



OFFICE OF THE DEAN OF STUDENT AFFAIRS
(STANDARD OPERATING PROCEDURE FOR STUDENT BODIES)
BIRLA INSTITUTE OF TECHNOLOGY
MESRA, RANCHI, 835 215, INDIA
(Deemed University u/s 3 of UGC Act 1956)

INSTRUCTIONS/GUIDELINES FOR CLUBS/SOCIETIES FOR CONDUCTING EVENTS

Step 1: Please ensure that the event is listed in the event calendar for the academic year.

Step 2: Fill the Student Activity Approval Form (Annexure V)

How to download Student Activity Approval Form (Annexure V)?

Go to institute website(www.bitmesra.ac.in), Then Go to **Students** (in Drop down menu select **Student Affairs**), Then go to **Downloads** listed under **IMPORTANT LINKS**

Step 3: click the link : [Form to be filled before applying for event approval](#)

Step 4 :After filling the Annexures V get it signed by the concerned FA and DOSA Officials.

Step 5: Report Submission within 1 week of completion of the event :

Fill the Annexure VI (Format for Event Submission Report) given in the Downloads and fill the form given in the link: [Form to be filled after the event is concluded](#)

Step 6: SoftCopy of the report can be sent to adosa-sa@bitmesra.ac.in

Note: Filling of google forms are Mandatory , without which the events are likely to be disapproved by the Office of the DOSA .

Thank You
Office of DOSA