Positions

Of

Responsibilities

Handbook

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Students' Gymkhana

Students' Senate

The Students' Senate is the Central Representative, Legislative and Supervisory body of the students. It serves as the main forum for the expression of student opinion, stays in continuous touch with the General Body, consults the students, and acts as a feedback system. It also acts as the central policy-making body of the Gymkhana and is responsible for guiding and checking the functioning of the Executive wing of the Gymkhana.

Chairperson, Students' Senate

The Students' Senate meetings shall be convened and presided over by the Chairperson, Students' Senate. They shall direct the appropriate people to successfully implement the decisions of the Students' Senate. They shall be an ex-officio special invitee to the (Academic) Senate of the Institute and a member of various bodies of the institute whenever a representative of the Senate would be required. Further, they shall maintain the Constitution, its appendices and all records of the Senate.

Senators

A Senator shall be elected by their batch to represent the latter's views in the Students' Senate. One Senator shall be elected for every 150 students in a batch. They shall be responsible for representing the issues faced by students of their batch in the Students' Senate. Through the Senate, they shall keep a check on the functioning of the executive wing and function as the central policy-making body. The primary duty shall be to research and propose possible reforms at various levels and actively contribute to the discussions in the Senate.

Executives

The President, Students' Gymkhana, and the General Secretaries of each council shall be the ex-officio members of the Students' Senate.

Senate Office Bearers

Parliamentarian

The Parliamentarian advises the Senate on Constitutional and procedural matters. Their interpretation of the Constitution and its appendices on the floor of the Senate is final. The Senate elects them from amongst the non-executive members of the Students' Senate. They are

the ex-officio Convener of the Rules and Procedures Committee of the Senate, preside over its meetings, and are responsible for its activities.

Finance Convener

The Finance Convener advises the Senate on financial matters. They oversee the financial affairs of the Gymkhana. The Senate elects them from amongst the non-executive members of the Students' Senate. They are also an ex-officio member of all the Executive councils and all Committees of Festival Affairs (Udghosh, Antaragni and Techkriti).

Standing Councils and their Conveners

The Students' Senate has various standing councils, pertaining to various purposes. The Convener maintains the records of the council. They represent the council in the meetings of the Senate. They are elected from amongst the non executive members of the General Body. They might take up executive work on the direction of the Chairperson of the Council.

The Standing Councils are as follows:-
- The Council of Students for Hostel Affairs (CoSHA)
- The Council of Festival Affairs (CoFA)
- The Undergraduate Students' Affairs Council (UG-SAC)
- The Postgraduate Students' Affairs Council (PG-SAC)

Ad hoc Subcommittees and their Conveners

The Students' Senate may appoint, as and when necessary, a subcommittee of the Senate which may either be ad-hoc or standing to investigate a particular matter and recommend a course of action to the Senate. The Students' Senate also appoints a Convener of the ad hoc subcommittee to convene the same and report the subcommittee's findings to the Senate.

Students' Senate Nominees to Academic Senate Standing Committees

The Students' Senate nominates student members to the various standing committees of the (Academic) Senate. These nominees are meant to provide a link between the students and the committees and are responsible for helping students with matters pertaining to their committees, both inside and outside committee meetings. The various standing committees are:

- Senate Student Affairs Committee (SSAC)
    - The committee is responsible for dealing with matters concerning students' Counselling, discipline, and the halls of residence

- Senate Under-Graduate Committee (SUGC)
    - The undergraduate committee has the jurisdiction in the following matters concerning the undergraduate students of the institute: the formal approval of new courses of instruction; desirable modification of courses already approved; the credit valuation of courses; the formal approval of admission of first year students and students in advanced standing; the granting of degrees; the conduct of examinations and evaluation of academic performance and such other related matters as may be referred to it by the Academic Senate
- Senate Post-Graduate Committee (SPGC)
    - The Postgraduate committee shall have jurisdiction in the following matters concerning the postgraduate programmes of the institute: the formal approval of new courses of instruction; modification of courses already approved; the credit value of courses; the formal approval of admission of postgraduate students and their appointment as research scholars and fellows; the admission of qualified students to candidacy for degrees; the rules governing the form of presentation and disposal of theses; the conduct of oral and written examinations and in such other related matters as may be referred to it by the Academic Senate
- Senate Library Committee (SLC)
    - This, being an advisory committee, advises the Academic Senate and the Director on policy matters pertaining to the Institute Library
- Senate Educational Policy Committee (SEPC)
    - The committee deals with the education policy related matters and may initiate studies and make reports on the establishment and modification of curricula, academic and research activities etc. and on academic and educational policies
- Senate Curriculum Development and Monitoring Committee (SCDMC)
    - The committee collects information and feedback on content and conduct of the courses offered, reviews the teaching and learning methods employed during the course and provides feedback to the Academic Review Committees (ARC)
- Senate Scholarships and Prizes Committee (SSPC)
    - This committee determines general policy regarding recommendations for the award of the different types of scholarships, stipends, medals and prizes and coordinates and reviews the application of such policy

The Students' Senate also nominates students to the Department Undergraduate Committee (DUGC) and Department Postgraduate Committee (DPGC) of the departments.

Senate Nominees to Students' Senate Standing Committees/Councils

The Students' Senate nominates student members to the various standing committees of the Students' Senate. These nominees act as a bridge between the Students' Senate and the committee and ensure that the functioning aligns with the Constitutional mandate. The nominees are also responsible for helping students with matters pertaining to their committees, both inside and outside committee meetings. The various standing committees/councils are:

- Rules and Procedures Committee (RPC)
    - Responsible for matters pertaining to the Constitution, or the rules and procedures of the Gymkhana, including advising to the Senate on Constitutional amendments
- Finance Committee
    - Responsible for managing the finances of the Gymkhana and supervising the expenditure of its executive wing, including preparing of the Gymkhana Budget
- Steering Committee
    - Responsible for assisting the Chairperson in steering the meetings of the Senate
- Nominations Committee
    - Responsible for recommending to the Senate the names of persons for any representation of the Senate or for Senate ratified positions, where it is asked to by the constitution or where there is no recommending authority
- Cells Affairs Committee (CAC)
    - Responsible for providing a forum of discourse, to the matters of general interest of the cells of Students' Gymkhana
- Council of Students for Hostel Affairs (CoSHA)
    - Responsible for supervising and coordinating on matters of common interest to all halls of residence, abiding by the Appendix C of the Constitution
- Council of Festival Affairs (CoFA)
    - Responsible for supervising and coordinating on matters of interest of all the festivals of the Students' Gymkhana, governed by the Appendix E of the Constitution
- The Undergraduate Students' Affairs Council (UG-SAC)
    - Responsible for discussing on matters of common interest to the Undergraduate students of the institute
- The Postgraduate Students' Affairs Council (PG-SAC)
    - Responsible for discussing on matters of common interest to the Postgraduate students of the institute

Office of the Students' Senate (Chairperson's Office):

Chief Secretary, Students' Senate

They coordinate and supervise the work of the secretaries of the Office of the Students' Senate, and assist the Chairperson in the discharge of their duties.

Secretary, Students' Senate

The Secretary, Students' Senate shall be divided into two verticals -

- Secretary, Minutes and ATR: The Secretary is responsible for maintaining the minutes of the meetings of the Students' Senate. They shall also be responsible for assisting the Chairperson in ensuring the smooth conduction of the meetings.
- Secretary, Media and Publicity: The Secretary is responsible for coordinating the outreach of the Senate to the campus community.

President's Office

President, Students' Gymkhana

Elected from an electorate of the totality of the students, the President, Students' Gymkhana, is the Chief Executive of the Gymkhana. They are the ex-officio head of the President's Office and supervise and coordinate the general affairs of the general body. They are an ex-officio special invitee to the (Academic) Senate of the institute and are a member of various bodies of the Institute whenever a representative of the student body is required. The President is usually invited to the meetings of the Board of Governors when matters affecting students are discussed. The responsibilities of the Warden of New SAC also lie with them.

Chief Secretary, President's Office

The Chief Secretary assists the President in handling the executive proposals at institute forums and the Students' Senate and oversees the affairs concerning the nominations pertaining to the President's Office. They also handle the affairs directed to the President by the Students' Senate. They also supervise and manage the activities of secretaries of the President's Office.

Chief President's Nominee

The Chief President's nominee operates broadly under two domains - Committee Affairs and Faculty Affairs. They are responsible for managing all the President's nominees to institute committees, executing the agendas directed to the President's office concerning external affairs primarily, taking and sustaining initiatives to improve the student - faculty relations and taking up ad hoc tasks as per the discretion of the President.

President's Nominees to Institute Committees

The President, Students' Gymkhana may nominate people to represent them in the various institute committees of which they are a member. The nominee is responsible for expressing the views of the Student Body in the Committee. Few of these committees are as follows:

- Institute Advisory Committee
- Commercial Establishments Maintenance and Monitoring Committee
- Health Center Users' Committee
- Minimum Wage Monitoring Committee
- Women's Cell
- Animal Welfare Cell
- Cell For Differently Abled
- Waste Management Committee
- Security Advisory and Executive Committee

Chief Marketing Officer

The Chief Marketing Officer is responsible for managing the aspects of the Marketing Guidelines - detailing the procedures for external sponsorship for the Students' Gymkhana entities, falling on the President's part. They also ensure the funds for Cells from the Students' Gymkhana budget.

In-Charge, SAC

The In-Charge, SAC handles all the New Student Activity Centre's developments and activities, including maintenance and inventory management. They are also responsible for catering to the ad hoc issues related to the New SAC and its affairs on behalf of the President.

Web Secretary

The Web Secretary oversees the pages under "students.iitk.ac.in" domain with the assistance of the President's Office Secretaries and looks after the web related affairs of the President's office.

Secretary/Marketing Officer

The Secretaries are responsible for assisting the President's Office position holders in carrying out their duties. The Marketing Officer works under the directions of the Chief Marketing Officer.

Gymkhana Councils

There are four Councils under the Students' Gymkhana -

- Media and Cultural Council
- Science and Technology Council
- Games and Sports Council
- Academics and Career Council

Each Council comprises various Clubs, Societies, Hobby Groups and Wings. The various entities shall be present under Appendix - D of the Constitution, Students' Gymkhana.

General Secretary

Elected from an electorate of the totality of the students, the General Secretary is the Chairperson of the Council and supervises and coordinates all activities related to the council. They are responsible for properly allocating resources and funds to the entities under the council and keeping updates on their practice. The final call regarding all internal matters of the general conduct of the council lies with the General Secretary.

Associate Head

The associate heads assist the General Secretary in performing their duties. They promote and create avenues for new council activities, coordinate the activities of the Council Secretaries, and cater to the specific needs of entities in their domain. The associate heads for each council shall be as follows:

i. Associate Head, Films and Media, MnC Council
ii. Associate Head, Non-performing Arts, MnC Council
iii. Associate Head, Performing Arts, MnC Council
iv. Associate Head, Teams, SnT Council
v. Associate Head, Technical, SnT Council
vi. Associate Head, Research and Development, SnT Council
vii. Associate Head, Teams, GnS Council
viii. Associate Head, Clubs & Societies, GnS Council
ix. Associate Head, Events, GnS Council
x. Associate Head, Career Development, AnC Council
xi. Associate Head, UG Academics, AnC Council
xii. Associate Head, PG Academics, AnC Council
xiii. Associate Head, Research, AnC Council

Club Coordinator(s)

Societies performing exceptionally well are made into a Club. Such entities are headed by one or more Coordinators appointed by the Senate at the recommendation of the General Secretary. The Coordinator shall be responsible for all the club's activities - sessions, workshops, recruitment of secretaries etc., in coordination with the General Secretary.

Society Leader(s)

Society Leader is responsible for heading the Society. Societies organize and promote activities in a specific field of interest. A Hobby Group might convert into a society on performing well.
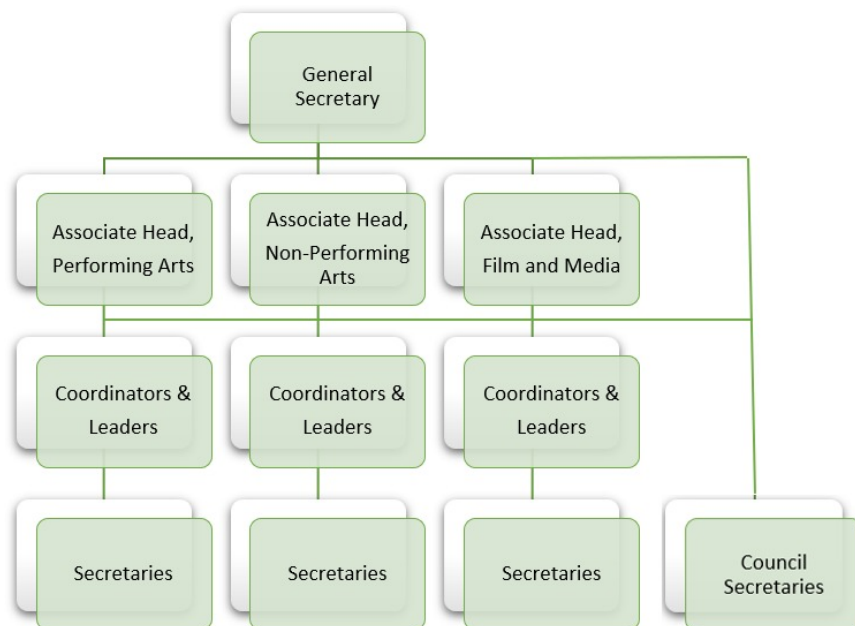
Club/Society/Wing Secretary

The Secretary aids in the functioning of the club/society/wing at the primary level.
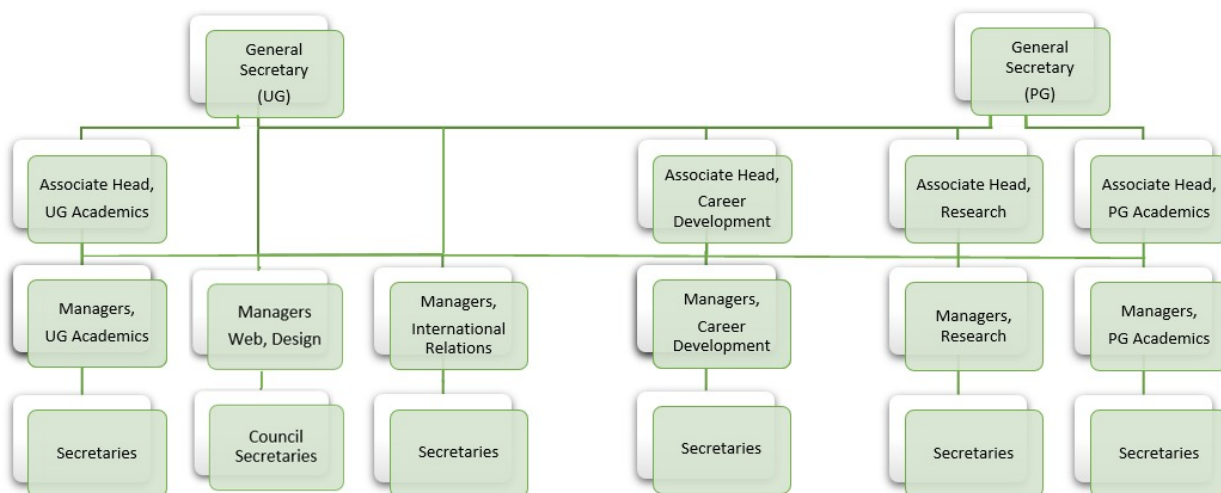
Council Secretary

Council Secretaries help the General Secretary and the Associate Heads in the functions central to the council. They fall under the domains e.g. Media and Publicity, Content, Finance etc.

Media and Cultural Council

Academics and Career Council

The Academics and Career Council has the following wings, headed by one or more Wing Managers :

- UG Academics Wing
  - They work closely with the institute committees on academic matters, conduct UG students' academic orientation and help the Undergraduate students on related concerns. They also assist in the appointment of UG Academic Department Mentors
- PG Academics Wing
  - They work alongside the institute committees in the academic domain, conduct PG students' academic orientation and help the Postgraduate students on related matters
- Career Development Wing
  - They facilitate the conduction of career awareness and skill development sessions and activities, float opportunities in industry and academia amongst all the students, and maintain the career portal on AnC council website.
- Research Wing
  - They work towards cultivating research mindset amongst all the students, databasing of projects, conducting relevant sessions and workshops and organizing the annual flagship event - Students' Research Convention (SRC)
- International Relations Wing
  - They work alongside the Office of International Relations (OIR) towards promoting international relations and facilitate Exchange Programs, disseminate information on opportunities abroad and serve as the point of contact for foreign students

<u>Wing Manager(s)</u>

They look after various aspects of the functioning of the respective wing under the guidance of the corresponding Associate Head and the General Secretaries.

<u>Academic Departmental Mentors</u>

They work closely under the guidance of the UG/PG Academics wing to guide the mentees in the queries regarding the academic work - template, study methodologies, course projects, labs etc. through departmental sessions and share experiences.

<u>Career Departmental Mentors</u>

They work closely under the guidance of the Research and Career Development Wings to guide the mentees on the career prospects in Core, Non-core & Research - Semester Exchange, International Scholarships and opportunities etc.

Games and Sports Council
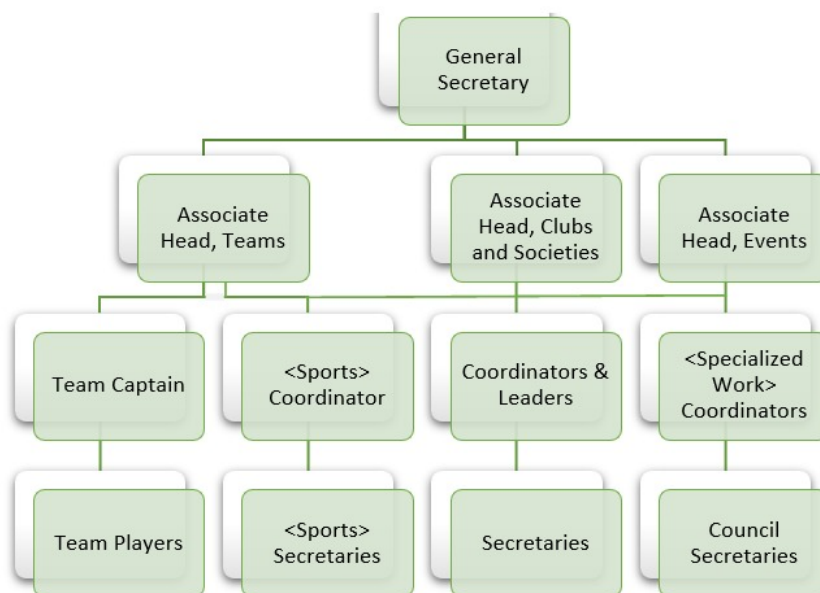
<u><Sport> Coordinator(s)</u>

They conduct workshops, inter and intra hall tournaments and championships of individual sports with the help of the <Sport> Secretaries.

<Sport> Secretary

The Secretary aids the <Sport> Coordinator in the conduction of activities of specific sport and might cater to the same, standalone, if there're no <Sport> Coordinators for the particular sport. They also assist the Institute Sports Teams.

<Specialized Work> Coordinator(s)

They look after the central aspects of the council and manage the Council Secretaries under the domains e.g. Media and Publicity, Content, Marketing etc.

Science and Technology Council
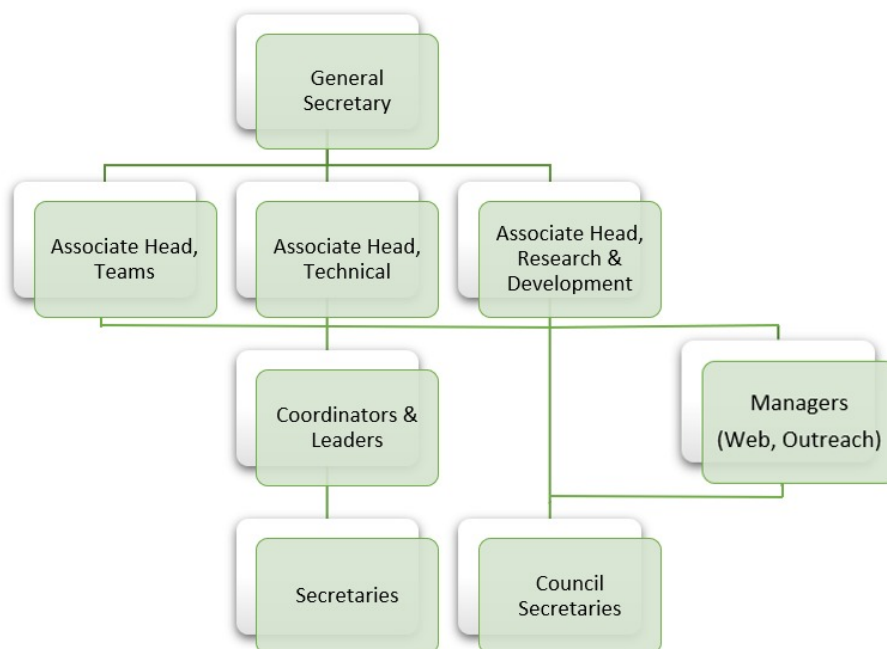
Managers(Web, Outreach&Connect)

They manage the council's affairs in their respective domains as in the maintenance of the Council Website and the external outreach for a variety of purposes, including external sponsorships, respectively.

Festivals

The Students' Gymkhana is also responsible for organizing three festivals annually. The rules and procedures concerning the same could be found in the Festival Manual - Appendix E of the Constitution. These festivals are -

- Antaragni, The Media and Cultural Festival
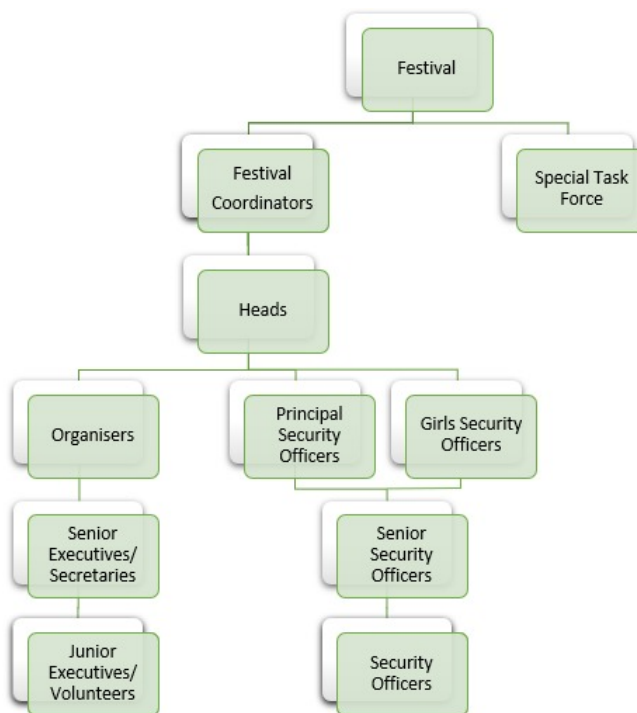- Techkriti, The Science, Technology and Entrepreneurial Festival
- Udghosh, The Games and Sports Festival

Festival Coordinator(s)

The Festival Coordinator is responsible for the overall conduct of the festival. They plan all activities, events and competitions in consultation with the Festival Core Team, CoFA and the Festival Affairs Committee (FAC). They are also answerable to the Senate directly for all matters pertaining to their festival.

Special Task Force (STF)

The Festival Coordinator constitutes a Special Task Force (STF) in consultation with the President, Students' Gymkhana, Chairperson, Students' Senate and Festival Chairman, for each festival. They are responsible for handling any emergency situations which may occur during the festival.

Head(s)

The Heads are members of the Core Team of the Festival, and look after a certain division in the organization of the Festival. The various Head(s) in the festivals, though not limited to, are:

- Head, Events (Major Events and Competitions)
    - Responsible for all events, competitions and activities conducted during the festival; preparing the pre conduct and post conduct reports of the events
- Head, Finance
    - Responsible for all finance and accounting related concerns of the festivals, including preparing budget and submitting bills to the Finance Committee
- Head, Marketing
    - Responsible for the marketing of the festival, hence, arranging sufficient funds and resources for the conduction and ensuring hospitality of sponsors
- Head, Media and Publicity
    - Responsible for the publicizing and outreach of the festival, both inside and outside the campus
- Head, Public Relations
    - Responsible for managing and executing all activities related to inviting the professionals for participating in the festival
- Head, Security
    - Responsible for security arrangements of the festival and preparing security plans
- Head, Show Management
    - Responsible for ensuring the smooth conduction of shows during the festival
- Head, Design
    - Responsible for all the design related requirements of the festival
- Head, Web
    - Responsible for the management of the festival's website related logistics

Organizer(s)

Organizers are nominated by the Heads to look after the conduction of a specific event or assist the heads in a particular vertical, in the festival. Following are a few instances:

- Organizer, Synchronicity - Antaragni
- Organizer, Fine Arts Competitions - Antaragni
- Organizer, ECDC - Techkriti
- Organizer, Technocruise - Techkriti
- Organizer, Media & Publicity - Udghosh
- Organizer, Hospitality - Udghosh

Senior Executives/Secretaries

The Senior Executives are selected to assist the Heads and Organizers in overseeing their respective divisions with the support of the Junior Executives/Volunteers.

Principal Security Officer (PSO)

The Principal Security Officer (PSO) is responsible for overseeing the security arrangements of the festival and managing the other officers in the security vertical.

Girls' Security Officer (GSO)

The Girls' Security Officer (GSO) is also responsible for overseeing the security arrangements of the festival, especially dealing with cases related to the female participants of the festival.

Senior Security Officer (SSO)

The Senior Security Officer (SSO) is responsible for assisting the PSO and GSO and helping them in discharging their duties.

Security Officer (SO)

The Security Officer assists the SSOs, GSOs and PSOs at the fundamental level.

Cells

Entrepreneurship Cell (E-Cell)

Overall Coordinator

The Overall Coordinator, Entrepreneurship Cell, is responsible for overseeing the Cell's work, including inculcating the spirit of entrepreneurship amongst the student body. They are also responsible for conducting the flagship event - "Entrepreneurship Summit" also known as the "E-Summit" , along with other events on similar lines. Further, they are also responsible for various other activities, which include networking student enterprises from campus to incubators, seed and angel funds, along with organizing workshops and competitions. They also supervise the bridging of the student-industry gap through the Startup Internship Programme (SIP).

Manager(s)

The Manager is responsible for managing a specific wing of the Cell. They oversee the work of that specific division. The various Managers in the Entrepreneurship Cell are:

- Manager, Business Development
- Manager, Events
- Manager, Media and Publicity
- Manager, Design
- Manager, Startup Development
- Manager, Marketing
- Manager, Finance & Logistics
- Manager, Start-Up Internship Programme (SIP)
- Manager, Web

Secretary

The Secretary under different verticals assists the respective managers and OCs in their work.

Outreach Cell

Overall Coordinator

The Overall Coordinator of the Outreach Cell is responsible for overseeing the work of the Cell, which includes building a positive reputation of the institute in the eyes of the alumni, corporate world, potential faculty, aspirants and the community, in general. They look after the crucial avenues of strengthening the institute-alumni relations and conduct outreach programs - career guidance, mentoring and alumni networking sessions, and assist the DoRA office when required.

Manager(s)

The Managers are responsible for overseeing the work of a wing of the Cell. They are also responsible for assisting the Overall Coordinators in their work. Following are the wings under the Outreach Cell:

- Alumni Relations Wing
    - They work on improving alumni connect through initiatives including Alumni Buddy, Mock-en-joy, raise funds and maintain contact with the alumni associations
- Campus Wing
    - They work on the enterprise of student - faculty relations, execute campaigns like #ThatsIITK, publicize student activities and effort to boost the institute's reputation
- Creatives Wing
    - They facilitate the execution of the mandate of the cell through vitalization of the four divisions, namely - Content, Web, Design and Video

Secretary

The secretary assists the respective wing managers and OCs in performing the duties diligently.

Community Welfare Cell (CWC)

Overall Coordinator

The Overall Coordinator of the Community Welfare Cell is entrusted with the responsibility of overseeing the functioning of the Cell. They are responsible for setting principles of work, establishing a working structure, establishing communication with the community and setting up interactions within the wings.

Manager(s)

The Manager of a wing of the Community Welfare Cell is responsible for overseeing the functioning of a specific wing of the Cell. They work in tandem with the Overall Coordinators to ensure the smooth functioning of the wing. The current Managers of each Wing are:

- Manager, Vivekananda Samiti
    - Responsible for spreading the message of Swami Vivekananda in the community
- Manager, Unmukt
    - Works on addressing the gender and sexual diversity and to achieve equality
- Manager, Prakriti
    - Ensures awareness on environment conservation and sustainable growth
- Manager, Prayas
    - Strives towards education of the marginalized sections for educational equality
- Manager, Raktarpan
    - Combats blood shortage aimed to realize equality in healthcare facilities

Secretary

The secretary aids the Managers and Overall Coordinators at the fundamental level.

Public Policy & Opinion Cell (PPOC)

Overall Coordinator

The Overall Coordinator of the Public Policy & Opinion Cell supervises the activities pertaining to the vision of the cell, which consists of engaging students in discourses on social, economic, political and historical issues and encouraging them to explore the challenges in policy making and governance. They are also responsible for conducting two flagship events of the cell, namely - the Indian Governance Summit and Policy Conclave.

Manager(s)

The managers function under the following wings:

- Events - Responsible to take initiatives, plan and structure events, publishing of articles and constituting the logistics team of the cell
- Finance and Marketing - Manage the finances of the cell - budget and marketing brochure preparation, funding from external associations etc
- Policy Research - Responsible for managing Policy Innovation Challenge, participating in policy making competitions, mentoring and publishing content on the same lines
- Web - Responsible for maintenance of the web related logistics
- Design - Responsible for catering to the design related needs of the cell

Secretaries

They assist the managers under different wings and the OCs, at the primary level.

Election Commission
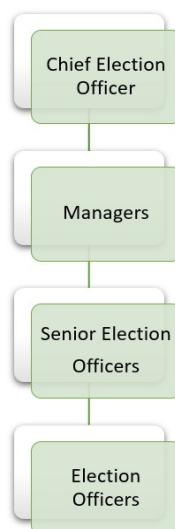
Chief Election Officer

The Chief Election Officer is responsible for the conduction of the elections for the elected positions which come under the Students' Gymkhana i.e. the Senators and the Executives, through General Elections, Mid-term Elections and By-Elections.

Manager(s)

They manage the functioning of the cell under the following verticals:

- Manager, Logistics
- Manager, Publicity - UG
- Manager, Publicity - PG
- Manager, Auditing and Finance
- Manager, Web
- Manager, Design

Senior Election Officer

The Senior Election Officer is responsible for assisting the Chief Election Officer and keeping an attention on violations of the Code of Conduct for elections.

Election Officer

The Election Officer is responsible for assisting the Senior Election Officers.

Student Nominees to GRC & AGRC

The Senate nominates three and two members to the Grievances Redressal Committee and the Appellate Committee, respectively, for the Gymkhana elections.

Vox Populi
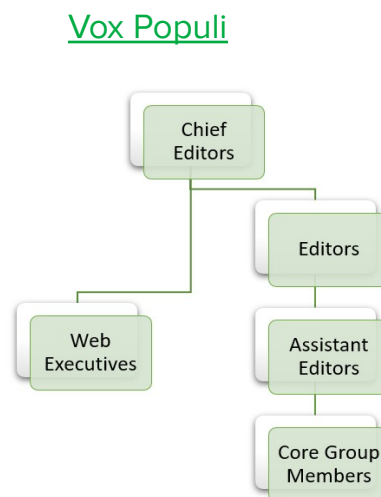
Chief Editor(s)

The Chief Editor is the official head of this journalism body, responsible for overall supervision of the body's initiatives, ensuring their alignment with the body's vision, and maintaining the editorial standards.

Editor(s)

They supervise and facilitate the working of team under the following verticals, and all together comprise the Editorial Board :

- Editor, Writing, Campus Connect and Correspondence
  - Responsible for gauging potential article ideas; recruit, lead a team and realize it
  - Ensure campus connection through Call for Opinion and "As We Leave" articles
  - Responsible for keeping up with campus communications and developments
- Editor - Design & Comics
  - Responsible for leading design/creatives team members and related logistics
- Editor - Video
  - Leads a team to drive video projects till completion and envision possible projects

Assistant Editor(s)

They assist the Editor(s) under the mentioned verticals with the support of the core group members.

Web Executive(s)

They cater to the web related logistics of the body and keep the official website up to date.

Core Group Member(s)

They flexibly assist the Editors and Assistant Editors under the mentioned divisions and form part of the team for various projects.

Institute SnT Teams

An Institute SnT Team is a group of individuals that aim towards research and development in a particular field of Science and Technology. They represent the institute in external competitions. These teams are recognised by the Students' Gymkhana, and the positions in the team are ratified by the Students' Senate. The Associate Head, Teams, SnT Councils coordinates with the teams, as and when necessary. These teams are -

- Team Aerial Robotics
- Team AUV
- Team Humanoid
- Team IITK Motorsports
- Team ERA
- Team VISION

Team Structure
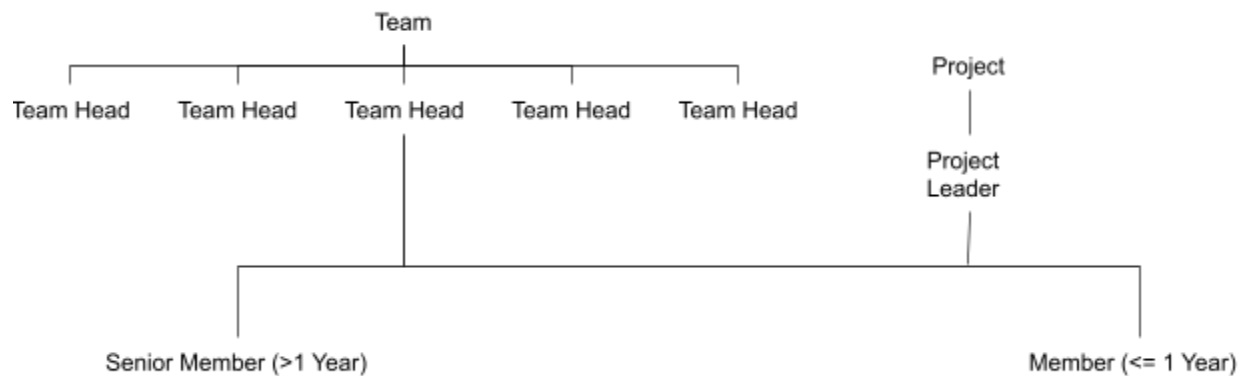
Team Head(s)

They shall be responsible for different technical and/or non-technical divisions of the team such as (subjective to the nature of team and or the discretion of outgoing team heads):

Technical:
- Software
- Electrical
- Mechanical
- Power Train, etc.

Non-Technical:
- Finance
- Marketing
- Media and Publicity, etc.

Senior Member

The Senior members are the members who have spent at least one tenure with the team, have been actively involved with the ongoing and past projects of the team and not holding the position of team head.

Junior Member

The members who have spent less than one tenure with the team or have not been actively involved with the ongoing projects. This is not a Senate ratified position, however, the work done by the member for the team is directly ratified as a technical project.

Project Leader(s)

They shall be responsible for the performance of a team in a particular, distinct problem statement. The position of Project Leaders exists only for a particular competition.

Institute Sports Teams and SPEC

The Institute Sports Teams represent the institute in external competitions. The Associate Head, Teams, GnS Council, oversees the activities and coordinates with the sports teams.

Contingent Leader

The General Secretary shall be the ex-officio Contingent leader of all student contingents to various competitions; however, they are empowered to nominate someone relevant to the same, on their behalf, at their discretion.

Deputy Contingent Leader

The Deputy Contingent Leader is responsible for assisting the Contingent Leader in handling Inter IIT and other contingent-related works. They act as a bridge between the Contingent Leader and the captains and coaches of the institute teams. They are also responsible for updating the team practices daily and their requirements, planning contingent-related innovative activities, handling documentation regarding new proposals, and coordinating meetings.

Team Captain

The Captain is responsible for handling training sessions of the team, coordinating with the outdoor teams to conduct practice matches and friendly tournaments. The selection process involves the ex-Captain, team Coach, the General Secretary - GnS Council and the SPEC.

Other Positions

Hall Executive Committee
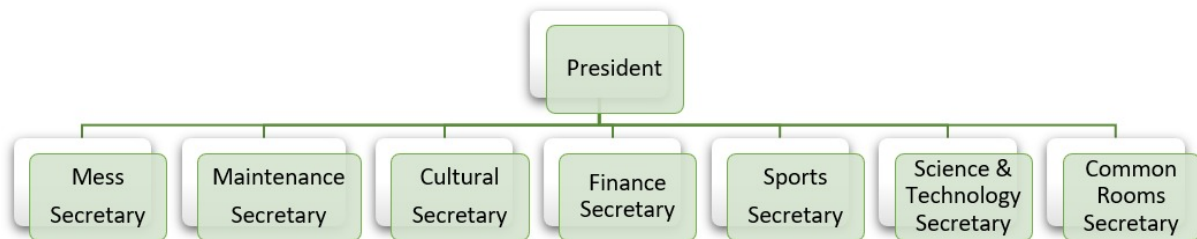
The following is a non-exhaustive list of the positions that may exist in a Hall Executive Committee. The exact positions may differ from hall to hall.

President

They represent the hall at various forums. They are responsible for keeping a regular check on, and maintaining smooth communication between the various committees of the hall. They also ensure that students abide by the rules of the hall.

Maintenance Secretary

They are responsible for the general maintenance issues of the hall.

Mess Secretary

They are responsible for the appropriate functioning of the mess (in some halls, canteen too), including the mess infrastructure, menu, mess bills etc.

Media and Culture Secretary

They are responsible for promoting all aspects pertaining to the cultural activities in the hall. They are also the representative of the hall in various cultural related activities.

Finance/Accounts Secretary

They are responsible for the monetary transactions of the hall. They oversee the bills and expenditures of the hall. Further, they monitor the HEC budget allocation and expenditure.

Sports Secretary

They are responsible for promoting all aspects pertaining to games and sports activities in the hall. They organize intra-hall tournaments to promote games and sports activities. They also represent the hall in various matters related to games and sports.

Science and Technology Secretary

They are responsible for advocating and stimulating scientific and technological development within the hall. They plan and host workshops and competitions to encourage scientific and technological exploration, and represent the hall in matters related to science and technology.

Common Rooms Secretary

They are responsible for the maintenance and efficient functioning of the common rooms i.e. Reading Room, Computer Room, TV Room etc.

Counselling Service
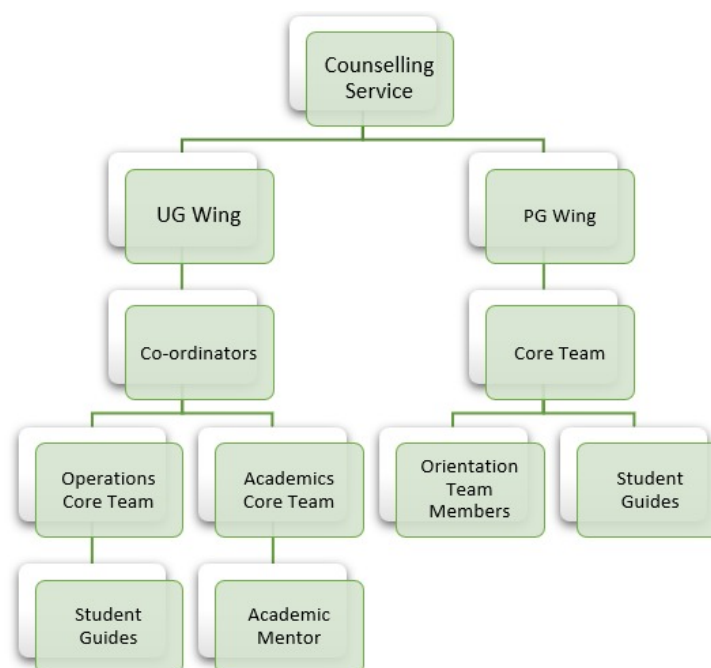
Coordinators

Coordinators supervise the overall functioning of the Undergraduate Students' Wing of the Counselling Service body.

Operations Core Team

The Operations Core Team is responsible for planning the Freshmen Orientation. They oversee the process of Student Guide Selection, organize events and sessions, link the institute's counselors to the students to ensure social and mental well being.

Academics Core Team

The Academics Core Team is responsible for ensuring academic welfare, through organizing Remedial Classes (at both institute and hall levels). They also conduct the selection process for Academic Mentors and organize sessions e.g. the Technical Terminology Classes.

Student Guides

The Student Guides are responsible for ensuring a smooth transition of all freshmen into the campus and guiding a group of them through their initial journey at the institute.

Academic Mentors

The Academic Mentors provide academic help in various subjects to students by taking remedial classes and provide one to one mentoring to students.

PG Core Team

The PG Core Team supervises the functioning of the Postgraduate Students' wing of the Counselling Service, including the conduction of events and sessions for students' welfare, student guides' selection and connecting students to the institute's counselors.

Orientation Team Members (PG)

Orientation Team Members help in conduction of Orientation for Post Graduate Freshmen.

Students' Placement Office
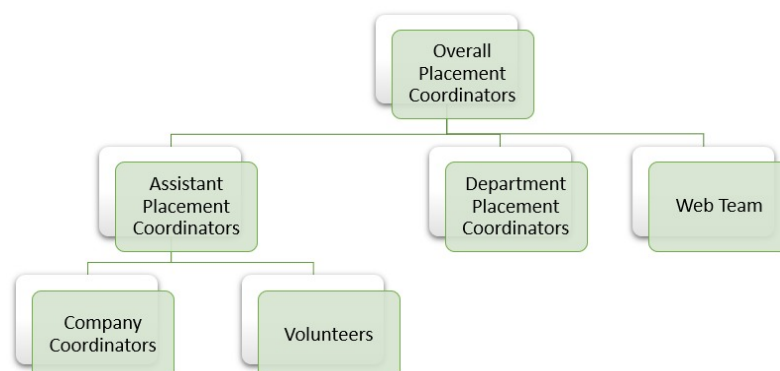
Overall Placement Coordinator

They facilitate the entire placement as well as the internship process. They ensure that the companies are invited on time and in ample numbers. They coordinate between the faculty members and students, persuade and negotiate on possible intakes, selection criteria etc., with the company. They also plan and conduct mock interviews, group discussions and workshops for students at the batch and department levels or as sessions for the entire graduating class. They organize Career Awareness Sessions/Workshops by inviting alumni/company representatives and other professionals.

Assistant Placement Coordinator

They assist the Overall Placement Coordinator, sometimes by directly coordinating with the company and overseeing the multiple stages of the recruitment process - from conducting PPTs to final interviews. They also manage the Company Coordinators and Volunteers in the whole process.

Department Placement Coordinator

They coordinate with the department's faculty members and seek aid from them. They act as the voices of their respective departments, bringing the concerns and suggestions specific to their departments to the OPCs. The queries of students are routed through them.

Company Coordinator

They are the representative of the SPO in front of the companies visiting Institute for placements and internships. They directly handle companies and their recruitment processes, including tests, PPTs and interview processes.

Web Team

They handle the web related logistics of the Students' Placement Team.