

# Nomination Brochure of Gymkhana Elections for the academic session 2021-22

**STEP 1** - Login to the [ERP Portal](#) using your username, password, and Security Question.



**Indian Institute of Technology Kharagpur**  
*Enterprise Resource Planning*

Sign In Sign Up Forgot Password

Please enter following credentials for signing in. If you dont have any account click on Sign Up. Forgot your password/answer of security question? Click on Forgot Password.

**New admittees:** Please go through [this document](#). It contains the detailed steps for creating ERP login, signing in and updating profile.

Stakeholder code/login id

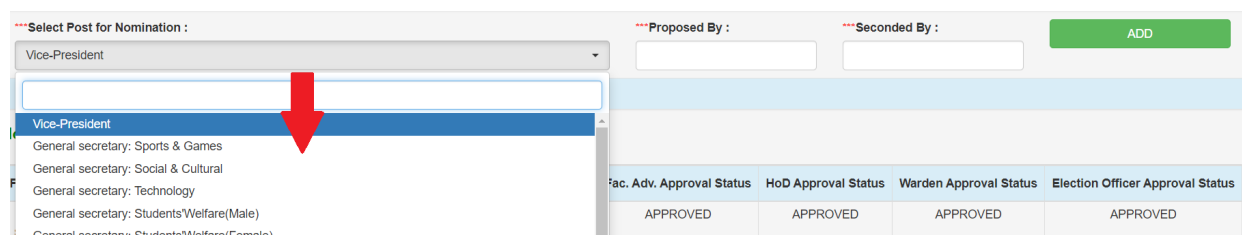
Password

Sign In

**STEP 2** - Go to Academic=> Students=> Gymkhana Election Nomination

Students			
Application for Creche	Application for Financial Assistance for Conferences	Application for Interim Grade card, Various Certificate & Duplicate ID card	
Application for permission to attend CONFERENCES/WORKSHOPS/SEMINARS without financial assistance from Institute	Gymkhana Election	<b>Gymkhana Election Nomination</b>	
	Medical Leave	Micro Credit Registration	
Upload GATE Score	Upload Supporting Documents (New Admission)	Your Academic Information	

**STEP 3** - Select the post for nomination using the drop down menu. Please remember that a student can apply for the nomination only once .



\*\*\*Select Post for Nomination :

Vice-President

Vice-President

General secretary: Sports & Games

General secretary: Social & Cultural

General secretary: Technology

General secretary: Students'Welfare(Male)

General secretary: Students'Welfare(Female)

\*\*\*Proposed By :

\*\*\*Seconded By :

ADD

fac. Adv. Approval Status	HoD Approval Status	Warden Approval Status	Election Officer Approval Status
APPROVED	APPROVED	APPROVED	APPROVED

**STEP 4** - Enter the Institute Roll number of the Proposer and the Seconded.

**STEP 5** - Click on the ADD Button. **Extreme caution should be observed as this button can be used for applying only once**

\*\*\*Select Post for Nomination :  
Vice-President

\*\*\*Proposed By :  
18HS10031

\*\*\*Seconded By :  
18HS20022

ADD

**STEP 6** - The status of your nomination would be visible in the **Nomination Entry Details** tab.

**Nomination Entry Details :**

Post Name	Withdrawal Status	Proposed By	Proposer Status	Seconded By	Seconded Status	Fac. Adv. Approval Status	HoD Approval Status	Warden Approval Status	Election Officer Approval Status
Vice-President	N	18HS10031	APPROVED	18HS20022	APPROVED	PENDING	PENDING	PENDING	PENDING

**STEP 7.1** - For the candidature to be considered valid, Sequential Approval would be needed in the following order.

**Proposer and Seconded=> Faculty Advisor/Supervisor=> HOD/HOC/HOS=> Hall Warden**

**STEP 7.2** - Please note that the approval would be done only in the specified order. For example: **The HoD/HoC/HoS will have the option to approve/reject the nomination only after the preceding approvals have been done i.e. only after approval by proposer, seconded, and Faculty Advisor.**

**STEP 8.1** - The proposer and seconded may accept the request, by logging into their ERP account on the same link i.e. **Academic=> Students=> Gymkhana Election Nomination** under **Proposed By Details** tab.

Secretary :Indoor Game	13CE92P03	Kaniska Ghosh	PHD	PENDING	<a href="#">✓ Approve Request</a> <a href="#">✗ Reject Request</a>
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**STEP 8.2** - They can approve/reject the request before the approval by the Faculty Advisor.

**Seconded By Details :**

Post Name	Rollno	Name	Degree	Approval Status	Action
Secretary :Knowledge Cup	18CS10033	Mukul Mehta	B.TECH	APPROVED	<a href="#">✗ Reject Request</a>

**STEP 8.3** - Once the Faculty advisor approves the candidature for nomination, the button to reject the nomination for seconded and proposer would be disabled.

General secretary: Sports & Games	18HS20022	Manas Patidar	5 YRS M.SC	APPROVED	<a href="#">Fac. Adv. Approved</a>
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**STEP 9.1** - The faculty may accept the request, by logging into their ERP account and going to **Work Allocation=> Your Work=> Gymkhana Election Nomination Approval** .

**STEP 9.2** - They need to select their applicable role in the **Select Approved As** dropdown. Also, they need to select the candidate's post for nomination in the **Select Post for Nomination** dropdown.

**\*\*\*Select Approved As :**  
Faculty Advisor / Supervisor

**\*\*\*Select Post for Nomination :**  
Secretary :Indoor Game

**STEP 9.3** - They can see the nomination details in the **Nomination Entry Details** tab. They can approve/reject the request after the approval by the preceding person as mentioned in the order in the STEP 7.1

Fac. Adv. Apr. Sts.	Fac. Adv. Remark	HoD Apr. Sts.	HOD Remark	Warden Apr. Sts.	Warden Remark	E.O. Apr. Sts.	E.O. Remark	Nomination Status	Action
PENDING	-	PENDING	-	PENDING	-	PENDING	-	NOT CONFIRM	<div>Approve Request</div> <div>Reject Request</div>

**STEP 9.4** - Once the succeeding person approves the nomination of the candidate, the button to reject the nomination would be disabled.

Fac. Adv. Apr. Sts.	Fac. Adv. Remark	HoD Apr. Sts.	HOD Remark	Warden Apr. Sts.	Warden Remark	E.O. Apr. Sts.	E.O. Remark	Nomination Status	Action
APPROVED	Approved	APPROVED		PENDING	-	PENDING	-	NOT CONFIRM	HOD Approved

**STEP 10-** The candidate can check the status of the approval in their ERP itself in the **Nomination Entry Details** Tab as mentioned in STEP 6.

**NOTE** - The candidate can withdraw their nomination till the time the Election nomination link is active. **Once the withdrawal is done, the candidate can not apply for ANY POST.**

Nomination Entry Details :									
Proposed By	Proposer Status	Seconded By	Seconder Status	Fac. Adv. Approval Status	HoD Approval Status	Warden Approval Status	Election Officer Approval Status	Nomination Status	Action
10/03/2020	APPROVED	10/03/2020	APPROVED	APPROVED	APPROVED	PENDING	PENDING	NOT CONFIRM	<div>Withdrawal</div>

## **Frequently Asked Questions (FAQs)**

1. Can I apply for more than one post?

Ans. No, Nomination for only 1 post is allowed per eligible individual.

2. Once I withdraw my nomination for a post (X) , Can I apply for any other post (Y)?

Ans. No, Even after withdrawal from post X, you wouldn't be allowed to apply for another post Y.

3. Can a FA/Supervisor/HoD/HoS/HoC directly approve my nomination without approval from the preceding person in the order?

Ans. No, Sequential Approval would be needed in the following order.

- a. Proposer and Seconder
- b. Faculty Advisor/Supervisor
- c. HOD/HOC/HOS
- d. Hall Warden

4. Do I need approval at each and every step of the sequence for my nomination to be considered valid?

Ans. Yes, It is the responsibility of the students to get all the approvals from the authorities at each and every step of the sequence, **failing which the candidature would be considered invalid.**

5. Can I get the approval of the Seconder only after the approval by the Proposer?

Ans. No. For the approvals by Proposer/Seconder, any order can be followed. Either of them can approve it first and the other can approve it next.

6. Is there any eligibility criteria/ restriction for being the Proposer/Seconder ?

Ans. No, any regular student of IIT Kharagpur can be the Proposer/ Seconder for any candidate.

7. Is there any CGPA criteria to apply for the posts?

Ans. Candidates must have a minimum CGPA of 6.70 at the time of their nomination for the Gymkhana elections for any post.

8. Is there any Post specific eligibility criteria ?

Ans. Yes, the post specific criteria for different posts as by the end of the current academic session is mentioned below:

- a. Vice President: Minimum experience of 3 academic years in IIT Kharagpur.
- b. Gen. Secretary: Minimum experience of 2 academic years in IIT Kharagpur.
- c. Secretary: Minimum experience of 1 academic year in IIT Kharagpur.

9. Whom can I contact for further queries relating to the Nomination process?

Ans. In case of any query, Kindly contact Election Officer ([bhargab@civil.iitkgp.ac.in](mailto:bhargab@civil.iitkgp.ac.in))

with a copy to president TSG ([presidenttsg@hijli.iitkgp.ac.in](mailto:presidenttsg@hijli.iitkgp.ac.in)) from your official institute mail ID.

**10. Where can I find further updates on the nomination and Election processes?**

**Ans.** All the election related notifications will be published on the [TSG Website](#) and [TSG Facebook Page](#).

**NOTE -** Also, the students should join their relevant [TSG google group](#) for getting regular updates of the nomination and Election processes.