

TATA INSTITUTE OF
SOCIAL SCIENCES

**PROCEDURE
FOR
ORGANISING
PROGRAMMES
ON THE
CAMPUS**



1. Students desirous of organising any programme on campus should obtain prior written approval at least before seven working days in advance from the Institute authorities as per set procedures. The application form for organising programmes is available on the TISS website <http://tiss.edu/view/6/students/downloadable-documents-for-students>. The application form should be submitted at least a week prior to the date of the programme.

Any demonstration or gathering for any purpose by a group of students also requires prior permission and approvals.

2. The facilitator of the group takes the responsibility for violation of any norms during such demonstrations and in case of violations, have to appear before the empowered committee.

3. The freshers, farewell, school level events will be approved by the School Deans/Centre chairpersons and not by the OSA.

4. Freshers party -that concerns interschool, intercampus will be taken care of by OSA.

5. Any academic events like public lectures, Skills workshop, Panel discussion on specific themes SHOULD be anchored by the faculty who have expertise in the thematic area, or by faculty mentors of groups/collective, OR BY THE DEAN OF THE RESPECTIVE SCHOOL, of the student/scholar organizer.

6. Any mentoring program by research scholars SHOULD either be anchored, supported by faculty from the Centre for Research Methodology or the Deans of the respective Schools/faculty guides.

7. All events that are conducted by Students Union, requests on extra-curricular events, cultural performances-and other institute level student events will be anchored by OSA.

8. For all the events, prior approval is needed and the application to the registrar should be accompanied by (a) a brief note of the talk, lecture, discussion, event, as the case may be; (b) profile or bio note of the speaker(s) with necessary approvals as mentioned in 3,4,5,6, 7.

9. The event needs to be supported by a faculty or staff, and the concerned faculty or staff must be present and oversee the event and takes responsibility for the overall conduct of the event.

10. The Institute reserves the right to deny permission for any event in the interest of the Institute and its community. The student organizers thus are not expected to publicize the event before receiving necessary approvals.

Prior approval is needed for venue allocation. If there is no prior permission, the security guards will not allow the use of venue. Outside food/refreshments/aerated drinks not allowed in the campus

If there is funding involved in organising the event, the source of funding/sponsor has to be declared in the application form.

Proper arrangement of registration of participants from TISS, needs to be done by the organisers with the contact details of the participants, and are expected to share the same when asked for.

The organisers should identify themselves by name, active mobile number, and email ID in all promotion materials, and should be available for any queries on the event even after the event.

Putting up notices, promotional materials, posters, etc. in the campus are governed by the norms listed below:

1. All posters, bills and notices by students and students' groups should be put up in the notice boards exclusively provided for the same in both campuses
2. Walls of buildings, furniture, trees, handrails, glass partitions etc. should not be used for putting up any form of public information materials as it damages/defaces these places and involves repeated painting and cleaning of the same.
3. Official Notice Boards such as the ones in front of the Library, the Dining Hall, Academic Buildings, and Administrative Block etc. should not be used for putting up posters/publicity material
4. All posters, banners, publicity material related to programmes, etc., organised or issued by different sections of the Institute or recognised bodies of the Institute, including Students' Union must clearly mention the name, active mobile number and email ID of the organiser or authorised official.
5. Posters, banners, and notices for the programme can be put up in the campus only after getting the necessary approval as per the set procedures.
6. All posters or promotional materials should be removed by the organisers within two days of closure of the programme.
7. Posters shall maintain the decorum and decency in use of language and representations. Posters shall not be abusive to any person, body, group or community or incite emotions or defame or degrade any individual, official, group or body.
8. All unidentified posters and information material and those which do not comply with the above framework will be removed by the security guards

Adherence to the above procedures is mandated. If the group/student have violated the norms for more than three times, the group/student will not be allowed to conduct any program for that academic year.