

# Voting Procedure Brochure of Gymkhana Elections for the academic session 2022-23

**STEP 1** - Login to the ERP Portal using your username, password, and Security Question.



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

Sign In

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

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 your choices, click on the **Submit** button. A dialog box will appear which says **OTP** has been sent to your registered **Institute Email Id** in ERP.

Secretary: Films and Photography

--SELECT--

Secretary: Technology

Secretary: Knowledge Cup

--SELECT--

Secretary: Application Cup

--SELECT--

Secretary: Innovation Cup

--SELECT--

Secretary: Strategy Cup

--SELECT--

Secretary: Students' Welfare

Secretary: Academic Help

--SELECT--

Secretary: Community & Crisis

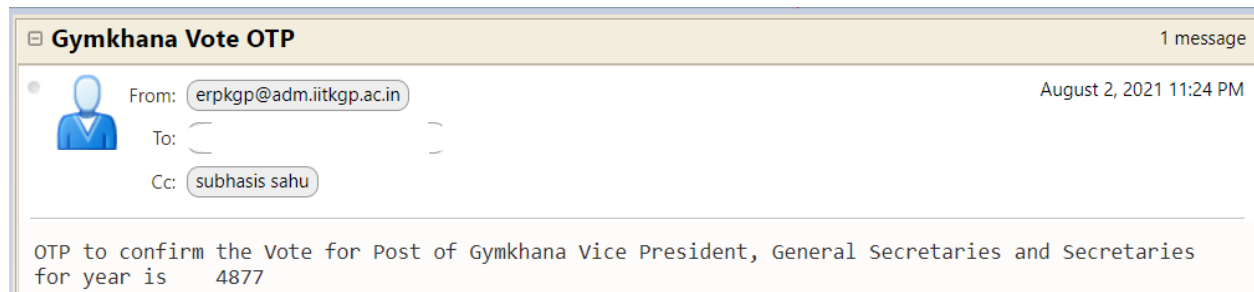
--SELECT--

Submit

One Time Password  
(OTP - was sent to your Institute Email):

Confirm Vote

**STEP 5** - You'll receive a mail from [erp@adm.iitkg.ac.in](mailto:erp@adm.iitkg.ac.in) which will contain the OTP



**STEP 6** - To confirm your vote fill the **OTP** you received in the text box. Click on **Confirm Vote**. A dialog box will appear which says Successfully Updated. Now your vote has been recorded.

Apps Preparation Links ... Consulting Case Pr... IIT KHARAGPUR EE Exp erptest.iitkgp.ac.in says REER DEVELOPM... NPTEL - Computer... Reading list

Information Successfully Updated OK

Secretary: Films and Photography  
[---SELECT---

Secretary: Technology  
Secretary: Knowledge Cup [---SELECT--- Secretary: Application Cup [---SELECT---  
Secretary: Innovation Cup [---SELECT--- Secretary: Strategy Cup [---SELECT---

Secretary: Students' Welfare  
Secretary: Academic Help [---SELECT--- Secretary: Community & Crisis [---SELECT---

Submit One Time Password (OTP - was sent to your Institute Email): 4877 Confirm Vote

# Frequently Asked Questions (FAQs)

1. Can I vote more than once?

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

2. I haven't logged in my Institute email account ever. How can I access my Institute email Id?

**Ans.** Please refer the following links to access you Institute email address:

[https://wiki.metakgp.org/w/Institute\\_email\\_address](https://wiki.metakgp.org/w/Institute_email_address)

<http://www.cic.iitkgp.ac.in/?q=node/5>

[http://www.cic.iitkgp.ac.in/Webmail\\_st\\_20-21-onwards](http://www.cic.iitkgp.ac.in/Webmail_st_20-21-onwards)

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

**Ans.** Mail the CIC helpdesk (helpdesk[at]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 login.

4. Can I vote before April 5, 2022?

**Ans. No,** Voting is only allowed in the timeframe of **10 am to 6 pm on April 5, 2022**.

5. Whom can I contact for further queries relating to the Voting process?

**Ans.** In case of any query, Kindly contact Election Officer ([bhargab@civil.iitkgp.ac.in](mailto:bhargab@civil.iitkgp.ac.in)) with a copy to president TSG ([presidenttsg@hijli.iitkgp.ac.in](mailto:presidenttsg@hijli.iitkgp.ac.in)) from your official institute mail 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](#) and [TSG Facebook Page](#).

## **Note -**

### **About the official IIT Kharagpur email:**

The access to official IIT Kharagpur email is provided via Zimbra Web Client (<https://iitkgpmail.iitkgp.ac.in/>). One can login to this website after receiving the account details from CIC. Also, ensure that you change your password as soon as you login.

The default password for login is your Date of Birth in the format 'mm.dd.yyyy'

From 2020 autumn semester email access is provided through google workspace.

As of 2020, for freshers they can login through OTP which is provided in ERP -> Academic -> Students -> Biodata -> Institute E-mail ID. And afterwards they can change their password.