



Committee of Festival Affairs  
Students' Senate  
Indian Institute of Technology, Kanpur  
Naman Kumar | Convener



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## Guidelines for COFA as a Standing Committee

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1. 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 shall work in tandem with the Finance Committee to verify all the deals made for the conduction of the Festival, i.e. Tenders for T-shirts etc., MOUs of sponsorships, workshops, food and catering, artists, etc. at least a week before the festival starts.
5. During the festival, the committee might 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.

### 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.