



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY ALLAHABAD**

**CONSTITUTION OF THE  
STUDENT'S GYMKHANA**



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**1) Name and Location: Students' Gymkhana, Indian Institute of Information Technology, Allahabad (IIITA)**

**2) Objectives**

**2.1 To Establish a Dedicated and Accountable Student Governance Framework:**

Create a structured, transparent, and inclusive platform where students actively participate in the governance and execution of student affairs, with clear roles and responsibilities for effective decision-making and leadership development.

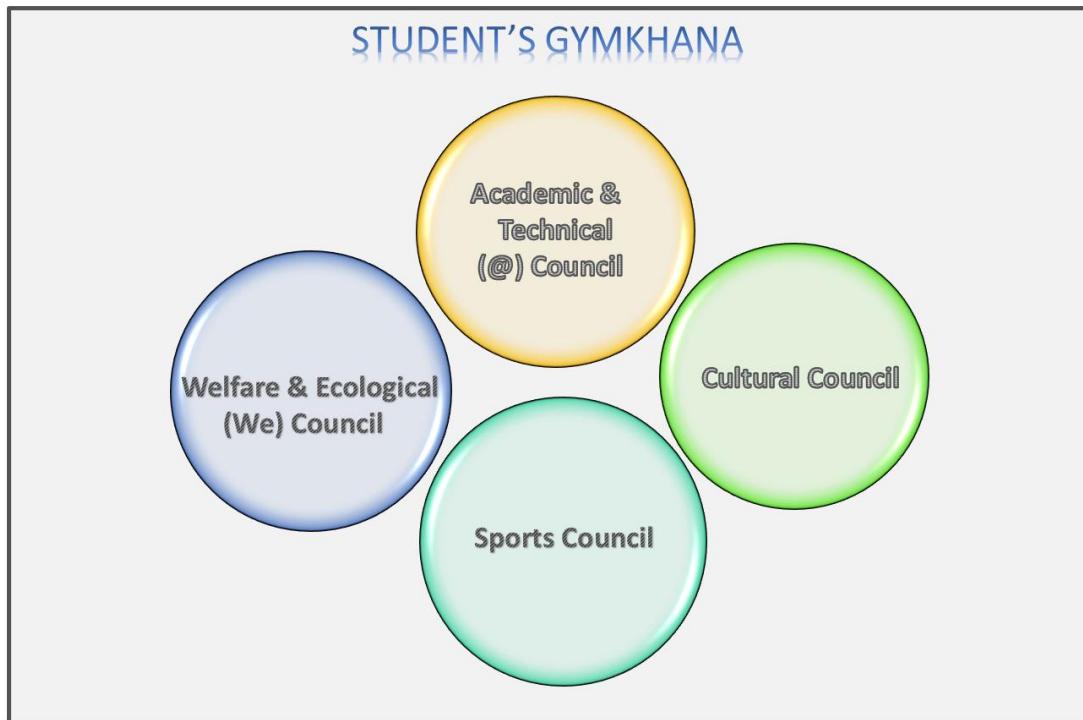
**2.2 To Ensure Streamlined Coordination of Student Activities:** Enable organized functioning and management of diverse student societies, clubs, and festivals by categorizing them under four specialized councils, Academic & Technical, Cultural, Sports, and Welfare, for focused planning and execution.

**2.3 To Promote Equitable Representation and Diversity:** Ensure fair participation across gender, academic programs, and disciplines in leadership and decision-making roles, thereby fostering an inclusive environment reflective of the diverse student community.

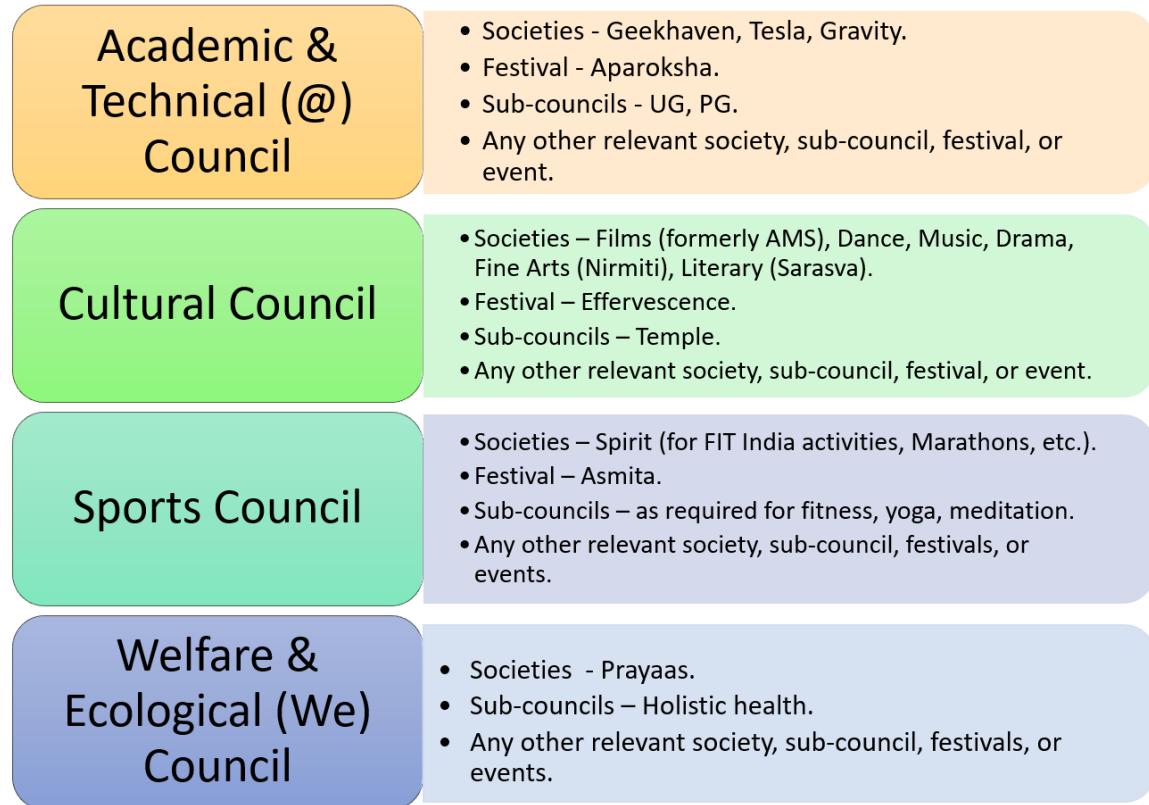
**2.4 To Strengthen the connect between Students and Administration for Holistic Development:** Act as a structured communication channel between students and the institute's administration, led by the Director, Dean (SA), and Faculty-in-Charges (FICs), to address academic, personal, and extracurricular needs effectively.

**2.5 To Institutionalize Student Engagement, Welfare, and Leadership Continuity:** Institutionalize mentorship, peer learning, and student welfare efforts, while also ensuring continuity through documented policies, annual appointments, and sustained development of student leaders at all levels.

### 3) Organizational Structure



- 3.1 The general body of student's gymkhana shall consist of all the registered students of IIITA.
- 3.2 The Director - IIITA shall be the patron of the students' gymkhana.
- 3.3 The Dean - Student Affairs (SA) shall be the caretaker of the students' gymkhana.
- 3.4 Each council shall have one faculty in charge (FIC) to monitor the activities and guide the students.
- 3.5 The student's gymkhana shall comprise of four councils, namely
  - Academic & Technical (@) Council
  - Cultural Council
  - Sports Council
  - Welfare & Ecological (We) Council
- 3.6 All the selected members of the gymkhana shall be called “Gymkhana Members (GMs)”.
- 3.7 Any society, club, festival, or activity related to students shall come under one of these 4 councils.



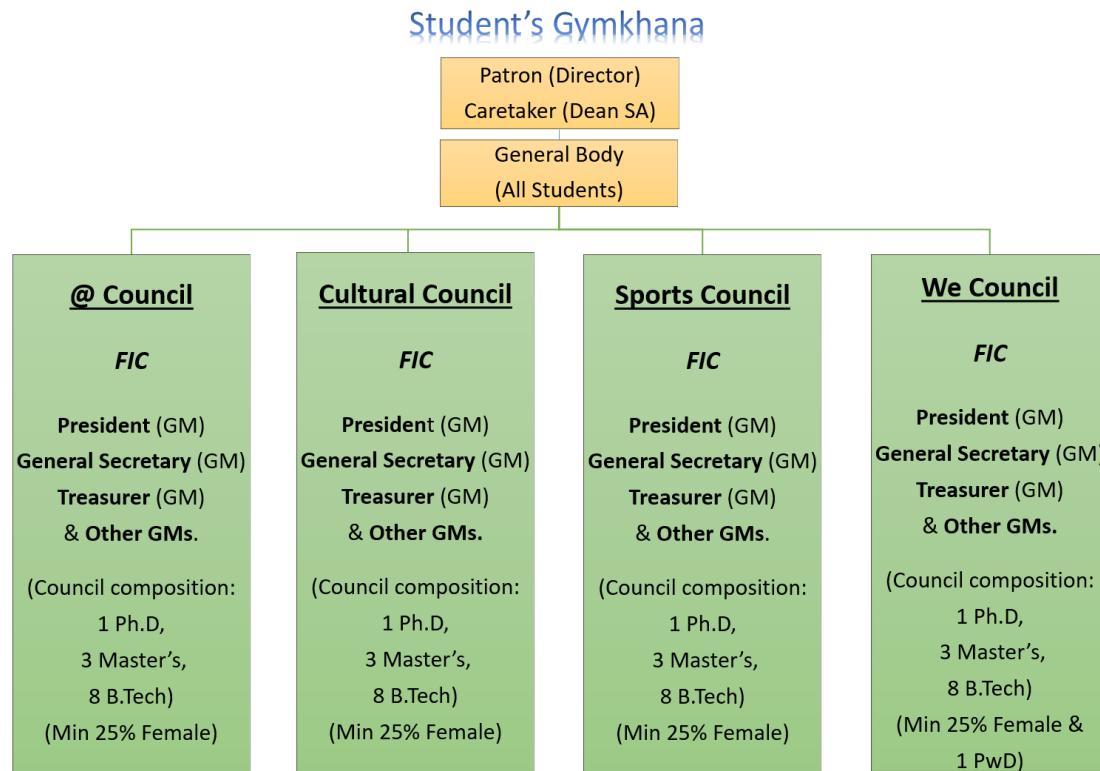
#### 4) Composition of Councils

- 4.1 Each council shall have a minimum of 25% female representation. The welfare & Ecological (We) council shall have at least 1 PwD category student.
- 4.2 Each council shall have a faculty in charge (FIC), one president (GM), one general secretary (GM), and one treasurer (GM) for the efficient functioning of each council.
- 4.3 Each council shall have the following student representation,
  - 1 Ph.D. Student
  - 3 Master Students (Preferably, one from IT, one from EC and one from MS/AS)
  - 8 B.Tech Students (Preferably, 5 from IT and 3 from EC)

**Note:** There must be at least one student from every year of the B.Tech and Master program, irrespective of branch.

- 4.4 Each council GM must be an active member of at least one of the societies/clubs of the respective council. The association may be decided based on the individual's choice in consultation with respective FIC.

4.5 Each council may further select members to different societies and clubs with specific skills required for those societies/clubs, duly approved by the FIC of the respective council. However, these members shall not have executive power in the gymkhana councils.



## 5) Selection Process and Eligibility

### 5.1 Selection Process

- 5.1.1 Selection of GMs to each of the 4 councils shall be done by a duly constituted selection committee appointed by the Hon'ble Director on the recommendation of Dean Student Affairs.
- 5.1.2 The FICs will be the members of the above committee by virtue of being in charge of councils.
- 5.1.3 The committee shall invite nominations from the students for the positions of GMs with specific criteria as required for the respective council.
- 5.1.4 The committee may conduct personal interviews (if required) of the aspiring GMs, and the results may be declared in consultation with the Dean SA.

5.1.5 The committee, in consultation with the Dean SA may also identify and appoint a few GMs as the president, general secretary, and treasurer of the respective council.

5.1.6 The tenure of GMs shall be 1 year from the date of the result declaration.

## **5.2 Eligibility**

5.2.1 A student can be a GM in only one of the 4 councils.

5.2.2 The eligibility criteria (by the time of notification) for a student to become GM of each council is as follows,

### Academic and Technical (@) Council:

- CGPA of 8 or more.
- No active backlogs.
- No disciplinary enquiry or UFM (earlier or active). An appeal may be made by the students with disciplinary enquiry and the decision of competent authority/Dean SA shall be final.
- Have the required technical skills expected for this council, as deemed desirable/necessary by the committee.

### Cultural Council:

- CGPA of 6 or more.
- No disciplinary enquiry or UFM (earlier or active). An appeal may be made by the students with disciplinary enquiry or UFM, and the decision of competent authority/Dean SA shall be final.
- Earlier participation in cultural activities (in or outside the campus) is desirable.
- Have the required skills expected for this council, as deemed desirable/necessary by the committee.

### Sports Council:

- CGPA of 6 or more.
- No disciplinary enquiry or UFM (earlier or active). An appeal may be made by the students with disciplinary enquiry or UFM, and the decision of competent authority/Dean SA shall be final.

- Earlier participation in sports/games (in or outside the campus) is desirable.
- Have the required skills expected for this council, as deemed desirable/necessary by the committee.

**Welfare & Ecological (We) Council:**

- CGPA of 7 or more.
- No disciplinary enquiry or UFM (earlier or active). An appeal may be made by the students with disciplinary enquiry or UFM, and the decision of competent authority/Dean SA shall be final.
- Earlier participation in welfare activities (in or outside the campus) is desirable.
- Any other requirement as deemed desirable/necessary by the committee.

## 6) Function of Councils

In alignment with the objectives of Students' Gymkhana at IIITA, each council is entrusted with specific responsibilities that promote the holistic development of students. The councils are expected to operate under the guidance of their respective Faculty-in-Charge (FIC) and in coordination with the Dean of Student Affairs. The councils must operate democratically in the decision making and execution.

### 6.1 Academic and Technical (@) Council

Objectives:

To foster academic excellence, technical proficiency, and innovation among students.

Functions:

- Organize academic and technical events including workshops, seminars, lectures, hackathons, paper presentations, and project expos, in addition to being the host for “Aparoksha”.
- Promote student-led research, innovation, and inter-disciplinary projects.
- Supervise all technical societies, clubs, and innovation cells under its purview.

- Facilitate student participation in technical fests and competitions at national and international levels.
- Establish collaborations with industries, startups, alumni, and academic bodies for internships, lectures, and mentorships.
- Assist in the planning and execution of institutional academic and technical festivals.
- Encourage and support peer-learning programs and academic support initiatives.

## **6.2 Cultural Council**

Objectives:

To nurture cultural talent, creativity, and artistic expression within the student community.

Functions:

- Conduct cultural events and activities such as music, dance, drama, literary competitions, and art exhibitions, in addition to being host for “Efferevescence”.
- Supervise and support cultural clubs and societies including performing arts, fine arts, literature, and photography.
- Organize intra- and inter-college cultural festivals and participate in external cultural competitions.
- Promote cultural inclusivity through the celebration of national and regional festivals and heritage events.
- Maintain records and documentation of all cultural activities and performances.
- Encourage artistic collaborations, workshops, and cultural exchange programs

## **6.3 Sports Council**

Objectives:

To promote physical wellness, fitness, and a competitive sporting spirit among students.

Functions:

- Organize sports tournaments, leagues, and regular practice sessions for various sports disciplines, in addition to being the host for “Asmita”.
- Supervise all sports clubs and coordinate coaching and mentoring sessions.
- Maintain and manage sports infrastructure and inventory in consultation with relevant authorities.
- Facilitate participation in inter-institutional and national-level sports events.
- Promote inclusive participation, ensuring gender equity in sports.
- Organize fitness drives, wellness workshops, and physical awareness campaigns.

#### **6.4 Welfare & Ecological (We) Council**

Objectives:

To enhance the social, emotional, and personal well-being of students through welfare initiatives.

To raise the environmental awareness amongst students

Functions:

- Plan and implement welfare and ecological activities including mental health awareness, gender sensitization, safety initiatives, cleanliness initiative, climate change, plastic pollution, air/water pollution, etc.
- Organize health & wellness camps, blood donation drives, social responsibility campaigns, environmental conservation initiatives in relevance to the SDGs.
- Supervise welfare clubs and societies such as environmental clubs, health awareness groups, and outreach teams.
- Coordinate support during emergencies or crises impacting the student community.
- Promote inclusivity and support systems for students from diverse backgrounds, including those with special needs.
- Serve as a liaison between the student body and institute administration for welfare and environment related concerns.

#### **6.5 Common Functions of All Councils**

All four councils share the following general responsibilities to ensure consistency and efficiency in operations:

- Each council must conduct at least two meetings in a semester and it is mandatory to circulate the signed minutes (Approved by FIC) of the meetings.
- Ensure that all events and activities are conducted within the framework of institutional policies and values.
- Maintain proper financial records, submit reports, and seek timely approvals from the Dean SA and FIC.
- All councils must work as a team for joint programs or institute-wide events.
- Encourage the induction and mentorship of members to societies/clubs to ensure leadership continuity.
- Documentation of key achievements and activities of the council for institutional records and audits. All council members are required to submit such documents to FIC for No-Dues.
- Publish an annual report, in the form of “Gymkhana Magazine” with a creatively meaningful title, and with a comprehensive compilation of all major activities & achievements of all four councils.
- Strive for external sponsorships to supplement allocated budgets, while adhering to the rules regarding sponsorships and funding.

## **7) Budget Distribution**

7.1 The gymkhana fund/budget shall be distributed among the four councils in the following manner. The Dean SA shall have the authority to alter the following fund allocation in consultation with the FICs and presidents of all four councils, if deemed necessary.

- **25 % - Academic and Technical (@) Council**
- **30 % - Cultural Council**
- **30 % - Sports Council**
- **15 % - Welfare & Ecological (We) Council**

7.2 The councils must focus on earning sponsorships for the efficient organization of various festivals or events. Please note that the amount earned by selling the tickets

and merchandise, and through the installation of stalls, shall not be counted as sponsorship, though counted as income.

- 7.3 In case of additional funding requirements, the institute may provide up to the matching amount of sponsorship earned by the council for the particular event/festival, at the discretion of the competent authority.

## 8) Festivals

- 8.1 It is the duty of each council to organize the festival (s) and events related to the council.
- 8.2 The council president shall act as the overall coordinator, while other GMs shall act as the coordinators of the festival or event.
- 8.3 The council is free to appoint as many ‘festival organizing members (FOMs)’ as it requires for the successful organization of the festival or event, which shall be duly approved by the FIC of the council. (No other positions, such as heads, executives, or volunteers, are allowed. However, different committees as per requirement may be formed).

## 9) Financial Guidelines

- 9.1 It is the duty of the treasurer of each council to maintain financial records (income and expenditure records) of the respective council. The records must be submitted to the FIC and Dean SA office from time to time for continuous updation and audit.
- 9.2 The council should make sure its expenditures do not exceed the income or available funds.
- 9.3 Spending money from the next year’s budget or spilling over the present expenses to the next year’s councils is not allowed under any circumstances and will be totally discouraged.
- 9.4 **Sale of Tickets** - If permitted by the competent authority, then the sale of tickets for festivals or events may be made only through proper authorized, numbered and preferably printed ticket booklets with at least 3 counterfoils, one to be handed over at the entry gate, one kept at the sale counter and one to be kept by the ticket holder. Each of these ticket booklets should be recorded with the respective FIC and the Dean SA office before issue for sale, and accounted for within a fortnight of the programme

(i.e. all counterfoils and unsold tickets should be accounted for). All counter foils and unsold tickets are to be submitted at the Dean SA Office. The amounts collected by such a sale should be accounted for in the income statement of the festival or event or council.

- 9.5 **Complimentary Passes** - If permitted by the competent authority, the complimentary passes may be made with different color and must have "NOT FOR SALE" and "COMPLIMENTARY PASS" printed on them. These passes must be numbered, stamped with the FIC and Dean SA Office and must have 3 counterfoils (exactly as the ticket booklets) and must be accounted for through the Dean SA Office. The passes must be restricted to the minimum possible. The complementary passes must be issued only for the institute guests and high value sponsors (not to be issued to stall owners), with the approval of FIC and Dean SA. Details must be maintained of the recipients of passes along with a copy of a valid identification card.
- 9.6 **Merchandise Sale** - The councils may be allowed to sell customized merchandise to generate additional revenue, at the discretion of FIC and Dean SA. The sale of such items should be documented properly and expenditure/income/profit should be accounted for.
- 9.7 **Gymkhana Account Only** - All income components such as sponsorships, registrations, ticket/merchandise sales, etc. must be received directly into the gymkhana account with help of gymkhana account details/UPI QR code. Accepting cash or into the personal accounts or third party accounts is strictly prohibited.
- 9.8 **Definition of Sponsorship** - Amount garnered from corporates, businesses, etc., with a promise of publicity for their brand or product is treated as sponsorship. Amount earned by selling the tickets and merchandise, and through installation of stalls shall not be counted as sponsorship, though counted as an income. The Institute Authorities reserve the right to cancel the sponsorship of a particular corporate/business, if promoting the brand or product of the latter is believed not to be ethically in line with the broader society/institute/beliefs or any other reason.
- 9.9 **Commission for Garnering the Sponsorship** - The council may reward a student with a commission of 5% of the sponsorship amount garnered by him/her for the festival or event, with the approval of FIC and Dean SA. (Commission is not

applicable, if the sponsorship is obtained from banks/businesses which are closely affiliated with the institute).

- 9.10 **Travel and Refreshments** - A person undertaking local travel on council work shall use the cheapest/economical transport mode. The refreshments should be limited to non-exorbitant items such as Tea/cold drinks/snacks to claim reimbursement (a reimbursement of Rs. 250/person/day or the actual bill, whichever is less, for the travel and refreshments together, is admissible). This may increase by 10% annually.
- 9.11 Proper signed contracts/agreements must be drawn with the artists or external parties concerned, prior to any program.
- 9.12 All financial activities must align with ethical standards, institutional norms, and audit regulations of IIITA.
- 9.13 The Dean of Student Affairs, in consultation with the Director, holds the final decision-making authority on all financial matters under the Gymkhana.

## **10) General Body Meeting (GBM)**

- 10.1 Student's gymkhana, with the approval of Dean SA may call the GBM with all the registered students of IIITA in the institute auditorium.
- 10.2 The agenda items for such a meeting must be submitted to the Dean SA and the FICs of councils for obtaining the permission to conduct the GBM by all the four presidents together at least 2 days in advance of the planned GBM.
- 10.3 The Dean SA and the FICs of councils must also attend the GBM for proper discussion on the agenda items.

## **11) Roles and Responsibilities**

### **11.1 President (of Each Council)**

The President is the chief student representative and overall coordinator of the council's activities and its respective festival(s). Following are the responsibilities, but not limited to:

- Act as the primary student leader and face of the council in all formal matters.
- Coordinate the planning and execution of council events, projects, and festivals.
- Chair meetings of the council and ensure democratic decision-making.

- Represent the council in inter-council coordination and institutional meetings.
- Ensure alignment of council activities with institutional goals and values.
- Facilitate external collaborations and sponsorships in coordination with other office bearers.
- Maintain inclusivity and gender representation as per policy (e.g., 25% female representation).
- Submit regular updates and reports to the Faculty-in-Charge (FIC) and Dean of Student Affairs (SA).

### **11.2 General Secretary (of Each Council)**

The General Secretary is responsible for the administration, coordination, and communication of the council. Following are the responsibilities, but not limited to:

- Oversee internal coordination among GMs, societies, and clubs under the council.
- Maintain minutes of all council meetings and ensure timely communication of decisions.
- Assist the President in operational execution of events and festivals.
- Handle correspondence with other councils, FICs, and external stakeholders.
- Ensure compliance with the Gymkhana's operational rules, regulations, and timelines.
- Maintain documentation of council initiatives, reports, achievements, and audit records.
- Support the induction and mentorship of members of clubs/societies.

### **11.3 Treasurer (of Each Council)**

The Treasurer manages and oversees the financial operations of the council.

Following are the responsibilities, but not limited to:

- Maintain accurate and up-to-date records of all income and expenditure.
- Prepare and submit periodic financial reports to the FIC and Dean SA.
- Ensure compliance with all financial guidelines including those related to:
  - Ticketing and merchandise sales

- Complimentary pass issuance
- Sponsorships and revenue generation
- Budget utilization and limitations
- Prevent overspending or exceeding allocated budgets.
- Coordinate the preparation of contracts for external vendors/artists.
- Ensure that all financial transactions are conducted only through the official Gymkhana account.
- Seek necessary approvals for all financial transactions and claims (e.g., travel, refreshments).

#### **11.4 Faculty-in-Charge (FIC) of Each Council**

The FIC is the faculty advisor and official supervisor of all activities of the respective council. Following are the responsibilities, but not limited to:

- Guide and mentor student office bearers and ensure all activities align with academic and institutional norms.
- Approve events, budgets, and appointments (such as Festival Organizing Members).
- Monitor the functioning of the societies, clubs, and council members.
- Ensure compliance with institutional financial and administrative procedures.
- Serve as a liaison between the council and the Dean SA/Director.
- Participate in the selection process of GMs and other strategic decisions.
- Attend the General Body Meeting and council meetings when required.

#### **11.5 Gymkhana Members (GMs)**

GMs are selected student representatives responsible for executing the objectives of the Gymkhana under the four councils.

- Work collectively to plan, manage, and execute council activities and festivals.
- Represent their respective academic programs (B.Tech, M.Tech, MBA, Ph.D.) in council decisions.
- Participate in inter- and intra-council meetings and assist in implementation of initiatives.
- Promote inclusivity, student engagement, and peer mentorship.

- Maintain discipline and uphold the ethical standards of the council and institute.
- Help identify and induct members into clubs/societies based on skill.
- Maintain transparency in decisions and communicate effectively with the student body.

### **11.6 Festival Organizing Members (FOMs)**

FOMs are students temporarily appointed by the council for organizing specific festivals/events. Following are the responsibilities, but not limited to:

- Execute specific tasks and responsibilities along with the President and GMs for the smooth conduct of festivals.
- Work in various committees (e.g., logistics, hospitality, promotions) as required.
- Operates under the guidance of the GMs and approval of the FIC.
- Do not hold executive powers within the council but are crucial to event execution.

### **12) E-mail IDs**

- 12.1 The councils must use the following official IDs (fixed for all time) for all communications,
  - Academic and technical (@) council ([atcouncil.gymkhana@iiita.ac.in](mailto:atcouncil.gymkhana@iiita.ac.in))
  - Cultural council ([culturalcouncil.gymkhana@iiita.ac.in](mailto:culturalcouncil.gymkhana@iiita.ac.in))
  - Sports council ([sportscouncil.gymkhana@iiita.ac.in](mailto:sportscouncil.gymkhana@iiita.ac.in))
  - Welfare & ecological (We) council ([wecouncil.gymkhana@iiita.ac.in](mailto:wecouncil.gymkhana@iiita.ac.in))
- 12.2 The access of email credentials will only be with the General Secretary and President of the respective council. The President and General Secretary will be responsible for all communications. The sharing of the email credentials is not allowed with anyone else in any case.
- 12.3 The communication records of the email id (related to councils and events/festivals) must not be deleted in any case.
- 12.4 During the handover and takeover of the council GMs, the credentials of the respective email ids must be handed over to new GMs and signed copy of record to be submitted to FIC for No-Dues.

12.5 All other existing email IDs of gymkhana, its festivals, societies and events shall be deactivated.

### **13) Termination of GMs**

A GM may be terminated under the following circumstances:

#### **13.1 Disciplinary Violations:**

- Involvement in misconduct, ragging, harassment, substance abuse, or any violation of IITA's Code of Conduct.
- Being subject to disciplinary inquiry or action by the institute during their term.

#### **13.2 Breach of Responsibilities:**

- Repeated failure to perform assigned duties as a GM, festival coordinator, or council member.
- Absence from two or more consecutive official meetings without prior permission from the FIC and Dean SA.
- Misuse of funds, misrepresentation of facts, or procedural non-compliance in event or budget handling.

#### **13.3 Ethical and Behavioral Misconduct:**

- Any act of moral turpitude, discrimination, or behavior that adversely affects the reputation of the Gymkhana or the Institute.

#### **13.4 Resignation or Voluntary Withdrawal:**

- A GM may voluntarily step down from their role by submitting a written resignation to the respective FIC and Dean SA. The resignation shall be considered final upon acceptance.

13.5 A replacement GM may be selected (if required) from the eligible pool of candidates by FIC.

13.6 A terminated GM may appeal the decision by submitting a written request to the Director through Dean SA within 7 working days of the termination notice. The Director's decision shall be final and binding.

### **14) Amendments**

Any amendment will require the Institute Senate approval.