STANDARD OPERATING PROCEDURES

Youth Affairs Programme

भारतीय विश्वविद्यालय संघ

Association of Indian Universities

ASSOCIATION OF INDIAN UNIVERSITIES

YOUTH AFFAIRS EVENTS

Standard Operating Procedures

(SOP)

Youth Affairs Division
Association of Indian Universities

(2026)

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MESSAGE FROM PRESIDENT, AIU

It gives me immense pleasure to present the **Standard Operating Procedures (SOP) for AIU's Inter University Youth Festivals and other Youth Programmes**. These guidelines have been thoughtfully framed to ensure transparency, uniformity, and excellence in the conduct of our youth-centric initiatives across member universities.

The AIU Youth Festivals and programmes are not merely events; they are vibrant platforms for nurturing creativity, talent, leadership, and national integration among students. Through these SOPs, we aim to provide a clear framework that empowers institutions to host and participate in these programmes with efficiency, inclusivity, and a shared commitment to quality.

Our youth represent the spirit of innovation and unity that defines our nation. By adhering to these guidelines, universities will contribute meaningfully to strengthening the values of collaboration, cultural enrichment, and holistic development.

I urge all member institutions to embrace these SOPs in letter and spirit, ensuring that our collective efforts continue to inspire and empower young minds. Together, let us uphold the vision of AIU in fostering youth leadership, creativity, and excellence, thereby contributing to the progress of our academic community and the nation at large.

(Prof Vinay Kumar Pathak)
President, AIU, New Delhi
& VC, CSJM University, Kanpur

FOREWORD

It gives me immense pleasure to present the **Standard Operating Procedures (SOPs) for AIU Inter-University Youth Festivals and other Youth Programmes**. These SOPs have been formulated to provide a comprehensive, transparent, and uniform framework for the effective planning, coordination, and conduct of youth affairs activities across the member universities of the Association of Indian Universities (AIU).

The AIU Youth Festivals and other youth programmes are much more than platforms for cultural and academic expression. They provide students with opportunities to discover and nurture their creativity, talent, leadership abilities, teamwork, and sense of responsibility, while promoting the values of diversity, inclusiveness, mutual respect, and national integration. The present SOPs are intended to strengthen institutional practices and ensure a consistent and enriching experience for students participating in these programmes.

I place on record my sincere appreciation for the **representatives of the member universities** and the **SOP Review Committee** for their valuable inputs, thoughtful suggestions, and constructive feedback. Their collective experience and insights have contributed significantly to making these SOPs practical, comprehensive, and forward-looking.

I also extend my heartfelt appreciation to the **Youth Affairs Division of AIU** for its dedicated efforts, meticulous planning, and sustained commitment to excellence. The Division's experience in organising and coordinating youth festivals and programmes has been instrumental in shaping this comprehensive framework.

I am confident that these SOPs will serve as a valuable reference for all member universities and stakeholders, bringing greater clarity, consistency, transparency, and efficiency to the conduct of AIU youth programmes. More importantly, I hope that they will contribute to creating meaningful opportunities for our young students to express themselves, celebrate India's rich cultural diversity, develop leadership qualities, and emerge as responsible and confident citizens.

Let us continue to work together to empower our youth, celebrate their talent and diversity, and provide them with platforms that inspire creativity, leadership, collaboration, and responsible citizenship.

(Dr. (Mrs.) Pankaj Mittal)
Secretary General,
Association of Indian Universities

1. PREAMBLE

AIU has been organising the Inter-University Youth Festivals (UNIFESTS) annually since 1985 at the Zonal and National levels, with the primary objective of promoting national integration and communal harmony. AIU Youth Affairs & Sports Division organises youth programmes dedicated to human and personality development, active citizenship, youth leadership, national character, and human and cultural values.

In addition to UNIFESTS, AIU also organises other youth programs, namely International Youth Festival (IYF), National Qawwali Competition, National Women Student Parliament, and National Moot Court.

The AIU Youth Affairs SOP provides insights into a framework for action for all stakeholders in higher education sectors, including identification of key areas & to enable the holistic development of youth for sustainable development. AIU aims to empower young students of the nation to attain their full potential and strengthen the national acquaintance with cultural heritage.

Mission

To connect young people with opportunities, to transform their lives, to create an enabling environment for their pursuits and to act as a catalyst and facilitator for the promotion and development of youth at regional, national and international levels.

Vision

AIU envisions a new world that caters to the development of a strong and healthy generation, by instilling social values that promote community service in all young people. This society aims to be responsive to the aspirations and needs of youth, by empowering them for a better future and fostering a sense of belongingness of culture amongst them.

Objectives

1. To spawn in young people a sense of responsibility and ownership for the cultural heritage and to develop their skills.
2. To increase learning and development opportunities for young people by encouraging and supporting them to contribute towards preserving the cultural heritage.
3. The objective of the youth policy is to shape their lives, build on their skills and aptitudes, which will further influence positive developments in society.
4. To bring together nationwide youth movements to foster cooperation and collaboration for youth empowerment and development.
5. To organise capacity building programs, training and workshops to strengthen the network.
6. To create a framework for common goals, collective action and cooperation/ coordination of strategies and actions for youth development among various concerned bodies, including government, non-government and youth organisations.

The following events are being organised by AIU to provide youth with an opportunity for healthy interaction, thereby instilling in them an awareness of our historical and cultural heritage:

S No.	Name of Event	No. of days	Level of Event
1	AIU Zonal UNIFEST (Eight)	5	Regional/Zonal
2	AIU National UNIFEST	5	National
3	AIU International Youth Festival (IYF)	3	International
4	AIU National Qawwali Competition	2	National
5	AIU National Women Student Parliament	3	National
6	AIU National Moot Court (for Law students only)	3	National

Young people studying at various educational institutions of higher education form the largest pool of talented artists in the country. The Association of Indian Universities has been promoting youth affairs for young people since its inception and recognizes youth affairs activities for young people as a powerful means of improving the well-being of society. AIU is the only organization that controls youth affairs activities and competitions for all youth affairs disciplines, from the university to the national level. The vision of this policy reflects the AIU's commitment to increasing the efficiency of the youth.

In our mega youth festivals, AIU has been conducting different events in the field of music, dance, fine arts, literary, and theatre. Many of the national artistes, media/public persons, and young celebrities who have carved a niche for themselves in various domains of art and culture are products of these university festivals.

This Standard Operating Procedure (SOP) has been developed to establish a binding, uniform, and replicable framework for the planning, organisation, conduct, and post-event review of every edition of the AIU Youth Festivals & other events.

2. DEFINITIONS

- **AIU**: Association of Indian Universities, New Delhi
- **UNIFESTs**: Inter-University Zonal Youth Festivals (UNIFESTs) organized by AIU, National UNIFEST
- **Other Youth Programs:** AIU National Qawwali Competition, Women Student Parliament, Moot Court
- **Host University**: AIU member university responsible for organizing the event
- **Participants**: Students nominated by member universities
- **Category or Category of Events:** AIU has categorized various events held in the UNIFEST largely into five categories viz. Music, Dance, Theatre, Literary and Fine Arts.
- **Participating University**: is the member university/institution that participates in the zonal and national level UNIFEST.
- **Zones:** AIU has divided the whole country into eight distinctive geographical zones for the convenience of identification, administration and evaluation in various fields of activity. These are known as North Zone, East Zone, West Zone, South Zone, Central Zone, North-Central Zone, North-East Zone, South-West Zone.

3. SCOPE

Applicable to all AIU member universities hosting or participating in UNIFESTs and Other Youth Programs covering cultural, literary, and performing arts events, along with administrative and logistical arrangements. These programs are dedicated to human development, building youth leadership, and instilling an awareness of our cultural heritage. The UNIFESTs comprise competitions across **five** major fields: **Music, Dance, Fine Arts, Literary, and Theatre.**

This SOP is mandatory, not advisory. Any deviation from its provisions shall be treated as a serious procedural violation and may attract the accountability measures specified herein.

4. ROLES AND RESPONSIBILITIES

- **AIU Youth Affairs Division**: Issues guidelines, monitors compliance, and provides oversight.
- **Host University**: Organizes events, ensures facilities, safety, and hospitality and maintains order, manages the crowd, and emergency response.
- **Participating Universities**: Nominate students, ensure discipline, and adhere to SOP.

5. FINANCIAL FRAMEWORK

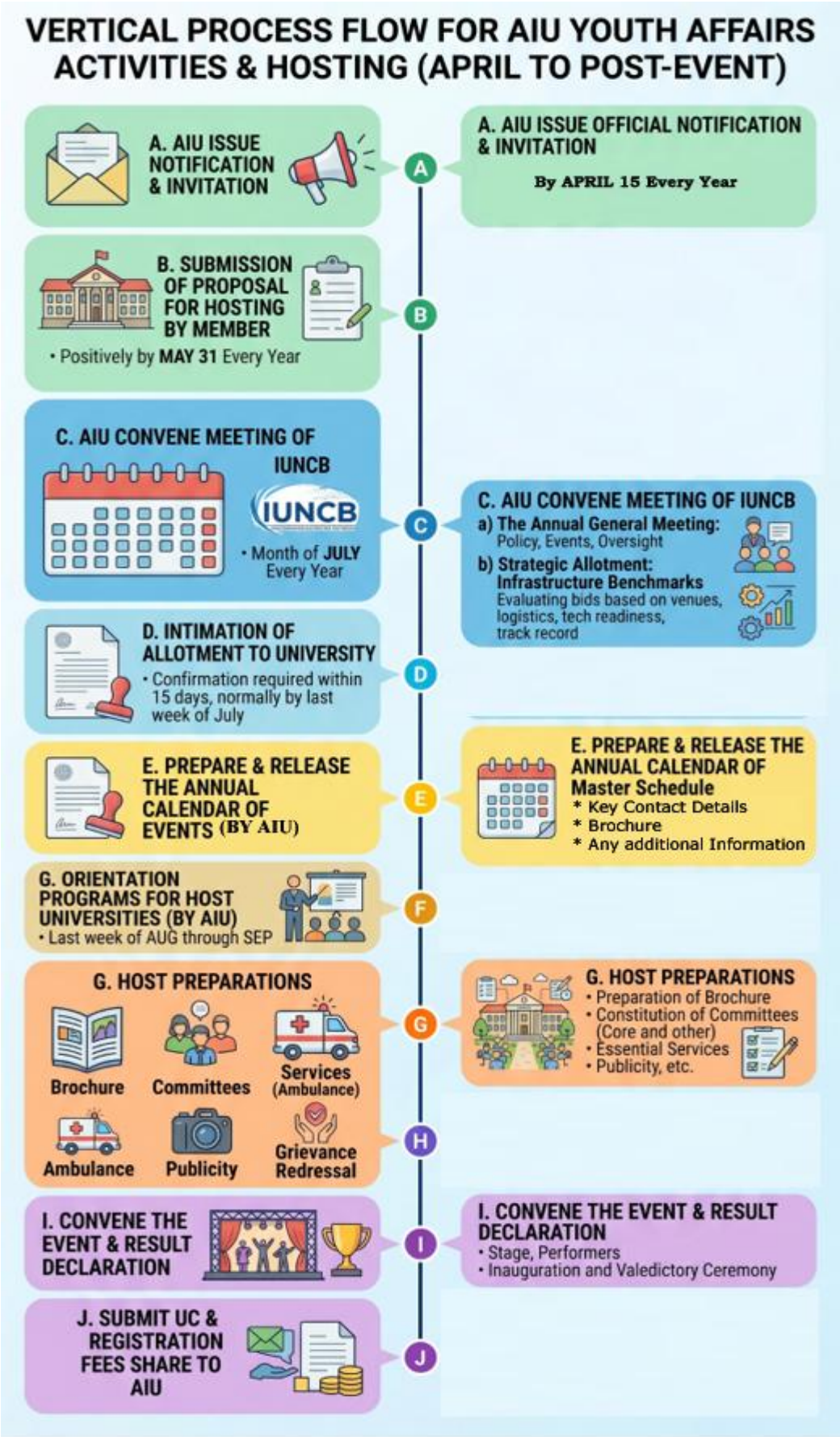
- **Sponsorship:** Host University is allowed to seek Sponsorship
  - Host University should not associate with any inappropriate brand/product such as Liquor, Cigarettes, Tobacco products etc.
  - Sponsor logos must be placed in the footer of all graphics, not alongside the AIU or Host University Logo.

- **AIU Grant-In-Aid:** To encourage inter-university cultural, literary, and artistic competitions at the regional and national levels, and to foster talent, creativity, and collaboration among students, the Association of Indian Universities (AIU) provides grant-in-aid as follows:

Zonal Youth Festivals	: ₹5 lakh per zone
National Youth Festival	: ₹10 lakh
International Youth Festival	: ₹5.00 lakh
National Moot Court Competition	: ₹1.50 lakh
National Women Student Parliament	: ₹1.50 lakh
National Qawwali Competition	: ₹50,000

(* 50% of grant in aid is released after allotment of the hosting and remaining 50% is released after successful completion of the event and after submission of Utilisation Certificate.)

6. PROCESS FLOW



A. **<u>AIU to issue official notification and invitation to member universities</u>**: AIU issues official notification positively by ***<u>April 15 every year</u>*****,** regarding the invitation of proposals for hosting the AIU's various Youth Affairs activities like AIU Zonal, National UNIFEST, National Women Parliament, National Qawwali Competition, International UNIFEST, etc.

B. **<u>Submission of Proposal for hosting by Member Universities:</u>** Interested universities should submit their proposals positively by ***<u>May 31 every year</u>***, detailing their infrastructure capacity, available venues, and previous experience in organizing large-scale cultural events. The Universities submitting proposals must ensure the fulfilment of the following requirements:

1) **Digital Infrastructure Audit:** Member universities submitting proposals are encouraged to provide a "**Virtual Venue Tour" or** a **digital portfolio** by uploading the photos of their Auditorium, performance halls and accommodation facilities. This ensures transparency in facility standards before final allocation by the AIU Cultural Committee.

2) **Sustainability Clause:** Hosts are requested to include a "**Green Protocol**" in their proposal, outlining measures to **minimise plastic waste** and **promote eco-friendly practices** during the 5-day festival. Universities are encouraged to adopt:
   - Plastic-free events, waste segregation, biodegradable/reusable serveware and materials, dedicated water-refill stations.
   - Digital documentation to reduce paper use; reusable signage.
   - A 'Best Green/Sustainable Event' recognition category to incentivise adoption

3) **Hosting Requirements & Responsibilities:**
   However, detailed specific requirements for every UNIFEST and other youth programs are mentioned/ explained under their relevant sections. Universities submitting a proposal must ensure they broadly meet the following operational standards:
   - **Accommodation:** The Host University must provide free board and lodging for participating teams as per the event applied for hosting (e.g. maximum contingent size may be 60 members per university for UNIFESTs, 15 members per university for Qawwali, 05 members per university for Women Parliament and Moot Court). This includes the use of student hostels, common rooms, and other suitable spaces.
   - **Duration of Hospitality:** Facilities must be provided from the night before the fest/other youth program until the morning after the valedictory ceremony.
   - **Catering:** Meals must be provided by the Host University starting from lunch one day before the event, and also Breakfast after the last day.

- **Infrastructure:** The venue must accommodate diverse events, including stage setups for Theatre (One Act Plays) and dedicated spaces for Fine Arts (On-the-Spot Painting, Clay Modelling), in case of UNIFESTs, and similarly specific infrastructure requirements for Other Youth Programs.
- Universities are encouraged to adopt QR-based registration and digital identity verification, along with maintaining online attendance records.
- Universities are encouraged to use Live digital scoreboards/result dashboards; digital/e-certificates in addition to physical ones as per availability

C. <u>AIU Convene Meeting of IUNCB:</u> The Association of Indian Universities (AIU) maintains a robust administrative framework to foster cultural exchange among higher education institutions. Central to this mission is the **Inter-University National Cultural Board (IUNCB)**, which serves as the primary governing body for the conceptualisation and execution of university-level youth events. The meeting of IUNCB is being conducted in the month of ***<u>July every year.</u>*** Below is a detailed breakdown of the board's functions, the policy-making process, and the criteria for host university selection.

1) Composition of IUNCB

Ex-Officio Members:

- President, AIU – *Chairperson*
- Vice President, AIU
- Working Chairman – *To be nominated by AIU President (from AIU Governing Council or VC of the host university)*
- Secretary General, AIU
- Officer-in-Charge, Youth Affairs Division, AIU – *Member Secretary*

Zonal Members:

5 representatives from the member universities of each zone, based on the institutional seniority.

Experts:

Five Special invitees as Experts on Youth & Cultural Affairs nominated by the President, AIU.

Student Representatives:

One student representative from each winner of the Overall Championship Trophy of UNIFEST at Zonal and National Youth Festivals (Current Year)

2) Mandate of the Annual General Meeting of the IUNCB:

The board convenes annually to ensure that the UNIFESTs & other Youth Programs evolve alongside modern educational standards. This meeting serves as the supreme forum for:

- **Policy Formulation:** Reviewing and updating the Guidelines, which cover eligibility criteria, age limits, and performance standards.
- **Event Refinement:** Introducing new competitive categories or refining the scoring rubrics for existing segments like Music, Dance, Theatre, Literary, and Fine Arts.
- **Disciplinary Oversight:** Reviewing reports from previous festivals to address procedural discrepancies, grievance Redressals, or code-of-conduct violations.

3) Hosting of Annual General Meeting of the IUNCB:

The Association of Indian Universities (AIU) invites proposals for hosting the Annual Meeting of the Inter-University National Cultural Board (IUNCB). Based on the proposals received and with the approval of the Competent Authority, the hosting of the meeting shall be assigned to a Member University. The Host University will be responsible for providing the following:

- Board and lodging for all delegates participating in the meeting, including local transport.
- Meeting venue & arrange logistics & food.
- Local hospitality and logistical support are required for the smooth conduct of the meeting.
- Any additional facilities as may be required for the successful organisation of the meeting.

The expenditure towards **Travel Allowance (TA)** of the delegates shall be borne by their respective universities/institutions. However, the host university will arrange accommodation, meals, and other local facilities for the delegates during the meeting. AIU will cover TA/DA for Ex-Officio and Expert Members. In the event that the President of AIU is unable to attend, he may nominate the Vice Chancellor of the host university as the Working Chairman.

4) **Strategic Allotment of Host Universities for AIU Youth Festivals & Other Programs:** One of the board's most critical mandates is the evaluation of bids for hosting the UNIFESTs & Other Youth Programs. This process is rigorous and designed to ensure that the chosen venue can support thousands of participants. The IUNCB observes and validates proposals based on the following infrastructure benchmarks:
   - **Performance Venues:** Availability of multiple high-capacity auditoriums, open-air theatres, and specialized galleries for fine arts competitions.
   - **Logistics & Accommodation:** The university's capacity to provide secure, hygienic lodging and dining facilities for diverse student delegations and officials.
   - **Technical Readiness:** Sound systems, stage lighting, and digital connectivity required for high-definition documentation and real-time result processing.
   - **Institutional Track Record:** Previous experience in handling large-scale national events and the strength of the university's administrative support team.

D. <u>Intimation of allotment to university</u>: The Universities that have been allotted any event against their proposals in the IUNCB meeting will be duly intimated and requested to convey their confirmation, along with the proposed dates for the conduct of the event, within 15 days, but normally not later than the **last week of July**.

E. <u>Prepare and release the Annual Calendar of Events:</u> Following the conclusion of the Inter-University National Cultural Board (IUNCB) annual meeting and the subsequent confirmation received from the member universities for hosting, the Annual AIU Cultural Calendar is prepared and released normally in **August**, which is a comprehensive roadmap used by member universities across India to plan their participation.

The AIU Cultural Calendar acts as the "Master Schedule" for the academic session. It provides a chronological timeline for AIU UNIFESTs & Other Youth Programs. For each allotted event, the calendar provides specific institutional details to ensure streamlined communication:

- **Designated Host:** Name, complete address of the Host University/ Institution

- **Organizing Secretary (OS):** The primary point of contact responsible for the execution of the festival. The calendar lists their name and contact details.
- **The "Core Team" Directory:** Essential contact information, which may include the name and contact details of the Core Team.
- **Direct Phone Lines & Email:** Dedicated channels for the OS and the Cultural Coordinator.
- **Brochure / Results:** A detailed brochure of the event prepared by the host University would be displayed in the Calendar of Events one month before the event**.** The results will be compiled and issued by the Host University upon the successful conclusion of the event. Subsequently, they will be reflected in the Calendar of Events.

F. <u>Orientation Programs for Host Universities (by AIU):</u> The Orientation Program conducted by the Association of Indian Universities (AIU) is a vital preparatory phase designed to align the host university's local organizing committee with national standards. These sessions, led by a panel of seasoned experts and AIU officials, ensure flawless logistical and technical execution of the Youth Festival. Orientation programmes are conducted from the **last week of August** and continue **through September**.

G. <u>Host Preparations:</u> The Host University must ensure the following arrangements and preparations:

- **Constitution of internal Committees:** To organise and execute the event effectively, the host university is expected to constitute various internal committees, namely:
  - **Core Committee:**
    a. Chief Patron/ Patron (Chancellor / Pro-Chancellor / President Vice Chancellor)
    b. Convener (DSW or equivalent) Organizing Secretary
    c. Joint Organizing Secretary / Additional Organizing Secretary / Deputy Organizing Secretary Committee heads / Members
  - **Other Committees:** Various other committees may also be formed by the Host University to undertake the tasks like Branding, Sponsorship, Invitation, IT/Website, Registration/ Reporting/ Verification, Accommodation/ Transportation of Participating Teams, Jury Hospitality, Fooding/ Refreshment, Essential Services / Allied Services, Print Media & Newsletter, Videography, Photography & social media, Result & Certification Committee, Emergency Services, Women Safety, Venue Management, Cultural Procession, Grievances Redressal, Discipline / Security etc.

- **Preparation of Brochure:** A comprehensive Information Brochure is prepared by the Host University, which primarily includes the festival dates, a detailed minute-to-minute program schedule, event venues and logistics, details of the core Organising Committee, travel guidance ("How to Reach Us"), and key contact information.

- **Essential/ Emergency Services**
  a. Power-back-up

b. Housekeeping staff (at all times at all venues)
c. Electrician, Plumber and Housekeeping staff at Accommodation zones (especially on arrival days)
d. Mobile medical team with Ambulance

- **Provision of live streaming of the events.** Provision must be made for live streaming of the events through YouTube or other suitable platforms to ensure transparency. Further, in certain situations, one or more jury members may be required to judge the event online, i.e., through platforms such as Zoom or Microsoft Teams.
- **Publicity, Promotion and Digital Outreach:** Host University must ensure provision of the following:
  a. Media Coverage in Local / Regional / National Newspaper
  b. Videography for the entire duration of all events (at all venues), which must cover the entire stage, including colour/ digital buzzer. The video must be retained for a minimum of 02 months after the event.
  c. Wide photography of the event should be done.
  d. Events must be promoted and widely covered on all social media platforms
  e. Data covering all the 28 events is to be submitted to AIU-Youth Affairs.
- **Jury of Appeal / Grievance Redressal Committee** Host University must ensure that all complaints and related issues concerning the organising and conducting of various Events are received and disposed of on the spot by the duly constituted Jury of Appeal as follows:
  - Host University VC's Nominee
  - Observer, AIU
  - Technical Observer, AIU
  - Organizing Secretary
  - Jury Member- opted by Observer, AIU
  - Jury opted by Jury of Appeal

H. <u>Observer and Jury Appointment:</u> AIU appoint Observers, Technical Observers, and Jury Members for various events. The details of these appointments are duly communicated to the concerned host university in due course of time.

I. <u>Convene the event (conduct inauguration, competitions, and valedictory ceremony) and result declaration</u>: Results will be prepared by the Technical Observer in consensus with Observer & Organising Secretary, based on Marks statements provided by respective jury members. The certificates, Medals & Trophies to the winners will be provided by the host university during the valedictory session.

J. <u>Submit Utilisation Certificate, & share of registration fees to AIU</u>: Submission of the following documents within 15 days of the conclusion of the festival:
a) 30% share of the Registration Fee (to be remitted to AIU)
b) Original Utilization Certificate
c) Organizing Secretary's Report
d) Observer's Report

7. AIU ZONALS AND NATIONAL UNIFEST

AIU has been organising the Inter-University Youth Festivals (UNIFESTS) annually since 1985 at the Zonal and National levels, with the primary objective of promoting national integration and communal harmony. AIU Youth Affairs organises youth programmes dedicated to human and personality development, active citizenship, youth leadership, national character, and human and cultural values. The activities also provide youth with an opportunity for healthy interaction, thereby instilling in them an awareness of our historical and cultural heritage.

Inter-Varsity Youth Festivals (UNIFESTS) are organized annually to showcase the latent talents of selected university youth artistes. The event is conducted **at Eight Zonal and One National level** annually, comprising cultural and literary competitions. As a prelude to AIU UNIFESTS, prospective participants are screened from the Inter-College Youth Festivals, which are organised by respective universities on the pattern of AIU UNIFESTS. The process **runs from September to March**, tentatively, every year.

A. AIU YOUTH AFFAIRS ZONES:

For various programs of AIU Youth Affairs, all the universities have been divided into 08 zones, as per the following table:

AIU Inter-University Youth Festival (UNIFESTs) Zones

Sl.No.	State/UT	Zone
1.	Ladakh (UT)	North Zone
	Himachal Pradesh	
	Jammu and Kashmir (UT)	
	Punjab	
	Chandigarh (UT)	
	Uttarakhand	
2.	Bihar	East Zone
	Jharkhand	
	Orissa	
	West Bengal	
3.	Gujarat	West Zone
	Rajasthan	
	Dadra & Nagar (UT)	
	Daman & Diu	
4.	Andaman & Nicobar (UT)	
	Lakshadweep (UT)	

	Pondicherry (UT)	South Zone
	Andhra Pradesh	
	Kerala	
	Tamil Nadu	
	Telangana	
5.	Madhya Pradesh	Central Zone
	Chhattisgarh	
	Maharashtra • 3 Divisions - Amravati, Aurangabad & Nagpur	
6.	Haryana	North-Central Zone
	Delhi (UT)	
	Uttar Pradesh	
7.	Arunachal Pradesh	North-East Zone
	Assam	
	Manipur	
	Meghalaya	
	Mizoram	
	Nagaland	
	Sikkim	
	Tripura	
8.	Karnataka	South-West Zone
	Goa	
	Maharashtra • 3 Divisions - Nashik, Konkan & Pune	

Zone Division of Maharashtra

Central Zone	South-West Zone
Amravati Division • Akola • Amravati • Buldhana • Yavatmal • Washim Aurangabad Division • Aurangabad • Beed • Jalna • Osmanabad • Nanded	Nashik Division • Ahmednagar • Dhule • Jalgaon • Nandurba • Nashik Konkan Division • Mumbai City district • Mumbai Suburban district • Thane • Palghar

• Latur • Parbhani • Hingoli Nagpur Division • Bhandara • Chandrapur • Gadchiroli • Gondia • Nagpur • Wardha	• Raigad • Ratnagiri • Sindhudurg Pune Division • Sangli • Satara • Solapur • Kolhapur • Pune

B. AIU INTER-UNIVERSITY ZONAL YOUTH FESTIVALS (UNIFESTS)

The UNIFESTS are regarded as the most thrilling, popular and eagerly awaited annual youth activity for the university youth. In our mega youth festivals, AIU has been conducting different events in the field of music, dance, fine arts, literary, and theatre. Many of the national artistes, media/public persons, and young celebrities who have carved a niche for themselves in various domains of art and culture are products of these university festivals.

EVENTS AT A GLANCE

Sl. No.	Items	Max. Participants (P)	Max. Accompanists (A)	Max. Total (P+A)	Min. Time (Minutes)	Max. Time (Minutes)
MUSIC EVENTS						
1.	Classical Vocal Solo (Hindustani or Karnatak)	1	3	4	8	10
2.	Classical Instrumental Solo (Percussion)	1	3	4	8	10
3.	Classical Instrumental Solo (Non-Percussion)	1	3	4	8	10
4.	Light Vocal (Indian)*	1	3	4	4	6
5.	Western Vocal (Solo)*	1	3	4	4	6
6.	Group Song (Indian)	6	5	11	8	10
7.	Group Song (Western)	6	5	11	8	10
8.	Folk Orchestra	9	3	12	8	10
9.	Western Instrumental (Solo)	1	3	4	6	8
DANCE EVENTS						
10.	Folk / Tribal Dance	10	5	15	8	10
11.	Classical Dance	1	5	6	8	10

12.	Creative Choreography	12	3	15	8	10
LITERARY EVENTS						
13.	General Quiz	3	-	3	-	-
14.	Vagmita (Hindi Elocution)*	1	-	1	4	5
15.	Elocution (English)*	1	-	1	4	5
16.	Debate (English)*	2	-	2	4	5
17.	Vaad Viwaad (Hindi Debate)*	2	-	2	4	5
THEATRE EVENTS						
18.	One Act Play	9	5	14	25	30
19.	Skits	6	3	9	8	10
20.	Mime	6	2	8	4	5
21.	Mimicry*	1	-	1	4	5
FINE ART'S EVENTS						
22.	On-the-Spot Painting	1	-	1	120	150
23.	Collage	1	-	1	120	150
24.	Poster Making	1	-	1	120	150
25.	Clay Modelling	1	-	1	120	150
26.	Cartooning	1	-	1	120	150
27.	Rangoli	1	-	1	120	150
CULTURAL PROCESSION						
28.	Cultural Procession	Details available in the rules & regulations				

Please note:

a. *Seven events marked with an asterisk (*) above shall be allowed a Grace Time of 15 seconds, which may be availed either before or after the prescribed performance time. However, for all other events, a Grace Time of 30 seconds shall be allowed, which may likewise be availed either before or after the prescribed performance time.*

b. *Point system for calculation of overall trophy & category trophies*

Marking system

Event Type	Points System	First Position	Second Position	Third Position
Group	9-7-5	9	7	5
Solo	5-3-1	5	3	1

RULES AND REGULATIONS OF THE UNIFESTS

STRENGTH OF CONTINGENT

a. The **maximum strength of the contingent from each university can be 60**, including 1 Dean/Director or equivalent representative, 2 Team Managers (preferably one male and

one female), student participants, student accompanists, and professional accompanists. Universities having female participants are advised to mandatorily depute one female team manager. In case the Dean/Director themselves are not coming, they may nominate a person as a nominee of Dean/Director, Student Welfare.

b. **Universities may bring as many students and professional accompanists as required**, based on their performance needs, provided the **total contingent size does not exceed 60.**
c. **Sharing of professional accompanists between universities is permitted. However, in such cases, the professional accompanist will be counted in both contingents, and applicable fees will be charged to both universities**.

REGISTRATION FEES

The Host University shall collect a registration fee (presently **Rs. 3500/-** per participant and official) from the participating universities, out of which 70% will be retained by the Host University. The remaining 30% shall be submitted to AIU by the host universities within 15 days of completion of the event.

CAUTION MONEY

A refundable caution money of **Rs. 5000/-** per university shall be managed by the host registration desk.

EVENT WISE RULES

The rules and regulations pertaining to each event are as follows:

i. MUSIC

a. Classical Vocal Solo: (Hindustani/ Karnatak)

1. Only one entry per university is allowed.
2. The duration of the performance shall be between **8 to 10 minutes.**
3. Time allowed for stage setup, instrument arrangement, sound check, and overall readiness, as applicable, shall not exceed 5 minutes.
4. A maximum of **three accompanists** is permitted.
5. Accompaniment must be live; recorded music is not permitted.
6. The item can be presented in either the Hindustani or Carnatic style.
7. Cinema songs are not allowed in this item.
8. Sufficient thought and care must be exercised in the choice of Raga and composition.
9. Judgment will be based on qualities such as Taal, selection of Raga, elaboration of Raga, composition, Alap, Taan, Layakari, and overall impression.

b. Classical Instrumental Solo (Percussion – Tal Vadya)

1. Only one entry per university is allowed.
2. The duration of the performance shall be between **8 to 10 minutes**.
3. Time allowed for stage setup, instrument arrangement, sound check, and overall readiness, as applicable, shall not exceed 5 minutes.

4. A maximum of **three accompanists** is permitted.
5. Accompaniment must be live; recorded music is not permitted.
6. Participants must bring their own instruments.
7. The item can be presented in either the Hindustani or Carnatic style.
8. Judgment will be based on qualities such as Taal, selection of Raga, composition, Kayada, Rela, Tukda, Layakari, and overall impression.

c. Classical Instrumental Solo (Non-Percussion – Swar Vadya)

1. Only one entry per university is allowed.
2. The duration of the performance shall be between **8 to 10 minutes**.
3. Time allowed for stage setup, instrument arrangement, sound check, and overall readiness, as applicable, shall not exceed 5 minutes.
4. A maximum of **three accompanists** is permitted.
5. Accompaniment must be live; recorded music is not permitted.
6. Participants must bring their own instruments. Casio is not allowed.
7. Instruments of Western origin that have been adopted into the Indian Raga system are allowed.
8. The item can be presented in either the Hindustani or Carnatic style.
9. Judgment will be based on qualities such as Swara, Taal, selection of Raga, elaboration of Raga, Alap, Taan, Layakari, composition, and overall impression.

d. Light Vocal (Indian)

1. Only one entry per university is allowed.
2. The duration of the performance shall be between **4 to 6 minutes**.
3. Time allowed for stage setup, instrument arrangement, sound check, and overall readiness, as applicable, shall not exceed 3 minutes.
4. A maximum of **three accompanists** is permitted.
5. Accompaniment must be live; recorded music is not permitted.
6. Only non-film songs such as Geet, Ghazal, Bhajan, Shabad, and Abhangas may be presented.
7. Judgment will be based on qualities such as Swara, Taal, selection of Raga, selection of song, aesthetics, pronunciation, expression, composition, and overall impression.

e. Western Vocal Solo

1. Only one entry per university is allowed.
2. The duration of the performance shall be between **4 to 6 minutes**.
3. Time allowed for stage setup, instrument arrangement, sound check, and overall readiness, as applicable, shall not exceed 3 minutes.
4. A maximum of **three accompanists** is permitted.
5. Accompaniment must be live; recorded music, musical patches, or presets from keyboards are not allowed.
6. The language of the song must be English.
7. Judgement will be based on Vocal Technique (Pitch, Support, Tone), Accuracy (Rhythm, Melody, Lyrics), Interpretation (Dynamics, Style, Emotion), Stage Presence (Confidence, Connection, Posture) & Overall Impact

f. Group Song (Indian)

1. Only one entry per university is allowed.
2. A group may have up to **six singers**.

3. The duration of the performance shall be between **8 to 10 minutes**.
4. Time allowed for stage setup, instrument arrangement, sound check, and overall readiness, as applicable, shall not exceed 5 minutes.
5. A maximum of **five accompanists** is permitted.
6. Each team must present two songs: one patriotic song and one folk song.
7. The group songs should be selected from Indian music and may be in any regional language.
8. Film songs are not permitted as group songs.
9. Accompaniment must be live; recorded music, musical patches, or presets from keyboards are not allowed.
10. Judgment will be based solely on the quality of singing, selection of song, pronunciation, theka, and coordination — not on makeup, costumes, or stage actions. Judgement will be based on Song Selection (Relevance & Difficulty), Vocal Harmony & Sur (Melodic Accuracy), Taal, Theka & Coordination, Pronunciation & Diction & Overall Impact. There will be no marks for makeup, costumes, or stage actions.

g. Group Song (Western)

1. Only one entry per university is allowed.
2. A group may have a maximum of **six singers**.
3. The duration of the performance shall be between **8 to 10 minutes**.
4. A maximum of **five accompanists** is permitted.
5. Time allowed for stage setup, instrument arrangement, sound check, and overall readiness, as applicable, shall not exceed 5 minutes.
6. Accompaniment must be live; recorded music, musical patches, or presets from keyboards are not allowed.
7. The group songs must be in the English language.
8. Judgement will be based on Vocal Harmony & Blending, Vocal Technique & Diction, Musicality & Dynamics, Rhythm & Ensemble Coordination, Song Selection & Arrangement. There will be no marks for makeup, costumes, or stage actions.

h. Folk Orchestra

1. Only one entry per university is allowed.
2. The team shall consist of a maximum of **12 performers** (not exceeding 9 participants and 3 accompanists).
3. The duration of the performance shall be between **8 to 10 minutes**.
4. Time allowed for stage setup, instrument arrangement, sound check, and overall readiness, as applicable, shall not exceed 10 minutes.
5. A maximum of **three accompanists** is permitted. They must wear attire different from that of the student participants so they can be easily identified. The accompanists must sit or stand separately from the participants and shall not lead the team. Judges will ensure compliance through introductions and other means.
6. Accompaniment must be live; recorded music is not permitted.
7. Singing is strictly prohibited.
8. Marking will be solely based on the quality of the music composed. Instruments used should primarily be those traditionally associated with folk music. The Folk Orchestra will be judged on the following criteria: Authenticity & Folk Flavor (focus on regional folk roots), Composition & Arrangement (quality of musical layers), Technical Skill

(Sur/Laya – proficiency on instruments), Ensemble Synchronization (teamwork and balance), and Overall Impact.

9. Any efforts to enhance visual appeal through set design, orchestration, etc. will not be considered in evaluation/marking.
10. Dance during folk orchestra performance is discouraged.
11. Teams shall present the Folk Orchestra of any one State/Region of India; however, the presentation shall represent only a single State/Region.
12. No background set-up will be allowed in the Folk Orchestra event. However, Music set-up may be completed within 10 Minutes strictly.

i. Western Instrumental Solo

1. Only one entry per university is allowed.
2. The duration of the performance shall be between **6 to 8 minutes**.
3. Time allowed for stage setup, instrument arrangement, sound check, and overall readiness, as applicable, shall not exceed 5 minutes.
4. A maximum of **three accompanists** is permitted.
5. Accompaniment must be live; recorded music, musical patches, or presets from keyboards are not allowed.
6. Each participant shall perform Western music on any percussion or non-percussion instrument.
7. The participant may perform in any one genre/style or fuse various genres/styles of Western music.
8. The performance will be judged on the following criteria: Technical Proficiency, Musicianship & Dynamics, Rhythmic Accuracy & Timing, Selection & Arrangement, and Overall Impact.

ii. <u>DANCE</u>

a. Folk/Tribal Dance

1. Only one entry per university is allowed.
2. A maximum of **10 participants** is allowed per team.
3. The duration of the performance shall be between **8 to 10 minutes**.
4. Time allowed for stage setup, instrument arrangement, sound check, and overall readiness, as applicable, shall not exceed 10 minutes.
5. A maximum of **five accompanists** is permitted.
6. Accompaniment must be live; recorded music or audio/CDs are not permitted.
7. The dance may be either a primitive or a folk dance (Indian style) or a tribal dance of India, but not a classical dance.
8. Three copies of a brief note describing the theme of the Folk/Tribal Dance (in Hindi/English Language only) may preferably be submitted at the registration/reporting desk of the venue. The participating team will be responsible for the immediate removal of their sets, properties, etc., after the completion of their performance.
9. Judgment will be based on Authenticity & Cultural Representation; Choreography, Coordination, formation and Synchronisation; Creativity, Costumes, Props and Make-up; Energy, expression & rhythmic precision and Overall Impact.

10. Marking will be strictly based on the quality of dance. Extra efforts to enhance visual appeal through set design will not be considered for marking.

b. Classical Dance (Indian)

1. Only one entry per university is allowed.
2. The classical dance can be from any of the approved schools of dance, i.e., Kathak, Kathakali, Bharatnatyam, Manipuri, Kuchipudi, Mohiniyattam, Odissi, or Sattriya.
3. The duration of the performance shall be between **8 to 10 minutes**.
4. Time allowed for stage setup, instrument arrangement, sound check, and overall readiness, as applicable, shall not exceed 5 minutes.
5. A maximum of **five accompanists** is permitted.
6. Accompaniment must be live; recorded music or audio/CDs are not permitted.
7. Judgment will be based on qualities such as Taal, technique, rhythm, Abhinaya (expression), costumes, footwork, and overall impression.
8. Three copies of a brief note describing the dance story, if any, and of the accompanying song with its meaning in Hindi or English must be submitted at the time of registration.

c. Creative Choreography

1. Only one entry per university is allowed.
2. A maximum of **12 participants** is permitted per team.
3. The duration of the performance shall be between **8 to 10 minutes**.
4. Time allowed for stage setup, instrument arrangement, sound check, and overall readiness, as applicable, shall not exceed 5 minutes.
5. A maximum of **three accompanists** is permitted. Accompanists may assist with props, technical cues, background narration, or effect creation. While they are expected to remain off-stage, they may be momentarily visible while performing these duties; however, they shall not be considered part of the performance. Their role remains purely supportive in nature.
6. The performance must present a clear theme or message through dance, whether utilizing single dance form/style or a fusion of multiple dance forms/styles. The theme should be suitable for public viewing and preferably be youth-centric, nation-centric, or address social issues.
7. Recorded music is allowed. However, participating teams are expected to exercise caution in the selection of songs to ensure that the essence and spirit of the Youth Festival are upheld and not compromised**.**
8. Three copies of a brief note describing the theme must be submitted along with the entry form at the time of registration.
9. Teams must bring or arrange their own props, if any.
10. Choreography will be judged based on parameters such as theme and message clarity, choreography and creativity, synchronization and coordination, use of stage and props, costumes, and overall impact. Extra efforts to enhance visual appeal through set design will not be considered for marking.
11. Three copies of a brief note describing the theme of the Choreography (in Hindi/English Language only) may preferably be submitted at the registration / reporting desk of the venue.

iii. <u>LITERARY</u>

a. General Quiz

1. Only one entry per university is allowed.

2. There will be a written preliminary round, and teams will be selected for the final.
3. The finals will be oral and include audio-visual questions.
4. Specific rules regarding the evaluation procedure, time allowed to answer each question, and the types of rounds will be provided before the start of the competition.
5. The Quiz Master's decisions in all respects—including question types, rounds, marking scheme, tie-breaking mechanisms, and any other related matters—shall be final and binding.

b. Elocution (English)

1. Each university will be represented by one speaker.
2. The medium of expression shall be English only.
3. Each speaker must speak for a duration between **4 to 5 minutes**.
4. The subject or topic of the elocution will be announced at the managers' meeting.
5. The performance will be judged in one language.
6. The item shall be prose or poetry, and not a song.
7. Reading from paper or any other source is strictly prohibited.
8. Elocution will be judged on the criteria such as Content & Relevance, Language & Expression, Delivery & Oratory Skills, Organization & Structure & Overall Impact

c. Elocution (Hindi) वाग्मिता

1. Each university will be represented by one speaker.
2. The medium of expression shall be Hindi only.
3. Each speaker must speak for a duration between **4 to 5 minutes**.
4. The subject or topic of the elocution will be announced at the managers' meeting.
5. The performance will be judged in one language.
6. The item shall be prose or poetry, and not a song.
7. Reading from paper or any other source is strictly prohibited.
8. Elocution will be judged on the criteria such as Content & Relevance, Language & Expression, Delivery & Oratory Skills, Organization & Structure & Overall Impact

d. Debate (English)

1. Each university will be represented by two debaters: one will speak FOR, and the other will speak AGAINST the motion.
2. The medium of expression shall be English only.
3. Each debater from a team will be allotted 4 to 5 minutes to speak. The speaker presenting FOR the motion will speak first (4 to 5 minutes), followed immediately by the speaker presenting AGAINST the motion (4 to 5 minutes). There will be no rebuttal round, either within the team or against any other team.
4. The subject or topic of the elocution will be announced at the managers' meeting.
5. Reading from paper or any other source is strictly prohibited.
6. Debate will be judged on criteria such as Content & Argumentation, Logical Structure & Coherence, Language & Expression, Delivery & Oratory Skills & Overall Impact

e. Debate (Hindi) वाद-विवाद

1. Each university will be represented by two debaters: one will speak FOR, and the other will speak AGAINST the motion.
2. The medium of expression shall be Hindi only.

3. The subject or topic of the elocution will be announced at the managers' meeting.
4. Each debater from a team will be allotted 4 to 5 minutes to speak. The speaker presenting FOR the motion will speak first (4 to 5 minutes), followed immediately by the speaker presenting AGAINST the motion (4 to 5 minutes). There will be no rebuttal round, either within the team or against any other team. Reading from paper or any other source is strictly prohibited.
5. Debate will be judged on criteria such as Content & Argumentation, Logical Structure & Coherence, Language & Expression, Delivery & Oratory Skills & Overall Impact

Note: Jury will be separately appointed for Hindi and English literary events (Elocution, Debate) only for the National UNIFEST.

iv. THEATRE

a. One Act play

1. Only one entry per university is allowed.
2. The duration of the performance shall be between 25 to 30 minutes.
3. Timing will begin as soon as the signal is given or the team starts giving the introduction, whichever is earlier. Strict adherence to clearing the stage after the performance is required. A strict maximum of 20 minutes for One-Act Play will be permitted for stage set-up and removal for the performance
4. The number of participants should not exceed nine.
5. A maximum of five accompanists is permitted.
6. Accompanists will either speak from the background or play musical instruments for background music; they shall not appear on the stage.
7. The participating team shall bring their own sets, stage properties, makeup materials, etc. Light (general lighting only) and general properties, such as ordinary furniture, may be provided upon prior request.
8. Participants may speak in Hindi, English, or any regional language of India. If a regional language is used, a synopsis of the play with a translation in English or Hindi must be submitted to the competition in-charge on the day of registration.
9. Judgment will primarily be based on the qualities of the play, such as theme, acting, stagecraft, design, and overall impression.

b. Skit

1. Only one entry per university is allowed.
2. A maximum of **six participants** are allowed to participate in this item.
3. The duration of the performance shall be between **8 to 10 minutes**.
4. Time allowed for stage setup, instrument arrangement, sound check, and overall readiness, as applicable, shall not exceed a maximum of 10 minutes, strictly for stage set-up and removal for the performance.
5. A maximum of **three accompanists** is permitted.
6. Use of makeup, drapery, and background music is allowed. However, personal remarks, aspersions, character assassination, etc., are not permitted.
7. The participating team should submit three copies of the synopsis of the skit's theme, along with the language of presentation (Hindi or English), on the day of registration.

8. The item will be judged primarily on qualities such as theme, acting, stagecraft, design, and overall impression.
9. Vulgarity or bitter insinuations in the presentation should be strictly avoided. Only innocent satire or humour is expected.

c. Mime

1. Only one entry per university is allowed.
2. A maximum of **six participants** is allowed to participate in this item.
3. A maximum of **two accompanists** is permitted.
4. The duration of the performance shall be between **4 to 5 minutes**.
5. Time allowed for stage setup, instrument arrangement, sound check, and overall readiness, as applicable, shall not exceed 1 minute.
6. Judgment will primarily be based on qualities such as idea, creativity of presentation, use of makeup, music, and general impression. Concept, Storyline & Creativity; Clarity of Illusion (Space Work); Expression & Focus; Use of Elements (Makeup & Music) & Overall Impact.

d. Mimicry

1. Only one entry per university is allowed.
2. The duration of the performance shall be between **4 and 5 minutes**.
3. Participants may mimic sounds of machines, speeches of well-known persons, including film personalities.
4. Marking will be based on the skill of imitation, variety of sounds and voices imitated, and overall presentation.
5. Time allowed for stage setup, instrument arrangement, sound check, and overall readiness, as applicable, shall not exceed 2 minutes.

Note:

- For One-Act Play and Skit, basic lighting will be permitted, as per the guidelines of the SOP document. A strict maximum of 10 minutes for Skit and 20 minutes for One-Act Play will be permitted for stage set-up and removal for the performance.
- Only the registered participants and accompanists/ Team Manager/ Director of the concerned team of the event will be permitted to set up and remove the stage; no outside assistance shall be allowed.

v. <u>FINE ARTS</u>

a. On the Spot Painting

1. Only one entry per university is allowed.
2. The painting will be created on the spot on a theme or subject that will be announced at the start of the competition.
3. Participants will be given a total of **2 hours and 30 minutes** to complete their artwork.

4. The painting must be made on half imperial size drawing paper (22” x 15”). This paper will be provided by the host institute.
5. Participants may use any one media such as Acrylic Colours, Water colours, Poster colours, Pastel colours, Oil colours, etc.
6. Participants must bring their own art supplies, including brushes, colours, palettes, containers, and any other required tools. Only the drawing sheet will be provided by the host institute.
7. Participants are advised to bring their own drawing boards or easel as per their choice.
8. The use or possession of mobile phones and other digital devices is strictly prohibited for participants throughout the duration of the event.
9. Paintings will be evaluated on criteria such as Relevance to Theme, Creativity and Originality, Composition and Layout, Colour Harmony and Technique & Overall Aesthetic Appeal

b. Collage

1. Only one entry per university is allowed.
2. The collage will be created on the spot on a theme or subject that will be announced at the start of the competition.
3. The collage must be made on half imperial size drawing paper (22” x 15”). This paper will be provided by the host institute.
4. Participants will be given a maximum of **2 hours and 30 minutes** to complete their collage.
5. Collages must be prepared only using materials from old magazines and newspapers.
6. Participants must bring their own materials, including adhesive (pasting material), old magazines/newspapers, and any other required items.
7. Use of scissors, cutters, blades, or any sharp cutting tools is strictly prohibited. All tearing/cutting must be done by hand.
8. The use or possession of mobile phones and other digital devices is strictly prohibited for participants throughout the duration of the event.
9. Collages will be evaluated on criteria such as Relevance to Theme, Creativity and Innovation, Neatness and Craftsmanship, Composition and Layout & Visual Impact and Aesthetic Appeal

c. Poster Making

1. Only one entry per university is allowed.
2. The posters will be created on the spot on a theme or subject that will be announced at the start of the competition.
3. Participants will be given a total of **2 hours and 30 minutes** to complete their artwork.
4. The poster must be made on half imperial size drawing paper (22” x 15”). This paper will be provided by the host institute.
5. Participants may use any one media such as Acrylic Colours, Water colours, Poster colours, Pastel colours, etc.
6. Participants must bring their own art supplies, including brushes, colours, palettes, containers, and any other required tools. Only the drawing sheet will be provided by the host institute.
7. Participants are advised to bring their own drawing boards or easel as per their choice.
8. The use or possession of mobile phones and other digital devices is strictly prohibited for participants throughout the duration of the event.

9. Posters will be evaluated on criteria such as Relevance to the Theme, Creativity and Originality, Visual Impact and Presentation, Clarity of Message / Visual Communication & Overall Composition and Neatness.

d. Clay Modelling

1. Only one entry per university is allowed.
2. The clay model must be created on the spot, based on a theme or subject that will be announced at the start of the competition.
3. Participants will have a total of **2 hours and 30 minutes** to complete their artwork.
4. The maximum permissible size of the clay model is 12 inches × 12 inches × 12 inches (30 cm × 30 cm × 30 cm).
5. Participants may bring clay modeling tools (e.g., shaping tools, rolling pins, modeling knives – all non-electric and hand-held); water sprays or small bowls for softening clay; cloths/rags for cleaning; and protective aprons or gloves.
6. Participants are allowed to use armatures and the necessary tools for erecting them.
7. Participants are required to bring a wooden plank or plywood sheet with minimum dimensions of 2 feet × 2 feet and a thickness of at least 12 millimetres, to be used as the base for their clay model.
8. The following are strictly prohibited: electric or battery-operated tools, heating equipment, hair dryers, or any powered tools; pre-moulded or pre-designed parts; external decorations; use of paint, glitter, sequins, fabric, or any other embellishments; and clay types other than those provided.
9. The use or possession of mobile phones and other digital devices is strictly prohibited for participants throughout the duration of the event.
10. Clay models will be evaluated based on the following criteria: relevance to the theme, creativity and originality, technique and detailing, structural stability and aesthetic appeal and finish.

e. Cartooning

1. Only one entry per university is allowed.
2. The cartoon will be created on the spot on a theme or subject that will be announced at the start of the competition.
3. Participants will be given a total of **2 hours and 30 minutes** to complete their artwork.
4. The cartooning must be made on half imperial size drawing paper (22” x 15”). This paper will be provided by the host institute.
5. Participants may use any one media such as Acrylic Colours, Water colours, Poster colours, Pastel colours, etc.
6. Participants must bring their own art supplies, including brushes, colours, palettes, containers, and any other required tools. Only the drawing sheet will be provided by the host institute.
7. Participants are advised to bring their own drawing boards or easel as per their choice.
8. The use or possession of mobile phones and other digital devices is strictly prohibited for participants throughout the duration of the event.
9. Cartooning will be evaluated on criteria such as Relevance to Theme, Creativity and Originality, Artistic Composition and Design, Technique Use of Medium and Overall Visual Impact.

f. Rangoli

1. Only one entry per university is allowed.

2. Participants will be required to create a Rangoli design based on a subject, theme, or topic announced at the start of the event.
3. Participants will be given a total of **2 hours and 30 minutes** to complete their artwork.
4. The maximum permissible size for each Rangoli design is 4 feet x 4 feet (i.e 4 feet diameter in case of circular rangoli) while the rangoli must not be smaller than 2.5 feet x 2.5 feet (i.e 2.5 feet diameter in case of circular rangoli). Rangoli must be created within and on the space allotted by the organizers.
5. Participants must bring their own materials.
6. Participants may use permitted medium for their Rangoli. Acceptable materials include: Rangoli powders or colours, flower petals, coloured sawdust, or food grains (e.g., rice, lentils).
7. Pasting/gluing of materials is strictly prohibited.
8. The use of dies, stencils, moulds, mechanical tools, or any other aids is not permitted. All work must be done freehand.
9. Participants may draw from traditional forms such as Mandna, Alpana, Alekhan, Kolam, Rangoli, or others, with interpretations allowed in freehand, pictorial, or descriptive styles.
10. The use or possession of mobile phones and other digital devices is strictly prohibited for participants throughout the duration of the event.
11. Rangolis will be evaluated on criteria such as relevance to the theme, creativity and innovation, design and composition, neatness and precision, colour harmony and aesthetic appeal.

vi. CULTURAL PROCESSION

The Cultural Procession is an additional event, and the results/marks of the Cultural Procession/March Past (along with other events) will be counted toward the Overall Championship Trophy. All universities are encouraged to participate in the Cultural Procession with the same spirit as other competitive events. The contingents may represent the culture of any State, Region, or National Integrity/Culture as a whole. There will be two types of participation in the Cultural Procession:

- **Introductory Participation**

  Universities not performing any activity in the Cultural Procession will be classified under "Introductory Participation." Before the last performance (of the host team/university), all participants under Introductory Participation will March together, and the Presenter/Anchor will announce the names of the universities and their Vice Chancellors. The organizing university will collect this information in advance.

- **Performance Participation (Demonstration/Performance of Cultural Troops)**

  The Presenter/Anchor will announce the name of the performing university at the time of entry into the Cultural Procession, along with a positive note and the name of the Vice Chancellor.

  a. The Cultural Procession will be organized on the inaugural day before the formal inaugural ceremony. Team Managers/Contingent In-charges must compulsorily deposit two flags of their respective university at the desk near the registration desk.

The flags will be hoisted on poles before the procession begins. The ideal flag size is 6' x 4'.

b. Participating teams are advised to bring local/regional costumes to reflect their culture during the Cultural Procession/March Past.

c. The host university will provide flag poles to all contingents for carrying and displaying flags during the procession.

d. The previous year's overall champion of the respective zonal festival will lead the procession, and the host university will be last.

e. The sequence of the remaining teams will be in alphabetical order.

f. The procession route can be 1–2 km long or more, depending on the space available at the host university. A stage/performance area will be provided at one point (towards the end) for teams to **showcase their cultural performance for 3–5 minutes for Zonal Youth Festivals and 2-3 minutes for National Youth Festival**.

g. The procession will start with the "Flag Off" ceremony.

h. Judgment of performances will begin from the start of the procession and continue until it is officially declared finished.

i. Participating universities may bring a university banner (not mandatory), preferably measuring 10' x 3', to be carried by the contingent during the procession.

j. The host university will provide a PA system with three microphones and the provision for playing different recorded music/audio.

k. Recorded music is allowed for Cultural Procession performances.

C. AIU INTER-UNIVERSITY NATIONAL UNIFEST

The First, Second and Third Position Holders (teams/individuals) of each competition (except the Cultural Procession) in each of the 8 zones are eligible to participate in the Inter-University National Youth Festival. Events and marking criteria of Zonal UNIFESTs will also be followed in the National.

REPLACEMENT OF MEMBERS IN THE CONTINGENT

At maximum, **2 members** of the contingent that represented a particular university at the zonal **may be replaced** under unforeseen circumstances. **However, the replaced member will not be eligible to participate in any solo Events.**

D. DETAILED PROPOSED INFRASTRUCTURAL PLANNING FOR CONDUCT OF AIU UNIFESTS –

The Host Universities may refer to the following infrastructure planning while preparations for the conduct of UNIFESTs:

MAIN AUDITORIUM / MAIN ARENA

Events that the main auditorium should ideally host

- Opening Ceremony
- Valedictory Ceremony
- One Act Play
- Skit
- Mime
- Classical Dance
- Folk Dance
- Folk Orchestra

General Expectations:

- Capacity: Ideally 1000+ (however, in case a setup of about 750 capacities already exists, it may be accepted)
- Stage: 48 ft depth x 60 ft length
- At least 4 Side Wings Available
- Separate Green Rooms for Boys & Girls (Washroom Attached with fitted full-size mirrors)
- Waiting Room / Lounge for Guests / Jury (Washroom attached)
- Backstage entry (for sets/props / participants)
- Washroom for the audience
- Drinking Water Facility
- First-Aid Facility
- Two sets of stairs in front (on the left & right of the stage for Guests / Achievers)
- Walkable area/space of at least 5 feet behind the stage for the artists to move across during events such as plays.
- Proper air conditioning should be available to handle gathering
- Appropriate fire and safety arrangements with the Assembly Area demarcated in case of fire emergency.
- Soundproofing is mandatory

General Sound & Lighting Requirement for Main Auditorium:

- Line Array Tops
- Bass
- Amplifiers

- Front Monitors
- Side Fills
- Bass
- Sound Processing Rack
- Digital Mixer Sound - 32 Channel
- Snake Drum
- Podium Microphones
- Cordless Microphones (At Least 2)
- Corded Microphones (At Least 24 In Case Folk Orchestra Is Scheduled At This Venue Or Otherwise 12)
- Microphones Stand (At Least 24 In Case Folk Orchestra Is Scheduled At This Venue Or Otherwise 12)
- DI Box
- Foot Mic (At Least 6)
- Standing Catcher Mic (At Least 6)
- Cabling
- Headsets With Antena (At Least 6)
- Laptop for playing music
- Sound Engineer/In-charge
- LED's
- LED Warm White
- Aluminium Goal Post / Box Truss As Per Arena
- Blinder
- Led Moving Wash
- Sharpies
- Led Wall With Switchers (Optional For Opening / Closing Ceremonies Only. Not To Be Used During Competitions)
- Profile Lights
- Dimmer Rack
- Visual Graphics Engineer/In-charge
- Light Engineer/In-charge
- Cabling
- Avolite Lighting Board
- Led Follow Spot

WHAT TO DO IF NO SUCH AUDITORIUM IS AVAILABLE?

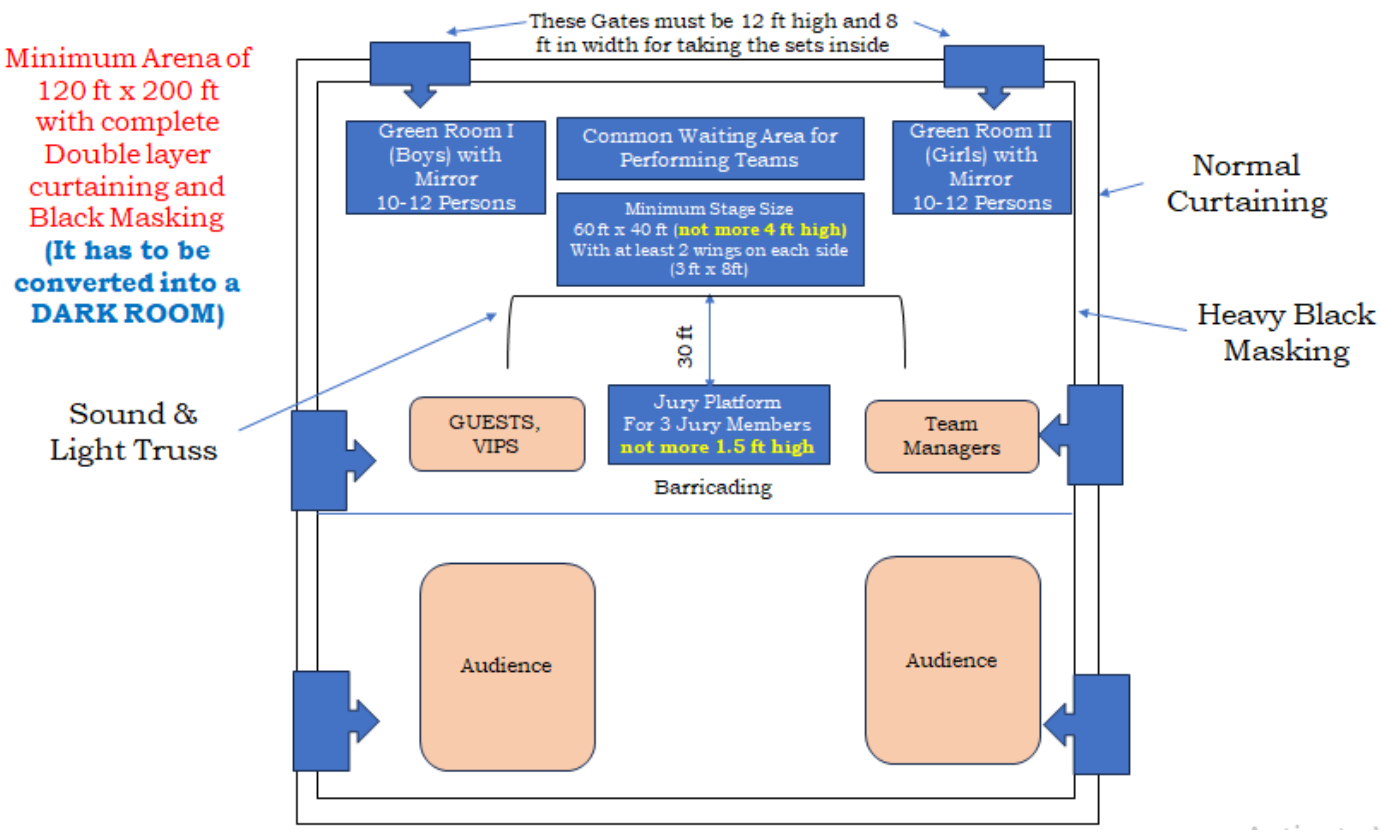
The solution to such a case is the erection of **GERMAN HANGERS SET UP** at a suitable open space.

Advantages of German Hangers:

- Different Size venues can be prepared as desired.
- Aesthetically Pleasing with No pole inside: 100% interior space available
- Pre-build Structure: Flexible in construction
- Weather proof i.e Rain & Sun

Arrangements to be made under German Hangers:

- Appropriate barricading as deemed necessary
- Seating arrangements (Sofas / Chairs/ etc.)
- Green Rooms at the back
- Portable Washroom
- Portable Change rooms
- Drinking Water Facility
- First-Aid Facility
- Waiting Lounge/ Room for Jury / Guests
- Light & Sound requirement as specified



MINI AUDITORIUM (TYPE-A)

Venue may be suitable to host the following events:

- Group Song Indian
- Group Song Western
- Mime
- Classical Dance
- Classical Vocal – Solo
- Light Vocal – Solo

General Expectations:

- Capacity: Ideally 500+ (however, in case set up of about 250 capacity is already existing, it may be accepted)
- Stage: 32 ft depth x 48 ft length
- At least 4 Side Wings Available
- Separate Green Rooms for Boys & Girls (Washroom Attached with fitted full size mirrors)
- Waiting Room / Lounge for guests and jury (Washroom attached)
- Backstage entry
- Washroom for audience
- Drinking Water Facility
- First-Aid Facility
- Walk able area / space of at least 5 feet behind the stage for the artists to move across during events such as plays.
- Proper air conditioning should be available to handle gathering
- Appropriate fire and safety arrangements with Assembly Area demarcated in case of fire emergency.
- Sound Proofing is mandatory

General Sound & Lighting Requirement for Main Auditorium:

- Line Array Tops
- Bass
- Amplifiers
- Front Monitors
- Side Fills
- Sound Processing Rack
- Digital Mixer
- Snake Drum
- Podium Microphones
- Cordless Microphones (at least 2)

- Corded Microphones (at least 24 in case Folk Orchestra is scheduled at this venue or otherwise 12)
- Drum Kit Microphones
- Microphones Stand (at least 24 in case Folk Orchestra is scheduled at this venue or otherwise 12)
- DI Box
- Pioneer CD Player
- Mixer DJM
- Cabling
- Laptop for playing music
- Sound Engineer/In-charge
- Guitar Leads, Keyboard Leads Etc
- LED's
- LED Warm White
- Truss As Per Venue
- Led Moving Wash
- Sharpies
- Blinder
- Smoke Machines
- Dimmer Rack
- Light Engineer/In-charge
- Cabling
- Avolite Lighting Board
- LED Follow Spot

WHAT TO DO IF NO SUCH AUDITORIUM IS AVAILABLE?

- The solution to such a case is the erection of **GERMAN HANGERS SET UP** at a suitable open space.

MINI AUDITORIUM (TYPE-B)

Venue may be suitable to host the following events:

- Classical Instrumental – Percussion
- Classical Instrumental – Non-Percussion
- Western Instrumental Solo
- Classical Vocal Solo
- Light Vocal Solo
- Western Vocal Solo

General Expectations:

- Capacity: Ideally 300+ (however, in case set up of about 150-200 capacity is already existing, it may be accepted)
- Stage: 24 ft depth x 32 ft length
- At least 2 Side Wings Available
- Green Room / Waiting Room
- Waiting Room / Lounge for Guests / Jury (Washroom attached)
- Backstage entry
- Washroom for audience
- Drinking Water Facility
- First-Aid Facility
- Proper air conditioning should be available to handle gathering
- Appropriate fire and safety arrangements with Assembly Area demarcated in case of fire emergency.
- Sound Proofing is mandatory

General Sound & Lighting Requirement for Main Auditorium:

- Tops
- Amplifiers
- Front Monitors
- Sound Processing Rack
- Digital Mixer Expression
- Snake Drum
- Podium Microphones
- Cordless Microphones (at least 2)
- Corded Microphones (at least 6)
- Microphones Stand (at least 6)
- DI Box
- Cabling

- Sound Engineer/In-charge
- LED's
- T-Stand
- Light Engineer/In-charge
- Cabling
- Lighting Board

WHAT TO DO IF NO SUCH AUDITORIUM IS AVAILABLE?

- The solution to such a case is the erection of **GERMAN HANGERS SET UP** at a suitable open space.

SEMINAR HALL (TYPE-A)

Venue may be suitable to host the following events:

- Manager's Meet
- Elocution
- Debate

General Expectations:

- Capacity: Ideally 250+ (however, in case set up of about 100-150 capacity is already existing, it may be accepted)
- Stage: 16 ft depth x 20 ft length
- At least 2 Side Wings Available
- Green Room / Waiting Room
- Waiting Room / Lounge for Guests / Jury (Washroom attached)
- Backstage entry
- Washroom for audience
- Drinking Water Facility
- First-Aid Facility
- Proper air conditioning should be available to handle gathering
- Appropriate fire and safety arrangements with Assembly Area demarcated in case of fire emergency.
- Sound Proofing is preferred

General Sound & Lighting Requirement for Main Auditorium:

- Tops as per venue
- Podium Mics – 2
- Cordless Mics – 2
- Appropriate lighting on stage

SEMINAR HALL (TYPE-B)

HALL WITH MOVEABLE CHAIRS

Venue may be suitable to host the following events:

- Quiz

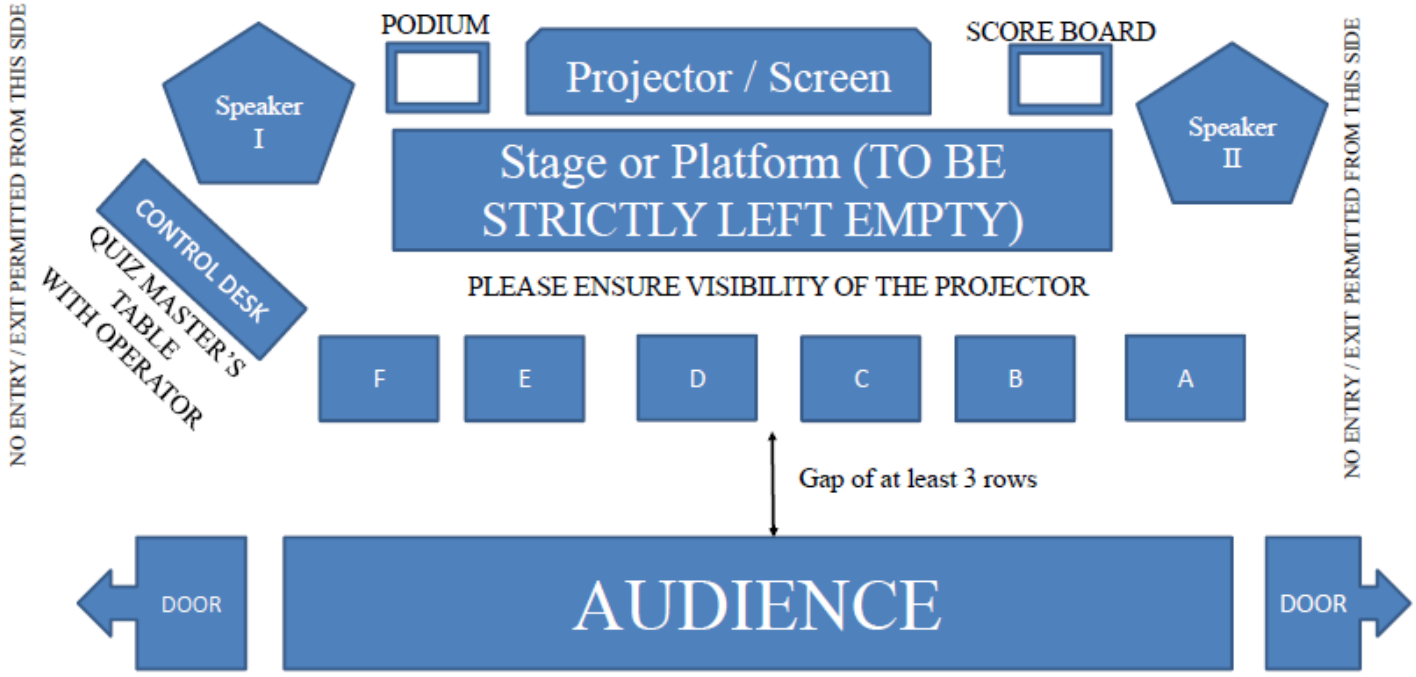
General Expectations:

- Capacity: Ideally 250+ (however, in case set up of about 100-150 capacity is already existing, it may be accepted)
- Stage not necessary (if already existing then 16 ft depth x 20 ft length)
- Waiting Room / Lounge for Guests / Jury (Washroom attached)
- Washroom for audience
- Drinking Water Facility
- First-Aid Facility
- Proper air conditioning should be available to handle gathering
- Appropriate fire and safety arrangements with Assembly Area demarcated in case of fire emergency.
- Sound Proofing is preferred

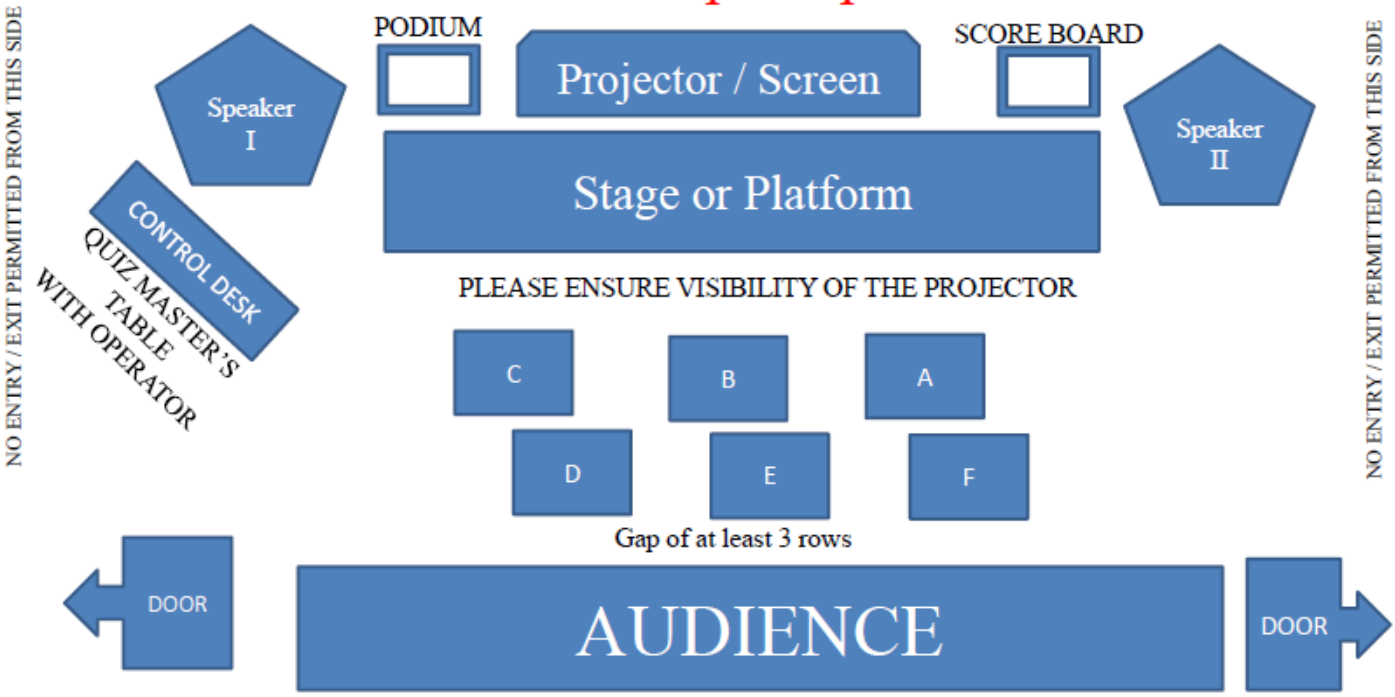
General Sound & Lighting Requirement for Main Auditorium:

- Tops as per venue
- Head Set – 2
- Collar Mics - 2
- Corded Mics / Cordless Mics – 8 (6 for teams, 2 for audience)
- Appropriate lighting on stage
- Projector / Large LED Set Up
- Laptop
- Aux Cable – 2

Venue Set Up – Option I



Venue Set Up – Option II



HALLS (WITH OPEN SPACE / MOVABLE CHAIRS)

Venue may be suitable to host the following events:

- Poster Making
- Cartooning
- On the Spot Photography (control / submission)
- Collage Making
- Mehendi Making
- Rangoli Making

General Expectations:

- Capacity: Should have enough space to accommodate 50 drawing boards.
- Stage not necessary
- Around 50 drawing boards may be arranged
- Waiting Room / Lounge for Guests / Jury (Washroom attached)
- Drinking Water Facility
- First-Aid Facility
- Proper air conditioning should be available to handle gathering
- Appropriate fire and safety arrangements with Assembly Area demarcated in case of fire emergency.

General Sound & Lighting Requirement for Main Auditorium:

- Tops-2 as per venue
- Aux Cable – 1
- Corded / Cordless Microphone – 1
- Appropriate Lighting at the venue

OTHER MISCELLANEOUS VENUES FOR OUTDOOR EVENTS

Outdoor Venue will be required for:

- On-the-Spot Painting
- Clay Modelling

General Sound & Lighting Requirement for Main Auditorium:

- Tops-2 as per venue
- Aux Cable – 1
- Corded / Cordless Microphone – 1

CULTURAL PROCESSION

Cultural Procession has two locations to plan:

1. Assembly Point: For flagging off the Procession
2. Evaluation Point: Where teams will perform

Assembly Point

- It should preferably be a ground / open space which can accommodate 800-1250 students as per respective zones.
- Appropriate basic PA System for announcement purpose should be installed as per expected gathering.

Evaluation Point

- It should be an area close to the venue that will host the Opening Ceremony.
- An area of 40 ft depth x 60 ft length must be marked and carpeted as performance area.
- The performance area may be at the ground level / rose to about 2-3 ft as per the host university.
- A VIP arena (preferably raised) is to be created for about 20-25 persons to sit and watch the performance.

Sound Set Up at Evaluation Point

- Tops as per gathering expected
- Cordless Mics – 2 for anchors
- Stand Mics – 5-6 for performers (Short / Long Sizes)
- Laptop for playing music
- Aux Cable – 2
- General Lightings (in case the event goes beyond sunset)

FOOD ARENA

A separate food arena is to be created for catering to the participants of the festival.

Ideal Expectations:

1. It will have three sections:
   - Section A: For Participants
   - Section B: For Accompanists
   - Section C: For Team Managers
2. Appropriate serving points as per gathering expected
3. Re-fill points may be kept separate
4. Appropriate place for dropping used plates.
5. Hand Washing Area should be available and marked appropriately.
6. Water Facility should be available at the Food Arena and marked appropriately.
7. Carpeting of the Participant Section should be done so that the students may sit down if they desire.
8. Chairs may be arranged in the Accompanists Area.
9. Proper Chair & Banquet Tables should be available in the Team Manager's Section.
10. Proper Hygiene must be ensured.

ACCOMMODATION & GUEST HOUSES

Ideally there should be following sections for accommodation:

- Observers / technical Observers / Jury Members (Solo Accommodation)
- Director / Dean Student Welfare or nominee (Preferably solo or twin sharing)
- Team Managers – Men (Not more than twin sharing)
- Team Managers – Women (Not more than twin sharing)
- Students – Boys (Sharing as available)
- Students – Girls (Sharing as available)
- Accompanists – Boys (Students) (Sharing as available)
- Accompanists – Professionals (Men) (Sharing as available)
- Accompanists – Girls (Students) (Sharing as available)
- Accompanists – Professionals (Women) (Sharing as available)

Notes:

Where the weather condition is too cold,

a. Hot water should be available in the accommodation allocated.

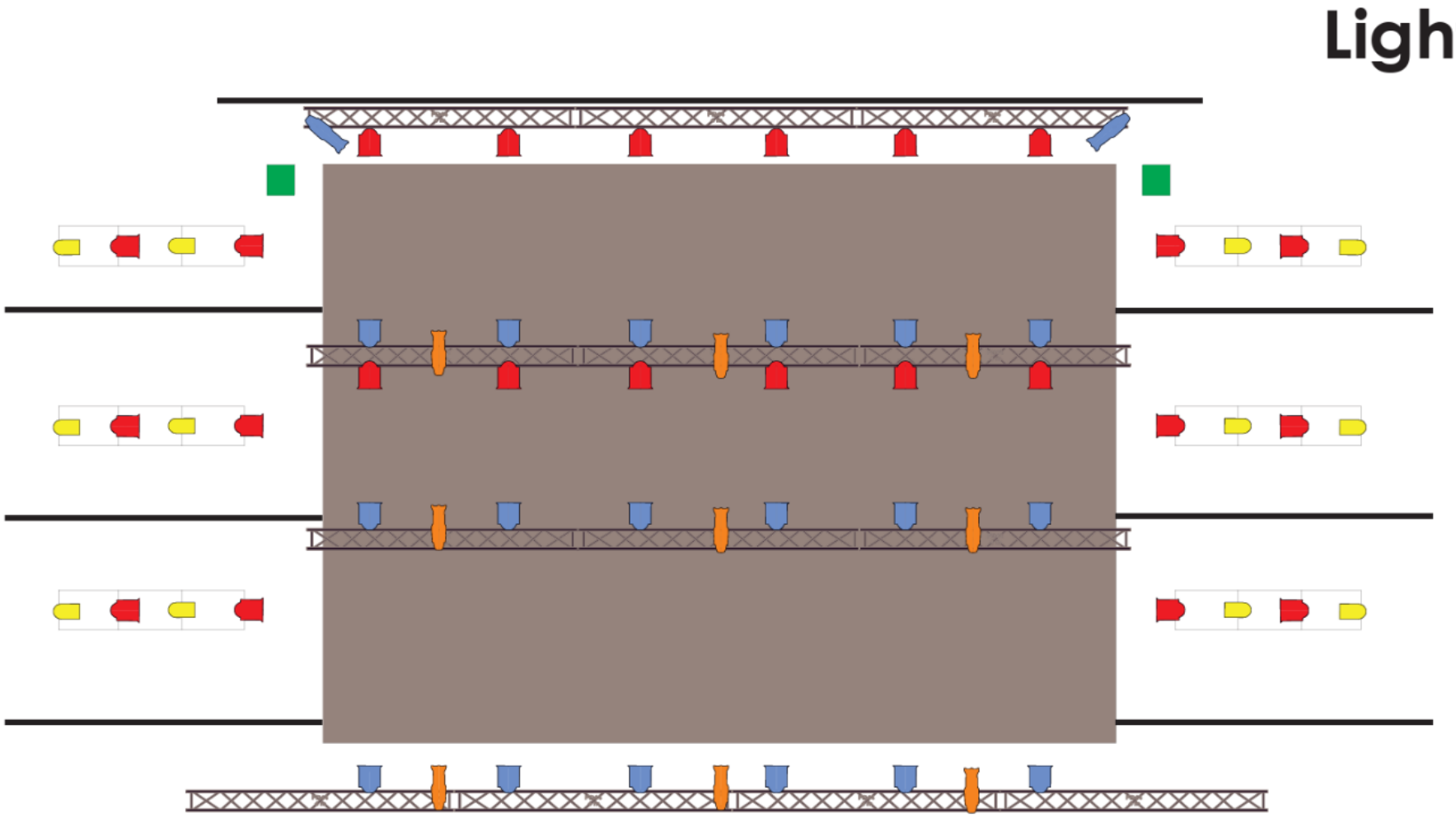
b. Hot/warm drinking water should be available in the accommodation allocated.

TRANSPORTATION

Ideally there should be following sections for transportation:

- Pick up / Drop of teams from nearest Railway Station / Airport / Bus Stand
- Pick up / Drop of Observer / Technical Observer / Jury from the nearest Railway Station / Airport / Bus Stand
- Transportation of team from accommodation area to the venues (in case arrangements is away from the venue)
- Dedicated vehicles to AIU Observers / Technical Observers / Jury Members

E. ELEMENTARY LIGHT REQUIREMENTS (For Theatre)



Instruments	Number
Profile Zoom 19-36	09
Profile 50 Degree	02
PC 1000w	18
PAR 16 (halogen lamp)	12
LED Par	24
Haze Machine	02
Dimmer	48
Avolite Tiger Touch II Lighting Console	01

F. ELEMENTARY SOUND REQUIREMENTS

SNo.	Category	Items	Minimum Mics Required
1.	Cultural procession		2 Cordless Mics 5 Mics with Stands 1 Podium Mic (Basic PA at the start point) Minimum 8 Channels Mixer
2.	Music	Classical Vocal Solo (Hindustani or Karnatak)	2 Vocal Mics 5 Small Stand Mics Instrument Leads Minimum 8 Channel Mixer
3.		Classical Instrumental Solo (Percussion)	
4.		Classical Instrumental Solo (Non-Percussion)	
5.		Light Vocal (Indian)	
6.		Western Vocal (Solo)	2 Vocal Mics 5 Small Stand Mics Instrument Leads for Guitars, Keyboards, etc.
7.		Group Song (Indian)	7 Vocal Mics with long Stands (Singers may sing standing or sitting) 5 Small Stands Mics Instrument Leads for Guitars, Keyboards, etc.
8.		Group Song (Western)	7 Vocal Mics with long Stands 5 Small Stands Mics Instrument Leads for Guitars, Keyboards, etc.
9.		Folk Orchestra	24 Mics with Stands (Large & Small 12-each) Instrument leads, etc. 32-Channel Mixer must be available
10.		Western Instrumental (Solo)	6 Small Stand Mics Instrument Leads for Guitars, Keyboards, etc.
11.	Dance	Folk / Tribal Dance	5 Vocal Mics 10 Mics for instruments
12.		Classical Dance	3 Vocal Mics | 5 Mics for Instruments 2 Foot Mics
13.		Creative Choreography	5 Vocal Mics 10 Mics for instruments (Teams from North East do live musical performance)
14.	Literary	Quiz	1 Headset | 1 Collar Mic At least 1 cordless mics 6 corded mics | Laptop lead
15.		Elocution	2 Podium Mics | 1 cordless
16.		Debate	
17.	Theatre	One Act Play	10 Hanging Mics (in two rows of 5 each) 8 Foot Mics. Controlling of light is mandatory in case of event being conducted in open air
18.		Skits	
19.		Mime	5 Mics for Instruments (Teams from North East do live musical performance)

20.		Mimicry	2 Quality Vocal Mics | Appropriate Bass
21.	Fine Arts	On the Spot Painting	A basic PA System with Laptop Lead
22.		Collage	
23.		Poster Making	
24.		Clay Modeling	
25.		Cartooning	
26.		Rangoli	
27.		Spot Photography	
28.		Installation	
29.		Mehandi	

G. FINE ARTS REQUIREMENTS FOR AIU UNIFESTS

General Requirement:

1. Working space with basic furniture for 3 Jury Members & approx. 2 guests.
2. One room for discussion near the respective venue of the event.

Event Specific Requirements:

Poster Making / On the Spot Painting / Cartooning

1. Drawing Boards / Engineering Drawing rooms may also be utilized.
2. Participants are allowed to use their own drawing boards / easel in case they carry it.
3. 1 Chair for each contestant
4. **Hand Made Sheet of specified size (22"x15") – 300 GSM**
5. **Ivory Sheet of specified size (22"x15") – 300 GSM**
6. **Drawing Sheet of specified size (22"x15") – 300 GSM**
7. **Oil Sheet of specified size (22"x15") – 300 GSM**
8. **Canvas of specified size (22"x15") – 300 GSM**
9. Disposable Glass
10. Drawing Board
11. Blank Pages
12. Mat for outdoor event / if drawing is to be made sitting on floor
13. Contestants must not carry mobile phones.

On the Spot Painting will preferably be outdoor if weather permits. An appropriate landscape of the university can be selected by the jury members in consultation with the organizing university for the same.

Clay Modelling

1. 2ft x 2ft plyboard (लकड़ी का गत्ता)
2. 1 Working Table & 1 Chair for each contestant
3. 10 KG prepared clay
4. Small buckets & mugs for each contestant (with water source)
5. Old Newspaper – at least 3 for each contestant
6. Rough Drawing Sheet
7. Students are allowed to bring their own clay modeling tools.
8. Contestants must not carry mobile phones.

Rangoli

1. Marked area of 4ft x 4ft for each contestant.
2. Contestants must not carry mobile phones.

Requirement for Collage

1. Drawing Sheet of specified size (22"x15").
2. Contestants must not carry Mobiles phones.

8. AIU INTERNATIONAL YOUTH FESTIVAL (IYF)

To promote the spirit of international integration and foster cultural exchange among youth, the AIU International Youth Festival is being organised under the aegis of the Association of Indian Universities (AIU). This grand festival aims to celebrate the rich diversity of cultures, emphasizing emotional and global unity through the universal language of art. Participants from various countries, regions, and cultural backgrounds were expected to come together to strengthen bonds and nurture mutual respect through vibrant cultural exchanges.

Events in the AIU International Youth Festival

Category of Participation	
1.	Troupes of Folk Dance & Folkloric Band from Foreign Countries
2.	Winning Teams of AIU Inter-University National Youth Festival in Folk/Tribal Dance & Folk Orchestra

1. **Troupes of Folk Dance & Folkloric Band from Foreign Countries:**

Sl.No.	Category	Number of Participants	Number of Musicians/ Accompanists	Number of Delegates
1.	Folk Dance	20 – 25	3 - 5	2
2.	Folkloric Band	15 - 20	6 - 10	2

General Rules for International Participants:

- Dance troupes, professional folkloric bands, and folk artists from foreign countries and universities are eligible to participate.
- The artist/group should be equipped to explain to the audience about the art form and the performance.
- The number of group members in each performance must not exceed the given limit in each category.
- The artists/ groups performing in live concerts must use traditional instruments.
- Participants must be bonafide full-time students, who are enrolled in their respective University/ College/Institution or be a part of Professional Artist Groups, recognised by their government.
- Participants must not have any criminal convictions or records.
- Participants from restricted countries or banned individuals must obtain a No Objection Certificate (NOC) from the Indian Government that must be submitted on arrival.
- Alcohol and smoking are strictly prohibited.

Rules and Regulations for International participants:

Folk Group Dance:

- The dance forms must be indigenous to the participants' respective country.
- Time for sets/ Instruments setting is maximum 5 minutes.
- The participants must be dressed in traditional attire that represents their country during the Cultural Performances and Cultural Procession.
- Live & Recorded Music is allowed. Accompanists will either speak from the background or will play upon musical Instruments for background music.

Folkloric Band:

- The music played by the band must be indigenous to the participants' respective country.
- Only Live Music is allowed.
- Band name and lyrics of performance should not contain any indecent words. Defaming any individual/country/race/section of society is not allowed.
- The participants must be dressed in traditional attire that represents their country during the Cultural Performances and Cultural Procession.

2. Participation of Winning Teams of AIU Inter-University National Youth Festival

Sl No	Category	Maximum Number of Participants	Maximum Number of Musicians/ Accompanists	Maximum No. of Team Managers
1.	Folk / Tribal Dance	10	5	2
2.	Folkloric Orchestra	9	3	2

Rules and Regulations for Indian participants would be the same as mentioned above for the unifests.

*** The Organising Committee has the right to limit the numbers in consultation with Observer/Team Managers.**

For travelling to India, a participant:

- Must have objective of visiting India only to attend
- AIU INTERNATIONAL YOUTH FESTIVAL" going to be held at University in India.
- Must hold a valid passport and a re-entry permit if required as per the law.
- Must not be persona-non-grata to the Government of India
- Must not be a person who has been declared an undesirable person and is not the subject of a black list or any warning circular or other restrictive list
- Must be a person of assured financial standing (the production of a return ticket and availability of sufficient money to spend during his stay in India may be considered sufficient for this purpose).

Other Rules

a) Contingent In charge: Participating Groups shall send a maximum of two persons as contingent In charge, who will maintain a liaison with the organizing committee of the host University.
b) Photograph: Two stamp sized photographs of each participant, accompanists and official delegates are required to be submitted at the time of registration and also a digital copy of photograph has to be submitted while registering online.
c) Disclaimer of Liability: The organizing authority/Host University and Association of Indian Universities will not accept any liability for material damage or personal injury or death sustained in conjunction with, or prior to or during, or after the AIU International Youth Festival.
d) Discipline: If the behavior of any contingent is found contrary to the objectives of the festivals the host University may take suitable action against members concerned and an individual / team be debarred from participation in the future youth festivals.
e) Event Properties: Host University may provide basic and routine amenities only upon prior request and commitment.

f) Boarding & Lodging: Free boarding and lodging would be provided to the participating teams during the festival.
g) A cultural Procession/ March past of participating Universities/ Professional Troupes shall be organized on the inaugural day before the formal inaugural ceremony. Participating Teams are required to bring their flags, sized 4 X 6 feet for this event.

9. AIU NATIONAL QAWWALI COMPETITION

To preserve, sustain and propagate the national cultural heritage, AIU has been conducting the National Qawwali competition where students from member universities participate and help preserve the dying art of our culture.

EVENT RULES AND REGULATIONS

1. The theme of Qawwali shall be based on National Integration and Communal Harmony. Out of two compositions, one will be based on the theme of National Integration and Communal Harmony.
2. Each university will be allowed to send one team of 10 students, either male or female or both.
3. Three accompanists (musicians) will be allowed.
4. The duration of performance will be 12-15 minutes.
5. The team will be required to bring their own musical instruments.
6. The judgement will be based on theme, concept/idea, quality of singing, musical accompaniment, costumes, etc.
7. The judgment of the judges will be final and binding to all the teams.

PRIZES

The Universities may consider cash prizes for the winners as follows:

1. FIRST PRIZE: Certificate and Trophy
2. SECOND PRIZE: Certificate and Trophy
3. THIRD PRIZE: Certificate and Trophy
4. Two consolation prizes: Certificate and Trophy

NOTE: If two teams/universities are on same position of rank, then the prize will be shared with the two teams/universities.

REGISTRATION

Universities are requested to register their contingent by sending the details and the UTR No., of the registration fee transaction via email to the host university before the last date of registration as prescribed by the host. It is further requested to fill in the details and submit the hardcopy along with the other supporting documents at the time of registration at the venue.

The Team Managers of the participating universities must submit the following documents at the time of registration at the venue:

- Completely filled details
- Aadhar Card Copy– For all Indian members of the contingent
- Passport Copy – For all Foreign members of the contingent
- College/University ID Card (Participating Student)
- 10th Certificate (Participating Student)
- 12th Board Certificate (Participating Student)
- 4 passport size photographs

REGISTRATION FEE

Registration fees are Rs. 1500 per person. For example, if there are 15 persons in a team (including participants, accompanists and officials), the consolidated participation fee would be Rs 22500/- (Fifteen Thousand). Payment of Registration Fee must be made through RTGS/NEFT in favour of:
Account Name:
Account No.:
Bank:
Branch:
IFSC Code:

CAUTION MONEY

Each participating university has to deposit Rs 3000/- as a caution money at the time of Registration at the venue. This caution money is refundable. However, in case of any damage or loss of property of the University / Vendor caused by any member of the contingent, appropriate monetary amount shall be charged and deducted from the caution money and remaining amount will be refund back to the university.

ELIGIBILITY

As per General Guidelines (Applicable to All) – Eligibility Rules

TRAVEL PLAN

- The participating University will have to bear the travelling expenses.

CONTINGENT LIMIT

- The Contingent of the University should consist of maximum 15 (fifteen) members which include 10 bonafide student participants, 3 (three) accompanists (musicians) and 2 (two) team managers (teachers).
- At any case extra members accompanying the team will not be entertained. The extra members should make the arrangement of their accommodation, food and travel at their own.

CONTINGENT LEADER / TEAM MANAGER

The contingent of the participating university should accompany with maximum 2 Contingent Leader / Team Managers. If the team consists of female participant/s then it is advisable to the participating University to depute a female Contingent Leader / Team Manger but total number of contingent size should not exceed 15 members.

FOOD

- Meals shall be provided by the Host University, starting from lunch one day before the fest begins and continuing until breakfast the morning after the valedictory ceremony.

BOARDING & LODGING

- Free board and lodging will be provided to the participating teams during the Inter Zonal and National Youth Festivals.
- Participating university troupes may be accommodated as guests in student hostels, using common rooms, verandas, and similar spaces.
- Accommodation will be provided from the night one day before the start of the fest until the morning after the valedictory ceremony.

PROHIBITED ITEMS

- Consumption of liquor
- Smoking
- Eve teasing
- Attempt to influence the judges
- Going to the press / media against the University on any controversial issue
- Indecent behaviour inside / outside the campus and venue and at the place of stay

10. AIU NATIONAL MOOT COURT COMPETITION

A. PREAMBLE

The AIU National Moot Court Competition (AIU–NMCC) is a prestigious national-level academic exercise conducted under the aegis of the Association of Indian Universities (AIU). Its purpose is to promote excellence in legal education, oral advocacy, research, drafting, ethics, and courtroom discipline among law students across India.

Moot court competitions are among the most significant experiential learning methodologies in legal education. They simulate proceedings before constitutional courts, tribunals, and international forums, equipping students with practical legal skills and professional competence essential for a career in law.

This Standard Operating Procedure (SOP) establishes a uniform, transparent, accountable, and replicable framework governing the planning, organisation, conduct, evaluation, and post-event review of every edition of the AIU–NMCC. It draws on best practices of premier National Law Universities, international moot court standards, Bar Council of India academic guidelines, and AIU's institutional norms.

B. OBJECTIVES

The AIU–NMCC is designed to fulfil the following objectives:

- **Simulated Practice:** Promote practical legal education through simulated courtroom proceedings.
- **Skill Enhancement:** Enhance legal research, drafting, advocacy, and analytical reasoning skills among law students.
- **Ethical Development:** Encourage constitutional values, ethical advocacy, and professional responsibility.
- **Academic Platform:** Provide a nationally recognised platform for academic excellence in legal studies.
- **Standardisation:** Create uniform standards for conducting moot court competitions across host institutions throughout India.
- **Contemporary Discourse:** Foster interdisciplinary legal thinking and contemporary legal policy discourse.
- **Advocacy Culture:** Strengthen advocacy culture across law universities and affiliated institutions.

C. SCOPE & APPLICABILITY

The SOP governs all aspects of the competition, including — but not limited to — team registration, eligibility, memorial submission, oral rounds, evaluation, logistics, hospitality, ethical conduct, protests, grievance procedures, result declaration, and post-event reporting.

D. HOST INSTITUTION SELECTION & PRE-EVENT REQUIREMENTS

- **Eligibility for Hosting**

The host institution must demonstrate the following capabilities:

1. Adequate moot court halls, seminar rooms, and ancillary infrastructure.
2. Capacity to host a minimum of forty (40) participating teams simultaneously.
3. Accommodation facilities within campus or at approved nearby premises.
4. Prior experience in organising national-level academic competitions.
5. A dedicated organising team and sufficient administrative support.

- **Pre-Event Feasibility Assessment**

AIU shall conduct a feasibility inspection at least ninety (90) days before the event to assess:

1. Moot court infrastructure, courtroom readiness, and seating capacity.
2. Accommodation standards and hospitality arrangements for participants and judges.
3. Internet connectivity, technical support, and audio-visual equipment.
4. Security arrangements and medical preparedness.
5. Accessibility, transport linkages, and emergency evacuation plans.

E. ELIGIBILITY & TEAM COMPOSITION

- **Institutional Eligibility**

1. Only AIU member universities and institutions shall be eligible to participate.
2. Each institution may field only one (1) team unless otherwise approved in writing by AIU.
3. Registration must be completed within the timelines prescribed in the official brochure.

- **Participant Eligibility**

A participant shall be eligible only if he/she:

1. Is a bona fide student enrolled in a 3-year or 5-year LL.B. programme.
2. Is pursuing regular, full-time legal education at the time of the competition.
3. Has not exceeded the maximum permissible duration of the programme as prescribed by the university.

4. Holds a valid institutional identity card and bona fide certificate issued by the institution.
5. Has not represented more than one institution in the same edition of the competition.

Team Composition:

Teams must conform to the structure defined below:

Role	Description	Number
Speaker / Oralist	Argues before the bench during all oral rounds.	2 per team
Researcher	Supports the research and drafting process; may argue only with prior approval.	1 per team
Team Coach / Faculty Coordinator	Optional non-participating faculty member who guides the team.	1 (optional)

F. COMPETITION STRUCTURE

The competition shall ordinarily be structured across the following rounds:

Round	Format	Advancement Criterion
Preliminary Rounds	Two rounds per team — one from each side	Top teams by cumulative score
Octa / Quarter Finals	Knockout — single elimination	Winners advance
Semi Finals	Knockout — single elimination	Two finalists qualify
Grand Final	Championship round before full jury panel	Champion declared

NOTE: Any modification to the competition structure requires prior written approval from AIU before the commencement of the event.

G. MOOT PROPOSITION

- **Preparation**

The moot proposition shall be drafted by an Academic Drafting Committee duly constituted by AIU or the host institution with AIU approval. The proposition shall:

- Involve substantial, multi-layered questions of law.
- Draw from areas such as Constitutional Law, Criminal Law, International Law, Human Rights, Commercial Law, Cyber Law, Arbitration, Environmental Law, or other contemporary legal domains.
- Be entirely fictional in its facts, yet legally realistic and practically relevant.
- Lend itself to strong argument from both petitioner/appellant and respondent perspectives.

- **Confidentiality & Clarifications**

- The identity of proposition drafters shall remain confidential until the competition concludes.
- No drafter may coach or advise any participating team, whether directly or indirectly.
- Teams may seek written clarifications within the timeline notified in the official brochure.
- All clarifications issued by the organisers shall be binding on all teams equally.
- No ex parte or informal communication with proposition drafters is permitted under any circumstances.
- A confidential Bench Memorandum (the model-answer document used by judges to guide scoring) shall be prepared alongside the proposition. Its contents shall remain confidential to the Academic Drafting Committee, AIU, and the assigned judges only. Any team found to have obtained or used the Bench Memorandum, in whole or in part, without authorisation shall be disqualified from the competition with immediate effect.

H. MEMORIAL SUBMISSION RULES

- **Mandatory Submission Requirement**

Each registered team shall prepare and submit separate written memorials for both sides:

- Petitioner / Appellant side
- Respondent side

➢ **Mandatory Memorial Structure**

Every memorial must contain the following components, strictly in the order listed:

1. Cover Page — team code, side represented, and edition of the competition
2. Table of Contents
3. Index of Authorities / List of Citations
4. Statement of Jurisdiction
5. Statement of Facts
6. Statement / List of Issues Raised
7. Summary of Arguments
8. Detailed Written Arguments
9. Prayer / Relief Sought

➢ **Memorial Exchange with Opposing Side**

- Once knockout pairings are announced, each team's memorial (both sides, as applicable to the round) shall be shared with the opposing team via the official registration portal at least three (3) days before the scheduled round, to enable adequate preparation of rebuttals on the actual arguments raised.
- Memorials shall continue to bear only the team code, consistent with the Anonymity Rules in Section I; the exchange mechanism shall not compromise anonymity between organisers, judges, and evaluators.

➢ **Formatting Standards**

All submissions must adhere strictly to the formatting rules highlighted below:

Parameter	**Requirement**
Font — Body Text	Times New Roman
Font Size — Body	12 pt

Font Size — Footnotes	10 pt
Line Spacing	1.5
Page Margins	1 inch on all four sides
Citation Style	Bluebook / OSCOLA / ILI — as prescribed in the official brochure
Maximum Page Limit	As prescribed and notified in the official brochure

- **Memorial Evaluation Criteria**

Memorials will be evaluated out of a total of 100 marks based on the following breakdown:

Evaluation Criterion	**Marks (Out of 100)**
Knowledge and understanding of law	25
Use and quality of authorities / citations	20
Clarity of arguments and organisation	20
Depth of legal analysis	20
Grammar, language, and presentation	15
TOTAL	**100 Marks**

- **Memorial Penalty Schedule**

Violations of procedural norms will attract the following penalties:

Violation	**Penalty**

Late submission (per day of delay)	As prescribed in brochure
Plagiarism (confirmed)	Disqualification
Violation of anonymity rules	Mark deduction / Disqualification
Formatting violations	As prescribed in brochure
Exceeding page limit	As prescribed in brochure

I. ANONYMITY RULES

- Teams shall be identified solely through uniquely allotted team codes.
- Names of institutions, participants, or coaches shall not appear on memorials or any written submission.
- Disclosure of institutional or personal identity during oral rounds or memorial evaluation — whether deliberate or inadvertent — shall attract the prescribed penalties, including possible disqualification.
- Evaluators and judges shall not be informed of team identities at any stage of evaluation.

NOTE: Memorial covers must contain ONLY the team code, side represented, and competition edition. No other identifying information is permissible.

J. ORAL ROUND PROCEDURES

➢ **Preliminary Rounds**

- Every team shall argue once from each side (petitioner/respondent No provision preventing a team from observing another team's round before facing them) unless otherwise formally notified.
- Preliminary rounds are scored cumulatively and are not individually elimination-based.
- Advancement to knockout rounds is determined by cumulative scores across both preliminary rounds.

➢ **Knockout Rounds**

- Only the top-performing teams (by cumulative score) shall qualify for quarter-finals, semi-finals, and the grand final.

- The exact qualification cut-off shall be determined based on the total number of registered and competing teams, using a fixed bracket-size formula (by team-count band) and bye-seeding rule published in the official brochure before registration closes, so the method is known to all teams in advance rather than decided after registration.

➢ **Scouting Restriction**

- No team member — speaker, researcher, or coach — may observe or otherwise obtain information about a round involving a team they have not yet argued against in the same edition of the competition.
- Violation of this restriction may result in disqualification of the offending team, at the discretion of the AIU Observer and the Convener.

➢ **Walkover & Withdrawal**

- A team that fails to report to its assigned courtroom within fifteen (15) minutes of the scheduled round start time, without prior intimation to the Convener, shall be treated as having conceded a walkover; the opposing team shall be declared to have won that round.
- A team wishing to withdraw after registration must notify the Convener in writing at the earliest opportunity; late withdrawal may attract such consequences as prescribed in the official brochure.

➢ **Time Allocation**

Time layout for the respective tiers of the competition is structured as follows:

Round	**Total Time Per Team**	**Additional Notes**
Preliminary Rounds	30 Minutes	Time split between speakers as determined by the team- inclusive of up to 5 minutes' rebuttal/sur-rebuttal, at the bench's discretion.
Quarter Finals	40 Minutes	Minimum per-speaker time requirement applies; inclusive of a fixed 5-minute rebuttal (petitioner) and 3-minute sur-rebuttal (respondent), taken from the total time above.
Semi Finals	45 Minutes	Minimum per-speaker time requirement applies; inclusive of a fixed 7-minute rebuttal and 5-minute sur-rebuttal, taken from the total time above.

Grand Final	60 Minutes	As notified in official competition rules; inclusive of a fixed 10-minute rebuttal and 7-minute sur-rebuttal, taken from the total time above.

- **Courtroom Etiquette**
  - Address the bench with appropriate salutation and at all times with utmost respect.
  - Maintain the prescribed professional dress code within all competition premises.
  - Avoid aggressive, discourteous, or disrespectful conduct of any kind.
  - Stand while presenting arguments unless explicitly permitted by the bench to be seated.
  - Comply with time signals from the timekeeper without protest during oral proceedings.

K. EVALUATION CRITERIA — ORAL ROUNDS

Oral rounds will be assessed on a 100-mark grid:

Evaluation Criterion	**Marks (Out of 100)**
Knowledge of facts and law	25
Application of law to the facts of the case	20
Advocacy skills and persuasiveness	20
Response to questions from the bench	15
Courtroom etiquette and professional demeanour	10
Organisation and clarity of argument	10
TOTAL	**100 Marks**

L. JUDGES & EVALUATORS

- **Composition of Jury**

The judging panel may include any of the following profiles:

- Sitting or retired Judges of the Supreme Court or High Courts.
- Senior Advocates enrolled with the Supreme Court or any High Court.
- Distinguished Law Professors and Legal Academicians.
- Arbitration and ADR practitioners.
- Experienced legal practitioners and former law officers of the Government.

➢ **Independence & Conflict of Interest**

- All judges shall remain strictly impartial throughout the evaluation process.
- No judge shall evaluate a team from their own institution or from any institution with which they share a professional relationship.
- No Team Advisor, Coach, or Faculty Coordinator formally attached to a participating team shall judge any round of the competition until their own institution's team has been eliminated from that edition of the competition.
- Any actual or perceived conflict of interest must be disclosed immediately to the Convener; appropriate reassignment shall follow.

➢ **Mandatory Judge Orientation**

A mandatory pre-competition orientation session shall be conducted covering:

- Detailed explanation of scoring criteria and benchmark standards.
- Evaluation sheet completion and timely submission procedures.
- Time management expectations during oral sessions.
- Ethical obligations and conduct requirements for jury members.
- Procedure for flagging procedural irregularities or misconduct.

M. COURTROOM MANAGEMENT & TECHNICAL PROTOCOL

The host institution shall ensure all of the following are operational for every round:

- Fully functional and clearly designated moot court halls with proper signage.
- Audio-visual support including microphones, speakers, and projector where required.
- Dedicated, trained timekeepers and court clerks for each courtroom.
- Visible timing display system for both bench and counsel tables.
- Reliable internet connectivity, printing, and photocopying access.
- Documented technical backup arrangements for power and network failures.

Each courtroom shall be equipped with:

- Raised bench and clearly labelled judge seating.
- Separate counsel tables with adequate space.
- Printed or digital timing display visible to all.
- Drinking water, stationery, and standard score sheets.
- Clearly marked and accessible fire exits.

N. ETHICS, PROFESSIONALISM & CODE OF CONDUCT

- **Expected Standards**
  - Academic honesty in all research, citation, and argument preparation.
  - Professional and courteous behaviour in all interactions.
  - Respect toward bench members, opponents, organisers, and volunteers.
  - Integrity in memorial preparation and oral advocacy.
- **Prohibited Conduct**

NOTE: The following conduct is strictly prohibited and may result in immediate disqualification from the competition.

  - Plagiarism in any form in memorials or written submissions.
  - Use of AI-generated or AI-assisted content in memorials in violation of the AI-Use Disclosure requirement set out below.
  - Misrepresentation or fabrication of legal authorities, citations, or facts.
  - Private or ex parte contact with judges, jury members, or evaluators.
  - Any form of harassment, intimidation, or discriminatory behaviour.
  - Consumption of alcohol or intoxicants on competition premises.
  - Disruptive, abusive, or unruly conduct.
- **AI-Use Disclosure**
  - Each team shall submit a signed AI-Use Declaration along with its memorials, naming any AI tools used and the purpose for which each was used.
  - Use of AI tools for legal research, translation, or summarisation shall ordinarily be permitted, subject to disclosure. Use of AI tools to generate substantive memorial text (arguments, analysis, or drafting) shall ordinarily not be permitted, unless expressly allowed by the official brochure for that edition.
  - Non-disclosure of AI tool use, or a false declaration, shall be treated as a serious violation and may result in disqualification, independent of whether the underlying tool use itself was permissible.
- **Consequences of Violation**

Violations are graded and penalized according to severity:

Severity	Consequence
Minor	Formal warning and proportionate deduction of marks.
Moderate	Memorial penalty or temporary suspension from a round.
Serious	Disqualification from the current edition of the competition.
Egregious	Debarment from future AIU competitions and mandatory reporting to the parent institution.

O. SCORING, RESULTS & TIEBREAKER RULES

- **Score Compilation**

  Final scores shall be compiled from the following components:

  - Memorial evaluation marks — as per the prescribed scoring matrix.
  - Oral advocacy marks — from preliminary and knockout rounds.
  - Researcher Test marks — where applicable and pre-announced.

- **Tiebreaker Criteria**

  In the event of a tie in cumulative scores, the following criteria apply in order:

  - Higher oral advocacy score.
  - Higher memorial evaluation score.
  - Higher score in the response-to-bench-questions sub-criterion.
  - Final decision of the Jury Panel by majority.

- **Transparency & Integrity**

  - All signed score sheets shall be preserved by the Convener throughout and after the event.
  - Digital backups of all scores shall be maintained throughout the competition.
  - Results shall be officially declared only by authorised personnel.
  - No unofficial result communication shall be permitted by any member of the organising committee.

P. RESEARCHER TEST (OPTIONAL)

The organisers may conduct a Researcher Test to assess the academic capabilities of non-arguing team members. The test may cover:

- Legal research ability and methodology.
- Analytical reasoning and issue identification.
- Knowledge of cited authorities and doctrines.
- Understanding of the moot proposition.

NOTE: The Researcher Test and its contribution to special awards shall be pre-announced in the official brochure. No changes may be made after the brochure is released.

Q. AWARDS & RECOGNITION

The core allocation of institutional honors and recognition follows this matrix:

Award	Nature	Category
Champion Team	Trophy + Certificate	Team Award
Runner-Up Team	Trophy + Certificate	Team Award
Best Memorial	Trophy + Certificate	Team Award
Best Speaker	Trophy + Certificate	Individual Award
Best Researcher	Trophy + Certificate	Individual Award
Best Student Advocate	Trophy + Certificate	Individual Award

Additional Prize Categories

Beyond the core matrix above, the Host University may consider recognising the following additional prize categories, with basis of award as indicated (amounts, if any, to be prescribed by the Host University/AIU separately and are not specified in this SOP):

Prize Category	Basis for Award
Champion Team	Team winning the final round of the Competition.
Runners-Up Team	Runners-up team in the final round of the Competition.
Third Place	Team standing third in the semi-final rounds.
Fourth Place	Team standing fourth in the semi-final rounds.
Best Preliminary Speaker	Speaker having the highest score in the preliminary rounds.
Best Speaker Overall	Speaker having the highest cumulative oral score across the entire tournament (preliminary and knockout rounds combined), recognising sustained advocacy across the competition rather than preliminary-round performance alone.
Best Speaker – Final Round	Speaker with the highest oral score in the Grand Final, recognising performance before the most senior bench of the competition.
Best Written Submission	Team having the highest average written submission score from both sides.
Top Researcher	Participant having the highest score in the researcher's test.

Prize Category	Basis for Award
General Certificate Provision	Participation certificates issued to all participants, coaches, judges, and volunteers upon conclusion of the event.

- **General Certificate Provision:** Participation certificates shall be issued to all participants, coaches, judges, and volunteers upon conclusion of the event.

R. LOGISTICS & HOSPITALITY

➢ **Accommodation**

- Safe, clean, and secure accommodation shall be provided to all registered participants.
- Separate accommodation for male and female participants shall be arranged as per standard norms.
- Hygienic washroom and bathroom facilities with 24-hour security on accommodation premises.

➢ **Food & Refreshments**

- Meals shall be provided from the pre-event dinner (Day 0) through the valedictory luncheon (final day).
- All meals shall be hygienic, nutritious, and served at prescribed scheduled times.
- Special dietary requirements — vegetarian, vegan, or allergy-based — shall be accommodated.

➢ **Transport**

- Transport between the nearest railway station / airport and accommodation.
- Transport between accommodation and competition venue for all scheduled days.
- Any additional transport for cultural programmes or sightseeing (if organised).

S. REGISTRATION & FINANCIAL NORMS

- All the participating institutions have to confirm participation by sending a duly filled Registration Form by email/ portal of the host university atleast before 07 days of date of commencement of the event.
- Registration fees shall be clearly prescribed in the official competition brochure.

- Travel expenses to and from the host institution shall ordinarily be borne by the participating institution.
- The host institution shall maintain transparent financial accounts of all income and expenditure.
- All sponsorships, grants, or external funding require prior written approval from AIU.
- A complete audited financial statement shall be submitted to AIU within thirty (30) days of the event.

T. MEDIA, RECORDING & PUBLICITY

- Live streaming of proceedings may be arranged with prior written approval from AIU.
- Official photography and videography is permitted for all sessions.
- Participants shall not interact with media representatives without prior authorisation from the Convener.
- All use of AIU logos, branding, and trademarks must strictly follow AIU's prescribed guidelines.
- Press releases and social media content must be approved by the Convener before publication.

U. PROTEST & GRIEVANCE REDRESSAL

➢ **Filing a Protest**

- Any protest must be submitted in writing to the Convener within one (1) hour of the conclusion of the concerned round.
- The prescribed protest fee (as notified) must accompany the written complaint.
- Only procedural irregularities and rule violations may be challenged; judges' evaluation discretion is not protestable.

➢ **Appeals Committee**

An Appeals Committee shall be constituted comprising:

- The AIU Observer — as Chairperson.
- A Senior Academic Member nominated by AIU.
- The Chairperson of the Jury Panel.

NOTE: The decision of the Appeals Committee shall be final and binding upon all parties. No further appeal shall lie against this decision.

V. AIU OBSERVER — POWERS & RESPONSIBILITIES

- **Responsibilities**
  - Attend all major sessions, including orientation, preliminary rounds, knockouts, and the grand final.
  - Monitor compliance with every provision of this SOP throughout the event.
  - Verify fairness, transparency, and impartiality at all stages of the proceedings.
  - Record all deviations, complaints, and irregularities with supporting documentation.
  - Submit a detailed compliance report to AIU within fifteen (15) days of the event.
- **Authority**
  - Issue binding recommendations for corrective action during the event.
  - Temporarily suspend proceedings in cases of serious violations, pending resolution.
  - Refer unresolved major disputes directly to AIU Headquarters for final determination.

W. EVENT TIMELINE — STANDARD SCHEDULE

The standardized progression checklist from planning phase to completion is scheduled below:

Milestone	Activity / Deliverable
T – 120 Days	Selection and finalisation of host institution by AIU.
T – 90 Days	Release of official brochure and moot proposition.
T – 60 Days	Registration portal opens; teams begin formal registration.
T – 45 Days	Registration deadline; team code allotment to all registered teams.

T – 30 Days	Deadline for teams to submit written clarification requests.
T – 25 Days	Official clarifications issued and circulated to all registered teams.
T – 15 Days	Memorial submission deadline (both sides).
T – 7 Days	Final logistics review; briefing of all judges and volunteers.
Day 0	Arrival of participants; pre-event dinner; registration desk opens.
Day 1	Inauguration ceremony; orientation session; draw of lots.
Day 2	Preliminary Rounds (all registered teams).
Day 3	Quarter Finals (morning session); Semi Finals (afternoon / evening).
Day 4	Grand Final; Valedictory Ceremony; Award Distribution.

X. POST-EVENT REPORTING

Within thirty (30) days of the conclusion of the event, the host institution shall submit the following to AIU:

- A comprehensive event report covering all aspects of organisation and conduct.
- Complete list of participating institutions and individual participants.
- Round-wise results and final rankings of all teams.
- Audited financial statement of all receipts and expenditures.
- AIU Observer's compliance report with observations and recommendations.
- Media coverage, official photographs, and video documentation.
- Compiled and tabulated feedback from participants, judges, and organisers.

Y. ACCOUNTABILITY & NON-COMPLIANCE

In the event of substantial deviation from this SOP, AIU reserves the right to:

- Issue a formal warning or show-cause notice to the responsible host institution.
- Withhold hosting rights for future editions of the competition.
- Declare results void in cases of egregious procedural breach affecting fairness.

- Recommend disciplinary action against responsible officials.
- Derecognise the host institution's involvement in AIU academic activities.

Z. DISCLAIMER

Participation in the AIU National Moot Court Competition shall be entirely at the risk of the participating institutions and individuals. The Association of Indian Universities (AIU) and the host institution shall not be held liable for any loss, injury, theft, accident, medical emergency, or unforeseen incident occurring during the event or in the course of travel to or from the event venue.

NOTE: Participating institutions and individuals are responsible for arranging their own travel and medical insurance prior to the event.

AA. SOP REVIEW & REVISION

This SOP shall be reviewed periodically by AIU in consultation with:

- National Law Universities and leading legal education institutions.
- Legal academicians and moot court practitioners.
- Sitting and retired judges and senior advocates.
- Past host institutions and AIU Observers.

Recommendations received from participants, coaches, judges, and observers shall be considered for incorporation in future editions at the sole discretion of AIU.

11. AIU NATIONAL WOMEN STUDENT PARLIAMENT

11.1 PREAMBLE

The AIU National Women Students Parliament (AIU–NWSP) is a prestigious national-level academic event organised under the aegis of the Association of Indian Universities (AIU). It simulates the functioning of the Indian Parliament to nurture women leadership, democratic consciousness, legislative understanding, and evidence-based policy discourse among university students across India.

This Standard Operating Procedure (SOP) has been developed to establish a binding, uniform, and replicable framework for the planning, organisation, conduct, and post-event review of every edition of the AIU–NWSP. This SOP is mandatory, not advisory. Any deviation from its provisions shall be treated as a serious procedural violation and may attract the accountability measures specified herein.

11.2 OBJECTIVES

The AIU–NWSP aims to fulfil the following core mandates:

- **Democratic Engagement:** Promote parliamentary literacy and democratic engagement among women students.
- **Skill Cultivation:** Develop skills in leadership, articulation, logical argumentation, and policy reasoning.
- **Legislative Platform:** Provide a credible, structured, and nationally recognised platform for legislative debate.
- **Standardisation:** Ensure standardised conduct, fairness, and transparency across all host institutions and editions.
- **Institutional Integrity:** Safeguard the academic integrity and national prestige of the AIU–NWSP platform.

11.3 SCOPE & APPLICABILITY

This SOP is binding on all stakeholders involved in the AIU–NWSP, including:

- AIU Headquarters and the Cultural Committee
- Host University and its Local Organising Committee (LOC)
- All participating universities, team managers, and participants
- Jury members, Speaker of the House, and AIU Observers
- Supporting staff and volunteers of the host institution

11.4 GOVERNANCE FRAMEWORK

The operations, administrative executions, and monitoring lines are split across the following operational stakeholders:

Stakeholder	Key Responsibilities	Accountability
AIU Central Authority	Approve SOP and competition rules; select and notify the host institution; empanel jury and appoint observers; monitor compliance and resolve disputes; issue official brochure and communication.	Secretary-General, AIU
Host University	Execute event as per SOP without deviation; arrange venue, accommodation, food, logistics; constitute the local organising committee (LOC); facilitate Managers' Meet and draw of lots; ensure on-site technical infrastructure.	Vice Chancellor / Convener
AIU Observer (Mandatory)	Monitor all sessions for rule compliance; prevent arbitrary deviation from SOP; record and document all proceedings; submit post-event compliance audit report; raise red flags in real-time to AIU HQ.	Designated AIU Official
Parliamentary Committee	Finalise Bills and parliamentary agenda; ensure procedural correctness of sessions; support the Speaker of the House; conduct Jury orientation and briefing.	Academic Expert (AIU nominated)

11.5 HOST INSTITUTION SELECTION & PRE-EVENT FEASIBILITY

11.5.1 Selection Criteria

AIU shall evaluate prospective host institutions on the following mandatory parameters before formally allotting hosting rights:

1. **Adequate Infrastructure:** Auditorium/conference hall for 300+ persons, separate green rooms, waiting areas.
2. **Proximate Lodging:** On-campus or proximate accommodation (within 5 km) for all participating teams and faculty.
3. **Prior Experience:** Institutional track record in organising national-level academic events.
4. **Organisational Support:** Availability of a dedicated, experienced Convener and organising team.
5. **Fiscal Soundness:** Financial and logistical capacity to meet SOP standards.

11.5.2 Pre-Event Feasibility Assessment

Upon provisional selection, AIU shall conduct or commission a Pre-Event Feasibility Assessment at least 120 days before the event. This assessment shall cover venue inspection, accommodation walkthrough, food arrangements, transport logistics, and technical infrastructure. A formal Feasibility Report shall be submitted to AIU. Hosting rights shall be confirmed only upon satisfactory assessment.

11.6 ELIGIBILITY & PARTICIPATION RULES

11.6.1 Institutional Participation

- Only one team per university is permitted to participate.
- The participating university must be a current member of AIU and its annual subscription must be up to date.
- A registration fee of ₹2,500 per participant (3 participants + 1 team manager = ₹10,000 per team) is payable to the host university at registration.

11.6.2 Participant Eligibility

- As per General Guidelines (Applicable to All) – Eligibility Rules.

11.6.3 Team Composition

Each participating team shall comprise exactly four individuals:

- **Prime Minister:** Leads the team; presents the primary argument FOR the motion (Government) or AGAINST (Opposition).
- **President:** Supports the Prime Minister; introduces new perspectives and strengthens the team's argument.
- **Whip:** Counters the opponents' arguments comprehensively through logic and reasoning; consolidates the team's position.
- **Team Manager:** Faculty member/official responsible for team coordination, logistics, and conduct. The Team Manager is not a participant and does not speak in the house.

11.7 COMPETITION STRUCTURE

The AIU–NWSP follows a mandatory four-round format. Deviation from this structure in any form is a serious SOP violation.

11.7.1 Competition Round Summary

Round	Teams In	Teams Out	Format	Bill Announcement
Round 1 – Preliminary	All registered teams	Top 20 qualify	Team debate	During Managers' Meet

Round 2 – Quarter Final	20 teams	Top 10 qualify	Team debate	During Managers' Meet
Round 3 – Semi Final	10 teams	Top 2 qualify	Full parliamentary debate + Q&A	After Round 1
Round 4 – Grand Final	2 teams	Champion & Runner-Up	Full debate + panellist Q&A	After Round 2

11.7.2 Speaking Time Allocation by Round

Role	Round 1	Round 2	Round 3 & 4	Interjection (R3 & R4)
Prime Minister	2 minutes	2 minutes	2 minutes	—
President	3 minutes	3 minutes	2 minutes	—
Whip	3 minutes	3 minutes	2 minutes	—
Direct Interjection (team)	—	—	—	3 minutes
Q&A by remaining teams	—	—	10 minutes	—

11.8 DETAILED ROUND PROCEDURES

11.8.1 Pre-Competition: Managers' Meet

A Managers' Meet shall be convened on the evening prior to Day 1 (or on Day 1 morning before Round 1 commences). The following procedures shall occur:

- Official welcome, SOP briefing, and distribution of event schedule.
- Allocation of Bills for Round 1 & Round 2 by the AIU Parliamentary Committee.
- Draw of lots to assign Government and Opposition positions to teams.
- Explanation of evaluation criteria, protest procedure, and discipline norms.
- Collection of University Flags by the host institution.
- Verification of participants' identity cards and eligibility documents.

11.8.2 Round 1 – Preliminary Round

- Each team receives one Bill for discussion, allocated at the Managers' Meet.

- Government and Opposition positions are assigned via draw of lots. Government teams argue FOR the Bill; Opposition teams argue AGAINST.
- All three members of each team speak in the following sequence: Prime Minister $\rightarrow$ President $\rightarrow$ Whip.
- Speaking time rules are: Prime Minister – 2 minutes; President – 3 minutes; Whip – 3 minutes.
- Judges evaluate all teams on the prescribed evaluation criteria.
- The top 20 teams (basis aggregate marks) qualify for Round 2. In case of ties, the Speaker of the House shall decide basis a defined tiebreaker rule.

11.8.3 Round 2 – Quarter Final

- 20 qualifying teams participate. The Parliamentary Bill is announced at least 24 hours before this session.
- Draw of lots assigns 10 teams to the Government bench and 10 teams to the Opposition bench.
- All three members of each team speak in the following sequence: Prime Minister $\rightarrow$ President $\rightarrow$ Whip.
- Speaking time rules are: Prime Minister – 2 minutes; President – 3 minutes; Whip – 3 minutes.
- Judges evaluate all teams on the prescribed evaluation criteria.
- The top 10 teams (basis aggregate marks) qualify for Round 3. In case of ties, the Speaker of the House shall decide basis a defined tiebreaker rule.

11.8.4 Round 3 – Semi Final

- **Format:** 10 qualifying teams participate. Teams are paired for head-to-head parliamentary debates. Pairs are declared by the Speaker of the House.
- Draw of lots assigns 10 teams to the Government bench and 10 teams to the Opposition bench.
- The Prime Minister of the Government picks a motion randomly from the raffle box.
- **Speaking Sequence:** The mandatory speaking order is strictly structured as:
    1. Prime Minister – Government side
    2. Prime Minister – Opposition side
    3. President – Government side
    4. President – Opposition side
    5. Whip – Government side
    6. Whip – Opposition side
- **Time Allocation:** Each speaker receives 2 minutes. Direct Interjection (by the opposing team) lasts 3 minutes after all 6 speakers have finished. Q&A by remaining teams is allocated 10 minutes. Teams may direct questions to either the Government or Opposition house.

- The Speaker manages the order via buzzer or pre-set sequence.
- The Speaker awards bonus marks based on the quality and impact of questions and answers.
- **Outcomes:** The 2 teams with the highest aggregate marks advance to the Grand Final. The team with the third highest marks receives the 2nd Runner-Up position. Remaining teams compete for the 3rd Runner-Up position based on consolidated marks.

11.8.5 Round 4 – Grand Final

- The two Semi Final winners compete in the Grand Final following the same parliamentary debate format as the Semi Final.
- **Q&A Round:** Other teams (semi-finalists) act as panellists; each question earns one bonus point, awarded by the Speaker and Jury Panel.
- The team with the highest marks in the Final is declared the Overall Champion.
- The other finalist is declared the 1st Runner-Up.
- The semi-finalist team with the highest Q&A marks receives the Consolation Prize.

11.9 BILLS, MOTIONS & PARLIAMENTARY AGENDA

- The AIU Parliamentary Committee shall finalise a pool of at least 20 Bills/Motions covering contemporary national policy issues, social legislation, governance, environment, education, and women's rights, at least 30 days before the event.
- Bills for Round 1 and Round 2 shall be allocated at the Managers' Meet, via official written communication.
- Bills for the Semi Final and Grand Final shall be allocated after Round 1 and Round 2 respectively.
- No Bill shall be repeated across rounds in the same edition.
- Bills shall be pre-screened for appropriateness, factual accuracy, and relevance. No ambiguous, offensive, or politically sensitive Bills shall be included without AIU clearance.

11.10 EVALUATION FRAMEWORK

11.10.1 Evaluation Criteria & Weightage

Teams will be comprehensively evaluated on five distinct components:

#	Criterion	Weightage (%)	Remarks
1	Content & Subject Mastery	30%	Accuracy, depth, relevance

2	Logical Reasoning & Argumentation	25%	Structure, evidence, rebuttals
3	Presentation & Communication	20%	Clarity, confidence, language
4	Parliamentary Conduct & Decorum	15%	Procedure adherence, etiquette
5	Team Cohesion & Coordination	10%	Continuity of argument, complementarity

11.10.2 Scoring Transparency

- Standardised AIU score sheets (printed) shall be used for all rounds.
- Each judge independently fills and signs the score sheet at the end of each session.
- Sheets are collected by the AIU Observer and aggregated by the Jury Coordinator.
- A digital backup (spreadsheet/form) shall be maintained simultaneously.
- Results are computed and announced by the Speaker of the House, not by the Convener.
- In case of score disputes, sealed sheets are opened in the presence of the Jury of Appeals.

11.11 JURY EMPANELMENT & PROTOCOL

Judicial verification and scoring processes are governed by the baseline standards highlighted below:

Aspect	Standard
Minimum Jury Panel	3 judges per session (minimum)
Eligibility	Experts in parliamentary procedures, constitutional law, political science, governance, or senior advocates / retired legislators
Mandatory Orientation	Mandatory pre-event briefing session covering evaluation rubric, scoring sheet usage, and do's & don't's
Independence	No jury member shall be from a participating institution or have prior association with any team
Scoring	Standardised AIU score sheets; digital + physical copies; signed post each session

Arbitration	In case of dispute, a Jury of Appeals comprising 2 senior AIU-nominated members shall deliver a final, non-appealable verdict
Confidentiality	Score sheets sealed and submitted to the Observer directly; results declared only post session

11.12 AWARDS & RECOGNITION

The allocation of points for institutional and standalone achievements follows the formal matrix below:

S.No.	Title / Award	Nature	Title Points
1	Overall Champion	Team Award	30
2	1st Runner-Up	Team Award	20
3	2nd Runner-Up	Team Award	15
4	3rd Runner-Up	Team Award	10
5	Best Speaker of the House	Individual Award	5
6	Best President of the House	Individual Award	5
7	Best Prime Minister of the House	Individual Award	5
8	Best Whip of the House	Individual Award	5
9	Consolation Prize (Best Q&A – Semi Final)	Team Award	—

- **Overall Champion Determination:** The team with the highest aggregate of title points shall be declared Overall Champion.
- In case of a tie, the team with the higher marks in the Grand Final shall prevail.

11.13 LOGISTICS & HOSPITALITY STANDARDS

11.13.1 Infrastructure Standards

Logistical thresholds for the execution of the tournament follow the guidelines below:

Category	Minimum Standard	Best Practice (Reference: CUTM Model)
Accommodation	Within 5 km of venue; safe, clean, gender-appropriate	On-campus hostel, same building/block for all teams
Meals	From pre-event lunch to post-valedictory lunch; hygienic, adequate quantity	Full board with regional & multi-cuisine options; special dietary accommodations
Venue	Dedicated hall with seating for 200+; PA system; podium; scoreboard	Central auditorium; separate prep rooms; waiting area; real-time digital scoring
Transport	Shuttle between accommodation & venue if off-campus	Dedicated buses; 30-min max commute; emergency vehicle on standby
Technical	PA system; timer display; live streaming if possible	Digital buzzer system; live score display; session recording
Medical	First aid kit; designated health contact	On-campus nurse/doctor; nearest hospital identified

11.13.2 Registration & Financial Norms

- Registration fee: ₹2,500 per participant. Each team (3 participants + 1 manager) = ₹10,000. Fee to be deposited with the host university during registration.
- Travelling expenses are to be borne by the participating university.
- Free boarding and lodging are provided by the host university from the evening before Day 1 to the morning after the Valedictory Ceremony.
- Meals are provided from lunch on the pre-event day to lunch on the post-valedictory day.

11.14 EVENT TIMELINE & SCHEDULE

11.14.1 Standard Event Timeline

The schedule follows an established progression of operational targets:

Day	Phase	Key Activities
T–120	Host Selection	AIU notifies selected host; MOU signed
T–90	Brochure Release	Official brochure published; registrations open
T–45	Jury Empanelment	Jury list finalised and submitted to AIU
T–30	Bills Finalisation	Parliamentary Bills / Agenda topics finalised
T–7	Final Logistics	Accommodation, transport, tech confirmed
T–1	Arrival & Registration	Teams arrive by 7:00 PM; registration & kit
Day 1	Inauguration & Round 1	Opening ceremony; Managers' Meet; Preliminary Round
Day 2	Rounds 2 & 3	Quarter Final; Semi Final
Day 3	Grand Final & Valedictory	Grand Finale; Awards; Valedictory ceremony
T+1	Departure	Teams depart; post-event reports begin

11.14.2 Daily Session Protocol

- Each session shall commence on time as per the published schedule. A 15-minute grace period is permissible; beyond this, an absent team may be marked absent/disqualified.
- No session shall be arbitrarily shortened or skipped without prior written approval of the AIU Observer.
- The minimum session duration for each round shall be strictly adhered to as per the speaking times in this SOP.
- A minimum of two full competition days must be dedicated to rounds, with Day 1 reserved for inauguration, Managers' Meet, and Round 1.

11.15 DISCIPLINE, CODE OF CONDUCT & DISQUALIFICATION

11.15.1 Prohibited Conduct

The following are strictly prohibited within the campus and event venue:

- Consumption of alcohol, tobacco, or any intoxicant.
- Eve-teasing, harassment, or any form of gender-based misconduct.
- Attempting to influence, contact, or intimidate jury members.
- Indecent, disruptive, or disrespectful behaviour toward participants, officials, or staff.
- Sharing or discussing event-related matters with press/media without AIU's written authorisation.

11.15.2 Consequences of Misconduct

- Immediate disqualification from the current event.
- Debarment from AIU Youth Activities for a period of up to 3 years.
- Written communication to the concerned university's Vice Chancellor.

11.15.3 Disqualification for Eligibility Violation

- If any participant is found ineligible, the entire team is automatically disqualified from the current academic year's AIU–NWSP.
- The host university shall undertake due diligence in verifying submitted documents.

11.16 PROTEST, GRIEVANCE & APPEALS PROCEDURE

- Any protest regarding rule violation or improper conduct of the contest must be lodged in writing with the Convener within one hour of the conclusion of the session in question.
- A protest fee of ₹1,000 (One Thousand only) is mandatory. This fee is refundable only if the protest is upheld.
- Protests on matters of judging/scoring are not entertained. Only procedural violations or eligibility issues are valid grounds for protest.
- The Jury of Appeals (comprising a minimum of 2 AIU-nominated senior members, independent of the main jury) shall hear and decide the protest. Its decision is final and non-appealable.
- The AIU Observer shall be present during all appeal hearings and shall document the proceedings.

11.17 AIU OBSERVER – MANDATE & REPORTING

11.17.1 Mandate

- Appointment of a minimum of one AIU Observer is mandatory for every edition.

- The Observer shall be an AIU-nominated independent official, senior academic, or retired administrator with experience in national-level academic events.
- The Observer is not affiliated with any participating or host institution.

11.17.2 Responsibilities

- Attend all rounds, Managers' Meet, and Valedictory Ceremony.
- Verify adherence to the SOP at each stage.
- Raise real-time objections or flag deviations to the Convener and AIU.
- Maintain a session-wise log of deviations, if any.
- Submit a comprehensive Post-Event Compliance Report to AIU within 10 days of the event.

11.17.3 Observer's Authority

- The Observer has the authority to halt proceedings and seek clarification from the Convener.
- If a material deviation is observed that cannot be corrected on site, the Observer shall formally record it and the matter shall be referred to AIU for appropriate action.

11.18 SPEAKER OF THE HOUSE

11.18.1 Definition & Role

The Speaker of the House is the presiding authority of the AIU National Women Students Parliament. The Speaker maintains order, manages the flow of debate, announces pairings, manages the Q&A sequence, awards bonus marks, and declares results in each round. The Speaker's authority within the parliamentary session is supreme and their in-session rulings are final.

11.18.2 Appointment

- The Speaker of the House shall be a senior AIU official or the AIU Observer deputed for that edition, jointly identified and formally appointed by the AIU Secretary-General.
- The appointment shall be communicated in writing to the host university at least 30 days prior to the event.
- The Speaker shall not be from the host institution or any participating university, ensuring complete independence and impartiality.
- In the event that the designated Speaker is unavailable, AIU shall appoint an alternate from among senior AIU officials. No such substitution shall be made by the host institution unilaterally.

11.18.3 Responsibilities of the Speaker

- Preside over all rounds, including the Managers' Meet, Preliminary Round, Quarter Final, Semi Final, and Grand Final.
- Declare team pairings for the Semi Final and Grand Final after due process (coin toss and raffle).
- Manage the speaking order and enforce time limits in every session.

- Oversee the Direct Interjection and Q&A segments; manage the buzzer/sequence system.
- Award bonus marks for the quality of questions and answers in Round 3 and Round 4, in consultation with the Jury Panel.
- Announce round-wise results on behalf of the Jury, ensuring transparency.
- Maintain parliamentary decorum; warn or remove disruptive participants in consultation with the Convener.
- Decide tiebreaker situations in consultation with the Jury of Appeals, where applicable.
- Coordinate with the AIU Observer on all compliance matters during sessions.

11.18.4 Speaker's Independence & Conduct

- The Speaker shall not favour any team, institution, or individual during the event.
- The Speaker shall not discuss scores, pairings, or outcomes with any team manager or participant outside the official session.
- Any conflict of interest must be disclosed to the AIU Secretary-General immediately upon identification; in such cases, AIU shall appoint an alternate.
- The Speaker's in-session decisions on procedural matters are final and cannot be the subject of a formal protest.

11.19 POST-EVENT REPORTING & ACCOUNTABILITY

11.19.1 Host University Submissions (within 30 days)

The host institution is required to submit the following post-event items within a month of completion:

- **Comprehensive Event Report:** Narrative, photographs, participant list, round-wise results.
- **Financial Statement:** Itemised income (registration fees) and expenditure.
- **Compliance Report:** Self-certification of adherence to SOP provisions.
- **Participant Feedback Summary:** Compiled feedback from team managers and participants.

11.19.2 Accountability Mechanism

- If the AIU Observer's report or participant feedback reveals material deviation from the SOP, AIU may withhold hosting rights from the concerned institution for future editions.
- A formal show-cause notice may be issued to the host institution's Vice Chancellor.
- Repeated or severe deviations may result in the event results being declared void.

11.20 DISCLAIMER OF LIABILITY

Participants, team managers, and accompanying officials participate in the AIU–NWSP entirely at their own risk. Neither the Association of Indian Universities nor the host university shall be held liable for any injury,

loss, theft, accident, or other unforeseen incident occurring during the course of the event. Participants are advised to carry personal health/travel insurance.

11.21 SOP REVIEW & CONTINUOUS IMPROVEMENT

- This SOP shall be reviewed and updated annually, before each edition, by a Committee constituted by AIU comprising experts in parliamentary affairs, legislative procedures, and professionals experienced in conducting or adjudicating such events.
- Inputs from Observers' reports, host universities, and team managers' feedback shall form the basis of revision.
- The revised SOP shall be circulated to all member universities at least 90 days before the next edition.
- Any supplementary guidelines issued by AIU shall be treated as part of this SOP and shall be equally binding.

11.22 IMPORTANT POINTS TO REMEMBER

1. In round 1, 25% of the teams will be eliminated keeping the number of teams in even number such as if the number of participating teams is 21, then 5 teams (5.25) will be eliminated and 16 teams will go for round 2.
2. But in any case, not less than 12 teams will participate in round. The rule for number of teams entering round 3 and 4 will be the same as 6 and 2 subsequently.
3. The pair of opponent teams for each round will be formed by assigning numbers to each team via lottery system. The odd numbered team (government) will contest against the subsequent odd numbered team (opponent) team.
4. The topic for bill will be the same for round 1 for each participating team which will be announced in the manager's meet organized before inaugural session. The participants will get at least 4 fours preparation time.
5. The choice of topic for each pair of opponent teams for round 2,3, and 4 will be made by lottery system. The President of the government team will make the draw. The preparation time allowed for round 2 will be 2 hours. Whereas, preparation time allowed for round 3 and 4 will be 1 hour only.
6. Each team participating in round 3 and 4 will have to submit the draft of the bill comprising of name of the bill, its purpose, beneficiary target group, financial allocation, clauses describing the plan of action. The bills will be submitted to the speaker (one of the jury members) before starting the discussions.
7. The participants must avoid reading from the paper. However, they are allowed to carry short summary/notes for discussion.
8. Each team that had participated in round 2 and has not been able to participate in round 3 can ask questions from the teams participating in round 3. The alphabetic order of the name of the university will be followed to raise questions from government and opposition on rotation basis. Each team is allowed to ask one question each. No bonus points will be offered for the questions. The jury members may ask one question each from the teams participating in round 3.

9. Two questions each will be asked by the jury members in the final round (round 4) to the two teams contesting in grand finale.
10. The marks allocation for various rounds will as below:
    i Overall performance of Prime minister 10 marks
    ii Overall performance of President 10 marks
    iii Overall performance of whip 10 marks
    iv Oratory skills 10 marks
    v Command on language 10 marks
    vi Team coordination 10 marks
    vii Quality of content 10 marks
    viii Quality of responses to questions 10 marks (for round 3 and 4)

11. All the members (i.e., Prime minister, Prime Minister and President) will be allowed to participate in each round. The time allocation for the various roles will be as follows:
    - Round 1 and 2: Prime Minister: 3 minutes, President 3 minutes, Whip 2 minutes
    - Round 3 and 4: Prime minister: 3 minutes each

12. GENERAL GUIDELINES (APPLICABLE TO ALL)

ELIGIBILITY RULES

a. Only bonafide, full-time students who are enrolled in a degree, postgraduate degree, or full-time Ph.D. programme or diploma course of a minimum duration of one academic year, and whose examination is conducted by the university or college affiliated to a university after passing the 12th class examination, are eligible to participate.
b. Students of open universities shall be considered bonafide students and will be eligible to participate provided they fulfil the other conditions.
c. **Only students who are less than 25 years of age on the 1st of July of the current academic year can participate**. There is no minimum age for participation.
d. A student shall not be allowed to represent more than one university during a single academic year.
e. A student employed on a full-time basis shall not be eligible to participate.
f. After 12th a gap of a maximum of 03 years should be allowed. If the gap years are more than 03, the participant should provide a valid reason to the satisfaction of the host university; and they should not be allowed to participate in the AIU events if there is an unjustified gap in their studies.
g. Each participating student, in case of changing the University, should provide to the host a compulsory Transfer / Migration Certificate.
h. While registering a student for participation in AIU Youth Affairs events, a compulsory declaration from the present University's registrar that he/she is a regular/bona fide student of the University, supported by his/ her last semester/year marksheet, should be provided to the host university.

i. The Universities/Institutions to which the student belongs must ensure that the AIU Annual Subscription Fee has been duly paid and is up to date; this is a mandatory requirement for participation in AIU Youth Affairs programmes. The host university should ensure that the participating universities have paid their Annual Subscription of AIU

JUDGEMENT CRITERIA

a. Judgement Criteria as mentioned under SOP for each event must be followed by the jury members.
b. A bracket of five (05) marks for overall and seven (07) marks for the Event category may be applied in the event of a tie among multiple participants securing positions within the top three ranks in the National UNIFEST.
c. No Cash prizes in any of the events are to be given to the winners.

ORIENTATION PROGRAMS

AIU conducts an Orientation Programme for the Host University approximately 2–3 months prior to the event, wherein the AIU Expert provides detailed guidance on the organisation and conduct of the programme, including infrastructure, accommodation, technical arrangements, committee formation, event management, timelines, roles and responsibilities, and other operational requirements.

IDENTITY CARD

Participants should carry Identity Cards with photographs, signed by the appropriate authorities of their respective University.

UNIVERSITY FLAGS

The contingent leader shall have to **deposit his/her one University flags with the host University**. They should **also keep one university flag with them for the cultural procession.**

TRAVELLING EXPENSES

The participating University will have to bear the travelling expenses.

FOOD

Meals shall be provided by the Host University, starting from lunch one day before the fest begins and continuing until breakfast the morning after the valedictory ceremony.

BOARDING & LODGING

- Free board and lodging will be provided to the participating teams during the events.
- Participating university troupes may be accommodated as guests in student hostels, using common rooms, verandas, and similar spaces.
- Accommodation will be provided from the night one day before the start of the event until the morning after the valedictory ceremony.

CLOTHING

- All participants and officials are advised to bring adequate warm bedding, blankets, woollen clothing, essential medicines, and locks for personal safety and comfort.
- It is strongly recommended that all members of the contingent get vaccinated against cholera and typhoid prior to the journey.
- Students should be instructed to dress appropriately, keeping in mind both the prevailing weather conditions and the cultural spirit of the youth festival.

STAMP SIZE PHOTOS

Two stamp photographs of each participant, accompanists and official delegates are required to be sent to the host University in advance.

DISCIPLINE

- If the behaviour of any contingent is found to be contrary to the objectives of the festivals/ other youth programs, the host University may take suitable action against the concerned members. An individual or team may be debarred from participating in future youth festivals/ programs, with intimation to the AIU.
- No official or member of any University shall make press statements on controversial issues.
- Consumption of liquor or intoxication, eve-teasing, influencing adjudicators, and indecent behaviour inside the campus and venue are strictly prohibited. Violations of this clause will be subject to disciplinary action, which may include debarring the concerned University team or official from participation in Inter University UNIFEST/ other youth programs for a period determined by the AIU Cultural Committee.
- If the university is blacklisted, it will be debarred for participation/ hosting of any AIU Youth Program **for the current year + 1 more academic year**.

STUDENT SAFETY, SECURITY & WELFARE

Medical & Mental Health Support

- First-aid stations, medical officers, hospital tie-ups, isolation facilities, emergency medical response protocols at all venues.
- Access to trained counsellors during multi-day national events, alongside ambulance/medical facilities.
- In the event of any casualty, injury, or medical emergency during the performance or at the event venue, the Host University shall ensure the availability of immediate first-aid assistance and facilitate prompt medical treatment at the nearest hospital, as required

WOMEN'S SAFETY

- Dedicated help desks, female security personnel, emergency helpline, safe transportation.
- CCTV coverage and a designated woman nodal officer at every venue/accommodation block.
- Formal linkage with each host's Internal Complaints Committee (ICC).
- The host University should place a dedicated emergency helpline for Women Safety in every publicity material

ACCESSIBILITY

Barrier-free infrastructure and appropriate support services for inclusive participation of Divyangjan/participants with disabilities.

DATA PRIVACY

An advisory will be issued by AIU to all Host Universities while allotment directing them to ensure the confidentiality and protection of participants' personal data. Further, an undertaking will be obtained from the Host University stating that no personal data of participants shall be shared, disclosed, or transferred to any third party.

ONLINE FEEDBACK

An online feedback link for participants and other stakeholders can be made available on the AIU website.

CULTURAL PROCESSION SCHEDULING

The Cultural Procession shall be held on the Inaugural Day. On the first day, to facilitate smooth conduct of the cultural procession and ensure maximum participation, only solo events should be scheduled after the Cultural Procession.

OTHER RULES/ADVISORIES ABOUT ALL EVENTS

- Participants are strongly advised to avoid using any materials or props involving fire, inflammable substances, direct fuel, fireworks, arms, weapons, or any other items that may pose a danger to themselves, others, or the host university's infrastructure.
- If the use of such materials is essential for cultural or artistic expression, prior written approval must be obtained from the Host University well in advance. The Host University reserves the right to prohibit the use of any such materials if deemed unsafe or potentially harmful to their premises or attendees.
- This advisory is issued to promote safety and the smooth conduct of events and does not waive the safety obligations of participants or organizers.
- To promote creativity, Cultural Contingents are requested to present new cultural items as far as possible in all competitions of the festival.

DISQUALIFICATION FOR VIOLATION OF ELIGIBILITY RULES

Disqualification of a participant on the grounds of ineligibility will result in the **automatic disqualification of the university from the event(s) in which the particular student has participated**.

DISCLAIMER OF LIABILITY

Competitors participate in the Inter University Youth Festivals/ Other youth programs entirely at their own risk. However, Host Universities are advised to take adequate care and necessary precautions to prevent any mishap or unforeseen circumstances. It may kindly be noted that neither the Host University nor the Association of Indian Universities (AIU) shall be held responsible for any unfortunate incident.

JUDGMENT AND APPEALS

1. **The decision of the jury members appointed for different events shall be final and binding on all.**
2. It is expected that their judgment will be respected. In case of any dissatisfaction, the matter may be referred to the Jury of Appeals.
3. The complaint/appeal in any of the AIU's Youth Festival/other Youth event must be given in a confidential cover to the Observer/ Technical observer of the host University within one hour of the end of the competition. In case it is made public before redressal by circulating it through the press/media, the responsible team can be debarred, and the complaint/appeal will not be entertained.

4. **Protests can be entertained on matters related to the violation of rules or improper conduct of the contest**. There will be a protest fee of INR 1000/- (One thousand) only. This fee will not be refunded unless the protest has been upheld by the Jury of Appeals.
5. No protest shall be entertained on matters regarding judgment.
6. No appeal shall lie against the decision of the Jury of Appeals.

13. GUIDELINES FOR OBSERVER / TECHNICAL OBSERVER (UNIFEST)

- Observer / Technical Observer should ideally reach campus one day before the start of the festival.
- The Observer / Technical Observer should leave the campus only once the official valedictory ceremony has been formally concluded.
- Adequate arrangements of accommodation, electricity, water and cleanliness for the participants/officials may be given priority.
- The accommodation of AIU Observer / Technical Observer and Judges will be taken care of by the host university. The arrangements for judges' accommodation may preferably be done in the University Guest House/ Government owned Guest Houses (ideally at a place which is at a suitable distance from the venue/residence of the participants and managers to avoid any unethical implications later by the participating universities).
- The participants and accompanist(s) shall be accommodated in clean and hygienic hostels, etc. as decided by the host university. Preferably one contingent should be allotted accommodation on non-sharing basis with other contingents.
- Even though the participating teams are advised to bring their own bedding and properties, the host university shall arrange for basic requirements like mattress, bedsheets, pillow, pillow cover, toilet facilities, safe drinking water etc. without any additional cost.
- The food arrangement for AIU Observer/Technical Observer and the Judges may be arranged separately from the members of the contingents, preferably in a separate enclosure in the dining area.
- The host university is liable to provide accommodation and food for the specified members of a contingent only.
- The organizing committee has to understand that each participating university may like to practice till late night at the accommodation or nearby area. Organizing committee may like to provide a dedicated place, area, ground, hall for practice.
- Security and discipline with particular consideration of female participants may be given proper attention. A Sub-Committee of Women Organisation to be constitution (all women staff members) by the host university, the same will assist Observer/Technical Observer / Organising Secretary to monitor any issue pertaining to women safety.
- All publicity material including banners/hoardings/backdrop/ stationery/ prizes will invariably bear the name of the organizing university under the aegis of Association of Indian Universities with AIU logo at the top.
- Adequate arrangements for various Venues should be taken into consideration and as far as possible the total festival activity should be limited to approx. two kilometres.
- Arrangements may please be made for video recording and photography.
- Each event may be video-graphed from the start till the end with proper date and time label/stamp. The video recording should cover the entire stage along with the timer that is on display. These videos may be required by AIU Observer/ Technical Observer/Jury of appeal for random check/settling disputes, if any. The same may be disposed of after 2 month of completion of the programme at the discretion of Host University.

- Few selected event wise photographs may also be shared digitally with, AIU Observer/Technical Observer, Judges and participating universities so that they can cherish these moments forever.
- All the results are to be kept confidentially and are to be opened and tabulated in the presence of AIU Observer / Technical Observer and responsible persons from the host universities.
- Impartiality of judgment of various events is to be given utmost attention without any outside pressure or interference. The judges are to be requested to clearly mention First to Fifth Winners of each event but First, Second and Third Winners will only participate at the Inter-University National Youth Festival. Any tie in the Zonal Unifest for the First, Second and Third Positions may be avoided, if possible.
- Point system for calculation of overall trophy & category trophies will be as follows:

Event Type	Points System	First Position	Second Position	Third Position
Group	9-7-5	9	7	5
Solo	**5-3-1**	**5**	**3**	**1**

- The points of Cultural Procession will also be included in the overall calculation for the championship Trophy.
- The Observer / Technical Observer should ensure complete integrity and at no point of time convey anything about the results/points table / any other information pertaining to the festival at all formal/informal platforms.
- The Observer / Technical Observer shall arrange details of all OFFICIAL PROTESTS / WRITTEN COMPLAINTS for submission to the AIU-Youth Affairs.
- All complaints and related issues concerning organizing and conducting of various Events will be received and disposed off on the spot by the duly constituted Jury of Appeal as follows:
    i) VC-Nominee
    ii) Observer, AIU
    iii) Organizing Secretary
    iv) Jury Member- opted by Observer, AIU
    v) Technical official/Technical Observer opted by Jury of Appeal
- Will ensure that no official/participant of a participating university shall go to the Media on any controversial issue and will not speak against the organization of the youth festival. Also, all complaints/suggestions will be submitted by the Team Managers of the concerned universities to the Observer / Technical Observer and organizers of the youth festival only. This issue may be made clear during Team Managers Meeting and minutes of the same be got signed by team managers.
- The results of various events will only be announced in the valedictory function.
- Final results to be submitted in result sheet (event-wise) to be put in a sealed envelope with signature of judge. The result sheets have to be collected by the Observer / Technical Observer.
- After the completion of all the events, the sealed envelopes of results for each event will be opened in a secret room by the Observer / Technical Observer.
- The final result sheet should be signed by the Observer/Technical Observer and the Organising Secretary/Cultural Coordinator of the host university.

- A scanned copy (compiled PDF file) of the RESULT DECLARATION SHEET & COMPILATION SHEET of each of the 28 events is to be submitted via email to AIU Youth Affairs before the declaration of results at the Valedictory Ceremony.
- TV/Radio/electronic and printing media may be involved for a wide publicity of the programme.
- The judges of Fine Arts will ensure that an exhibition of the works by participants is made near the fine arts venue once the results have been finalized. The exhibition should be made public for a suitable period of time.
- The judges of Fine Arts (on-the-spot painting) will ensure that top five paintings of Zonal event and top 20 paintings of National are handed over to AIU Observer with details of Students (attached/backside pasted) including 1) Name of the Student; 2) Zone; 3) University Name; 4) Contact details and 5) Year of Participation.
- Manager's Meet is the formal meeting of the managers/contingent in-charge(s) of the participating university with the Vice-Chancellor and Cultural Coordinator/DSW of the host university, in presence of the AIU Observer/Technical observer.
- The AIU Observer / Technical Observer or his nominee may call upon someone to randomly pick up the names of the universities determining the sequence/fixture. Efforts should be made to make this process automated / computerized / digitalized.
- The determined sequence and topics of elocution and debate should be immediately digitalized and print out should be immediately signed by the Cultural Coordinator and Observer during the Manager Meeting itself. The same printed sequence can be circulated.
- In case there is a clash or overlapping of the participant(s)/accompanist(s) due to the sequence or schedule of the events, the Managers/Contingent in-charge (s) are required to bring up such request immediately to the Observer / Technical Observer during the Manager's Meet. The AIU Observer / Technical Observer will take decision as per AIU rule.
- A formal meeting of all the judges is to be arranged by the host university in consultation with AIU Observer / Technical Observer, if required by the Youth Affairs Division.
- The topic of Elocution and Debate is to be declared by the AIU Observer/Technical Observer after consulting with AIU authority during the Manager's Meet.
- The system of marking the performances may be discussed during the Manager's Meet to maintain transparency. Any technical matter should also be informed to the Judges preferably by the AIU Observer.
- After the completion of the event, the host university may take feedback from the Managers/Contingent incharge(s) of the participating teams, judges and the observer.
- The video bytes can also be recorded during the event where the students, managers, judges and AIU observer can share their feedback about the event/fest/host university.
- Sequence of teams for any event cannot be changed without approval of Observer/AIU authority. For medical emergencies, an application in writing is to be recommended by on-spot doctor and approved by AIU Observer. In such cases, it will be the prerogative of the judges (in consultation with AIU Observer) to change the sequence and if allowed, they will announce the changes. The medical certificate may be kept for record.
- There must be a Liaison Officer nominated by the Organising University with AIU Observer, and his/her contact details must be displayed at all the venues (with mention that for any technical assistance, please contact (-----contact number----).

- Light music may be arranged at the venues of fine arts events by the host university, subject to approval of the judges and the observer.
- The host university is requested to host VC Dinner with participants/Team officials.
- The strength of the contingent of each university should not cross 60 including accompanists, team managers and Dean / Director Student Welfare or equivalent.
- Each participant including team official will be required to deposit registration fee @ Rs. 3500/- per participant with the organizing university.
- Registration Fee collected from participants at the rate of Rs. 3,500/- per participant is to be shared as follows:
  - 70% of the total amount collected may be retained by the host university.
  - 30% of the total amount must be remitted to the Association of Indian Universities (AIU).
- Only students who are less than 25 years of age on the 1st day of July of the current academic year can participate.

CONFLICT OF INTEREST DECLARATION

Every OBSERVER/ TECHNICAL OBSERVER shall submit a written declaration of neutrality, confirming that he/she has no professional or personal affiliation with any participating university, team, or individual contestant. Any existing or potential conflict of interest must be disclosed before appointment. It should be implemented at the Zonal Level only, as its applicability at the National Youth Festival is not feasible.

14. DUTIES OF TECHNICAL OBSERVER (UNIFEST)

TO BE UNDERTAKEN UNDER THE STRICT GUIDANCE OF OBSERVER

PRE-EVENT:

1. Ensuring preparation of all publicity materials, backdrops, hoardings, information brochure, etc. as per standard guidelines of AIU.
2. Ensure preparation of a feasible schedule of the festival considering the technical aspects of the events such as stage size, lightings, capacity of the venue, etc.
3. Ensure pre-promotional activities such as invitation (three times) is done appropriately and adequate efforts are being placed to increase the number of participating universities.
4. Once the jury member has been appointed by AIU-Youth Affairs, the technical observer should be the first point of contact for all jury members and a bridge between the organizing secretary and the jury members.
5. Ensure creation of whatsapp group of team managers for ease of communication.

ON ARRIVAL AT CAMPUS:

1. Verify arrangement for stay of Jury, Team Managers, Participants and Accompanists as per AIU Guidelines. Check for cleanliness and hygiene (Washroom / Drinking Water).

2. Check all venues for compliance with basic requirements of the event.
3. Check establishment of Registration Desk, Control Room – Organizing Secretary & Control Room – Observer (which will also serve as the result section).
4. Check food arena and compliance to basic expectations.
5. Check available for stage / practice of participating teams.
6. Check arrangements at Registration Desk for proper eligibility check.

DURING THE FEST:

1. Adherence to timeline and necessary communication to jury appointed.
2. It must be ensured that the Annexure-IV: Event-Wise Registration Form, downloaded from the AIU Registration Portal and duly signed/stamped by the DSW or Team Manager, is collected in physical form at the venue and properly cross-verified. This document will serve as the official basis for preparing the Participation and Merit Certificates. Annexure-IV must also be submitted in an envelope along with the sealed envelope containing the results by the respective Venue Coordinator.
3. A timer sheet must be ensured at all venues. It should be submitted along with the other documents pertaining to the event i.e evaluation sheet, compilation sheet & result declaration sheet.
4. The jury members should be advised NOT TO RETAIN any document pertaining to the event with them. It should either be submitted as part of the formal results. Any rough work should be destroyed at the venue itself.
5. Once the results are received, it should be cross-checked for any totaling error or typing / writing error.
6. If found correct, the same should be tabulated, both in the points table as well as the result sheet.
7. Annexure-IV should be open and based on the results; it should be segregated into two parts – 1st – 5th Position for Certificate of merit and the rest for certificate of participation.
8. A reliable team from the host should be engaged in certificate writing and the appointed team must maintain the integrity as they would be aware of the results to a certain extent.
9. Certificate of Merit & Certificate of Participation should be assembled University wise, so that after the valedictory ceremony the same may be disbursed.
10. Once the results of all events have been compiled, the results should once again be matched with the event-wise declared sheet, as double-check.
11. The signature of the organizing secretary and the observer must be done on all sheets as per the standard format. It should also be ensured that signature of the relevant jury members is placed at the right locations. In case of any over-writing, cross-sign should be taken. Use of WHITENER / CORRECTION FLUID etc. is STRICTLY PROHIBITED.
12. Scanning of the Compilation Sheet and the result declaration sheet must be done for submission to the office of the AIU-Youth Affairs.
13. The results of all events (Evaluation Sheet / Compilation Sheet / Result Declaration Sheet / Timer Sheet) should then be enclosed in a proper package and handed over to the Organizing Secretary by the Observer in the presence of the Technical Observer and at

least one from representative from the host university. Geo-tagged photo of the same or appropriate receiving may be taken.

14. The Technical Observer should counsel, advice and if required even train the Organizing Secretary for timely submission of the reports along with utilization certificate to the AIU-Youth Affairs.
15. The hosts should also be motivated that they will be important stakeholders to the National Youth Fest as their information is the most vital especially in regards to the list of qualified participants from their respective zones to Nationals.
16. Ensure timely disbursement of TA/DA & honorarium of all appointed jury members.
17. Ensure smooth conduct of all formal activities such as Manager's Meet, VC Dinner, and Opening Ceremony & Valedictory Ceremony.

POST-EVENT / EVENT CLOSURE

1. The Technical Observer should discuss in detail with jury members on various technical aspects of the events such as rules & regulation, judging criteria, etc. and scope of improvement.
2. The Technical observer should also interact with participants and team managers regarding scope of improvement of the festival.

REPORT SUBMISSION

A comprehensive report of the conduct of the event including challenges faced must be submitted to AIU-Youth Affairs within a week of the closure of the fest.

15. CRITERIA AND GUIDELINES FOR SELECTION OF JURY MEMBERS (UNIFESTs)

The Association of Indian Universities (AIU) is committed to ensuring the highest standards of transparency, fairness, and integrity in the conduct of its Inter-University Youth Festivals (UNIFESTs). In order to maintain impartial evaluation and uphold the spirit of healthy competition, the following **criteria and guidelines** shall govern the selection and appointment of jury members for all events conducted under the aegis of AIU.

1. Neutrality and Zonal Independence

To uphold fairness and avoid regional bias, jury members shall be appointed from **zones other than the one** in which they are assigned to adjudicate. No individual belonging to the same geographical zone of the festival shall serve as a jury member therein.

2. Professional Competence and Domain Expertise

The jury member must possess adequate **academic qualifications, professional experience, or practical exposure** in the relevant art form or discipline. Preference shall be given to individuals who are **recognized practitioners, academicians, trainers, or experts** with a credible record of contribution in their respective fields.

3. Integrity and Ethical Conduct

Only those individuals who demonstrate **unquestionable integrity, fairness, and ethical behaviour** shall be considered. Any person having a proven record of **biased judgment, misconduct, or official complaints** in previous UNIFESTs shall stand disqualified from future appointments.

4. Compliance with AIU Norms

The appointed jury member must have a clean record of **compliance with AIU's guidelines and undertakings** in the past. Any individual found to have violated or disregarded AIU's prescribed norms, protocols, or code of conduct in previous assignments shall not be considered for reappointment.

5. Feedback and Professional Conduct

Feedback received from host universities regarding a jury member's **professionalism, punctuality, cooperation, moral ethics and behaviour** during past events shall be duly considered. Consistent positive feedback will enhance eligibility for future appointments.

6. Conflict of Interest Declaration

Every jury member shall submit a **written declaration of neutrality**, confirming that he/she has **no professional or personal affiliation** with any participating university, team, or individual contestant. Any existing or potential conflict of interest must be disclosed prior to appointment.

7. Representation and Diversity

AIU shall endeavour to ensure **inclusive representation** among jury panels with due consideration to gender balance, regional diversity, and linguistic variety, reflecting the **national character and inclusiveness** of the Inter-University Youth Festivals.

8. Experience and Credibility

Preference shall be given to individuals who have previously served as **jury members, performers, or organizers** at inter-university, state, or national-level cultural events. First-time jury members may be considered for selection under mentorship or in less complex event categories/zones.

9. Professional Decorum and Confidentiality

Jury members are expected to uphold **professional decorum, neutrality, and confidentiality** throughout the festival. They must refrain from interacting with participants or team managers outside official proceedings and avoid any act that could influence or appear to influence their judgment.

11. Accountability and Review

AIU maintains the right to **review the performance and conduct** of jury members after each UNIFEST, based on reports from the host university and festival observers. Any jury member found to have acted in contravention of AIU's principles may be **disqualified from future engagements**.

Note

These guidelines are intended to promote transparency, professionalism, and ethical adjudication across all AIU Youth Festivals.

16. TA/DA POLICY AND HONORARIUM FOR OBSERVER/ TECHNICAL OBSERVER / JURY MEMBERS TO BE REIMBURSED/ PAID BY THE HOST UNIVERSITY

The TA / DA norms for the Observers/Technical Observers/Jury Members appointed for the festival will be as follows:

- Distance more than 600 KM: Airfare – Economy (Arrival Boarding Pass Submission is Mandatory) + Local Transport
- Distance between 200 KM – 600 KM: 2nd AC Train Fare + Local Transport
- Distance less than 200 KM: 2nd AC Train Fare /Personal Car /Taxi etc.
- To minimise travel costs, pick-up and drop-off from the prominent airport railway station may be arranged by the host university.
- Wherever a personal car or taxi is used, reimbursement will be as follows:

➢ For distances less than 200 KM: @ ₹16/- KM + Toll Taxes as actual.

- Between 200 KM – 400 KM: @ ₹13/- per KM + Toll Taxes as per actual.

HONORARIUM

1. For Technical Observer/Observer: ₹ 3000/- per day shall be paid by the host university for all days of duties.
2. For Jury Members: ₹ 3000/- per event/ per day shall be paid by the host university.
3. The honorarium for the Quiz Master will be ₹ 6000/- as the Quiz involves two stages, i.e., Prelims and Final.

Note: The competent authority of AIU may modify the norms as per requirement, from time to time.

17. ADVISORY TO THE UNIVERSITIES

(for promoting and facilitating student participation in AIU Youth Affairs (Cultural) Programmes)

The Association of Indian Universities (AIU) remains steadfast in its commitment to fostering holistic student development through active participation in AIU Youth Affairs (Cultural) Programmes. These initiatives-spanning the Zonal, National, and International levels play a crucial role in promoting talent, teamwork, discipline, cultural exchange, and national integration.

To ensure that student participants receive adequate academic, infrastructural, and administrative support, the AIU IUNC Board in its 17th meeting has recommended that all member universities should adopt the following:

1. Duty Leave for Participants

- Universities shall grant **duty leave** to all staff and students for the full duration of their participation in **AIU Youth Affairs (Cultural) Programmes**, including performance days, rehearsals, approved preparatory sessions, and travel.

- Such leave shall be officially recorded in the students' attendance register as ***"On Participation – Duty Leave,"*** ensuring it is not counted as an absence.

2. Provision for Re-examinations

- Students missing academic assessments, internal tests, or examinations due to participation in AIU's Youth Affairs (Cultural) Programmes shall be given the opportunity for **special re-examinations** or **rescheduled assessments**, ensuring

no loss of academic assessment/grades.

3. Extra Classes/Remedial Support

- Institutions should arrange **extra classes** or **remedial sessions/recorded classroom lectures/worksheets** etc. for students who miss lectures, practicals, or tutorials due to participation in **cultural activities**.

4. Faculty should extend **academic guidance & support** to help students catch up on missed syllabus content.

5. Infrastructure & Logistics Support

- Universities must ensure safe, well lighted and hygienic **practice and rehearsal spaces** for cultural activities with availability of separate toilets, changing rooms, etc.

- Necessary logistics and transportation support should be provided, including:

  - Availability of a lady supervisor after 6 pm.
  - Musical instruments, sound systems, stage equipment, and lighting
  - Costumes, props, and performance materials
  - Transportation, accommodation, food and related facilities for all participants

All member universities are requested to take adequate measures and implement SOPs to create an enabling environment that supports and nurtures student participation in cultural activities, thereby contributing to a vibrant, inclusive, and culturally enriched campus life.

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