part of the inaugural ceremony of the festival

7. ELAS

1. They shall be responsible for conducting events like debates, crosswords, etc during Pearl in English.

8. JOURNAL CLUB.

1. This club will be responsible for all press coverage in English before and during Pearl.

2. They will also be responsible for bringing out at least one wall magazine before Pearl and two pre-Pearl newsletters with a gap of at least one week before Pearl.

3. They have to bring out a press magazine everyday of Pearl and press magazine after Pearl.

4. They will have to bring out souvenir for the entire fest within one month of the completion of PEARL.

9. Vfx club

They shall be responsible for conducting video and editing based events during PEARL.

Section 4. The Financial StuCCAn

During previous year, the then President of the BITS Students' Union shall hold the post of Financial StuCCAn. He shall continue to hold the post till the next President of BITS Students' Union assumes charge. For any major financial transaction made during this period, the approval of CRC is required.

All Departments headed by Coordinators and StuCCAns and also Club Secretaries will submit their budgets to the Financial StuCCAn within a week of passing of tenders.

He shall allocate budgets to all Departments and handle all the financial aspects of Pearl. Allocation of budgets should be done as per constitutional procedures.

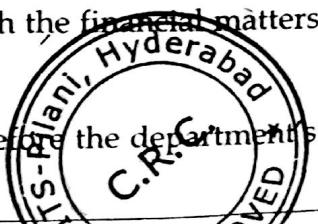
He will also be a link between the StuCCA body and the Institute authorities and also with the BITS Students' Union Council.

All bills related to Pearl are to be approved in accordance with the constitutional procedures.

He shall present the financial status of Pearl twenty five days after Pearl to the BITS Union Council and convene a General Body Meeting regarding the same.

If he is not on campus for Pearl, the General Secretary will deal with the financial matters till the Financial StuCCAn assumes charge.

StuCCAn shall submit a budget proposal to the financial stuccan before the department's



work starts. The financial StuCCAn has the final say.

Section 4. The Inventory StuCCAn

The General Secretary of BITS' Students Union shall act as the inventory StuCCAn during PEARL and is in the advisory capacity to the Financial StuCCAn.

He shall be responsible for inventory control.

All Clubs and Department heads shall submit an inventory list of non-perishables and perishables in a meeting called before and after Pearl.

He shall call for a '**clearance cell meeting**' (CCM) within a week after Pearl where all Department Heads shall submit an inventory list of non-perishables. The items shall also be submitted to the Gen-Sec at the meeting and shall present the same in the PRC.

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 constitution procedures.

He shall pass on or give the inventory to anyone who shall give a written proposal to maintain the inventory. There shall be a written document of details of the person or the club or the department who maintains this inventory and they would be liable for any loss.

Section 5: The Cultural Secretaries

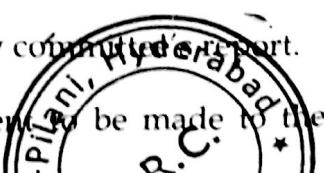
The cultural secretaries of boys and girls shall act as the anchors of the inauguration ceremony.

It is their responsibility to prepare a minute to minute schedule of the Inaugural ceremony. Any cut down of time of performance of any club shall be prior discussed with the club secretary before the performance.

The cultural secretaries' jurisdiction lies only in conducting any kind of cultural activities during PEARL. The general secretary shall however hold the responsibility of all the club events.

Section 6: Pearl Review Committee (PRC) Meeting:

1. It shall comprise the President, General Secretary, one member nominated by each StuCCAn, Club secretaries and the CRC members.
2. The President shall call for a PRC meet within 14 days after and will preside over the meet.
3. The PRC ratifies an amendment/addition to Pearl charter by a simple majority if necessary.
4. All changes (passed through) PRC is included in the Pearl review committee report.
5. The review report contains all recommendation and amendments to be made to the



Pearl charter, which are ratified by PRC).

7. The new Pearl charter should be passed through the Student Union Council within 30 days after Pearl.
8. The President shall submit a Pearl review of the Pearl Review Committee to the Union to be ratified by the Union within twenty days after the end of Pearl.
9. Any additional changes/proposals by the Union should be conveyed to PRC.

Section 7. APPENDIX

GENERAL

All cash/cheques/DD's and receipt books for the same if any) have to be deposited within one week after the end of Pearl in SWD in the presence of the Financial StuCCAn and 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

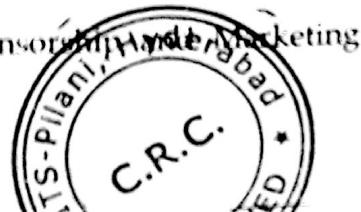
Stalls

1. The stall holder will be responsible for the cleanliness around the stalls.
2. The stall owners will be given letters about ownership of stalls signed by the financial StuCCAn and they will have to abide by the terms and conditions as put down by the StuCCA body.

The StuCCA 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 StuCCA failing which they will have to fully bear the losses.

Memorandum of Understanding

1. Any sponsor who wishes to put up his banners on campus during Pearl has to sign MoU with the Financial StuCCAn and the Sponsorship and Marketing StuCCAn.
2. All MoU's have to be declared to the Union.
3. The president shall keep a record of all the MoU's
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 StuCCAn/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 Financial StuCCAn.
7. The publicity material should be handed over to the Sponsorship and Marketing StuCCAn. A receipt will be given for the same.



DECLARATION

The facts stated above are true to the best of my knowledge and belief. And hence, I declare that this charter would come into existence from now. After having read it, I hereby sign on the stated date.

Student Union representative(s):

Yiddorly
[President SU]
30/05/13

CRC representatives (Minimum two-third the members):

S. Basa,
S. prosanthi Akki
03-05-13

Rajdeep
RAJDEEP PUNDIR .
03-05-13 .

Jyoti Agarwal
03/05/13

Vimash Srivastava.
03-05-2013
(Vimash Srivastava)

Election Commission representatives (Minimum two-third the members):

Pranav Kabra
PRANAV KABRA
03-05-13

Parma Priya
PARMA PRIYA
03-05-13

Arvind Sunder
ARVIND SUNDER
03-05-13

Sagar Kieswani.
03-05-13 .

Faculty-In charge, Student Welfare Division:

D
Dr. Sandip Deshmukh
FIC, SWD

* Any violation of terms of this charter is considered to be a violation of BITS STUDENTS' UNION constitution and an appropriate disciplinary action can be initiated by CRC.

* Faculty-In charge-SWD has the final say in any exemption to the roles and responsibilities mentioned in this document.

