

# Nomination Brochure of Gymkhana Elections for the academic session 2021-22

**STEP 1** - Login to the [ERP Portal](#) using your username, password, and Security Question.

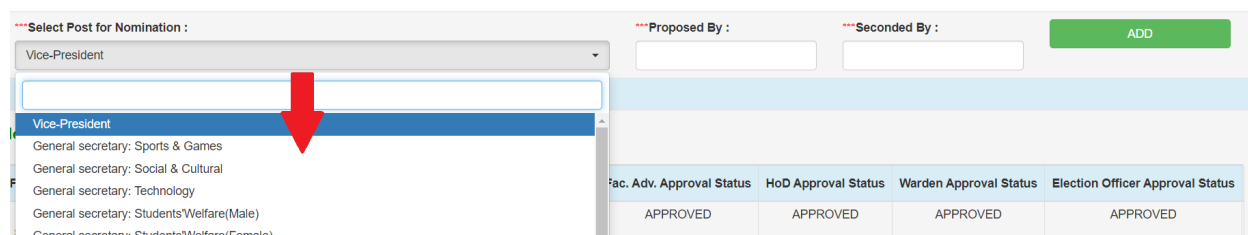


The screenshot shows the login interface of the Indian Institute of Technology Kharagpur Enterprise Resource Planning system. At the top left is the IIT Kharagpur logo. To its right, the text "Indian Institute of Technology Kharagpur" is displayed in a large, bold, blue font, with "Enterprise Resource Planning" in a smaller, italicized blue font below it. Below the header, there is a dark blue navigation bar with three links: "Sign In", "Sign Up", and "Forgot Password". The main content area has a light blue background and contains the following text: "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." Below this, there is a note for new admittees: "New admittees: Please go through this document. It contains the detailed steps for creating ERP login, signing in and updating profile." The login form consists of two input fields: "Stakeholder code/login id" and "Password". Below the password field is a blue "Sign In" button.

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

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	Gymkhana Election	Gymkhana Election Nomination	
Upload GATE Score	Medical Leave	Micro Credit Registration	
	Upload Supporting Documents (New Admission)	Your Academic Information	

**STEP 3** - Select the post for nomination using the drop down menu. Please remember that a student can apply for the nomination only once .



The screenshot shows the nomination form. On the left, there is a dropdown menu titled "Select Post for Nomination :". The current selection is "Vice-President". A red arrow points to the dropdown menu. Below the dropdown menu, a list of posts is visible: "Vice-President", "General secretary: Sports & Games", "General secretary: Social & Cultural", "General secretary: Technology", "General secretary: Students'Welfare(Male)", and "General secretary: Students'Welfare(Female)". To the right of the dropdown menu, there are two input fields: "Proposed By :" and "Seconded By :". Below these fields is a green "ADD" button. At the bottom of the form, there is a table showing the approval status of the nomination. The table has four columns: "Ac. Adv. Approval Status", "HoD Approval Status", "Warden Approval Status", and "Election Officer Approval Status". All four columns show the status "APPROVED".

**STEP 4** - Enter the Institute Roll number of the Proposer and the Seconded.

**STEP 5** - Click on the ADD Button. **Extreme caution should be observed as this button can be used for applying only once**

\*\*\*Select Post for Nomination :  
Vice-President

\*\*\*Proposed By :  
18HS10031

\*\*\*Seconded By :  
18HS20022

ADD

**STEP 6** - The status of your nomination would be visible in the **Nomination Entry Details** tab.

**Nomination Entry Details :**

Post Name	Withdrawal Status	Proposed By	Proposer Status	Seconded By	Seconded Status	Fac. Adv. Approval Status	HoD Approval Status	Warden Approval Status	Election Officer Approval Status
Vice-President	N	18HS10031	APPROVED	18HS20022	APPROVED	PENDING	PENDING	PENDING	PENDING

**STEP 7.1** - For the candidature to be considered valid, Sequential Approval would be needed in the following order.

**Proposer and Seconded=> Faculty Advisor/Supervisor=> HOD/HOC/HOS=> Hall Warden**

**STEP 7.2** - Please note that the approval would be done only in the specified order. For example: **The HoD/HoC/HoS will have the option to approve/reject the nomination only after the preceding approvals have been done i.e. only after approval by proposer, seconded, and Faculty Advisor.**

**STEP 8.1** - The proposer and seconded may accept the request, by logging into their ERP account on the same link i.e. **Academic=> Students=> Gymkhana Election Nomination** under **Proposed By Details** tab.

Secretary :Indoor Game	13CE92P03	Kaniska Ghosh	PHD	PENDING	<a href="#">✓ Approve Request</a> <a href="#">✗ Reject Request</a>
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**STEP 8.2** - They can approve/reject the request before the approval by the Faculty Advisor.

**Seconded By Details :**

Post Name	Rollno	Name	Degree	Approval Status	Action
Secretary :Knowledge Cup	18CS10033	Mukul Mehta	B.TECH	APPROVED	<a href="#">✗ Reject Request</a>

**STEP 8.3** - Once the Faculty advisor approves the candidature for nomination, the button to reject the nomination for seconded and proposer would be disabled.

General secretary: Sports & Games	18HS20022	Manas Patidar	5 YRS M.SC	APPROVED	<a href="#">Fac. Adv. Approved</a>
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**STEP 9.1** - The faculty may accept the request, by logging into their ERP account and going to **Work Allocation=> Your Work=> Gymkhana Election Nomination Approval** .

**STEP 9.2** - They need to select their applicable role in the **Select Approved As** dropdown. Also, they need to select the candidate's post for nomination in the **Select Post for Nomination** dropdown.

**\*\*\*Select Approved As :**  
Faculty Advisor / Supervisor

**\*\*\*Select Post for Nomination :**  
Secretary :Indoor Game

**STEP 9.3** - They can see the nomination details in the **Nomination Entry Details** tab. They can approve/reject the request after the approval by the preceding person as mentioned in the order in the STEP 7.1

Fac. Adv. Apr. Sts.	Fac. Adv. Remark	HoD Apr. Sts.	HOD Remark	Warden Apr. Sts.	Warden Remark	E.O. Apr. Sts.	E.O. Remark	Nomination Status	Action
PENDING	-	PENDING	-	PENDING	-	PENDING	-	NOT CONFIRM	<a href="#">✓ Approve Request</a> <a href="#">✗ Reject Request</a>

**STEP 9.4** - Once the succeeding person approves the nomination of the candidate, the button to reject the nomination would be disabled.

Fac. Adv. Apr. Sts.	Fac. Adv. Remark	HoD Apr. Sts.	HOD Remark	Warden Apr. Sts.	Warden Remark	E.O. Apr. Sts.	E.O. Remark	Nomination Status	Action
APPROVED	Approved	APPROVED		PENDING	-	PENDING	-	NOT CONFIRM	<a href="#">HOD Approved</a>

**STEP 10-** The candidate can check the status of the approval in their ERP itself in the **Nomination Entry Details** Tab as mentioned in STEP 6.

**NOTE** - The candidate can withdraw their nomination till the time the Election nomination link is active. **Once the withdrawal is done, the candidate can not apply for ANY POST.**

Nomination Entry Details :									
Proposed By	Proposer Status.	Seconded By	Seconded Status.	Fac. Adv. Approval Status	HoD Approval Status	Warden Approval Status	Election Officer Approval Status	Nomination Status	Action
78400030	APPROVED	78400030	APPROVED	APPROVED	APPROVED	PENDING	PENDING	NOT CONFIRM	<a href="#">✗ Withdrawal</a>

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

1. Can I apply for more than one post?

Ans. No, Nomination for only 1 post is allowed per eligible individual.

2. Once I withdraw my nomination for a post (X) , Can I apply for any other post (Y)?

Ans. No, Even after withdrawal from post X, you wouldn't be allowed to apply for another post Y.

3. Can a FA/Supervisor/HoD/HoS/HoC directly approve my nomination without approval from the preceding person in the order?

Ans. No, the approval order has to be sequential as mentioned in the steps in this document.

4. Do I need approval at each and every step of the sequence for my nomination to be considered valid?

Ans. Yes, It is the responsibility of the students to get all the approvals from the authorities at each and every step of the sequence, **failing which the candidature would be considered invalid.**

5. Can I get the approval of the Secunder only after the approval by the Proposer?

Ans. No. For the approvals by Proposer/Secunder, any order can be followed. Either of them can approve it first and the other can approve it next.

6. Is there any eligibility criteria/ restriction for being the Proposer/Secunder ?

Ans. No, any regular student of IIT Kharagpur can be the Proposer/ Secunder for any candidate.

7. Is there any CGPA criteria to apply for the posts?

Ans. Candidates must have a minimum CGPA of 6.70 at the time of their nomination for the Gymkhana elections for any post.

8. Is there any Post specific eligibility criteria ?

Ans. Yes, the post specific criteria for different posts as by the end of the current academic session is mentioned below:

- a. Vice President: Minimum experience of 3 academic years in IIT Kharagpur.
- b. Gen. Secretary: Minimum experience of 2 academic years in IIT Kharagpur.
- c. Secretary: Minimum experience of 1 academic year in IIT Kharagpur.

9. Whom can I contact for further queries relating to the Nomination process?

Ans. In case of any query, kindly contact the President, TSG at [presidenttsg@hijli.iitkgp.ac.in](mailto:presidenttsg@hijli.iitkgp.ac.in) .

**10. Where can I find further updates on the nomination and Election processes?**

**Ans.** All the election related notifications will be published on the [TSG Website](#) and [TSG Facebook Page](#).

**NOTE** - Also, the students should join their relevant [TSG google group](#) for getting regular updates of the nomination and Election processes.