



## Voting Procedure for Technology Students' Gymkhana Elections

**Venue:** Computer & Informatics Centre (CIC), Takshashila, Srinivasa Ramanujan Complex, IIT Kharagpur

**Platform:** Institute ERP (Students have to **report to CIC** during the designated time and date)

The detailed steps to be followed are as follows:

**STEP 1** - In the ERP Portal, enter your username, password and answer the security question. Now, click the "Send OTP" button to receive the OTP and log in after entering it. **Students are advised to keep their student ID card with them and ensure they have their login credentials for ERP and Institute Mail ID before coming to vote.**

Indian Institute of Technology Kharagpur Enterprise Resource Planning

Sign In Sign Up Forgot Password

Please enter following credentials for signing in. If you dont have any account click on Sign Up. Forgot your password/answer of security question? Click on Forgot Password.

New admittees: Please go through [this document](#). It contains the detailed steps for creating ERP login, signing in and updating profile.

Stakeholder code/login id

Password

☐ Show Id/Password

Send OTP

Email OTP

**STEP 2** - Go to Academic=> Students=> Gymkhana Election

Students			
Application for Creche	Application for Financial Assistance for Conferences	Application for Interim Grade card, Various Certificate & Duplicate ID card	
Application for permission to attend CONFERENCES/WORKSHOPS/SEMINARS without financial assistance from Institute	Exercise Extra Academic Activity Choices	Gymkhana Election	
	Gymkhana Election Nomination	Medical Leave	
	Micro Credit Registration	Upload GATE Score	
Upload Supporting Documents (New Admission)	Your Academic Information		

**STEP 3** - Select the candidate you want to vote for using the drop-down menu. Please remember that **voting for the Vice President and all the General Secretary posts is mandatory**. Apart from the General Secretary Students' Welfare posts, **giving two (2) preferences for the rest of the General Secretary posts is mandatory**.

Vote for Post of Gymkhana Vice President, General Secretaries and Secretaries for year 2021

\*\*\*Vice President :

[] --SELECT--

\*\*\*General secretary: Sports & Games :

Nothing selected

\*\*\*General secretary: Social & Cultural :

Nothing selected

\*\*\*General secretary: Technology :

Nothing selected

\*\*\*General secretary: Students' Welfare(Male) :

[] --SELECT--

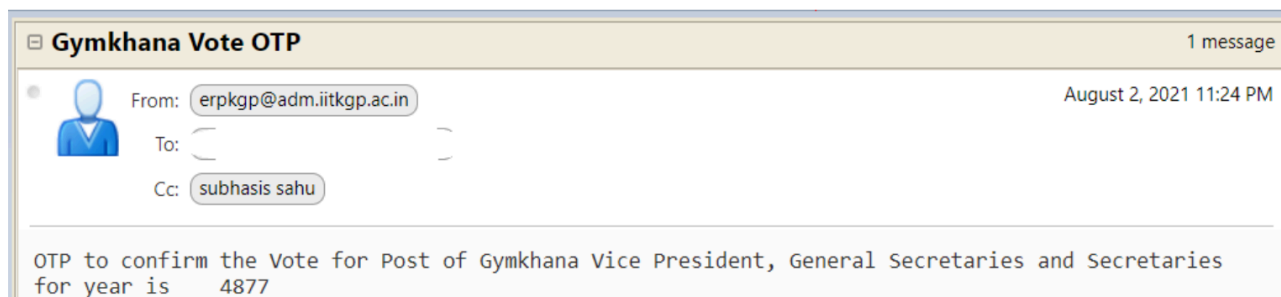
\*\*\*General secretary: Students' Welfare(Female) :

[] --SELECT--

**STEP 4** - Once you fill in your choices, click on the **Submit** button. An alert that says **OTP** has been sent to your **registered Institute Email ID** in ERP will appear.

The screenshot shows a web browser window with several tabs. A modal alert box is displayed in the center, stating: "erp@iitkgp.ac.in says Information OTP has been sent to your registered Institute Email Id in ERP." Below the alert, the voting interface is visible. It includes several dropdown menus for different secretarial posts: "Secretary: Films and Photography", "Secretary: Knowledge Cup", "Secretary: Innovation Cup", "Secretary: Academic Help", "Secretary: Technology", "Secretary: Application Cup", "Secretary: Strategy Cup", and "Secretary: Community & Crisis". At the bottom, there is a "Submit" button, a field for "One Time Password (OTP - was sent to your Institute Email)", and a "Confirm Vote" button.

**STEP 5** - You will receive an email from **erp@adm.iitkgp.ac.in** on your **institute email ID** containing the **OTP**.



**STEP 6** - To confirm your vote, fill in the OTP you received in the text box. Click on **Confirm Vote**. An alert will appear that says “Information..Successfully Updated”. Your vote has now been recorded.

The screenshot shows a web browser window with the URL `erptest.iitkgp.ac.in`. A dark alert box in the center displays the message "Information..Successfully Updated" with an "OK" button. The background is a voting form with several sections:

- Secretary: Films and Photography**: Contains two dropdown menus, both showing "--SELECT--".
- Secretary: Technology**: Contains two dropdown menus, both showing "--SELECT--".
- Secretary: Innovation Cup**: Contains one dropdown menu showing "--SELECT--".
- Secretary: Strategy Cup**: Contains one dropdown menu showing "--SELECT--".
- Secretary: Students' Welfare**: Contains two dropdown menus, both showing "--SELECT--".

At the bottom, there is a "Submit" button, a text input field for "One Time Password (OTP - was sent to your Institute Email):" with the value "4877", and a "Confirm Vote" button.

## **Frequently Asked Questions (FAQs)**

1. Can I vote more than once?

Ans. You can only vote **ONCE**.

2. Can I cast my vote from my room or anywhere else?

Ans. **NO**. You have to report to CIC during the designated date and time to cast your vote.

3. I've forgotten the password of my Institute email address. How can I reset my password to access the OTP?

Ans. The password can be reset using the “**Forgot Password**” feature, just like any other google account. You have to choose your **personal email id which is registered in ERP** to receive the verification OTP. If this doesn't work then you can also mail to the CIC helpdesk ([helpdesk@cc.iitkgp.ac.in](mailto:helpdesk@cc.iitkgp.ac.in)) with the details of your email ID. They will reset the password to the default password(DOB), which you will need to change once you log in.

4. Can I vote before the designated date and time?

Ans. **NO**. Voting is only allowed in the designated time frame and date.

5. Who can I contact for further queries relating to the voting process?

Ans. In case of any query, kindly contact the current Election Officer with a copy to President TSG ([presidenttsg@hijli.iitkgp.ac.in](mailto:presidenttsg@hijli.iitkgp.ac.in)) from your official institute email ID.

6. Where can I find further updates on the voting procedure?

Ans. All the voting-related notifications will be published on the TSG Website (<https://gymkhana.iitkgp.ac.in/elections>).