

The Constitution of Student Gymkhana

Indian Institute of Technology Hyderabad



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Pledge

For the purpose of

1. Nurturing a sense of unity among students leading to comprehensive and versatile development of every student;
2. Encouraging a positive spirit and inspiring fellow students to achieve their goals and find success;
3. Promoting a sense of equality amongst students, irrespective of their gender, caste, creed, colour, race, nationality and language; and
4. Stimulating students to be responsible and better citizens of the World; We, the students of Indian Institute of Technology Hyderabad, resolve to constitute democratic self-organization, called the Student Gymkhana, and do hereby adopt this Constitution on the Gymkhana Day.

0. Honour Code

No member of the IIT Hyderabad community shall take unfair advantage of any other member of the IIT Hyderabad community, on any matter related to academics, life and living, and interaction with student, staff and faculty members at IIT Hyderabad. A violation of the honour code not only affects the individual student but also their fellow students and the quality and integrity of education as a whole.

The Honour Code is an agreement from the students, individually and collectively:

- (a) Students will not give or receive aid in examinations.
- (b) They will not give or receive unpermitted aid in classwork, in the preparation of reports, or in any other work that is to be used by the instructor as the basis of grading
- (c) Students will not will fully participate in any activity that will hurt (in action or in words) any other person either physically, mentally or psychologically;
- (d) Students will do their share and take an active part, ensuring that they as well as others uphold the spirit and letter of the Honour Code.

All violations of the Honour Code will be reported to the Disciplinary Action Committee of the Institute. A violation of the Honour Code might also typically result in a failing grade for the exercise, laboratory, paper or exam, comprising the violation or even a failing grade for the entire course. Some examples of such undesirable conduct that could constitute a violation of the Honour Code, include:

- (a) Copying from another's work or allowing another to copy from one's own work;
- (b) Representing the work of another as one's own work;
- (c) Representing someone else's attendance records.

1. Membership, Executive Committee, Councils and Advisory Board

1.1 All registered students of IIT Hyderabad shall be represented by the members of the Student Gymkhana and constitute its General Body.

1.2.1 The General Body of the Student Gymkhana shall elect the following persons as its Executive Committee at the end of each academic year (over the first weekend of April):

1. President
2. General Secretary – I (Male)

3. General Secretary – II (Female)
4. Cultural & Literary Secretary
5. Academic Affairs Secretary
6. Science and Technology Secretary
7. Sports Secretary
8. Student Welfare Secretary
9. Mess Secretary
10. UG Representative I and II (Male and Female)
11. PG Representative I and II (Male and Female)
12. Doctoral Representative I and II (Male and Female)

to lead, organize and coordinate the General Body on the various fronts of student-related matters.

1.2.2 The General Body of the Student Gymkhana shall select the following persons at the end of each academic year (over the first weekend of April):

- (a) Overall Coordinator, ELAN & Nvision

1.2.3 The General Body of the Student Gymkhana shall select the following person as the Face Of MILAN at the end of each academic year (over the first weekend of April):

- (b) Overall Coordinator, MILAN

1.2.4 The General body along with the faculty will select the following to publicize and popularize our institute:

- (c) Media and Public Relations Secretary

1.3 The term of office shall be one year (April-April) for each of the Executive Committee members.

1.4 The elected Executive Committee members shall be supported by the following Councils consisting of representation from across the General Body of the Student Gymkhana:

- (a) President's Council,
- (b) General Council,
- (c) Sports Council,
- (d) Cultural and Literary Council,
- (e) Academic Affairs Council (AAC),
- (f) Science & Technology Council,
- (g) Media and Public Relations Council,
- (h) Mess Monitoring Council and
- (i) Student Welfare Council

1.5 The Student Gymkhana shall have an Advisory Board consisting of the following members, who can advise the current Gymkhana. However, it will only have an advisory role:

- (a) Previous Year's President, General Secretaries,
- (b) Wardens of all Hostels
- (c) Security Officer of the Institute
- (d) Faculty In-charge Student Activities,
- (e) Faculty In-charge Sports
- (f) Faculty In-charge Security

- (g) HCU Chair and
- (h) Dean Students (Chairperson of the Advisory Board)

2. Executive Committee

The roles, responsibilities and duties of the nine elected Executive Committee members of the Student Gymkhana are described in the sub-sections below.

2.1 President

- 2.1.1. The President shall lead, organize and coordinate matters concerning the General Body of students.
- 2.1.2 She/he shall analyze the situation of the General Body of students and generate the Agenda for the next meeting of the President's Council and General Body of students.
- 2.1.3 She/he shall convene meetings of the elected Executive Committee and of the General Body.
 - (a) The frequency of the meetings of the elected Executive Committee shall be at least once a week.
 - (b) The frequency of the meetings of the General Body of the students shall be at least once a month.
- 2.1.4 She/he shall represent the General Body of students in all matters related to student discipline.
- 2.1.5 She/he shall be responsible for the financial aspects of the Student Gymkhana.
- 2.1.6 She/he shall liaison with the Institute's Administration on all matters concerning the academics, well-being and safety of students.
- 2.1.7 She/he shall work closely with the other Executive Committee members in relation to the Student Gymkhana events.
- 2.1.8 She/he will be invited as student representative as and when needed by the institute in student related decision making committees.

2.2 General Secretary I

- 2.2.1 The General Secretary I shall be a male student form the General Body of students.
- 2.2.2 He shall address
 - (a) Hostel issues and catering services in the boys' hostel area
 - (b) Student Advising.
 - (c) Automation of Student Gymkhana records
 - (d) Other matters not covered in 2.2.2 (a), (b) and (c).
- 2.2.3 He shall work with
 - (a) The President on matters listed in 2.2.2, and
 - (b) The Faculty In-charge, Student Activity of the Institute regarding the annual events of the Institute such as the Foundation Day and the Gymkhana Day.

- 2.2.4 He shall analyze the situation periodically related to matters listed in 2.2.2 and generate the Agenda for the next meeting of the General Council and of the President's Council.
- 2.2.5 He shall convene all meetings related to matters listed in 2.2.2, and prepare their minutes.
- 2.2.6 He shall prepare a record of the contributions made by students during the year related to matters listed in 2.2.2.

2.3 General Secretary II

- 2.3.1 The General Secretary II shall be a girl student from the General Body of students.
- 2.3.2 She shall address
 - (a) Hostel issues and catering services in the girls' hostel area
 - (b) Student Advising.
 - (c) Automation of Student Gymkhana records
 - (d) Other matters not covered in 2.3.2 (a), (b) and (c).
- 2.3.3 She shall work with
 - (a) The President regarding on matters listed in 2.3.2, and
 - (b) The Faculty In-charge, Student Activity of the Institute regarding the annual events of the Institute, such as the Foundation Day and the Gymkhana Day.
- 2.3.4 She shall analyze the situation periodically related to matters listed in 2.3.2 and generate Agenda for the next meeting of the General Council II and of the President's Council.
- 2.3.5 She shall convene all meetings related to matters listed in 2.3.2, and prepare their minutes.
- 2.3.6 She shall prepare a record of the contributions made by students during the year related to matters listed in 2.3.2.
- 2.3.7 She will be the student member of the Women's Cell.
- 2.3.8 She will attend the proceedings of the case, as an invitee, provided the aggrieved student or Women Cell head doesn't object.

2.4 Sports Secretary

- 2.4.1 The Sports Secretary shall promote and address sports and games among students, including
 - (a) Inter-Departmental Events,
 - (b) Inter-Hostel Events,
 - (c) Inter-Collegiate (Twin Cities) Events,
 - (d) Inter-Collegiate (National) Events,
 - (e) Inter-IIT Sports Meet and
 - (f) State and National Games and Sports
- 2.4.2 She/he shall plan a schedule of games and sports activities to be held during the next year along with budgetary requirements, and present the same to the President for discussion and coordination with other student events.
- 2.4.3 She/he shall convene all meetings of the sports council and prepare their minutes.

- 2.4.4 She/he shall consult the Faculty in-charge, Sports of the Institute on all matters related to sports and games of students.
- 2.4.5 She/he shall provide support to the Institute on matters related to sports and games.
- 2.4.6 She/he shall work with the Faculty in-charge, Sports of the Institute to liaison with external agencies regarding matters related to sports and games.
- 2.4.7 She/he shall organize activities listed in 2.4.1 through the various in their smooth functioning.
- 2.4.8 She/he shall present the full accounts to the President of all expenditure related to sports and games of students.
- 2.4.9 She/he shall work with
 - (a) The president on all matters listed in 2.4.1, and
 - (b) The Faculty in-charge, Sports of the Institute, like the Inter -IIT Sports Meet and the Gymkhana Day (with General Secretaries). He/she is to plan a schedule for the list of activities to be held throughout each semester.
- 2.4.10 She/he shall analyze the situation periodically related to matters listed in 2.4.1 and generate Agenda for the next meeting of the Sports Council and of Presidents Council.
- 2.4.11 She/he shall coordinate the Sports activities related to Inter-Collegiate events held by Student Gymkhana of IIT Hyderabad, or by the other Institute, Universities and Colleges across the country.
- 2.4.12 She/he shall assist the overall coordinator for Milan-The General Championship in organizing and publicizing Milan's Sports events.

2.5 Cultural & Literary Secretary

- 2.5.1 The Culture Secretary shall promote and address Arts, Cultural & literary skills, including
 - (a) Music,
 - (b) Dance,
 - (c) Arts & Crafts,
 - (d) Theatre,
 - (e) Audio-visuals (including Movie and Photography),
 - (f) Formal and Informal events related to Arts and Culture,
 - (g) Extra-mural learning workshop for arts and culture,
 - (g) Scholarly activities (like debates and elocution),
 - (h) Book reading and writing, publishing (e.g., student magazines and newsletters).
- 2.5.2 She/he shall plan a schedule of Arts, Cultural & Literary activities to be held during the next year along with budgetary requirements, after discussing with the coordinators of all the cultural clubs, and present the same to the President for discussion and coordination with the other student events.
- 2.5.3 She/he shall convene all meetings of the Arts, Culture Council & Literary and prepare their minutes.
- 2.5.4 She/he shall consult the Students Activities Coordinator of the Institute on all matters related to Cultural & Literary activities of students.

- 2.5.5 She/he shall provide support to the Institute on matters related to Cultural & Literary activities,
- 2.5.6 She/he shall work with the Faculty in-charge, Student Activities of the Institute to liaison with matters external agencies regarding matters related to Culture & Literary.
- 2.5.7 She/he shall organize activities listed in 2.5.1 through clubs and ensure their smooth functioning.
- 2.5.8 She/he shall present the full accounts to the President of all expenditure related to Arts, Cultural & Literary activities of students.
- 2.5.9 She/he shall work with
- (a) The President on all matters listed in 2.5.1, and
 - (b) The Faculty in-charge, Student Activities of the Institute regarding the annual events of the Institute, in the Cultural and Literary Domain.
- 2.5.10 She/he shall analyse the situation periodically related to matters listed in 2.5.1 and generate agenda for the next meeting of Arts, Culture & Literary Council and of the President's Council.
- 2.5.11 She/he shall coordinate the Arts, Cultural & Literary activities related to Inter-Collegiate events held by Student Gymkhana of IIT Hyderabad, or by the other Institute, Universities and Colleges across the country, including:
- a) Inter-Departmental Events,
 - b) Inter-Hostel Events,
 - c) Inter-Collegiate (Twin Cities) Events,
 - d) Inter-Collegiate (National) Events,
 - e) Inter-IIT Cultural Meet and
 - f) State and National Cultural events
- 2.5.12 She/he shall assist the Librarian of the Institute by providing inputs form the student Body regarding the acquisition to be made by the Central Library of the Institute.
- 2.5.13 She/he shall assist the overall coordinator for Milan-The General Championship in organizing and publicizing Milan's cultural events.
- 2.5.14 She/he shall prepare the minutes of the meetings of the General Body of students.

2.6 Academic Affairs Secretary

- 2.6.1 The Academic Affairs Secretary shall promote and address Academic related issues especially those related to academic courses along with the members of the Academic Affairs Council (AAC).
- 2.6.2 She/he shall effectively represent the views of the student body on academic matters and shall coordinate with the functioning of all the centralized facilities of academic nature such as:
- (a) The Library
 - (b) The Computer Labs
 - (c) Training part of the Training & Placement Cell, etc.

- 2.6.3 She/he shall convey any suggestions or grievances made by the General Student Body or SAC of an academic nature to the respective authorities, and shall strive to see that action is taken on the above.
- 2.6.4 She/he shall work with
- (a) President and other Representatives of the Gymkhana in matters listed in 2.6.2, 2.6.3
 - (b) The Faculty Incharge, Students Activities in matters corresponding to 2.6.2, 2.6.3 and suggestions/grievances.
- 2.6.5 She/he shall be conversant with all the academic rules of the Institute.
- 2.6.6 She/he shall try to analyse the situations faced by the students along with the AAC and bring out effective changes to establish an environment suited for Academics along with all the Faculty members in Institute.
- 2.6.7 She/He shall promptly intimate students with any updates in the senate rules.

2.7 Science & Technology Secretary

- 2.7.1 The Science & Technology Secretary shall promote and address Science & Technology activities including
- (a) Summer Undergraduate Research Fellowship,
 - (b) Technical Clubs
 - (c) Do-it-yourself Hobby Workshop,
 - (d) Sci-Tech week, and
 - (e) Challenge Lecture Series, a Science & Technology Extra-Mural event.
- 2.7.2 She/he shall plan a schedule of science and technology activities to be held during the next year along with budgetary requirements, after discussing with the coordinators of all the technical clubs, and present the same to the President for discussion and coordination with the other student events.
- 2.7.3 She/he shall convene all meetings of the Science and Technology Council and prepare their minutes.
- 2.7.4 She/he shall consult the Faculty in-charge, Student Activities of the Institute on all matters related to science and technology activities of the students.
- 2.7.5 She/he shall provide support to the Institute on all matters related to science and technology activities.
- 2.7.6 She/he shall work with the Faculty in-charge, Student Activities of the Institute to liaison with external agencies regarding matters related to science and technology activities.
- 2.7.7 She/he shall organize activities listed in 2.7.1 through clubs and ensure their smooth functioning.
- 2.7.8 She/he shall present the full accounts to the President of all expenditure related to science and technology activities of Students.
- 2.7.9 She/he shall work with
- (a) The President on all matters listed in 2.7.1, and

(b) The Faculty in-charge, Student Activities of the Institute regarding the annual events of the Institute, such as the science and technology Day.

2.7.10 She/he shall analyze the situation periodically related to matters listed in 2.7.1 and generate Agenda for the next meeting of the Science and Technology Council and of the President's Council.

2.7.11 She/he shall coordinate the science and technology activities related to Inter-Collegiate events held by Student Gymkhana of IIT Hyderabad or by the other Institute, Universities and Colleges across the country.

2.7.13 She/he shall assist the overall coordinator for Milan-The General Championship in organizing and publicizing Milan's technical events.

2.7.14 She/he shall select a contingent leader for Inter IIT tech meet from among the members the Science and Technology council.

2.8 Student Welfare Secretary

2.8.1 The Student Welfare Secretary shall look after the wellbeing of the students and she/he shall be the overall Co-ordinator of Sunshine.

2.8.2 The Student Welfare Secretary shall address any grievance of Students related to Verbal/ Physical/ Sexual/ Mental abuse against any student of IIT Hyderabad.

2.8.3 He/She shall report all the cases to the Student Grievance committee. Aggrieved students can take him or her as their first point of contact or can directly report to the Student Grievance Committee.

2.8.4 He/She shall act as liaison between the Student Grievance Committee and the aggrieved student.

2.8.5 He/She shall be part of the personal hearings conducted by the Student Grievance Committee provided the aggrieved student or SGC head doesn't object.

2.8.6 He/She shall abide to full confidentiality of matters being discussed in any proceedings, through mail or while discussing with aggrieved students.

2.8.7 Not abiding to 2.8.5, he/she will immediately be removed from the position and a strict disciplinary action handled by the Disciplinary Committee will be taken against him/her.

2.8.8 He/She can object against the recommendations of SGC after discussing with the aggrieved student/students.

2.8.9 He/She shall be the student representative of the all student welfare related matters and can be an invitee based on the need, on decision making committees.

2.8.10 He/She shall work with the President and Faculty In-charge, Sunshine in all works directed for Student Welfare.

2.9 Mess Secretary

2.9.1 The Mess Secretary shall coordinate all mess related matters concerning the General Body of students.

- 2.9.2 He/She shall form a committee to monitor all the mess functionalities. All the hostel representatives and other secretaries will also be part of the committee.
- 2.9.3 He/She shall work with Wardens in the Tender selecting process.
- 2.9.4 He/She shall collect feedback from students and conduct weekly and monthly meetings with committee and caterers to discuss the feedback.
- 2.9.5 He/She shall present all weekly and monthly meeting minutes to the President.

3.1 Under Graduate Representative I and II (UG Rep)

- 3.1.1 The UG Rep shall be the point of contact of all the Under Graduates for all the events happening with respect to the Under Graduates including:
 - a) Festivals and Events
 - b) Collection of entire record of the batch corresponding to UG's
 - c) Fresher and Farewell party for all the Under Graduate batches
- 3.1.2 The UG Rep shall work along with the PG Rep on the matters listed in 3.1.1 (a), (b), (c)
- 3.1.3 The UG Rep shall work along with the General Secretary I, General Secretary II on the matters related to hostel issues and catering issues and shall directly report to them.
- 3.1.4 The UG Rep shall try to bring out new initiatives along with the PG Rep and General Secretaries to increase the students' participation and effectively reduce any UG-PG interaction gap.

3.2 Post Graduate Representative I and II (PG Rep)

Note: PG include M. Tech, M. Phil, and M. Des and hereafter PG term will be used for only these streams

- 3.2.1 The PG Representatives shall be the point of contact of all the Postgraduate students for all the events happening with respect to the Under Graduates and Research scholars including:
 - (a) Festivals and Events
 - (b) Collection of entire record of batches corresponding to PG's
 - (c) Fresher and Farewell party for all the Post Graduate batches.
- 3.2.2 The PG Representatives shall work with Departmental Representatives, from different Departments in M.Tech, M.Phil, M.Des, who will be selected by the entire Department (similar to Class Representative in UG) in involving the interaction of PG students in academic, clubs (SciTech, Cultural).
- 3.2.3 The PG Representatives shall work along with the UG and PhD Representatives on the matters listed in 3.2.1 (a), (b), (c).
- 3.2.4 The PG Representatives shall work along with the General Secretary-I, General Secretary-II on the matters related to hostel, transport and catering issues.
- 3.2.5 The PG Representatives shall try to bring out new initiatives along with the UG Representative,

- 3.2.6 PhD representatives and General Secretaries to increase the student's participation and effectively reduce the UG-PG gap.
- 3.2.7 The PG Representatives can also help out to initiate departmental seminars working with other departmental coordinators.

3.3 Doctoral Representative I and II (PhD Rep)

- 3.3.1 The Doctoral Representative shall be the point of contact of all the PhD. and PDF students for all the events happening which includes
 - a) Festivals and Events.
 - b) Collection of entire records of batches corresponding to PhD.
 - c) Fresher and Farewell party for all the PhD. batches at least once in a year.
- 3.3.2 The Doctoral Representatives should share information about meetings, discussions and decisions to all research scholars and maintain transparency in the system.
- 3.3.3 The Doctoral Representatives shall work with Departmental Representatives.
- 3.3.4 The Doctoral Representatives shall work along with the UG and PG Rep on the matters listed in 3.3.1 a, b, c.
- 3.3.5 The Doctoral Representative shall work along with the General Secretary 1, General Secretary 2 on the matters related to hostel issues and catering issues.
- 3.3.6 The Doctoral Representative shall try to bring out new initiatives along with the UG Rep, PG Rep and General Secretaries to increase the student's participation.
- 3.3.7 The Doctoral Representative shall have to conduct a series of seminars related to research.

3.4 Media and Public Relations Secretary

- 3.4.1 The Media and Public Relations Secretary is responsible for promoting, publicizing and popularizing our institute.
- 3.4.2 She/He shall form a council to record, report and publicize the institute regarding all the ongoing activities, new initiatives, innovations and any other ventures that are profitable to the student community and the society.
- 3.4.3 She/He shall maintain all the official Social Media handles pertaining to the Student Gymkhana and collaborate with the institute's Public Relations Officer.
- 3.4.4 She/He shall assist all the elected members of the Student Gymkhana in promoting the events and activities organised by them.

3.5 Overall Coordinator, Elan & Nvision

3.6 Overall Coordinator, Milan- The General Championship

4. Elections

The elections for the posts of President, General Secretary I, General Secretary II, Sports Secretary, Cultural & Literary Secretary, Academic Affairs Secretary, Science and Technology Secretary, Student Welfare Secretary, Mess Secretary, UG/PG/PhD Representatives and Transport Secretary shall take place once a year in the first week of April of every year. The elections shall take place in two stages, namely Primary Elections and General Elections. The Dean of Student of the Institute shall constitute the Election Committee consisting of at least 5 members of the current Gymkhana, & Faculty In-charge Student Activities being the Election Officer.

4.1 Primary Elections

- (a) Candidates for each post shall be nominated by the General Body of Students.
- (b) Preferential voting shall take place for each post, where in each student shall rank the candidates in the order She/he feels is best suited for the said post.
- (c) The top two candidates from the results of the procedure mentioned in (a) and (b) shall contest at the General Elections.

4.2 General Elections

- (a) The two selected candidates for each post shall make a presentation in front of the General Body of students, the Faculty in-charge of Student Affairs of the Institute. After their presentation, General Elections shall be held to choose between the two candidates for a post.
- (b) Direct voting shall take place for each post, where each student shall vote for only one of the candidates, whom She/he judges to be best suited for the post.

4.3 Eligibility criteria

- (a) The Candidate should not have attached any disciplinary actions by the Institute.
- (b) The Candidate should have a good academic standing and hold a CGPA of at least 7/10. He/she should not have received an F in any course at IIT Hyderabad.
- (c) She/he should have been an active member of any of the Council corresponding to the post he/she wishes to contest for and satisfies the experience requirements stated in Table1.
- (d) The nomination of the candidate does not attract any negative feedback in writing from any faculty member or staff member of the Institute.

4.3.1 Eligibility Criteria for Postgraduate Representatives

- a) “PG Representative-I” post is meant for male candidates and “PG Representative-II” post is meant for female candidates.
- b) The candidate must be a regular, full time registered student from **M. Tech, M. Phil or M.Des** of the institute and should not be a distance/proximate education student.
- c) The candidate should have a C.G.P.A. (GPA if applicable) requirement of 7.00/10 without any F, for contesting in the election and has to fulfil the same criteria throughout the tenure to retain his/her post.
- d) The Candidate should not have attached any disciplinary actions by the Institute.
- e) The Candidate should be considered as a positive role model, by the student community.
- f) The nomination of the candidate does not attract any negative feedback in writing from any faculty member or staff member of the Institute.

4.3.2 Eligibility Criteria for Doctoral Representatives

- a) The candidate must be a registered, regular full-time PhD student in IITH and should not be distance/proximate student

- b) The candidate must be residing in IITH campus (either Hostel or Quarters) at the time of nomination and during the entire tenure.

4.3.2.1 Candidate registered for PhD

- a) The candidate must have completed his/her mandatory course work as per IITH norms and must have a CGPA of 7 or above.

4.3.2.2 M.Tech to PhD dual degree candidates

- a) The candidate must have completed all the coursework requirements of the M.Tech and PhD.
- b) The candidate must have submitted the degree corresponding to the previous course, in this case M. tech.
- c) The candidate must have a CGPA of 7 or above.

4.3.2.3 B.Tech to PhD (direct PhD.) candidates

- a) The candidate must have completed all the coursework requirement of the B.Tech and PhD.
- b) The candidate must have submitted the degree corresponding to the previous course, in this case B.Tech.
- c) The candidate must have a CGPA of 7 or above.

4.3.2.4 General Criteria for doctoral representatives

The Candidate must have successfully completed PhD. proposal defence at the time of nomination.

- The candidate must have completed one year of stay as a PhD scholar in the campus.
- The candidate's nomination must be forwarded by his/her PhD. advisor.
- The candidate should not have attracted any disciplinary action by the Institute.
- The nomination of the candidate should not attract any negative feedback in writing from any faculty or staff of the Institute
- The candidate should be considered as a positive role model by the student community.

5. Councils

This section describes the roles and jurisdiction of the Organization of all the Councils under the Student Gymkhana.

5.1 Membership

- 5.1.1 She/he should attend more than 50% of all meetings of the General Body students and of their respective sphere of activities.
- 5.1.2 She/he should have organized events in their respective sphere of activities in the immediately preceding academic year.

5.2 President's Council

- 5.2.1 The President's Council shall promote and organize all activities related to academics, well-being and health, and formal and informal student activities of the Student Gymkhana.
- 5.2.2 The President of the Student Gymkhana shall be the Chairman of this Council and shall lead, organize and coordinate all its activities.

- 5.2.3 The other Members of the Council shall be the two General Secretaries, Secretaries of different activities, and the Presidents of all Student Hostels.
- 5.2.4 The Council shall assist the President in the preparation of the agenda related to academics, well-being and health, and formal and informal student activities for the next year.

5.3 General Council

- 5.3.1 The General Council shall promote and organize all activities listed in 2.2 and 2.3 of the Student Gymkhana.
- 5.3.2 The General Secretary of the Student Gymkhana shall be the Chairman of this Council and shall lead, organize and coordinate all its activities.
- 5.3.3 The other Members of the Council shall be the two General Secretary of all Student Hostels.
- 5.3.4 The Council shall assist the General Secretary of the Student Gymkhana in the preparation of the agenda related to academics, well-being and health, and formal and informal student activities for the next year.
- 5.3.5 Members
 - a. Undergraduate Representatives
 - b. Postgraduate Representatives
 - c. Doctoral Representatives
 - d. Transport Secretary
 - e. Hostel Representatives

5.4 Media Council

- 5.4.1 The Media Council shall promote, publicize and popularize our institute.
- 5.4.2 The Media and Public Relations Secretary of the Student Gymkhana shall be the Chairman of this Council and shall lead, organize and coordinate all its activities.
- 5.4.3 The Council shall coordinate with the General Secretaries and the Public Relations Officer to maintain a record of all the events conducted by the institute's administration and publicize them accordingly.
- 5.4.4 The Council shall assist the Public Relations Officer to compile articles for the Administrative Newsletter.
- 5.4.5 The Council shall be responsible to regularly update the Student Media Page "Echo".
- 5.4.6 The Council shall be responsible in updating the Student Gymkhana Website with all the important documents and latest information.

5.5 Sports & Games Council

- 5.5.1 The Sports and Games Council shall promote and organize all extra-curricular activities related to sports and games.

- 5.5.2 The Sports Secretary shall be the Chairman of this Council and shall lead, organize and coordinate all its activities.
- 5.5.3 The other Members of the Council shall be Captains of different sports and games and the Sports Secretaries of all Hostels.
- 5.5.4 The Council shall assist the Sports Secretary in the preparation of the agenda related to sports and games for the next year.

5.6 Arts and Culture Council

- 5.6.1 The Arts & Culture Council shall promote and organize extra-curricular activities related to arts and culture and literary nature.
- 5.6.2 The Cultural and Literary Secretary shall be the Chairman of this Council and shall lead, organize and coordinate all its activities.
- 5.6.3 The members of the Council shall be the Coordinators of all Cultural and Literary Clubs.
- 5.6.4 The Council shall assist the Arts & Culture Secretary in the preparation of the agenda related to arts, cultural and literary activities for the current year and the next year.

5.7 Academic Affairs Council

- 5.7.1 The Academic Affairs Council (AAC) shall promote and address Academic related issues.
- 5.7.2 The Academic Affairs Secretary shall be the Chairman of this Council and shall lead, organize and coordinate all its activities.
- 5.7.3 The members of the Council shall be the Class representatives of all the Departments.
- 5.7.4 The Council shall assist the Academic Affairs Secretary in the preparation of the agenda related to Academics, have regular meetings, problems/concerns related to Academics,
- 5.7.5 The Members of Council along with the Academic Affairs Secretary shall strive for the uplift of the present education system to one of the best education environments with regular meetings with the Faculty, Deans & the Director.

5.8 Science & Technology Council

- 5.8.1 The Science & Technology Council shall promote and organize extra-curricular technical activities related to science and technology.
- 5.8.2 The Science & Technology Secretary shall be the Chairman of this Council, and shall lead, organize and coordinate all science & technology activities.
- 5.8.3 The members of the Council shall be the Coordinators of all Technical Clubs.
- 5.8.4 The Council shall assist the Science & Technology Secretary in the preparation of the agenda related to science & technology activities for the next year.

5.9 Doctoral Council

- 5.9.1 Members:
 - 1) Doctoral Representative – Male
 - 2) Doctoral Representative – Female

3) Departmental PhD. Representatives

- i. Departmental PhD. Representative – EE
- ii. Departmental PhD. Representative – ME
- iii. Departmental PhD. Representative – CSE
- iv. Departmental PhD. Representative – MSME
- iv. Departmental PhD. Representative – BME
- v. Departmental PhD. Representative – BO
- vi. Departmental PhD. Representative – CE
- vii. Departmental PhD. Representative – CH
- viii. Departmental PhD. Representative – PH
- ix. Departmental PhD. Representative – CY
- x. Departmental PhD. Representative – MA
- xi. Departmental PhD. Representative – LA and members from future departments

5.9.2 General Rules:

- 5.9.2.1. Doctoral Representative – Male will be elected through voting by all the PhD. scholars. This post is open only to the male PhD. scholars in IITH.
- 5.9.2.2. Doctoral Representative – Female will be elected through voting by all the PhD. scholars. This post is open only to female PhD. scholars in IITH.
- 5.9.2.3. Doctoral Representative – Male and Doctoral Representative – Female by default will be a member of IITH senate and member of student gymkhana.
- 5.9.2.4. Departmental PhD Representatives (Male or Female) will be selected by respective department PhD scholars under the supervision of both the Doctoral Representatives. If necessary, Doctoral Representatives shall conduct an internal election for selecting Departmental PhD Representatives for concerned departments in which there is no unanimous candidate.
- 5.9.2.5. If any amendment is needed in the Constitution of Doctoral Council, then the same should be debated in the PhD. scholar general meeting and passed by a two-third majority of scholars present in the meeting.
- 5.9.2.6. Any PhD. scholar general meeting to be convened should be intimated at least one day in advance through email.
- 5.9.2.7. If any of the two Doctoral Representatives wants to resign his/her post, the same should be forwarded through Student Gymkhana and should be accepted by “Dean of Students”. In such cases, re-election will be conducted by Student Gymkhana only for the concerned post.
- 5.9.2.8. If the performance/decisions/behaviour of any of the two Doctoral Representatives is felt unsatisfactory, that Doctoral Representative can be impeached
 - a. The request can be raised by any PhD scholar with the support of one-third of the Doctoral Council members. In such a situation, the other Doctoral Representative will become the Single-Acting Head for the Doctoral Council until the person in question clears his/her allegation or the newly elected Doctoral Representative rejoins the council.

- b. The person in question will be given a fair opportunity (as adjudicated by the Acting Head) to present his/her point of view (self-defence) before the Doctoral Council members.
- c. If the person in question absents himself/herself for the self-defence meeting called by the other Doctoral Representative, the Acting Head with Doctoral Council members may decide for a no-confidence vote.
- d. No-confidence vote will be carried out by the Acting Head in the presence of Student Gymkhana representative.
- e. Voting on a no-confidence motion should be by secret ballot.
- f. All research scholars are eligible to participate in voting except the person in question.
- g. If a no-confidence motion is admitted by more than 50% of the voter turnout, the person in question shall stand unseated from the office immediately.
- h. In such a case, a fresh election shall be conducted only for the post of that Doctoral Representative by the student gymkhana.

6. Hostel Life

The Boys' and Girls' hostels will have Hostel Representatives who report to the General Secretary I & II.

The above persons will be members of the various Councils as stated in section 3 of the Constitution of the Student Gymkhana.

7. Code of Conduct

The following principles shall guide the governance of the various groups such as the elected Executive Committee, the Councils, the clubs, the Games and Sports, and the General Body of students:

7.1 Decision Making by of the Students Gymkhana

- 7.1.1 Consensus shall be attempted in all decision making. Only when consensus building fails, voting shall be resorted to.
- 7.1.2 To decide on any matter by voting, the following shall be required:
 - (a) For matters related to Academics and Discipline: 2/3rds majority, and
 - (b) For all other matters: Simple majority.
- 7.1.3 Whenever voting is being conducted, there shall be a quorum of at least 50% of the body in the discussion (e.g., Executive Committee or President's Council). In case of a tie, the decision of the Chairman of the Body shall be binding.
- 7.1.4 The Student Gymkhana recognizes that on serious matters related to the safety and well-being of students, academics and discipline, the decision of the Director of the institute shall be binding on all students.

7.2 Campaigning Rules for Student Council Elections

- 7.2.1 Addressing/participating in public events by any candidate is not allowed without the prior permission of the EC.
- 7.2.2. The manifestos must not contain any offensive/ indecent comments/ remarks. Anti campaigning is strictly prohibited.

- 7.2.3 Violation of any institute and hostel policies while campaigning will lead to a penalty that would be decided by the Election Officer (Faculty in-charge of Student Affairs)
- 7.2.4 Use of monetary/non-monetary incentives including but not limited to cigarettes, alcohol and food will invite punitive action.
- 7.2.5 No form of personal endorsements during campaigning is allowed.
- 7.2.6 Candidates campaign can only address the issues within the institute relevant to the post you are contesting.
- 7.2.7 Candidates are strictly prohibited from seeking assistance from non-students of IIT Hyderabad in any shape or form to benefit your election.
- 7.2.8 Candidates are prohibited from enlisting/soliciting non-campus entities in any way for the purposes of the election.

7.2 Impeachment

- 7.2.1 An Executive Committee Member of the Student Gymkhana can be impeached by the Faculty in-charge of Student Affairs, (Chairman), under the following conditions:
 - (a) If after being elected, his/her CGPA falls below 7.0/10.0 or gets an F in any course.
 - (b) If She/he does not attend more than four meetings of the President without any proper reasons, as adjudicated by the Faculty in-charge of Student Affairs of the Institute. If he/she comes to the meeting more than 30 minutes late, it is considered to be absent.
 - (c) If any disciplinary action is taken by the Institute against him/her.
 - (d) If a no-confidence motion is introduced against him/her at a General Body of students and is passed by a 2/3rds the majority.
 - (e) If She/ he uses foul or objectionable language at any public event/forum or meetings.

7.3 No Confidence Motions

- 7.3.1 A no-confidence motion shall be submitted in writing to the President of the Student Gymkhana.
- 7.3.2 A no-confidence motion shall be duly proposed by any Member of the Student Gymkhana and seconded by at least two members of the Student Gymkhana.
- 7.3.3 A no-confidence motion shall be discussed only in the presence of the person against whom the motion is submitted.
- 7.3.4 A no-confidence motion shall be put to vote, provided:
 - (a) The person in question has been given a fair opportunity (as adjudicated by the Faculty in-charge of Student Affairs of the Institute) to present her/him this point of view before the General Body of students.
 - (b) Adequate discussion (as adjudicated by the Faculty in-charge of Student Affairs of the Institute) is followed, after the person in question presents her/his point of view or situation.
- 7.3.5 If the person in question absents himself or does not appear at the meeting of the General Body of Students twice in a row, the General Body may vote in the absence of the person and decide the matter.

- 7.3.6 The person in question shall be asked to leave the meeting by the President of the Student Gymkhana before the no-confidence motion is put to vote.
- 7.3.7 Voting on a no-confidence motion shall be by a secret ballot.
- 7.3.8 If a no-confidence motion is admitted, the person in question shall stand unseated from the office immediately on the declaration of the result by the President of the voting.
- 7.3.9 If a Gymkhana member is impeached/resigned then the decision of re-election will be taken by the Gymkhana executive council.

8. Constitutional Amendment

- 8.1 This constitution can be amended in the month of March in any year, provided the President's Council expresses the need in writing to the Faculty in-charge of Student of the Institute, after the consultation with each of the other councils of the Student Gymkhana.
- 8.2 The proposed amendment(s) shall be put forward to the General Body before elections for clearance.

First Revision - 2020

Prof. P Rajalakshmi (Dean - Students)
Divansh Singla (Gymkhana President)
Roshni Pande (Media Secretary)