ATMOS CHARTER

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The techno-management festival of BITS-Pilani, Hyderabad Campus shall hereby be called - "A.T.M.O.S. (Assimilation of Technically Motivated Souls)".

Section 1: Fest Organizing Body (FOB)

1. This body is responsible for the smooth running of the annual techno-management fest, ATMOS.

2. The FOB consists of the CoStAA body and shall be headed by the President of the Students' Union (also known as the President).

3. The entire FOB shall attend any meet being called by the President, the General Secretary, the Technical Convener or the CRC before or after the fest. Any FOB member unable to attend due to exceptional circumstances shall be excused.

4. To ensure proper communication within the FOB, there shall be at least one meet within 10 days before the fest, to be called by the President.

Section 2: Committee of Students for Academic Activities (CoStAA)

1. This body will consist of the head of every Department for the fest, henceforth called the CoStAAn - Committee of Students for Academic Activities nominee.

2. In addition to the Department heads, the President shall assume charge as the Financial CoStAAn and the General Secretary as the Inventory CoStAAn.

3. It is a must for all the CoStAAns to attend the CRC Review Meets after ATMOS with proper documentation, bills and records dealing with all the finances of their respective departments.

Section 3: Departments

Following are the departments that function during ATMOS:

1. Controlz

2. Publicity and Public Relations (DePP)

3. Sponsorship and Marketing (DoSM)

4. Security and Hospitality (DoSH)

5. Arts and Decoration

6. Lights and Sounds (LSD)

7. Visual Effects (DoVE)

8. Photography (DoPy)

9. Informalz

10. Technical Arts (DoTA)

3.1. Elections for CoStAAn

1. The CoStAAn shall be elected by a democratic electoral procedure by the members of the department under the guidelines of the Election Commission of BITS-Pilani, Hyderabad Campus (also known as the EC).

2. The nominations for the post of the CoStAAn of the upcoming ATMOS shall be called for by the EC within 60 days of the cultural fest, assuming that the cultural fest takes place in the 2nd semester.

3. The list of members of each department is to be submitted to the EC immediately after inductions. An updated list is also to be submitted to the EC, after each fest. The updated list has to be displayed on notice boards after the fest. Only these members will be allowed to vote in the elections of the CoStAA body. Experience of working for at least one fest is mandatory for a member to be allowed to vote.

4. Under sufficient grounds of removal, as approved by the EC and the CRC, any CoStAAn (other than the Financial CoStAAn and Inventory CoStAAn) can be impeached from office by a two-third majority of the department he heads. The voting for the impeachment of the CoStAAn shall be monitored by the EC. New inductees who have not worked for the department for even one fest cannot participate in the voting.

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

Eligibility Criteria

1. Any member of the BITS Students' Union (General Body) can contest for the post of CoStAAn, provided he/she has worked in the department for at least two fests. (this criterion can be relaxed if no candidate is able to satisfy it).
2. The candidates must have a clean disciplinary record.
3. The criterion of experience does not apply only to the Inventory CoStAAn and the President.

3.2. Departments and Their Functions

3.2.1. Controlz Department

1. Preparation of the schedule of the fest which would include competitions, informal events, pro-shows, workshops and ceremonies.

2. Allotment of rooms and other venues to departments or organizations in the Technical Senate for practice sessions, conducting events or for any other use during the fest. It is the responsibility of the heads of the organization to ensure proper transfer of furniture to their respective rooms.

3. Satisfying the inventory requirements of all the other departments and those of the events of the fest, as given by the General Secretary.

4. Procuring and distributing the trophies, the medals and the certificates which are to be given to the winners of various competitions.

5. Displaying the event schedules (including changes) as well as the results of competitions during ATMOS on the Controlz Notice Board.

6. Arranging food and water for judges, mentors and any dignitaries for the fest. A separate Food Coordinator can be assigned for this.
   a) The food provisions can be either in the food stalls or can involve separate meals for the dignitaries.
   b) The food and water provisions must be accessible to all members of the FOB when needed, either via signatures or a specialized ID card. The Coordinator must keep an account of everyone accessing the same in consultation with DoSM.

7. Distribution of all certificates, including those to the participants and the winners. This process shall include maintaining self-attested acknowledgement from all those receiving the certificates. The same has to be submitted to the CRC after the process is completed.

8. Setting up a desk for prize distribution for all the winners of the events in the fest.

9. Dispatching of the cheques/gift vouchers/prize money to the winners of the events conducted in ATMOS in coordination with the CRC within 30 working days of ATMOS. The list of participants and winners shall be submitted to the Controlz Department only with the signature of the concerned Technical Senate member.

10. Arrangement of transport to escort chief guests, judges, performing guests and any other special guests, and in cases of medical emergency.
    a) Transport other than picking up and dropping off must not be encouraged, unless the Controlz CoStAAn is intimated in prior.
    b) A Transportation Coordinator has to be nominated by the Controlz CoStAAn who keeps the exact readings of all the cabs in a pro forma approved by the CRC.

11. Taking care of the hospitality of the guests. Bills for expenditure on souvenirs, refreshments, etc. are to be maintained.

12. Setting up help desks during the fest for the benefit of the participants.

13. Arranging, managing and coordinating with the working team of the pro-shows.

14. Putting up a stall during the fest to sell fest shirts and other merchandise, where the

financial transactions will be monitored and audited by the CRC.

15. Ensuring that the maintenance staff has cleaned the rooms properly for the events to happen, the next day.

16. Collecting the pro formas of all the events which are a part of ATMOS and making copies of the same which are to be submitted to the Financial CoStAAn, the Inventory CoStAAn and the Technical Convener. These pro formas will be submitted to them by the respective event organizers after their events. It is recommended that a copy of the pro forma be kept with the respective Technical Senate member.

17. Notifying changes in the schedule as soon as possible to DoTA, so that changes on the website can be made immediately.

18. The department shall be responsible for on spot registration for workshops, events, pro-shows (both registration and ticketing) during ATMOS wherein prior registration has not been made by potential participants.

19. Controlz Department, in consultation with the General Secretary, shall be responsible for making and maintaining the minute-to-minute schedule of the formal inauguration ceremony of the fest. Any prop or equipment used during the formal inauguration is the responsibility of Controlz Department.

3.2.2. Department of Publicity and Public Relations (DePP)

1. Printing of:
   a. Sponsorship Brochure (in coordination with DoSM)
   b. Promotional posters and brochures
   c. Certificates for participants and fest organizers
   d. ID cards for fest organizers
   e. Pro-show tickets
   f. Event specific posters
   g. Any other particulars, as required

2. A Printing Coordinator must be nominated by the DePP CoStAAn who will be responsible for all merchandise, as mentioned above. Before printing any of the items mentioned above, he/she shall intimate the CRC. He/she shall also keep a proper tally of items that have already been printed.

3. Approaching colleges and universities seeking their participation in ATMOS. The department shall also be in charge of giving/mailing fest details and promotional documents to various colleges. The CRC must be informed of all expenses incurred for publicity.

4. Publicizing the fest through any other electronic and print media, as needed. This includes online publicity on social media and other websites. The DePP CoStAAn may appoint a coordinator for the same.

5. On-campus publicity for the fest, in coordination with the Technical Senate.

3.2.3. Department of Sponsorship and Marketing (DoSM)

1. Procuring funds required for ATMOS by approaching various potential sponsors and negotiating with them. The DoSM CoStAAn shall maintain a record of all the travel expenses incurred for the same and submit it to the CRC.

2. Collecting funds/vouchers gained through sponsorship and maintaining accounts for the same.

3. Drafting the content in sponsorship brochures, sponsorship contracts and MoUs. (See Section 11 for more on this)
    a. All cheques/DDs/any other suitable mode of payment shall favour "---BITS-Pilani Hyderabad Campus---" and should be submitted to the President.
    b. The department will have to seek approval of the President before finalizing any deal. In the absence of the President, i.e. before the new SU is elected, deals can be approved by taking the approval of the outgoing President. However, approval of the CRC is required for all financial transactions made during this time period. If the outgoing President is also not present on campus, the outgoing General Secretary will deal with the financial matters temporarily until the President resumes charge. In all financial matters concerning ATMOS, the approval of the CRC, the Technical Convener and the DoSM CoStAAn is required. If neither the outgoing President nor the outgoing General Secretary are on campus, financial transactions shall be made by the CRC, the Technical Convener and the DoSM CoStAAn.
    c. The sponsorship form shall contain the clause stating that anything other than demand drafts/cheques, if provided, should to be notified to the President by the concerned sponsors. This communication must be forwarded to the CRC.

4. Putting up advertisements, banners, etc. for the sponsors at promised locations and ensuring that the sponsor logos are installed in all official documents and records pertaining to the fest such as souvenirs, certificates, websites, ID cards, trophies, videos, etc.

5. Ensuring that all deliverables to the sponsors are met. For example, dispatch of souvenirs, banners, blocks, participant list, etc.

6. Ensuring that no damage occurs to the advertising material supplied by the sponsor.

7. Deciding the number of stalls which have to be put up and their locations. It is also responsible for approaching food joints for setting up food stalls during ATMOS. It shall negotiate on profit sharing basis/rent for provision of space for setting up the stall. Ensuring that all stalls receive power supply is the responsibility of DoSM. Any equipment borrowed from LSD for the stalls must be returned to them in proper condition. (See Section 11 for more on this).

8. Approaching companies for provision of gift vouchers (to be given away as prizes for events conducted as part of ATMOS) and submit the same to the CRC.

9. The prices of the merchandise, perishable items or any source of sales from the students of the campus shall be proposed by the DoSM CoStAAn and approved by the President and the CRC.

10. Workshops generating revenue for the fest must be finalized at least two weeks before ATMOS by DoSM. The content of the workshop must be decided by the Technical Convener and the respective Technical Senate head. The vendor for the workshop shall be approved by the President in consultation with the DoSM CoStAAn and the Technical Convener.

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3.2.4. Department of Security and Hospitality (DoSH)

1. Setting up registration desks for ATMOS whose functions are:
   a. To ensure participants of ATMOS fill in their registration forms with all required details.
   b. To issue an ID card with a unique serial number to each individual entering the campus during ATMOS.
   c. Receiving the initial registration fees given by participants and maintaining an account book for the same.

2. Setting up accommodation desks for ATMOS participants whose functions are:
   a. To keep track of in-time and out-time of participants.
   b. To allot rooms in the hostels, for the participants to stay in.

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

4. The structure of the registration fee and the refundable amount for accommodation shall be proposed by the DoSH CoStAAn and approved by the President.

5. To obtain quotations for rented mattresses, buckets, mugs, etc. (which are to be provided to the participants), and submit the quotations to the President for approval. The CRC reserves the right to ask for details on the quotations received and suggest measures. Procurement of these items shall also be taken care of by the Accommodation Desk. DoSH CoStAAn shall be responsible for any loss in the rented material.

6. DoSH shall be responsible for all security-related affairs of the events and the pro-shows being conducted during ATMOS and also, crowd control during the same.

3.2.5. Department of Arts and Decoration

1. Decorating areas of the campus for the fest. The specific areas of the campus to be decorated shall be discussed well in advance with the Students' Union Council before submitting a budget estimate.

2. Any department can approach the Department of Arts and Decoration for any kind of necessary support; the feasibility of the same shall be decided upon by the CoStAAn of Department of Arts and Decoration.

3.2.6. Lights and Sounds Department (LSD)

1. Meeting all stage requirements (including lights and sounds) during all events to be held at all venues. If the responsibility of sounds and lights for any part of the fest is outsourced, proper tenders have to be called for, by the President, in consultation with the LSD CoStAAn with the approval of the FIC, SWD or any other faculty member appointed by the FIC, SWD.

2. Ensuring the cleanliness of the stage(s), along with the Controlz Department.

3. Ensuring that all events on stage or in the auditorium 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.

4. Taking permissions from the various administrative divisions (ESD, GAD, and Maintenance Division) for the equipment, stage set up, etc.

5. Helping with the lights and sounds during the inauguration of the fest. The secretaries of the respective clubs must submit their soundtracks to LSD at least a day before inauguration.

3.2.7. Department of Visual Effects (DoVE)

1. Making suitable trailers and teaser videos before the fest.

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

3. Preparing suitable videos for sponsorship and publicity purposes, to be used by DoSM and DePP respectively.

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

5. Making a video covering the work done by various departments while preparing for the fest.

6. Compiling and releasing videos including, but not limited to an "After-Video" covering the entire fest, to be potentially used by DoSM and DePP for sponsorship and publicity, respectively.

7. Compiling and releasing pro-show videos within 15 days of ATMOS and the videos of all events covered within 30 days of ATMOS. Based on priority, the DoVE CoStAAn may be requested to release specific videos earlier than expected.

3.2.8. Informalz Department

Conducting all informal events held during ATMOS.
   a. The schedule for the informal events will be decided jointly by the Controlz CoStAAn and the Informalz CoStAAn.
   b. All monetary transactions (both revenue from participation and expenditure on prizes) during all informal events must be recorded and reported to the CRC. This also applies to the non-monetary prizes (including goodies) as well.

3.2.9. Departments of Photography (DoPy)

1. Handling photography for the fest and all fest-related work. An editing room shall be allotted to the department during the fest in an area easily accessible to the rooms hosting the events.

2. Photographing images for publicity purposes before ATMOS, as required.

3. Allotting members to click pictures of each event, including the pro-shows.
   a. The list of DoPy members allowed to click pictures of each pro-show is decided by the DoPy CoStAAn in coordination with the DoSH CoStAAn. Only these members are allowed to enter the special area in front of the stage to click the photos during pro-shows.
   b. Under no circumstances shall this number be less than 2.

4. If feasible and needed, offering its services to participants by selling on-spot photographs.
   a. For the sale of photographs, receipts will be issued to all and will be recorded in an account book. The details will be forwarded to the CRC.
   b. DoPy will ensure that all participants receive their photographs after having paid the specified fee.

5. Making the DoPy album, which will consist of the photographs of the pro-show, events and workshops, sponsors' banners and other pictures of the fest. The album should be made available to the students and the FOB soon after ATMOS.

6. Coordinating with DePP in sending relevant photographs to the print media every night of ATMOS. The DoPy CoStAAN may appoint a coordinator for the same.

3.2.10. Department of Technical Arts (DoTA)

1. Responsible for making the design of: -
   a. Logo for ATMOS
   b. Sponsorship Brochure [in coordination with DoSM]
   c. Promotional posters and brochures
   d. Fest shirts and other merchandise
   e. Certificates for participants and fest organizers.
   f. ID cards for fest organizers
   g. Pro-show Tickets
   h. Event specific posters

2. Developing the website for promotion of the fest. The website must be constantly updated with information about events and sponsors in coordination with Controlz

` Department and DoSM respectively.

Section 4: The Financial CoStAAn

1. The President shall hold the post of Financial CoStAAn for the fest. The President is also the head of the CoStAA body and the FOB for ATMOS.

2. In case the President for the academic year has not been elected, the outgoing President shall hold the post until the next President assumes charge. However, approval of the CRC is required for all financial transactions made during this time period.

3. The President will handle the overall finances for ATMOS. He/she will finalize the overall budget of the fest along with the Technical Convener and the Students' Union Council and present it to the General Body at least 21 days before the commencement of the fest.

4. The President and the CRC allot the prize money of various events and workshops after proper consultations and discussions with the Technical Convener and the respective Technical Senate members. The President and the CRC also allot and are responsible for distributing any in-kind sponsorships or goodies to respective events for participants or winners.

5. The President decides and finalizes the professional shows (also known as pro-shows) for the fest in consultation with the DoSM CoStAAn after presenting the budget to the General Body and getting their approval.

6. For monetary requirements except the prizes, the President shall collect the budgets for the various Departments and all other bodies/organizations. He/she will allocate the budgets to the respective departments and bodies, based on the respective constitutional procedures and submit the information of the final allocated budgets to the CRC.

7. The President will also act as a representative of the FOB towards the Institute authorities and the BITS Students' Union Council.

8. The President is responsible for distribution of the prize money to the winners within 30 days of ATMOS. He/she shall coordinate with the CRC for the same.

9. Reimbursement for all bills related to ATMOS has to be handled by the President in accordance with the CRC.

10. The President in consultation with the General Secretary and the DoSM CoStAAn will decide the price for the fest shirt and which vendor to place the order to.

11. For workshops during ATMOS, the vendor for the workshop shall be approved by the President in consultation with the DoSM CoStAAn and the Technical Convener.

12. Distribution of complementary food coupons to be given to the respective people working during the fest will be decided by the President in consultation with the

General Secretary and the Technical Convener. The President shall distribute these coupons to the respective Technical Senate members and the CoStAAns. No other complementary coupons will be distributed for any students.

13. The President shall present the financial status of ATMOS to the BITS Students Union Council in a Financial Review Meet (FRM), held within 40 days of the fest. A General Body Meeting regarding the same shall also be convened by the President to inform the General Body of the same.

14. After the FRM, the President shall allocate the profits of the fest, if any, for use in other technical and/or cultural activities on campus. This shall be done in consultation with the General Secretary and the Technical Convener.

15. If the President is unavailable or incapacitated, the General Secretary will deal with the financial matters temporarily until the President resumes charge. In all financial matters concerning ATMOS, the General Secretary shall take decisions in consultation with the CRC, the Technical Convener and the DoSM CoStAAn.

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Section 5: The Inventory CoStAAn

1. The General Secretary of the Students' Union shall act as the Inventory CoStAAn for ATMOS and will act in an advisory capacity to the President. He/she shall be responsible for handling the inventory and meeting the requirements for the fest.

2. The General Secretary shall call for a meeting before ATMOS for all departments and the Technical Senate to submit an inventory list of both perishables and non-perishables. The same shall be done in another meeting not more than a week after ATMOS, which will then be presented in the ARM.

3. The General Secretary is in charge of the inauguration ceremony of ATMOS and coordinates with all the cultural clubs for their performances during the same. For the informal inauguration, the Cultural Secretary, in consultation with the General Secretary, is required to prepare the minute-to-minute schedule. Any prop or equipment used by a club during the informal inauguration is the responsibility of that club. During the inauguration, the following representatives shall be on stage -
     i.   The FOB
     ii. The Technical Senate
     iii. Representative of the CRC

4. Excluding the workshops and events conducted by the Technical Senate, the General Secretary is also responsible for any other club activities during ATMOS. (For example, Musical JAM or Street Play)

5. The General Secretary is responsible for recording any losses of non-perishable items, and charging the relevant amount lost on union dues of the responsible parties, as per the respective constitutional procedures.

6. The General Secretary shall coordinate with DoTA to release a fest shirt for the on-campus people well before the fest. He/she will be responsible for collecting orders from interested students, placing the order with the vendor and distributing the t-shirts

either before ATMOS or within one week of the fest.
   a. The decisions on the price of the shirt and which vendor to place the order to, will be taken by the President in consultation with the General Secretary and the DoSM CoStAAn.
   b. If feasible, the General Secretary shall take the responsibility of printing customized fest shirts for the FOB.

7. If the General Secretary is unavailable or incapacitated, the President will deal with the inventory matters until the General Secretary resumes charge.

Section 6: The Technical Senate

1. The Technical Senate will be responsible for all technical events and workshops conducted during ATMOS.

2. In addition to ATMOS, the Senate shall also conduct other technical events and workshops throughout the year to improve the technical culture of the campus.

3. The Senate will consist of the Technical Convener and one representative from each of the Technical Associations, the Technical Clubs and the Technical Societies on campus. The Senate shall be headed by the Technical Convener.

4. In addition to the above, one representative from any other organization/body conducting techno-management activities may be added to the Senate by the Technical Convener. In such cases, the respective details for the degree and extent of collaboration with ATMOS will be decided by the Technical Convener and the President (for example, BITS Embryo, BITSMUN and CEL).

Section 7: The Technical Convener

1. The Technical Convener is the head of the Technical Senate.

2. During ATMOS, he is in charge of all technical events and workshops and promotes the technical culture on campus throughout the year.

3. The Technical Convener for the academic year shall be appointed at the end of the previous academic year by a committee consisting of the outgoing President, the outgoing General Secretary and the outgoing Technical Convener. The outgoing Technical Convener shall call for nominations for the given post. The selection process of the Technical Convener shall be monitored by the EC.

4. If at least two-thirds of the CoStAA body deem it necessary, the CoStAA body can initiate the process of removal of the Technical Convener under sufficient grounds for removal. These grounds shall have to be approved by the EC and the CRC. Once approved by the EC and the CRC, the CoStAA body can send its recommendations to the FIC, SWD. The final decision shall rest with the FIC, SWD in consultation with the President of the Students' Union.

5. The Technical Convener shall act as the link between the CoStAA body and the Technical Senate and keep all the members of the CoStAA body informed of all the requirements of the Senate.

6. The Technical Convener has the authority to pass recommendations to the FOB, if needed, with the knowledge of the FIC, SWD.

7. The Technical Convener also has the authority to commission teams for specific purposes (provided such a team with a similar purpose does not already exist). The Technical Convener shall be personally in charge and responsible for all such teams.

8. The Technical Convener is responsible for finalizing events and workshops of different Technical Associations after proper consultation with their respective coordinators. The Controlz CoStAAn shall also be consulted with respect to availability of rooms for the events.
    a. Headliner events for the fest must be finalized at least 60 days before ATMOS.
    b. Any general body member may suggest events or workshops to the Technical Convener or the Senate.

9. Pre-ATMOS events can be conducted by anybody from the Technical Senate with the consent of the Technical Convener. The Technical Convener can also recommend pre-ATMOS events to the FOB if needed.
    a. Planning for these events is the responsibility of the Technical Convener, with the logistics to be handled by the respective organizations.
    b. Financial transactions in connection to the pre-ATMOS events can be made by the bodies under the Students' Union only with the approval of the President. This includes finalizing details as to where the profits/losses from the events are to be added. The CRC is to be intimated about these expenditures.

Section 8: The Technical Associations

The Technical Associations already existing on campus shall nominate one member each to the Technical Senate. That nominee will be responsible for all events and workshops relating to that particular Technical Association. Generally, that nominee shall be the respective President or the highest post of the Technical Association.

The following are the currently existing Technical Associations on campus:

1. Chemical Engineering Association (ACE)
2. Civil Engineering Association (CEA)
3. ECE, EEE and EIE Association (PHoEnix)
4. Mechanical and Manufacturing Engineering Association (MEA)
5. Pharmacy Association
6. Computer Science Association (CSA)
7. Biological Sciences Association (Synapsis)
8. Chemistry Association (Alchemy)
9. Economics Association

10. Mathematics Association (Axiom)
11. Physics Association (Spectrum)

Section 9: Technical Clubs and Societies

1. There exist several technical clubs and societies on campus, each of which will nominate one member each to the Technical Senate. That nominee will be responsible for all events and workshops relating to that particular technical club or society.

2. The primary purpose of the technical clubs and societies is to improve the technical culture of the campus in their respective fields.

3. Depending on their respective constitutions, the technical club/society may or may not fall under the purview of the Students' Union Council.

4. All technical clubs/societies will fall under the Technical Senate.

5. Currently recognized Technical Clubs include:
   a. Coding and Programming Club (CRUx)
   b. Automation and Robotics Club (ARC)
   c. Bulls N' Bears Club
   d. Astronomy Club (Ad Astra)

6. Currently recognized Technical Societies/Chapters include:
   a. Association for Computing Machinery (ACM)
   b. Institute of Electrical and Electronics Engineers (IEEE)
   c. Society of Automotive Engineers (SAE)

Section 10: ATMOS Review Meet (ARM)

Suggestions: To be chaired by FIC, SWD and will consist of the FOB, the Technical Senate, the CRC and the EC.

1. The CRC/President shall call for an ARM within 30 days of the fest.

2. In the ARM, the fest shall be reviewed and a review report shall be prepared, generally in the form of minutes of the meeting. This report shall be prepared and stored for future documentation, by the President.

3. The members present in the ARM can suggest amendments to the ATMOS Charter. All amendments that are discussed in the ARM are to be included in the ATMOS review report. Amendments discussed in the ARM may be presented in a GBM.

4. The President shall submit the review report of the ARM to the CRC which must be ratified by the Students' Union (General Body) within 40 days of ATMOS.

Section 11: Appendix

GENERAL

All cash/cheques/demand drafts and receipt books (if any) have to be deposited within one week of ATMOS in the SWD in the presence of the President and the CRC.

This refers to all amounts collected from campus students as well as outside participants and attendees of pro-shows by way of registration fees, accommodation fees, caution deposits, sale of tickets/shirts/souvenirs/snaps, etc.

Stalls

1. If stalls are put up during ATMOS, the respective stall owner will have to sign an MoU for the same, clearly detailing what the stalls are for, including sales of items, if any. The stall owner must be able to produce the signed MoU if he wants to start sales. However, if the stall is finalized at the last moment, a relaxation to the extent of submitting the signed MoU by the completion of Day 1 of ATMOS may be granted.

2. The stall owners will be given letters about ownership of stalls signed by the President and they will have to abide by the terms and conditions as put down by the CoStAA body.

3. The stall owner will be responsible for cleanliness around the stalls.

4. The CoStAA body 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 CoStAA failing which they will have to fully bear the losses.

Memorandum of Understanding (MoU)

1. Any sponsor who wishes to put up his banners on campus or publicize themselves during ATMOS has to sign a Memorandum of Understanding (MoU) with the President and the DoSM CoStAAn.

2. The CRC is to be informed about every MoU that is signed and a copy of the MoU is to be submitted to the CRC on the same day as the signing of the MoU.

3. The President shall keep a record of all the MoUs and shall declare the same to the rest of the FOB.

4. After noting down the particulars, the monetary sponsorships have to be deposited by the President to the SWD. No demand draft/cheque/cash from the sponsorships must be in the possession of any student apart from the CoStAAn of DoSM or the President.

5. All cheques/DDs/cash have to be deposited in the SWD by the student with his/her ID card in the presence of the President.

6. The publicity material for the sponsors should be handed over to the DoSM CoStAAn. A receipt will be given for the same.

<u>DECLARATION</u>

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):

CRC representatives (Minimum two-third the members):

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

Faculty In-charge, Student Welfare Division:

* Any violation of terms of this charter is considered to be a violation of the BITS STUDENTS' UNION constitution. In case of any violation, the CRC can initiate appropriate action and send its recommendations to the Faculty In-charge, SWD.

* The final say with respect to the roles and the responsibilities mentioned in this document is with the Faculty In-charge, SWD in consultation with the President of the Students' Union.