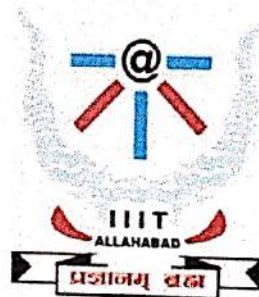


INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD

STUDENTS' GYMKHANA CONSTITUTION



PRESENTED BEFORE THE SENATE ON 21-09-2019

[Signature]

Prakhar
president,
students'
gymkhana

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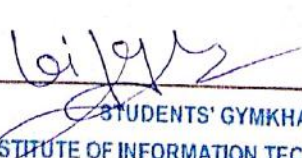
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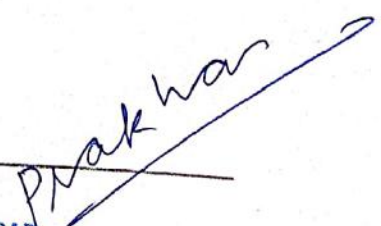
To create an ambience of freedom and equality grounded in the basic human principles of justice and sound moral judgment. To foster innovation and create an atmosphere of academic excellence, for the holistic development of the students.

AND

For advancing the general welfare of our fellow students

We, the students of Indian Institute of Information Technology, Allahabad resolve to constitute a self-governing democratic organization called Students' Gymkhana and do hereby adopt this Constitution


STUDENTS' GYMKHANA
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD



CHAPTER 1: NAME AND LOCATION

The Congregation of the Members, the President of the Students' Gymkhana as well as an Advisory body, Students' Gymkhana shall be known as and its address shall be:

"Students' Gymkhana,
Indian Institute of Information Technology Allahabad, Jhalwa,
Allahabad, 211012, India".

Its legislative body shall be known as the Students' Senate.

Gymkhana and its elected members shall be known as Members of the Students' Senate.

CHAPTER 2: OBJECTIVE

The Students' Gymkhana shall strive to achieve the following objectives with the active help and support of its members and the infrastructure available at its disposal:

2.1 To foster and develop all student activities in the Institute.

2.2 To promote and develop organizational abilities in students.

2.3 Identify student issues and promote discussion on them.

2.4 To develop a well-informed, articulate and participative student community life, and to increase social awareness.

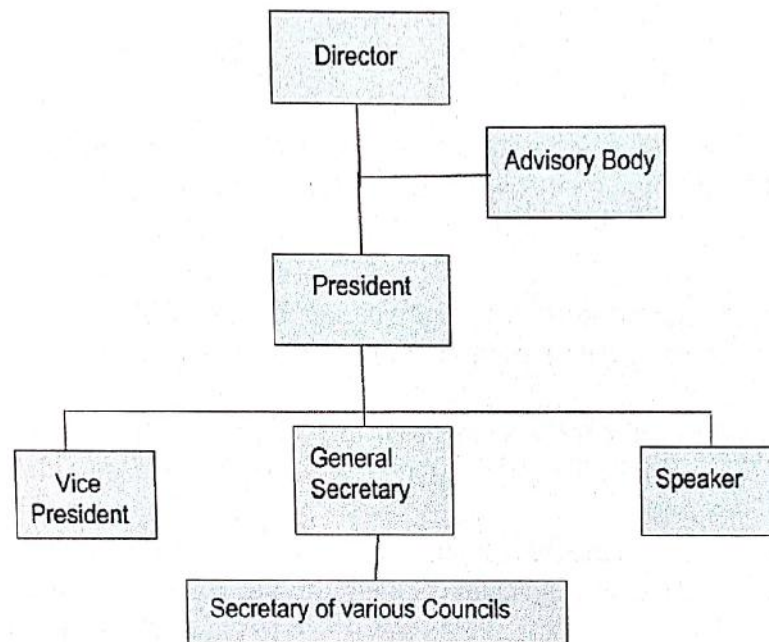
2.5 To function as the office for all election/nominations of students for gymkhana activities.

2.6 To offer support for all recognized student activities.

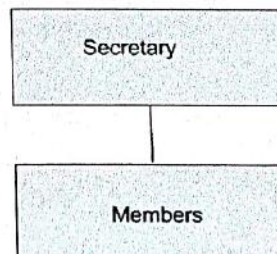
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CHAPTER 3: ORGANIZATIONAL STRUCTURE

The Gymkhana will function with the following hierarchy.



Each Council will function with the following hierarchy.



The council secretaries will be nominated by the Gymkhana Presidential Council.

The Standing Committees will have only 2 layers, namely: the Chairperson and the Members; it will be under the aegis of their respective Councils.

CHAPTER 4: ELECTIONS

Elections will determine the Senators of the Gymkhana and it will ensure appropriate representation of the students in the Gymkhana in terms of their batch-strength.

4.1 Elections will be held in the month of January preferably around 15th of January. However, the elections cannot be postponed for more than one month.

4.2 The President before leaving the Post will write a letter to the Director to choose a Chief Election Commissioner for smooth conduct of the elections .

4.3 Elections will be controlled by the office of the Chief Election Commissioner who will act with the suggestions of an advisory panel consisting of Director, ex-officio Dean (AAA), ex-officio Dean (S.A.).

4.4 Elections will be held in fully automated online voting software developed by the students or on a ballot voting.

4.5 Nominations will be accepted online and will undergo due scrutiny by the electoral advisory panel and then they will be either accepted or rejected by the Chief Election Commissioner.

4.6 For a student eligible for being a nominee in the elections, She/He must have at least a C.G.P.A of 7.5 and no active backlogs. All undergraduate, postgraduate and PHD students have to comply on this.

4.7 (a) Among the elected representatives of the senate, the President shall be instituted by the incumbent President with the Director and Dean (Student Affairs)

unanimously.

4.7 (b) The members of the Presidential Council shall be instituted by President-elect upon discussion with Director and Dean (Student Affairs).

Eligibility Criteria :

President : B.Tech 3rd Year Only
Vice-President : From PG Only
General secretary : B.Tech 2nd Year Only
Speaker : Ph.D

The student must satisfy this criteria at the time of appointment.

The candidates are required to deliver a speech to the senate.

In the event of multiple candidates receiving an equal number of votes, those candidates will be allowed to speak again and voting will be held thereafter to break the tie.

4.8 The C.E.C (Chief Election Commission) will have the power of redistribution of seats among the different branches if pre decided seat matrix is somehow rendered invalid.

CHAPTER 5: Director Nominees

In the event of a certain number of seats of the Students' Gymkhana being vacant the Presidential Council Shall consult with the Director and purpose candidates which it deems fit to represent adequately and appropriately the interests of the students of the institution as honorable members of the Students' Gymkhana . The Director shall then in deliberation with the President of the Students' Gymkhana decide which out of the proposed members to nominate as Director Nominees.

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Even in the absence of vacant seats the Presidential Council may exercise its discretion and propose candidates, whilst providing due justification for the same to the Director, after the constitution with advisory body overseeing the elections.

Eligibility Criteria for proposed members-

- 1) The candidate must not have any cases of unfair means registered against his/her name currently.
- 2) The student must not have any active backlogs.

The Presidential Council shall be required to provide a comprehensively written undertaking warranting the fact the candidate satisfies all the above conditions and also provide legitimate reasons justifying their support for the candidate.

In the event that one gender is inadequately the director may exercise his discretion and nominate two candidates towards the same end.

CHAPTER 6: Key Office Bearers :

6.1 The President :

The President is the interface between Students' Gymkhana and the Institute administration. The President will be reporting directly to the Director of the Institute. The President can issue rules, regulations and instructions called executive orders with the context of Presidential Council. The President can chair and preside over any meeting or the council of the Gymkhana except the standing committee on the Financial Affairs, however he will have the deciding vote in case of a tie. The President will be in charge of all Financial Affairs of any festival. Any bill that needs to be tabled in the Senate by the councils must need his/her prior approval. In the event of non-appointment of the secretary of any council on the grounds of incompetence, the President holds the right to appoint Secretaries of various councils.

6.2 The Vice-President :

The Vice-President of the Gymkhana is the leader of the Senate and reports to the President. The Vice-President will act as the interface between the President and the Senate. The Vice-President will be a component in all executive decisions being taken by the President. The Vice-President will be performing other responsibilities as assigned by the President and the Vice-President will provide advice and support to the President and General Secretary. The Vice-President will act as President in the absence of the President.

6.3 The General-Secretary :

The General-Secretary will report directly to the President. He will be responsible for maintaining all finances of the Gymkhana, making arrangements for funds as and when required by other councils or the standing committees. The General-Secretary is also responsible for preparing Budget of gymkhana, although the presidential council must approve it. The General-Secretary will be component in all the executive decisions being taken by the President. The General-Secretary will be ex-officio chairperson of the following Councils:

- Academic Council
- Cultural Council
- Students' Welfare Council
- Technical Council
- Sports Council

Secretaries of Councils will directly report to the General-Secretary. General-Secretary will act as President in the absence of Vice-President and the President.

6.4 The Speaker :

The Speaker is the presiding officer of the Senate. The Speaker conducts the business in the house and is responsible for conducting the session. The Speaker maintain discipline and decorum in the house and can punish a member for their unruly behavior by suspending them. The Speaker will also be considered in all the executive decisions of the President. The Speaker will represent all the bills in the House.

CHAPTER 7: Councils

The Councils have the organizational structure as defined in Chapter 3. The Council Secretary of all the councils except the Presidential Council will be selected by the Presidential Council. The roles of the various councils are described in this section.

7.1 The Presidential Council:

This is the highest decision-making body of the Gymkhana responsible for all Vice-President, the General-Secretary, the Speaker and they will be responsible for Executive decisions. This council will have two members overseeing and coordinating the functioning of the Senate and the Gymkhana as a whole.

7.2 Academic Council:

It will be in charge for all the academic decisions. It is further internally divided into :

- 1) **UG Academic Council:** It will be overseen by the Secretary of the Academic Council formed under the Students' Gymkhana on behalf of the General Secretary. This council will be responsible for decision-making in all academic matters related to undergraduate courses. This council will act as the interface to voice the concerns of the student body to the teaching Faculty. The council shall help individual students tackle their specific academic problems and shall take up their problems with the respective authorities.
- 2) **PG Academic Council:** It will be overseen by the Secretary of the Academic Council formed under the Students' Gymkhana on behalf of the General Secretary. This Council must have at least 1 Member from PG Course. This council shall effectively represent the views of the Student Body on academic matters, especially those related to postgraduate courses. The council shall help individual students tackle their specific academic problems and shall take up their problems with the respective authorities.

7.3 Sports Council :

It will be overseen by the Secretary of the Sports Council on behalf of the General Secretary. It will be in charge of maintaining proper sports infrastructure system in the Institute. Its functions include organizing and coordinating all the sports events.

7.4 Students' Welfare Council :

It will be overseen by Secretary of the Students Welfare Council formed under the Students Gymkhana on behalf of the General Secretary. The council will look after the following areas- hostel affairs, discipline, infrastructure and grievance redressal. It must act in the general interest of the Senate and take up matters affecting the welfare of the students as well as the Institute.

7.5 Technical Council :

It will be overseen by the Secretary of the Technical Council on behalf of the General Secretary. This council will be responsible for technical standardization, up gradation and advancement of the Existing facilities. The council will provide students the support and opportunity to innovate, learn, create, try new things in the miraculous world of technology and showcase their talent. The Technical Society will be affiliated to the Science and Technology Council.

7.6 Cultural Council :

It will be overseen by the Secretary of the Cultural Council on behalf of the General Secretary. This council will be responsible for the promotion of creative and cultural activities in order to preserve the cultural heritage of the Institute and inculcate among students the sense of cultural unification.

CHAPTER 8: STANDING COMMITTEES

In order for the Gymkhana to function smoothly, the following standing committees will be formed by the Presidential Council at the very onset of functioning of the Gymkhana.

The sole mandate for all the standing committees in the Students' Gymkhana is to submit recommendations for consideration and deliberation followed by suitable action by the President of the Students' Gymkhana.

8.1 The Hostel Affairs Committee:

This standing committee will be under the aegis of the Students' Welfare Council (SWC) and will be chaired by Secretary, SWC. This committee will consist of the members of SWC and also Hostel Representatives (to be appointed by

SWC) from each hostel. The Hostel Representatives will be responsible for the formation of their respective hostel committees (erstwhile known as Mess Committees).

8.2 Purchase Committee:

In case the expenditure of equipment(s) or the procurement of any items that exceed Rs. 15,000/- , proper quotations should be called from at least three authorized firms/dealers. A purchase committee should be formed, chaired by the General Secretary. The Presidential Council shall nominate three members as representatives of organizing committee, which will then give contracts on the basis of quotations received.

8.6 Financial Affairs Committee:

This will be a 6 member committee chaired by the General Secretary of the Gymkhana. The President will nominate 2 members (Gymkhana or non Gymkhana) and the General Secretary will nominate 2 members (Council Secretaries) and there will be a DR(FA) nominee who will also be a member. Their role will be to manage all the financial activities of a particular event.

CHAPTER 9: SOCIETIES

In order to ensure a healthy co-curricular life of the students, the Gymkhana will form the societies within the following frameworks.

9.1 Societies are bodies affiliated to the Councils of Gymkhana.

9.2 Societies shall comprise of the following hierarchy:

- Coordinators- Not more than 3
- Members- Not more than 20
- Volunteers- No limitation on the number of volunteers

9.3 Appointment Procedure

The Coordinator for the society will be selected by the Presidential Council in consultation with the previous Coordinators of the concerned society and the

Secretary of the Council to which the said society is affiliated to. They can choose their members on their own but with the context of the Presidential Council and Secretary of their respective council.

Coordinators: Nominations will be open to students and the selection will be done by Presidential Council of Students' Gymkhana with consent of previous coordinators and Council Secretary.

Members: Members shall be appointed by the Coordinators of Societies in consultation and deliberation with the Secretary of the Council to which the Society is affiliated.

- The Coordinator will be responsible for maintaining all the finances of the society, making arrangements of funds as and when required by the society, she/he will be responsible for the budget of the society.
- The Coordinator of the society will be selected by the Presidential Council and the respective council secretary under which the society falls.
- The Coordinator will report all the matters of the society to the secretary of the respective council.
- The Coordinator will select the members and volunteers with the context of the Secretary of the respective Council.
- The Presidential Council and the Secretary of the council will oversee and support all the activities and financial affairs of the societies.

CHAPTER 10: FESTIVALS

The Institute will annually host 3 student-festivals- 1 Cultural, 1 Technical & 1 Sports, that will be organized within the following framework. All the rest of the Institute functions like Alumni-Meet, Foundation Day etc will be solely organized under the

egis of the Gymkhana with supervision of the Institute administration.

10.1 BOARD OF FESTIVAL ORGANISERS (BOFO), IITA

BOFO on behalf of the institute and the student body will be responsible for organising all student related festivals.

The BOFO will be taking not only policy but also execution based decisions with regards to the organisation of the festival.

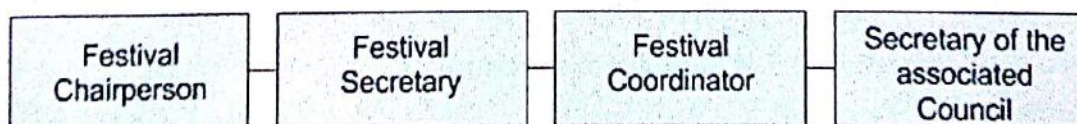
BOFO shall consist of the following members:

- 1) Festival Chairperson (President of Students' Gymkhana)
- 2) Festival Secretary (General Secretary of the Students' Gymkhana)
- 3) The Festival Coordinator and
- 4) The Secretary of the associated Council

The position of the Festival Coordinator may be occupied by the current Secretary of the associated council; the BOFO will (in this case) be a 3 member body.

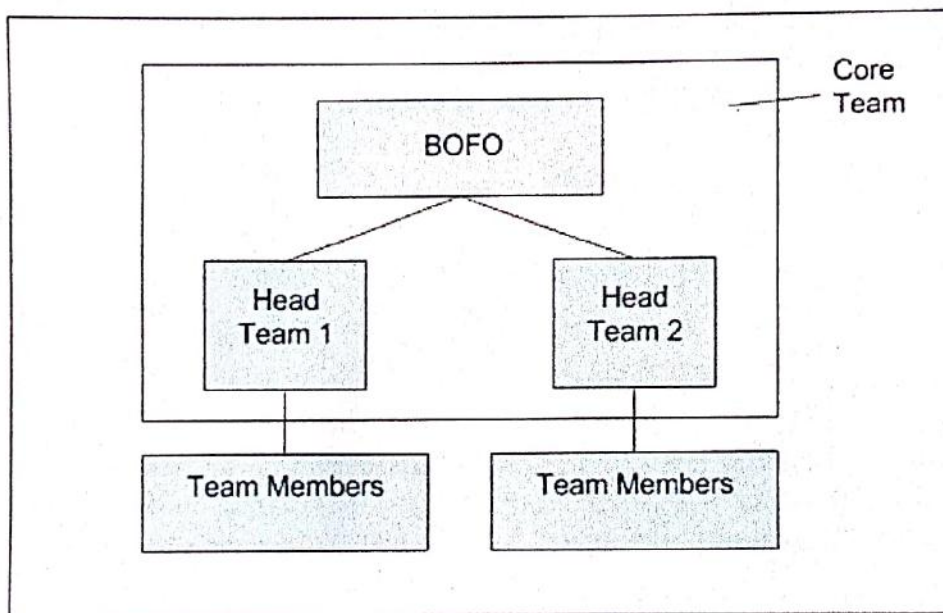
The Presidential Council selects a candidate which it deems fit to represent, adequately and appropriately, the interests of the student body as the festival coordinator. The festival coordinator may or may not be a member of the students' Gymkhana.

1. The President, Students' Gymkhana shall be the Festival Chairperson and will be the signing authority. His mandate will be considered final and binding.
2. General Secretary, Students' Gymkhana will be the Festival Secretary and will be the signing authority in financial matters.
3. Secretary of the associated Council will be in an advisory role to the festival coordinator.



10.2 Festival Organising Team

BOFO will enact the legislation of creation of an organising team and it shall be the responsibility of the organising team to assist the BOFO in organising the fest efficiently and smoothly.



Festival Organising Team

The BOFO will then deliberate with the Faculty Advisory Body and bifurcate the organising body into as many teams as is necessary for the smooth organisation of the festival and appoint a head for each of these teams.

The BOFO in association with the heads of various teams shall form the Festival Core Organising Team (hereon referred to as the Core team). The role of this body will be to ensure swift and appropriate organisation of the festival.

These teams will be involved actively in the execution of the decisions (taken by the Core team).

10.3 Faculty Advisory Body

The Director will appoint a faculty advisory body which will provide the BOFO with valuable advice and assistance with regard to the organisation of the festival.

- a. The Chairman Advisory body shall be the authority who, along with the BOFO, shall look into all aspects of the festival.
- b. The role of this body includes but isn't limited to commenting on the preliminary report and budget of the festival which shall include all the prizes, artist fees and any other financial dealings and also on the final financial report.

CHAPTER 11: Finance

The Students' Gymkhana will acquire funds for a given semester through the fees paid by the student, which is a figure of Rs. 1100. The Institute shall also donate a figure to the Students' Gymkhana that will be equal to the amount that is collected by the Students' Gymkhana from the student body.

Finance Standing Committee :A finance standing committee will be formed, chaired by the General Secretary as described above.

CHAPTER 13: PRAYAAS

13.1 Introduction:

Prayaas, IITA is an earnest attempt to bring sunshine in wearisome lives. It is a volunteer movement initiated by student fraternity of IIT-Allahabad to ameliorate the lives of not so privileged kids.

Prayaas conducts daily classes in the evening, where they teach more than 180 children of the nearby villages from 5 p.m. to 6 p.m., free of cost.

Prayaas also organises various donation drives in different parts of Allahabad ; in every donation drives they donate more than 600 clothes, shoes and other stuff collected from IITA fraternity. Team Prayaas also organises regular workshops on menstrual hygiene, daily hygiene, workshops to raise awareness about child abuse, workshops to raise awareness about the importance of education, and not to mention the regular celebrations of festivals they have with the children in Prayaas premises.

13.2 Structure :

- Coordinators (Two)
- Treasurer (One)
- Members and volunteers (No limitation on the number)

13.3 Appointment procedure :

The coordinators as well as the treasurer for Prayaas will be selected by the previous coordinators and the senior Prayaas team in consultation with the faculty in-charge of Prayaas.

The members will further be selected by the coordinators in consultation with the faculty in-charge of Prayaas.

13.4 Responsibilities:

- The coordinators will be responsible for all the ongoing activities in Prayaas.
- The coordinators will select the members and volunteers for the team.
- Donation drives, workshops, festivals, etc will be the responsibility of the coordinators.

- Treasurer will be responsible for maintaining all the finances of Prayaas, making arrangements of funds as and when required, he/she will be responsible for all the financial matters of Prayaas.

13.5 Finance :

A donation account in the name of Prayas will be opened by the institute. The account will be managed in the office of Adean SA. All donations will be received in the account. The Treasurer and faculty incharge Prayas will be the signing authority for the account and she/he will be responsible for the budget allocation.

Prakhar

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