

SIBSAGAR UNIVERSITY VARSITY WEEK



GUIDELINES FOR PARTICIPANTS AND GENERAL RULES & REGULATIONS

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A. General Rules for All Participants:

1. **Eligibility:** Participation is open to all registered students of Sibsagar University. Participants must carry a valid university ID card OR valid login credentials in University ERP for verification.
2. **Registration:** Registration for all events must be completed within the prescribed deadline. All Head of the Departments must submit duly signed list of participants to the Dean of Students' Welfare in **prescribed format** on or before the last date issued by the authority. Late entries will not be entertained. In case of special circumstances, each late entry must be validated by the concerned Head of the Department in prescribed format.
3. **Discipline:** All participants must maintain discipline and decorum during the events. Any kind of misconduct may lead to disqualification and may further be subjected to disciplinary action as may be decided by the authority.
4. **Time Management:** Participants are advised to report at least 30 minutes before the scheduled time of their event.
5. **Decisions:** The decisions of the judges will be final and binding. No objection or appeal will be entertained. Each Teacher in-Charge must submit the results (Annexure II) duly signed by the judges after completion of the competition in sealed envelope to the Dean of Students' Welfare.
6. **Attire and Props:** Participants should adhere to the dress code or bring necessary props, costumes, and instruments as specified for each event. In an event where no particular costume, prop etc. are necessary, the participants shall be in the University uniform.
7. **Language:** Participants must adhere to the language requirements (Assamese, English, or Hindi) where applicable. Use of unparliamentary words may lead to disqualification of participants from concerning department from the competition.
8. **Code of Conduct:** Cheating, plagiarism, or any unfair practice will result in immediate disqualification.

B. Gymnasium Guidelines:

1. Any equipment of auditorium, indoor stadium, competition venue, gymnasium shall be used only after having permission from the Teacher in-Charge.
2. Access to the Gym is restricted to the staff and students of Sibsagar University only. Individuals under the age of 18 are not permitted in the Gym.
3. All users must register their attendance and present their University-issued ID card (Identity Card) for verification upon entering the Gym.
4. Users must be physically fit before engaging in any physical activity. All exercises are undertaken at the user's own risk.
5. Appropriate sportswear (T-shirts, track pants/shorts, and proper shoes) must be worn at all times while using the Gym.
6. For hygiene purposes, users must bring a towel and clean the equipment after each use.
7. Consumption of food or beverages in the workout area is strictly prohibited.
8. Users must not tamper with any electrical switches or equipment in the Gym.
9. A weight lock must be used at all times while using barbells to ensure safety.

10. After use, the users must re-rack all the weights, barbells, and dumbbells. Equipments must not be removed from the Gym under any circumstances.
11. Users responsible for any loss or damage of equipment due to negligence will be required to cover the cost of repair or replacement.
12. The Gym staff has the authority to ask any user violating the rules to cease the activity or leave the Gym immediately.

C. Competition Rules:

1. There is no limit in case of solo events. But, for group events, only 1 group (of maximum 10 members) per department can participate.
2. General rules of participation limit, accompanist limit, and time of performance are given in the table below:

MUSIC	Items	Accompanist maximum	Time maximum (minutes)
A) Music (Solo Classical Vocal)			
	i. Borgeet	2	3
	ii. Khayal	2	3
B) Music (Solo Percussion Classical Instrumental)			
	i. Khol	2	3
	ii. Tabla	2	3
C) Music (Solo Non-percussion Classical Instrumental)			
	i. Flute	2	3
	ii. Sitar	2	3
	iii. Violin	2	3
	iv. Guiter	2	3
D) Music (Solo Indian Light Vocal)			
	i. Bhajan	2	3
	ii. Ghazal	2	3
	iii. Jyoti Sangeet	2	3
	iv. Bishnu Rabha Sangeet	2	3
	v. Parbati Prasad Geet	2	3
	vi. Bhupendra Sangeet	2	3
	vii. Jayanta Sangeet	2	3
	viii. Modern Song	2	3
E) Music (Solo Western Vocal)		2	3
F) Music (Group Song Indian)		3	5
G) Folk Orchestra		3	5
H) Music (Folk Song)			
	i. Group Folk Song (Open)	3	5
	ii. Solo Folk Song (Open)	2	3
I) Music (Solo Folk Instrumental)			
	i. Dhol	1	5
	ii. Pepa	1	3
	iii. Gogona	1	2
DANCE	i. Solo Classical Dance	3	6
	ii. Solo Creative Dance	3	3
	iii. Group Folk Dance (Open)	X	10
	iv. Group Creative Dance	3	4
THEATRE			
	i. One-Act Play	3	25 to 30
	ii. Solo & Group Mime	2	5
	iii. Mimicry	X	3
	iv. Stand-up Comedy	X	3

v. Solo & Group Mannequin	X	Minimum 3
vi. Disguise	X	3
LITERARY EVENTS: Assamese & English Anchoring, Assamese & English News Presentation, <i>Wall Magazine</i>	X	3
i. Quiz	X	X
ii. Speech / Elocution	X	3
iii. Debate	X	3
iv. Assamese & English Poem Recitation	X	3
FINE ARTS		
i. On the Spot Painting	X	60
ii. Collage	X	30
iii. Poster Making	X	30
iv. Clay Modelling	X	60
v. Cartooning	X	30
vi. Rangoli	X	60
vii. Installation	X	30
ON THE SPOT PHOTOGRAPHY	X	X
CULTURAL RALLY / PROCESSION	X	X

- The order of One-Act Play or such performances will be decided by a lottery.
- All the judges will sit at separate tables to ensure no interference or discussion by any one with them during the competition, except the authorized officials.
- The schedule for each competition item will not be altered. However, in special circumstances, it may be altered with due permission of the concerned authority. Competitors must be present at their scheduled time. Any competitor not reporting after two successive calls will be considered absent.
- A minimum of 5 competitors shall be required for each competition item to be eligible for prizes.
- No professional instrumental accompanists or accompanists from other departments are allowed in Group Folk Dance (Open).

D. Rules for One-Act Play, Mime and Mannequin Competition:

- One-Act Play:
 - One copy of the Scripts must be submitted with the entry form.
 - The list of drama characters with the names of the actors according to their serial entry on the stage must be submitted 1 hour before the beginning of the event.
 - Competing teams will be responsible for their own make-up materials, costume, props, stage settings, background music, special effects etc.
 - The content must not offend any individual sentiment, gender, caste, community, language, race, nationality, religion, and must avoid obscenity.
 - Basic stage sound and lights will be provided by the University.
 - Each department will be permitted to perform only one drama (One-Act Play).
- Mime: Contestants may participate in Mime either in Solo or in Group mode. Maximum 5 competitors can participate in Group Mime competition.
- Mannequin: Contestants may participate in Mannequin either in Solo or in Group mode. Maximum 3 competitors can participate in Group Mannequin competition.

E. Rules for Music Competition:

- Two instrumental accompanists with musical instruments (1 Harmonium and 1 Tabla) shall be provided to each competitor by the University.

2. The language of the Group Song (Indian) Chorus may be Assamese, or a multilingual combination.

F. Rules for Literary Competition:

1. **Theme Selection:** The competitors should choose a clear, relevant, and engaging theme for the competition. It should resonate with the participants and the readers / audience, and ideally be related to a subject that aligns with the spirit of the varsity week.
2. **Types of Entries:** The competitors should decide on the format of the competition, such as:
 - Poetry: Short verses, free verses, or structured forms.
 - Short Stories: Fictional works within a specified word limit.
 - Essays: Analytical, reflective, or creative writing on a given theme.
 - Creative Writing: Open-ended, allowing participants to create any literary form.
3. **Rules & Regulations**
 - Word Count or Time Limits: Essay word limit: 1000 words.
 - Originality: All works must be original. No plagiarized content shall be allowed.
 - Submission Format: Submission format will be specified. (e.g. Typed, Font Style, Font Size, Spacing, Margin Size, etc.) and the submission deadline.
 - Language: The language of the competition is either Assamese or English.
 - Judging Criteria: The criteria for evaluation will be explained (creativity, originality, grammar, spelling, coherence, etc.).
4. **Judging Panel**
 - Appointment of Qualified Judges: The judges who are experienced in literature or have a background in the relevant field should be selected. This may include professors, writers, or literary critics.
 - Transparency: Ensure that the judging process is transparent and fair, as well as provide the participants with clear feedback, if possible.
5. **Event Logistics**
 - Submission Timeline: A clear timeline for submissions, judging, and announcement of results should be set. The participants should be given enough time to prepare their entries.
 - Event Schedule: If the competition is part of an event, ensure that it aligns with other activities during the varsity week.
 - Venue: If there is a live reading or award ceremony, an appropriate venue such as a hall or outdoor space that fits the occasion should be chosen.
6. **Post-Competition**
 - Feedback to Participants: Providing feedback to participants should be considered, which helps them improve their writing skills for future competitions and career.
 - Publication: If possible, the winning works may / should be published in a university magazine, newsletter, journal, online platform etc. to give the participants a wider exposure.
7. **Encouragement & Inclusivity**
 - Supportive Environment: Creativity and constructive criticism should be encouraged. It should be ensured that the competition promotes a positive and inclusive atmosphere.
 - Diverse Participants: It must be ensured that students from all backgrounds feel welcome to participate, regardless of their major or experience in literature.

G. Rules for Major Games Competition

1. Team Composition:

For team sports, ensure that each team meets the minimum and maximum number of players as outlined for the specific sport. Mixed-gender teams should comply with any gender-specific rules set by the event organizers.

2. Fair Play and Sportsmanship:

All players must exhibit fair play, respect, and sportsmanship throughout the event.

Any form of cheating, doping, or unethical behaviour will result in immediate disqualification.

Disputes or arguments should be addressed through the official protest process, not through confrontation.

3. Equipment and Uniforms:

Teams should come prepared with proper uniforms (according to the sport) and necessary equipment (e.g., footballs, basketballs, etc.).

Any equipment provided by the organizers should be used exclusively for the event and returned after the competition.

Safety equipment such as helmets or knee pads must be worn where applicable.

4. Match Rules and Referees:

Matches will be conducted according to standard rules for each sport. Any variations will be clearly communicated before the competition starts.

Participation of sports teams in group events will be finalized through a lottery, conducted in the presence of at least three participating groups, with no last-minute changes.

Referees/officials will be assigned to each game to ensure fair play and enforce the rules.

In case of a tie or dispute, the referees' decision is final.

5. Game Duration and Timings:

Each game will be played according to a fixed time schedule. Delays should be avoided, and teams should be punctual for their matches.

If needed, extra time or penalty rounds will be announced for tied games.

6. Health and Safety:

Teams are encouraged to carry water bottles and stay hydrated during the event.

First-aid services will be available on-site. In case of injury, players must report immediately to the event staff.

Players showing signs of injury should take a break and not participate until cleared by medical staff.

7. Conduct during the Event:

Spectators should maintain decorum and not disrupt the flow of the game.

Teams should avoid any aggressive behaviour toward officials, opponents, spectators and any other individuals.

Cheering is encouraged, but it must remain respectful to all participants and any other people.

8. Post-Game Protocol:

After each match, both teams should shake hands or engage in a display of sportsmanship.

Results will be announced at the end of each game, and any protests should be submitted in written form immediately after the conclusion of the match.

9. Award Ceremony:

Medals, trophies, or certificates will be awarded to the top teams or individuals at the closing ceremony.

All participants must attend the award ceremony to collect their prizes or recognition.

H. Rules for Photography Competition

1. Photographs must be taken with a camera; photos captured from mobile phones are not allowed.
2. Participants must show/submit camera model & blank storage in front of the judges before participation.
3. Each participant can submit a maximum of 3 photographs.
4. **Theme** shall be declared by the judges at the time of competition.
5. **Originality:** Only original photographs taken by the participant are allowed. No plagiarized or copied work will be accepted.
6. **Editing:** Light editing (brightness, contrast, cropping) is permitted, but excessive manipulation (e.g., adding elements or heavy filters) will be penalized. Judges may look into photo metadata for evaluation of degree of editing and originality.
7. **Format & Size:** Photographs must be submitted in digital format (JPEG, PNG, TIFF) with a resolution of at least 300 DPI. Photos must not exceed 10 MB in size. Photos generated by artificial intelligence are not allowed. Photos must not be false-coloured.
8. **Copyright:** By entering the competition, participants grant the event organizers (Sibsagar University) the right to use their photographs for promotional purposes.
9. **Judging:** A panel of judges will evaluate the photographs based on creativity, composition, relevance to the theme, and technical quality.

I. Rules for Fine Art Competitions

1. Art paper shall be provided by the organiser, however, participants must bring other materials of their own.
2. Topic/theme of the competition will be declared just before the competition.

J. Rules for Installation & Clay Modelling

1. **Material:** Participants must bring their own materials, clay will be provided by the organiser. The event organizers will provide the basic tools if necessary.
2. Materials like thermocol, wire, fabric, or recyclable waste may be used. No hazardous or inflammable materials are allowed.
3. **Theme & Size:** The installation or clay model must fit within the designated area (e.g., 5ft x 5ft for installations, 2ft x 2ft for clay models).
4. The theme will be just before the start of the competition.
5. **Time Limit:** Participants will have a specified time (e.g., 1 hour) to complete their creation.
6. **Judging Criteria:** Creativity, theme adherence, aesthetic appeal, and craftsmanship will be considered by the judges.

K. Rules for Quiz

1. **Format:** The quiz will consist of multiple rounds, including General Knowledge, Current Affairs, Subject-Specific, and Rapid Fire rounds.
2. **Conduct:** No use of electronic devices (phones, tablets etc.) during the competition are allowed.

3. Questions may be in the form of direct answer, multiple-choice, true/false, or open-ended questions.
4. **Time Limit:** Each round will have a set time limit (e.g., 30 seconds per question).
5. **Scoring:** Points will be awarded for correct answers, and deductions may be made for incorrect answers (if specified).
6. In the event of a tie, a sudden-death round may be held.
7. **Judging:** The quizmaster will be the sole authority in judging answers and timing.

L. Rules for Rangoli, Mehendi, Hairstyle and other competitions

1. **Material:**
 - i. For Rangoli: Participants may use colored powder, rice, flowers, or any other eco-friendly materials.
 - ii. For Mehendi: Only natural, skin-safe henna may be used.
 - iii. For Hair Style: Tools like combs, clips, and hairsprays are allowed. No artificial wigs or extensions are permitted.
2. **Time Limit:** Each participant will have a specific time (e.g., 1 hour) to complete their work.
3. **Theme:** The theme for Rangoli, Mehendi, and Hair Style will be provided ahead of time.
4. **Judging Criteria:** Creativity, symmetry, neatness, theme relevance, and execution will be evaluated.

M. Rules for Debate:

1. A relevant and engaging topic that is thought-provoking and suitable for the participants' age and knowledge level should be selected. It should be ensured that the topic has clear pro and con sides to foster engaging debates.
2. The judges will evaluate the debaters on the basis of clarity, logic, delivery, rebuttal effectiveness, etc.
3. Experienced and impartial judges who understand the subject matter and debate format should be selected.
4. It should be ensured that the judges have a clear understanding of the judging criteria beforehand.
5. All the participants should be gathered for a briefing before the starting of the event. The format, time limits, and judging criteria should be explained.
6. A quick overview of the schedule should be provided and any last-minute questions should be addressed.
7. It should be ensured that everyone knows where and when to speak, including the clarifications or any doubts about the topic.
8. After the debates are concluded and the scores are tallied, the winners will be announced.
9. All the participants, judges, and volunteers should be acknowledged for their contributions.

N. Rules for Extempore Speech

1. While preparing the topics for extempore speech, offensive topics should be avoided and professionalism, respect, and appropriateness should be maintained.
2. In extempore speech, participant can choose between two topics only and speech should be in either Assamese or English. Bilingual use is not applicable.
3. Topic for speech shall be fixed and participant can deliver his/her speech in either Assamese or English. Bilingual use is not applicable.

4. Clarity of thought, presentation style, depth of knowledge and relevance, body language and time management are the judging criteria.
5. Any participant who exceeds time limit may be subject to penalty by judge.
6. A separate timekeeper must be engaged in the competition.

O. Rules for March Past

1. **Team Size:** Teams must consist of a minimum of 10 participants and can have up to 100 members.
2. **Uniform:** All participants must wear matching uniforms. Costumes should be neat, appropriate, and in line with the institution's dress code.
3. **Timing:** The march will last for a specified duration. Teams must maintain a steady pace and follow the designated path.
4. **Performance:** The team's coordination, discipline, formation, and synchronized movement will be evaluated.
5. **Judging Criteria:** Precision, presentation, uniformity, and creativity in the march past routine will be the key judging factors.

P. Rules for Cultural Rally

1. **Team Size:** There is no limit for members participating in the cultural rally team from a department.
2. **Theme:** The cultural rally should reflect the theme selected by the team and must not be offensive to any caste, community, religion and political party.
3. **Performance:** Teams should prepare a short performance that highlights the theme.
4. **Props and Costumes:** Participants should use props and costumes relevant to the theme. All props must be safely constructed and handled.
5. **Judging Criteria:** Creativity, thematic presentation, team coordination, originality, and overall impact will be considered during evaluation.

Q. Special Awards: A Best Disciplined Department Trophy will be awarded to the team demonstrating the highest level of discipline in terms of campus behaviour, competition conduct, and general presentation.

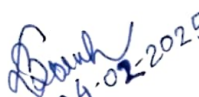
R. Marking Procedure for Selection of Best Department in the Varsity Week

1. **All Single Events**
 - i. First Prize: 3 marks
 - ii. Second Prize: 2 marks
 - iii. Third Prize: 1 mark
 - iv. No mark for best performer, judge's special award, consolation award or any such award
2. **All Group Events**
 - i. First Prize: 7 marks
 - ii. Second Prize: 5 marks
 - iii. Third Prize: 3 marks
 - iv. No mark for best performer, judge's special award, consolation award or any such award

3. In mime and mannequin may include both solo and group participations, therefore the marking procedure is 5, 3.5 and 2 for first, second and third positions respectively.
4. After completion of an event the concerned secretary or the Teachers in-Charge must submit duly signed and filled copies of Annexure II and III to the Dean of Students' Welfare, Sibsagar University within the completion of the event.
5. The statement of selection of best department shall be prepared only from the result sheet (Annexure II) submitted by concerned secretary or the Teachers in-Charge, and the final result will be declared at the valedictory ceremony which will be held at the end of varsity week.

By adhering to these rules and guidelines, we aim to ensure a smooth, enjoyable, and fair competition for all participants during Sibsagar University Varsity Week.

The guidelines for participation and general rules and regulations of Varsity Week of Sibsagar University have been adopted subject to the approval of the Executive Council of Sibsagar University in due course of time.


(Mr. Diganta Borah)
Dean of Students' Welfare (i/c)
Sibsagar University




(Dr. Profulla Ch. Kalita)
Registrar
Sibsagar University

04/02/2025