

INDIAN INSTITUTE OF TECHNOLOGY

(BANARAS HINDU UNIVERSITY)
VARANASI

STUDENTS' GYMKHANA CONSTITUTION

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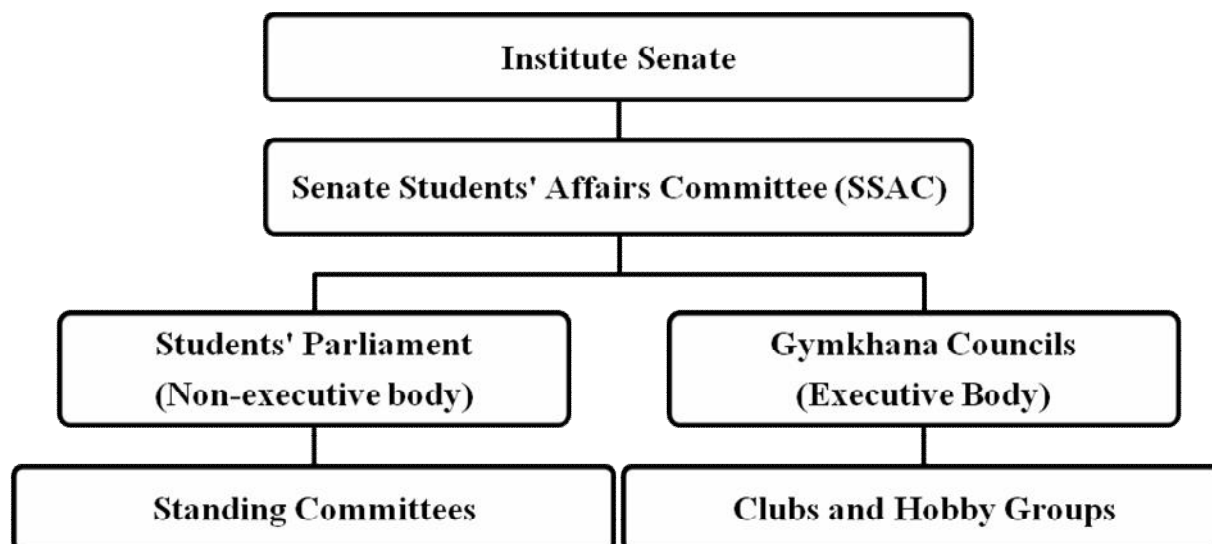
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CHAPTER I

Membership And Organisation

- 1.01 All registered students of the Institute shall be members of the Students' Gymkhana, hereafter referred to as the Gymkhana, and shall constitute its general body.
- 1.02 The members shall abide by the rules and regulations of the Gymkhana and not act in any way inconsistent with its objectives.
- 1.03 The Director of the Institute shall be the Patron of the Gymkhana.
- 1.04 The Dean of Student Affairs (DoSA) shall act as the ex-officio President of the Gymkhana, hereafter referred to as the President.
- 1.05 The President shall appoint the Counsellors of the Science and Technology Council, Cultural Council, Games and Sports Council, and Film and Media Council of the Gymkhana from a panel of names suggested by the Students' Parliament. The Students' Parliament, in consultation with the President, shall suggest names of three regular faculty members for the post of each Counsellor.
- 1.06 All Counsellors shall be subordinate to the President in all decision-making powers. The Counsellors shall advise the respective councils of the Gymkhana.
- 1.07 The Director shall appoint from among the Counsellors the Treasurer of the Gymkhana, in consultation with the President.



CHAPTER II

Structure, Functions And Powers

- 2.01 The Students' Parliament, hereafter referred to as the Parliament, shall be the highest representative body of students at the Institute. It shall:
- a. Serve as the voice of the students at the Institute.
 - b. Serve as a critical link between the student body and the Institute administration, acting in the manner of a feedback system in matters of policy.
 - c. Work for the multifarious development of the students namely physically, culturally, socially with sensitivity and character.
 - d. Act as a central policy framing body for the students.
 - e. Guide and check the functioning of the executive wings of the Gymkhana.
 - f. Advise the Director and Deans of the Institute for resolution of students' affairs.
- 2.02 The Gymkhana shall function through the Parliament and its four Central Executive wings, namely the Science and Technology Council, Cultural Council, Games and Sports Council and Film and Media Council. The Parliament will carry out its functions through the constitution of standing committees and sub-committees.
- 2.03 The Parliament shall constitute of the following members:
- a. The Vice-President and the General Secretaries of all Councils of the Gymkhana as its ex-officio members.
 - b. Parliamentarians representing undergraduate and post-graduate students elected from among the general body.
 - c. Two students each from the Training and Placement Cell, Hostel Committee (as nominated by the Council of Wardens) and the Web Management Group in case none of the existing Parliamentarians are members of these bodies.
- 2.04 The President shall supervise and coordinate the activities of all executive councils as well as the general body. He/She shall also be responsible for the allocation of funds to different councils of the Gymkhana on the recommendation of the Parliament.

- 2.05 The General Secretary, Science and Technology Council shall be the chairman of the Science and Technology Council and shall supervise and coordinate all activities of Science and Technology Council.
- 2.06 The General Secretary, Cultural Council shall be the chairman of the Cultural Council and shall supervise and coordinate all activities of the Cultural Council.
- 2.07 The General Secretary, Games and Sports Council shall be the chairman of the Games and Sports Council and shall supervise and coordinate all activities of the Games and Sports Council.
- 2.08 The General Secretary, Film and Media Council shall be the chairman of the Film and Media Council Panel and shall supervise and coordinate all activities of Film and Media Council.
- 2.09 The meetings of the Parliament shall be convened by the Vice President of the Gymkhana, who shall be the Convener of the Parliament. He/She shall direct appropriate persons for the successful implementation of the decisions of the Parliament. In case of his/her absence, the Assistant Vice President of the Gymkhana, who shall be the Co-Convener of the Parliament, may discharge the duties of the Convener.
- 2.10 In matters of general interest of students, the executive panels/committees of the Gymkhana shall be subordinate to the Parliament, and the Parliament shall be subordinate to the general body.
- 2.11 Majority decisions of the Parliament shall be binding on all members of the general body. Persons holding differing views shall have the right to express their views directly to all higher bodies at the Institute but the decisions taken by the Parliament shall hold until and unless overruled by higher bodies.
- 2.12 The Convener of the Parliament shall refer any matter to the general body if so requested by at least 1/3rd of the total strength of the Parliament.
- 2.13 In case a decision taken by the Parliament has been passed with a majority but a significant minority exists which voted against it and which is more than 45% of the Parliamentarians present and voting, the Convener of the Parliament may refer the matter to the general body. The Parliament in such an event shall not be able to

table a no-confidence motion against him/her. In case such a matter is not referred to the general body, the Convener shall make note of the existence of a significant minority opposing the motion and convey it at all appropriate forums.

- 2.14 The President as the Executive Head of the Gymkhana shall have the power to requisition a meeting of any executive council or Parliamentary standing or sub-committee.
- 2.15 The Convener of the Parliament may requisition and attend, as a full fledged member, the meetings of all the standing and ad-hoc committees of the Parliament, except in the case of Financial and Grievance Redressal and Enquiries Committee.
- 2.16 If required, the SSAC can request the Parliament to review their decisions.
- 2.17 During summer and winter vacations, when many Parliamentarians might not present on the campus, the vacation Parliament, consisting of all Parliamentarians present, shall normally discuss matters of urgent importance. Other matters if discussed shall require endorsement by the full Parliament at its next meeting.
- 2.18 In the handing over session which shall be jointly attended by the members of both the outgoing and incoming Parliament as full fledged members, the General Secretaries for the Science and Technology Council, Cultural Council, Games and Sports Council, and Film and Media Council and the Convener, along with all other Parliamentarians of the outgoing Parliament shall handover the charge to the same of the next Parliament respectively in writing under the supervision of the President. The annual Gymkhana report, which shall consist of reports of all executives and committees, shall be presented in writing before the House for comments during the same session.
- 2.19 Reason of absence:
 - a. Every Parliamentarian is to intimate to the Convener the reasons for his/her inability to attend a meeting, and take permission prior to the meeting for absenting himself/herself. Each time, a Parliamentarian is absent without permission, the Convener shall issue a warning to that Parliamentarian. If a Parliamentarian is absent without prior permission for three or more meetings, he/she shall cease to be a Parliamentarian. A Parliamentarian entering the meeting ten minutes after the

Convener calls it to order shall be considered absent for the purpose of this article. If a Parliamentarian is absent for five or more meetings with or without permission he/she ceases to hold his/her post unless granted long leave.

- b. Every executive is to intimate the Convener the reasons for his/her inability to attend a meeting, and take prior permission for his/her absence in the meeting. If an executive is absent without prior permission, the Convener shall issue a show cause notice to the concerned executive. Thereafter if the executive fails to provide a satisfactory explanation or is absent without prior permission, the Convener shall issue a warning. If the explanation provided is deemed unsatisfactory by the Parliament by a 2/3rd majority of the house, or further absence takes place without prior permission, he/her shall cease to hold his/her post. An executive entering the meeting ten minutes after the Convener calls it to order shall be considered absent for the purpose of this article.
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CHAPTER III

Deliberative Body

- 3.01 The Deliberative body of the Gymkhana shall be referred to as the Parliament.
- 3.02 Its primary function is to serve as a representative elected body of the students, responsible for laying policies and arriving at resolutions on behalf of the general body.
- 3.03 It oversees the functioning of the various activities and features that affect student life on campus including (but not limited to) the working of various executive councils and general student welfare.
- 3.04 It shall act as the collective voice of student opinion and represent the general body to any other forum, within or outside the institute.
- 3.05 The Parliament shall consist of following members:
 - a. The Vice President of Gymkhana - Convener
 - b. The Assistant Vice President of Gymkhana - Co-Convener
 - c. The Elected Parliamentarians
 - d. The General Secretaries of all Councils
 - e. Two students nominated by the Patron.
 - f. Additional Executives (as described in Chapter V)
- 3.06 Convener
 - a. The Vice President of the Gymkhana shall be the ex-officio Convener of the Parliament.
 - b. He/She shall chair all sessions/meeting of the Parliament. Only first meeting will be chaired by the President, Gymkhana. He/She shall be a signatory on behalf of the Parliament.
 - c. He/She shall hold no voting rights. He/She can only vote in case the house stands divided on an issue.
 - d. He/She shall be ex-officio Chairman of Parliamentary Affairs Committee. He/She shall establish the location, date, time, and agenda of all the Parliament meetings, in

conjunction with the Parliamentary Affairs Committee. The location, date, time, and agenda must be sent to the committee usually a week prior to the meeting for publication and circulation.

- e. He/She shall attend any affairs that require his or her presence as a representative of the Parliament.
- f. He/She shall assist the President, Gymkhana in discharging his/her duties.
- g. In case any non-executive position of the Gymkhana falls vacant due to resignation or in absence, the Convener shall nominate a Parliamentarian to the concerned post until the Parliament approves a new name or fresh election takes place.
- h. He/She shall be the ex-officio convener of Emergency and Nomination Committee.
- i. He/She can be impeached only by the Parliament in case of any misinterpretation, mishandling or involvement in any action prohibited by constitution by 2/3rd of members present for voting. Special meeting of the Parliament has to be called in case impeachment motion is brought with the support of at least 1/3rd of total members of the Parliament. The Co-Convener, Parliament, shall chair this meeting. He shall also chair the meetings of the Parliament until the Parliament appoints new Convener.

3.07 Co-Convener

- a. He/She shall chair the session/meeting of the Parliament in absence of the Convener.
- b. He/She shall be the ex-officio member of Parliamentary Affairs Committee.
- c. He/She shall be the ex-officio member of Emergency Committee.
- d. He/She shall be the ex-officio member of Undergraduate Students' Academic Affair Committee and Postgraduate Students' Academic Affair Committee
- e. He/She shall be a signatory on behalf of the Parliament except for the financial matters in absence of the Convener, Parliament.

3.08 Powers of Parliament

- a. It shall discuss the matters of student welfare and interest and initiate proposals related to the general body for implementation by the institute through the DoSA. The proposal might be initiated by any of the Parliamentarian.
- b. The Parliament shall discharge its responsibilities mainly through itself and its Standing Committees. Selected discussions (e.g. finance, academics, and hostel affairs of common interests) may be undertaken by the committees, though they may look into other issues and problems as and when directed by the Parliament.

3.09 The Parliament shall have the power to review the work of any committee, appointed member, or Parliamentarian. A review shall be initiated either by the Convener, five voting members with written consent of the President or by majority vote of the Parliament. When a review is initiated, a one-week period of notice to the respective committee, appointed member, or Parliamentarian is required prior to the meeting during which the presentation shall take place.

3.10 The Parliament has the power to initiate the disciplinary action against any discrepancy and President shall refer the case for further enquiry.

3.11 It shall recommend the name of students for institute prizes to DoSA.

3.12 The Parliament shall have the power to recommend any amendment in the Gymkhana Constitution. A two - third vote of the total members of the Parliament would be required to amend any provision in the constitution. The Patron through the Senate Student Affairs Committee (SSAC) shall do final approval.

3.13 The Parliament shall discharge all its duties through its sub-committees, standing and ad-hoc. The sub-committees shall submit their reports prior to each meeting of the Parliament. The Convener, Parliament shall notify the convener of the respective sub-committee about the matter. The sub-committees shall be formed by the Parliament.

3.14 Duties of Convener: The Convener of a committee shall be responsible for the proper functioning of the same. He/ She shall:

- a. Convene and preside over all sessions of that committee.

- b. Coordinate its activities and ensure its compliance with the terms of reference.
- c. Be responsible for the preparation of the committee's report to the Students' Parliament within the time specified in terms of reference.
- d. Ensure that an adequate opportunity has been provided to the general body of the students to express their views before the preparation of the committee's report.
- e. Submit the final report of the committee to the Convener of the Parliament, who shall, circulate the entire text of the report as a part of the agenda for a subsequent session of the Parliament.

3.15 Functions of a sub-committee:

- a. The Convener of a sub-committee may ask for a preliminary discussion on the floor of the Parliament if he/she thinks that the same is necessary.
- b. Ordinarily, all recommendations of a sub-committee shall be on the basis of a consensus. In case of dissent, the dissenting members shall attach a note of dissent to the report of the sub-committee for the consideration of the Parliament.
- c. The Convener of a sub-committee shall be directly responsible for all communication within the committee. He/ She shall route all business with other individuals or bodies through the Convener of the Parliament, who shall be obliged to render the assistance asked for.

3.16 The Following shall be the standing Sub-Committees of the Parliament:

- a. Parliamentary Affairs Committee
- b. Finance Committee
- c. Emergency Committee
- d. Festivals Committee
- e. Nominations Committee
- f. Hostel Affairs & General Welfare Committee
- g. Security Committee
- h. Training & Placement Committee
- i. Web Management Committee
- j. UG Academic Affairs Committee

- k. PG Academic Affairs Committee
- l. Alumni Relations Committee
- m. Grievance Redressal & Enquiries Committee

a. Parliamentary Affairs Committee

- i. The Committee shall consist of five Undergraduate Parliamentarians, two Post Graduate Parliamentarians and 1 Ph.D. Parliamentarian.
- ii. The Co-Convener, Parliament shall be ex.-officio Convener of the Parliamentary Affairs committee.
- iii. The Convener, Parliament shall be ex-officio member of Parliamentary Affairs Committee.
- iv. It shall also be responsible for circulation and preparation of agenda for the Parliamentmeetings.
- v. The Parliamentary Affairs Committee shall be responsible for deciding the agenda of the Parliamentmeetings. It shall finalize and circulate the agenda of next Parliament's meeting at least ten days before for notification.
- vi. Prepare, delete, add, amend and bring up-to-date all rules, procedures, structures, norms, convention, codes-of-conduct, etc.
- vii. Study all proposed changes in these rules and procedures and give its opinion on the same.
- viii. All recommendations of the rules and procedures committee shall be subject to the approval by a simple majority of the Parliament.
- ix. It shall be responsible for keeping a check on violations of rules and procedures and shall also address misinterpretation and mishandling of facts.

b. Finance Committee

- i. The Committee shall consist of four Undergraduate Parliamentarians, one Post Graduate Parliamentarians and one Ph.D. Parliamentarian.
- ii. The Convener shall be elected by the Parliament among the finance committee member.

- iii. The Principal aim of the Finance Committee is to manage the finances of the Gymkhana and it shall control and supervise the expenditures incurred by the executive wings of the Gymkhana. It shall report to the Parliament about the status of Finances and Accounts of the Gymkhana periodically.
- iv. It shall submit its report in every three months to the Parliament.
- v. The members of Finance Committee shall be ex-officio members of councils he/she attached to and Convener Finance Committee shall be ex-officio member of every council panel. He shall be responsible for overall management of Gymkhana funds.
- vi. Two members of finance committee shall be responsible for festivals and major programs of Film and media council and Cultural Council and two members shall be responsible for festival and programs related to Science and Technology Council and Games and Sports Council.

c. Emergency Committee

- i. It shall consist of the Vice President and Assistant Vice President, Gymkhana as its ex-officio members, three undergraduate Parliamentarians, one postgraduate Parliamentarian, and one Ph.D. Parliamentarian inclusive of at least one female Parliamentarian.
- ii. The Convener, Parliament shall be the ex-officio Chairman of the Emergency Committee.
- iii. Emergency Committee shall represent the Parliament in case of any emergency since the Parliament meeting cannot be called up in short time.
- iv. Emergency Committee shall submit full report about any such circumstances before the Parliament in the next Parliament meeting
- v. Emergency Committee shall require a majority of two-third of members present for passing of any decision by the committee.

d. Festivals Committee

- i. The festival committee shall consist of three Parliamentarians as its members inclusive of one female Parliamentarian.
- ii. The committee shall elect its convener among its members.

- iii. It shall be responsible for all matters except financial matters related to festivals organized by Gymkhana. All preliminary reports related to festivals shall be submitted to this committee.

e. Nominations Committee

- i. It shall consist of Convener, Parliament as its ex-officio convener, two undergraduate Parliamentarians, one post graduate Parliamentarian and one Ph.D. Parliamentarian.
- ii. It shall be responsible for nominating students for various institute bodies.
- iii. The Parliament can seek explanation, if required from Nomination committee, if the nominated person is not suitable for the assigned position or office.
- iv. The Parliament can ratify the names with a voting of not less than 2/3rd of members present.

f. Hostel Affairs and General Welfare Committee

- i. It shall consist of five undergraduate Parliamentarians, one post graduate Parliamentarian and one Ph.D. Parliamentarian inclusive of two female Parliamentarians.
- ii. It shall have two student representatives as appointed from CoW Council in case none of the existing committee member is a member of the same.
- iii. The committee shall look after the matters related to hostels and general welfare of students.
- iv. The committee is required to submit its report at least once in every three months to the Parliament on matters related to hostel affairs and general welfare of the students.

g. Security Committee

- i. The security committee shall consist of Convener, Parliament as its ex-officio member and four Parliamentarians inclusive of two female Parliamentarians.
- ii. The committee shall appoint a convener among its members.
- iii. It shall also serve as a student representative body to the Institute Proctorial Board.

- iv. It shall oversee security arrangements in campus at all times and address students' concerns and issues regarding crime.

h. Students' Placement Committee

- i. The Committee shall consist of five members, three of whom shall be elected Parliamentarians and the Training & Placement Cell shall nominate two members, one of whom should be a girl candidate. The elected Parliamentarians nominated to the Committee shall consist of two undergraduates and one postgraduate. The members of the Committee shall elect its Convener from among themselves.
- ii. The final authority regarding any decision shall reside with the Training and Placement Cell.
- iii. The Committee shall not deliberate upon the current Placement Policy regarding the upcoming Placement Season as long as the first session is not over. The first session shall extend from August to December, or as the Training & Placement Cell may decide.
- iv. The primary aim of the Students' Placement Committee shall be to express students' opinion regarding placements and it shall act as the students' central advisory body for the Training and Placement Cell.
- v. It shall follow the rules and regulations of the Training and Placement Cell.

i. Web Management Committee

- i. The Committee shall consist of two Parliamentarians.
- ii. It shall have two student representatives from WMG in case none of the existing Parliamentarians are member of the aforesaid group.
- iii. It shall manage websites of Gymkhana, festivals and student related activities. It shall also be responsible for managing all content of website.
- iv. It shall be responsible for uploading the important information such as Parliament minutes, notices, allocation of budget etc. on Gymkhana website.

j. Undergraduate Students' Academic Affairs Committee

- i. The Committee shall consist of two undergraduate Parliamentarians and Co-Convener Student's Parliament shall be ex-officio member. The student

members of respective Departmental Undergraduate Committees (DUGC) and those of the Senate Undergraduate Committee (SUGC) shall work with the members of this Committee.

- ii. The Committee shall elect its convener among its members.
- iii. It shall advice and assists the Parliament on matters related to the undergraduate academic programme.
- k. Postgraduate Students' Academic Affairs Committee.
 - i. The Committee shall consist of one postgraduate Parliamentarian, one Ph.D. Parliamentarian and Co-Convener Student's Parliament as ex-officio member. The student members of respective Departmental Postgraduate Committees (DPGC) and those of the Senate Postgraduate Committee (SPGC) shall work with the members of this Committee.
 - ii. The Committee shall elect its convener among its members.
 - iii. It shall advice and assists the Parliament on matters related to postgraduate academic programme.
- l. Alumni Relations Committee
 - i. The Committee shall consist of two undergraduates and one postgraduate or PhD Parliamentarian and Co-convener, Parliament as its convener.
 - ii. The Committee shall assist the Dean of Resources and Alumni Affairs in improving student-alumni interaction. It shall collect information regarding alumni and serve as a critical link between the Institute and alumni.
 - iii. The Committee may recommend names of alumni for Institute alumni awards.
- m. Grievance Redressal and Enquiries Committee
 - i. The Committee shall consist of seven Parliamentarians inclusive oftwo female Parliamentarians and Co-convener, Parliament as its ex-officio member
 - ii. It shall address grievances of General Body and shall act as a source for providing information to the general body.

CHAPTER IV

Executive Body

- 4.01 The President, Gymkhana shall be head of the Gymkhana's Executive Body and shall for reference in this context be its Chief Counsellor.
- 4.02 He/She shall be responsible for allocation of funds to different councils of Gymkhana, as per the recommendations of the budgets presented by the respective Councils' General Secretaries and approved by the Parliament.
- 4.03 There shall be four councils namely Cultural Council, Games & Sports Council, Film & Media Council and Science & Technology Council.
- 4.04 The four councils will work under the supervision of the respective counsellors who shall discharge the duties on behalf of the Chief Counsellor.
- 4.05 The Counsellors
- a. The President shall appoint the counsellors of the various executive wings from the panel of names suggested by the Parliament.
 - b. The counsellors shall discharge duties in their respective councils on behalf of the President.
 - c. They shall play the role of advisors for their respective council's functioning and shall monitor and supervise the council activities.
 - d. They shall be the ex-officio chairmen of the respective festival or shall appoint a nominee for the same on their behalf, subject to acceptance by the President.
 - e. Appoint secretaries/captains of their council as well as core team of concerned festival
- 4.06 The General Secretary
- i. General Secretary is the chairman of the respective Council.
 - ii. He/She must have extra-ordinary leadership as well as administrative capabilities and he must be member of any club in that respective council.
 - iii. He/she shall be ex-officio member of the Parliament.

- iv. He/she shall present a budget or bill related to his/her council. He/She must take the consent from the council panel members and the counsellor prior to the presentation of the said bill or budget.
- v. He/She shall prepare annual report in consultation with Secretaries of various clubs under the council and take approval of the counsellor. He/She shall present annual report of that particular council to the Parliament.
- vi. He/She may ask any Secretary/Captain from his/her council to present the bill or budget to the Parliament on his behalf with prior permission of the Convener. The Secretary will not hold any voting right in that case and will only initiate and conclude the discussion in the Parliament.
- vii. He will be the ex-officio member of the Parliamentary Affairs Committee.
- viii. He/She shall be representative of entire council in any event/symposia/conference.
- ix. The Tenure of General Secretary will be of one year from date of the notification issued by DoSA after election.
- x. The Tenure can be extendable only in case of extreme adversities and DoSA shall notify Student's Parliament about such consequences.
- xi. The appointment of the General Secretaries shall be normally completed by mid-March annually.

4.07 The Joint General Secretary

- i. The Joint General Secretary of a council shall act as a deputy to the General Secretary.
- ii. He/She shall assist the General Secretary in carrying out his/her responsibilities and shall represent the General Secretary in his/her absence at any event.
- iii. He/She shall be appointed through the procedures as followed for the appointment of the General Secretaries.

4.08 The General Secretaries, through their respective counsellors shall propose for ratification by the Parliament, the names of students to be appointed as Secretaries, Coordinators, Captains etc. in their respective councils.

4.09 If the Parliament feels that any person proposed as a member of a council, is not capable enough, it may reject the proposed name and demand alternative names to be proposed.

CHAPTER V

Additional Executives

- 5.01 The Parliament shall have as its members, certain non-elected students, other than the elected parliamentarians, so as to establish a system of coherence among the various institute bodies with respect to student involvement and to ensure seamless information passage.
- 5.02 Members of all the committees of the Parliament shall ordinarily be elected students, but in special circumstances the Parliament may, by resolution, also include any other General Body member in a committee as an additional executive, except in the case of the Parliamentary Affairs Committee and the Finance committee.
- 5.03 Such members shall have no voting rights in general matters pertaining to the Parliament and shall act in the spirit of general student welfare.
- 5.04 The primary necessity to involve such members arises from the parallel appointment and/or selection procedure followed by certain institute bodies which does not directly fall under the purview of the Gymkhana but whose functioning have a profound impact on the students' welfare.
- 5.05 The bodies that shall appoint representatives to the Parliament are:
- a. Training and Placement Cell – nominates representative(s) who form part of the Placements' Committee
 - b. Web Management and Emailing Services – nominates representative(s) who form part of the Web Management Committee
 - c. Council of Wardens –nominates electedstudent representatives to the Hostel Affairs and General Welfare Committee.
- 5.06 Such members shall ensure that the concerns, recommendations and suggestions arising at the Parliament and its committees thereof are heeded to in their respective bodies outside of the Gymkhana.

CHAPTER VI

Elections and Appointments

- 6.01 The Chief Election Officer, as appointed by the Patron, shall conduct the Elections to the Parliament. He/She shall propose the names of members of the Election Council for ratification by the Parliament.
- 6.02 The election process of General Secretaries and the Parliamentarians shall start by March every year. The General Secretaries must be elected by mid-march followed by the election of the Parliamentarians. In extreme situation, annual elections shall be conducted by the first week of April. The newly elected members shall take charge soon after result declaration, prior to the summer vacation.
- 6.03 Credentials shall be the fundamental criteria for becoming eligible for any election or appointment. Any person must have a minimum credential score to be eligible for any election or appointment. The Election Council shall review the applications as per the credential system given in Table 1.
- 6.04 Candidates shall campaign for election among the students in a manner that involves no financial investments, direct or indirect, and neither shall it disturb the normal functioning of the institute. If a candidate is found by the Election commission to violate the above clause, he/she shall be disqualified from the election nomination and disciplinary action shall be initiated against the said candidate.
- 6.05 The candidates must not have any membership of/affiliation to political and religious organization.
- 6.06 The candidate must have a minimum CGPA of 7.0 on scale of 10 and shall not be under probation (academic, disciplinary or otherwise) at the time of filing his/her nomination. The respective Head of Departments shall forward his/her nomination papers to the election commission.
- 6.07 Functions of Chief Election Officer
- a. To invite the nominations for the position of Parliamentarians.
 - b. To carry out such other functions and duties as required under the Student Constitution and by-laws.

- c. To take the complete administrative charge for all details of elections and the Election Council.
- d. To nominate additional members of the Council as may be necessary for the efficient administration of the election with the consent of the Student's Parliament.
- e. To make Rules and Guidelines for Elections.
- f. To advise the Student's Parliament on the financial and practical impact of any legislation which may affect the Elections Council or the election
- g. To be in possession of one of the two keys to the ballot boxes, if required.
- h. To be in charge of issuing warnings for violations of the Election by-laws
- i. To give an Elections Council report, in writing, at the first regular meeting of each session of the Student's Parliament.

6.08 Election of Parliamentarian

- a. Distribution of seats of Parliamentarians among the different class of the students shall be as follows:

Sl	Year/Class*	No. of seats	Girls' Reservation	Approx. Ratio
1	II year UG	8	01	1:120
2	III year UG	12	01	1:80
3	IV year UG	9 B. Tech., 6 IDD	01	1:85, 1:35
4	V year IDD/IMD	5	01	1:65
5	PG	8	02	1:60
6	Ph.D.	5	01	1:50
		53	07	
* Year/Class refers to the year students would be entering at the start of the academic year after elections				

- b. Elections will be held separately for different year/class of the students as shown in

Table above. Only that year/class of the students shall participate to cast their vote to elect their Parliamentarians.

- c. Application for the post of Parliamentarians shall be scrutinized on the basis of score obtained as per table given below (Table 1).
 - d. Parliamentarians shall be elected on the basis of preferential voting system. For n vacant positions of Parliamentarians, applications of maximum 3n candidates shall be scrutinized on the basis of score obtained as per Table 1 for contesting in the election.
 - e. The election commission shall decide and publish the exact election procedures and timeline annually as part of the “Election Guidelines”
- 6.09 After election of the Parliamentarians, a joint meeting of the Parliament and Counsellors shall be held. The President shall chair this meeting. The Vice President of the Parliament will be elected from among the elected student members of the Parliament by voting. The Vice President must be an elected Parliamentarian. The Parliamentarian getting maximum votes shall be elected as Vice President of the Students’ Parliament provided he/she garners support of at least 1/3rd of the members present.
- 6.10 In the first meeting the Vice President shall nominate a Parliamentarian for the position of Assistant Vice President, Student’ Parliament before the house for consideration. After approval of the house the Parliamentarian will be elected as Assistant Vice President.
- 6.11 Appointment of General Secretary: Two phase process shall be adopted for appointment of General Secretary. In the first phase nomination of the candidates shall be reviewed by the President and respective Counsellor followed by election by the respective panel members, as defined in Annexure B.
- a. The President shall call application for the post of General Secretary of the different councils, normally in the month of February. The candidate applying for the post must have minimum CGPA of 7.0 and shall not be under probation (academic, disciplinary or otherwise).

- b. The General Secretary of Sports and Games Council, Film and Media Council, Technology and Management Council and Cultural Council shall be selected by following procedure:
- c. Out of the total nominations filed, the President assisted by the respective counselors shall shortlist up to a maximum of nine candidates (3 girls) per council.
- d. The shortlisted candidates shall submit his/her brief vision statement to the President and the Vice President who shall make it available to all the members of the respective council. The council members shall then elect their respective General Secretaries through preferential voting and in the process two Jt. General Secretaries will also get elected for each council. Out of the three executives thus elected, one should be a girl.
- e. The President shall propose for ratification by the Parliament, the names of students to be appointed as General Secretaries in their respective councils.
- f. If the Parliament feels that any person proposed as a member of a council, is not capable enough, it may reject the proposed name and demand alternative names to be proposed.
- g. For the post of all Gymkhana executives, the candidate should have a guaranteed stay in the institute (going by registration record) from the date of selection to end of the session.

6.12 Appointment of Student Members of Core Team of Festivals

- a. The President, Students' Gymkhana normally in the month of April, shall invite application for the posts of Core Team of Festivals of the different councils. The candidate applying for the post must have minimum CGPA of 7.0 and shall not be under probation (academic, disciplinary or otherwise).
- b. Final selection shall be done on the basis of performance in the interview. The selection committee shall be chaired by the President Gymkhana and shall consist of the Chairman Festival, the Convener, Students' Parliament and General Secretary of the concerned council. The panel may select more than one person (not more than two) for core positions of festivals. However under those circumstances the responsibility of the selected persons should be defined clearly.

6.13 Appointment of Club Secretaries/Captains

The General Secretary of the Concerned Council shall call nominations for the club secretaries/captains.

- a. The candidate applying for the post must have minimum CGPA of 7.0 and shall not be under probation (academic, disciplinary or otherwise).
- b. His/Her stay in the institute must be confirmed till the end of the semester in which the festival will be held.
- c. The scrutiny of the applications shall be done by the General Secretary in consultation with the respective Counselor and finally the names of students to be appointed in their respective positions as Secretaries / Coordinators / Captains etc. shall be proposed to the Parliament for ratification.
- d. If the Parliament feels that any person proposed as a member of a council, is not capable enough, it may reject the proposed name and demand alternative names to be proposed.

6.14 If a person holding an elected/nominated post of the gymkhana is put under academic probation or warning during his/her tenure, he/she will cease to be a Gymkhana representative. Fresh elections, if needed will be held thereafter in accordance with chapter 8 of the constitution.

6.15 In case any post falls vacant in the middle of the Parliament's term, bi-elections may be called by the Parliament for the vacant post with approval of the President. Norms and modalities regarding the elections are to be fixed by the Elections Council, which can be challenged only in the Parliament.

6.16 Charge shall be handed over to the next Parliament around first week of April.

Table 1: Credential scale for scrutinizing the applications for different positions executive and non-executive positions in the Gymkhana.

Sl.	Activity Description	Point Assigned
1.	Research work / Paper published	
	Paper published in conference proceedings, non-impact factor journals	3per paper (Max 09)
	Paper published In the journals having impact factor more than or equal to 0.5	7per paper (Max 21)
	Paper published In the journals having impact factor more than or equal to 1.0	12 per paper (Max 36)
2.	Participation in intra – colleges events	3 (Max 12)
3.	Participation in inter-college events	7 (Max 21)
4.	Winning in intra-college event	7 (Max 21)
5.	Winning in inter-college or participation at state/national level	10 (Max 30)
6.	Wining at state/national /international level	15 (Max 45)
7.	Ex or current Secretary/Jt Secretary of any Club or Captain/Vice Captain	10 (Max 20)
8.	Ex General Secretary / Jt. General Secretary of any council of Gymkhana	15
9.	Any International/National or Institute recognized award	20
10.	Any Position of Responsibility (PoR) held by the applicant such as Training & Placement Representative,	10 for each PoR

	Head of Departmental Society, Core Team member of any festival, Contingent Leader etc or any other field in which the candidate feels he/she has demonstrated leadership skills. (All such fields to be awarded 10 points each with the approval of the Election Commission)	(Max 30)
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CHAPTER VII

Finance

- 7.01 The total funds received by the Students' Gymkhana shall comprise of:
- a. Contribution made by the Students as annual Gymkhana fees and Festival Fees.
 - b. Regular contribution made by the Institute.
 - c. Funds from other sources such as sale of tickets for professional program (excluding Festivals), sponsorships, alumni fund, ad-hoc contribution from the institute etc.
- 7.02 All fees paid by the students and regular contributions from other sources in respect to gymkhana shall be collected by the institute and shall be deposited in the Gymkhana account, with due intimation to the Treasurer.
- 7.03 The gymkhana funds comprising (a) and (b) as above shall be split into two as follows:
- a. 80% to be made readily available for allocation by the Students' Parliament
 - b. 20% to be made available for the President, for disbursement as per his discretion.
- 7.04 Parliament Seed Fund
- a. 1/5th of the funds available for allocation by the Students' Parliament shall fall under the category of Parliamentary Seed Fund.
 - b. This fund shall be maintained by the Convenor, Students' Parliament and shall be used to fund hobby/activity when requested by a parliamentarian, with due intimation to the parliament.
 - c. A parliamentarian shall invest a maximum of Rs. 15,000 in a single activity per academic session.
 - d. The Finance Convener shall reallocate the unspent fund to other activities towards the end of the financial year. The Finance Convener shall audit the Student's Parliament seed fund in every 3 month.
- 7.05 An annual budget of the Gymkhana shall be prepared by the Finance Committee, including the budget proposed by the General Secretaries, the budget for the

functioning of various committees along with the Parliament Seed Fund. Estimated income from all sources should be shown on the budget. This shall be presented to the Parliament at the beginning of the academic session by the Convenor, Finance Committee. Only the Parliament will pass the Annual Budget.

7.06 Purchase Committee:

- a. Purchase of all equipment and major items related with the Gymkhana costing more than Rs. 50,000/- shall be done by a Purchase Committee after recommendation of the council to which the equipment / items are related and approval of the Finance Committee. The council panel in consultation with the Counselor shall prepare and finalize the list of equipment / items along with addresses of reliable / good suppliers and send to the FC for approval. After approval, the FC shall send the requisition to the Purchase Committee to initiate purchase process for procurement of the equipment/items. Institute purchase rules and regulations shall be followed.
- b. Purchase Committee of the Students' Gymkhana shall be as follows (Constituted for a financial year)
 - i. The President
 - ii. The Treasurer
 - iii. All Counsellors of the Councils
 - iv. The Asst. Registrar (Finance)
 - v. Convener, FC – Observer
 - vi. AVP - Observer

7.07 There shall be one account of the Gymkhana and a separate account for each festival. Withdrawal of money from account of Gymkhana shall be made through cheques signed by the President and the Treasurer. Withdrawal of money from bank account of the festivals shall be made through cheques signed by The Festival Chairman and DoSA.

7.08 Accounts of all expenditure and Gymkhana funds shall be maintained by President's office.

7.09 Disciplinary Action

- a. Student's Parliament shall take disciplinary action against any executive mishandling; misappropriation has been reported and accepted as true after concerned person has been given adequate opportunity to defend himself/herself in front of the students' parliament or a committee appointed for the purpose.
- b. Proceedings initiated by one Student's Parliament and not completed during its terms will be continued by the next Student's Parliament, possibly after re-appraisal of the issue as a result of which the new Student's Parliament may:
 - i. Extend time limit for clearance of outstanding amounts
 - ii. Mitigate punishment.
 - iii. Enhance punishment
- c. The reasons for the above must be made known publicly (i.e. new facts etc.).
- d. However, if the finance Committee of a particular year fails to point out cases of gross financial mismanagement/mal-appropriation of funds which are subsequently discovered by the succeeding Finance Committee, then disciplinary action maybe initiated against the accused Finance Committee members.

7.10 Annual Report

- a. The Finance Committee will present its final report before the joint session of the Student's Parliament. This report must include:
 - i. A balance sheet (of income/expenditure)
 - ii. Any exceptional transaction (income/expenditure)
 - iii. Recommended action
 - b. Written annual report of the treasurer, checked by the audit board, should be made available for the general body.
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CHAPTER VIII

Gymkhana Festivals

8.01 The three annual festivals hosted by the Gymkhana:

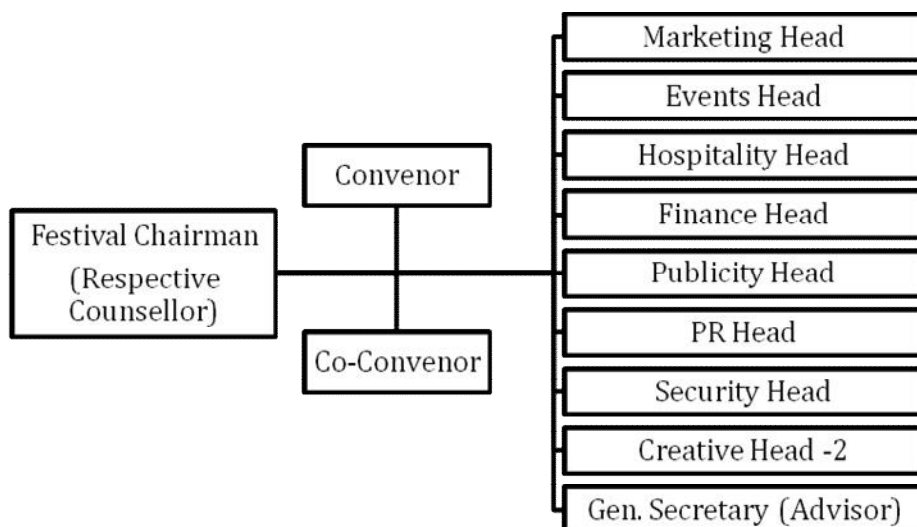
- a. Spardha : Sports Festival
- b. Kashiyatra : Cultural Festival
- c. Technex : Techno-Management Festival

8.02 The basic aim of these national festivals shall be to encourage participation, spirit of healthy competition along with the desire to excel among the students as well as enabling an opportunity for them to manage events of such scale.

8.03 Each festival shall have its own core team to manage the overall functioning and proceedings of the same. The core team shall be responsible for the proper conduct and smooth functioning of all events and procedures associated with their respective festivals.

8.04 The core team shall comprise of:

- | | |
|---------------------------|---------------------------------|
| a. Festival Chairman | g. Finance Head |
| b. Festival Convenor | h. Publicity Head |
| c. Festival Co - Convenor | i. Public Relations Head |
| d. Marketing Head | j. Security Head |
| e. Events Head | k. Creative Heads (TWO) |
| f. Hospitality Head | l. Resp. Council Gen. Secretary |



8.05 The Festival Chairman:

- a. The Counsellor of the respective Council shall be the festival Chairman. However, the Dean of Student Affairs may appoint another faculty member for this post, if requested by the Counselor.
- b. The Festival Chairman shall be the authority who, along with the core team, shall look into all aspects of the festival and shall advise the core team members as and when required.
- c. The Festival Chairman should comment on the preliminary report and budget of the festival, as prepared by the Convenor which shall include all the prizes, artist fees and any other financial dealings and also on the final financial report.
- d. He/She shall be the signatory for any transaction from the respective festival accounts, along with the Dean of Student Affairs.

8.06 The Festival Convener:

- a. The Festival Convenor in consultation with the Chairman and core team should plan all activities, events and competitions.
- b. The Festival Convenor shall be responsible for the overall conduct of the festival. He/She shall be the chief executive of the festival and his/her decision can be overruled only by the Festival Chairman
- c. It shall be the responsibility of the Festival Convenor to ensure that all the arrangements made are proper and keep taking constant updates from the festival core team.
- d. He/She shall present a detailed preliminary festival report to the Students' Parliament (for example an account of all the events in the festival, all the artists and performers coming to the festival and the expected budget of the festival) at least one month prior to the festival. He/She shall also present the final Festival report to the Students' Parliament within six weeks of the festival, including the reports from various Heads in the Festival Core Team.
- e. He/She shall constitute the Festival Core Team in consultation with the DoSA, Festival Chairman and Vice President, Students' Parliament. The

names of the Core Team members shall be presented before the Parliament for ratification.

- f. He/She can propose the expansion in Core Team as per his/her requirements to suit his/her festival plan, which shall be approved by the Festival chairman and the DoSA.
- g. The responsibility of keeping the Parliament informed of all developments lies with the Festival Convenor.
- h. He/She shall be directly responsible for various logistics involved in the festival.
- i. He/She shall be responsible for proper management of the festival and shall be answerable to the Parliament.

8.07 Festival Co-Convenor

- a. The Festival Co-convenor shall be the second in command in the festival core team, as a deputy to the Festival Convenor.
- b. He/She shall aid the Festival Convenor in discharging his/her duties of managing the festival.
- c. He/She shall represent the Festival Convenor under necessary circumstances and shall be equally responsible, with him/her for the proper management of the festival and to keep the Students' Parliament updated with all developments regarding the festival.

8.08 Marketing Head

- a. The Marketing Head shall be responsible to portray the festival in the market and arrange enough funds for the proper conduction of the festival.
- b. He/She shall be responsible for the appointment of Marketing Team, to aid his/her efforts.
- c. He/She shall be responsible for the hospitality of various sponsors and their representatives.
- d. All issues related to the sponsorship or issues related to the MoUs shall come under the jurisdiction of the Marketing Head.

- e. He/She shall submit a preliminary report of marketing along with a copy of their MoU's to the VP at least one week prior to the festival.

8.09 Events Head

- a. The Events Head along with the Festival Core Team shall plan various activities and events to be held during the festival.
- b. He/She shall be directly responsible for the conduction of various events during the festival.
- c. He/She shall be responsible for the appointment of the Event Management Team, to aid his/her efforts.
- d. He/She shall finally decide various prizes and gifts to be distributed with the recommendation of various Event Co-ordinators.
- e. He/She shall make final decision regarding any issue related to the events.
- f. He/She should report the planning of the Festival along with various details to the Parliament before making it public. He/She should submit the preliminary report regarding events three to four months prior to the festival.
- g. He/She shall also present the conduction report of the events within four weeks to the Festival Convenor.

8.10 Hospitality Head

- a. The Hospitality head shall be responsible for providing a warm reception and a comfortable stay for the incoming participants and guests during the festival.
- b. He/she shall plan to accommodate the incoming participants in a way that is comfortable enough for them while at the same time being ensuring that it doesn't hamper the stay of existing campus residents
- c. He/She shall obtain the account of incoming participants from the events head and plan for their stay accordingly.
- d. He/She shall also make appropriate arrangements for their dining at the various messes/food courts during their stay on campus.
- e. He/She shall be responsible for the appointment of the Hospitality Team, to aid his/her efforts.

- f. The hospitality team shall be responsible for obtaining necessary resources (mattresses, pillows, buckets etc.) during the festival and maintaining an account of the same.
- g. He/She shall work in coordination with the Security Head to ensure the safety of incoming participants on campus, with specific measures for girls.
- h. He/She shall also present the Hospitality Report within four weeks of the festival to the Festival Convenor.

8.11 Finance Head:

- a. The Finance Head shall be responsible for all the financial and accountancy matters of the Festival.
- b. He/She, along with the core team, shall decide the budget allocation, prize money and money for various gifts to be distributed.
- c. He/She shall prepare the budget for the festival with inputs from marketing team and Co-ordinators of various events. He/She shall present the tentative budget to the Parliament for approval at least one month before the festival. Any change after the budget shall require the approval of Finance Committee, Students' Parliament. The budget shall also include prize money to be distributed along with various gifts. It shall also contain the details of any purchase during the festival (for example T-Shirts).
- d. He/She shall submit all the bills and MoUs duly audited by the Finance Committee, to the Students' Parliament within six weeks from the conclusion of the festival. The parliament shall appoint member(s) of the finance committee (other than finance convener) for the purpose of auditing.
- e. All the sales should be done in coherence with the Article 6, Appendix II of the constitution of students' gymkhana.

8.12 Publicity Head

- a. The Publicity Head shall be responsible for providing ample publicity for the festival.
- b. He/She shall also be responsible to gather maximum participation for the various events in the festival.

- c. He/She shall be responsible for disseminating information about the festival among other college teams, usually through selection of Campus Ambassadors.
- d. He/She shall be responsible for the appointment of the Publicity Team, to aid his/her efforts
- e. He/She shall also present the Publicity report of the events within four weeks to the Festival Convenor.

8.13 Public Relations Head

- a. The PR Head shall be responsible for maintaining seamless public relations and contacting various eminent personalities and delegates to participate in the festival.
- b. Any communication with the corporate and professional personalities for participating to the festival should be done through the Public Relations Head.
- c. He/She shall be responsible for the hospitality of various delegates.
- d. For inviting delegates, a prior approval of the Institute Director through DoSA shall be required.
- e. He/She shall be responsible for the appointment of the Public Relations Team, to aid his/her efforts
- f. Media relations shall also be the responsibility of Public Relations Team.

8.14 Security Head

- a. The Security Head shall be responsible for handling the security arrangements for the entire festival.
- b. He/She shall prepare the security plan along with Core Team, DoSA, VP and members of the Institute Proctorial Board. He/She shall take into account all the logistics required and the infrastructure available for the same. He/She should also prepare the emergency plans of actions, if and when required.
- c. He/She shall present a preliminary report to the Security Committee at least four weeks prior to the festival with complete details of his/her plans. He/She shall also report possible security threats due to various festival plans and

corresponding logistics (like excessive participation and number of passes distributed etc.) and provide his/her feedback to the Festival Core Team and the Security Committee as and when required.

- d. He/She shall work in coherence with the Festival Convenors and provide them the detailed security plans related to the events.
- e. After the festival, he/she shall submit a final report on the security arrangements made during the festival to the Festival Convenor along with his/her recommendations for future.

8.15 Creative Heads (2)

- a. The Creative Heads shall be responsible for the designing of various publicity material, festival website, brochures, invitations and all such accessories.
- b. They shall be responsible for adequate coverage of the all the events both prior and during the festival, through photography, videography and all other measures as deemed fit.
- c. They shall be responsible for the timely release of all print media (newsletters, flyers, brochures etc.) related to the festival.
- d. They shall also be responsible for ensuring wide publicity through social media, print media and other forms of mass media using the resources gathered by them.
- e. Within a week after the festival, they shall make available all gathered material, photographs, videos etc. to the festival core team, which may be passed on to all event coordinators.

8.16 General Secretary

- a. The General Secretary of the respective council shall form part of the Festival Core Team to advise the other members so as to ensure coordination and smooth functioning of the festival.
- b. He/She may volunteer to organise and collaborate with the Events Head, to conduct the various events during the festival, alongwith the respective Secretaries/Captains.

8.17 Appointment Procedures:

- a. Nominations/applications for the various posts in the Festival Core Team shall be called by the Festival Chairman. The applicants should have minimum CGPA of 7.0 and shall not be under probation (academic or otherwise) at that time and must have worked in the relevant domain for which he/she shall be applying.
- b. The selection of the Festival Convenor and Co-Convenor, from the pool of applicants shall be done by the festival chairman alongwith the General Secretary and the Previous Festival Convenor, in consultation with the DoSA.
- c. The selection of the rest of the core team shall be done by an interview panel which composes of the following people.
 - i. The Festival Chairman
 - ii. Current Festival Convenor
 - iii. Current Festival Co-Convenor
 - iv. Previous Festival Convenor
 - v. General Secretary of the respective council
 - vi. Two members of the Festival Committee, Students' Parliament
- d. All appointments shall be made atleast three months before the festival.
- e. The stay of core team members in the institute must be confirmed till the end of the semester in which the festival will be held.

8.18 Students with prior experience in festival work and related activities shall be preferred.

8.19 All core team members and any other member of organizing team should adhere to the rules and proceedings regarding the financial affairs as mentioned in Appendix III

CHAPTER IX

Bylaws

- 9.01 Any Constitutional Amendment shall require the support of at least two thirds of the total strength of the Parliament.
- 9.02 Rules and Procedures of Parliament Amendment bill shall require the support of at least half of the total strength of the Parliament.
- 9.03 Any executive, Parliament functionary or member of councils/committees can be censured for his/her action with the support of at least half of the total strength of the Parliament.
- 9.04 The Parliament can remove the Vice President, Convener/Members of various Councils/Committees by passing a non-confidence motion supported by at least two thirds of its total strength and approval of motion by the President.
- 9.05 The Parliament can impeach any executive or office-bearer by passing a no-confidence motion supported by at least two thirds of its total strength.
- 9.06 In case a meeting of the Parliament is requisitioned with a public notice to take a no-confidence motion against the Convener, Parliament, He/She must have the issue discussed and voted upon by the Parliament within 48 hours. If he/she fails to call the meeting, the President may take a suitable decision in consultation with the Patron.
- 9.07 The Parliament Convener/Convener of any standing or ad hoc committee of the Parliament shall be obliged to call a meeting of the same if requisitioned by at least one third of its total strength
- 9.08 The Vice President shall call and chair General Body meetings. He/She shall be obliged to call a general body meeting within 48 hours if requisitioned by at least one third of the total strength of the Parliament or by the President..
- 9.09 For general students' opinion on a particular issue, the Parliament may go for referendum. All referendums shall be conducted by a referendum in charge to be appointed by the Parliament, on a case-to-case basis.

9.10 Notwithstanding any other provisions for a referendum existing in the Constitution referendum to impeach an executive for an act of impropriety can be held only if:

- a. At least half the total strength of the Parliament votes in favor or
- b. Majority vote with at least one third of the total strength of the general Body shall be required for impeachment.

ANNEXURES to the CONSTITUTION

- A. Rules and Procedures of Student's Parliament
- B. Gymkhana Councils
- C. Gymkhana Awards

A. Rules and Procedures Of The Students' Parliament

- 01 The membership, duties, powers and privileges of the Students' Parliament (herein after referred to as the Parliament) are defined in the constitution of the Students' Gymkhana.
- 02 The Parliament shall meet at least once every alternate month.
- 03 The agenda of the Sessions of the Parliament shall be finalized by the Parliamentary Affairs Committee and may be over-ruled by a simple majority in the Parliament.
- 04 The agenda cannot be overruled in a requisition meeting called under Articles 9.06 and 9.07 of the Constitution.
- 05 One-half of the total strength of the Parliament shall constitute the quorum. The quorum shall be required at the commencement of each session. Members shall not leave during sessions without the permission of the Convener. If quorum is absent at the beginning of any session, the Convener shall adjourn the session for lack of quorum without transacting any business. Sessions adjourned for lack of quorum shall require quorum for reconvening.
- 06 For a requisition meeting called under Articles 9.06 and 9.07 of the Constitution, adjourned once due to lack of quorum, the Convener will call another meeting within 3 days. For such a meeting, all the parliamentarians are to be present.
- 07 In case any member of the Parliament is unable to attend a session, he/she shall communicate the reasons of the same to the Convener in advance of the Session and this communication shall be available to any Parliamentarian for reference. Any member who absents himself/ herself without explanation from two consecutive or non-consecutive sessions shall be served a show-cause notice by the Convener. If the member is unable to provide an explanation to the satisfaction of the Parliament, the Convener shall propose a censure notice against the defaulting member.

- 08 All sessions of the Parliament shall ordinarily be open to observers from the General Body of the Students. The number of observers will ordinarily be limited to 50% of the strength of Parliament. However, the Parliament may resolve to hold a closed door session on the basis of a simple majority. Members of the General body may express their views through the Parliamentarians. In rare cases, they maybe granted permission to speak themselves. The Convener shall request all members of the general body of the Students to leave in case any confidential matter comes up for discussion or if found violating the code of conduct as per Article below.
- 09 Code of conduct during the Presence of the General Body
- a. Members of the General Body should address the Convener' Parliament during the course of discussion.
 - b. Members of General Body shall have to take the permission of the Convener before expressing a viewpoint for maintaining the order:
 - c. Members of the general Body should not make any irrelevant personal comment on the floor of the house or make any coarse remark of the offensive nature.
- 10 Three faculty members may be nominated by the Patron as observers in any of the Parliament sessions and shall notify the Convener regarding the same.
- 11 The Parliament may by consensus invite the Counsellors of the Students' Gymkhana or other special invitees as and when necessary.
- 12 Office of the Parliament:
- a. An office of the Parliament shall be maintained by the Convener, who shall be responsible for the up to date maintenance of the following:
 - i. The Constitution of the Students' Gymkhana with amendments.
 - ii. Minutes of the sessions of the Parliament.
 - iii. The Rules and procedures of the Parliamentwith amendments.
 - iv. The Code of Conduct of the Parliament
 - v. Reports of the sub-committees of the Parliament.

- vi. All correspondence relating to the convening and functioning of the Parliament.
 - b. The Convener shall be responsible for the production, on demand, of all the above documents in original to the following:
 - i. Members of the Parliament.
 - ii. Members of the General Body of the Students.
 - iii. Any other person or body authorized by the Parliament.
 - c. To assist the Convener in the discharge of his/her responsibilities, as mentioned above or otherwise, he/she may, through a call for nominations to the general body, nominate Secretary(s) under the Office of the Parliament, the number and responsibilities of whom may be ascertained by the Parliament from time to time based on the recommendation of the Convener. The name(s) of the person(s) for the post(s) shall be proposed by the Convener to the Parliament for ratification.
- 13 Formation of a Sub-Committee of the Students' Parliament:
- a. The Convener shall invite nominations for membership of a committee under formation, from Parliamentarians. Parliamentarians shall nominate themselves and no seconding shall be necessary. If the number of nominations received is in excess of the proposed strength, the Convener shall hold an election on the basis of one vote for every member of the Parliament. The voting shall be by secret ballot if so demanded by even one member of the Parliament.
 - b. The Convener shall declare the result of the election immediately on conclusion of the same. Unless otherwise resolved in the terms of reference, the committee shall come into existence immediately after declaration of the results of the election.
 - c. If the number of nominations received is less than the proposed strength of the committee, the Convener shall make a second call for the same. If the number is in excess of the proposed strength, the procedure laid down in Article 13(b) above shall be followed. Otherwise the Convener shall declare the members of the committee duly elected.

- d. In case no nominations are received even after the second call, the Convener shall officiate as the Convener of that committee and shall appoint one UG and one PG Parliamentarian to discharge the functions of that committee. The committee thus formed, must be ratified by the Parliament.
- e. The Parliament shall elect the Convener of the committee from amongst the members of that committee as per the procedure specified in Article 13(b), (c) and (d) above. No committees shall be formed without the specific nominations of a Convener, unless specified in the term of reference.
- f. In case any post of a committee of the Parliament falls vacant in the middle of its term, the Convener, Parliament will call for nominations for that post.

14 Disciplinary Procedures

- a. All the members of the general body, who shall be the stakeholders in the working of the gymkhana (council members, the Parliamentarians and the Festival core team members etc.) shall abide by this constitution and its schedules at all times, as well as the Parliaments' rules and procedures.
- b. If a student or a group or committee of students is deemed to have breached the rules of the Parliament, an ad-hoc committee, consisting of at least three parliamentarians shall be constituted to investigate and resolve the breach and to suggest suitable disciplinary action.
- c. The committee may ask questions of any witnesses, the person bringing the charge or their representative, the student or club or society or their representative.
- d. The disciplinary committee shall then deliberate on the matter and decide on the appropriate action to be taken. The committee shall base its decision on evidence presented and examined in the presence of the person bringing the charge and the student, club or society being charged. Evidence of any earlier misconduct shall not be presented until after the decision has been reached on the facts of the case, but then may be admitted and considered in deciding on any punishment. The ultimate sanction shall be the suspension of Parliament membership for a period of time.

- e. The Parliament affairs committee may refer any matter to the Institute disciplinary committee or the SSAC.
- f. If the student is unhappy they may appeal to DoSA.
- g. The executive officers may be removed from office by:
 - i. a two-thirds majority vote at a quorate meeting of Parliament
 - ii. a referendum of the members of the Parliament
 - iii. a breach of the college disciplinary regulations on the grounds of gross misconduct resulting in exclusion from the college
- h. Parliamentarians can be removed from office by:
 - i. a two-thirds majority vote at a quorate meeting of Parliament
 - ii. a breach of the college disciplinary regulations on the grounds of
 - iii. gross misconduct resulting in exclusion from the college.
- i. Any member of the parliament or any other committee, who has been absent from at least three successive ordinary meetings, without submitting proper reasoning to the convener of the meeting, shall automatically be deemed to no longer holding office.
- j. Any resignation must be in writing to the Convener' parliament. Resignations shall take effect immediately, and be reported to the VP and respective counselors.

15 Complaints Procedure

- a. Complaints related to any member or function of the parliament shall be dealt with under stated the complaints procedure.
- b. The Grievance Redressal and Enquiries committee shall entertain any complaint about the member of Executive, Non-Executive or Additional Executives. In any circumstances where the complaint relates to the VP, it shall be addressed to the DoSA.
- c. The complainant shall be entitled to receive a tangible reply within fifteen working days.
- d. If the complainant is not satisfied with the response they may appeal to the DoSA, along with the proof of prior complaint and the ground of

dissatisfaction. The DoSA shall respond to the complainant within fifteen college days.

- e. Members who complain will also be referred to the mechanisms in this constitution to remove officers.

16 Referendum

- a. A referendum, in which all members of General Body will be allowed to vote, shall be held on any issue, if parliament decides by a two thirds majority to call a referendum.
- b. The VP shall call a referendum if they are handed a petition detailing the issue and containing the name, course, ID card number and signature of at least 200 students who are members of the General Body.
- c. The referendum officer shall be responsible for deciding the wording of the question on the referendum ballot paper.
- d. The referendum officer shall supervise the referendum. Polling stations shall be open for 2 college days.
- e. The result of a referendum will take priority over any existing parliament policy on the same issue.

17 Interpretation

- a. In the event of a dispute regarding the interpretation of any part of the constitution, the ruling of the VP shall be sought.
- b. In the event of a challenge to the VP's ruling, following a legal advice, the decision shall be taken by the parliament.
- c. If a member of the parliament remains unsatisfied with the ruling of parliament they may appeal to the President. The ruling of the President shall be final.

18 Inadequacies in the rules and procedures shall be referred by the Convener in consultation with the President to the Parliament Affair Committee for corrections.

19 All rules and procedures may be repeated, added to, or amended in any session of the Parliament provided a written notice of the proposed action, giving the

text of the desired modification together with a statement of its purpose and effect has been included in the previously circulated agenda for the same.

20 Any such modification shall be subject to a simple majority in the Parliament.

21 Point of Order:

a. A member shall raise a point of order, if in his\her opinion

i. Any constitutional provision or rules or procedure is being transgressed.

ii. Any established convention of the Parliament is being transgressed.

ii. An objectionable procedure is being followed.

b. If any member wishes to raise a point of order, the Convener shall permit him/her to do so immediately.

22 Order of Business:

a. The order of business at sessions of the Parliament shall be as follows:

i. Announcements

ii. Remarks by the Convener and reports by all General Secretaries

iii. Reports of sub-committees

iv. Unfinished business

v. New business

b. The order of business may be over-ruled by a simple majority in the Parliament.

23 Resolution:

a. A decision of the Parliament shall be arrived at by consensus of the proposal, in which case, it:

i. Does not require a resolution for its passage under any of these rules and procedures.

ii. Is not objected by any parliamentarian or if all objections are withdrawn.

iii. Is not meant to give expression to the opinion of the General Body of the Students.

b. In case decision is not possible as laid down in Article 06(a) above the Parliament shall decide by resolution as follows:

- i. All resolutions shall be submitted in writing by the proposer to the Convener.
- ii. All resolutions shall be seconded by at least two member of the Parliament other than the proposer.
- iii. A resolution shall be considered tabled only when it has been read out by the Convener.
- iv. A resolution can be tabled only if both the proposer and seconders are present in the session.
- v. While discussion on a resolution is in progress, amendments to the resolution may be moved. Incorporation of the proposed amendments is, however, subject to the discretion of the proposer of the resolution.
- vi. If the proposed amendment is not accepted by the proposer of the resolution, the proposer of the amendment shall propose an alternate resolution incorporating his/her proposed amendment for the simultaneous consideration of the Parliament.
- vii. While discussion on a resolution is in progress, further resolution concerning the same matter may be tabled for simultaneous consideration of the Parliament, but no resolution concerning any other matter shall be tabled. When all the resolutions on the table have been adequately discussed, the Convener shall declare the discussion closed. The Convener shall then read out all the resolutions in their final form in the order in which they were tabled prior to voting.
- viii. Once the discussion on a resolution has been closed, it shall be reopened only with the permission of the Convener.
- ix. A secret ballot, if so requested by even one member of the Parliament, shall be permissible only under Article 2.2 and Article 3.8 and 3.9.

24 Constitutional Amendments:

- a. The parliament shall be the only body permitted to amend the constitution and schedules. All amendments will be subject to the approval of the patron before they can be implemented.

- b. All amendments to the constitution or Annexure shall require the support of a minimum of two-thirds of the members present in the meeting of the parliament.
- c. All constitutional amendments shall be tabled only when submitted in written to the Convener by the proposer, and shall be seconded by at least two members of the Parliament other than the proposer.
- d. A constitutional amendment may be discussed in any session of the Parliament provided that a written notice of the proposed amendment, giving the text of the proposed amendment together with a statement of its purpose and effect was included in the previously circulated agenda for the same.
- e. The voting on a constitutional amendment shall take place in the session succeeding the one in which the discussion on the same was closed. Reopening of the discussion prior to voting is, however permitted prior to voting.
- f. The Patron shall do final approval on the amendments.

25 Code of Conduct

- a. The executive committee shall draw up a code of conduct, which shall be approved and amended from time to time by parliament.
- b. All members of the parliament shall be required to adhere to this code, particularly when on parliament premises, or attending events organized by the parliament or its clubs or societies.
- c. The code of conduct may include restrictions up to and including the unlimited suspension of any or all of the rights of parliament membership.

26 Calling Attention Motion:

- a. A member of the Parliament shall move a calling attention motion either verbally or in writing to:
 - i. Attract the attention of the Parliament or any Executive of the Students' Gymkhana or the General Body of the Students to say particular matter, or
 - ii. Address any question to the Parliament or any executive of the Students' Gymkhana, in which case the member may ask a written answer.

- b. In case a calling attention motion is in the form of a question, the individual or body to which the question is addressed may ask for:
 - i. The question to be submitted in writing.
 - ii. Any reasonable amount of time for preparing the answer.
 - iii. The answer to a calling attention motion shall be recorded in full in the minutes.

27 Adjournment Motions:

- a. An adjournment motion may be moved by a member of the Parliament while a session is in progress, if he/she thinks the same is desirable.
- b. If the adjournment asked for exceeds thirty minutes the adjournment motion shall be in writing.
- c. The Convener shall put an adjournment motion to vote as soon as possible after it has been proposed.
- d. Adjournment motions shall be subject to a simple majority in the Parliament.
- e. The Convener may, if necessary, adjourn the session for utmost ten minutes without the necessity of seeking the Parliament's the vote. This should be exercised only in case of extreme disorder.

28 Censure Motion/ No Confidence Motion:

- a. All censure motions/ no confidence motions shall be submitted in writing to the Convener.
- b. If the Convener is the defendant, he/she shall vacate the chair and the Co-Convener shall chair the session.
- c. A Censure motion/ No confidence motion may be discussed in the absence of the defendant. In case of repeated absence the Parliament may consider the case in the absence of the defendant.
- d. No Censure motion/ No confidence motions shall be put to vote to unless;
 - i. the defendant has been given an adequate opportunity to defend himself/herself before the Parliament
 - ii. Adequate discussion has followed the defendant's defense.

- e. The defendant shall be asked to leave the session by the Convener when the censure motion is put to vote.
- f. Voting on a censure motion\ no confidence motion shall be by secret ballot if so demanded by even one member of the Parliament.
- g. All censure motions shall be subject to a simple majority in the Parliament.
- h. All censure motions except those under Article 07 shall be duly proposed and seconded by at least one member of the Parliament other than the proposer.
- i. In case a no-confidence motion is passed, the Defendant shall stand unseated from the office on the declaration of the results of the voting by the Convener.

B. Gymkhana Councils

- 01 The Students' Gymkhana shall consist of the following Councils:
 - a. Science and Technology Council
 - b. Cultural Council
 - c. Film and Media Council
 - d. Games and Sports Council
- 02 Science and Technology Council (SnT)
 - a. The Science and Technology Council shall consist of:
 - i. Counsellor
 - ii. General Secretary
 - iii. Joint General Secretaries
 - iv. Panel Members
 - b. The following clubs shall function under the purview of the SnT Council:
 - i. Aeromodeling Club
 - ii. Astronomy Club
 - iii. Club of Programmers
 - iv. Green Club
 - v. Robotics Club
 - vi. Rural Technical Outreach Club
 - vii. Society of Automotive Engineers
 - c. Each club shall have a Secretary and two Joint Secretaries. Each club shall have a panel, including the Secretary and the Joint Secretaries, which shall take decisions regarding matters of the club. The panel members, together with the General Secretary and the two Joint General Secretaries, shall form the Science and Technology Council Panel.
 - d. The panel members for a club shall be selected on the basis of achievements by students in the previous academic session. The following points system shall be used as a parameter:

Event/Post	Position	Points
International Level	Any	10
State Level/National Level	First	8
	Second	7
	Third	6
	Certificate of Participation	5
Institute/City	First	5
	Second	4
	Third	3
	Participation	1
Secretary	-	10
Joint Secretary		9

The points shall only serve to select panel members for a particular club.

03 Cultural Council

a. The Cultural Council shall consist of:

i. Counsellor

ii. General Secretary

iii. Joint General Secretaries

iv. Panel Members

b. The following clubs shall function under the purview of the Cultural Council:

i. Dance Club

ii. Fine Arts Club

iii. Indian Music Club

iv. Literary Club

v. Theatre Club

vi. Quiz Club

vii. Western Music Club

c. Each club shall have a Secretary and two Joint Secretaries. Each club shall have ten panel members, including the Secretary and the Joint Secretaries, who shall take decisions regarding the matters of the club. The panel members, together with the General Secretary and the two Joint General Secretaries, shall form the Cultural Council Panel.

- d. The panel members for a club shall be selected on the basis of achievements by students in the previous academic session. The following points system shall be used as a parameter:

Event/Post	Position	Points
International Level	Any	10
State Level/National Level	First	8
	Second	7
	Third	6
	Certificate of Participation	5
Institute/City	First	5
	Second	4
	Third	3
	Participation	1
Secretary	-	10
Joint Secretary		9

The points shall only serve to select panel members for a particular club.

04 Film and Media Council (FMC)

- a. The Film and Media Council shall consist of:

- i. Counsellor
- ii. General Secretary
- iii. Joint General Secretaries
- iv. Panel Members

- b. The following clubs shall exist under the purview of the Film and Media Council:

- | | |
|---------------------|-------------------|
| i. Photography Club | iv. Cine Club |
| ii. Design Club | v. Animation Club |
| iii. Media Club | vi. Outreach Club |

- c. Each club shall have a Secretary and two Joint Secretaries. Each club shall have ten panel members, including the Secretary and the Joint Secretaries, who shall take decisions regarding the matters of the club. The panel members, together with the General Secretary and the two Joint General Secretaries, shall form the Film and Media Council Panel.

- d. The panel members for a club shall be selected on the basis of achievements by students in the previous academic session. The following points system shall be used as a parameter:

Event/Post	Position	Points
International Level	Any	10
State Level/National Level	First	8
	Second	7
	Third	6
	Certificate of Participation	5
Institute/City	First	5
	Second	4
	Third	3
	Participation	1
Festival/Institute Activity Team Head	-	8
Festival/Institute Activity Team Member	-	5
Secretary	-	10
Joint Secretary	-	9

The points shall only serve to select panel members for a particular club.

05 Games and Sports Council

- a. The Games and Sports Council shall consist of:
- Counsellor, Games and Sports Council
 - General Secretary, Games and Sports Council
 - Joint General Secretaries, Games and Sports Council
 - Panel Members
- b. Each game or sport shall have a Captain and a Vice Captain. Each shall have a panel, including the Captain and the Vice Captain, which shall take decisions regarding matters of the sport or game. The panel members, together with the General Secretary and the two Joint General Secretaries, shall form the Games and Sports Council Panel.
- c. The panel members for a sport or game shall be selected on the basis of achievements by students in the previous academic session. The following points system shall be used as a parameter:

Event	Participation	Best Player	Winning Points
All India Inter University	15	10	8, 5 and 3 for Gold, Silver and Bronze respectively
East Zone Inter University	12	8	
Inter IIT	10	8	
Event Outside Institute	9	8	
Spardha	8	8	5, 3 and 2 for Gold, Silver and Bronze respectively
Inter-Faculty	5	8	3, 2 and 1 for Gold, Silver and Bronze respectively
Inter-Hostel	3	5	
Inter Year	3	5	
Annual Athletics Meet	-	5	
Other Institute Event	3	3	

06 The number of panel members of each council shall be fixed by the General Secretary in consultation with the respective counselor and shall be approved by the DoSA.

C. Gymkhana Awards

- 01 A Central Awards Committee shall decide the Gymkhana Awards for an academic session. It shall comprise of the following members:
- a. President, Students' Gymkhana
 - b. Respective Counsellor for the Council whose awards are being decided
 - c. Vice President, Students' Gymkhana
 - d. Assistant Vice President, Students' Gymkhana
 - e. General Secretary, Cultural Council
 - f. General Secretary, Science and Technology Council
 - g. General Secretary, Film and Media Council
 - h. General Secretary, Games and Sports Council
- 02 Awards shall be given in five categories:
- a. Organisational: For achievements in organisational activities at the Institute
 - b. Science and Technology: For achievements in activities under the purview of the Science and Technology Council
 - c. Cultural: For achievements in activities under the purview of the Cultural Council
 - d. Film and Media: For achievements in activities under the purview of the Film and Media Council
 - e. Sports: For achievements in activities under the purview of the Games and Sports Council
- 03 The following awards shall be given:
- a. Institute Blue, Institute Colour
 - b. Honourable Mention, Special Mention, Certificate of Merit
- 04 For Organisational Awards, the student must satisfy the following:
- a. He/She must have been a part of organizational activities throughout his/her stay at the Institute and must have held at least one position in a managerial capacity (Secretary, Core Group Member, etc).
 - b. He/She must have demonstrated considerable leadership capabilities.

- c. His/Her work must have benefited the student body at large.
 - d. He/She must have initiated an activity in his/her field, that was either dormant over a period of time, or was entirely novel.
 - e. If a candidate exceptionally qualifies in any three of the above, a lack of the fourth may be overlooked.
- 05 For the Institute Blue and Institute Colour Awards, a student must satisfy the following:
- a. He/She must have shown participation in a category throughout his/her stay at the Institute with a considerable degree of success.
 - b. He/She must have demonstrated exceptional achievement in his/her field.
 - c. He/She must have initiated an activity in his/her field, that was either dormant over a period of time, or was entirely novel.
 - d. If a candidate exceptionally qualifies in any two of the above, a lack of the third may be overlooked.
- 06 For Honourable Mention, Special Mention and Certificate of Merit, a student should satisfy the following:
- a. His/Her achievements in a category demonstrate considerable skill and a certain degree of success.
 - b. He/She must have participated or contributed in at least one inter-collegiate event with some degree of success.
- 07 The maximum number of the awards in an academic session for every category shall be as follows:

Category	Award	Maximum
Organisational	Institute Blue	1 (or 2*)
	Institute Colour	2 (or 3*)
	Honourable Mention	5
	Special Mention	5
	Certificate of Merit	5
SnT	Institute Blue	2 (or 3*)
	Institute Colour	5
	Honourable Mention	5
	Special Mention	5
	Certificate of Merit	5

Cultural	Institute Blue	2 (or 3*)
	Institute Colour	5
	Honourable Mention	5
	Special Mention	5
	Certificate of Merit	5
FMC	Institute Blue	2 (or 3*)
	Institute Colour	5
	Honourable Mention	5
	Special Mention	5
	Certificate of Merit	5
Sports	Institute Blue	2 (or 3*)
	Institute Colour	10
	Honourable Mention	10
	Special Mention	10
	Certificate of Merit	10

*Only under special circumstances when the committee unanimously decides.

08 The total number of awards given out in an academic session shall not exceed the maximum as following:

Award	Maximum
Institute Blue	5
Institute Colour	20
Honourable Mention	25
Special Mention	25
Certificate of Merit	25

09 Procedure for Decision of Awards

- a. The President, Students' Gymkhana shall chair the meetings of the Awards committee. In his/her absence, the meetings shall be chaired by one of the Counsellors, as nominated by the President.
- b. A case-by-case study of the nominations shall be conducted for shortlisting the candidates, and the decision for the awards shall be arrived at by consensus.
- c. In case no unanimous decision can be reached upon, a secret ballot shall be held in which the President may not vote. The votes for each nomination shall be totaled, and after a further discussion on the nomination with the highest number of votes, he/she may or may not be decided upon.

- d. If any person is in contention for the respective award, he/she must sit out during the discussions of that award. In such a case, the President shall nominate a person in the final year and not in contention for the award, for the sitting of that award.
- e. The committee may choose to invite any member for taking his/her opinion on a nomination but the invited member shall not have any voting rights.
- f. For all the awards, at least $3/4^{\text{th}}$ of the committee's strength must be present for any decision to be taken.
- g. All decisions taken by the committee must be countersigned by all members of the committee.
- h. Any office bearer against whom an impeachment motion has been passed may not be considered for organisational award.
- i. Any student who has had disciplinary action taken against him or has engaged in activities known to have been detrimental to the Institute or fellow students may not be considered for any award.
- j. The decision of President shall be final and binding in case of any disputes