

Policy for Co-curricular and Extra-curricular Activities

Co-curricular and extra-curricular activities are considered essential part of a conducive learning environment where participants learn from experiential exercises, apply theoretical understanding in practical situations, and become skilled at problem solving in uncertain and challenging situations. Such activities play a constructive role in augmenting sportsmanship, commitment and team spirit among participants and enable a physically-healthy environment on campus.

Policy guidelines for enhancement and conduct of extra and co-curricular activities at SBE are enforced as follows;

1. Co-curricular activities may include but are not limited to industry visits, edutainment programs, participation in seminars, conference, expos, workshops, business plan competitions, English emersion, and case simulations.
2. Extra-curricular activities may include but are not limited to dramatics, debates and declamations, cultural days, farewell and welcome dinners, homecoming, tours and trips, batch dinners, and charity drives for natural disasters and diseases, etc.
3. Faculty, Departments, Centers, Program Directors and other recognized bodies are entrusted to organize co-curricular and extra-curricular activities.
4. Co-curricular and extra-curricular activities may be organized through university funds, paid participations, external sponsorships and self-contribution of participants.
5. Financial contributions from other than university funding for organizing co-curricular and extra-curricular activities shall only be collected through UMT Office of Treasurer.
 - a. Such funds shall not be obtained from domestic and/or international political parties, banned organizations, and entities involved in any anti-state, unethical and/or illegal activities.
 - b. Faculty, Departments, Centers, and Program Directors shall not be allowed to directly collect funds from participants and/or external sources.
6. Co-curricular and extra-curricular activities may generate revenues, but shall not be undertaken at commercial level.
7. At-least one co-curricular and extra-curricular activity per academic year shall be organized by each Department and Program office.
 - a. Co-curricular and extra-curricular activities undertaken by individual faculty members, in their respective courses, will not count towards department and

Program level activities. Credit of such activities shall be given to concerned faculty member in his/her annual appraisal.

8. Industry and/or cultural tours of participants shall be organized within and outside of the country.
 - a. In case of overnight stay, separate batches of male and female participants shall be organized.
 - b. For international tours, male and female participants shall be separated by gender as in the classrooms with prior approval of Dean.
9. It shall be the responsibility of the organizing team to enforce acceptable social norms in the conduct of co-curricular and extra-curricular activities.

For implementation of the above policy the following processes shall be adopted:

1. Co-curricular activities and extra-curricular shall be carried out throughout the year and participants shall be encouraged to actively participate, by faculty, Departments, Centers, Program Directors and other recognized bodies.
2. For faculty initiated industry, cultural and study visits, faculty will inform the concerned Program Director and take prior approval from respective COD. Logistics shall be arranged through Office of Facility Management (OFM).
3. For activities organized by; Departments, Centers, and Program Directors, prior approval shall be taken from the Dean.
4. For collection of funds from participants and external sources for organizing co-curricular and extra-curricular activities, the organizing team will coordinate with OTR. Authenticity of the external funding entity would be determined by the Dean in consultation with the organizing team.
5. In case of revenue generation activities, Terms of References will be developed and agreed by the organizing team, Dean Office and OTR prior to the activity.
6. Post-event report of each co-curricular and extra-curricular activity shall be submitted by the organizer to the Dean office.