# **FR GUIDELINES**

**Introduction:**

Finance and requirements is a department responsible for the events core organization that includes Managing and Allocation of Finances and Finance to all other departments in the Paradox.

The Department is divided into 2 subdivisions for better administration.

* Finance and Requirements
* Finance and Budgeting

Each of the Department has its own set of Super-Coordinators managing the Sub-Division.

**Department Brief:**

This Department is committed to several core activities essential for event organization. These procurement, compiling requirements, approvals, inventory management , venue setup, and facilitation of event Finance. Additionally, it oversees bill approval, reimbursement, and all other financial activities.

# **Purpose:**

This SOP aims to provide comprehensive guidance to the Finance and Requirements (FR) team members of the Paradox’24 Event at IIT Madras On effectively managing financial transactions, arranging necessities, and ensuring transparent and organized operations.

**Scope**:

This SOP applies to all department members, the FR Team, including FR Super Coordinators, FR Department Heads and Paradox Secretaries. This department being involved with goods and finances is empowered to act on other department members when their acts involve any activities administered by this department.

**Organizational Hierarchy:( In order of Decreasing power and responsibility)**

1. Head Of Department
2. Deputy Head of Department
3. Super Coordinators
4. Coordinators
5. Volunteers

**Important links for FR:**

**A.** [**FR portal**](https://central.iitmparadox.org/) **B.** [**Guide for creating requirements**](https://docs.google.com/document/d/1VwznGW0YeKFfwsMJlequr0FtW8WHZMAn6oeNCYeoWGc/edit?usp=sharing) **C.** [**Guide for finances**](https://docs.google.com/document/d/1jzCRDlxbI6-rSIS_IY6HALDpG_7YdfdVCpB7bZFfYP4/edit?usp=sharing)

**Recruitment for the Department:**

The Recruitment process for this department to fill the new positions and Vacancies follow certain prerequisites

* Availability of the volunteers during the Paradox (1 month before the event)
* Ability for them to work 5-10 hrs. minimum before the event
* Coordinators are preferably taken from Chennai due the on-campus requirement
* Good communication skills
* Ability of them to use basic Computer Applications
* Doing this Degree as A Stand-Alone Degree

Preferably aged between 18-24

**Procedure:(For Finance and Requirement)**

**Requirements Collection:**

**A.** Create a department/event-specific requirement for all the necessities on the Finance and Requirement portal.

**B.**  Ensure all necessary details are provided, such as item descriptions, quantities, and specifications. For example, *paper* comes under *stationary*, hence it cannot be added under *miscellaneous*.

**C.** All the requirements must be satisfiable. Any requirement considered otherwise will not be fulfilled.

**D.** All the requirements must be specified on the FR portal. Only those requirements specified on the FR portal are considered.

**E.**  The Requirements on the FR portal must be filled within the deadline. Any requirement introduced after the deadline won’t be taken into account.

**F.**  The Venue and Stage setup related arrangements that are being arranged by the FR Team should be intimated to the departments within the deadline.

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# **Requirements Approval:**

**A.**  The Finance and Requirements department should review the *Requirements* and reject the unsatisfiable requirements before the deadline.

**B.** The Finance and Requirements Team should work closely with the Finance Team to look out for budget approvals.

**C.** The approval of the requirements is made based on the following criteria.

● **Approved Budget:** If all the requirements are within the budget and are considered necessary, they will be approved.

● **Necessity:** Requirements will be denied if it is determined that they are unnecessary (if any).

● **Satisfiable / Unsatisfiable:** If a requirement is unsatisfiable, it will not be approved.

● **Collision of other event requirements:** If two or more requirements collide (mainly in venue and stage setup), the one with absolute necessity will be fulfilled. If both the requirements appear necessary, in the worst case, approval will be based on FIRST COME FIRST SERVE. We will try to fulfill both necessities if both are considered absolutely necessary.

● **Specific department approval (for some requirements):** For example, all the designs must be approved by the design team.

**D.** In the case of events, if the budget exceeds the limit, some of the requirements will not be arranged by the team (including but not limited to chief guest transport, and separate water bottle for them).

**E.**  In the case of sponsored events, their budget is going to be more. However, these rules apply to them as well.

**F.**  If the event heads decide to get their requirements on their own, they should first get an approval from the Finance and Requirements Team, and then from the Finance Team. Only after getting approval from both teams, the requirement is considered to be approved. If it is done, The event coordinator can proceed with the purchase by following the instructions provided by the finance team.

# **Arrangement**

**A.** Once requirements are approved, the Finance and Requirements Super Coordinators will ensure that the approved requirements are arranged within the given deadline.

**B.**  All the Finance and Requirements bills should be addressed to "*Managing Trustee, IITM Student Activities Trust, (IITM Online Degree Programme), Dean of Students Office, IIT Madras, Chennai - 600036*", as per the instructions provided by the IIT Madras administration.

**C.** Any bill being submitted to the Finance Team must follow the requirements the Finance team specifies.

**D.** Before making any purchases, make sure the bill is approved by the Finance team. Also obtain quotations from vendors and verify that they fall within the approved budget.

**E.** The Finance and Requirements inventory Team is responsible to ensure that the event Requirements reaches them before the deadline. They should record and maintain the details related to the transactions.

# **Record Keeping:**

**A.**  The Finance and Requirements should keep a record of all approved and disapproved necessities for all events, using the GSheets provided on the portal.

**B.**  Record vendor-provided prices and bills accurately, ensuring they are submitted on the FR portal for verification.

**C.** The Finance and Requirements (FR) team should provide a report to the Paradox Secretaries and the Head of FR, summarizing all related transactions at the end of the event, and ensure that it is accurate and complete.

**Inventory Management:**

The FR maintains an Inventory of all requirements for the Paradox. The inventory is a non-accessible place to anyone outside the FR Team. FR commits to maintain the inventory safe and secure and keep a record of all items that includes FR procurement. Additionally, the FR also commits to maintain the Sponsorship Department’s Promotional goods as a part of the inventory.

**Offenses and Punishment**

**Finance and Requirements Charter**

FR maintains an important position in the administration of the Paradox Fest and FR commits to maintain a high standard of discipline and responsibility as FR involves in regulation of Finances, and Requirements and core organization of event locations.

The FR maintains a Set of code of conduct and violation to any of the rules and regulations will lead to severe disciplinary actions both from the Paradox team and IIT Madras Non-Academic Misconduct actions will be recommended to the disciplinary committee.

The FR team actions are not only limited to the people involved in FR team directly but to all people who involve FR to make their financial proposal, get their funds allotted, people who handle procured property that includes people from all other teams.

The actions on FR team directly are taken by the immediate seniors in hierarchy of the FR team (Cores, Deputy Cores and Super Coordinators) / Secretaries and Steering committee

| **Offense** | **Paradox FR action** | **Recommendation to Disciplinary committee** |
| --- | --- | --- |
| Failure to perform Tasks and Duty allotted to the person. | Severe Warning  \* Will be removed from fest of repeated warnings | \_\_\_ |
| Bringing Non approved goods by FR inside the campus during/before/after the Fest. | Severe warning/Removal from fest based on the items confiscated | Rules of the Campus will be followed |
| Unwanted Movement and Improper behavior on the Campus during the Fest | Severe warning/Removal from fest based on the actions. | Rules of the Campus will be followed |
| Rude behavior towards organizers, participants or support staff. | Severe warning /Removal from Paradox Fest Team | May be recommend for action according to rule 1 of Non-Academic misconduct of IIT Madras- BS Program |
| Impersonation on social media or other public forums. | Severe warning/Removal from Paradox Fest Team | May be recommend for action according to Rule 2 of Non-Academic misconduct of IIT Madras- BS Program |
| Spreading false or misleading information about the programme/Institute and their Fest operations | Strict Warning to be Issued/ Removal from Paradox Fest Team | May be recommend for action according to rule 3 of Non-Academic misconduct of IIT Madras- BS Program |
| Usage of IITM Logo or any other logo corresponding to the institute or any of the institute’s subsidiary club/society’s logo without prior approval from concerned authority and usage of logos for personal use | Strict Warning | May be recommend for action according to Rule 2 of Non-Academic misconduct of IIT Madras- BS Program |
| Physical Assault and Cyberbullying\* or intimidation of any kind  \*Any aggressive, intentional act or behavior that is carried out by an individual or a group, using electronic forms of contact, repeatedly and overtime against another person/group. | Removal from Paradox Fest Team | Will be recommend for action according to rule 5 of Non-Academic misconduct of IIT Madras- BS Program  Rules of Campus for violence will be followed |
| Disseminating Fest specific information shared with unauthorized people on social media or any other public forums. | Severe Warning / Removal from Paradox Fest Team (depends on the seriousness of the data/information shared) | Will be recommend for action according to rule 6 of Non-Academic misconduct of IIT Madras- BS Program |
| Sharing any Finance/FR specific information outside the authorized circle | Removal from Paradox Fest Team | Will be recommend for action according to rule 6 of Non-Academic misconduct of IIT Madras- BS Program |
| Submitting Fake Bills/Receipts, any form of tampering of bills, submitting bills that have been raised cost, buying goods not required , mismanagement of funds or using Paradox Funds for Personal Use. | Removal from Paradox Fest | Will be recommend for action under the Non-Academic misconduct of IIT Madras- BS Program |
| Any form of Theft of Goods/fund involved in FR | Removal from Paradox Fest | Will be recommend for action under the Non-Academic misconduct of IIT Madras- BS Program |

Attachment (Bill)

