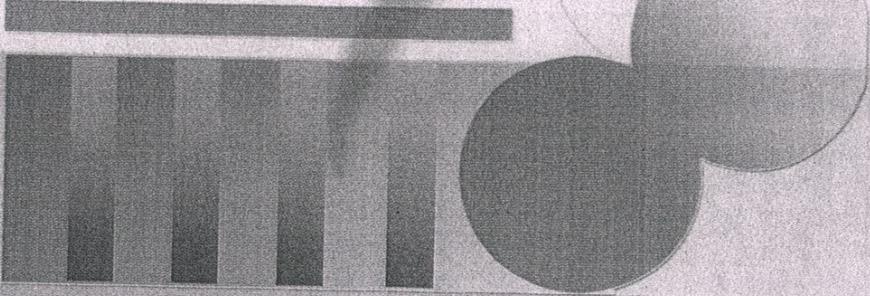


constitution

of

TECHNOLOGY STUDENTS' GYMKHANA



TECHNOLOGY STUDENTS' GYMKHANA

INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR



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KHARAGPUR-721 302, INDIA**

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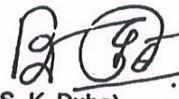
भारतीय
प्रौद्योगिकी
संस्थान
खड़गपुर

April 12, 2005

FOREWORD

Technology Students' Gymkhana is the hub of extra curricular and co-curricular activities of the students of I.I.T Kharagpur. The Gymkhana organizes many activities encompassing the domains of sports, games, social, cultural and technology events. The Gymkhana is managed for the students and by the students with active guidance of the faculty and staff members. Any such organization requires a constitution with a dynamic set of well defined rules and regulations.

The Constitution of the Gymkhana was drafted in 1952 and subsequently, revised in 1974 and 1993. The constitution however required a revision to account for the numerous changes that have taken place in the last decade. The Review Committee chaired by Prof. R.C. Arora had detailed discussion with the faculty and student office bearers to examine the document and to propose revisions. The final revised version of the constitution is presented here. We are all grateful to Prof. Arora and others who have contributed to the revised constitution. I hope this revised constitution will enhance students' participation and commitment towards Gymkhana activities.


(S. K. Dube)
Director, IIT Kharagpur
& Rector
Technology Students' Gymkhana

PREAMBLE

The Constitution of the Technology Students' Gymkhana, drawn in the year 1952 has undergone two previous revisions in 1974 and 1993. However, rapid changes in the last decade, especially in the last five years, have necessitated a third amendment. The basic philosophy and the structure of the Gymkhana, as envisaged by the founding fathers, which have been instrumental in contributing to the all round development of the IITians during the last half a century, still remains untouched.

The proposed amendments have evolved through detailed discussions with a broad cross section of students and the academic community over a span of nearly a year. They aim to increase the involvement of students and reach out to an even wider spectrum among the members to foster their interest in co-curricular and extra-curricular activities.

The major changes are in respect of the following:

1. Addition of a Technology Committee, headed by two Rectors' Nominees and two General Secretaries (Technology), to foster competitive technical activities among the members and a Purchase Committee to overview purchases to be made in the Technology Students' Gymkhana.
2. Re-adjustments in the sub-committees with addition of new ones. e.g. Web Sub-Committee and removal of defunct ones, e.g. Canteen, Magazine Sub-Committees. Further, there has been a merger of the Fine Arts and the Modeling Sub-Committees.
3. Re-adjustment in the composition of the Committees and the Sub-Committees to allow representation of Post Graduate students in the decision making bodies of the Gymkhana.
4. New rules for elections with well defined eligibility criteria to ensure that the elected office-bearers have substantial experience to carry out their responsibilities.
5. Re-organization of the societies and the clubs. *Alankar* has been renamed as the TECHNOLOGY LITERARY SOCIETY; the Dramatics Society has been expanded to incorporate a section for Dance; a club

for YOGA & HEALTH has been added to help students relax from the stresses of modern life.

6. A new appendix has been added to give due recognition to the organizing committees of Spring Fest and Kshitij, with well defined guidelines and rules.
7. Rules governing the Finance, Budget, Accounts and Audit have been thoroughly revamped and re-structured to increase student involvement in financial aspects as well.
8. Prizes and Awards of the Gymkhana have been revised and the overall scope of these awards has been expanded.

It is sincerely hoped that these amendments would make the Technology Students' Gymkhana instrumental in playing a more positive and vibrant role in adding many more dimensions to the multi-faceted talents of its members.

Kharagpur
April 6, 2005.

(R. C. ARORA)
Chairman, Constitution Review Committee
Professor, Dept. of Mechanical Engineering
Head, S.M.S.T

CONSTITUTION OF THE TECHNOLOGY STUDENTS' GYMKHANA

**INDIAN INSTITUTE OF TECHNOLOGY
Kharagpur – 721302**

1. Objective

The Technology Students' Gymkhana aims to foster a well balanced development of its members through excellence in extra-curricular and co-curricular activities along with their academic attainments. The Gymkhana shall be managed by the elected representatives of the students with active support and guidance of the members of the faculty and staff.

2. Motto

The motto of the Gymkhana is :

"YOGAH KARMASU KAUSHALAM"

3. Administration

The Director of the Institute shall be the **Rector** of the Gymkhana, and shall nominate a Professor of the Institute as the **President** of the Gymkhana and another member of the academic staff as the **Honorary Treasurer** of the Gymkhana. The President shall be the Chief Executive of the Gymkhana.

The affairs of the Gymkhana shall be conducted by the President in consultation with the concerned members of the staff and faculty along with the elected office bearers, constituting the Executive Council and other committees and bodies hereinafter provided. The duties and functions of the President and the other functionaries of the Gymkhana are outlined in **Appendix – A**.

The fund of the Gymkhana shall comprise of fees paid by the members of the Gymkhana, contributions made by the Institute and any other approved grants and contributions. The Rector shall approve the budget and estimates of the receipts and expenditure of the Gymkhana fund on the advice of the Executive Council. The rules governing the finance, budget, accounts and audit of the Gymkhana fund are detailed in **Annexure – 1**.

The Rector, on the recommendation of the President shall have the power to dissolve the Executive Council or any or all Committee(s) and Sub-committee(s) of the Gymkhana and order fresh elections and to have the affairs of the gymkhana conducted for a limited period through any alternative arrangements he may deem proper.

4. General Body

All students, undergraduates, postgraduates and research scholars shall be members of the Gymkhana, and they shall collectively constitute the **General Body** of the Gymkhana. They shall pay the requisite fees, and shall be attached to one of the Halls of residence. If a member withdraws his residence he shall remain suspended for the period of withdrawal.

- (a) The General Body shall elect the office-bearers for all the elected posts as detailed hereafter, in accordance with the Election Rules given in Appendix B. The President shall preside over meetings of the General body, and the Vice President shall act as its Secretary.
- (b) The general Body shall have the power to review the performance of the Executive council and its Committees and Sub-committees. Report on the activities for the session shall normally be submitted by the concerned General Secretaries and the Vice-President to the General Body during the Annual Farewell Function of the Technology Students' Gymkhana.
- (c) The elected office-bearers of the Gymkhana, the Executive Council and its Committees and Sub-committees, and the Students' Forum created and constituted as per this Constitution, shall discharge their stipulated functions on behalf of the General body under normal conditions.
- (d) The Standing Appeals Committee, and the Students' Court shall discharge their functions as stipulated in this Constitution.
- (e) In the case of a constitutional crisis, or in emergent situations, an extra-ordinary meeting of the General Body may be called by the President or by the Vice-President with the approval of the President with a notice of at least 24 hours. Fifty percent of the members shall form the quorum for the extra-ordinary General body Meeting. the extraordinary meeting of the General body may recommend specific measures for the emergent situation.

5. Students' Forum

The Students' Forum shall be constituted with students representatives and shall have the following members :

- (i) All elected Office-bearers of the Gymkhana
- (ii) The President or the General secretary of each Hall of Residence
- (iii) A second representative to the Students' Senate from each Hall of Residence.
- (iv) The president or the General Secretary of each Departmental Society.

The Forum shall review the annual budget of the Gymkhana and the programme of Gymkhana activities. The Forum shall also discuss matters relating to the general welfare of the students. The President shall preside over the meetings of the Forum and one of the General Secretaries of the Technology Students' Gymkhana shall act as the Secretary of the Forum. The Forum shall meet at least once a semester. All ex-officio members of the Executive Council shall attend the meetings of the Forum as invitees. The Dean (Students' Affairs), the Dean (Academic), the Dean (Post Graduate Studies) and the Chairman, Hall Management Committee, shall be permanent invitees to meetings of the Forum.

The meetings of the forum shall be called by the secretary or by requisition of 50 percent of the members by giving 3 days notice in writing. One-third of the members shall form the quorum. An extraordinary meeting of the Forum may be called under special circumstances at a short notice.

The Students' forum, on behalf of the General Body, shall have the power to initiate and recommend to the Rector any amendment to the Constitution. Any proposal of amendment to the Constitution shall be passed by the Forum in a meeting called for the purpose, by at least two thirds of the members present and voting, subject to the provision that the vote in favour is in excess of 50 percent of the membership of the Forum. Any amendments to the Constitution, after approval of the rector, shall be reported to the General Body in its next Annual Meeting.

The Students' Forum shall elect three Post Graduate Representatives, one each for Social and Cultural, Sports and Games & Technology

6. Elected Office Bearers

The General body shall elect representatives for the following offices :

- (i) Vice-President
- (ii) General Secretaries (Sports & Games Committee) – two
- (iii) General Secretaries (Social & Cultural Committee) – two
- (iv) General Secretaries (Technology Committee) – two
- (v) Secretaries of the following Sub-committees (Sports & Games) :
 - (a) Football Sub-committee
 - (b) Cricket Sub-committee
 - (c) Hockey Sub-committee
 - (d) Tennis Sub-committee
 - (e) Indoor Games Sub-committee
 - (f) Volleyball Sub-committee
 - (g) Basketball Sub-committee
 - (h) Badminton Sub-committee
 - (i) Weightlifting Sub-committee
 - (j) Athletics Sub-committee
 - (k) Aquatics Sub-committee
- (vi) Secretaries of the following Sub-committees (Social & Cultural) :
 - (a) Entertainment Sub-committee
 - (b) Dramatics Sub-committee
 - (c) Journal Sub-committee
 - (d) Literary Sub-committee
 - (e) Photography Sub-committee
 - (f) Films Sub-committee
 - (g) Fine Arts and Modelling Sub-committee
 - (h) Web Sub-committee

7. Executive Council

There shall be an **Executive Council** to coordinate all activities of the Gymkhana including participation in events, composition of teams; to frame and to propose the annual budget; to institute and declare the Gymkhana awards and to look after the overall development of the Gymkhana. The Executive Council shall frame rules for conduct of the business of the Gymkhana.

The details of the awards are given in **Annexure – 2**. This list can be updated from time to time by the Rector upon advice from the Executive Council.

The Executive Council shall consist of the following members:

- (i) President of the Gymkhana - Chairman
- (ii) Honorary Treasurer (nominated by the Rector)
- (iii) Six faculty members (nominated by the Rector)
- (iv) Sports Officer-in-Charge (Ex-officio)
- (v) Vice-President
- (vi) Six General Secretaries
- (vii) Three Student Advisors (nominated by the President on recommendation of the Students' Forum)

The **Vice-President** shall act as the Secretary of the Council. Recommendations of all Committees and Sub-committees of the Council shall be submitted to the Executive Council for ratification. The Chairman may request any member of the faculty or staff, Physical Training Instructor (PTI) or student to attend the meeting of the Council by special invitation.

The Executive Council shall have the following committees for discharging its various functions :

- (a) Sports and Games Committee
- (b) Social and Cultural Committee
- (c) Technology Committee

The Executive Council shall also organize various Societies and Clubs listed in **Appendix – C**. The Executive Council may also create other Committees, Societies or Clubs for fostering extra-curricular and co-curricular activities among the students.

7. (a) Sports and Games Committee

There shall be a **Sports and Games Committee** to coordinate the activities of all Sub-committees under this group and to draw up the programme of activities for the year on the basis of proposals submitted by its sub-committees. The committee shall recommend to the Executive Council, external participation and composition of teams for the events and the various awards of the Gymkhana in the sphere of Sports and Games.

The following shall constitute the membership of this Committee :

- (i) Two faculty members (Rector's nominee)

- (ii) One of them will be the Chairman of the Committee
- (iii) Honorary Treasurer of the Gymkhana
- (iv) Staff advisors to the various sub-committees
- (v) Sports Officer-in-Charge
- (vi) Two General Secretaries (Sports and Games)
- (vii) Secretaries of the sub-committees (Sports and Games)
- (viii) One Student Advisor for Sports and Games (Ex-officio from the Executive Council)
- (ix) PG Representative (Sports and Games)

The concerned Physical Education Personnel shall be permanent invitees to meetings of the Committee. One of the General Secretaries shall act as the Secretary of the Sports and Games Committee.

The Sports and Games Committee shall have eleven Sub-committees for the discharge of specific functions as outlined in 6(y).

The following shall be the membership of each sub-committee :

- (i) One of the General Secretaries (Chairman)
- (ii) Secretary of the sub-committee (Convenor)
- (iii) One Student Representative from each Hall of Residence.
- (iv) One or two Staff Advisors (nominated by President)
- (v) Sports Officer – In – Charge (Ex-officio)
- (vi) PG Representative (Sports and Games)

7. (b) Social and Cultural Committee

There shall be a **Social and Cultural Committee** to coordinate the activities of all Sub-committees under this group and to draw up the programme of activities for the year on the basis of the proposals submitted by the Sub-committees. The Committee shall recommend to the Executive Council, external participation and the composition of teams for the events, and the various awards of the Gymkhana in the sphere of Social and Cultural activities.

The following shall constitute the membership of this Committee :

- (i) Two faculty members (Rector's nominees)
- (ii) Honorary Treasurer of the Gymkhana
- (iii) Staff Advisors to the various Sub-committees
- (iv) Sports Officer-In-Charge
- (v) Two General Secretaries (Social & Cultural)
- (vi) Secretaries of the Sub-committees (Social and Cultural)

- (vii) One Student Advisor for Social and Cultural (Ex-officio from the Executive Council)
- (viii) PG Representative (Social and Cultural)

The concerned Physical Education Personnel shall be permanent invitees to meetings of the Committee. One of the General Secretaries shall act as the Secretary of the Social and Cultural Committee.

The Social and Cultural Committee shall have eight Sub-committees for the discharge of specific functions as outlined in 6(vi).

The following shall be the membership of each sub-committee :

- (i) One of the General Secretaries (Chairman)
- (ii) Secretary of the sub-committee (Convenor)
- (iii) One Student Representative from each Hall of Residence
- (iv) One or two Staff Advisors (nominated by President)
- (v) Sports Officer-in-Charge (Ex-officio)
- (vi) PG Representative (Social and Cultural)

7. (c) Technology Committee

There shall be a **Technology Committee** to Co-ordinate the Technology General Championship. It shall draw up the programme of activities for the year on the basis of proposals submitted by the members of the Committee. The Committee shall recommend to the Executive Council, external participation and composition of teams for the events and various awards of the Gymkhana in the sphere of Technology activities.

The following shall constitute the membership of this Committee :

- (i) Two faculty members (Rector's nominees)
(one of them will be the Chairman of the committee)
- (ii) Honorary Treasurer of the Gymkhana
- (iii) Sports Officer-in-Charge
- (iv) Two General Secretaries (Technology)
(one of them will be the Secretary)
- (v) One Student Representative from each Hall of Residence
- (vi) One Student Advisor for Technology (Ex-officio from the Executive Council)
- (vii) PG Representative (Technology)

7. (d) Duties of the Sub-committees

The sub-committees shall draw up the detailed programme of activities, frame proposals and recommend awards. The Sub-committees shall recommend a panel of participants for representing the Institute. The budget and other important decisions of the Sub-committee shall have the approval of the Staff Advisors. The Secretary of the Sub-committee shall call the meeting in consultation with the General Secretary with 2 days notice and 60 percent of members shall form the quorum for the meeting.

Appeals arising out of any technical dispute during the Inter Hall, Open IIT and other in-house competitions held shall be referred to the Standing Appeals Committee. The Committee shall consist of :

- (i) Vice-President (Chairman)
- (ii) General Secretaries concerned
(one of them will be the Convenor)
- (iii) Secretary concerned
- (iv) Staff Advisor concerned
- (v) Sports Officer-In-Charge
- (vi) Sports Officer/PTI concerned.

The decision of the Appeals Committee shall be approved by the Rector's Nominee and shall be reported to the President. A member, who is a party to the dispute, may attend the meeting only as an observer.

In Sports and Games events, the decision of the Jury of Appeals Committee (if any) shall be final and binding

9. Purchase Committee

All purchases to be made by the Gymkhana should be approved by the Purchase Committee. The Committee shall consist of –

- (i) Honorary Treasurer of the Gymkhana (Chairman)
- (ii) Vice-President (Secretary)
- (iii) Concerned Rector's Nominees
- (iv) Sports Officer-In-Charge
- (v) Concerned General Secretaries.

The concerned Staff Advisor and the SO/PTI shall be permanent invitees to the meetings of the Committee.

Purchase procedures shall be strictly as per the Institute rules.

10. Students' Senate

There shall be a Students' Senate to advise the Vice-President on various matters relating to halls of residence, disciplinary issues and general welfare of the student body. The Students' Senate shall also nominate one of the Hall Presidents to the Inter Hall Disciplinary Committee.

The Students' Senate shall have the following composition :

- (i) Vice-President (Chairman)
- (ii) President or General Secretary of each Hall of Residence
- (iii) Second Representatives of the Halls of Residence
- (iv) The Undergraduate, Postgraduate and the Research Scholar Representatives to the Institute Senate.

The Students' Senate shall elect one of its members as its Secretary. The Students' Senate shall meet at least twice a semester. A meeting shall be called by the Chairman of the Students' Senate with a notice of three days in writing. The quorum for the Students' Senate shall be fifty percent of its membership. A requisition meeting of the Students' Senate can be convened on request in writing by one third of its members. In emergent situations the Chairman may call an Extra-ordinary Meeting of the Students' Senate at a short notice.

11. Students' Court

Cases of severe breach of conduct in connection with events conducted by the Technology Students' Gymkhana shall be referred to the President of the Technology Students' Gymkhana who may refer the case to a bench of the Students' Court. The composition of the Students' Court shall be as follows :

- (i) Vice-President (Chairman)
- (ii) Two, four or six members out of a standing panel of nominees of the Students' Senate (to be empanelled by the President for each specific case)

The Students' Court will examine the concerned parties and after investigation of the case shall forward its recommendations to the President within 72 hours.

While the emphasis and endeavour of the Students' Court would be on reconciliation rather than punishment, the court may recommend suitable punishment to be awarded by the President after giving a hearing to the parties concerned. In extra-ordinary cases, the President may refer a case to the rector for appropriate action.

The members of the Students' Court will hold Office for one academic year.

Appendix - A

1. **President :** The President shall normally preside over the meetings of the General body, the Forum, and the Executive Council. He shall have full administrative powers over the Gymkhana affairs and shall control and operate all funds of the Gymkhana.
In emergent cases, the President shall take decision(s) on the recommendations of the Vice-President and/or the Secretary concerned and these shall be ratified by the concerned committee(s) post facto.
In case no member of the Gymkhana is elected to an office and in case an elected office falls vacant due to the resignation or absence of an office-bearer, the President shall nominate a member to the post concerned or he may assign the responsibility to any elected office-bearer.
In the temporary absence of the President, one of the senior member of the Executive Council shall, with the approval of the Rector, officiate for the President.
2. **Honorary Treasurer :** The Hon. Treasurer shall look after the proper maintenance of Gymkhana accounts and be the custodian of funds and records of the Gymkhana. He shall also hold the Imprest fund for meeting the day-to-day expenses and shall chair the meetings of the Purchase Committee.
3. **Rector's Nominees :** The Rector's Nominees will assist the President in the smooth functioning and organization of various activities. They shall chair the meetings of the Sports and Games Committee, and the Social and Cultural Committee and the Technology Committee.
4. **Vice-President :** The Vice President shall be a student member of the Gymkhana and elected by the General Body. The Vice-President shall co-ordinate the activities of the different committees and sub-committees of the Gymkhana and shall chair the meetings of the Academic Committee, the Students' Senate and the Standing Appeals committee. The Vice President shall be a joint signatory authority on all accounts under the aegis of the Gymkhana. He will also preside over the proceedings of the Students' Court. He shall also carry out such other functions as may be delegated to him by the President. He shall represent the General Body in such committees and organizations where the Students interests are involved.
5. **General Secretaries :** There shall be six General Secretaries elected by the General Body : (a) two General Secretaries for the Social and Cultural

Committee and (b) two for the Sports and Games Committee, (c) Two for the Technology Committee

The General Secretaries shall coordinate the activities of the various subcommittees and shall jointly be responsible for the day to day running of the Gymkhana activities. They shall preside over the sub-committee meetings. They shall carry out such functions as assigned to them by the President and the Vice-President. They shall further be the Executive Heads of the fests as outlined in Appendix – E.

6. **Post Graduate Representatives:** The PG representatives shall assist the General Secretaries in conducting the respective General Championships. They shall further try to inculcate awareness and increase participation in Gymkhana events amongst PG students.
There shall be one PG representative, each, for Social and Cultural, Sports and Games and Technology. They shall be elected by the Students' Forum.
7. **Secretaries :** The Secretaries of the various sub-committees shall be responsible for the development and the smooth running of the activities of their respective sub-committees. The other members of the sub-committee shall assist the Secretary in the day-to-day activities.
8. **Staff Advisors :** For each of the sub-committees, the President may nominate one member of the Staff to act as advisors. The budget and other important decisions of the sub-committee shall have the approval of the staff advisors.
9. **Representatives to the Institute Senate :** The Undergraduate, Postgraduate and the Research Scholar representative to the Institute Senate shall be elected by the Students' Forum.
10. **Sitting Members on the Students' Court :** A six member standing panel for the Students' Court will be nominated by the President from a list of senior students nominated by the Students' Senate.
11. **Audit Board :** A three member Audit Board shall be nominated by the Rector, the Assistant Registrar (Finance & Audit), being an Ex-officio member.

Appendix – B

Election

1. The President shall appoint a member of the academic staff as Election Officer to conduct the general elections of the Gymkhana for each session. The Election Officer shall be responsible for proper conduct of the Election. He may take the assistance of members of the staff as and when required for the smooth conduct of the elections. He shall frame the rules of elections with the approval of the Executive Council. He may declare the provisional results immediately after the counting of votes and shall submit the results of the election to the President for ratification. The decision of the Election Officer in all matters arising in connection with the election shall be final and binding.
2. Any member of the Technology Students' Gymkhana, who meets the eligibility criteria given below and unless specifically disqualified, is eligible to contest for the posts in the Technology Students' Gymkhana. The elections, if required, will be contested on a non-sectarian and apolitical basis. Use of any religious or political symbols is strictly prohibited. All office bearers shall be elected by secret ballot.
3. All bonafide members of the TSG, unless specifically disqualified, shall have voting rights. In the event of a student having withdrawn his/her name from the Institute rolls for a full academic year, he/she forfeit his/her voting right for the corresponding period. A student who has been debarred from attending the Institute shall not be allowed to take part in the election for that particular period. A student found guilty by the Institute Disciplinary Committee / Examination Malpractise Prevention Committee shall not be allowed to contest the election.
4. The President shall nominate an office-bearer in case no member is elected to the Office, or in cases when an office may fall vacant.

Eligibility Criteria

1. Vice President : Minimum experience of 3 academic years in IIT Kharagpur.
2. General Secretary : Minimum experience of 2 academic years in IIT Kharagpur.
3. Secretary : Minimum experience of 1 academic year in IIT Kharagpur.

APPENDIX - C

Societies and Clubs

- a. **Technology Literary Society :** The TLS shall be responsible for the Publication of Alankar. It shall be an annual journal published under the auspices of the TSG and its object shall be to encourage students to take an active interest in journalism. Its publication shall be co-ordinated by the Secretary, Journal Sub-committee. The Governing Body of the journal shall consist of THREE student Editors per section nominated by the President, in consultation with the concerned student members of the Executive Council. The Editors shall be responsible for the journalistic contents of the Alankar, which shall have the approval of a Rector's Nominee(s) (Social and Cultural). The Secretary shall look after the administrative aspects of the publication. Members of the Governing Body shall also attend the sub-committee meetings.
- b. **Technology Dramatics Societies :** The Technology Dramatics Societies shall endeavour to encourage writing of scripts, production of plays, and choreography and allied activities among the students. Its activities shall be coordinated by the Secretary, Dramatics Sub-committee. The Dramatics Society shall have FOUR sections: English (ETDS), Hindi (HTDS), Bengali (BTDS), and Dance (TDS). Each of the sections shall be run by a Governing Body which shall consist of three student Governors nominated by the President in consultation with the concerned student members of the Executive Council.
The Secretary, Dramatics Sub-committee along with the concerned Governors shall be responsible for the overall functioning of the Dramatics Societies. The Governors shall be mainly responsible for the direction and production while the Secretary will be responsible for arranging the required infrastructure.
Members of the Governing Bodies shall also attend the sub-committee meetings.
- c. **Technology Music Society :** The TMS shall have 2 sections Eastern (ETMS) and Western (WTMS).
The TMS shall organize various musical functions for the Gymkhana and help the members interested in learning music.

The Governing Body of each section of the TMS shall consist of THREE governors nominated by the President in consultation with the concerned student members of the Executive Council. The Secretary, Entertainment Sub-committee along with the Governors shall be responsible for the overall functioning of the TMS. The activities of the TMS shall be coordinated by the Governors. The Secretary, Entertainment Sub-committee shall be responsible for arranging the required infrastructure. The Governors shall attend the sub-committee meetings.

d.

Robotix Society : The Robotix Society shall be responsible for promoting activities related to robotics design among students. It shall conduct workshops for the students and conduct the Robotix events under Technology Students' Gymkhana.

The activities of the Robotix Society shall be co-ordinated by THREE Governors, who shall be nominated by the President in consultation with the Governors of the previous year and associated faculty members of KRAIG.

e.

Technology Aquatic Society : The TAS shall be responsible for maintenance and upkeep of the Swimming Pool. It shall be funded from the Membership fees collected by the society.

It shall have a Vice Chairman, who will be a faculty member nominated by the President in consultation with the concerned members of the Executive Council. The following shall be the composition of the TAS.

- (i) President (Chairman)
- (ii) Vice Chairman
- (iii) Hon. Treasurer of the Gymkhana
- (iv) Sports Officer-in-Charge
- (v) Vice-President
- (vi) General Secretaries (Sports and Games), one of them shall be the Secretary
- (vii) Secretary, Aquatic Sub-Committee
- (viii) Physical Education Personnel in-charge of aquatics
- (ix) Student Advisor (Sports and Games)

The Rector's Nominees (Sports and Games) and representatives from TEAK, IITEU and IITTA shall be permanent invitees to the meetings of the TAS.

- f. **Quiz Club** : The Quiz Club shall be managed by the General Secretary (Technology) and shall promote quizzing culture in the Institute on behalf of Gymkhana. It shall also decide about quiz team members for participation in National and International quiz competitions.

It shall be coordinated by General Secretary (Technology) and THREE Governors/Members nominated to the club by the President in consultation with concerned student members of the Executive Council.

- g. **Yoga and Health Club** : It shall be coordinated by the Governors of the Club, who shall be nominated by the President in consultation with the concerned student members of the Executive Council. Its aim is to encourage practice of yoga by the students in each hall. It will also submit proposals for organizing workshops and seminars on yoga and health care for the benefit of the students to the President.

APPENDIX – D

Flag

- (a) The flag of the Gymkhana shall be made of either silk or khadi.
- (b) The flag shall be rectangular in shape and the ratio of the flag length to its breadth shall be 3 : 2.
- (c) The flag shall be composed of two equal parts. The upper half of the flag shall be of navy blue and the lower half shall be of gold colour.
- (d) The crest of the Gymkhana shall be inscribed at the center of the flag in a suitable combination of navy blue and gold shades.
- (e) The words "**TECHNOLOGY STUDENTS' GYMKHANA, I.I.T., KHARAGPUR**" shall be inscribed on the flag below the crest.

When representing IIT, Kharagpur, the contingent shall be using the official flag of IIT, Kharagpur.

Crest

The crest of the Gymkhana shall be the approved crest of the Institute.

Gymkhana Tie :

The official Gymkhana Tie shall be as approved.

Gymkhana Blazer :

The Gymkhana Blazer shall be of navy blue colour with the Gymkhana crest inscribed on the left.

Common Dress :

For ceremonial functions, the approved common dress for the members of the Gymkhana shall be as follows :

For Gentlemen : White canvas or black shoes, dark colour trousers, white shirt, gymkhana blazer with gymkhana crest and gymkhana tie.

For Ladies : White canvas or black shoes, white salwar kameez with blue dupatta, Gymkhana blazer.

Sports Uniform :

- The sports uniform for the Gymkhana shall be of the following description:
- (a) The body of the uniform shall incorporate the TSG colour – navy blue and golden yellow and shall bear the Institute crest inscribed in gold or any other suitable colour on the left side of the chest.
 - (b) For any game or sport the uniform may be suitably modified to suit the convenience of the particular game or sport.

Appendix – E

The Technology Students' Gymkhana organizes two festivals in the academic year –

1. SPRING FEST – the socio-cultural festival.
 2. KSHITIJ – the techno-management festival.
- The President shall be the Patron of both the fests. He shall be updated of the developments periodically by the Chairman and the Vice-President.
 - The President in consultation with the Vice President and the concerned General Secretaries shall nominate from among the faculty members, the following –
 - I. Chairman, Steering Committee – Spring Fest.
 - II. Chairman, Steering Committee – Kshitij.
 - III. 2 Co-Chairmen, Steering Committee – Spring Fest.
 - IV. 2 Co-Chairmen, Steering Committee – Kshitij.
 - The two fests shall be organized by the Vice-President and the respective General Secretaries who shall be aided by a Core Committee.
 - The Core Committee shall comprise of the Steering Committee, Core Team Heads and Members
 - The Core Committee (Except for Members) must be formed within 14 days after the declaration of the Gymkhana election results.
 - Except the VP, no student shall be a member of the Core team of both the fests.

The primary responsibilities of the various designations are enlisted below.

VICE-PRESIDENT

- The Vice-President shall be a supervisory authority in both the fests.
- He along with the Steering Committee Members and the General Secretaries shall report to the Steering Committee Chairman and Co-Chairmen from time to time.
- He shall be the In-Charge of fest security.

GENERAL SECRETARIES

- The General Secretaries shall be the executive heads of the respective fests.
- All matters pertaining to fests such as event management, publicity, sponsorship and finance shall be coordinated by the General Secretaries, aided and advised by the respective Core Team Heads.
- The General Secretaries shall report to the Steering Committee regularly about the progress of work.
- They shall submit a detailed report on the fest to the President by March 15 of the current year.

STEERING COMMITTEE

- The Steering Committee Members shall be nominated by the President or the recommendation of the Vice President and the General Secretaries concerned.
- The General Secretaries of the previous year shall be ex-officio members of Steering Committee.
- Steering Committee Members shall be responsible for advising and reviewing the decisions taken by the General Secretaries and Heads.
- Along with the Vice President and General Secretaries, they shall hold signatory authority on the fest.
- In addition there shall be at least one Steering Committee Member in Kshitij from Vinod Gupta School of Management.
- The number of Steering Committee Members shall not exceed 13.
- The President shall nominate Post Graduate Representatives for each festival.
- Eligibility Criteria –
 1. He/She should have been a Head of the Core team of the respective fest.

CORE TEAM HEADS

- The Heads shall be nominated by the General Secretaries after consulting with the Steering Committee Members.
- The working of the Heads shall be coordinated by the General Secretaries.
- The heads shall be in charge of any one of the following: Event Management/Action, Publicity and Sponsorship, Finance.
- All Hall of residence with eligible people shall have at least one Core team Head.
- Number of heads shall not exceed 13
- In addition there shall be two Heads from VGSOM in Kshitij. They need not fulfill the necessary criterion given below.
- Eligibility Criteria –
 1. Heads should have completed at least 2 academic years in IIT Kharagpur.

MEMBERS

- The Members shall work under the Heads and General Secretaries.
- They shall be nominated by the General Secretaries in consultation with the Heads.
- Eligibility Criteria -
 1. Members should have completed at least 1 academic year in IIT Kharagpur.

ANNEXURE – 1

GYMKHANA FUND

RULES GOVERNING FINANCE, BUDGET, ACCOUNTS AND AUDIT

- 1 **Finance :** The fund of the Gymkhana shall comprise of :
 - (a) The fees paid annually by the students of the Institute as the Gymkhana fee at the rate fixed from time to time.
 - (b) Adequate Annual contribution by the Institute.
 - (c) Any other approved contribution.
- 1.1 The fees paid towards the "Technology Students' Gymkhana" by the students to the Institute shall be transferred to the Gymkhana account periodically along with the contributions from the Institute.
There shall further be separate accounts for "Spring Fest" and "Kshitij". All contributions to the fests in form of sponsorship and donations shall be credited to the respective accounts.
- 1.2 At the close of the year, half of the unspent balance (if any) left in the account of the Technology Students' Gymkhana, shall be returned to the Institute. The remaining money shall be invested in short term policies, as decided by the Executive Council in consultation with the Finance Officer of the Institute. This money and the interest may be utilized for development of the Gymkhana facilities in any subsequent period with the approval of the Executive Council.
- 1.3 Out of the funds of the Gymkhana, an Imprest amount as approved by the Rector from time to time, shall be drawn from the Operating Fund by the Hon. Treasurer of the Gymkhana for meeting day to day expenses, as per the Institute rules. All petty recurring expenditures shall be paid out of this Imprest amount.
- 1.4 Under provisions made in the Budget, as referred elsewhere in these Rules, and with the approval of the President and the Vice-President, an advance may be made from the Gymkhana fund for meeting expenses of special nature on occasions as may be required by any of the subcommittees of the Gymkhana. Final adjustments of such bills should be made, by presentation of fully vouchered bills as soon as possible and, in any case within a period of 15 days from the date of drawal of the advance. Ordinarily a second advance shall not be granted

to the subcommittee which has not completely accounted for the first advance.

- 1.5 All purchases of the Gymkhana shall be made on the recommendations of the Purchase Committee and must be strictly according to the Gymkhana rules made for this purpose.
 - 1.6 Travelling Allowance and other miscellaneous expenditure will be governed by the rules framed by the Executive Council from time to time.
 - 1.7 All condonation, write-off, etc. will be done by the President, at the recommendation of an expert committee and with the approval of the Rector.
2. **BUDGET** : A detailed estimate of the annual receipts and expenditure, pertaining to the Gymkhana under its different sub-sections shall be drawn up by the Executive Council at the beginning of the Academic year to which the estimate relates. The budget shall be prepared on the concept of *zero-based budget*. This estimate, known as the *Budget Estimate* shall be submitted to the Rector for his consideration and approval. No expenditure against the provisions made therein can normally be incurred unless the Budget Estimate is approved by the Rector.

The Budget Estimate of each fest shall be prepared by the concerned General Secretaries, who shall present it to the respective Steering Committee. The Budget Estimates of the fests shall then be submitted to the respective Steering Committee Chairman for approval.

- 2.1 The Budget Estimates, referred to in Section 2 above shall be scrutinized after six months' working and, if necessary, a revised Budget Estimate shall be drawn up by the Executive Council in office at the time and submitted to the rector for his consideration and approval.
- 2.2 No expenditure which is not provided for in the Budget Estimate or the Revised Budget Estimate, referred to above shall be incurred nor shall the limits of expenditure as provided therein under any head exceed without the specific approval of the Rector.

Similarly, no additional expenditure, other than the approved estimate, may be incurred in the fests without the specific approval of the Steering Committee Chairman.

3. **ACCOUNTS** : The financial year of the Gymkhana fund shall correspond to the Academic Year of the Institute. All fees and contributions for the year shall be paid within the financial year.
 - 3.1 Drawals from the Bank account are to be made by means of cheques only. The cheques shall be signed jointly by any two of the President, the Vice-President and the Hony. Treasurer of the Gymkhana.
 - 3.2 Two kinds of Cash Books shall be maintained in the Gymkhana, viz., (a) a main cash book to account for all the deposits and drawals from the Bank account and to record all items of expenditure paid by the cheques and (b) a petty cash book to record drawal of the Imprest money, as referred to in para 1.3 above and all expenses incurred therefrom.

All entries in the Cash book shall be authenticated by either of the signatory authorities. A monthly reconciliation shall be effected between the balance reflected in the Main Cash Book, referred to above, with the Bank pass book or the statement of balance furnished by the Bank.
 - 3.3 Proper books of account should be maintained as follows :

a. Centralized Bill Register	b. Appropriation Register
c. Advance Register	d. Investment Register
e. Stock Register	f. General Ledger
 - 3.4 The President shall present an audited Annual Statement of account of receipts and expenditure of the Gymkhana fund to the Audit Board.
4. **AUDIT** : The audit of the bills of the Technology Students' Gymkhana shall be done as per the guidelines given below.
 - 4.1 **CONCURRENT AUDIT** : The concurrent audit of all bills for which cheques are being drawn shall be carried out by a part time Auditor. The remuneration for the auditor will be approved by the President of the Technology Students' Gymkhana, as per Institute norms.

Observations on Concurrent Audit as may be made by the auditor shall be sent to the President of Gymkhana for necessary action.
 - 4.2 **ANNUAL AUDIT** : The annual Audit of the Technology Students' Gymkhana shall be carried out by a Chartered Accountant to be appointed by the Rector on the recommendation of the President. The remuneration of the Auditor shall be as approved by the Rector on the recommendation of the President.

Observations raised by the Auditor on the Annual Audit shall be sent to the President of the Gymkhana for necessary action. A statement of these observations together with a copy of the annual statements of accounts shall be placed before the Rector.

- 4.3 It will be the responsibility of the President, Vice-president and the Treasurer of the Gymkhana to meet the audit observations expeditiously.

ANNEXURE - II

Awards and Prizes of the Gymkhana :

1. The Gymkhana shall make the following Individual awards annually :
 - (A) **BHANDARKAR CUP** was donated in 1952 by Sri R. S. Bhandarkar who was associated with the Institute in its early years in his capacity as the Assistant Educational Advisor, Govt. of India, Eastern Region. The Cup is a rolling trophy awarded annually to the Best Outgoing All-rounder who has performed with distinction, particularly in sports.
 - (B) **SRIMATI CHANDIRAMANI CUP** was donated in 1971 by Prof. K. G. Chandiramani of the Mechanical Engineering department in memory of his mother Smt. Cheti Chandiramani. It is a rolling trophy awarded annually to the Best Outgoing All-rounder who has performed with distinction particularly in social and cultural activities.
 - (C) **PROF. G.S. SANYAL CUP** was donated in 2005 by Prof. G.S. Sanyal who has been associated with the Institute since 1954. It will be a rolling Trophy awarded annually to the Best Outgoing All-rounder who has performed with distinction particularly in technological activities.
 - (D) **ASHOKE MUKHERJEE CUP** It is a rolling trophy awarded annually to an outgoing student who has made outstanding voluntary contribution to the Gymkhana.
 - (E) **ALUMNI CUP** . It is a rolling trophy awarded annually to two students who have performed with distinction in Sports & Games and Social & Cultural activities throughout the year, respectively.
 - (F) **INSTITUTE ORDER OF MERIT (Social and Cultural)**
 - (G) **HONORABLE MENTION (Social and cultural)**
 - (H) **INSTITUTE BLUE (Sports)**
 - (I) **HONORABLE MENTION (Sports)**
 - (J) **INSTITUTE ORDER OF MERIT (Technology)**
 - (K) **HONORABLE MENTION (Technology)**

2. Technology Students' Gymkhana shall also award number of running Trophies annually for Sports, Technology and Social and Cultural Activities.
3. Any student awarded punishment by the Standing Disciplinary Committee of the Institute/ Examination Malpractice Prevention Committee of the Institute shall not be eligible for any Gymkhana awards.
4. The Gymkhana may award the following prizes annually :
 - (a) Individual prize for :
 - (i) 1. Athletics 2. Aquatics 3. Boxing and Gymnastics
 - (b) Team prizes for :
 - (i) 1. Football 2. Cricket 3. Hockey 4. Tennis 5. Basketball, Volleyball, Kabaddi, Badminton (Shuttle), Badminton (Woolen ball), Tennikoit, etc.
 - (ii) 1. Debating 2. Dramatics 3. Music 4. Quiz 5. Photography - 6. Fine & Allied Arts 7. Modelling.
 - (c) Prizes for Inter Collegiate Competitions :
 1. Individual Prizes 2. Team Prizes.