



Guidelines for COFA as a Standing Committee

1. The members of the committee shall be elected according to senate procedures. The Chair and the Senate nominees shall not have held any ratified position in the festivals to contest for the election.
2. The committee shall look into all the policy aspects of a festival. These policy aspects involve all the principles/protocols/decisions with a common long-term objective (or objectives) affecting or relevant to the festivals.
3. The sub-committees of COFA, i.e. COFA(A), COFA(U) and COFA(T) shall work independently of each other to supervise the timely completion of the festival related tasks at various points of time besides advising the Festival Team on major policy matters.
4. The committees will become active as soon as the Festival Team is formed. The committees shall meet at regular intervals to discuss the planning and progress made by the Festival Team.
5. The committees shall work in tandem with the Finance Committee to verify all the deals made by the Festival Teams, i.e. Tenders for T-shirts etc., MOUs of sponsorships, workshops, food and catering, etc.
6. In case of discrepancies, matters can be resolved through voting. In case of a tie, the decision of the chair shall stand. If no appeal is made to challenge this decision in the next senate meeting, the decision shall be final and binding.
7. During the festival, the committee can call for an emergency meeting and thus, it is liable on the part of the committee members to be available at all times during the festival. Also, it is expected that the members shall be vigilant towards the conduction of the festival. For this reason, the COFA Chair shall be a part of the STF.

Further Recommendations:

1. The committee should revise the sections of the constitution relevant to the festivals such as the Core Team structure, etc.
2. More steps can be taken to make the festivals cashless. Hospitality Desk, Food Stall, Workshop desks etc. can be equipped with POS machines, which other than some minor glitches works very well. Although, there's no urgent need to remove cash transactions altogether, they are an effective alternative in case of technical failures.
3. Find ways to improve the security procedures and contingencies.