Indian Institute of Technology Mandi
Mandi-175001, Himachal Pradesh, India

भारतीय प्रौद्योगिकी संस्थान मण्डी
मण्डी–175001, हिमाचल प्रदेश, भारत

No: IITM/SPS/2026-27/1314 Date: 26-10-2026

Guidelines for Physics Club Activities

With regard to Physics Club activities, the organisers and the club members are advised to adhere to the following guidelines:

1. **Activity Timings:** Please ensure that all activities conclude by 6:00 PM. If any activity is expected to continue beyond this time, prior intimation should be given to the concerned faculty coordinator. Any required permission from the competent authority must also be obtained in advance.
2. **Venue Usage :** All activities must be conducted only in the rooms or conference halls that have been booked in advance. Please ensure that the event does not interfere with or inconvenience other users of the venue.
3. **Post-Event Conduct:** After the completion of an event, participants are expected to vacate the venue promptly. Students should avoid lingering, informal gatherings, or group discussions at the venue once the activity has concluded.
4. **Cleanliness:** If refreshments are served during the event, organizers must ensure that the venue is left neat, clean, and in good condition after the activity.

To facilitate the timely processing of event-related requests, the following approvals are required:

5. **Faculty Coordinator Recommendation:** A recommendation from the Physics Club Faculty Coordinator must be obtained prior to seeking approval from the Chairperson, with SPS office (**spsoffice1@iitmandi.ac.in**) marked in copy (CC). Also refer to link for timeline of the submission of the request "https://sps.iitmandi.ac.in/guidelines.php"
6. **Budget Approval:** An online budget approval from the Chairperson must be routed through (with the recommendation) Physics Club Faculty Coordinator with SPS office (spsoffice1@iitmandi.ac.in) marked in copy (CC).

   Our SPS office staff members will be available to facilitate the necessary processes related to your proposal for any Physics Club activity.
7. **Procedures for Bills submission:** All bills, invoices, and supporting documents must be submitted in the SPS office, along with the recommendation of the Physics Club Faculty Coordinator, for reimbursement processing. Please note for any expenditure exceeding the approved budget, it is required to obtain recommendation from the faculty coordinator for approval by the Chairperson.
8. **Code of Conduct:** All are advised to follow the Institute's code of conduct.

We look forward to your cooperation in making these activities productive and enjoyable for everyone.

We wish you a successful and enriching event experience.

28/10/26

Chairperson
School of Physical Sciences
Indian Institute of Technology Mandi
Kamand-175075, Himachal Pradesh, INDIA

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