

Students' Senate, IIT Kanpur

Policy Document: Committee on Festival Affairs (COFA)

Prepared by: Ankit Bhutani (Chairman, Students' Senate, 2012-13)
Anurag Sahay (Secretary, Students' Senate, 2012-13)

In the 2012-13/3rd Meeting of the Students' Senate, a committee was formulated to look into the ways in which inter-collegiate Gymkhana festivals could be monitored by the Senate, particularly, through standing committees of the Senate. The committee submitted its report in the 2012-13/12th Meeting of the Students' Senate, and the report was accepted.

The committee proposed that for a period of 1 year, three ad-hoc committees of the Students' Senate be constituted which can serve as a prototype for the standing committee that will eventually be constituted. Each committee shall be specific to a given festival, and shall be called the Committee on Festival Affairs (Techkriti), Committee on Festival Affairs (Antaragni) and Committee on Festival Affairs (Udghosh) respectively. (In short, they may be called COFA(T), COFA(A) and COFA(U).

The Convener of all three committees shall be the same, and shall be referred to as the Convener, COFA, and shall be elected from among the Senators. Furthermore, there shall be two Senators (one UG Senator and one PG Senator) who shall be elected from among the Senators, who shall be members of all three committees.

Furthermore, for each committee, two members shall be nominated by the Core Team of the previous years' festival. These members must have a guaranteed stay in the institute at least till the end of the semester in which the festival is conducted. The festival teams should try to make sure that the nominated members are sincere and dedicated enough to participate actively in the working of the committee. Additionally, it should be attempted that these 2 members have sufficient experience together spanning most of the different components of the festival, most importantly finance. The Festival Coordinator(s) of the previous year shall be preferred if satisfying other conditions like guaranteed stay.

The detailed constitution of the three committees shall be as follows:

- COFA(T)
 - Convener, COFA (Chair)
 - President, Students' Gymkhana
 - Chairperson, Students' Senate
 - General Secretary, Science and Technology Council
 - One UG Senator

- One PG Senator
- 2 members nominated by the ex-Core Team, Techkriti
- COFA(A)
 - Convener, COFA (Chair)
 - President, Students' Gymkhana
 - Chairperson, Students' Senate
 - General Secretary, Cultural Council
 - One UG Senator
 - One PG Senator
 - 2 members nominated by the ex-Core Team, Antaragni
- COFA(U)
 - Convener, COFA (Chair)
 - President, Students' Gymkhana
 - Chairperson, Students' Senate
 - General Secretary, Games and Sports Council
 - One UG Senator
 - One PG Senator
 - 2 members nominated by the ex-Core Team, Udghosh

The Finance Convener shall be a special invitee for all meetings having any sort of financial discussion. Further, he shall have voting rights in the instance of a vote on a financial issue.

For purposes of Rules and Procedures (such as Quorum rules, etc.) all three committees shall be treated as ad-hoc subcommittees of the Students' Senate.

The Senate nominees to the committees (the Convener, COFA, the UG Senator and the PG Senator) shall not be members of the Core Team of any festival, nor shall they be holding any position of significant responsibility in any of the festivals. A position of significant responsibility is any post that comes to the Senate for ratification.

Furthermore, the following rules will be applicable:

- Meetings of the committees shall start at least 4 months prior to the festival, with at least one meeting a month.
- All Minutes shall be forwarded to the Students' Senate for noting and information.
- The committees will look into major policy aspects of the festivals and shall supervise the timely completion of all festival related tasks at various points of time besides advising the Senate and the festival teams on policy matters.

Size of the Committees: 7 each

Period of Existence: From constitution of the committee until the final report of the festival has been submitted to the Students' Senate.

Terms of Reference: Any major policy decisions regarding the conduction of the festivals that are referred to it by the Chairperson, Students' Senate or the President, Students' Gymkhana as well as the overseeing of the day-to-day conduction and well-being of the festivals shall be referred to the committees. In case, the committee finds any irregularity of significant nature, it shall be referred by the Convener of the committee to the Students' Senate for consideration.