

SCCS ADDENDUMS

Supplementary Provisions to the SCCS & DSWC Policy

Effective Date: 12th August, 2026

NOTE:

Each addendum below elaborates, extends, or introduces provisions under the SCCS & DSWC Policy (*the Policy*). Every addendum is labelled with a letter (Ad A, Ad B, etc.) and cross-referenced beside its heading against the relevant Part(s) of the Policy (P-A, P-B, etc.), following the same referencing convention used within the Policy itself. This addendum document must be read in conjunction with the Policy, and does not supersede it except where a specific provision is expressly amended below.

ADDENDUM A – CLUB REPRESENTATIVE SELECTION:

Amends P-D.1; elaborates P-E.3

- 1) Club Representative positions will be open to all club members, regardless of their year of study at DIBNS.
- 2) FAs will be responsible for conducting interviews that test each candidate's teamwork, leadership, and innovative capabilities, along with their previous experience and personality. FAs must score candidates out of 50 marks, allotting 10 points for each of the five criteria mentioned.
- 3) FAs will then shortlist the 2 to 3 highest-scoring candidates per club.
- 4) Shortlisted nominees will be approved following a discussion between the FAs, DSW, and IQAC Coordinator — either during an AP meeting or separately.
- 5) The entire process of interviews and selection must be completed within one week.

ADDENDUM B – PROPOSALS:

Elaborates P-F

- 1) All proposals must be typed and printed; handwritten proposals will not be accepted.
- 2) The primary purpose of a proposal is to allow adequate time to plan resources and budget before the event/activity. Hence, all event proposals must be submitted at least 5 (working) days in advance, and all activity proposals at least 3 (working) days in advance.
- 3) **CLUB ACTIVITY PROPOSALS** must include the following, in order:
 - Heading – “Club Activity Proposal”
 - Club Name
 - Date of Proposal
 - Name & Date(s) of the Activity
 - Short Description/Lineup
 - List of Resources Needed
 - Names & Signatures of all Club Reps
 - Acknowledgement Signature of one FA

Template attached as Annexure B-1.

- 4) **EVENT PROPOSALS** must include the following, in order:
 - Club Name
 - Date of Proposal
 - Type/Name/Date(s) of the Event
 - Short Description/Lineup

- List of Resources Needed
- Approximate Budget Breakdown
- Names & Phone Numbers of Leading Members
- Names & Signatures of at least one Club Rep and one FA

Template attached as Annexure B-2.

- 5) Activity proposals will be submitted by the Reps to the Sr. Admin Officer (Mr. Bharti) for resource allocation, after acknowledgement signature by an FA.
- 6) Event proposals will be submitted by the FAs to the DSW, who will be responsible for obtaining budget and resource approvals from the appropriate authorities.

ADDENDUM C – LEADING MEMBERS:

Extends P-J.5

- 1) Every event held by a club will be led by a group of 6 core members, which will change with every event.
- 2) The titles of the leading members and their duties will be as follows:
 - a) **Event Director** — primary head (ideally the person who came up with the concept of the event); reports to the Club Reps.
 - b) **Treasurer** — manages the budget and resources allocated by the institute or raised by the club for the event.
 - c) **Media Head** — handles marketing and documentation of the event.
 - d) **Secretary** — compiles documents, meeting records, and receipts.
 - e) **Prefect** — ensures safety and monitoring during the event.
 - f) **Communications Head** — manages volunteer recruitment and coordination.
- 3) At least once every academic year, all leading members of a club event must be first-year students, so as to develop their leadership skills for the following year.

ADDENDUM D – EVENT/ACTIVITY REPORTS:

Supports P-I

- 1) After every event/activity, the FAs and Reps are responsible for creating its report.
- 2) The report must be created within 2 weeks of the event/activity's completion. All reports must be collected and submitted to the DSW before Annual Day.
- 3) All reports must be typed; handwritten reports will not be entertained.
- 4) Every report must include the following, in order:
 - Name of the Club
 - Name & Date of the Event
 - Category of Event
 - Type of Event
 - Short Written Report of the Event
 - Competitions Held (if any)
 - Members who Participated/Contributed — DIBNS ID, Name, Role Played, Member/Non-Member Status, and Department
 - Signatures of the coordinating Club Rep, Event Director, and Faculty Advisor

Template attached as Annexure D-1.

- 5) All information in the reports must be entered accurately, as mistakes will lead to inaccurate counting of points and will, in turn, affect the annual awards.

ADDENDUM E – ANNUAL AWARDS:

New provision; refer P-D.11

- 1) The following individual awards will be given to the most deserving students, via a point system:
 - a) **The Sports Titan** — the student who contributed the most in the sports category throughout the year. Open only to SCCS members.
 - b) **The Cultural Flame** — the student who contributed the most in the cultural category throughout the year. Open only to SCCS members.
 - c) **The Academic Vanguard** — the student who contributed the most in the academic category throughout the year. Open only to SCCS members.
 - d) **Mr. North Star** — the most helpful and kind male student, nominated by the student body. Open only to SCCS members.
 - e) **Ms. North Star** — the most helpful and kind female student, nominated by the student body. Open only to SCCS members.
 - f) **The Trailblazer** — the student who has participated/won in the highest number of events throughout the year. Open to all students of the college.
 - g) **The Cornerstone** — the Club Representative who has coordinated the most events year-round. Open only to SCCS members.
 - h) **The Unsung Hero** — the student who has volunteered in the highest number of events year-round. Open to all students of the college.
 - i) **The Innovator** — the student who created and executed a new type of event in that academic year, selected by the Advisory Panel, the Principal, and the Chairman. Open only to SCCS members.
- 2) The grouped (club-level) awards are as follows:
 - a) **The Club Laureate in the Sports Category** — awarded to the club that held the most sporting events/activities.
 - b) **The Club Laureate in the Cultural Category** — awarded to the club that held the most cultural events/activities.
 - c) **The Club Laureate in the Academic Category** — awarded to the club that held the most academic events/activities.
- 3) Students who win an annual individual award in the SCCS categories will be given up to Rs. 50,000 towards an annual winners' trip.
- 4) The point system for individual awards will be as follows:
 - a) Every contribution will carry one point across all awards — whether as a leading member, volunteer, club representative, or supporting organiser — awarded according to the student's role in the event/activity, as recorded in the reports submitted to the DSW.
 - b) For the Trailblazer award: 1st place holders will receive 4 points, 2nd place holders will receive 3 points, 3rd place holders will receive 2 points, and participants will receive 1 point.
 - c) If multiple students are tied in points for one award, the winner will be selected on the basis of academic performance, considering CGPA and attendance. This is done to honour students who have built an excellent extra-curricular repertoire while maintaining a strong academic record. This decision rests solely with the Principal.
- 5) The point system for Club Laureate awards will be as follows:

- a) As lead organisers for any micro/meso/macro event, 5 points will be awarded to the club.
 - b) If a club has participated in an external (inter-college, state, national, or international) event/competition, 5 points will be awarded for each such instance.
 - c) For every club activity completed, 4 points will be awarded to the club.
 - d) As co-organisers for any micro/meso/macro event, 3 points will be awarded to the club.
 - e) As volunteers in any micro/meso/macro event, 2 points will be awarded to the club.
 - f) If a club contributes through participation rather than management/organisation of the event/activity, 2 points will be awarded for that event.
 - g) For any help provided by the club towards pre-event preparations, 1 point will be awarded for that event.
 - h) A club may win in any category (sports/cultural/academic) if it has contributed the most within that category.
 - i) Points will be counted on the basis of the reports made and submitted by the FAs to the DSW.
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PLEASE NOTE THAT THIS DOCUMENT IS LIABLE FOR UPDATES AS AND WHEN REQUIRED.

ANNEXURE B-1

Club Activity Proposal Template

CLUB ACTIVITY PROPOSAL

Club Name:

Date of proposal:

ACTIVITY DETAILS

Name of Activity:

Date(s) of Activity:

Short Description:

RESOURCES

List of Existing Resources Needed from Institute

- 1.
- 2.
- 3.
- 4.
- 5.

Signature of Club Representative

Name:

Acknowledgement Signature of FA

Name:

ANNEXURE B-2

Event Proposal Template

EVENT PROPOSAL

Club Name:

Date of proposal:

EVENT DETAILS

Name of Event:

Date(s) of Event:

Type of Event:

Short Description:

RESOURCES & BUDGET

List of Existing Resources Needed from Institute

- 1.
- 2.
- 3.
- 4.
- 5.

Budget Breakdown

Item	Approximate Price	Arranged By Club	Arranged by Institute

LEADING MEMEBERS

ROLE	NAME of STUDENT	MOBILE No.
Event Director		

Treasurer		
Secretary		
Media Head		
Prefect		
Communications Head		

SIGNATURES

Signature of Representative

Name:

Signature of Representative

Name:

Signature of FA

Name:

ANNEXURE D-1

Event/Activity Report Template

REPORT

Date of Report:

Club Name:

Name of Event/Activity:

Date(s) of Event/Activity:

Category: (academia / cultural / sports)

Type of Event: (micro / meso / macro / club activity)

Role in Event: (lead organisers / external event participation / co-organisers / vounteeres / participatory contribution / pre-event prepration)

Report of Event:

Managing Students

DIBNS ID	Full Name of Student	Dept.	Status	Role in Event
			member or non-member	for members: event director / treasurer / secretary / media head / communications head / prefect / club representative / vounteer / supporting organizer for non-members: vounteer

Participating Students

DIBNS ID	Full Name of Student	Dept.	Status
			member or non-member

Competitions Held (if any):

- 1.
- 2.
- 3.
- 4.
- 5.

Winning Students

DIBNS ID	Full Name of Student	Dept.	Competition Name	Position

Signature of Event Director

Name:

Signature of Representative

Name:

Signature of FA

Name: