

# **CONSTITUTION OF THE TECHNOLOGY STUDENTS' GYMKHANA**

Institute Logo

**TECHNOLOGY STUDENTS' GYMKHANA, INDIAN  
INSTITUTE OF TECHNOLOGY, KHARAGPUR**

## 1. Objective

The Technology Students' Gymkhana aims to foster a well-balanced development of its members through excellence in extra-curricular and co-curricular activities along with their academic attainments. The Gymkhana shall be managed by the elected and nominated representatives of the students with active support and guidance of the members from the faculty and staff.

## 2. Motto

The motto of the Gymkhana is:

“YOGA KARMASU KAUSHALAM”

## 3. Administration

The Director of the Institute shall be the Rector of the Gymkhana. He shall nominate a Professor of the Institute as the President of the Gymkhana and another member of the academic staff as the Honorary Treasurer of the Gymkhana. The President shall be the Chief Executive of the Gymkhana.

The affairs of the Gymkhana shall be conducted by the President in consultation with the concerned members of the staff and faculty along with the elected office bearers, constituting the Executive Council and other committees and bodies hereinafter provided. The duties and functions of the President and the other functionaries of the Gymkhana are outlined in Appendix-A.

The funds of the Gymkhana shall consist of fees paid by the members of the Gymkhana, contributions made by the Institute and any other approved grants and contributions. The Rector shall approve the budget and estimates of the receipts and expenditure of the Gymkhana funds on the advice of the Executive Council. The rules governing the finance, budget, accounts and audit of the Gymkhana funds are detailed in Annexure-1.

The Rector, on the recommendation of the President, shall have the power to dissolve the Executive Council or any or all committee(s) and sub-committee(s) of the Gymkhana and order fresh elections and to have the affairs of the

Gymkhana conducted for a limited period through any alternative arrangements he may deem proper.

#### 4. General Body

All students, undergraduates, postgraduates and research scholars shall be members of the Gymkhana, and they shall collectively constitute the General Body of the Gymkhana. They shall pay the requisite fees, and shall be attached to one of the Halls of Residence. If a member withdraws his residence he shall remain suspended for the period of withdrawal.

(a) The General Body shall elect the office-bearers for all the elected posts as detailed hereafter, in accordance with the Election Rules given in Appendix B. The President shall preside over meetings of the General Body, and the Vice President shall act as its Secretary.

(b) The General Body shall have the power to review the performance of the Executive Council and its Committees and Sub-committees. Report on the activities for the session shall normally be submitted by the concerned General Secretaries and the Vice President to the General Body during the Annual Farewell Function of the Technology Students' Gymkhana along with the publication of the annual report.

(c) The elected office-bearers of the Gymkhana, the Executive Council and its Committees and Sub-committees, and Society Affairs Council created and constituted as per this Constitution, shall discharge their stipulated functions on behalf of the General Body under normal conditions.

(d) The Standing Appeals Committee and the Students' Court shall discharge their functions as stipulated in this Constitution.

(e) In the case of a constitutional crisis, or in emergency situations, an Extraordinary meeting of the General Body may be called by the President or by the Vice President with the approval of the President with prior notice of at least 24 hours. 400 of the members shall form the quorum for the Extraordinary General Body Meeting. The Extraordinary meeting of the General Body may recommend specific measures for the emergent situation.

5. Society Affairs Council (SoAC)- Society Affairs Council (SoAC) will be primarily responsible for promoting collaborative work among various student bodies operational in our institute. The body would work as an umbrella organization to ensure the smooth functioning and productively working towards shared synergies for the greater good of our institute.

The Society Affairs Council (SoAC) shall be constituted with students representatives and shall have the following members :

Composition:

- i. The Vice President, TSG (Chair) and the Undergraduate Representative to the Institute senate (Secretary)
- ii. The Postgraduate Representative and Research Scholars' Representative to the Institute senate
- iii. General Secretaries from each Committee under the Gymkhana
- iv. A representative from each society under the Gymkhana
- v. A representative from each Departmental Society
- vi. A representative from each Cell/Club/Group operational in the institute

Invitees- The President (Gymkhana), Dean (Undergraduate Studies), Dean (Postgraduate Studies), and the Dean (Students' Affairs) shall be the advisors and permanent invitees to this Council

Chair: The Vice President(TSG) will be the chair of the Society Affairs Council (SoAC). In the absence of the Vice President(TSG), UG (Undergraduate) Representative can chair the meeting of the Society Affairs Council (SoAC).

Secretary: In the absence of the UG (Undergraduate) Representative, either PG (Postgraduate) Representative or RS (Research Scholars') Representative serves as the secretary. If these two are also absent, then the council shall elect a secretary from amongst the members to serve in the meeting by a majority vote.

Entry of a society/club/cell/association into the council:

The entry of the student-run bodies to the council shall be guided in the following ways -

- The societies/clubs working under the purview of Gymkhana shall automatically be part of the council.
- The societies/clubs/cells not under the purview of the Gymkhana shall join the council by filling out the application form signed by the general secretary/governor/head of the body and the professor in-charge subject to approval by the advisors.

## Functions

- i. The council shall work to increase cooperation among different clubs/societies/cells/groups working under and outside the purview of the Gymkhana and ensure the smooth functioning among the aforementioned bodies.
- ii. The council shall discuss collaborative strategies between the different clubs/societies/cells for the greater good of the general body.

## Meetings

- i. The council shall meet at least twice a semester.
- ii. The meetings of the council shall be called by the chair or by requisition of 50 percent of the members by giving 3 days notice in writing.
- iii. An extraordinary meeting of the council may be called under special circumstances at short notice by the chair.
- iv. 50% of the members will constitute the quorum

## 6. Students' Senate

The students of IIT Kharagpur are an important part of the IIT Community and are therefore entitled to an active role in deciding its policies and priorities. To this end, we hereby constitute a Students' Senate to represent student interests; to promote student groups and organizations; and thereby promote student morale and interaction; and finally, to serve as a campus-wide forum for the expression and exchange of student ideas and opinions. The Senate is a

permanently and continuously organized body with authority vested in its representatives and elected officers and officials. This Senate shall also be responsible for any and all matters relating to student welfare.

Composition -

- i. Vice President (Chair)
- ii. UG Representative to Institute Senate (Secretary)
- iii. President of each Hall of Residence
- iv. Second Senate Members of all Halls of Residence
- v. The Representatives to the Institute Senate

Chair: In the absence of the Vice President, President (TSG) chairs the meeting of the students' senate. In addition, the President (TSG) at his will, can choose to chair any of the meetings of the Students' Senate

Secretary: In the absence of UG Rep, any representatives to the Senate can serve as the secretary. If they are also absent, then the senate may elect a secretary from amongst the senators to serve in the meeting by a majority vote.

In addition to the given composition, each hall may invite a maximum of one extra member. The member can be invited on grounds of his/her expertise in the matter of discussion however the extra member does not possess voting rights.

Meetings

The Students' Senate must meet at least thrice a semester or/and when initiated by the chair. Meetings on the following occasions are highly recommended:

- i. Before the Institute and Gymkhana Functions to review the proceedings and ensure healthy student participation.
- ii. Before Illumination and Rangoli to discuss the rules and regulations
- iii. Before Spring Fest and Kshitij to make security plans.

Requisition meeting of the student senate may be convened on request in writing by one-third of its members.

Quorum: 50% of the membership

Meetings have to be called with a notice of a minimum of 48 hrs in writing. In addition, the chairman may call an extraordinary meeting of the senate at a short notice.

Role -

- i. To advise the Vice President on various matters relating to Halls of Residence, Disciplinary Issues and general welfare of the student body.
- ii. One time nomination of a standing panel of 8 members for the Student Court while ensuring that these members represent all three spheres of extra-curricular activities (Sports, Social-Cultural, Technology and Students' Welfare) fairly.
- iii. Discuss the matters of student welfare and interest and initiate proposals related to the general body for implementation by the institute through the Vice President. The proposal might be initiated by any of the senators
- iv. Recommend Students for Institute Prizes
- v. Review rules for Illumination and Rangoli Contest.
- vi. Monitor student related infrastructure projects going on in the institute; one student senate representative shall be a part of the committee for each project.
- vii. The senate shall review the annual budget of Gymkhana and the program of its activities.

## 7. Elected Office Bearers

The General Body shall elect representatives for the following offices:

- i) Vice President ii) General Secretaries (Sports & Games) iii) General Secretaries (Social & Cultural) iv) General Secretaries (Technology) v) General Secretaries (Students' Welfare) - one male and one female vi) Secretaries of the following Subcommittees (Sports & games):



a) Aquatics Subcommittee b) Athletics Subcommittee c) Badminton Subcommittee d) Basketball Subcommittee e) Cricket Subcommittee f) Football Subcommittee i) Gymnasium and Weightlifting Subcommittee j) Hockey Subcommittee k) Indoor Subcommittee l) Squash Subcommittee m) Tennis games Subcommittee n) Volleyball Subcommittee

vii) Secretaries of the following Subcommittees(Social & Cultural):

a) Entertainment Subcommittee b) Dramatics Subcommittee c) Journal Subcommittee d) Literary Subcommittee e) Films and Photography Subcommittee f) Fine Arts and Modelling Subcommittee

viii) Secretaries of the following Subcommittees(Technology):

a) Knowledge Cup Subcommittee b) Application Cup Subcommittee c) Innovation Cup Subcommittee d) Strategy Cup Subcommittee

ix) Secretaries of the following Subcommittees (Students' Welfare):

a) Academic Help Subcommittee b) Community & Crisis Subcommittee

In addition to the representatives elected by the General Body, the following Representatives shall be elected by Students Senate on behalf of the General Body.

i) Representatives to the Institute Senate

a) Undergraduate Representative to the Institute Senate b) Postgraduate Representative to the Institute Senate c) Research Scholar Representative to the Institute Senate d) Women representative to the Institute Senate

ii) Advisors to the various Committees

iii) Post Graduate Representatives to the various Committees

a) PG Rep, Social and Cultural Committee b) PG Rep, Sports and Games Committee c) PG Rep, Technology Committee d) PG Rep, Students' Welfare

## 8. Nominated office Bearers

i) Technology Coordinator ii) Public Relations Chair iii) Editors iv) Governors of the following Societies and Clubs

a) Technology Literary Society b) Technology Dance Society c) Pravah- Hindi Dramatics Society d) Encore- English Dramatics Society e) Druheen- Bengali Dramatics Society f) Prasthanam- Telugu Dramatics Society g) Debating Society h) Eastern Technology Music Society i) Western Technology Music Society j) Technology Robotics Society k) Quiz Club l) Chess Club m) Business Club n) Technology Culinary Arts Society o) Technology Filmmaking and Photography Society p) Technology Adventure Society q) Spectra

iv) Core Organizing Teams of Spring Fest and Kshitij

a) Steering Committee Members b) Core Team Heads c) Core Team Members

## 9. Executive Council

There shall be an Executive Council to coordinate all activities of the Gymkhana including participation in events, the composition of teams; to frame and to propose the annual budget; to institute and declare the Gymkhana awards and to look after the overall development of the Gymkhana. The Executive Council shall frame rules for the conduct of the business of the Gymkhana.

The details of the awards are given in Annexure-2. This list can be updated from time to time by the Rector upon advice from the Executive Council.

The Executive Council shall be chaired by the President (nominated by the Rector) and shall contain

i) Sixteen Rector's Nominees ii) Sports Officer-in-Charge (Ex-officio) iii) Vice President iv) Eight General Secretaries v) Eight Student Advisors, two from each Committee vi) Four PG/RS Representatives (Social & Cultural, Sports & Games, Technology, and Students' Welfare)

The Vice-President shall act as the Secretary of the Council. Recommendations of all Committees and Subcommittees of the Council shall be submitted to the

Executive Council for ratification. The Chairman may request any member of the faculty or staff, Physical Training Instructor (PTI) or student to attend the meeting of the Council by special invitation.

The Executive Council shall have the following committees for discharging its various functions:

a) Sports and Games Committee b) Social and Cultural Committee c) Technology Committee d) Students' Welfare Committee

The Executive Council shall also organize various Societies and Clubs listed in Appendix-C. The Executive Council may also create other Committees, Societies or Clubs for fostering extra-curricular and co-curricular activities among the students.

#### 9(a) Sports & Games Committee

There shall be a Sports and Games Committee to coordinate the activities of all Subcommittees under this group and to draw up the program of activities for the year on the basis of proposals submitted by its Subcommittees, The Committee shall recommend to the Executive Council composition of teams for the events and the various awards of the Gymkhana in the sphere of Sports & Games.

The following shall constitute the membership of this Committee :

i) Four faculty members(Rector's nominee)

One of them will be the Chairman of the Committee ii) Honorary Treasurer of the Gymkhana iii) Staff Advisors to the various Subcommittees iv) Sports Officer-in-Charge v) Vice President vi) Two General Secretaries(Sports & Games) vii) Secretaries of the Subcommittees(Sports & Games) viii) Two Student Advisors for Sports and Games (Ex-officio from the Executive Council)

The concerned PTIs shall be permanent invitees to meetings of the Committee. One of the General Secretaries shall act as the Secretary of the Sports and Games Committee.

The Sports and Games Committee shall have twelve Sub-committees for the discharge of specific functions as outlined in 7 (iv).

The following shall be the members of each Subcommittee

i) One of the General Secretaries (Chairman) ii) Secretary of the Subcommittee(Convener) iii) One Student Representative from each Hall of Residence iv) Sports Officer-in-Charge (Ex-officio) v) PG Representative (Sports and Games)

#### 9(b) Social & Cultural Committee

There shall be a Social & Cultural Committee to coordinate the activities of all Subcommittees under this group and to draw up the program of activities for the year on the basis of the proposals submitted by the Subcommittees. The Committee shall recommend to the Executive Council, external participation and composition of teams for the events, and the various awards of the Gymkhana in the sphere of Social and Cultural activities.

The following shall constitute the membership of this Committee:

i) Four faculty members (Rector's nominees)  
(One of them will be the Chairman of the Committee) ii) Honorary Treasurer of the Gymkhana iii) Staff Advisors to the various Subcommittees iv) Sports Officer v) Vice President vi) Two General Secretaries(Social & Cultural) vii) Secretaries of the Subcommittees(Social & Cultural) viii) Two Student Advisors (Ex-officio from the Executive Council)

The concerned PTIs shall be permanent invitees to meetings of the Committee. One of the general secretaries shall act as the secretary of the Social and Cultural Committee. The Social and Cultural Committee shall have six Subcommittees for the discharge of specific functions as outlined in 7(v). The following shall be the membership of each Subcommittee:

i) One of the General Secretaries(Chairman) ii) Secretary of the Subcommittee(Convener) iii) One Student Representative from each Hall of Residence iv) P.T.I.-in-Charge- Ex-officio v) Captain Group Leader of concerned activity.

9(c) Technology Committee: There shall be a Technology Committee to coordinate the Technology General Championship. It shall draw up the program of activities for the year on the basis of proposals submitted by the members of

the Committee. The Committee shall recommend to the Executive Council, the composition of teams for the events and various awards of the Gymkhana in the sphere of Technology activities.

The following shall constitute the membership of this Committee: (i) Four faculty members (Rector's nominees) (One of them will be the chairman of the committee) (ii) Honorary Treasurer of the Gymkhana (iii) Sports Officer-in-charge (iv) Vice President (v) Two General Secretaries (Technology) (one of them will be the secretary) (vi) One student Advisor for Technology (Ex-officio from the Executive Council) (vii) PG Representative (Technology)

The Technology Committee shall have four Sub-committees for the discharge of specific functions as outlined in 7 (vi).

The following shall be the members of each Subcommittee

vi) One of the General Secretaries (Chairman) vii) Secretary of the Subcommittee (Convener) viii) One Student Representative from each Hall of Residence ix) Sports Officer-in-Charge (Ex-officio) x) PG Representative (Technology)

9. (d) Students' Welfare Committee: The committee shall keep a check on various welfare activities going on in the campus, and it shall serve as a medium for reviewing the events, giving new suggestions, suggesting any changes, and shall ensure proper participation in all the related events. The committee shall also keep track of various such activities going on in the Halls and shall work to identify the crisis cases and their proper descent.

The following shall constitute the membership of the committee: (i) Four Faculty members (Rector's nominees) (One of them will be the chairman of the committee) (ii) Honorary Treasurer of the Gymkhana (iii) Sports Officer-in-charge (iv) Staff Advisors to various subcommittees (v) Vice President (vi) Two General Secretaries (Students' Welfare) - one male and one female (vii) Secretaries of the Subcommittees (Students' Welfare) (viii) Two Student Advisors (Ex-Officio from the Executive Council)

Two subcommittees will be functioning under the Students' Welfare committee:

a) Academic Help Subcommittee b) Community & Crisis Subcommittee

One secretary shall be attached to every subcommittee in Gymkhana's Welfare Committee.

The following shall be the members of each Subcommittee: i) One of the General Secretaries (Chairman) ii) Secretary of the Subcommittee(Convener) iii) One Student Representative from each Hall of Residence iv) Sports Officer-in-Charge (Ex-officio))

The General Secretaries shall also be members of the Counselling Centre Management Committee as per Office Order No. Estt/594/ 2017 dated November 22, 2017.

#### Details of Subcommittee Meetings

1. The Secretary of the Subcommittee shall call the meeting in consultation with the General Secretary with 2 days' notice. 60 percent of members shall form the quorum for the meeting. An extraordinary sub-committee can be called by the discretion of the General Secretary in case of any discrepancy regarding an event.
2. Any sub-committee meeting held without the presence of any one of the General Secretaries will be considered null.
3. Only 1 student representatives from each hall will be allowed in the sub-committee meetings.
4. Any hall of residence failing to attend a Sub Committee meeting will have to abide by all the decisions taken in that Sub Committee meeting.
5. If a hall of residence does not report on time for a sub-committee meeting, then a reminder will be given to the Hall President or the Second Senate Member. If they fail to do the needful within 24 hours, no further requests will be entertained.
6. Any hall of residence attending a sub-committee and agreeing to participate, have to participate in the events or else debarring rules (mentioned in the

respective rule-books) will be put to work against them.

7. Any inter hall event can be scrapped or postponed until further notice only with absolute consensus from all the participating members present in the subcommittee meeting followed by approval of the President.

8. The subcommittee shall frame rules, finalize the judges/officials for the event and discuss all other matters relevant to the event.

9. The subcommittee shall conduct chit-picking to ensure the performing order of the halls in GC events.

10. All decisions (other than a postponement, scrapping or declaration of result of events) of the subcommittee shall be approved by the subcommittee by a 2/3<sup>rd</sup> majority of the halls present.

11. In case of a deadlock, the decision of President TSG shall be final and binding.

#### 10. Purchase Committee

All purchases to be made by the Gymkhana should be approved by the Purchase Committee. The Committee shall consist of –

- i. Honorary Treasurer of the Gymkhana (Chairman)
- ii. Vice-President (Secretary)
- iii. Concerned Rector Nominees
- iv. Sports Officer-In-Charge.
- v. Concerned General Secretaries.

The concerned Staff Advisor and the SO/PTI shall be permanent invitees to the meetings of the Committee.

Purchase procedures shall be strictly as per the Institute rules.

#### 11. Standing Appeals Committee

Appeals arising out of any technical dispute during the Inter Hall, Open IIT and other in-house competitions held shall be referred to the Standing Appeals Committee. The Committee shall consist of:

i) Vice- President (Chairman) ii) General Secretaries concerned(one of them will be the convener) iii) Secretary concerned iv) Rector Nominees concerned v) Sports Officer-in-charge vi) P.T.I. concerned

The appeal shall be formally mailed to the Chairman (Vice President), as well as copied to the President and the respective General Secretary. The meeting time decided by the Chairman will be conveyed to the concerned parties. One member each from the opposite sides of the dispute may speak and present their case.

The decision of the Appeals Committee shall be final and shall be reported to the President. A member, who is a party to the dispute, may attend the meeting only as an observer. The appeal should be filed within 48 hours of the dispute.

In Sports and Games events, the decision of the Jury of Appeals Committee (if any) shall be final and binding.

## 12. Students' Court

Cases of severe breach of conduct in connection with events conducted by the Technology Students' Gymkhana and severe violation of the Constitution by an Office-bearer/individual/hall shall be referred to the President of the Technology Students' Gymkhana who may refer the case to a bench of the Students' Court. The composition of the Students' Court shall be as follows:

i) President (Chairman) ii) Concerned Rector Nominees iii) Sports Officer in Charge iv) Vice President v) Standing panel of nominees of the Students' Senate

While the emphasis and endeavour of the Students' Court would be on reconciliation rather than punishment, the court may recommend suitable punishments to be awarded by the President after giving a hearing to the parties concerned. In extraordinary cases, the President may refer a case to the Rector for appropriate action.



The appeal shall be formally mailed to the Chairman , as well as copied to the Vice President and the respective Senior Sports Officer In-Charge. The meeting time decided by the Chairman will be conveyed to the concerned parties. One member each from the opposite sides of the dispute may speak and present their case.

## Possible Sanctions

Below is a list of the sanctions available to the Students' Court:

1. Disciplinary Warning 2. Suspension from a particular event for a particular time period. This can be awarded to a hall as well as an individual. 3. Restrictions on further participation 4. Fines 5. Restitution 6. Community Service 7.

Impeachment (in cases where the offender is a Gymkhana Office bearer) The offender has the right to appeal against the action(s) taken by the Students' Court on him/her. He/she must do so by submitting a written application to the President within 24 hours after the decision is taken.

The decision of Impeachment has to be reported to the General Body by means of a notice stating clearly the reasons of Impeachment. The Impeachment of the Vice President and the General Secretaries stands void unless approved by the Dean (S/A) as well as the Rector.

## APPENDIX - A

### President

i. The President shall normally preside over the meetings of the General Body and the Executive Council. He shall have full administrative powers over the Gymkhana affairs and shall control and operate all funds of the Gymkhana.

ii. The President shall be the patron and the guardian of the Gymkhana Constitution. It is his responsibility to oversee that the constitution is being upheld in letter and spirit.

iii. In emergency cases, the President shall take decisions(s) on the recommendations the Vice President and/or the Secretary concerned and these shall be ratified by the committee post-facto.

- iv. In case no member of the Gymkhana is elected to an office and in case an elected office falls vacant due to the resignation or absence or demise of an office-bearer, the President shall nominate a member to the post concerned, or he may assign the responsibility to any elected office bearer.
- v. The President shall appoint a member of the academic staff as Election Officer to conduct the general elections of the Gymkhana for each session.
- vi. The President is the Chairman of Technology Aquatic Society.
- vii. The President shall be the supervisory authority in both the fests.
- viii. In the temporary absence of the President, one of the senior members of the Executive Council shall, with the approval of the Rector, officiate for the President.

## Honorary Treasurer

The Hon. Treasurer shall look after the proper maintenance of Gymkhana accounts and be the custodian of funds and records of the Gymkhana.

- i. He shall also hold the Imprest Fund for meeting the day-to-day expenses.
- ii. He shall be a member of the executive council of Sports and Games Committee, Social and Cultural Committee, Technology Committee, Students' Welfare Committee, and Technology Aquatics Society.
- iii. He shall be the chairman of the Purchase Committee.

## Rector's Nominees

The Rector's Nominees will assist the President in the smooth functioning and organization of various activities.

- i. They shall chair the meetings of the Sports and Games Committee, Social and Cultural Committee, Technology Committee and Students' Welfare Committee.
- ii. They shall be members of the concerned purchase committee.

## Vice President

- i. The Vice President shall be a student member of the Gymkhana and elected by the General Body.
- ii. The Vice President shall coordinate the activities of the different committees and sub-committees of the Gymkhana and shall chair the meetings of the Students' Senate and the Standing Appeals Committee.
- iii. He shall be a member of the Purchase Committee and Technology Aquatics Society.
- iv. He will also preside over the proceedings of the Students' Court.
- v. He shall also carry out such other functions as may be delegated to him by the President.
- vi. He shall be the supervisory authority in both the fests, Kshitij and Spring fest.  
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- vii. He along with the Steering Committee members and General secretaries shall report to steering committee Chairman and Co-Chairman from time to time. He shall be in charge of fest security.
- viii. Along with the President and Treasurer of the Gymkhana, it is the responsibility of the Vice President to meet the audit observations expeditiously.
- ix. He shall represent the general body at the institute senate, Institute Standing Disciplinary Committee, B C Roy Management Committee, Counselling Centre Management Committee, Commercial Establishment and Licensing Committee and Student Brotherhood Fund and all other such committees and organizations where these students' interests are involved. The Vice-President can call the meeting for the B C Roy Management Committee and the Counselling Centre Management Committee.

## General Secretaries

- i. There shall be eight General Secretaries elected by the General Body:
  - a) Two General Secretaries for the Social and Cultural Committee
  - b) Two for the Sports and Games Committee
  - c) Two for the Technology Committee
  - d) Two for

the Students' Welfare Committee

- ii. The General Secretaries shall coordinate the activities of the various subcommittees and shall jointly be responsible for the day to day running of the Gymkhana activities.
- iii. They shall preside over the subcommittee meetings.
- iv. The General Secretaries (Social and Cultural) and General Secretaries(Technology) shall be respectively the executive headstrong of Spring Fest and Kshitij.
- v. The General Secretaries(Students' Welfare) shall be respectively the executive heads of Student Welfare Group & Institute Wellness Group.
- vi. They shall carry out such functions as assigned to them by the President and the Vice President.
- vii. The General Secretaries (Social and Cultural) shall be members of the committee for the academy of cultural and folk arts.
- viii.The General Secretaries (Technology) shall be members of SRIC and ex-officio members of all student run research groups in campus.

## Secretaries

The Secretaries of the various subcommittees shall be responsible for the development and the smooth running of the activities of their respective subcommittees. The other members of the subcommittee shall assist the Secretary in the day-to-day activities.

## Staff Advisors

For each of the subcommittees, the President may nominate one or more members of the Staff to act as advisors. The budget and other important decisions of the subcommittee shall have the approval of the staff advisors.

## Representatives to the Institute Senate

There shall be five student representatives to the Institute Senate namely, Vice-President, Undergraduate, Postgraduate, Research Scholar representatives and Women Representative

Undergraduate representative:

- a) He shall represent the undergraduate students' interest at the Institute senate.
- b) He shall be a member of the institute standing Disciplinary committee.
- c) He shall be the secretary of the students' Senate and shall be responsible for convening all its meetings and maintaining a proper record of the agenda and decisions.
- d) He shall be a member of the Society Affairs Council(SoAC).

Postgraduate Representative

- a) He shall represent the Postgraduate students' interest at the Institute senate.
- b) He shall be a member of the institute standing Disciplinary committee.
- c) He shall be a member of the Student Senate. In the absence of the undergraduate representative, he shall also act as the secretary of the student senate.
- d) He shall be directly responsible to ensure the participation and involvement of the PG representatives to the various committee and fests of Gymkhana.
- e) His prime responsibility is to inculcate awareness and increase participation in gymkhana events amongst PG students.

Research Scholar Representative:

- a) He shall represent the Research Scholar students' interest at the Institute senate.
- b) He shall be a member of the institute standing Disciplinary committee.

c) He shall be a member of the Student Senate. In absence of undergraduate representative, he shall also act as the secretary of the student senate.

#### Women Representative

a) She shall represent the female students' interest at the Institute senate.

b) She shall be a member of the institute standing Disciplinary committee.

c) She shall be a member of the Student Senate. In absence of undergraduate representative, she shall also act as the secretary of the student senate.

d) She is responsible for inculcating awareness and increasing participation in institute events amongst women students.

e) Her prime responsibility is to assess institute spaces to ensure women's safety on campus, and to maintain a proper channel for addressing their grievances.

#### Post Graduate/Research Scholar Representatives (to the Gymkhana)

a) The PG representative shall assist the General Secretaries in conducting the respective General Championships.

b) They shall further try to inculcate awareness and increase participation in Gymkhana events amongst PG Students.

c) There shall be one PG representative, each, for social and cultural, Sports and Games and Technology. They shall be elected by the Students' Senate.

#### Sitting Panel of Members on the Students' Court

An eight member standing panel for the Students' Court will be nominated by the President from a list of senior students nominated by the Students' Senate. Their primary duty is to be present whenever summoned by the President and give their opinion on the matter in front of the Court.

#### Audit Board

A three member Audit Board shall be nominated by the Rector, the Assistant Registrar (Audit), being an Ex-officio member.

## **APPENDIX - B**

### **Election**

1. The President shall appoint a member of the academic staff as Election Officer to conduct the general elections of the Gymkhana for each session. The Election Officer shall be responsible for proper conduct of the Election. He may take the assistance of members of the staff as when required for the smooth conduct of the elections. He shall frame the rules of elections with the approval of the Executive Council. He may declare the provisional results immediately after the counting of votes and shall submit the results of the election to the President for ratification. The decision of the Election Officer in all matters arising in connection with the election shall be final and binding.

2. Any member of the Technology Students' Gymkhana, who meets the eligibility criteria given below and unless specifically disqualified, is eligible to stand for the posts in the Technology Students' Gymkhana. The elections will be contested on a non-sectarian and apolitical basis. Use of any religious or political symbols is strictly prohibited. All office bearers shall be elected by secret ballot.

3. All bonafide members of the TSG, unless specifically disqualified, shall have voting rights. In the event of a student having withdrawn his/her name from the Institute rolls for a full academic year, he/she shall forfeit his/her voting right for the corresponding period. A student who has been debarred from attending the Institute shall not be allowed to take part in the election for that particular period. A student found guilty by the Institute Disciplinary Committee/Examination Malpractice Prevention Committee shall not be allowed to contest the election.

4. The President shall nominate an office bearer in case no member is elected to the office or in cases when an office may fall vacant.

### **Eligibility Criteria**

1. Vice President: Minimum experience of three academic years in IIT Kharagpur.

2. General Secretary: Minimum experience of 2 academic years in IIT Kharagpur.

3. Secretary: Minimum experience of 1 academic year in IIT Kharagpur.

## **APPENDIX – C**

a. TECHNOLOGY LITERARY SOCIETY : The TLS shall be responsible for the publication of Alankar. It shall be an annual journal published under the auspices of the TSG and its object shall be to encourage students to take an active interest in journalism. Its publication shall be coordinated by the Secretary, Journal Sub-committee. The Governing Body of the journal shall consist of THREE student Editors per section nominated by the President, in consultation with the concerned student members of the Executive Council. The editors shall be responsible for the journalistic contents of the Alankar, which shall have the approval of a Rector's Nominee(s) (Social and Cultural). The Secretary shall look after the administrative aspects of the publication. Members of the Governing Body shall also attend sub-committee meetings.

b. TECHNOLOGY DANCE AND DRAMATICS SOCIETIES : The TDS shall endeavour to encourage the production of plays, writing of scripts and allied activities among the students. Its activities shall be coordinated by the Secretary, Dramatics Subcommittee. The TDS shall have FIVE sections: English (ETDS), Hindi (HTDS), Bengali (BTDS), Telugu (TTDS) and Dance (TDS). Each of the sections shall be run by a Governing Body which shall consist of three student governors nominated by the President in consultation with the concerned members of the Executive Council.

The Dramatics Secretary along with the concerned Governors shall be responsible for the overall functioning of the Dramatics societies. The Governors shall be mainly responsible for the direction and production while the Secretary will be responsible for arranging the required infrastructure. Members of the Governing Bodies shall also attend the subcommittee meetings.

c. TECHNOLOGY MUSIC SOCIETY (TMS): The TMS shall have two sections Eastern (ETMS) and Western (WTMS). The TMS shall organize various musical functions for the Gymkhana and help the members interested in learning music. The Governing Body of each section of the TMS shall consist of THREE



governors nominated by the President in consultation with the concerned members of the Executive Council. The Secretary, Entertainment Subcommittee, along with the Governors shall be responsible for the overall functioning of the TMS. The activities of the TMS shall be coordinated by the Governors. The Secretary, Entertainment Subcommittee shall be responsible for arranging the required infrastructure. The Governors shall attend the sub-committee meetings.

d. **ROBOTICS SOCIETY:** The Robotics Society shall be responsible for promoting activities related to robotics design among students. It shall conduct workshops for the students and conduct Robotics events under Technology students Gymkhana. The activities of the Robotics society shall be coordinated by THREE Governors, who shall be nominated by the President in consultation with the governors of the previous year and associated faculty members of KRAIG.

e. **DEBATING SOCIETY:** The Debating Society is the competitive debate organization of the campus. Its main objective is to participate in University level Parliamentary Debate competitions both within the country and abroad and has achieved commendable performances in the past. It holds regular practice sessions throughout the year, in two forms of Parliamentary Debating- Asian and British Parliamentary. It is also open to collaboration with other organizations on campus, and participation in open debates and panel discussions on various relevant issues.

f. **TECHNOLOGY CULINARY ARTS SOCIETY:** Technology Culinary Arts Society shall encourage students to take an active interest in culinary activities. The Governing Body of the SOCIETY shall consist of FOUR Governors nominated by the President, in consultation with the concerned student members of the Executive Council. The Technology Culinary Arts Society shall endeavor to encourage the culinary arts and allied activities among the students.

g. **TECHNOLOGY ADVENTURE SOCIETY:** Technology Adventure society conducts various sports and adventure events in the campus like Bungee running, Rock Climbing, Mountaineering, Cart Racing, Paintball, Cycle trips, Zorbing, etc.

h. **BUSINESS CLUB:** Business Club is a knowledge-based society exploring the

wings of Analytics, Finance, and Corporate Strategy. The three wings and their synergic interaction lay the foundation of the modern world of business and help build professionals ready for the corporate world.

i. TECHNOLOGY FILMMAKING & PHOTOGRAPHY SOCIETY: TFPS is the official club of IIT Kharagpur for students interested in filmmaking, photography, and film-appreciation with a highly active presence on Youtube. Founded in 2010 by a few film enthusiasts, TFPS has come a long way in promoting filmmaking and film appreciation among the campus fraternity as well as outside. It has also been a launchpad for students interested in pursuing careers in the Entertainment Industry.

j. COMMUNIQUE: Communiqué, The Official Soft Skills Society works under the aegis of the Vice President, Technology Students' Gymkhana, IIT Kharagpur. Recognizing the importance of communication and soft skills in personal and professional life and keeping in mind the diverse background of the students, Communiqué strives towards achieving its goal to inspire, blossom confidence, and equip each KGPIan with career-building soft skills. Communiqué aims to provide customized attention to all students by serving as an interface between professional communication experts and individual students and working with the students to ensure that there is a perceptible change in the level of communication skills in IIT Kharagpur.

k. QUIZ CLUB: The Quiz Club shall be managed by the General Secretary (technology) and shall promote quizzing culture in the Institute on behalf of Gymkhana. It shall also decide about quiz team members for participation in National and International quiz competitions. It shall be coordinated by General Secretary (Technology) and THREE Governors/Members nominated to the club by the President in consultation with concerned student members of the Executive Council.

l. SPECTRA: Spectra is the Fine Arts and Design Group of IIT Kharagpur. We are a society under the umbrella of TSG which aims to strengthen and promote the roots of fine arts among the students of IIT Kharagpur. With many talented artists and exhibitionists as its members, Spectra collectively work together to nurture and conserve the artistic vibes of KGP.

m. CHESS CLUB: Chess Club IIT Kharagpur was founded with the aim to

promote a culture of chess in the IIT Kharagpur campus. The Club plays an instrumental role in organising weekend Chess Sessions, Freshers Chess Tournament, Open IIT Chess tournament(in association with Secretary Indoor Games, Technology Students Gymkhana) and General Championship Chess tournament(in association with Secretary Indoor Games, Technology Students Gymkhana).

n. AMBAR: Ambar, IIT Kharagpur is the official LGBTQ+ support group of the campus. It's vision for IIT Kharagpur is a campus devoid of discrimination against minorities on the basis of gender and sexuality, where such minorities feel safe and free. This includes the existence of a safe space for people who are still coming to terms with themselves and their sexuality (and/or are confused about it), along with a commitment towards ending sexism, homophobia, biphobia, and transphobia, present both internal and external to the campus community.

o. TECHNOLOGY ENVIRONMENT SOCIETY: Vision Prabaho is a green activist social group formed by students of IIT Kharagpur, promoting environmental justice inside and outside the IIT Kharagpur Campus.

p. TECHNOLOGY AQUATICS SOCIETY: The TAS shall be responsible for the maintenance and upkeep of the swimming pool. It shall be funded from the membership fees collected by the society. It shall have a Vice Chairman, who will be a faculty member nominated by the President in consultation with the concerned members of the Executive Council.

The following shall be the composition of the TAS:

i) President (Chairman) ii) Vice Chairman iii) Hony. Treasurer of the Gymkhana  
iv) Vice President v) Sports Officer-in-Charge vi) General Secretaries (Sports and Games), one of them shall be Secretary. vii) Secretary, Aquatic Sub-committee  
viii) Concerned PTIs ix) Student Advisor (Sports and Games)

The Rector's Nominees (Sports and Games) and representatives from TEAK, IITEU, and IITEA shall be permanent invitees to the meetings of the TAS.

## **APPENDIX-D**

### **Flag**

- a) The flag of the Gymkhana shall be made of either silk or khadi.
- b) The flag shall be rectangular in shape and the ratio of the flag length to its breadth shall be 3 : 2.
- c) The flag shall be composed of two equal parts. The upper half of the flag shall be of navy blue and the lower half shall be of gold colour.
- d) The crest of the Gymkhana shall be inscribed at the centre of the flag in a suitable combination of navy blue and gold shades.
- e) The words “TECHNOLOGY STUDENTS’ GYMKHANA, I.I.T., KHARAGPUR ” shall be inscribed on the flag below the crest.

### **Crest :**

The crest of the Gymkhana shall be the approved crest of the Institute.

### **Gymkhana Tie :**

The official Gymkhana Tie shall be as approved.

### **Gymkhana Blazer :**

The Gymkhana Blazer shall be of navy blue colour with the Gymkhana crest inscribed on the left.

### **Common Dress :**

For ceremonial functions, the approved common dress for the members of the Gymkhana shall be as follows :

For Gentlemen : White canvas or black shoes, white trousers, white shirt, Gymkhana blazer with Gymkhana crest and Gymkhana tie.

For Ladies: White canvas or black shoes, white salwar kameez with blue dupatta, Gymkhana blazer.

Sports Uniform :

The sports uniform for the Gymkhana shall be of the following description :

- a) The body of the uniform shall incorporate the TSG color - navy blue and golden yellow and shall bear the Institute crest inscribed in gold or any other suitable colour on the left side of the chest.
- b) For any game or sport the uniform may be suitably modified to suit the convenience of the particular game or sport.

## **APPENDIX-E**

The Technology Students' Gymkhana organizes two festivals in the academic year-

- 1. SPRING FEST- the socio-cultural festival.
- 2. KSHITIJ- the techno-management festival.

i. The President shall be the Patron of both the fests. He shall be updated on the developments periodically by the Chairman, the Vice- President, and the General Secretaries.

ii. The President in consultation with the Vice President and the respective General Secretaries shall nominate from among the faculty members the following:

- 2 Chairmen, Steering Committee - Kshitij
- 2 Chairmen, Steering Committee – Spring Fest
- 2 Co-Chairmen, Steering Committee - Kshitij
- 2 Co-Chairmen, Steering Committee – Spring Fest

iii. The President, Chairman, co-Chairmen, Vice-President and the General

Secretaries and the honorary treasurer shall form the signatory authorities of the fests.

- iv. The two fests shall be organized by the Vice-President and the respective General secretaries who shall be aided by a Core Committee.
- v. The Core Committee shall consist of the Vice-President, the 2 General Secretaries, the Steering Committee Members, the Core Team Heads, and the Core Team members.
- vi. The Core Committee (Except for Members) must be formed within 14 days after the declaration of the Gymkhana election results.
- vii. Except for the Vice-President, no student shall be a member of the Core team of both the fests.

The primary responsibilities of the various designations are enlisted below.

#### VICE-PRESIDENT

- i. The Vice-President shall be a supervisory authority in both the fests.
- ii. He along with the Steering Committee Members and the General Secretaries shall report to the Steering Committee Chairman and Co-Chairmen from time to time.
- iii. He shall be the In-Charge of fest security.

#### GENERAL SECRETARIES

- i. The General Secretaries shall be the executive heads of the respective fests.
- ii. All matters pertaining to fests such as event management, publicity, sponsorship, and finance shall be coordinated by the General Secretaries, aided and advised by the respective Core Team Heads.
- iii. The General Secretaries shall report to the Steering Committee regularly about the progress of work.
- iv. They shall submit a detailed report on the fest to the president by March 15 of the current year.

#### STEERING COMMITTEE

- i. The Steering Committee Members shall be nominated by the President of the

recommendation of the Vice President and the General Secretaries concerned.

ii. The General Secretaries of the previous year shall be ex-officio members of the Steering Committee.

iii. Steering Committee Members shall be responsible for advising and reviewing the decisions taken by the General Secretaries and Heads.

iv. The President, in consultation with the Vice-President and the General Secretaries concerned, shall nominate one Post Graduate Representative for each festival.

- Eligibility Criteria-

1. He/She should have been a Core Team Head of the respective fests.

## CORE TEAM HEADS

i. The Heads shall be nominated by the General Secretaries after consulting with the Steering Committee Members.

ii. The working of the Heads shall be coordinated by the General Secretaries.

iii. The heads shall be in charge of any one of the following: Event Management/Action, Publicity and Sponsorship, Finance, and Media and Public Relations.

iv. There shall be Design, Web and Media teams nominated by the steering committee in consultation with the General Secretaries.

- Eligibility Criteria-

1. Heads should have completed at least 1 year Core Team Member tenure in the respective fest.

## MEMBERS

i. The Members shall work under the Heads and General Secretaries.

ii. They shall be nominated by the General Secretaries in consultation with the Core Team Heads.

- Eligibility Criteria-

1. Members should have completed at least 1 academic year in IIT Kharagpur.

## **APPENDIX-F**

### **1. TECHNOLOGY COORDINATOR:**

Eligibility Criteria Minimum experience of two academic years in IIT Kharagpur.

- Selection Procedure: The Technology Coordinator will be appointed after the elections and before the end of the corresponding spring semester by the elected Vice-President, the immediate previous Vice-President and the immediate previous Technology Coordinator and immediate previous Public Relations Chair. He will serve until the appointment of a Technology Coordinator after the next elections.

#### **Roles**

- i) Maintenance of the technical aspects of Gymkhana that includes website and Institute App.
- ii) The Vice-President, along with the Technology Coordinator may nominate Technology Assistant Coordinators to assist the Technology Coordinator.

**2. PUBLIC RELATIONS CHAIR:** A Public Relations Chairperson shall be appointed by the Vice President, immediate previous Vice President and the immediate previous Public Relations Chairman and immediate previous GSecs of Committees(Invitees) on the basis of an interview.

Eligibility: To be eligible for the office, a person should have a minimum of 2 years academic experience in IIT Kharagpur.

- Selection Procedure: The Public Relations Chair (PRC) will be appointed after the elections and before the end of the corresponding spring semester by the elected Vice-President, the immediate previous Vice-President and the immediate previous PRC along with immediate previous Office Bearers of Gymkhana. He will serve until the appointment of a Technology Coordinator after the next elections.



Functions:

- i. Distribution of information and publicity relating to general students' activities, Gymkhana activities and others amongst the student community through electronic mail service.
- ii. The Public Relations Chair may also take feedback from the students on various issues related to Gymkhana.
- iii. Carrying out publicity campaigns and handling other aspects for Illumination under the supervision of Vice President and publicizing other large scale Gymkhana activities.
- iv. Coordinating with Executive Officer( Branding and Communication, Alumni Affairs & International Relations, IIT Kharagpur) and promoting Institutional Activities and Initiatives.

3. EDITOR: Two editors shall be appointed by the President in consultation with the Vice President, preceding Vice President, and the preceding Editors on the basis of an interview.

Eligibility: To be eligible for the office, a person should have a minimum of 2 years academic experience in IIT Kharagpur.

Selection Procedure: The Editors will be appointed after the elections and before the end of the corresponding spring semester by the elected Vice-President, the preceding Vice-President and the preceding editors. They will serve until the appointment of new Editors after the next elections.

Functions:

- i. Maintenance of the Gymkhana Blog.
- ii. Curating the content of official communication through Gymkhana in the form of mails, articles and magazines.

iii. Creating the content and being the heads of the editorial for the Illumination magazine and the annual Gymkhana magazine.

iv. The Editors will be a part of the FMC and MMC.

v. The Editors will be a part of the journal subcommittee of the Gymkhana.

4. INSTITUTE GIRL SPORTS' NOMINEE(IGSN): The Institute Girl Sports' Nominee shall be appointed by the President in consultation with the Vice President, immediate previous Vice President, and the immediate previous Institute Girl Sports' Nominee on the basis of an interview.

Eligibility: To be eligible for the office, a person should have a minimum of 2 years of academic experience in IIT Kharagpur.

Selection Procedure: The Institute Girl Sports' Nominee will be appointed after the elections and before the end of the corresponding spring semester by the elected Vice- President, the immediate previous Vice-President and the immediate previous IGSN. They will serve until the appointment of the new Institute Girls Sports' Nominee after the next elections.

Functions:

i. She needs to ensure maximum participation of women in various outdoor and indoor sports.

ii. IGSN will be a part of Sports and Games Subcommittee and along with General Secretaries, Sports shall look into any women related issues in the sports.

iii. IGSN would be heading the Institute Girl Sports Secretaries and shall bring up new initiatives to improve women's participation and ensure equal representation to them in sports and other general issues.

## **APPENDIX-G**

**Student Welfare Group-** SWG strives to contribute to the overall educational mission of the Institute by facilitating the academic, emotional, social, and

vocational development of the entire campus community. The sole aim of SWG is to ensure that every student's life in KGP is hassle-free so that they can achieve their potential zenith while they stay in the campus as well as in their professional career. SWG aims to instil a belief in every student that they can achieve all their goals in life. They shall be attached to the Academic Help Subcommittee of the Students' Welfare Committee.

- 1) The 1st Year students shall be "Associate members"
- 2) 2nd Year Students shall be "Members"
- 3) 3rd Year Students shall be "Heads" and shall be a member of the Council of Heads
- 4) 4th Year Students shall be "Governors and Advisors"

The selection of the Members shall follow the procedure decided by the Heads. The appointment of new Heads from the Members shall be made in the common consensus of the outgoing Heads, Governors, and Advisors. The appointment of new Governors and Advisors from the Heads shall be made in the common consensus of the outgoing Governors and Advisors.

**Institute Wellness Group-** Under the Students' Welfare portfolio of the Technology Students' Gymkhana IWG shall consist of trained students who shall ensure welfare activities among the student community and act as primary nodes of mature student counseling. They shall aim at a better community building inside the campus, and hence while working and deciding their events, their target audience shall be the whole of the IIT KGP community. They shall be attached to the Community Building Subcommittee of the Students' Welfare Committee.

- 1) The 1st Year students shall be "Associate members"
- 2) 2nd Year Students shall be "Members"
- 3) 3rd Year Students shall be "Heads" and shall be a member of the Council of Heads

4) There shall be a board of “Advisors”.

The selection of the members shall follow the procedure decided by the Heads. The appointment of new Heads from Members shall be made in the common consensus of the outgoing Heads, Governors, and Advisors. The Outgoing Heads shall recommend the members of the Advisory board for the next session.

The Council Of Heads: There shall be two separate Council of Heads, one for each group, respectively. The council shall consist of the Executive Heads and the respective Heads of that group. Any decision regarding the Group(s) and its functioning shall be taken only by the Council. Any member of the council is free to suggest any change, and all the members shall be on equal footing regarding the proposal of anything new. Any decision will be passed through simple (more than half) majority in the Council of Heads where both (Heads + Executive Heads) shall have equal voting rights. Once passed through the council, it shall go to the Executive Heads for their signature, if either one of them agrees to sign, the decision is agreed upon and passed officially. If both of them return it, they shall refuse only after mentioning the reason why they refuse to agree and suggesting some changes. In that case, it shall be presented again in the council of Heads, but if it passes for the second time with a 2/3rd majority, (with or without the suggested changes) the Executive Heads shall sign.

## **ANNEXURE – 1**

### **GYMKHANA FUND**

#### **RULES GOVERNING FINANCE, BUDGET, ACCOUNTS AND AUDIT**

1.0 Finance : The fund of the Gymkhana shall comprise :

- a) The fees paid annually by the students of the Institute as the Gymkhana fee at the rate fixed from time to time.
- b) Adequate Annual contribution by the Institute.

c) Any other approved contribution.

1.1 All fees payable by the students in respect of the Gymkhana shall be collected centrally by the cashier of the Institute. A separate account shall be opened in the name of the "Technology Students' Gymkhana." Intimation as regards the amounts credited to the Bank account shall be sent by the Institute Cashier to the Hony. Treasurer of the Gymkhana on each occasion.

Similarly, the Institute contributions payable to the Gymkhana Fund shall also be credited to the Bank account referred as above, under intimation to the Hony. Treasurer of the Gymkhana. A formal acknowledgement of the money so transferred to the Gymkhana Bank account shall be made by the President of the Gymkhana.

1.2 Any unspent balance left in the Gymkhana account at the close of the year shall be carried forward to a reserve fund which may be utilized for Gymkhana activities in subsequent period with the approval of the Executive Council.

1.3 Out of the fund as created above, an imprest amount as approved by the Rector from time to time, may be held by the Hony. Treasurer of the Gymkhana for meeting day to day expenses, as per rules of the Institute.

1.4 Under provisions made in the Budget, as referred to elsewhere in these Rules, and with the approval of the President, an advance may be made from the Gymkhana funds for meeting expenses of special nature on occasions as may be required by any of the subcommittees of the Gymkhana. Final adjustments of such advances should be made, by presentation of fully vouchered bills as soon as possible and, in any case, within a period of 15 days from the date of withdrawal of the advance. Ordinarily a second advance will not be granted to the sub-section which has not completely accounted for the first advance.

1.5 All purchases of the Gymkhana shall be made according to the Gymkhana rule made for the purpose.

1.6 Travelling Allowance and other miscellaneous expenditure will be governed by the rules framed by the Ex-council from time to time.

1.7 All condonation, write-off, etc. will be done by the President, at the

recommendation of an expert committee and with the approval of the Rector.

2. BUDGET: A detailed estimate of annual receipts and expenditure pertaining to the Gymkhana under its different subsections shall be drawn up by the outgoing Executive Council well before the commencement of the Academic year to which the estimate relates. This estimate, which is to be known as the Budget Estimate shall be submitted to the Rector for his consideration and approval. No expenditure against the provisions made therein can normally be incurred unless the Budget Estimate is approved by the Rector.

2.1 The Budget Estimates, referred to in Section 2 above shall be scrutinized after six months' work and, if necessary, Revised Budget Estimate shall be drawn up by the Executive Council in the office at the time and submitted to the Rector for his consideration and approval.

2.2 No expenditure which is not provided for in the Budget Estimates or Revised Budget Estimates, referred to above shall be incurred nor shall the limits of expenditure as provided for therein under any head exceed without the specific approval of the Rector.

3. ACCOUNTS: The financial year for the Gymkhana fund shall correspond to the Academic year of the Institute. All fees and contributions for the year shall be paid within the financial year.

3.1 Withdrawals from the Bank account are to be made by means of cheques only. The cheques shall be signed by the President of the Gymkhana and countersigned by the Registrar.

3.2 Two kinds of Cash Books shall be maintained by the Treasurer of the Gymkhana, viz., (a) a main cash book to account for all deposit and withdrawal from the Bank account and to record all items of expenditure paid by cheques and (b) a petty cash book to record drawl of the Imprest money, as referred to in para 1.3 above and all expenses incurred therefrom. c) All entries in the Cash Book shall be authenticated by the Treasurer of the Gymkhana. A monthly reconciliation shall be effected between the balance reflected in the Main Cash Book, referred to above, with the Bank Pass Book or the statement of balance furnished by the Bank.

3.3 Proper books of account should be maintained as follows :

a. Centralized Bill Register b. Appropriation Register c. Advance Register d. Investment Register e. Stock Register f. General Ledger

3.4 The President shall present an Annual Statement of account of receipts and expenditure of the Gymkhana Fund to the Audit Board.

4. AUDIT : The audit of the bills of the Technology Students' Gymkhana shall be done as per the guidelines given below.

4.1 CONCURRENT AUDIT: The concurrent audit of all bills for which cheques are being drawn shall be carried out by a Part Time Auditor. The remuneration for the Auditor will be approved by the President of the Technology Students' Gymkhana, as per Institute norms.

Observations on concurrent audits as may be made by the Auditor shall be sent to the President of the Gymkhana for necessary action.

4.2 ANNUAL AUDIT: The Annual Audit of the Technology Students' Gymkhana shall be carried out by an AUDIT BOARD to be constituted by the Rector on the recommendation of the President. The honorarium for the members of the Audit Board shall be as approved by the Rector on the recommendation of the President.

Observations raised by the Audit Board on an annual audit shall also be sent to the President of the Gymkhana for action. A statement of these observations together with a copy of the annual statement of accounts shall be placed before the Rector.

4.3 It will be the responsibility of the President of the Gymkhana to meet the Audit observations expeditiously.

## **ANNEXURE-II**

Awards and Prizes of the Gymkhana :

1. The Gymkhana shall make the following Individual awards annually :

a) BHANDARKAR CUP was donated in 1952 by Sri R.S. Bhandarkar who was

associated with the Institute in its early years in his capacity as the Assistant Educational Advisor, Govt. of India, Eastern Region. The cup is a rolling trophy awarded annually to the Best Outgoing All-rounder who has performed with distinction, particularly in sports.

b) SRIMATI CHANDRAMANI CUP was donated in 1971 by Prof. K.G. Chandramani of the Mechanical Engineering Department in memory of his mother Smt. Cheti Chandramani. It is a rolling trophy awarded annually to the Best Outgoing All rounder who has performed with distinction, particularly in social and cultural activities.

c) PROF. G.S. SANYAL CUP was donated in 1971 by Prof G.S. Sanyal who has been associated with the institute since 1954. It will be a rolling trophy awarded annually to the Best Outgoing All-rounder who has performed with distinction, particularly in social and cultural activities.

d) ASHOK MUKHERJEE CUP is a rolling trophy awarded annually to an outgoing student who has made an outstanding voluntary contribution to the Gymkhana.

f) ALUMNI CUP: It is a rolling trophy awarded annually to two students who have performed with distinction in Sports & Games and Social & Cultural activities throughout the year, respectively.

g) AMRIT BURMAN MEMORIAL AWARD:

This award has been instituted in memory of Alumnus Amrit Barman B Tech 1991 by Technology Students Gymkhana (TSG) to promote excellence in leadership, initiatives and organizational skills among IIT Kharagpur students. Given every year at the Annual Function of the TSG.

h) INSTITUTE ORDER OF MERIT (Social and Cultural)

i) HONOURABLE MENTION (Social & Cultural)

j) INSTITUTE BLUE (Sports)

k) HONOURABLE MENTION (Sports)



l) SPECIAL MENTION (Sports)

m) INSTITUTE ORDER OF MERIT (Technology)

n) HONOURABLE MENTION (Technology)

2. Technology Students' Gymkhana shall award a number of Running Trophies annually both for Sports, Technology and Social & Cultural Activities. Each hall is liable to return the trophies before annual Gymkhana award function.

3. Any student awarded punishment by the Standing Disciplinary Committee of the Institute /Examination Malpractice Prevention Committee of the institute shall not be eligible for Gymkhana awards.