

INDIAN INSTITUTE OF TECHNOLOGY JODHPUR

STUDENTS' GYMKHANA CONSTITUTION



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Preamble

*We, the students of Indian Institute of Technology
Jodhpur,*

in order to advance our interests,

define our responsibilities

and

to provide for our meaningful participation

in the governance of the Institute,

do hereby associate and establish this Constitution.

*Having received the acceptance of the Institute this
Constitution shall be respected by*

Institute officials, faculty and staff

in their dealings with students of the Institute.

We, the students shall abide by this constitution.

STUDENTS' GYMKHANA LOGO



Description:

Concept: Fire inside the Lotus Bud

The logo is representation of the budding life (Holistic Development) and enlightenment of students. The 'Flames' represent the Societies and Committees of Students' Gymkhana and the 'Base' is its Students' Representative Committee (SRC) - A uniting and policy-making body.

The Fire is shown burning in the Bud - to show that the Enlightenment should start from the very beginning only. It also shows enthusiasm, insight, compassion, leadership, efforts (to reach out in all directions) and transition- shown by different colours of the flames.

The Bud - to represent that of a Lotus, to show the toleration and awareness, to show the success (Beauty of Lotus) after the student has passed all the difficulties (mud).

CHAPTER 1.

DEFINITIONS

For the purpose of this Constitution and better understanding, unless there is something averse in the context,

The following terms shall have their meaning as defined below:

- 'Institute' or, I.I.T.J" means Indian Institute of Technology, Jodhpur 342005.
- 'Student' mean all the registered students of the institute.
- 'Administration' means administration of the Institute.
- Gymkhana" means the Students" Gymkhana of I.I.T. Jodhpur.
- 'Director' states for Director, I.I.T. Jodhpur
- 'General Secretary' means General Secretary of Students' Gymkhana, IITJ who is elected by all the registered students of the institute.
- 'Student Body' means student group focused to particular objective, which collectively forms of Gymkhana, IITJ.
- 'SCHoD' means Students' council for Holistic Development, which deals with overall development while focusing on one and all the registered student of institute.
- 'Society' means community who come together to explore their interest.
- 'Students' Representative Committee (SRC)' means a group of students which deals with everyday student life and gymkhana management.
- 'Secretary' means an elected representative under SCHoD.
- 'Student Representative' means an elected representative under Student's Students' Representative Committee (SRC).
- 'Academic Year' time span equal to one year according to the Institute Calendar.
- 'Office Bearers' means the General Secretary, Secretaries, and Student Representatives.

CHAPTER 2.

INTRODUCTION

2.1 The Gymkhana will contain all the bonafide students of the Institute and shall act as the centre for fostering and developing all student activities in the Institute.

2.2 The Student activities will be divided into three parts:

2.2.1 Legislative activities which will be dealt with by the Students' Representative Committee (SRC) (to be referred as 'Students' Representative Committee (SRC)' in all the further articles)

2.2.1 Society and Club activities which shall be handled by the Students' Council for Holistic Development (to be referred as SCHoD in all the further articles).

2.2.2 Standing Committees that shall address issues such as Hostel Management and Mess Management Committee.

2.2.3 Inter-Institute Festivals that provide a platform to students to grow all round skills.

2.3 The members of Students' Representative Committee (SRC), SCHoD, Festivals and the Standing Committee will be referred as the General Body of Gymkhana.

2.4 The Gymkhana shall work with the following principles in mind :

- 2.4.1 Developing all round extra-curricular activities as a supplement to Academic Education.
- 2.4.2 Developing a well-informed and articulate student community to increase moral and social awareness.
- 2.4.3 Promoting the organizational abilities in the students.
- 2.4.4 Functioning in a free, fair and transparent manner without any discrimination towards gender, caste, religion and economic status.
- 2.4.5 Taking all decisions in a democratic manner and allowing each of its members to voice his / her views.
- 2.5 No Students' Body will be affiliated to any political parties of India and will not promote any political agendas.
- 2.6 The Director of the Institute shall be the Patron-in-Chief of the Students' body.
- 2.7 The Gymkhana shall have its Advisory Committee (AC) that will comprise of the Faculty members of the Institute. The Students' Representative Committee (SRC), the Societies of SCHoD and the Standing Committees will have one Faculty member each as their Faculty Advisor. Coordinator, Students will be the head of AC.

CHAPTER 3.

GYMKHANA STRUCTURE

- 3.1 All student activities shall be classified and carried out under the four streams as mentioned in article 2.2, the structures and functions of the four student bodies in Gymkhana shall be as described below.
- 3.2 The General Secretary shall be the Chief Executive of the Gymkhana, who shall supervise and coordinate the functions and the general affairs of the General Body.
- 3.3 The General Secretary shall be the Chairperson of the General Secretary's Society.
- 3.4 The General Secretary, all the heading members of the SCHoD and the Student Representatives will be elected by the students.
- 3.5 The General Secretary shall appoint a Convener among Student Representatives. The Students' Representative Committee (SRC) meetings shall be convened and presided over by the Convener. He/She shall direct the appropriate persons for the successful implementation of the decisions of the Students' Representative Committee (SRC).
- 3.6 The members of the Standing Committees shall be appointed by the General Secretary, the Convener, their respective predecessors and the faculty advisor, through interviews or any other suitable method.
- 3.7 The tenure of all the above stated executives will be for a period of one year and shall coincide with the academic year of the Institute.
- 3.8 The General Secretary, the Convener and the Secretaries of SCHoD will also act as the student representatives to the Institute Students' Representative Committee. They shall also be the members of the Disciplinary Action Committee whenever convened.

3.9 The Students' Representative Committee (SRC) :

- 3.9.1 The chief functions of the Students' Representative Committee (SRC) are as follows:
 - 3.9.1.1 The Students' Representative Committee (SRC) shall be the main platform for the students to voice their opinion.

- 3.9.1.2 The Students' Representative Committee (SRC) will be the center for all the legislative procedures carried out in the Students' body. It shall be the center for policy-making and related activities.
- 3.9.1.3 The Students' Representative Committee (SRC) approves and ratifies the formation of new student's bodies.
- 3.9.1.4 It shall also serve as a mechanism to collect student feedback and thereby effect changes in the students' body according to them.
- 3.9.1.5 All Financial activities at the Student level shall be overseen by the Financial Committee formed by the Students' Representative Committee (SRC) and SCHoD.
- 3.9.1.6 The Students' Representative Committee (SRC) shall also take up the responsibility of conducting Elections for the various positions at the end of every term.
- 3.9.2 The Students' Representative Committee (SRC) shall consist of student representatives to be referred as Student Representatives. The representation shall be made in the following manner :

Program	Year	Gender	No. of Student Representatives
B.tech	Final Year	Male	Two
B.tech	Pre-final Year	Male	Two
B.tech	Sophomore Year	Male	Two
B.tech	Freshmen Year	Male	Two
B.tech	UG, Females		One
M.tech	Male		Two
M.tech	Females		One
PhD	Female		One
PhD	Male		Two

- 3.9.3 The Student Representatives shall amongst themselves choose one member for the position of Head of Financial Committee and one member for the post of Election officer.
- 3.9.4 The Students' Representative Committee (SRC) shall discharge its responsibilities through itself, its Student Committees and the Standing Committees.
- 3.9.5 The Student Committees will include Financial Committee, Election Committee, Transportation Committee, Health Committee, Book Club, Tech and Networks Committee (TNC), Paper and Permit Committee (PPC).

3.10 The Students' Council for Holistic Development (SCHoD) :

- 3.10.1 The General Secretary and the Secretaries of the Societies in SCHoD shall propose for ratification by the Students' Representative Committee (SRC), the names of students to be appointed in their respective positions as Coordinators/Assistant heads/Captains etc. as the members of their respective societies.
- 3.10.2 The Students' Representative Committee (SRC) may advise to the respective Secretary to reject any person proposed as a member of the society finding that he/she is not capable enough and propose the alternative name for the post.
- 3.10.3 A society member can be the member of one more society only. He/she is allowed to work as core member of any club in other societies. He/she can be the member of only one Standing Committee.
- 3.10.4 All Secretaries will be the members of the Students' Representative Committee (SRC). Their conduct in Gymkhana must be above reproach.

- 3.10.5 Secretary of a society will select an appropriate Society Mentor to advise him on the policy making and organizing the inter-block competitions at student level.
- 3.10.6 Secretary of a society with the help of Society Mentor will then appoint a Joint Secretary. He/she will also appoint at most two Treasurers who shall be the members of the Financial Committee. Secretary of a society will also appoint PG representative(s).
- 3.10.7 Only two more capable member, selected by Secretary and Joint Secretary, can represent their Society in the Students' Representative Committee (SRC) Joint Secretary, Joint Secretary and Treasurers. These persons will constitute the parliamentarian of the Students' Representative Committee (SRC).
- 3.10.8 The chief functions of the SCHoD are as follows :
 - 3.10.8.1 SCHoD shall be the center for all the club-related extracurricular activities.
 - 3.10.8.2 It shall be a platform for students to showcase and share their talents.
 - 3.10.8.3 SCHoD shall also ensure that students are provided with the opportunities to initiate and innovate in their everyday life, which will ensure the holistic development of both the individual student and the student community at large.
- 3.10.9 The SCHoD shall consist of six societies divided on the basis of the activities they deal with. The names of the societies are as follows :
 - (a) Institute Sports and Games Society
 - (b) Institute Cultural Society
 - (c) Institute Media, Arts and Design Society
 - (d) Institute Science and Technology Society
 - (e) Institute Academic, Research & Management Affairs Society
- 3.10.10 The functioning, structure and posts of societies has been mentioned in Appendix-1

3.11 Standing Committees :

- 3.11.1 The Standing Committees shall attend to the issues that pertain to the day to day affairs of a student's life.
 - (i) The Hostel/Hall Management Committee (HMC) which shall look into the maintenance of the halls and hostels at the student level. It will consist of :
 1. Hostel Affairs Secretary (1 male and 1 female).
 2. Representative (at max 2) each from Ist, IInd, IIIrd and IVth year UG (Male).
 3. Representative (at max 2) from M.tech (Male).
 4. Representative from UG (Female) and from PG (Female).
 5. Representative (at max 2) from PhD.
 - (ii) The Mess Management Committee (MMC) that shall manage and address issues pertaining to the students mess. It will consist of :
 1. One Mess Affairs Secretary and One Assistant Mess Affairs Secretary.
 2. Representative (at max 2) each from Ist, IInd, IIIrd and IVth year UG (Male).
 3. Representative (at max 2) from M.tech (Male).

4. One Representative from UG (Female) and One from PG (Female).
5. Representative (at max 2) from PhD.

3.12 Inter Institute Festivals :

- 3.12.1 Students' Gymkhana shall organize annual Inter- Institute Festivals – Ignus and Varchas.
- 3.12.2 General Secretary shall appoint Festival Directing Committee for the festivals consisting of Secretaries of relevant societies.
- 3.12.3 Festival Directing Committee shall call out nominations for Festival heads and they shall be chosen as per Festival Guidelines.
- 3.12.4 Festival Directing committee shall hold no power in decision making process of festivals. They shall not be responsible (credit/fault) for the functioning of the festivals. Additionally, the Festival Directing Committee membership is not a position in itself, but a committee comprised of individuals by virtue of other positions held, as in 3.12.2
- 3.12.5 Festival Core team shall be appointed by selected Festival heads in consultation with Festival Directing Committee.

3.13 Administrative Committees

- 3.13.1 Counselling Services and Student Alumni Relations Committee shall be the administrative committees as a part of Students' Gymkhana.
- 3.13.2 They shall have a Faculty member as the overall in charge of the committee.
- 3.13.3 The structure of Counselling Service will be as follows –
 - Coordinator (Faculty Member)
 - Student Coordinator/s
 - Student Assistant head/s
 - Student Guides
- 3.13.4 The structure of Student Alumni Relations Committee will be as follows-
 - Chairman, Alumni Relations Committee (Faculty Member)
 - Student Executive/s
 - Deputy Executives/s
 - Core Members
- 3.13.5 Selection Criterion of student members of Counselling Services –
 - Student Coordinator/s will be selected via interviews which shall be taken by previous coordinator, Faculty in charge and General Secretary
 - The selected Student Coordinator/s then in consultation of Faculty in charge and General Secretary will select Student Assistant head/s and Student Guides via proper interviews
- 3.13.6 Selection Criterion of student members of Student Alumni Relations Committee –
 - Student Executive/s will be selected via interviews which shall be taken by previous coordinator, Faculty in charge and General Secretary
 - The selected Student Executive/s then in consultation of Faculty in charge and General Secretary will select Deputy Executives/s and core members

3.14 Eligibility Criterion

- 3.14.1 No student can hold more than 3 Position of Responsibilities (POR) combined in SCHoD, Student Committees and Festivals and not more than 1 POR in Standing Committees.
- 3.14.2 Student holding any of the POR must have a minimum CPI of 6.
- 3.14.3 General Secretary, Secretaries of Societies, HMC, MMC, heads of Counselling Service, Inter-Institute festival heads cannot hold 2 leading posts at a time.
- 3.14.4 A student who has exhibited bad conduct (for example, been punished for wrong doing by a Disciplinary Action Committee) may be prohibited from holding any POR. Such a student will also be debarred from all student awards and honors. The decision of General Secretary shall be final in such cases.
- 3.14.5 The decision of General Secretary shall be binding in all the cases of disputes and exceptions in these rules.

CHAPTER 4.

ELECTION PROCEDURE

- 4.1 The General Secretary shall appoint a Chief Election Officer (CEO) from the current Student Representatives after consulting with the Students' Representative Committee (SRC) for conducting the elections.
- 4.2 The General Secretary and the CEO shall appoint a team, through interviews, to help conduct the elections. The team's strength shall be 1 member per 75 registered students. The CEO and the appointed members shall comprise the Election Committee (EC).
- 4.3 The members of EC will not be eligible to contest the elections.
- 4.4 The EC shall be assisted by the Students' Representative Committee (SRC), if required and guided by a faculty advisor assigned specially for the purpose of elections.
- 4.5 The EC shall decide the date of election, preferably in the last week of February.
- 4.6 The EC shall frame the rules for conducting the election.
- 4.7 The election notice must be discussed in the Students' Representative Committee (SRC) 20 days prior to the date of filing nominations. It shall be communicated to all the students within 5 days from the commencement of discussion. The nominations can then be filed only with the written consent of the nominee.
- 4.8 All the Secretaries shall be elected for a tenure of 1 year, by a secret ballot on a simple majority basis. The Students' Representative Committee (SRC) shall be elected via preferential voting procedure.
- 4.9 In case nomination is not filed for a position, a committee comprising the previous year's Student Representatives, Secretaries and the General Secretary, is formed. They shall shortlist five willing students who seem to be most appropriate for the vacant post based on their previous positions of responsibilities. Within 10 days from the date of polling, interviews will be held and the selected student is appointed for the respective post. The interview panel will consist of the committee that was formed and faculty advisor of the body in which the vacancy has arisen.

- 4.10 In case there is a tie for any position, all the faculty advisors shall select the most appropriate candidate on the basis of an interview and/or their statement of purpose.
- 4.11 In case of any dispute during the conduction of elections, the decision of patron-in-chief shall be final.
- 4.12 In case of resignation or impeachment of any elected member, re-elections will take place within 10 days and a new member is elected for the same position following a similar procedure as regular elections. The tenure of such elected members shall be till the end of the present academic year.
- 4.13 The Election Committee shall stand dissolved once the elections are over and the new elected representatives take over their respective posts.
- 4.14 Election Procedure will be fair and free without any explicit or implicit affiliation with any political party of India. There will be no discrimination in the election procedure towards any political agenda, caste, creed, gender or socio-economic status. If such discrepancy occur with the election procedure, then the Faculty Advisor with the permission of Coordinator, Students can immediately nullify the elections and can call for scheduling the re-elections.

CHAPTER 5.

ADDITION OF A SOCIETY

- 5.1 Any student of the institute shall have the freedom to propose a new society.
- 5.2 Any student with an idea of a new society shall convey the same to his/her respective Student Representative.
- 5.3 The Student Representative shall convey the same idea to the General Secretary.
- 5.4 The General Secretary shall convene a meeting of the Students' Representative Committee (SRC). The idea shall be presented in the Students' Representative Committee (SRC), and put for voting. If the idea garners a 2/3rd majority, the General Secretary shall call an emergency GBM (EGBM), in which the idea shall be presented to the students. Otherwise, the idea shall be presented in the next GBM, as and when it is called.
- 5.5 The idea shall be put to vote in the GBM/EGBM, and on gaining the support of at least 2/3rds present and voting, the society shall come into existence.
- 5.6 Once the society comes into existence, the General Secretary shall constitute a body of students, including the proposer of the society, which shall be responsible, for planning the activities of the Society, and its structure.
- 5.7 The society shall start active functioning only from the next academic year, and shall be treated like any other society, in all respects.

CHAPTER 6.

ADDITION OF A CLUB

- 6.1 A group of students or a student comes up with an idea of starting a new club. He/she/they approach/es the Secretary of the respective society to which the new club may belong to.
- 6.2 An application including the objectives, motives and a rough plan of the club and its working is prepared by the student(s) under the guidance of the Secretary mentioned in 6.1.
- 6.3 The Secretary shall forward the proposal and road-map for the proposed club to the General Secretary who shall then convene a meeting of the Students' Representative Committee (SRC).
- 6.4 The idea shall be put for vote in the meeting, and on garnering 2/3rd majority, the club shall come into existence in the society most appropriate.
- 6.5 If the idea does not obtain the required support in the Students' Representative Committee (SRC), it shall stand discarded, and the proposers of the idea shall be provided with a justification from the part of the Students' Representative Committee (SRC), on why the proposal was deemed infeasible.
- 6.6 If the student or group of students who proposed the idea are not satisfied with the justification, they can request for reconsideration once more.

CHAPTER 7.

GRIEVANCE REDRESSAL MECHANISM

- 7.1 Every student is entitled to make complaints regarding the functioning of any body in the Gymkhana.
- 7.2 The student should submit his/her complaint in writing/on official email ID to the Secretary of the respective society / Secretary of the standing committees / General Secretary, in case of the Students' Representative Committee (SRC)/ Coordinator, Students, in case of General Secretary.
- 7.3 In reference to article 7.2, the respective authority to whom the complaint has been submitted is required to respond to the complaint within 6 working days. The reply should contain an analysis of the complaint, whether the problems quoted are genuine, and what action has been taken on it.
- 7.4 In continuation of article 7.3, the student is entitled to approach the higher authority, as per the flow-chart defined below, if and only if,
 - 7.1 He/She had submitted a complaint to the lower authority but did not receive a reply within the stipulated time
 - 7.2 He/ She had submitted a complaint to the lower authority, received a response but is not satisfied by the response.
- 7.5 With respect to article 7.4, the higher authority shall not entertain any complaints if either of the above mentioned criteria are not satisfied.
- 7.6 There is an obligation on the part of the higher authority to respond to any complaint fulfilling the criteria mentioned in article 7.4 he/she receives, within 6 working days

- 7.7 Subject to similar conditions as mentioned in article 7.4, the student is entitled to approach higher authorities, up to the director.

CHAPTER 8.

FACULTY ADVISORY COMMITTEE

- 8.1 All the bodies of Gymkhana shall be guided by the faculty.
- 8.2 Coordinator, Students will be the head of AC, who shall be proposed by the General Secretary with the consent of Gymkhana and appointed by the Patron-in-chief. Coordinator, Students can be proposed by Patron-in-chief him/herself, with the consent of the General Secretary and Gymkhana.
- 8.3 Students' Representative Committee (SRC) each as a whole will have its own faculty advisor who shall be appointed by the Patron in Chief with consent of Coordinator, Students and the General Secretary.
- 8.4 Each Standing Committee will have a faculty advisor, who shall be proposed by the General Secretary with the consent of the respective secretaries and appointed by the Patron-in-Chief.
- 8.5 Each society of SCHoD will have faculty advisor who shall be appointed by Coordinator, Students with the consent of the respective General Secretaries.
- 8.6 The consent of the Faculty Advisor is imperative before any financial decision is made by any students' body. The faculty will play an advisory role in all other policy making decisions of Gymkhana.
- 8.7 The members of the faculty advisory body shall be ex-officio members of the Constitution Revision/Amendment committee whenever it is formed.

CHAPTER 9.

FESTIVALS

- 9.1 Gymkhana IIT Jodhpur celebrates festivals as specified below:

Sr. No.	Inter Institute Festivals	Intra Institute Festivals
1	Ignus (Annual Socio Techno Cultural Festival)	Nimble (Annual Technical Festival)
2	Varchas (Annual Sports Festival)	Spandan (Annual Cultural Festival)
3		Kalakriti (Annual Arts Festival)
4		Kridansh (Annual Sports Festival)

- 9.2 Selection of Festival Coordinators for Inter Institute Festivals - Selection will be done on interview basis. The Interview panel will consist of:

- a) General Secretary
- b) Previous Festival Coordinators for relevant festival

- 9.3 Transparency System: This will be disclosed beforehand by the General Secretary at the time of 'Call for nominations'. Interview marking criteria shall be disclosed in festival guidelines.

Video of each interview will be taken and kept confidential in care of General Secretary; In case of any dispute this can be shown to the relevant student with conditions. Conditions and marking criteria shall be disclosed to all in festival guidelines during 'Call for Nominations'.

9.4 Call for Nomination:

9.4.1 'Call for nominations' for inter institute festival must be released by General Secretary after 2 weeks of festival organization.

9.4.2 If no Nomination is filed:

In this case General Secretary will declare an incubation time period of 10 days, during which Secretaries shall propose 5 names from their societies. Proposed members shall be encouraged to come forward for interview.

9.5 All The further proceedings related to festival Coordinator's interview depends on the General Secretary and shall be open to all at the time of Call For nominations.

9.6 Festival Team Selections: Festival Coordinators have the right to choose their teams through interviews, all the relevant rule and regulation will be disclosed in festival guidelines beforehand.

9.7 Intra Institute Festival organization: Secretaries of respective society has all right to plan the interview for their intra institute festival Coordinators. Guidelines and Interview panel for the interview shall be released by Secretary at the time of 'Call for Nominations'. Intra institute festival Coordinators are free to choose their teams through interview procedure. Role of Secretary will be directing to the festival coordinators.

CHAPTER 10.

IMPEACHMENT

10.1. Impeachment can be called for any office bearer on three grounds:

- a) Failure to perform basic duties.
- b) Misconduct during society related activities of an Office-Bearer.
- c) Failure to abide by the rules laid down in the Constitution.

10.2 Impeachment Procedure for General Secretary:

10.2.1 A General Secretary can be impeached if found guilty under Article No. 10.1

10.2.2 Any Bona fide student of the institute can be an initiator of impeachment procedure against the General Secretary, if he personally, or as a representative of mass feels the requirement of impeachment procedure on the grounds which are previously stated in the Article No. 10.1.

10.2.3 The Initiator must discuss his impeachment agendas against the General Secretary beforehand with respective Student Representative.

10.2.4 The Student Representative shall convey the same to a body consisting of the Students' Representative Committee (SRC), General Secretaries of SCHoD, and the secretaries of the Standing Committees. The committee shall study the issue, and prepare its opinion on the same.

10.2.5 The initiator, along with a Students' Representative Committee (SRC) representative, shall present this matter, to the Coordinator, Students, along with the foresaid opinion.

10.2.6 Within 3 days from the day when matter is forwarded to Coordinator, Students, a show cause notice must be sent to the accused by the Coordinator, Students. During this time period, the Coordinator, Students will discuss this matter with faculty advisors of Students' Representative Committee (SRC) and societies.

10.2.7 The accused General Secretary has to reply to the show cause notice defending himself/herself, and justifying why he/she should not be impeached as 'Clarification Statement' to Coordinator, Students within 3 days from issuing date of the show cause notice. The Coordinator, Students must ensure the availability/presence of the accused. In case the General Secretary is on officially approved leave, this duration can be taken as 3 working days after leave.

10.2.8 Within 2 days of submission of the clarification statement by the accused General Secretary, the Coordinator, Students shall discuss the issue with Faculty Advisors of all the societies and standing committees, and if the complaint is found genuine, the Coordinator, Students can call an 'Emergency General Body Meeting' where both – the accused General Secretary and the Initiators shall put forward their arguments.

10.2.9 During EGBM, the General Secretary has full right to defend himself/herself in light of the accusations. A special 10 minute duration as 'Concluding Defence' should be given to General Secretary before voting starts.

10.2.10 If 2/3rd of EGBM agrees, by voting, the General Secretary stands impeached and removed from his/her post.

10.3 Impeachment procedure for Secretaries:

- 10.3.1 A Secretary can be impeached if found guilty under Article No.10.1
- 10.3.2 Any Bona fide student of the institute can be an initiator of impeachment procedure against the Secretary, if he personally, or as a representative of mass feels the requirement of impeachment procedure on the grounds which are previously stated in the Article No. 10.1.
- 10.3.3 The Initiator must discuss his impeachment agendas against the Secretary beforehand with respective Student Representative.
- 10.3.4 The Student Representative shall convey the same to a body consisting of the Students' Representative Committee (SRC), Secretaries of SCHoD, and the secretaries of the Standing Committees. The committee shall study the issue, and prepare its opinion on the same.
- 10.3.5 The initiator, along with a Students' Representative Committee (SRC) representative, shall present this matter, to the Coordinator, Students, along with the foresaid opinion.
- 10.3.6 Within 3 days from the day when matter is forwarded to Coordinator, Students, a show cause notice must be sent to the accused by the Coordinator, Students. During this time period, the Coordinator, Students will discuss this matter with faculty advisors of Students' Representative Committee (SRC) and societies.
- 10.3.7 The accused Secretary has to reply to the show cause notice defending himself/herself, and justifying why he/she should not be impeached as 'Clarification Statement' to Coordinator, Students within 3 days from issuing date of the show cause notice. The Coordinator, Students must ensure the availability/presence of the accused. In case the Secretary is on officially approved leave, this duration can be taken as 3 working days after leave.
- 10.3.8 Within 2 days of submission of the clarification statement by the accused Secretary, the Coordinator, Students shall discuss the issue with Faculty Advisors of all the societies and standing committees, and if the complaint is found genuine, the Coordinator, Students can call an 'Emergency General Body Meeting' where both – the accused Secretary and the Initiators shall put forward their arguments.
- 10.3.9 During EGBM, the Secretary has full right to defend himself/herself in light of the accusations. A special 10 minute duration as 'Concluding Defence' should be given to Secretary before voting starts.
- 10.3.10 If 2/3rd of EGBM agrees, by voting, the Secretary stands impeached and removed from his/her post.

10.4 Impeachment process of a Student Representative:

- 10.4.1 A Student Representative can be impeached if found accused under Article No.10.1
- 10.4.2 Any student from particular batch can be an initiator of impeachment procedure for relevant Student Representative, if he personally, or as a representative of mass feels the requirement of impeachment procedure on the grounds which are previously stated in the Article No.10.1
- 10.4.3 The Initiator must discuss his impeachment agendas against Student Representative beforehand with General Secretary through a feedback.
- 10.4.4 After discussion If General Secretary feels the necessity of impeachment on the grounds pointed in Article No. 10.1, within 2 days General Secretary shall discuss this matter with Student Representatives other than the accused one.
- 10.4.5 If 2/3rd of total Student Representative Strength excluding one agrees over impeachment against the relevant Student Representative, Within 3 days from the

- day when matter is passed by 2/3rd of Student Representative majority, a notice of justification must be sent to the accused by the General Secretary.
- 10.4.6 During this time period General Secretary will discuss this issue with relevant Student Representative Faculty advisor.
- 10.4.7 The accused Student Representative has to reply to the 'justification notice' in defending manner as 'Clarification Statement' to the General Secretary within 3 days from releasing date of Justification notice. General Secretary must ensure the availability/presence of the accused. In Case If Student Representative is on officially approved leave, this duration can be taken as 3 working days after leave. Weekends will be considered as working days for gymkhana activities.
- 10.4.8 As the clarification notice is submitted to General Secretary, within 2days General Secretary will call relevant 'Batch Meeting'. Where both – The accused Student Representative and the Initiators shall put their sides.
- 10.4.9 Minimum 2/3rd of total Bona- fide students of the relevant batch must be present during the 'Batch Meeting' in this context.
- 10.4.10 During BM, Relevant Student Representative has full right to defend against blames. A special 10 mint duration as 'Concluding defend Appeal' should be given to Student Representative before voting starts.
- 10.4.11 If 3/4th of Batch Meeting agrees over impeachment of the accused Student Representative then the Student Representative has to resign from his post.
- 10.4.12 If impeachment is done, the faculty advisor of the relevant Student Representative will remain unchanged.

CHAPTER 11.

AMENDMENT PROCEDURE

This document is intended to be open and flexible in nature so as to change itself as time progresses and facilitate the creation of student body that truly promotes holistic Development.

- 11.1. A Review Committee will be formed by the General Secretary consisting of 3 or 5 members from the Students' Representative Committee (SRC).
- 11.2. The Review Committee will review the Constitution in the 3rd week of August. If there arises any need of amendment based on any anomalies/problems faced during the previous working year, they will follow the procedure mentioned below.
- 11.2.1 A constitutional amendment shall require a two third majority for its passage in the Students' Representative Committee (SRC).
- 11.2.2 All constitutional amendments shall be submitted in written to the head of the Students' Representative Committee (SRC) by the proposer, and shall be seconded by at least two members of the Students' Representative Committee (SRC) other than the proposer.
- 11.2.3 A constitutional amendment may be discussed in any session of the Students' Representative Committee (SRC) provided the following have been included in the previously circulated agenda for the same.
- 11.2.3.1 Written notice of the proposed amendment, giving the text of the proposed amendment together with a statement of its purpose and effect.
- 11.2.3.2 The opinion of the review committee on the proposed amendment.

11.2.3.3 The voting on a constitutional amendment shall take place in the session in which the discussion on the same was closed.

11.3. All clauses and articles that have been stated in this document and are yet to be stated can be changed by a suitable process of amendment within the framework of this document (Article 2.1, stand exception to this rule).

11.4. Amendments will be of two forms, minor amendments and major amendments. Minor amendments do not change the functional aspects of the Gymkhana. Major amendments on the other hand change the functional aspects of the Gymkhana and therefore need the authorization of the amendment committee.

11.5. Minor Amendments:

11.5.1 Minor amendments shall be those changes which change the non-functional details such as numbers of Student Representatives in Students' Representative Committee or contents of Appendix-1.

11.5.2 This may also include some functional aspects such as the mode of selection of members into the student bodies or changes at the club level functioning which do not modify the overall functioning of the student body.

11.6. Major Amendments:

11.6.1. Major amendments are those amendments through their effect change the nature of this document or the very structure of the student bodies.

11.6.2. Such amendments can be affected through the resolutions of the amendment/revision committee.

11.7. All minor amendments shall be passed with a simple majority of over 50% in any given General Body Meeting.

11.8. Revision/Amendment Committee:

11.8.1. This committee shall be formed under the recommendation of the general student body and the patron-in-chief. The committee will be headed by the faculty advisor, SCHoD and the General Secretary shall be an ex-officio member of it.

11.8.2. In addition to this the committee shall also consist of the faculty advisors of various student bodies.

11.8.3. These members shall then select three more capable students from the General Body (preferably those with exposure to the Students' Representative Committee (SRC) system).

11.8.4. The committee shall evaluate all the issues of concern/revision in presence of the respective SCHoD/Students' Representative Committee (SRC) representatives.

11.8.5. At the end of all such sessions the committee shall make changes and amends wherever necessary.

11.8.6. The revision committee shall be formed once in every four years. The amendment committee shall be convened whenever the need for it is recognized during a General Body Meeting.

11.8.7. When there is at least a two-thirds of majority in favour of an amendment committee the amendment shall be convened.

11.7. Any other legislative modifications to the existing system such as addition of extra appendices or expansion of the portfolio of a given executive shall be done initially through one of the above mentioned amendment procedures and carried over with the approval of either the Students' Representative Committee (SRC) or the revision/amendment committee whichever is in existence.

CHAPTER 12.

GENERAL BODY MEETING

- 12.1 The General Body Meetings shall be the main centre for all forms of student discussion pertaining to student activities. It also aims at reviewing the performance of all the Office Bearers.
- 12.2 The GBM shall be conducted at least once a semester. It will be called and chaired by the General Secretary.
- 12.3 The General Secretary will select a moderator from SRC for the GBM. The member for the documentation committee shall make the Minutes of the GBM.
- 12.4 The Moderator will make the 'Code of Conduct' for the GBM and the General Secretary, after ratification, will forward it to all the bonafide students before the GBM. It is mandatory for all the bonafide students of IITJ to attend the GBM.
- 12.5 The Meeting shall take place in two phases,
 - 12.5.1 In the first phase of the GBM the quorum will consist of the Office Bearers and 66% the bonafide students. Students shall discuss the agenda that shall be provided to them and the Moderator shall pass on the minutes of first phase to the second phase of the GBM.
 - 12.5.2 In the second phase of the GBM, the quorum will consist of all the Office Bearers who will further discuss the agendas along with the provided minutes of first phase of GBM and arrive at the most appropriate conclusions passed with a 2/3rd majority of the students present and voting .
- 12.6 The Moderator shall preside over both the phases of the GBM.
- 12.7. If no definite consensus can be arrived at, the issues shall be taken forward in an urgent meeting, with the Faculty Advisors and the Coordinator Students, called by the General Secretary and a resolution is sought. No member shall be vested with veto power.
- 12.8. Notice for GBM (both phases) shall be given 7 days before the GBM day. The second phase of GBM should be conducted within next 48 hours after the first phase as soon as the General Secretary receives the Minutes of first phase. Minutes of first phase should be forwarded to the General Secretary within next 24 hours after the first phase.
- 12.9. The final minutes of the GBM should be made public by the member of the Documentation Committee within 7 days of the date of the second phase of the GBM conducted, and the same shall be ensured by the Documentation Committee.
- 12.10. If any Office Bearer (excluding the General Secretary, the Moderator and member from Documentation Committee) shall be absent, he/she must inform the General Secretary regarding the same at least two days from the GBM with justifiable reasons. The Moderator shall present the report of the absentees in the GBM (both phases).
- 12.10. Emergency GBM (EGBM)
 - 12.10.1 An EGBM shall garner the same powers as that of the regular GBM and can be called on at least 24 hours' notice.
 - 12.10.2 To call an EGBM, the Secretaries of at least 2/3rd of the societies and 2/3rd of all the Student Representatives shall present a signed petition detailing the reasons to the General Secretary.
 - 12.10.3 A General Committee consisting of all the Office Bearers shall convene the EGBM. In case of complaint/impeachment against any Office Bearer, he/she shall not be the member of this General Committee. Any Office Bearer, if shall be absent in EGBM, must inform the same to the Moderator at least 24 hours from the GBM with justifiable reasons.

- 12.10.4 In the second phase of the EGBM, if 1/2 of the Committee agrees for the voting of students on an issue, then the voting will take place. The final decision will be in favor of a 2/3rd majority in the voting, otherwise the General Committee will take the final action.
- 12.11. The General Body Meetings shall be the sources that can call for the emergency Amendment Committee.
- 12.12 It is compulsory for all position holders to attend the GBM and EGBM

Section 1- Institute Academic, Research and Management Affairs Society

The Academic, Research and Management Affairs Society (A.R.M.A) is the society which acts as a platform for all activities regarding Research and Academics while aiming to provide a playground for the students where they learn, assess and hone critical, interpersonal skills, growing holistically. The society encourages research & academic activities in the Institute on students' court, and to make sure of effective student recognition and involvement in the decisions regarding the same. The Society tries to address all the issues related to academic affairs of students. It is the representation of students in all matters related to the academic programme, the curriculum, the academic office and administration.

Structure:

1. Secretary
2. Joint Secretary
3. Society Mentor
4. Treasurer
5. Cell Heads/Department Representative
6. Assistant Cell Heads
7. PG Representative(s)
8. Cell Core Members

Functions:

- **Secretary**
 1. He/she must take all important decisions of the Society in accordance with the Joint Secretary.
 2. He/she must review the functioning of all the positions in the Society.
 3. He/She shall act as a student representative in all matters relating to undergraduate academic affairs of the institute. These include, but are not limited to the academic programme, the curriculum, the academic office and administration and research.
 4. He/She shall be the member in Institute Academic Committee and represent student community.
 5. He/She shall be the member in Institute Research Development Committee.
 6. He/She shall propose candidates for various institute committee representation to General Secretary, Students' Gymkhana related to academics and research affairs.
 7. He/she must look after the usage of Budget with all the Society Members.
 8. He/she must encourage members of the Society to have active and successful participation in Inter-Institute fests.
 9. He/she must maintain a semester report of the society and its members.
 10. In case any post remains empty, the work shall be done or distributed by the Society Secretary.

11. He/she can introduce a new post (Position of Responsibility) only via proper consent by the General Secretary, Student Gymkhana.
12. He/She shall appoint one Society Mentor, one Joint Secretary, at most two Treasurers and shall form the core team of the society.

- **Society Mentor**

1. He/she shall guide the Secretary in case of any disputes related to Society.
2. He/she shall ensure the proper working and coordination between Secretary, Joint Secretary and Society Team.

- **Joint Secretary**

1. He/she shall consent the Secretary regarding all crucial decisions.
2. He/she should see to it that the budget is rightfully used and maintained.
3. He/she should maintain a semester report of all Department Representatives.
4. He/she shall maintain a progress report of all the projects/initiatives undertaken by the Club Members.
5. He/She shall assist the Secretary in fulfilling his basic duties.
6. He/She shall be responsible for the organization of the LEAD sessions

- **Treasurer**

1. He/she should maintain a record of the budget allotted to the Society.
2. He/she should maintain a report regarding the budget utilized by the Society.
3. He/she will be responsible for any discretion in the budget.

- **Cell Heads/Department Representatives**

1. He/she should satisfy/fulfil their duties regarding all the works they are liable to at their position guided by the Secretary.
2. He/she should lead a project/initiative for his/her society.
3. He/she should help the core members regarding their progress.
4. He/she should maintain a cell/department report for every Semester.
5. He/she should take part in all meetings (exception emergency) called out by the other heads of the Society and ensure the participation of the core members if required.
6. He/she shall convey the problems faced by students of their respective cell/department to secretary and raise the issues with institute focus group conveners.

- **Assistant Cell Heads**

1. He/she shall maintain a report regarding activities and issues related to their cell.
2. He/she shall assist the cell/department representative in his basic duties.
3. He/she shall maintain a report for the outstanding cell/research/academic work and send a list to the Secretary for recognition

- **PG Representative**

1. He/she should act as a bridge between the PG and UG students.
2. He/she shall convey the issues related to research and academics to Secretary and Institute centre coordinators with consent of Secretary.
3. He/she shall maintain a report for the outstanding research and academic work of PG students and send a list to the Secretary for recognition (in accordance with the Department mentor and Department representative).

- **Cell Core members**

1. He/she shall work in accordance with the Cell Representatives.
2. He/she shall report to the Cell Representatives regarding any problem.
3. He/she shall ensure continuous progress of the society.

Non Fulfilment of Duties

- **Joint Secretary/Treasurer**

If he/she fails to fulfil their duties or are unable to run the Society healthily, the Secretary can call an emergency meeting which should have previous year Society Secretary, Society Mentor and all of the above mentioned names. In case of highly intolerable actions a voting may be done either to issue a warning or remove him from his post.

If the responsible member fails to appear in any such meetings (without prior and proper reason) the decision made in the meeting will be final and abiding with immediate effect.

- **Cell Heads/Department Representatives/Assistant Cell Heads**

The meeting shall be called out by the Secretary. Presence of Secretary, Joint Secretary is must.

The Department Representatives has to present the progress of the department at the end of each semester in front of Secretary, Joint Secretary and then decision shall be made by the attendants.

- **Core Member**

If he/she fails to fulfil his duties, in terms of what is expected from him, the Department Representatives can call a meeting of the Society in presence of secretary Joint Secretary. A voting shall be done among society members with 40% weightage and rest shall lay in the hands of the rest of the members of Meeting.

All such removals shall be done after consent from General Secretary, Student Gymkhana IITJ. In case of any discrepancy, he/she can approach to General Secretary for resolving the issue. The removed Joint Secretary, Treasurer, Organizing Secretary, Club head or Core member has the right to appeal to General Secretary regarding the decision. The General Secretary shall discuss the issue with SRC and decision shall be reviewed

Awards and Recognition

The society shall be giving the following awards at the end of each academic year to honour the accomplishments of the society member's.

6. Freshman of the Year Award
7. Society Color Award
8. Citation of the society Award

The following shall be the procedure for selecting the awardees:

1. The Secretary shall nominate atleast three students for each category of award on the basis of work done by the members throughout the year.

2. The society members shall then cast their votes which shall account for 40% of the selection procedure.
3. The remaining 60% of the selection procedure shall be based upon the discussion among the panel of Secretary, Ex-Secretary, Society Mentors and the Club Mentors.

Section 2 - Institute Cultural Society

Cultural Society shall organize and promote cultural and social activities. The society shall keep the students motivated and provide them with adequate resources and equipment. The Society shall also be organizing one Intra Institute Cultural Fest SPANDAN, to provide a platform for the students to showcase their talent.

Structure

1. Secretary
2. Joint Secretary
3. Society Mentor
4. Treasurer
5. Club Mentor
6. Club Head
7. Club Assistant Head
8. Club Core Members

Basic Duties of Secretary

1. He/She shall supervise all activities of the society and ensure that the core members of the society are working in harmony with each other to achieve the objective for which the society is established.
2. He/She shall ensure proper distribution and utilization of the society budget.
3. He/She shall appoint one Society Mentor, one Joint Secretary, at most two Treasurers with the help of Ex-Secretary.
4. He/She shall form the core team of the society consisting of at most two heads and at most three club mentors and assistant heads and core members for each of the six clubs of the society.
5. He/She shall submit a detailed report of the activities conducted during the semester to the Faculty Advisor of the society and the General Secretary, Student's Gymkhana.
6. He/She shall be submitting the society budget and roadmap to the General Secretary, Student's Gymkhana at the beginning of the academic year.
7. He/She shall be appointing two festival heads for Intra Institute Cult fest SPANDAN on the basis of interview.

Basic Duties of Society Mentor

1. He/She shall guide the Secretary for proper functioning of the society.
2. He/She shall ensure the proper working and coordination between the Secretary, Joint Secretary, Treasurer, Club Mentors, Heads and Core members.
3. He/She shall be settling any internal dispute in the society.

Basic Duties of Joint Secretary

1. He/She shall consent the Secretary regarding all crucial decision.
2. He/She shall ensure that clubs are working as per their roadmap.
3. He/She shall ensure that every member of the society is doing the work assigned to him.

Basic duties of the Club head

1. He/She shall be responsible for smooth functioning of their club and make sure that the club follows to the roadmap.
2. He/She shall submit a detailed report to the General Secretary at the end of each semester.
3. He/She shall be organizing events pertaining to his/her club during the Intra Institute Cultural Fest SPANDAN.
4. He/She shall be responsible for all non-consumables and consumable items possessed by the club.
5. He/She shall be responsible for maintaining a lively atmosphere in the CULT room.

Basic duties of the Club Core Member:

1. He/She shall be responsible for the participation of the club members in competitions/workshops including those which are not organized by our Institute.
2. He/She shall be responsible for regularly updating the contents of his/her club on the society website.
3. He/She shall be responsible for organizing events pertaining to his/her club in the Inter Institute Fest Ignus.

Basic Duties of Club Mentors

1. He/She shall keep the Club heads and Core Members motivated and guide them for proper functioning of the club.
2. He/She shall discuss with the secretary for any change he/she feels should be done in the functioning of the club.

Basic Duties of Treasurer:

1. He/She shall maintain a record of the budget allocated to the society and its utilization.
2. He/She shall be updating all the clubs of the remaining budget on the monthly basis.
3. He/She shall produce the details of budget utilization to any student of IIT Jodhpur upon request.

Non Fulfilment of duties:

• Joint Secretary/Treasurer/Organizing Secretary

If he/she fails to fulfil his/her duties or is unable to run the society healthily, the Secretary can call an emergency meeting with Ex-Secretary and the present society mentor. A voting shall be done either to issue a warning or remove him/her from his/her post after seeking an explanation from him/her.

If the he/she fails to appear in any such meetings (without prior and proper reason) the decision made in the meeting will be final and abiding with immediate effect.

- **Club head/ Club Core Member**

If he/she fails to fulfil his/her duties or is unable to run the club healthily, the Secretary can call an emergency meeting with Joint Secretary, previous Club head and present club mentors. A voting shall be done either to issue a warning or remove him/her from his/her post after seeking an explanation from him/her.

If he/she fails to appear in any such meetings (without prior and proper reason) the decision made in the meeting will be final and abiding with immediate effect.

- All such removals shall be done after consent from General Secretary, Student Gymkhana IITJ. In case of any discrepancy, he/she can approach to General Secretary for resolving the issue. The removed Joint Secretary, Treasurer, Organizing Secretary, Club head or Core member has the right to appeal to General Secretary regarding the decision. The General Secretary shall discuss the issue with SRC and decision shall be reviewed.

Awards and Recognition

The society shall be giving the following awards at the end of each academic year to honour the accomplishments of the society member's.

1. Freshman of the Year Award
2. Society Color Award
3. Citation of the society Award

The following shall be the procedure for selecting the awardees:

1. The Secretary shall nominate atleast three students for each category of award on the basis of work done by the members throughout the year.
2. The society members shall then cast their votes which shall account for 40% of the selection procedure.
3. The remaining 60% of the selection procedure shall be based upon the discussion among the panel of Secretary, Ex-Secretary, Society Mentors and the Club Mentor

Section 3 - Institute Media, Arts & Design Society

The Media, Arts & Design Society of the Institute aims to identify the creative ability within the Institute. We ensure to set a platform for the students to identify their interest and be able to express them creatively. The Society shall be organizing lectures and workshops for the same. The Society shall also be organizing an Intra-Institute Fest Kalakriti, as platform for students to showcase their talent.

Structure:

1. Secretary
2. Society Mentor
3. Joint Secretary
4. Treasurer
5. Club Mentors
6. Club heads
7. Assistant Club heads
8. PG Representative
9. Core Members

Functions:

- **Secretary**

1. He/she must take all important decisions of the Society.
2. He/She shall form the core team of the society consisting of at most two heads and at most three club mentors and assistant heads and core members for all clubs of the society.
3. He/she must review the functioning of all the positions in the Society.
4. He/she must look after the usage of Budget with all the Society Members.
5. He/she must encourage members of the Society to have active and successful participation in Inter-Institute fests.
6. He/she must maintain a semester report of the society and its members.
7. In case any post remains empty, the work shall be done or distributed by the Society Secretary.
8. He/she can introduce a new post (Position of Responsibility) only via proper consent by the General Secretary, Student Gymkhana.

- **Society Mentor**

1. He/she shall guide the Secretary in case of any disputes related to Society.
2. He/she shall ensure the proper working and coordination between Secretary and Joint Secretary.

- **Joint Secretary**

1. He/she shall consent the Secretary regarding all crucial decisions.
2. He/she should see to it that the budget is rightfully used and maintained.
3. He/she should maintain a semester report of all Club heads.
4. He/she shall take all important decisions regarding Festival Participation (shall be finalized by the Secretary).
5. He/she shall maintain a progress report of all the projects/initiatives undertaken by the Club Members.

- **Treasurer**

1. He/she should maintain a record of the budget allotted to the Society.
2. He/she should maintain a report regarding the budget utilized by the Society.
3. He/she will be responsible for any discretion in the budget.

- **Club Mentors**

1. He/she shall encourage the core members to increase their participation in various activities.
2. He/she shall guide the Club heads in any nature of difficulty.
3. He/she shall report to the Secretary in terms of any changes he/she feels should be done regarding the functioning of the Club.

- **Club heads**

1. He/she should satisfy/fulfil their duties regarding all the works they are liable to at their position guided by the Secretary.
2. He/she should lead a project/initiative for his/her society.
3. He/she should help the core members regarding their progress.
4. He/she should maintain a Club Report for every Semester.
5. He/she should take part in all meetings (exception emergency) called out by the other heads of the Society and ensure the participation of the core members if required.
6. He/she shall ensure smooth functioning of the Club and report to the Secretary/Joint Secretary / Club Mentors for any of their problems or demands.

- **Assistant Club heads**

1. He/she shall maintain a report regarding the resources and budget allotted to the club.
2. He/she shall ensure the participation of club members in various fests of the Institute.
3. He/she shall maintain a report for the outstanding club members and send a list to the Secretary for recognition (in accordance with the club mentor and head).

- **PG Representative**

1. He/she should act as a bridge between the PG and UG students.
2. He/she shall ensure active participation from PG students in the Society.

- **Core members**

1. He/she shall work in accordance with the Club heads.
2. He/she shall report to the Club heads regarding any problem.
3. He/she shall ensure continuous progress of the Club.
4. Increase participation in all fests.
5. To conduct various activities in fests related to the Institute.
6. Responsible for the successful completion of the project the club has undertaken.

Non Fulfilment of Duties

- **Joint Secretary/Treasurer**

If he/she fails to fulfil their duties or are unable to run the Society healthily, the Secretary can call an emergency meeting which should have previous year Society Secretary, Society Mentor and all of the above mentioned names. In case of highly intolerable actions a voting may be done either to issue a warning or remove him from his post.

If the responsible member fails to appear in any such meetings (without prior and proper reason) the decision made in the meeting will be final and abiding with immediate effect.

- **Club heads/Assistant heads**

If he/she fails to fulfil their duties, then a meeting shall be called out by the Secretary. Presence of Secretary, and Joint Secretary is must.

The Club head has to present the progress of the club at the end of each semester in front of Secretary, and Joint Secretary and then decision shall be made by the attendants.

- **Core Member**

If he/she fails to fulfil his duties, in terms of what is expected from him, the Club head can call a meeting of the Club in presence of Joint Secretary. A voting shall be done among club members with 40% weightage and rest shall lay in the hands of the rest of the members of Meeting.

- All such removals shall be done after consent from General Secretary, Student Gymkhana IITJ. In case of any discrepancy, he/she can approach to General Secretary for resolving the issue. The removed Joint Secretary, Treasurer, Organizing Secretary, Club head or Core member has the right to appeal to General Secretary regarding the decision. The General Secretary shall discuss the issue with SRC and decision shall be reviewed.

Awards and Recognition

All awards shall be based on two things.

1. Secretive voting by the members of the society – 40%
2. Discussion among the Panel – 60%.

Any person shall be judged upon the following criteria:

1. Shall be a member of the Society for the whole session.
2. Must have accomplished his/her duties extremely efficiently.
3. Must have initiated an activity in his/her field that was either dormant along a long period of time, or has been novel.
4. Must have been source of inspiration to the student body, must have generated enthusiasm and awareness in the student body in his field.
5. Should have motivated or inspired students notably to contribute towards organizational activities of the Institute.

He/she must fulfil at least 3 of the above criteria for being a nominee.

The Society awards following compulsory awards:

- Freshman of the Year
- Society Colour
- Citation of the Society

Special recognition awards may be given on the basis of their success in their field.

Rights and Duties of Clubs:

1. The Photography Club will undertake all the media coverage with respect to the photography section of the Institute.
2. The Club heads will manage all the resources of the Club, and use it healthily for the growth of the student body.
3. The Video-Editing Club will be responsible for the video making of events.
4. The Club heads will have to compulsorily cover some of the events for which they shall be informed by the Secretary/Joint Secretary (important events).
5. For covering any event, the event head should contact the Club heads 24 hours in advance via a mail and on phone call.
6. The Club heads have the right to accept or reject the call depending on the availability, importance and relevance of that covering with prior concern with the Secretary.
7. If at all the event is not important, then the covering depends on the core members.
8. The usage of camera of any fruitful purpose shall be given priority over not important event coverage.
9. For all non-relevant events, the society is not liable to cover any. If the resources are available and free they shall be issued to the event head on his responsibility.
10. It is the responsibility of the event head to get the pics from the club.
11. Due to storage problems all event pics shall be kept in the MAD hard disk for at least a week. One mail will be dropped afterwards to collect the same to the event head/societies mail and then deleted after 3 more days.
12. All the important event pics shall be uploaded and link will be send via a mail.
13. If at all due to any reason, we fail to upload, the pics shall be available at max after 2 days of the event from the storage device.
14. The society is not responsible to design posters from each and every event. Again events will be divided as imp and non-imp by the Secretary, and Joint Secretary.
15. Any question to the importance of any event is to be put forward only towards the Secretary or the Joint Secretary.
16. The club shall not work 5 days before exams for any coverage. In case of any emergency the Secretary shall be contacted and he/she has the right to ask the members to work.
17. The priority of all clubs shall be to complete his/her project/initiative undertaken.
18. Any Club member is not allowed to post pics related to Institute/SCHOD events via his/her own page. Such pics shall only be posted through the official clubs page.
19. Some penalties shall be imposed upon the misuse of Media, Arts and Design equipments. This may vary from abandoning the use of resources to fine as per the situation. The power to impose any fine solely lies in the hands of General Secretary, Students Gymkhana.
20. The Society Constitution can be amended only after an Overall Society Meeting and discussion over the same has been made.

Issuing of Resources

1. Resources shall not be issued to anyone during important events.
2. Resources will be used for Society projects first as per the priority.
3. Resources will be issued by club heads only after the issuer has submits his/her ID card, thereby keeping a record of them.
4. To issue any resource for more than 4 days, consent of Secretary is necessary.
5. Any student found misusing the property of the club shall be penalized or banned from the usage of Society resources till further notice.
6. It is the responsibility of the issuer to be available to the head for any emergency case.
7. One cannot use resources for personal reasons.
8. The Club heads are advised to keep a record of the resources all time.

Participation in Inter Institute Fests:

1. All clubs have to participate in at least one inter Institute festivals (apart from Ignus), the selection of which will be made by the Club heads and discussed in a meeting with the Secretary.
2. The contingent leader will be decided by the Secretary, and Joint Secretary.
3. The participation shall be based on the performance judged by the club heads.

Role of Society in Festivals

1. The core members are advised to actively take part in such festivals and learn to improve skills.
2. If a society member wishes to be a part of the Inter-Institute festival, he/she would have to inform from the Society Secretaries prior to appearing for the interviews for the same.
3. Each festivals are advised to have a post of Creativity Head or/and Media Head and if they select an individual via interviews, then that individual is responsible for the fest and not the Society.
4. Media Arts and Design Society shall directly participate in all Intra-Institute Fest with respect to the Media Coverage (Photography and Videography). If the Society decides to directly participate in a Fest, all decision shall be the made by the individuals selected by the Society to hold any POR in the Fest. However the decision can be challenged by the Secretary.
5. If the Society participates directly, proper recognition shall be given to the Society and its Members.
6. All decision regarding the type of work, participation etc. shall be discussed within the society.

Section 4– Institute Science & Technology Society

Science and Technology Society shall organize and promote scientific and technical activities. The society shall keep the students motivated and provide them with adequate resources and equipment. The Society shall also be organizing one Intra Institute Technical Fest NIMBLE, to provide a platform to the students to showcase their technical skills.

Structure

1. Secretary
2. Joint Secretary
3. Society Mentor
4. Treasurer
5. Club Mentor
6. Club head
7. PG Representative
8. Club Core Members

Duties of Secretary

- He/She shall supervise all activities of the society and ensure that the core members of the society are working in harmony with each other to achieve the objective for which the society is established.

- He/She shall ensure proper distribution and utilization of the society resources.
- He/She shall appoint one Society Mentor, one Joint Secretary and at most two Treasurers with the advice of Ex-Secretary.
- He/She shall form the core team of the society consisting of at most two heads and at most three club mentors and assistant heads and core members for all clubs of the society.
- He/She shall submit a detailed report of the activities conducted during the semester to the Faculty Advisor of the society and the General Secretary, Student's Gymkhana.
- He/She shall be submitting the society budget and roadmap to the General Secretary, Student's Gymkhana at the beginning of the academic year.
- He/She shall be appointing two festival heads for Intra Institute Tech fest NIMBLE on the basis of interview.

Duties of Society Mentor

- He/She shall guide the Secretary for proper functioning of the society.
- He/She shall ensure the proper working and coordination between the Secretary, Joint Secretary, Treasurer, Club Mentors, heads and Core members.
- He/She shall be settling any internal queries in the society.

Duties of Joint Secretary

- He/She shall consent the Secretary regarding all crucial decisions.
- He/She shall ensure that clubs are working as per their roadmap.
- He/She shall ensure that every member of the society is doing the work assigned to him/her.

Duties of the Club head

- He/She shall be responsible for smooth functioning of their club and make sure that the club follows to the roadmap.
- He/She shall submit a detailed report to the Secretary at the end of each semester.
- He/She shall be organizing events pertaining to his/her club during the Intra Institute Technical Fest NIMBLE.
- He/She shall be responsible for all non-consumables and consumable items possessed by the club and shall handover it to the head of next academic year.
- He/She shall be responsible for maintaining a lively atmosphere in the Society room.
- He/She shall be responsible for the formation of teams for participation in competitions and workshops.

PG Representative

- He/she should act as a bridge between the PG and UG students.
- He/she shall ensure active participation from PG students in the Society.

Duties of the Club Core Member:

- He/She shall be responsible for regularly updating the contents of his/her club on the society website.
- He/She shall monitor the progress of club projects and update the secretary about the same.
- He/She shall be responsible for organizing events pertaining to his/her club in the Inter Institute Fest IGNUS.

Duties of Club Mentors

- He/She shall keep the Club heads and Core Members motivated and guide them for proper functioning of the club.
- He/She shall discuss with the secretary for any change he/she feels should be done in the functioning of the club.

Duties of Treasurer:

- He/She shall maintain a record of the budget allocated to the society and its utilization.
- He/She shall be updating all the clubs of the remaining budget on the monthly basis.
- He/She shall produce the details of budget utilization to any student of IIT Jodhpur upon request.

Non Fulfilment of duties:

- **Joint Secretary/Treasurer**

If he/she fails to fulfil his/her duties or is unable to run the society healthily, the Secretary can call an emergency meeting with Ex-Secretary and the Society Mentor. A voting shall be done either to issue a warning or remove him/her from his/her post after seeking an explanation from him/her.

If he/she fails to appear in any such meetings (without prior and proper reason) the decision made in the meeting will be final and abiding with immediate effect.

- **Club head/ Club Core Member**

If he/she fails to fulfil his/her duties or is unable to run the club healthily, the Secretary can call an emergency meeting with Joint Secretary, Society Mentor, and Club Mentors. A voting shall be done either to issue a warning or remove him/her from his/her post after seeking an explanation from him/her.

If he/she fails to appear in any such meetings (without prior and proper reason) the decision made in the meeting will be final and abiding with immediate effect.

- All such removals shall be done after consent from General Secretary, Student Gymkhana IIT Jodhpur. In case of any discrepancy, he/she can approach to General Secretary for resolving the issue. The removed Joint Secretary, Treasurer, Organizing Secretary, Club

head or Core member has the right to appeal to General Secretary regarding the decision. The General Secretary shall discuss the issue with SRC and decision shall be reviewed.

Awards and Recognition

The society shall be giving the following awards at the end of each academic year to honor the accomplishments of the society member's.

1. Freshman of the Year Award
2. Society Color Award
3. Society Citation Award

The following shall be the procedure for selecting the awardees:

1. The Secretary shall nominate at least three students for each category of award on the basis of work done by the members throughout the year.
2. The society members shall then cast their votes which shall account for 40% of the selection procedure.
3. The remaining 60% of the selection procedure shall be based upon the discussion among the panel of Secretary, Ex-Secretary, Society Mentors and the Club Mentors.

Section 5 – Institute Sports and Games Society

Sports are known for producing the most remarkable athletes, colourful characters, influential leaders and memorable heroes. IIT Jodhpur Sports and Games society reflects the same spirit of introducing sporting activities to the campus community. The society aims to promote sports and exercise in the true spirit of sportsmanship and motivate students to work with team spirit. The society aims to inculcate and introduce this essential activity as a part of the daily decorum in every student's life.

Composition:

1. Secretary
2. Society Mentor
3. Joint Secretary
4. Treasurer
5. Captains
6. Team Secretaries
7. Hostel Sports Head
8. PG Representative

Functions:

- **Secretary**
 1. He/she shall propose the names of students as captains and team secretaries for various Sports and Games activities after consulting with previous year captains and Society Mentor.
 2. He/she shall must review the functioning of all the positions in the Society.
 3. He/she shall must look after the usage of Budget with all the Captains.
 4. He/she shall encourage members of the society to have active and successful participation in Inter-IIT Sports Meet and National level Sports Fests.
 5. He/she shall lead the Inter-IIT Contingent at Inter-IIT Sports Meet.

- **Society Mentor**
 - 1) He/she shall guide the Secretary in case of any disputes.
 - 2) He/she shall ensure the proper working and coordination between Secretary, Joint Secretary and Captains.
- **Joint Secretary**
 1. He/she shall consent the Secretary regarding all crucial decisions.
 2. He/she shall must see to it that the budget is rightfully used and maintained.
 3. He/she shall must take all important decisions regarding Festival Participation (shall be finalized by the Secretary).
 4. He/she shall maintain a report of all achievements achieved by Institute sports teams.
- **Treasurer**
 1. He/She shall maintain a record of the Budget allotted to the Society.
 2. He/She shall maintain a report regarding the budget utilized by the society.
 3. He/She shall responsible for any discretion in the Budget.
- **Captains:**
 - 1) To satisfy/fulfil their duties regarding all the works they are liable to at their position.
 - 2) To lead the team for his/her society.
 - 3) To take part in all meetings (exception emergency) called out by the other HEADS of the Society and ensure the participation of the team members if required.
 - 4) To ensure the participation of team members in various fests of the institute.
 - 5) To maintain a report for the outstanding team members and send a list to the Secretary for recognition.
- **Team Secretary:**
 - 1) The Team Secretaries shall be responsible for the organizational part of the work, especially the off-field activities whereas the captains shall be responsible for on-field activities.
 - 2) He/she shall maintain a report regarding the resources and budget allotted to the team.
 - 3) He/she shall organize hostel sports events with the help of hostel sports head.
 - 4) He/she shall represent the team in absence of Team Captain.
- **Hostel Sports Head:**
 - 1) To look after all the resources of sports and games available in hostel.
 - 2) To maintain a record of students who are taking sports items for playing.
 - 3) To inform the HMC for any problem regarding sports grounds at GPRA.
 - 4) He/she shall responsible for the smooth conduction of Intra Institute Sports Fest “Kridansh”
 - 5) To take part in all meetings called out by the Secretary or Joint Secretary (except Inter IIT meetings)
 - 6) To ensure the smooth functioning of all the clubs(skating club, joggers club, board gaming club) of society

- **PG Representative:**

- 1) He/she should act as a bridge between the PG and UG students.
- 2) He/she shall ensure active participation from PG students in the Society.

Selection Criteria of Captains:

- 1) Captain must be from either 3rd year or 4th year.
- 2) Team will be under the Secretary, Sports and Games Society, if the team is not having any eligible member from the 3rd Year or 4th Year for the captain post.
- 3) Secretary will propose the names for the captain post after consulting with previous year captains.
- 4) A secretive voting will be done in the team for the proposed names.
- 5) If any sports have both girls and boys teams then for captain of both the teams voting will be done by both girls and boys teams.

Non Fulfilment of Duties

- **Joint Secretary/Treasurer/Hostel Sports head**

If he/she fails to fulfil their duties or are unable to run the society healthily, the Secretary can call an emergency meeting which should have previous Secretaries and all the Captains. In case of highly intolerable actions a voting may be done either to issue a warning or remove him from his post.

If the responsible member fails to appear in any such meetings (without prior and proper reason) the decision made in the meeting will be final and abiding with immediate effect.

- **Captain:**

If the majority of team members under the captain are not satisfied with the captain then they can inform the Society Secretary to change the captain with the name of new nominations and valid justification for captain.

The secretary can call an emergency meeting with society mentor, all the captains and the team members of that particular team, and decision made in the meeting will be final and abiding with immediate effect.

- All such removals shall be done after consent from General Secretary, Student Gymkhana IIT Jodhpur. In case of any discrepancy, he/she can approach to General Secretary for resolving the issue. The removed Joint Secretary, Treasurer, Organizing Secretary, Club head or Core member has the right to appeal to General Secretary regarding the decision. The General Secretary shall discuss the issue with SRC and decision shall be reviewed.

Awards and Recognition

All awards shall be based on two things.

1. Secretive voting by the members of the society – 40%
2. Discussion among the Panel – 60%.

Any person shall be judged upon the following criteria:

- Shall be a member of the Society for the whole session.
- Must have accomplished his/her duties extremely efficiently.

- Should have shown excellent performance at Inter-IIT Sports Meet or at any other tournament.
- Should have been source of inspiration to the student body, must have generated enthusiasm and awareness in the student body in his field.
- Should have motivated or inspired students notably to contribute towards organizational activities of the institute.

He/she must fulfil at least 3 of the above criteria for being a nominee.

The Society awards following compulsory awards:

- Freshman of the Year
- Society Colour
- Citation of the Society

Special recognition awards may be given on the basis of their success in their field.

Institute Entrepreneurship Cell

1. Introduction

The Entrepreneurship Cell (E-Cell) of IIT Jodhpur believes that it is important to create an atmosphere in which young students and professionals are not afraid to venture into the market on their own, thereby generating a vibrant and dynamic community of entrepreneurs on campus and across India. With this belief E-Cell, IIT Jodhpur targets to help in the development of the entrepreneurial ecosystem by enabling easy and efficient interaction between its major components spanning students, working professionals, aspiring and established entrepreneurs, mentors and investors. It has been formed to promote entrepreneurial activities, generate awareness among students regarding entrepreneurship and to enthuse, assist and mentor students to start entrepreneurial ventures.

For this purpose, the E-cell shall try and undertake following measures -

- Organize lectures, workshops and seminars by renowned personalities from different domains of expertise, competitions of various kinds etc. round-the-year in order to create awareness and to sharpen business acumen of students and aspiring entrepreneurs.
- Mentor students/others who have business ideas by bringing expertise to their doorstep. The E-cell would be a networking hub for students aspiring to be entrepreneurs and also play a role in team building as a part of its mentorship. Mentoring the students at an early stage by giving proper direction and necessary exposure would be crucial in converting technical ideas/projects into viable business plans.
- Be an interface between the entrepreneurial activity in IIT Jodhpur and the outside world, a consolidation of logistic and knowledge resources necessary to make a business plan and set up an enterprise.

Form permanent associations with professional bodies and organizations, universities, corporations, media etc. to facilitate exchange of ideas and to promote entrepreneurial ventures.

- Knowledge partnerships will play an important role in engaging good expertise for the benefit of entrepreneurial activity at IIT Jodhpur.

- Make an effort to increase and facilitate industry-academia interaction to promote new entrepreneurial ventures. An annual business summit may be conducted at IIT Jodhpur to encourage exchange of ideas between industry and academia.
- Promote new technological and intellectual property-based ventures.

2. Structure

1. Overall Student Head - 2 posts
 2. Head, Corporate & Startup Relations
 3. Head, Marketing & Finance
 4. Head, Events
 5. Head, Media & Publicity
 6. E-Cell members - Core team
 7. Mentor - previous year's Overall Student Head
 8. Faculty Advisor
- All the other E-Cell member after the selection by the Overall Student Heads will form the Core Team, E-Cell.
 - The recruitment of the new team of the E-Cell will be conducted towards the end of even semester and will be presided by the Overall Student Head and the Heads of the E-Cell.
 - The E-Cell team would include a Faculty Advisor who would help in all administrative matters.

Entrepreneurial activity should be a continuous affair and not festival-oriented. Hence, the divisions will work throughout the year to ensure a continuous flow of activity. The various divisions, their aims and responsibilities have been detailed in the subsequent sections.

The main motive behind forming these division is to make students ready for the challenges ahead in life. These divisions are at the core of any startup or business and thus providing this platform at E-Cell would prepare them and make them aware of the workings of these respective divisions. These are division of the responsibilities only.

An E-Cell GBM will consist of the following -

- a) E-Cell Overall Student Heads
- b) E-Cell Heads
- c) E-Cell Members
- d) General Secretary, Students' Gymkhana

3. Roles and Duties of various positions

3.1 Overall Student Heads

Basic duties of the Overall Student Heads, E-Cell:

1. He/She is responsible for overlooking all the E-Cell activities throughout the year in and outside the institute to achieve their objectives.
2. He/She will ensure proper coordination of different portfolios within the team for smooth functioning of the organization.
3. He/She will coordinate with relevant institute authorities for achieving the vision and objectives of E-Cell.

4. He/She will lay down a team structure and delegate basic responsibilities to the all the members of the core team.
5. He/She will conduct at least one whole E-Cell meeting in each semester.
6. He/She shall submit appraisal reports regularly to the General Secretary.
7. He/She will be responsible for the budget for the E-Cell.

3.2 Heads

3.2.1 Basic duties of the various Heads, E-Cell:

1. He/She shall do to the best of his abilities the duties as specified by the Overall Student Heads of E-Cell.
2. He/She shall be in charge of all activities in his/her division and will conduct them with diligence as far as possible.
3. He/She shall attend all the meetings and is answerable.
4. He/She is responsible for proper knowledge transfer to the next year's core team.
5. He/She along with the other Heads is responsible for conducting all the E-Cell activities throughout the year in and outside the institute to achieve their objectives

3.2.2 Specific duties of the various Heads, E-Cell:

3.2.2.1 Corporate & Startup Relations

Aim: Make and maintain a large database of contacts in the corporate and startup industry. Also to keep in touch with all the startups in our institute and do best to cater to their requirements.

Through these associations,

1. We hope to contact industry leaders and stalwarts for lectures and workshops in the campus.
2. We will solicit industry defined problems which may then be forwarded to our members as challenges/projects.
3. We will solicit projects in the industry, especially startup firms so that our members may get a hands-on experience of entrepreneurship, its rewards and its hardships.
4. We can explore the possibility of more industry-related internships to expose more students to the corporate culture.
5. We hope to contact experienced mentors, entrepreneurs, investors who could help the entrepreneurs of our institute.

3.2.2.2 Events

Aim: To organize and conduct events, workshops, seminars to develop the entrepreneurial mind-set among the students of IIT Jodhpur and also for whole of Jodhpur.

1. These events would be focused for creating awareness, providing knowledge to interested students and also for those who are running a startup in campus.
2. An inter-college event would be conducted every year especially focusing to improve the entrepreneurial culture of other colleges in Jodhpur.
3. Regular meetups would be conducted to have a proper platform for exchange of knowledge.

3.2.2.3 Media and Publicity

Aim: Brand building of E-Cell inside and outside IITJ campus through all possible media channels. A bigger brand will ensure:

1. Bringing better expertise and resources to the aid of the students.
2. A higher participation/attendance in E-Cell activities ,both from within IIT Jodhpur and outside.
3. A higher sponsorship amount for the E-cell events.
4. An image of the E-cell as an important and dedicated organization.
5. Publicize the achievement of any startup started by the students/alumni of IIT Jodhpur.

Focus: The Media and Publicity division will manage the E-Cell's social media activities, website and would feed quality entrepreneurship-related content like articles, interviews, games, as well as announcements related to the E-cell activities. This team will be responsible for generating indigenous high quality articles, audio visuals etc. The Head will be responsible for maintaining media contacts and tie-ups to ensure that these get published/aired with the E-Cell tag associated with them. This will also handle the website maintenance of the cell.

3.2.2.4 Marketing & Finance

Aim: The Marketing & Finance Division will be responsible for maintaining the accounts of the E-cell and database of sponsors throughout the year. This is also responsible for getting sponsorship for the various events. The disbursement of bills and the expenditure of the E-cell would be coordinated by the Marketing & Finance Division.

4. Selection procedure of the E-Cell Positions:

1. The Overall Student Heads, E-Cell will be elected after proper elections in which all the members of the cell are eligible to vote. The internal election will be conducted by the previous year Overall Student Head. Before the voting begins the candidates applying for this post must present their statement of purpose, vision and plans for E-Cell.
2. Proper nominations would be called for selection for the posts of Heads of different divisions. The new Overall Student Heads will appoint the respective Heads in consultation with the concerned Faculty-In-Charge and past years Overall Student Heads. The Heads must present/submit their roadmap, vision and ideas for E-Cell before the interview/selection process to the new Overall Student Head.
3. The selection of the new team i.e. Overall Student Heads and the Heads of different divisions will begin during the end of the even semester.
4. The new Overall Student Heads and the Heads of different divisions will call for nominations for the core team during the start of the odd semester.
5. The new team formed would need a final approval from the Faculty Advisor of E-Cell.

Eligibility criteria for the posts mentioned above:

- For Overall Student Heads, E-Cell:
 - Should have completed at least 4 semesters in the institute
 - Criteria mentioned in Students' Gymkhana Constitution

- For Heads of different divisions:
 - Should have completed at least 2 semesters in the institute
 - Criteria mentioned in Students' Gymkhana Constitution

5. Amendments in the Constitution:

1. Any modification/amendment in this Constitution which impacts only the Entrepreneurship Cell can be done with proper consent of:
 - a) Faculty Advisor
 - b) Overall Student Head
 - c) Heads of different divisions
 - d) Previous year's Overall Student Head
 - e) General Secretary Students' Gymkhana

2. Any modification/amendment in this Constitution which impacts the entire IITJ Junta shall only be made after an approval in the General Body Meeting (GBM) with the proper consent of the above mentioned concerned people in point 1