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(Deemed to be University)

NMAM INSTITUTE OF TECHNOLOGY

TASC
DEPARTMENT OF AIML

STUDENT
COMMITTEE
HANDBOOK

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PREFACE

Welcome to the official student handbook of tasc. This handbook is designed to provide important information about committees, policies, and procedures. This is an essential guide for all students.

The tasc student handbook was created to provide guidance and support to the general body, inclusive of all students in the department of artificial intelligence and machine learning. It contains information on the election process, committee structure, roles and responsibilities, guidelines, and other important aspects of committee functioning. We strongly recommend that all committee members read this document carefully to ensure smooth and successful tenure.

Please note that this handbook is a general guide and does not cover all possible situations that may arise. In the case of any discrepancy or conflict, the official policies and procedures of the institution will take precedence.

We hope you find this handbook useful and informative. We welcome feedback and encourage you to contact us on any questions or concerns.

Best wishes!

Tasc committee 2022-23

*Any updates or changes made to this handbook must be approved by the faculty advisor before implementation.

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INTRODUCTION

A. DEPARTMENT OVERVIEW
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A. DEPARTMENT OVERVIEW

The Department of Artificial Intelligence and Machine Learning offers a Bachelor of Technology programme that equips students with the skills necessary to analyse, design, and control intelligent systems. Our programme is designed to develop skilled professionals in the field of AI and ML who can contribute to the industry and research community.

Our curriculum provides an in-depth understanding of computer science fundamentals as well as advanced topics in image processing, machine learning, natural language processing, neural networks, deep learning, reinforcement learning, and big data analytics. Our approach combines academic rigour with practical, hands-on experience to prepare graduates for their careers.

We provide an inclusive and supportive learning environment with state-of-the-art facilities and resources. We strive to foster creativity, innovation, and collaboration in an environment that encourages curiosity and exploration.

B. ABOUT THE COMMITTEE

In October 2021, the Turing Artificial Intelligence and Machine Learning Student Association (TASC) was founded with the aim of being the official representative body for students within the Department of Artificial Intelligence and Machine Learning. TASC's double aims are to further advance the areas of artificial intelligence and machine learning while fostering an intimate community among its members.

TASC's primary aim is to catalyse scholastic and professional triumph for its members. To realize this goal, the organization collaborates on a range of events, seminars, and ventures. These portals furnish pupils with critical tools and direction, equipping them with the ability to thrive in their academic life and professional ambitions. Learners have available to them invaluable chances to explore further into the perpetually advancing fields of AI and ML.

Beyond only imparting knowledge, TASC engenders a collective feeling of togetherness and kinship amongst the members, resulting in a surrounding wherein AI and ML aficionados are able to interact, work together, and invent jointly. TASC bridges the space between learning and practical use cases, taking on a key function in configuring the potential of AI and ML through its zealous and hardworking student community.

The Turing Artificial Intelligence and Machine Learning Student Association (TASC) was established in October 2021, serving as the official representative body for students within the Department of Artificial Intelligence and Machine Learning. With a dual-fold mission, TASC seeks to propel the domains of artificial intelligence and machine learning forward while nurturing a tight-knit community among its members.

TASC's cornerstone objective is to galvanize academic and professional success for its constituents. To this end, the association orchestrates an array of events, workshops, and activities. These platforms equip students with indispensable resources and guidance, empowering them to thrive both in their studies and in the professional sphere. Students are offered invaluable opportunities to delve deeper into the ever-evolving realms of AI and ML.

Beyond knowledge enrichment, TASC fosters a sense of belonging and camaraderie among its members, creating an environment where aspiring AI and ML enthusiasts can connect, collaborate, and innovate together. By bridging the gap between education and real-world applications, TASC plays a pivotal role in shaping the future of AI and ML through its passionate and driven student community.

C. MISSION AND VISION

MISSION

To create a platform for students in the Department of Artificial Intelligence and Machine Learning to develop their skills, knowledge, and expertise in the field of AI and ML, through various academic and extracurricular activities, events, and workshops.

VISION

To become the leading student association in the field of AI and ML, known for its commitment to excellence, innovation, and inclusivity, and for producing skilled professionals who contribute to the growth and development of the industry and research community.

GENERAL REGULATIONS

- **Respect for others:**
    We expect all members to treat their fellow students with respect and dignity regardless of differences in opinions or backgrounds. No form of discrimination, harassment, or bullying will be tolerated.

- **Attendance:**
    Regular attendance at meetings, events, and other activities is expected for all members. If a member is unable to attend a meeting or event, they are expected to inform the committee in advance.

- **Participation:**
    Members are expected to actively participate in committee meetings and events and to contribute their ideas and suggestions to the group.

- **Confidentiality:**
    Any sensitive or confidential information shared within the committee is to be kept private and not shared outside the group.

- **Responsibility:**
    Members are expected to take responsibility for their actions and fulfil their commitments to the committee.

- **Compliance with college policies:**
    Members must comply with all the college policies and regulations. Under no circumstances shall the contents of this document precede college regulations.

CODE OF CONDUCT

As a member of TASC, we expect all individuals to adhere to the following Code of Conduct:

- **Professionalism:**
  Members must always maintain a professional demeanour, whether interacting with other members of the committee or with individuals outside the organization.

- **Accountability:**
  Members are accountable for their actions and decisions, and must be willing to take responsibility for any mistakes they make.

- **Conflict Resolution:**
  Any conflicts between members must be resolved in a professional and respectful manner.

By adhering to this Code of Conduct, we can create a positive and productive environment for all members of TASC and contribute to the success of our organization.

CORE DOCUMENT LINKS

This section serves as a hub for all the important documents related to the committee, which are essential for smooth functioning and decision making. Here you will find links to all the core documents that govern our organization and provide the framework for our operations. These documents are crucial to ensuring that we are aligned with our values, goals, and mission, and that we operate in a transparent and accountable manner. Please refer to these documents as needed and ensure that you are familiar with their contents.

Note: The same font group and font size set in the template should be followed. In case of updating the font, make sure to opt for sans serif fonts. Please create a duplicate of any document that you would like to use from the linked templates.

Also make sure to add updates to a new sheet at the beginning of each academic year and protect the sheet from the previous year.

Before making any changes to the templates, please consult with the faculty coordinator.

- Student Handbook (This document)
- [TASC Google Group](#)
- [Templates](#)
- [Historical Register](#)
- [Document Archive](#)
- [Certificate Register](#)

Note for committee members:
 The student handbook is the primary reference for all matters related to TASC. You are strongly encouraged to read it thoroughly and clarify any questions or concerns you may have with the outgoing committee members or faculty advisor. The Handbook contains important information about the history, mission, goals, and procedures of the committee that will be useful as you begin your term.
 Additionally, it is strongly encouraged that any communication, meeting scheduling, or document sharing within the committee should be addressed to **tasc-committee@nmamit.in** and not to individual members.

MAKE SURE THIS IS IMPLEMENTED AT ALL TIMES, BY ALL MEMBERS

ORGANIZATIONAL CHART

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                        HEAD OF DEPARTMENT
                               |
                          FACULTY
                        COORDINATOR
                               |
                          PRESIDENT
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| VICE PRESIDENT | SECRETARY | | BRANCH CAPTAIN | TREASURER | YEAR REPRESENTATIVE |

JOINT SECRETARY

CREATIVE HEAD

| TECHNICAL SECRETARY | CULTURAL SECRETARY | SPORTS SECRETARY | SOCIAL MEDIA AND PUBLICITY COORDINATOR | MEDIA COORDINATOR | GRAPHIC DESIGNER | WEB DEVELOPER |

| JOINT TECHNICAL SECRETARY | JOINT CULTURAL SECRETARY | JOINT SPORTS SECRETARY | | ASSISTANT MEDIA COORDINATOR | ASSISTANT GRAPHIC DESIGNER | |

COMMITTEE ROLES AND RESPONSIBILITIES

A.   CORE RESPONSIBILITY
B.   INDIVIDUAL RESPONSIBILITY

A. CORE RESPONSIBILITY

THE CORE RESPONSIBILITIES OF THE COMMITTEE INCLUDE THE FOLLOWING:

- PREPARATION OF THE BUDGET MENTIONED IN **SECTION VIII** OF THIS DOCUMENT.

- PREPARATION OF AGENDA FOR THE ACADEMIC YEAR

- DESIGNING A BRANCH T-SHIRT

- CONDUCTION OF EVENTS (1-2 PER DESIGNATION)

- MANDATORY REVIEW MEETINGS ON THE FIRST WEEK OF EVERY MONTH

B. INDIVIDUAL RESPONSIBILITY

PRESIDENT

Qualifications

- 7th semester student
- Experience in leadership positions
- Strong communication and interpersonal skills
- Ability to motivate and inspire others

Roles and Responsibilities

- Lead and direct the committee towards its goals.
- Represent the committee in external meetings and events.
- Develop and maintain relationships with key stakeholders of the college.
- Communicate effectively with other members of the committee.
- Ensure that the committee is operating efficiently and effectively.

VICE PRESIDENT

Qualifications

- 5th semester student
- Strong organizational skills
- Experience in management and planning
- Ability to work collaboratively with others

Roles and Responsibilities

- Support the President in the day-to-day operations of the committee.
- Assist in the development of the committee's strategic plan.
- Work with other members of the committee to implement new initiatives.
- Represent the committee in the absence of the President.

BRANCH CAPTAIN

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Qualifications
- 7th semester student
- Experience in leadership positions
- Strong communication and interpersonal skills
- Ability to work collaboratively with others

Roles and Responsibilities
- Lead and manage the day-to-day operations of the branch.
- Coordinate and oversee the activities of branch members.
- Develop and maintain relationships with branch members and external partners.
- Represent the branch in external meetings and events.
- Ensure that the branch is operating efficiently and effectively.

SECRETARY

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Qualifications
- 7th semester student
- Strong organizational and administrative skills
- Attention to detail
- Ability to work collaboratively with others

Roles and Responsibilities
- Maintain accurate records of the committee's activities.
- Organize and coordinate meetings and events.
- Assist other members of the committee in their work.
- Respond to inquiries from external parties.
- Ensure that the committee's records are up-to-date and accessible.

JOINT SECRETARY

Qualifications

- 5th semester student
- Strong organizational and administrative skills
- Attention to detail
- Ability to work collaboratively with others

Roles and Responsibilities

- Assist the Secretary in maintaining accurate records of the committee's activities.
- Assist in organizing and coordinating meetings and events.
- Work collaboratively with other members of the committee.
- Ensure that the committee's records are up-to-date and accessible.

TREASURER

Qualifications

- 5th / 7th semester student
- Experience in financial management
- Strong analytical skills
- Attention to detail

Roles and Responsibilities

- Manage the committee's finances and financial records.
- Develop and maintain relationships with financial partners.
- Prepare and present financial reports to the committee's members.
- Ensure that the committee's finances are in order.
- Develop and implement financial policies and procedures.

CULTURAL SECRETARY

Qualifications

- 5th / 7th semester student
- Experience in cultural programming and events
- Strong organizational skills
- Ability to work collaboratively with others

Roles and Responsibilities

- Plan and coordinate cultural events and programs.
- Work with other members of the committee to develop new cultural initiatives.
- Represent the committee in external cultural events.

JOINT CULTURAL SECRETARY

Qualifications

- 3rd / 5th semester student
- Experience in cultural programming and events
- Strong organizational skills
- Ability to work collaboratively with others

Roles and Responsibilities

- Assist the Cultural Secretary in planning and coordinating cultural events and programs.
- Work collaboratively with other members of the organization.
- Represent the organization in external cultural events.
- Help develop new cultural initiatives.

SPORTS SECRETARY

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Qualifications

- 5th / 7th semester student
- Experience in sports programming and events
- Strong organizational skills
- Ability to work collaboratively with others

Roles and Responsibilities

- Plan and coordinate sports events and programs.
- Work with other members of the organization to develop new sports initiatives.
- Represent the organization in external sports events.
- Ensure that sports events are safe and fair.

JOINT SPORTS SECRETARY

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Qualifications

- 3rd / 5th semester student
- Experience in sports programming and events
- Strong organizational skills
- Ability to work collaboratively with others

Roles and Responsibilities

- Assist the Sports Secretary in planning and coordinating sports events and programs.
- Work collaboratively with other members of the organization.
- Represent the organization in external sports events.
- Help develop new sports initiatives.

TECHNICAL SECRETARY

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Qualifications

- 5th / 7th semester student
- Experience in technical programming and events
- Strong organizational skills
- Ability to work collaboratively with others

Roles and Responsibilities

- Plan and coordinate technical events and programs.
- Work with other members of the organization to develop new technical initiatives.
- Represent the organization in external technical events.
- Ensure that technical events are safe and accessible.

JOINT TECHNICAL SECRETARY

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Qualifications

- 3rd / 5th semester student
- Experience in technical programming and events
- Strong organizational skills
- Ability to work collaboratively with others

Roles and Responsibilities

- Assist the Technical Secretary in planning and coordinating technical events and programs.
- Work collaboratively with other members of the organization.
- Represent the organization in external technical events.
- Help develop new technical initiatives.

CREATIVE HEAD

Qualifications

- 5th / 7th semester student
- Experience in creative programming and events
- Strong organizational skills
- Ability to work collaboratively with others

Roles and Responsibilities

- Plan and coordinate designs for all events and programs
- Assist the Social Media and Publicity Coordinator by serving as the deputy and providing support in execution
- Manage the other members that come under the ambit of creative team
- Work with other members of the organization to develop new creative initiatives

SOCIAL MEDIA AND PUBLICITY COORDINATOR

Qualifications

- 3rd / 5th / 7th semester student
- Experience in social media management
- Strong communication skills
- Ability to work collaboratively with others
- Creativity in crafting engaging content.

Roles and Responsibilities

- Develop and implement the organization's social media and publicity strategy.
- Manage and maintain the organization's social media accounts.
- Create, curate, and schedule engaging content across various platforms.
- Interact with the organization's followers, respond to inquiries, and foster online community engagement.
- Promote events, activities, and initiatives to maximize visibility and participation.

MEDIA COORDINATOR

Qualifications

- 3rd / 5th / 7th semester student
- Experience in photography and videography

Roles and Responsibilities

- Plan and coordinate photography and videography for the events.
- Ensure that photographs and videos are of high quality
- Edit and organize photographs and videos.

ASSISTANT MEDIA COORDINATOR

Qualifications

- 3rd / 5th / 7th semester student
- Interest in photography and videography.
- Willingness to assist in media-related tasks.
- Basic knowledge of photography and video editing.

Roles and Responsibilities

- Support the Media Coordinator in planning and coordinating photography and videography for the organization's events.
- Assist in ensuring that photographs and videos meet quality standards and represent the organization accurately.
- Assist in editing and organizing photographs and videos for events and initiatives.

GRAPHICS DESIGNER

Qualifications
- 3rd / 5th / 7th semester student
- Experience in graphic design
- Strong creative

Roles and Responsibilities
- Develop and create visual materials for the organization's events and initiatives.
- Collaborate with other members of the organization to ensure that designs accurately represent the organization.
- Ensure that all visual materials are of high quality and meet design standards.
- Keep up-to-date with current design trends and techniques.

ASSISTANT GRAPHICS DESIGNER

Qualifications
- 3rd / 5th / 7th semester student
- Keen interest and experience in graphic design
- Basic understanding of design principles.

Roles and Responsibilities
- Assist the Graphic Designer in creating visual materials for the organization's events and initiatives.
- Collaborate closely with other members of the organization to ensure design alignment.
- Support in maintaining the quality and design standards of visual materials.
- Stay updated with current design trends and techniques, and actively apply new knowledge to projects.
- Collaborate with other members of the organization to ensure that designs accurately represent the organization.
- Ensure that all visual materials are of high quality and meet design standards.
- Keep up-to-date with current design trends and techniques.

WEB DEVELOPER

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Qualifications

- 3rd / 5th / 7th semester student
- Strong knowledge of HTML, CSS, and web design tools.
- Creative and detail-oriented mindset.
- Familiarity with web design trends and user experience principles.

Roles and Responsibilities

- Design and develop the organization's website, ensuring an appealing and user-friendly interface.
- Maintain and update the website to ensure it remains current and functional.
- Implement design improvements and enhancements based on user feedback and evolving web design trends.
- Ensure website security and data protection measures are in place.
- Keep abreast of emerging web design trends and technologies to continually enhance the website's effectiveness and user experience.

YEAR REPRESENTATIVE

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Qualifications

- 3rd / 5th / 7th semester student (One from each year)
- Responsible, reliable, and committed.
- Genuine interest in representing peers.
- Prior involvement in student organizations or leadership experiences (preferred).

Roles and Responsibilities

- Act as a liaison between TASC committee and students.
- Gather and convey feedback from students.
- Communicate important information to students.

*** The addition or removal of roles can be made <u>ONLY</u> after consultation with the Faculty Coordinator and Head of Department.**

ELECTION PROCEDURES AND GUIDELINES

OVERVIEW

THE SECRETARY OF TASC SHALL HEAD THE ELECTION COMMITTEE, WHICH IS RESPONSIBLE FOR OVERSEEING THE ENTIRE ELECTION PROCESS. THE COMMITTEE WILL MAKE ALL NECESSARY PREPARATIONS TO ENSURE THE SMOOTH CONDUCTION OF ELECTIONS, INCLUDING SETTING ELECTION DATES, CREATING NOMINATION FORMS, AND ENSURING THAT ALL CANDIDATES MEET THE ELIGIBILITY CRITERIA. THE ELECTION COMMITTEE IS ALSO RESPONSIBLE FOR VERIFYING THE ELECTION RESULTS AND ANNOUNCING THE WINNERS.

IN ADDITION, THE PRESIDENT AND OTHER STAKEHOLDERS WILL BE UPDATED IN A TIMELY MANNER REGARDING THE ELECTION PROCESS AND ANY CHANGES IN THE ELECTION TIMELINE. THE ELECTION COMMITTEE ENSURES TRANSPARENCY AND FAIRNESS THROUGHOUT THE ELECTION PROCESS AND MAINTAINS THE HIGHEST STANDARDS OF ETHICS AND INTEGRITY.

A. Election Committee Responsibilities

The committee shall be chaired by the Secretary.

- The Election Coordinator (Faculty) shall be appointed by the Head of Department to ensure smooth conduction.

- The Polling Coordinator, a member of the Election Committee, is responsible for overseeing the smooth operation of the voting portal, which shall be developed and maintained by the Technical Coordinator with the assistance of the website designer and the creative head. The Polling Coordinator will ensure that the voting portal is accessible and user-friendly for all eligible voters and will troubleshoot any technical issues that arise during the voting process.

- The election committee is also responsible for submitting an **Election Report** to the Election Coordinator immediately after the announcement of the results. The template for the same is linked in **Section IV** of this document.

Additional responsibilities include, but are not limited to,

- Creating and distributing election guidelines to all candidates

- Ensuring that all election activities are conducted in a fair and transparent manner

- Providing assistance to candidates regarding campaign materials and activities

- Addressing any grievances or complaints related to the election process in a timely and professional manner

- Ensuring that the election results are announced in a timely and accurate manner

- Maintaining confidentiality of all sensitive information related to the election process.

B. Election Guidelines

- **Section VI** of this document outlines the eligibility criteria for each role. All students who meet the criteria are eligible to contest the election.

- During the Nomination Period, interested students can submit their nomination forms to the election committee.

- The election committee will scrutinize the nominations and declare the list of eligible candidates.

- Candidates are allowed to campaign for their respective positions. The election committee will allocate time for campaigning, which should be conducted in a professional and ethical manner.

- The election committee will count the votes and announce the winners as soon as possible after the voting process has concluded. The results will be final and binding.

- Any dispute that may arise during the election process shall be resolved with reference to **Section XI** of this document.

C.   Eligibility Criteria

The eligibility criteria for each role are outlined in **Section VI** of this document. Additionally, all students who wish to participate in the election must have a minimum GPA and maintain clean student status. However, the GPA requirement can be relaxed with consultation from the Faculty Coordinator or Head of Department.

Relevant supporting documents or proof of qualifications must be submitted to the Election Coordinator wherever applicable. Failure to do so may result in disqualification.

D.   Nomination Process

The nomination process for TASC elections involves interested candidates submitting their nomination forms to the election committee during the Nomination Period. This is done using Google Forms or a voting portal. The election committee will scrutinize the nominations and declare the list of eligible candidates. The nomination forms will include information, such as the candidate's name, contact information, position being contested, and a statement outlining their qualifications and platform. Candidates must ensure that they meet the eligibility criteria mentioned in **Section VI** of the document before submitting their nomination forms.

E.   Campaign Guidelines

Candidates may campaign for their positions. This will be done with the help of the election committee, which will allot time for the same. This campaign should be conducted in a professional and ethical manner. Candidates are encouraged to create campaign posters, flyers, and other promotional materials to be distributed among the student body.

The following guidelines should be followed during the campaign:

- Candidates should not use defamatory language or make personal attacks against other candidates.
- Campaign materials should be appropriate and respectful. Material that is discriminatory, derogatory, or offensive in any way is not tolerated.
- Campaigning should be limited to the designated areas and times provided by the election committee.
- Candidates should not solicit votes or campaign materials inside classrooms, labs, or any other academic or administrative buildings.

- Candidates are not allowed to offer incentives or rewards to students in exchange for their votes.
- Campaigning must be performed in a professional and ethical manner. Any action that may incite negative sentiments or emotions among voters is not tolerated.
- Candidates must refrain from making false promises or providing misleading information to voters.

The election committee reserves the right to disqualify any candidate found to engage in unethical campaigning practices.

We encourage all candidates to focus on their qualifications, experiences, and visions for the future of the student body. We ensure a fair and clean election process by adhering to these guidelines.

F.   Election Timeline

Week 0

Announcement of Election: The election committee announces the election process and invites nominations from eligible candidates. This shall take place two weeks prior to election day.

Nomination Period: Interested candidates may submit their nominations to the election committee for the desired position. The nomination period shall last for one week.

Week 1

Scrutiny of Nominations: The election committee shall scrutinize the nominations and declare the list of eligible candidates. This shall take place one week prior to election day.

Week 2

Campaigning Period: Candidates may campaign for their positions. This shall take place one week prior to election day.

Week 3

Election Day: The voting shall take place on a specified date and time, as declared by the election committee.

Vote Counting: The election committee counts the votes and declares the results on the same day as the election.

Announcement of Results: The election committee announces the election results and declares elected candidates. This will take place on the same day as the vote counting.

Handover: The outgoing committee shall hand over the responsibilities of the newly elected committee within a week of the announcement of results.

G.   Run-off Election

In the event of a tie or if no candidate receives a majority of the votes in the initial election, a runoff election is conducted. The runoff election is held between the two candidates who received the highest number of votes in the initial election.

The procedures for the runoff election will be the same as those for the initial election, except that only the two candidates who received the highest number of votes in the initial election will be eligible to participate.

The Election Coordinator will inform the candidates about the runoff election and its procedures. A new set of guidelines will be created and distributed to the candidates for the runoff election. The Election Coordinator shall ensure that the candidates strictly adhere to these guidelines.

The voting process for the runoff election is the same as that in the initial election. The Polling Coordinator will set up the voting portal and send out the login credentials to the eligible voters. The Technical Coordinator shall ensure the smooth functioning of the portal.

The results of the runoff election will be announced immediately after the completion of the voting process. The candidate with the highest number of votes in the runoff election will be declared the winner.

H.   Transition Plan

The outgoing committee is responsible for ensuring that the duties mentioned herein are carried out.

• The login credentials of the TASC Instagram, LinkedIn handle and Google account will be handed over to the new committee.

• The website details shall be shared with the newly elected web developer.

• New committee members shall be added to the TASC Google Group.

• Members should be familiarized with the Document Recording and Archiving process mentioned in **Section X** of this document, including the use of Google Drive.

• The historical register shall be updated with the details of the new committee and the same shall be made aware of the new committee.

BUDGET AND FINANCIAL MANAGEMENT

A.	BUDGETING PROCESS
B.	REVENUE GENERATION
C.	FINANCIAL REPORTING
D.	AUDIT PROCESS
E.	FINANCIAL POLICIES

OVERVIEW

THE TREASURER OF THE BRANCH ASSOCIATION SHALL LEAD THE FINANCE COMMITTEE, WHICH PLAYS A PIVOTAL ROLE IN OVERSEEING THE FINANCIAL ASPECTS OF OUR ORGANIZATION. THE FINANCE COMMITTEE IS ENTRUSTED WITH VARIOUS RESPONSIBILITIES TO ENSURE THE RESPONSIBLE MANAGEMENT OF OUR FINANCIAL RESOURCES.

ONE OF THE PRIMARY DUTIES OF THE FINANCE COMMITTEE IS TO DEVELOP AND PRESENT THE ANNUAL BUDGET, WORKING CLOSELY WITH THE PRESIDENT AND OTHER STAKEHOLDERS TO ENSURE THAT FINANCIAL ALLOCATIONS ALIGN WITH THE ASSOCIATION'S GOALS AND PRIORITIES. THEY ALSO OVERSEE THE COLLECTION OF DUES, MANAGE EXPENDITURES, AND MAINTAIN ACCURATE FINANCIAL RECORDS, ALL WHILE ADHERING TO ESTABLISHED FINANCIAL POLICIES AND GUIDELINES.

The committee is responsible for managing the budget and ensuring that all expenses are within the approved budget. The budget is allocated to various activities, events, and programs throughout the committee's tenure.

The Treasurer is responsible for maintaining accurate and up-to-date financial records for all transactions, including income and expenses. The Treasurer will provide financial reports to the committee on a regular basis, including the updating of the **TASC Accounts sheet** on Google Drive, and all financial reports will be made available to the Faculty Coordinator and Head of Department upon request.

All expenses must be supported by appropriate documentation, such as invoices or receipts, and all payments must be approved by the Faculty Coordinator or Head of Department before they can be made.

The following timeline outlines the budget and financial management process:

1. At the beginning of the tenure, the committee should prepare a draft budget.

2. The budget should be reviewed and finalized within the first month of tenure.

3. All expenses should be tracked and recorded on a monthly basis.

4. A financial report should be prepared every semester and shared with the faculty coordinator and the department head.

5. At the end of the tenure, a final financial report should be prepared and shared with the Faculty Coordinator and Head of Department.

At the end of their tenure, the committee must prepare a final financial report, including a detailed breakdown of all expenses and income generated. The report must be submitted to the Faculty Coordinator and Head of Department for review and approval.

A.   Budgeting Process

The budgeting process is an important aspect of committee financial management. It is essential to ensure that the committee has sufficient funds to conduct its activities.

The following steps outline the budgeting process:

1. Prepare a list of all activities and events that the committee plans to undertake during its tenure.

2. Estimate the cost of each activity/event, including all necessary expenses such as venue rental, equipment rental, supplies, and other relevant expenses.

3. Categorize expenses under different heads, such as venue, equipment, and printing expenses.

4. Prepare a draft budget by totaling the estimated expenses for each category.

5. Review the draft budget with the committee and make necessary adjustments.

6. Finalize the budget and get it approved by the Faculty Coordinator and Head of Department.

B.   Revenue Generation

At the start of each academic year, a membership fee may be levied on all students in the department. The membership fee should be decided based on the previous year's finance report and expected expenses for the upcoming year. The committee should review the previous year's income and expenses and consider any changes or new initiatives in the upcoming year. The fee amount should be reasonable and affordable for all members, while ensuring that the committee has sufficient funds to carry out its planned activities. It is important to communicate the rationale for the fee amount to members and provide transparency in the budgeting process.

Additionally, a fee may be levied on the participants if any event is organized. This fee shall be noted on the **TASC ACCOUNTS** sheet in Google Drive for future reference.

C.   Financial Reporting

Financial reporting is a crucial aspect of budget and financial management. It helps track the inflow and outflow of funds and provides an overview of the financial health of the organization. A regular and transparent financial reporting system is essential to ensuring that the committee's financial operations are accountable and transparent to all members.

The committee must ensure that accurate financial records, including all income and expenses, are maintained throughout the year. This includes maintaining the proper documentation of all transactions, receipts, and invoices. A detailed financial report should be prepared at the end of each financial year and should include a balance sheet, income statement, and cash flow statement.

The financial report should be presented to the committee members during the general meeting, along with an analysis of financial performance, highlighting any areas of concern or improvement. The report should be made available to all members upon request and any queries or clarifications regarding the report should be addressed by the treasurer.

It is important to note that financial reporting is not only a legal requirement but also an ethical responsibility towards all members. It promotes transparency, accountability, and trust within the committee, and ensures that the committee's financial operations are in line with its objectives and goals.

D.   Audit Process

The committee's financial report will be audited by the faculty coordinator at the end of each semester to ensure accuracy and transparency. The audit process involves a thorough examination of all financial records including bank statements, receipts, and invoices. Any discrepancies or issues will be brought to the attention of the committee for resolution.

Additionally, at the end of the academic year, the college may review the committee's financial activities. This review may involve an audit of the committee's financial records as well as an examination of the committee's adherence to college financial policies and procedures. The committee will cooperate fully with the college's review process and provide the necessary documentation or information.

E.   Financial Policies

Financial Policies and Procedures are essential for ensuring the smooth functioning of any organization, and our committee is no exception. In this section, we outline the financial policies and procedures followed by our committee to ensure transparency and accountability in all financial matters. These policies and procedures are designed to guide the committee's financial decision making and ensure compliance with relevant regulations and laws. It is important that all committee members are familiar with these policies and procedures, and adhere to them to maintain the integrity of the committee's financial management.

1. **Reimbursement Policy:** All expenses must be approved before they are incurred. Any expenses that are not pre-approved will not be reimbursed. To request reimbursement, a member must submit the original receipts or proof of payment. This must be signed by the member and approved by the treasurer or committee chair.

2. **Conflict of Interest Policy:** All committee members must avoid conflicts of interest in all committee activities. A conflict of interest occurs when a committee member's personal or financial interests interfere with their ability to act in the best interests of the committee. Committee members must disclose any potential conflicts of interest and recuse themselves from discussions or decisions in

3. **Budgeting Policy:** The committee should prepare an annual budget that outlines the planned income and expenses for the upcoming year. The budget should be based on the previous year's financial statements and should consider any changes in the committee's activities or funding sources. The budget should be reviewed and approved by the committee and used as a tool for financial management and decision-making throughout the year.

4. **Banking Policy:** All committee funds should be deposited into a bank account maintained in the committee's name. The treasurer and faculty coordinator are responsible for managing the bank account and ensuring that all deposits and withdrawals are properly recorded in the committee's financial records. The committee should review and approve all bank statements and reconcile the bank accounts on a regular basis.

5. **Record-keeping policy:** The committee should maintain accurate and complete the financial records. All income and expenses should be recorded on a timely basis and all financial documents should be properly filed and stored in a secure location. The committee should establish procedures for the retention and destruction of financial records in accordance with the applicable laws and regulations.

6. **Use of Credit Policy:** The committee should avoid using credit for committee expenses whenever possible. All credit expenses should be properly recorded and approved by the treasurer or the committee chair.

SECTION IX

EVENT PLANNING AND EXECUTION

A. GENERAL OVERVIEW

The following steps should be taken while planning and executing an event:

1. **Determine the event budget:** A budget should be prepared for the event. The committee should consider all expenses incurred during the event.

2. **Identify the target audience:** The committee should identify the target audience for the event. This will help determine the event format, venue, and marketing strategy.

3. **Choose the event date and time:** The committee should choose a suitable date and time for the event. The date and time should be convenient for the target audience and should not clash with other major events or classes.

4. **Choose the event venue:** The committee should choose a suitable venue for the event. The venue should be easily accessible and accommodate an expected number of attendees.

5. **Plan the event schedule/agenda:** The committee should plan the event schedule, including the order of activities, speeches, and presentations.

6. **Arrange for necessary equipment and supplies:** The committee should arrange for all the necessary equipment and supplies for the event, including audiovisual equipment, seating arrangements, and decorations.

7. **Promote the event:** The committee should promote the event through various channels, including social media, flyers, posters, and word of mouth.

8. **Execute the event:** The committee should execute the event as per the planned schedule. The committee members should be responsible for different tasks and work together to ensure the smooth execution of the event.

9. **Evaluate the event:** After the event, the committee should evaluate the event's success and identify areas for improvement in future events. Feedback from the attendees should also be considered. The template is linked within this document.

The committee should ensure that all events are conducted in a professional and ethical manner. All events should comply with the colleges' rules and regulations.

B. EVENT ALLOCATION AND COORDINATION

Event Allocation:

To ensure a diverse range of events and active participation, it is encouraged that each designation within the TASC committee organizes at least 1-2 events during the academic year. This distribution of responsibility helps in maximizing creativity and engagement within the committee.

Events by Non-Committee Members:

TASC welcomes and supports the initiative of any student who is not part of the core committee to organize an event. In such cases, the non-committee member should reach out to the TASC committee for coordination and guidance. The committee will assist in facilitating the event's planning and execution to ensure its success.

Resource Allocation:

For events organized by non-committee members, the TASC committee will assist in resource allocation. This includes helping secure event venues, equipment, and funding if required. The committee will also offer guidance on event planning, marketing, and execution, drawing from their experience in organizing successful events.

C. CORE EVENTS

The organization of core events is a joint responsibility of all committee members. The Sports Secretary and Joint Sports Secretary are responsible for conducting the sports day and coordinating with the committee for its preparation. Similarly, the Cultural Secretary and Joint Cultural Secretary are responsible for the organization and execution of cultural events such as freshers day and farewell for seniors. The Technical Secretary and Cultural Secretary are responsible for organizing and conducting the events for INCRIDEA.

1.   Sports Day

For the sports day, the Sports Secretary and Joint Sports Secretary oversee the preparation of the event, including the formation of different teams for each sport and the design of the team jerseys. They should also coordinate with other committee members to arrange the march past practice and ensure the smooth execution of the event.

2.   Freshers and Farewell Program

For cultural events such as freshers day and farewell for seniors, the Cultural Secretary and Joint Cultural Secretary are responsible for deciding the theme and the program flow of the event. They should coordinate with other committee members to ensure that the event is organized smoothly and that all necessary arrangements are made.

3.   Industrial Visit

For the conduction of industrial visits, the committee as a whole is responsible for organizing the visits. The Industrial Visit Coordinator will work closely with the committee members to identify suitable industries for visit and plan the logistics such as transportation, accommodation, and itinerary. The committee also ensures that all necessary permissions are obtained from the concerned authorities and that safety measures are in place during the visit. Additionally, the committee members will oversee the conduct of the visit to ensure that it is carried out smoothly, and all participants will benefit from the experience.

4.   INCRIDEA

For the techno cultural fest INCRIDEA, the Technical Secretary and Cultural Secretary are responsible for organizing the technical and cultural events respectively. The branch shall be represented by the Branch Captain and any junior secretary who will oversee everything. They should work together to ensure that the fest is efficiently organized and that all technical and cultural events are conducted smoothly. They should also coordinate with other committee members to ensure that all the necessary arrangements are made for the event.

D. COLLABORATION

Event collaboration is a crucial aspect of event planning and execution. The committee should actively seek opportunities to collaborate with other student organizations or departments within the college to create successful events. The committee should identify potential collaborators, establish contacts, and work together to plan and execute the event.

The committee should ensure that the collaborative effort is well coordinated, and that each organization's responsibilities are clearly defined. The committee should also establish open communication with collaborators to ensure that everyone is on the same page and that the event's goals and objectives are met.

When collaborating with other organizations, the committee should consider financial implications. The committee should establish a financial agreement with the collaborators and ensure that the budget is fairly shared among all parties involved. The representative from TASC should promptly initiate contact with a potential collaborator and follow the necessary procedures as required.

Finally, the committee should ensure that all relevant documentation is in order, including event reports, and financial reports. Clear communication and documentation are crucial for the successful collaboration and execution of events.

E. DOCUMENTS REQUIRED

To ensure that events organized under the banner of TASC are conducted smoothly, certain documents must be prepared and submitted. These documents include, but are not limited to,

- Event proposal

- Schedule / Agenda

- Budget proposal

- Feedback (Digital or paper)

- Event report (Within 3 days from the completion of event)

- Expenditure report (Within 5 days from the completion of event)

Additionally, for **industrial visits**, the following document requirements must be fulfilled.

- Agenda with particulars of visiting industry

- Budget breakdown

- Letter of approval for rescheduling of classes (If required)

- Permission letter from industry

- Participant list

The documents mentioned above must be signed by the department representative (President / Vice President / Branch Captain / Secretary), faculty coordinator, and Head of Department in the same sequence. Subsequently, it will be forwarded to the Vice Principal and Principal for further approval.

F. EVENT TIMELINE

Planning and organizing an event involves multiple tasks and requires careful attention. A key aspect of successful event management is setting up a timeline for each stage of the planning process. This timeline helps the committee stay on track, prioritize tasks, and ensure that the event is executed smoothly.

Week 0:

- Event and budget proposal approval: The event and budget proposal must be submitted to the faculty coordinator at least one week before the event is scheduled to take place. The event coordinator is responsible for ensuring that the proposal is complete and accurate.

- Publicity of the event: The committee is responsible for deciding a marketing strategy to promote the event. Timely updates on the event must be provided on social media to keep the audience engaged and informed.

Week 1:

- Conduction of event

- Event report submission: The responsibility for event report submission lies with the event organizer. The secretary should ensure that the report is submitted in a timely manner and review its content before forwarding it to the faculty coordinator.

- Expenditure report submission: In collaboration with the event organizer, the treasurer is responsible for preparing and submitting the expenditure report to the faculty coordinator.

- Relevant documents must be stored on Google Drive. Refer **Section X**

- Distribution of participation certificates

- Debriefing

G. CERTIFICATES

The committee is responsible for issuing certificates to the participants and winners. Participation certificates will be awarded to all participants who actively participated in the event. These certificates acknowledge their involvement in and contributions to the event.

Additionally, winners' certificates are presented to individuals or teams who achieve notable success or emerge as winners in specific categories or competitions. These certificates recognize their outstanding performance and accomplishments during the event. The certificates will be designed and customized by the committee to reflect the event's theme and branding. They will include the participant's name, event name, date, and relevant details. The committee will ensure the timely distribution of certificates to deserving participants and winners, creating a sense of recognition and appreciation for their efforts and achievements. Participants can be mass mailed using the **Mail Communication List**, for which the template is provided.

The issuance of certificates for participants and winners is carefully documented in the **TASC Certificate Register** (linked), where each sheet contains certificates issued in different academic years. Each certificate is assigned a unique Certificate ID in the following format:

<ISSUING YEAR> TASC <SR.NO.>

This tracking system ensures proper record-keeping and allows for easy retrieval and reference of the issued certificates. The register also contains a **Mail Merge** option to mass mail the participants without leaving the sheet. A mail draft with the required placeholders has to be created by the sender before use.

SECTION X

DOCUMENT RECORDING AND ARCHIVING

A. DOCUMENT MANAGEMENT SYSTEM

B. FILE NAMING AND VERSIONING

C. ARCHIVING

D. RECORD KEEPING

E. CONSOLIDATED REPORT

GENERAL OVERVIEW

Proper documentation and archiving are crucial for maintaining accurate records and ensuring accountability. In this section, we discuss the policies and procedures for document recording and archiving for TASC.

A.   Document Management System

The TASC committee uses Google Drive as its primary document-management system. Google Drive has a folder structure that facilitates easy access to all necessary documents related to events and committee management. The folders are organized according to event categories and contain documents such as event proposals, budget sheets, event reports, expenditure reports, photographs, videos, and other relevant documents.

The Secretary and Joint Secretary are responsible for maintaining the folders and ensuring that all documents are properly labeled and filed. They should also ensure that access to folders is granted only to authorized members of the committee.

Any member of the committee who creates or modifies a document in Google Drive should ensure that they follow the naming conventions and file structure set up for the respective event category. This ensures that all documents are easily searchable and accessible to the committee members.

In addition to Google Drive, the committee should maintain physical copies of important documents, such as budget sheets, event reports, and expenditure reports. These physical copies will be stored in a secure file with the HOD and will be accessible only to authorized committee members.

The committee should also maintain a log of all the documents that are created or modified. This log should include information such as the name of the document, date of creation or modification, and name of the member who created or modified the document. The log will help to keep track of all documents and ensure that they are properly maintained and archived.

Finally, at the end of each academic year, the Secretary should consolidate all the important documents related to the committee's activities and events into a single report. This report should be properly labelled and filed on Google Drive, and a physical copy should also be maintained.

B.   File Naming and Versioning

The committee follows a strict file naming and versioning convention to maintain proper organization and ease of access to documents. The file naming convention is

TASC/ACADEMIC_YEAR/EVENT_NO/EVENT_TYPE/ SR_NO

EVENT_NO: It is the sequence number of the event conducted in that academic year, **EVENT_TYPE**: **C** - Cultural, **S** - Sports, **T** - Technical depending on what category the event belongs to, **SR_NO:** It is the serial/sequence number for the

document created for that particular event.

For instance, if the first event in the cultural category was conducted in the academic year 2022-23, then the file name for the first document created for that event would be TASC/2022-23/01/C/01. The documents should be saved in the **Documents** folder in Google Drive.

Furthermore, the committee follows proper versioning practices to avoid confusion and ensure that everyone is working on the latest version of a document. Any changes made to a document must be saved with a new version number starting with version 1.0. The version number should be included in the file name, following the format

TASC/ACADEMIC_YEAR/EVENT_NO/EVENT_TYPE/ SR_NO_VX.Y.

For instance, if a new version of the first document created for the first event of the cultural category is created, the file name is TASC/2022-23/01/C/01_V1.1. It is essential to follow these naming and versioning conventions to ensure that the documents are easily accessible and can be retrieved whenever required.

As a part of the document management system, the secretary is responsible for issuing a **document reference number** following the naming format mentioned for any document that is created. This ensures uniformity and easy tracking of documents in TASC Google Drive.

All the data, **except documents** pertaining to an event will be stored in a folder that is named with the **event reference number**, which is the first 4 parts of the **document reference number**, followed by the event name, i.e.,

TASC/ACADEMIC_YEAR/EVENT_NO/EVENT_TYPE - EVENT_NAME

C.   Archiving

Archiving is a crucial process for maintaining records and documents in an organized manner. TASC follows a systematic approach for archiving all documents and records related to its events and activities. The committee maintains a separate historical register that is updated from the beginning of the committee's formation in 2021. The register contains the names of elected body members, the core tasks that were carried out by the committee for that academic year with the reference document for the same, along with the achievements of the committee for that year.

After the completion of an academic year, the particular Google folder for that year must be moved to the **-ARCHIVE-** folder, which contains **ALL** documents related to TASC. This ensures that all relevant documents are stored in a single location and can be accessed easily in the future. The Secretary is responsible for ensuring that all documents related to an event are properly archived and filed according to the file-naming convention.

Archiving documents helps keep track of the progress made by the committee over the years, and provides a reference point for future committees. It also helps in identifying areas of improvement and best practices followed by the committee. The historical register and archive folder play a crucial role in documenting the legacy of the TASC and preserving its history.

D.   Record Keeping

Record-keeping is an important aspect of maintaining the functioning and operation of the TASC. To keep track of all events and documents, it is necessary to maintain a record of them. For this purpose, TASC uses Google Drive as a document management system.

The committee should maintain a separate Google Sheet for the event list, which includes details such as the event name, date, venue, type of event, and name of the event organizer. The event list is updated regularly and serves as a quick reference for all events conducted under the banner of TASC.

Another sheet that is maintained is the document index sheet, which contains details such as the document reference number, document name, event name, date of creation, and the name of the creator. This sheet serves as a comprehensive record of all documents that have been created for each event and is useful for quickly locating and retrieving documents as and when required.

To ensure consistency and ease of use, templates for both the event list and document index sheets have been provided, which should be used by all members of the committee to maintain records.

ASC ensures that all information related to the events and operations of the committee is properly documented and easily accessible.

The consolidated report of all events organized by TASC throughout the academic year must be prepared and submitted by the Secretary with the assistance of the Joint Secretary. This report should be submitted at the end of the academic year or at the request of the faculty coordinator. The report should include details of all the events, their objectives, number of participants, budget allocated, and actual expenditure incurred. It should also contain the outcomes of each event and feedback received from the participants. The Secretary and Joint Secretary should work together to ensure that the report is comprehensive and accurate.

CONFLICT RESOLUTION

TASC values open communication and respectful interactions among all members. However, it is understood that conflicts may arise from time to time. In such cases, the concerned parties should report the matter to the President. The President, in consultation with other stakeholders, shall review the matter and take necessary actions to resolve the conflict in a fair and impartial manner.

The following steps can be taken to resolve conflicts:

• **Direct Communication:** The first step to resolving conflicts is to have a direct conversation with the other party involved. This conversation should be held in a respectful and professional manner. It is important to express one's concerns and listen to the other party's perspective.

• **Mediation:** If direct communication does not lead to a resolution, a neutral third party can be involved to help mediate the conflict. This can be a faculty member, a student leader or any other person agreed upon by both parties. The mediator will facilitate communication between the parties to help identify the underlying issues and find a mutually agreeable solution.

• **Escalation:** In rare cases, conflicts may not be resolved through direct communication or mediation. In such situations, the conflict can be escalated to the department head or other appropriate authority. The department head or authority will review the situation and determine an appropriate course of action.

It is important to note that any type of harassment or discrimination will not be tolerated within the department.
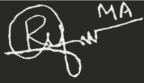
All members are expected to maintain professionalism and respect for each other, even in cases of conflict.

REVISION LOG

VERSION	DATE	COMMENT	AUTHOR
V0	15 May 2023	Amended entire document	Rifaath Ameen

	NAME	DATE	SIGNATURE
PREPARED BY	Rifaath Ameen Secretary, TASC	15 May 2023	
CHECKED BY	Sudesh Rao Faculty Coordinator, TASC	22 July 2023	
APPROVED BY	Dr. Sharada U. Shenoy Head of Dept, AIML	20 Sept 2023	

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*Any changes to the content of the documents mentioned herein will undergo three levels of scrutiny: first within the committee, second with the Faculty Coordinator, and finally with the Head of Department