



## **Policy for students' participation in the various events**

Ownership of all space/facilities belongs to the College, rather than individuals, units or departments and is assigned for specific functions that support DYPCOEI and strategic goals set by the institute.

The use of college-owned facilities is primarily reserved for students, faculty and staff in the normal daily operations of DYPCOEI. Events, conferences, seminars, and talks that complement our educational landscape will be accommodated if appropriate on-campus space is available and under the parameters of this DYPCOEI campus Space Usage Policy. The DYPCOEI reserves the right to deny access and use of facilities for any event, conference, seminar or talk that is not consistent with DYPCOEI vision and mission.

### **On Campus Event Scheduling**

The purpose of the on-campus Events Scheduling Guidelines is to develop intentionally designed programs to encourage student's activity outside of the classroom. All programs (i.e. meetings, informational, tabling, etc.) need to be requested and reserved. Reservations may only be made by DYPCOEI recognized clubs/organizations, groups or faculty/staff. The Principal of DYPCOEI will review student clubs and societies/organizations. Programs scheduled by other means are not allowed by DYPCOEI.

- A. All on-campus event requests are to be submitted, no later than 4 weeks prior to the anticipated event, Space is limited so be prepared to provide room and date alternatives.



- B. All scheduled programs must be recommended by the department head and approved by the principal.
- C. The budget needed if any for the execution of event must be preapproved by the principal in consultation with the management.
- D. The detailed report must be submitted to through the head of the event and HoD to the principal with photographs and clearance of accounts

Dr. D. Y. Patil Educational Federation's, Dr. D. Y. PATIL COLLEGE OF ENGINEERING & INNOVATION has set policies for students' participation in the various events:

1. Each participant should carry identity proof for every event conducted in the campus.
2. Students taking part in the events should register before the last date as per the decisions of registration committee.
3. Students should refrain from abusive language, obscene display and revealing costumes during the competitions, failing which they will be disqualified.
4. Smoking, drinking and consumption of any such 'substances' are prohibited.
5. The judges' decision is final.
6. Participants should go through the event rules and adhere to the specifics.
7. Participation, props, music etc for certain events should be confirmed Preregistration if required by contacting the event head.
8. A participant can participate only in one event during the simultaneous timings for events; a participant is not restricted to participation in any number of events as long as the event timings do not clash.
9. All the events will commence at the scheduled time; Punctuality will be appreciated.
10. Rules are subject to changes at the discretion of the Management/Organizers.
11. Prior approval of travelling allowance and registration fees is necessary for reimbursement of expenditure during the participation of event outside the campus.



## **Off Campus Events Scheduling**

The DYPCOEI recognizes that the provision of off-campus activities enhances the academic and cocurricular learning environment. It is also recognized that off-campus activities may pose additional responsibilities and increased exposure of risk to participants, as well as to the College.

The following guidelines are intended to assist faculty, staff, students, volunteers, and agents acting on behalf of the DYPCOEI to minimize the risk related to college-sanctioned off-campus activities.

Activities may be funded or unfunded, through the DYPCOEI, student clubs, societies and organizations or any other student clubs recognized and approved by the student's council of DYPCOEI.

Each activity requires pre-planning to demonstrate that conscious decisions are being made with respect to the risk. Proper planning will include consideration of potential issues and incidents such as accidents, criminal activity, injury, illness, misconduct, theft, vehicle emergencies and weather.

Events sponsored by the DYPCOEI or recognized student organizations insured by the DYPCOEI must consider insurance requirements applicable to the event and confer with the DYPCOEI account officer to determine risk assessment factors and potential need for additional insurance.

Student council and dean Student Welfare will secure written approval of the activity and route by the department approving authority – this requires



submission of a Facility Request Form, indicating all details for the off-campus activity location, including proposed transportation.

While assessing risk, coordinators should consider age, experience, and abilities of participants, plan to avoid or manage foreseeable risks of the activity and alert participants of risks.

Coordinators should be careful not to alter an activity in such a way that places participants at unreasonable risk or to plan events that are not accessible to students with disabilities or who may be in danger.

Student must give undertaking to the respective even coordinator about the risk and will not do any such activity during the participation which will affect the name and fame of the institute.

### **Virtual Event Scheduling**

The purpose of the Virtual Events Scheduling Guidelines is to develop intentionally designed activities to encourage student's engagement outside of the classroom. Virtual programming serves to not only connect students during remote learning, but also to involve students that are unable to attend programs on campus. Together, as a campus community, we strive to create meaningful engagement opportunities for all students.

### **Postings & Advertising**

All postings should be of good taste and positively promote the DYP COEI. All postings must be sent to principal DYP COEI for approval. One cannot post or advertise until your flyer is approved. Items that are posted without authorization will be removed, can lead to event cancellation or approval of club.



All postings are required to have the following information:

- DYP COEI Logo
- Sponsoring organization's name (if any)
- Event title
- Time, location and date of the event
- Contact Information
- Digital watermark of DYP COEI

All events should be welcoming and inviting all attendees. No hate Speech and/or bullying will be tolerated for on-campus, off campus, or virtual events.

Discrimination of students while participating in any event is strictly prohibited based on color, ethnic origin, ancestry, sex, gender identity, sexual orientation, disability, religion, age etc.

Any activity that disrupts the normal operations of the College is also prohibited.

Respect Everyone's Privacy. Recording of a program or meeting without the expressed consent of attendees or without notifying all attendees prior is not allowed

Only the basic, public information of attendees (i.e. name, class, position, etc.) is allowed during the event. Sharing of personal information of the students collected during the event is not allowed.



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Student Council heads will be responsible for execution and discipline of the activity.

Shouting or disrespectful language in college campus is not allowed.

Tampering with, spoiling, or causing damage to college property or equipment is strictly prohibited and the college authority will take appropriate action against such students.

Behavior in a classroom, instructional program, administrative office, or within the DYPCOEI campus plays important role in making the event successful and getting appreciation of the college authorities.



**DR. SURESH MALI**  
**PRINCIPAL**