



छात्र क्रियाकलाप केंद्र  
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद  
इलाहाबाद-211004 (भारत)

Students Activity Centre  
Motilal Nehru National Institute of Technology Allahabad  
Allahabad-211004 (India)

No- 317/SAC/18

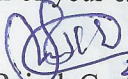
Notice: All Students

21-23-1-18


**Subject: Regarding outside participation through Student Activity Centre (SAC)**

- Following are the steps to be followed for permission to participate in the events to be held outside institute through SAC.
1. The Students should contact concerned Faculty Incharge/Coordinator(s)/SAS officer, for deciding team members of the events (see the SAC notification regarding concerned event faculty members).
  2. The application for participation in the concerned event must be submitted at least three-weeks prior to the commencement of the event.
  3. The complete application in all respect must be submitted to SAC office (near old boys hostel) / Girls' SAC/ Gymkhana Office, as appropriate, and addressed to 'President SAC', through 'Faculty Incharge/Coordinator(s)'. For sports/athletic events contact Gymkhana Office for appropriate application.
  4. The application must clearly mention the financial budget in the event towards following expenditure as per institute norms.
    - (i) Registration fee including accommodation charges
    - (ii) Outstation travel expenses through sleeper class train or govt. road transport by bus, and local travel expenditure
    - (iii) Food charges
  5. Following are the enclosure required along with the main application.
    - (i) Credentials / certificates /selection to support your eligibility for participation.
    - (ii) Undertaking by Parent and Student (duly signed in actual)\*
    - (iii) Code of Conduct by Student (duly signed in actual)
    - (iv) Event brochure, registration fee detail and/or invitation letter.

\*All the formats can be collected from SAC office. In case parents are not physically available for signature, scanned copy of signed proforma from parents duly counter signed by the student in original must be attached.
  6. After the application is received in the SAC / Gymkhana Office, it will be sent to the concerned Faculty Incharge for his/her recommendation/verification, and subsequently it will be forwarded by the President SAC to the Director for approval.
  7. The permission and NOC for the concerned event will be issued only after approval of the Director.
  8. Students are advised to submit the trip report and copy of certificates of participation/credentials in the SAC/Gymkhana office within one month of the completion of the event, alongwith reimbursement of the expenditure. The letter for reimbursement must be addressed to Dy. Registrar (Accounts) through 'President SAC'. It should be noted that all the expenditure must be supported by valid cashmemo/receipt/tickets in original. All such original receipts must be signed by the student with the remark "verified and paid by me". Include detail of your expenditure in tabular form and write your full bank account detail for on-line transfer of fund.

  
(Rajesh Gupta)  
President SAC  
22/01/2018

- Copy to: 1. Director for his kind information  
2. Dean (SW)  
3. All Faculty In-charges and Faculty Coordinators SAC  
4. SAS Officers  
5. Dy. Registrar (Accounts)

  
(Rajesh Gupta)  
President SAC  
22/01/2018





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इलाहाबाद-211004 (भारत)  
**Students Activity Center**  
**Motilal Nehru National Institute of Technology Allahabad,**  
**Allahabad-211004 (India)**

### CODE OF CONDUCT

1. The use of profane or improper language is not acceptable.
2. All the Students should be courteous, mature, cooperative and respectful at all time.
3. All the individuals are themselves responsible for their own actions and may be punished accordingly.
4. Sportsmanship and fair play to team-mates, opponents and officials should be in the forefront of the team's basic philosophy and attitude.
5. Smoking, use of alcohol and drugs will not be tolerated under any circumstances.
6. Teams must obey orders of faculty member and team-leader/staff/coach associated.
7. No one is allowed to move out of the institute premises/venue without the prior permission of concerned faculty member/institute authority.
8. Every student must inform to the concerned faculty member about the schedule of the event/fest/trip.
9. The student will carry original institute Identity card all the time during the event.
10. Teams or individuals must ensure that the content of any event and actions must not be vulnerable, vulgar and anti-national.

*I hereby declare that I shall abide by the rules/regulations of the institute concerned and code of conduct mentioned above, and liable for disciplinary action if failed to follow any of the rules/code of conduct. I have taken proper consent of my parent for participation in \_\_\_\_\_, for the event(s) \_\_\_\_\_, scheduled during \_\_\_\_\_, at \_\_\_\_\_.*

**Signature:**

**Name of Student:**

**Reg. No.:**

**Course Name:**

**Dept.:**

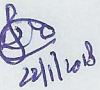
**Email id:**

**Mobile:**

**Date:**

**Place:**





## UNDERTAKING BY PARENT

I ....., hereby state that my ward ..... Reg. No. .... student of (B. Tech./M. Tech. etc.)..... year, Branch/Dept. ...., of M.N.N.I.T. Allahabad is going to participate in....., which is going to be held during ....., at..... I am taking the full responsibility of my ward during the event. The institute management will not be responsible for any act of indiscipline of my ward. I have read the content of code of conduct given by my ward in the proforma SAC/COC/2018/01 and fully endorse the undertaking given by him/her.

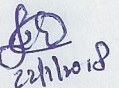
**Parent's Signature (with date):**

**Parent's Name:**

**Contact No.:**

**Address:**

**Counter signature by student (with date):**



## UNDERTAKING BY STUDENT

I ....., Reg. No. .... (B.Tech./M.Tech. etc.) ..... year, Branch/Dept. ...., of M.N.N.I.T. Allahabad, am going to participate in....., which is going to be held during ....., at ..... I am taking my full responsibility and hereby undertake that I will not commit any act of indiscipline. The institute management will not be responsible for my any act of indiscipline.

**Signature:**

**Name:**

**Date:**

**Place:**

**Email Id:**

**Contact no.:**