


**OFFICE OF PRINCIPAL**

**STANDARD OPERATING PROCEDURE (SOP)**  
**AAKRITI RULES AND REGULATIONS SPORTS, CULTURAL**  
**AND TECHNICAL EVENTS**

1. In view of smooth and transparent conduction of different Aakriti events, the Standard Operating Procedure (SOP) of Rules and Regulations are framed.
2. The SOP is for Aakriti Rules and Regulations sports, cultural and technical events. (SOP Attached).
3. This will be effective from 23 Jul 2018.
4. This SOP will be reviewed as and when required.

  
(Dr. B.P. Patil)  
Principal

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# ARMY INSTITUTE OF TECHNOLOGY

## SOP: "AAKRITI RULES AND REGULATIONS SPORTS, CULTURAL AND TECHNICAL EVENTS

### General

1. "Aakriti" inter branch events are most important events on the calendar of AIT from student's point of view. These events address some important segments of all round development of the students i.e. the Physical (Sports Aakriti), Mental (Technical Aakriti), Moral, Social and Spiritual (Cultural Aakriti).
2. These events are very well contested and students look forward to participate and enjoy the celebrations. More importantly, the students take great efforts and pride in organizing and conducting these events. However, due to the intense inter branch competition, conflicts and complaints that marr the celebrations, it is essential to uphold the spirit of the events and joyous atmosphere.
3. There is hence a need to lay down clear cut rules and regulations to ensure the following:
  - (a) Free and fair competition.
  - (b) Maximum participation by students of all years.
  - (c) Adequate opportunity and time to prepare, while at the same time, not allowing the focus on academics to get diluted.

Note: The rules and regulation can be amended as and when required by Director.

### Aim

4. The aim of this SOP is to lay down the modalities and rules for conduct of inter branch Sports, Cultural and Technical Aakriti competitions.

### Preview

5. The SOP has been laid out as follows:
  - (a) **Part I** - Schedule and calendar of events.
  - (b) **Part II** - Roles of Club officials and other functionaries.
  - (c) **Part III** - Marking scheme, calculations, results, slot allotment, mass participations, grievance mechanism, other rules etc.
  - (d) **Part IV** - Sports Aakriti

- (e) **Part V** - Cultural Aakriti
- (f) **Part VI** - Technical Aakriti
- (g) **Part VII** - Overall Trophy



**PART I****6. Schedule and Calendar for the Complete Academic Year: Semester-I and Semester-II**

(a) **Semester-I** Following events will be scheduled in the first semester of each academic year:

No	Events	Tentative Date	Remarks
(i)	Semester-I Begin	June 15 <sup>th</sup>	As per University Calendar
(ii)	FE Orientation	July 2 <sup>nd</sup> week	
(iii)	Fresher Party	July Last Week	
(iv)	Open Event Technical Aakriti	July last Sunday	
(v)	TE/BE Insem Exam	August 1 <sup>st</sup> week	As per University Calendar
(vi)	Sports Aakriti	Mid August (Indoor Events) 24 <sup>th</sup> Dec to 15 <sup>th</sup> Jan (Outdoor Events)	
(vii)	FE Online 1	August 4 <sup>th</sup> week	As per University Calendar
(viii)	Cultural Aakriti	July 4 <sup>th</sup> week	
(ix)	Reverse + Rupantran	September 2 <sup>nd</sup> Sunday	
(x)	Innerve Hackathon (OSS)	October 1 <sup>st</sup> week	
(xi)	FE Online 2	October 2 <sup>nd</sup> week	As per University Calendar
(xii)	SE Online 1	November 2 <sup>nd</sup> week	

- (b) **Semester-II** Following events will be scheduled in the first semester of each academic year (The events reflected in *Italics* indicate their dependency on Savitribai Phule Pune University timeline except for GATE):

No	Events	Tentative Date	Remarks
(i)	Semester-II Begin	December 15 <sup>th</sup>	
(ii)	Technical Akriti	January 1 <sup>st</sup> week	
(iii)	Alumni Meet	December 23 <sup>rd</sup>	
(iv)	Amethyst + Solutions + Pace	February 3 <sup>rd</sup> week	
(v)	FE/SE Online 1	February 1 <sup>st</sup> week	As per University Calendar
(vi)	GATE Exam	February 2 <sup>nd</sup> Sat/Sun	
(vii)	AIT Day	February 24 <sup>th</sup>	
(viii)	Convocation	March 1 <sup>st</sup> week	
(ix)	TE/BE Insem Exam	March 1 <sup>st</sup> week	As per University Calendar
(x)	FE/SE Online 2	March 1 <sup>st</sup> week	
(xi)	Student Council Selection	March last week	
(xii)	BE Farewell	March last week	
(xiii)	Term End	April 1 <sup>st</sup> week	



## PART II

### 7. Role of Club Staff Incharge

#### (a) Sports

The role of event/club staff incharge is to supervise the overall conduct of the sub-events, guide the students and faculty incharges and monitor the event.

#### (b) Cultural

(i) Conduct meetings with cultural secretary (CS), branch heads, joint cultural secretary (JCS) and finalize sub-events, rules for sub-events (modification of existing rules only if required and with prior consent of Director).

(ii) Identify requirements of each sub-event.

(iii) Prepare the schedule of sub-events and put up the budget/expense amount for approval.

(iv) Form different committees related to PA system, discipline, Raman Theater seating arrangement, etc.

(v) Ensure that entire event runs smoothly and in a fair manner.

#### (c) Technical

Staff incharge should look after every sub-event such that sub-events are organised successfully and no malpractices are involved.

### 8. Role of Club Secretary

#### (a) Sports

(i) Overall execution through sub-event heads.

(ii) Depute volunteers as per student sub-event heads' requirement.

(iii) Along with the staff incharge, settle the bills/advance taken.

(iv) Solve problems at their level (if possible and escalate to JURY if cannot).

(v) Ensure availability and maintenance of Sports equipment and facilities. Tie up with staff incharge and Joint Director for the same.

#### (b) Cultural

(i) Ensure proper conduct of all sub-events.

- (ii) Depute volunteers as per student sub-event heads' requirement.
- (iii) All ground level work.
- (iv) Along with the staff incharge, settle the bills/advance taken.
- (v) Solve problems at their level (if possible and escalate to JURY if cannot).

(c) **Technical**

- (i) He/She is the main coordinator of the whole event and sees that the event runs in a peaceful and successful manner.
- (ii) Along with the staff incharge, settle the bills/advance taken.
- (iii) Solve problems at their level (if possible and escalate to JURY if cannot).

9. **Role of Branch Head**

(a) **Sports**

Branch Heads of every branch are responsible for maximum participation in event and maintaining the decorum of event and AIT.

(b) **Cultural**

- (i) Branch Heads must ensure team spirit among students.
- (ii) Brief students of all rules and regulations and all sub-event details.
- (iii) Make efficient use of branch funds and settle it within the deadline.
- (iv) Ensure that teams reach 15 min early at the venue.

(c) **Technical**

Branch Heads of every branch are responsible for maximum participation in event and maintaining the decorum of event and AIT.

10. **Role of General Secretary**

- (a) Both the general secretaries will be members of the grievance committee.
- (b) They will be responsible for student attendance and discipline.
- (c) They will have an overall eye on events.



11. **Role of Sub-Event Staff Incharge**

(a) **Sports**

Assist the Sports Club incharge in conducting the sub-events.

(b) **Cultural**

(i) Discuss rules and structure of the sub-event with student incharges two to three days before the sub-event.

(ii) Maintain department wise list of participants and maintain confidentiality.

(iii) Ensure that the sub-event starts on time and concludes in specified time.

(iv) Observe and ensure that rules are not violated and if so, forward with signature to the day incharge.

(v) Brief the judges with rules and help them understand the sub-event.

(vi) Slot checking and finalizing slots using lots method.

(c) **Technical**

Question papers and sub-event related things should be prepared by sub-event incharge and he/she is responsible for the confidentiality.

12. **Role of Staff Day Incharge**

The staff day incharge is appointed for Cultural event only.

(a) During Morning and Evening sessions, ensure that every sub-event runs properly and bring any dispute or problem to the event incharge.

(b) Collect the sealed and signed marksheet of every sub-event and hand it over to the event incharge.

(c) In case of absence of any faculty, sub-event incharge, the day incharge has to act as faculty event incharge for that sub-event.

(d) Help event incharge for conducting entire event properly.

(e) Ensure that budgeted amount should be equally taken on each member's name.

(f) Check the expenditure during advance settlement.



**PART III**

13. **Marking Scheme and Format for Judges**

- (a) Judges should be appointed/invited as per needed expertise.
- (b) Respective staff incharge of sub-event will brief the Judges as well as the participants.
- (c) Marking scheme for events:
  - (i) Only two categories of sub-events will be considered. Cumulative or Individual sub-events.
  - (ii) Cumulative category sub-event:
    - (aa) All branches will have equal number of participants.
    - (ab) Branch marks will be sum of the marks scored by individual participants of the branch.
    - (ac) The rankings of the branches will depend on the total figures. In some competitions it is the highest total which stands first, while in some (like cross country) it is the lowest total.
    - (ad) Individual positions may be awarded prizes irrespective of overall branch position.
  - (iii) Individual category sub-event:
    - (aa) One entry per Branch.
    - (ab) Four Branch standings.
  - (iv) Marking scheme:
    - (aa) First position - 40
    - (ab) Second position - 30
    - (ac) Third position - 20
    - (ad) Fourth position - 10
- (v) All sub-events except MAJOR events will have same weightage of marks. **MAJOR (and pre-chosen by committee) sub-events** will have 50% higher marking scheme (60, 45, 30, 15).

Note: If the final standing shows that all the three/four are from the same Branch, no bonus marks according to standings.

- (vi) Schemes that include negative marking should be prepared and communicated well in advance to all.
- (vii) In case of Technical Aakriti, bonus points for attendance will also be included as given in subsequent sections.

14. **Marks Calculation**

- (a) Final team standing in a sub-event will be decided by summing up the positions given by all judges and not by averaging the marks.
- (b) In case of a tie for team standing, marks will be averaged to break the tie. A tie thereafter will be resolved by internal consultations along with event faculty incharge. The faculty connected with branches that are tied will not participate.
- (c) Marks should be calculated and results should be declared as soon as the sub-event is over.
- (d) Prizes/Certificates should be given after declaring results.
- (e) Overall calculation of marks will be done by the committee having SIX faculty members, one from each branch, one from ASGE and one event faculty incharge.
- (f) Overall trophy will be given after conclusion of all sub-events.

15. **Joker Rules**

- (a) Only one Joker is permitted per Branch in an event.
- (b) Joker will be chosen at the time of commencement of the particular Aakriti event and submitted in a sealed envelope to the staff (Club) incharge. It will be revealed only at the time of final calculation of result.
- (c) No Joker allowed in MAJOR (and pre-chosen by committee) sub-events.
- (d) First position win on the Joker sub-event will fetch **double** the points won or else double the points at stake for the first position will be deducted.
- (e) Every branch will have to compulsorily choose a Joker sub-event.

16. **Results Declaration**

As soon as sub-event is over, marks will be calculated and results will be declared. The overall current standings will be displayed wherever possible (including on monitor) and updated on AIT website daily.



17. **Mass Participation of Students**

(a) **Sports**

Cap in place as given in Appendix 'A' attached. There is no cap for athletics (track and field) and cross country events.

(b) **Cultural**

(i) An FE or an SE student can participate in maximum of TWO sub-events and TE or BE student can participate in maximum of THREE sub-events, other than Choreography, Folk Dance, Group Song, or Music, Mute Play and Street Play sub-events.

(ii) Stage sub-events are open to all.

(c) **Technical**

Slots are arranged so that maximum participation takes place in each and every sub-event.

18. **Sub-event Cancellation**

(a) Decision of Cancellation of sub-events under unavoidable circumstances is taken by event incharge after discussion with Principal. Scoring in that sub-event is not considered. The decision should be informed to the sub-event staff incharge and student branch heads. The outdoor sub-events may get cancelled due to bad weather conditions.

(b) In the case of student misbehavior and rules violation, concerned branch can be directly disqualified for that sub-event and disciplinary action can be initiated against such student(s) along with branch head.

Note: If the cancelled sub-event was a (Joker) event then, the Joker will still be available to be played at another upcoming sub-event, and should be deposited before the commencement of the next sub-event with the staff (club) incharge.

19. **Slot Allotment Methodology (Cultural performing events only)**

(a) By lots.

(b) The slots sequence of Folk dance will be reverse of Choreography.

20. **Certificate/Prize Distribution**

(a) **Sports**

The prize distribution should be carried out centrally by prize distribution committee assisted by sport secretaries.



(b) **Cultural**

- (i) On the day of prize distribution, **only one certificate** of the first position should be given to respective winner.
- (ii) After Aakriti, certificates of winners can be given to respective branch staff incharge.
- (iii) It is the responsibility of branch staff incharge to distribute the certificates to the students.
- (iv) If any branch wins Cultural Aakriti Trophy THREE times in a row then that trophy will remain with that branch permanently and new Cultural Aakriti Trophy will be made for the next consecutive year.

(c) **Technical**

- (i) Prizes/Certificates are given while declaring result.
- (ii) Only the trophy is given at the conclusion time of event on third day.

21. **Complaint Mechanism**

- (a) As the first step, any grievance/complaint during an event/match will be resolved by the judges/jury there and then, in consultation with faculty/student club incharge.
- (b) An unresolved complaint is required to be submitted in writing maximum 15 minutes after declaration of the results of the sub-event/match, to any member of the Aakriti Complaint Cell, alongwith a fee of Rs. 500/-. The Cell member will record the time and payment details on the complaint sheet.
- (c) The Complaint Cell will assemble immediately and give a decision on the complaint within next 15 mins.

22. **Complaint Cell**

Details are as follows:

- (a) Jt Director - Chairman
- (b) Club incharge - Faculty
- (c) Club incharge - Students (Boy and Girl)
- (d) Those elected student council members

Note: For any decision, minimum quorum of four including the Chairman is mandatory.

23. **Finance and Billing**

As far as feasible, cash advances for the events will be avoided. All transactions and accounts will be made/maintained by faculty incharge of the event/club. All bills, complete in all respect will be submitted within eight days of completion of event.

**PART IV: SPORTS AAKRITI**24. **Aims and Objectives**

- (i) Provide sports/games infrastructure to AIT fraternity for **physical** as also **mental** fitness as a **spiritually** uplifting experience.
- (ii) Provide **avenues and platforms to AIT students** to participate in competitions inside as well as outside AIT.
- (iii) Promote confidence, competitiveness, ethical practices and fair play.

25. **List of sub-events for Sports Aakriti**

- |     |                 |   |   |
|-----|-----------------|---|---|
| (a) | Chess           | : | Boys and Girls  |
| (b) | Cricket         | : | Boys and Girls  |
| (c) | Football        | : | Boys and Girls (11 a side only)   |
| (d) | Volleyball      | : | Boys and Girls  |
| (e) | Basketball      | : | Boys and Girls  |
| (f) | Cross Country   | : | Boys and Girls  |
| (g) | Tennis          | : | Mixed (common team) event (two boys singles, girls singles, mixed doubles and boys doubles) |
| (h) | Squash          | : | Boys and Girls  |
| (j) | Badminton       | : | Boys and Girls  |
| (k) | Table Tennis    | : | Boys and Girls  |
| (l) | Athletics Track | : | Boys and Girls (100 m, 400 m, 1500 m [only for boys]), 4 X 100 m relay                      |
| (m) | Athletics Field | : | Long jump, Shot put, Javelin and Discuss  |
| (n) | Kabaddi         | : | Boys  |
| (o) | Kho-Kho         | : | Boys and Girls  |

Events classified as MAJOR EVENTS (No Joker allowed):

Cricket, Cross Country and Football

26. Details of participants and matches of each sub-event (game) is given in the attached Appendices.



**PART V: CULTURAL AAKRITI**

27. **Aims and Objectives**

- (i) Organize cultural programs, internal celebrations and competitions.
- (ii) Promote interests in music, dance and other cultural activities.
- (iii) Provide a platform for students and faculty to showcase their talents.
- (iv) Promote confidence, competitiveness, ethical practices and fair play.

28. **List of sub-events for Cultural Aakriti**

- (i) GD
- (ii) Quiz
- (iii) JAM
- (iv) Rangoli
- (v) Painting
- (vi) Sketching
- (vii) Mute Play
- (viii) Street Play (min 10 participants)
- (ix) Folk Dance (min 15 participants)
- (x) Mono Acting (Hindi)
- (xi) Photography
- (xii) Akriti Addict
- (xiii) Choreography (min 20 participants)
- (xiv) Poster Making
- (xv) Article Writing
- (xvi) English Extempore
- (xvii) Debate
  - (aa) Hindi
  - (ab) English
- (xviii) Music competition

- (aa) Instrumental
- (ab) Individual/Duet
- (ac) Group Song (min 10 participants)

Note: The slots sequence of Folk Dance will be reverse of Choreography.

Events classified as MAJOR sub-events (No Joker allowed):

- (a) Choreography
- (b) Street Play
- (c) Folk Dance
- (d) Music Competition

**PART VI: TECHNICAL AAKRITI**

29. **Aim and Objectives**

- (i) Hold technical events at par with premium institutes.
- (ii) Increase participation of colleges.
- (iii) Increase **research culture** in AIT.
- (iv) Attract more students (*and faculty*) to apply knowledge and practice to solve **real world issues**.
- (v) Promote confidence, competitiveness, ethical practices and fair play.

30. **List of sub-events for Technical Aakriti**

**Inter-branch sub-events**

- (i) Quantivisuals
- (ii) Junkyard Wars (a problem statement will be given)
- (iii) AutoCAD
- (iv) Codifica (TE-BE)
- (v) Codifica (FE-SE)
- (vi) Reverse Coding
- (vii) Debugging
- (viii) Vulcan 2 (App and Mechatronics based)
- (ix) Voltus (NAND IT + Impedance) (1<sup>st</sup> level will be MCQ and 2<sup>nd</sup> level will be making circuitry either hardware or simulation)
- (x) Tech Sudoku
- (xi) Cryptics (Math quiz and Tech quiz)
- (xii) Movie Making
- (xiii) Ad Making
- (xiv) Sci-Fi Writing
- (xv) Contraption
- (xvi) Mock Placements
- (xvii) Poster Making (on any digital platform i.e. Coreldraw, Paint, any Photoshop like software or app)



- (xviii) Aakar (make working model using workshop tools. 8-10 days will be given)
- (xix) NFS
- (xx) COD
- (xxi) FIFA
- (xxii) Transform AIT

### **Open sub-events**

- (xxiii) Vulcan 1  
(Different judging sheets will be made for app-based and non app-based papers prior to the sub-event)
- (xxiv) Navigator + Transporter  
(a problem statement will be given so as to use both of these)
- (xxv) Cyborg Hustle

No Joker allowed in events classified as MAJOR sub-events by Technical Board. Every year, MAJOR sub-events will be decided by Technical Board and will be declared on Technical Board Facebook Page.

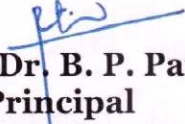
Bonus Points: Extra points will be given to branch for their student attendance in talks and seminars organized by the technical board as follows:

- (a) -5 for < 35% attendance
- (b) 0 for between 35% and 50% attendance
- (c) 5 for > 50% attendance

**PART VII: OVERALL TROPHY**

30. Overall AIT Aakriti trophy will be based on cumulative score of all THREE Aakriti competitions. This will be awarded during the AIT Day.

**File No.** AIT/0351/SOP/PRIN

  
**(Dr. B. P. Patil)**  
**Principal**

**Date:** 20 Jul 2018

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