

THE  
CONSTITUTION  
OF  
TECHNOLOGY  
STUDENTS'  
GYMKHANA



INDIAN INSTITUTE OF TECHNOLOGY  
KHARAGPUR

2023-2024

# CONSTITUTION OF THE TECHNOLOGY STUDENTS' GYMKHANA



**TECHNOLOGY STUDENTS' GYMKHANA  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR**

## **FOREWORD**

**Technology Students' Gymkhana is the hub of numerous extra-curricular and co-curricular activities ranging from sports to music. The Gymkhana is managed by the students, for the students, under the guidance and active participation of the faculty and staff members. Any extensive system of operation needs to be guided by rules, regulations, and a constitution. The constitution of the Gymkhana was drafted in 1952 and was revised in 1974. With rapid changes occurring on various fronts in the Institute, the students have felt the need for some revisions to the constitution to reflect the changed condition. Professor S.C. Roy, the present President of the Gymkhana requested Professor Y.P .Singh, an old alumnus and presently a Professor of the Institute to examine the document and propose revisions. After discussion with the Deans and the concerned student office bearers, the final revised version of the condition is presented here. I must acknowledge my gratitude to Professor Y.P. Singh and others who have contributed to the revised Constitution. I hope this Constitution will serve to heighten the involvement and commitment of the students to the Gymkhana activities.**

**Kharagpur**

**( K. L. Chopra)**

**March 17, 1993**

**Director, IIT, Kharagpur**

Technology Students' Gymkhana was established with the aim of fostering a well balanced development of its members through excellence in extra-curricular and co curricular activities along with their academic attainments. The constitution of Technology Students' Gymkhana, in words and spirit, lays down the scope of operation, outlines the roles and responsibilities of the stakeholders, and empowers them to carry out their functions that promote the well-being and holistic development of the student community. It was drafted in 1952 and was last revised in 1993. In the pursuit of this objective, the functioning of the Gymkhana must keep pace with the rapidly changing dynamics and needs of the student community. Hence, to facilitate this, a Constitution Review Committee was constituted to make the necessary amendments that aptly reflect the current practices and empower Gymkhana's office bearers and committees to function more effectively. The committee shall reserve the powers that enable it to present the revised edition of the constitution incorporating all the required changes. In this revised edition, the committee members under the Chairpersonship of Dean Student Affairs shall incorporate necessary changes and initiatives and update existing clauses that best help Gymkhana to function and fulfill its objective.

Kharagpur

December 06, 2022 (Prof. V. K. Tewari)

Director, IIT Kharagpur

## ACKNOWLEDGEMENT

Technology Students' Gymkhana would like to express its sincere gratitude and appreciation to the Constitution Review Committee consisting of the following members -

**Chairperson:**

Prof. Dhruvajyoti Sen (Dean of Students' Affairs)

**Members:**

Prof. Ajay Kumar Singh, President, Technology Students' Gymkhana  
Prof. Kingshook Bhattacharyya, Treasurer, Technology Students' Gymkhana

Prof. Joy Sen, Professor, Department of Architecture and Regional Planning

Mr. Shivam Singh, Vice President, Technology Students' Gymkhana (2020-2021)

Ms. Vardhineedi Devaki Nandana Varalakshmi, Vice President, Technology Students' Gymkhana (2021-2022)

The committee was constituted and empowered by Prof. V. K. Tewari, Director, IIT Kharagpur, to present the revised edition of the constitution that incorporates all the necessary changes to aptly reflect the current practices and empower Gymkhana's office bearers and committees to function more effectively.

The significant changes that the committee recommended are as follows:

- Modification in the objective of TSG to include the role of nominated office bearers, faculty, and staff.
- Revision of the composition of the Students' Senate and Students' Forum.
- Addition of Students' Welfare Committee, nominated office bearers- Public Relations Chairperson, Editors, Technology Coordinators, Institute Girls' Sports Nominee to represent the multifaceted functioning of Gymkhana.
- Addition of various nominated office bearers and subcommittees under Gymkhana to promote initiatives that help develop the student community.
- Expansion of the Executive Council to incorporate all the office bearers who are pivotal to Gymkhana's overall development.
- Modification in the structure of the Purchase Committee, Standing Appeals Committee, and the four committees under Gymkhana.

- Addition of the Director's Nominees and Coordinators to assist the President in smoothly functioning the Gymkhana.
- Addition of new societies and guidelines to be followed for inclusion of any society/group under the ambit of Gymkhana.

Throughout the committee's functioning, the contributions of the following members of Constitution Review Committee have been pivotal in shaping the revised edition of 2022 in its current shape:

**Prof. Bhargab Maitra**  
Dean Student Affairs (2023- till date)

**Prof. Santanu Chattopadhyay**  
Associate Dean Student Affairs (2023- till date)

**Prof. Koel Chaudhury**  
Associate Dean Student Affairs (2023- till date)

**Prof. Rabibrata Mukherjee**  
Associate Dean Student Affairs (2023- till date)

**Mr. Samarth Singh**  
Vice President, Technology Students' Gymkhana (2023-24)

**Mr. Brahmjot Singh**  
Vice President, Technology Students' Gymkhana (2022-23)

**Mr. Rohit A.**  
Editor, Technology Students' Gymkhana (2020-2021)

**Ms. Nandini Bajaj**  
Editor, Technology Students' Gymkhana (2020-2021)

**Ms. Roshni Kar**  
Editor, Technology Students' Gymkhana (2021-2022)

**Ms. Angana Mondal**  
Editor, Technology Students' Gymkhana (2021-2022)

**Mr. Nidam Kumar Jha**  
Editor, Technology Students' Gymkhana (2022-23)

**Ms. Akansha Agarwal**  
Editor, Technology Students' Gymkhana (2022-23)

**Ms. Anushka Aashvi**  
Editor, Technology Students' Gymkhana (2023-24)

**Mr. Vanshul Shikkewal**  
Editor, Technology Students' Gymkhana(2023-24)

## **PREAMBLE**

The Constitution of the Technology Students' Gymkhana was drawn in the year 1952 and was subsequently revised in 1974. The basic structure and philosophy of the Gymkhana as envisaged by the founding fathers of the Institute have stood the test of time, and have been instrumental in contributing to the all-round development of the IITians during the last four decades.

However, substantial structural changes during the last two decades have necessitated some modifications in the Constitution of the Technology Students' Gymkhana. The proposed amendments have been evolved through detailed discussions with a broad cross-section of the students and the academic community over a prolonged period, and aim to further enhance the role of the Technology Students' Gymkhana in aiding its members in the cultivation of their interests in co-curricular and extracurricular activities. The major changes are in respect of the following:

1. Structural adjustments in the composition of various Committees and Subcommittees for providing a greater degree of initiative to the Secretaries through a greater degree of decentralization. The Executive Committee has been redesignated as the Executive Council to reflect these changes.
2. The Students' Senate has been given its due recognition as an advisory body to the Vice-President on various matters relating to the Halls of Residence, disciplinary issues, and the general welfare of the student body.
3. The functions of the Modelling Subcommittee have been redefined. This Subcommittee would organize the Hobby Club and shall, in collaboration with the Nehru Technology Museum, organize an Inter-hall Modelling Competition in order to provide a new dimension and to give a fillip to the creative potential of the members of the Technology Students' Gymkhana.

It is fervently hoped that these suggested amendments would make the Technology Students' Gymkhana instrumental in playing a more positive and vibrant role in adding many more dimensions to the multifaceted talents of the members.

Kharagpur

March 17, 1993

( YASH PAL SINGH )

Professor of Electrical Engineering

*We, the members of Indian Institute of Technology Kharagpur, in order to promote and further enhance the role of the Technology Students' Gymkhana in aiding its members in the cultivation of their interests in co-curricular and extracurricular activities, ordain and establish the constitution for the government of Technology Students' Gymkhana.*

*The basic structure and philosophy of the Gymkhana as envisaged by the founding fathers of the Institute have stood the test of time, and have been instrumental in contributing to the all-round development of the IITians during the last four decades. Through this constitution, we solemnly resolved to constitute the guiding principles of Technology Students' Gymkhana into a PROGRESSIVE DEMOCRATIC AND FUTURE FORWARD ECOSYSTEM and to secure to all the members of this institution- Opportunity, Diversity, Learning and Holistic Wellbeing for the purpose of:*

- *establishing the important role students have to play in the development of the institute.*
- *fostering and promoting academic, technical, cultural, sports and welfare activities in the institute.*
- *Developing a sense of purpose, equality and collaboration amongst the students*

*We hereby adopt, enact and give to ourselves this constitution.*

# **CONSTITUTION OF THE TECHNOLOGY STUDENTS' GYMKHANA INDIAN INSTITUTE OF TECHNOLOGY Kharagpur – 721302**

## **A. 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 **and nominated** representatives of the students with the active support and guidance of the members of the faculty and staff.

## **B. Motto**

The motto of the Gymkhana is:

“YOGAH KARMASU KAUSALAM”

*taken from the Holy Bhagavad Gita Chapter 2, verse 50.*

## **C. Administration**

The Director of the Institute 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 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 students' forum shall be a representative body of the general body and shall have as members the following student representatives

- I. All elected **and nominated** office bearers of Gymkhana.
- II. The President of each Hall of Residence.
- III. A Second Representative to the Students' Senate from each Hall of Residence.
- IV. The President or General Secretary of each Departmental Society.
- V. **One Governor from each of the societies coming under the ambit of the Gymkhana.**
- VI. **The UG, PG, RS, and Women's representative to the Institute senate.**

## **Invitees**

All Ex-Officio members of the Executive Council shall attend the meetings of the Forum as invitees. The Dean of Faculty of Inter Disciplinary and Biotechnology & Biosciences (FoID&BTBS), The Dean of Faculty of Engineering and Architecture (FoE&A), The Dean of Faculty of Sciences (FoS), The Dean of OUTREACH, Dean Infrastructure, the Associate Dean (SA), and The Chairperson, Hall Management Committee shall be the permanent invitees to the meetings of the Forum.

## Meetings

The Dean of Student Affairs shall act as the Chairperson of the meetings, with the President of Technology Students' Gymkhana acting as the Co-Chairperson. The forum shall meet at least once a semester. The meetings of the forum shall be called by the Secretary or by requisitions of 50 percent of the members by giving 3 days of 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.

## Functions

- a. The forum shall review the annual budget of Gymkhana and the program of its activities
- b. The forum shall also discuss matters relating to the general welfare of the students
- c. The forum on behalf of the General Body shall have the power to initiate and propose to the Director any amendment to the Constitution. Any amendment to the Constitution can be passed only by at least two-thirds majority of the members and invitees present and voting provided the number of votes in favor is in excess of 50 percent of the total membership of the Forum. Any amendments to the constitution after approval of the Director shall be reported to the General body in its next annual meeting.
- d. The Forum shall elect 4 Postgraduate Representatives and 4 Research Scholar Representatives, one each for Social and Cultural, Sports and Games, Technology, and Students' Welfare.
- e. The Students' Forum (Sec F) shall ratify policy decisions taken by the Students' Senate with regard to general student welfare, and disciplinary policies on the campus. However, this duty does not extend to issues related to appointments, awards, and other executive functions. A policy proposal of the Students' Senate stands ratified only

when approved by a 2/3<sup>rd</sup> majority of members present and voting. In a case where the forum does not ratify a policy decision taken by the Senate, the same proposal may not be initiated for a period of one year from the date of rejection.

#### **D. 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 Subcommittees. 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, along with the publication of the annual report.
- c. The elected office-bearers of the Gymkhana, the Executive Council and its Committees and Subcommittees, 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 shall discharge its functions as stipulated in this Constitution.
- e. In the case of a constitutional crisis, or in emergent situations, an extraordinary 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 Extraordinary General Body Meeting. The Extraordinary meeting of the General Body may recommend specific measures for the emergent situation.

#### **E. Students' Senate**

The students of IIT Kharagpur are an important part of the IIT Community and are therefore entitled to an active role in deciding its policies and priorities. To this end, **a Students' Senate is constituted** to represent student interests; promote student groups and organizations, thereby promoting

student morale and interaction; and finally, serve as a campus-wide forum for the expression and exchange of student ideas and opinions. The Senate is a permanently and continuously organized body with authority vested in its representatives and office bearers and officials. This Senate shall also be responsible for any and all matters relating to student welfare as well as the appointment of any groups or delegates to conferences representing IIT Kharagpur's student body.

### **Composition**

- I. Vice President (Chairperson)
- II. UG Representative to Institute Senate (Secretary)
- III. President **or General Secretary** of each Hall of Residence
- IV. Second Senate Members of the Halls of Residence
- V. The Postgraduate, Research Scholar, **and Women's representative** to the Institute Senate

**Chairperson:** In the absence of the Vice President, the President (TSG) chairs the meeting of the Students' Senate. In addition, The President (TSG) at his will, can choose to chair any of the meetings of the Students' Senate.

**Secretary:** In the absence of the UG Representative, either the Postgraduate Representative or the Research Scholar Representative serves as the secretary. If these two are also absent, then the Senate may elect a secretary from amongst the senators to serve in the meeting, by a majority vote.

In addition to the given composition, each hall may invite a maximum of one extra member. The member can be invited on grounds of his/her expertise in the matter of discussion however the extra member does not possess voting rights.

### **Meetings**

The Students' Senate must meet at least thrice a semester or/and when initiated by the chair. Meetings on the following occasions are highly recommended:

- I. Before Institute and Gymkhana Functions to review the proceedings and ensure healthy participation
- II. Before Illumination and Rangoli to discuss the rules and regulations
- III. Before **Shaurya**, Spring Fest and Kshitij to make security plans.

Requisition meetings of the Students' Senate may be convened on request in writing by 1/3<sup>rd</sup> of its members.

### **Quorum**

50 percent of its membership.

Meetings have to be called with a notice of a minimum of 48 hrs in writing. In addition, the Chairperson may call an extraordinary meeting of the Senate at a short notice.

### **Role**

- I. To advise the Vice President on various matters relating to Halls of Residence, Disciplinary Issues, and the general welfare of the student body.
- II. Discuss the matters of student welfare and interest and initiate proposals related to the general body for implementation by the Institute through the Vice President. The proposal might be initiated by any of the senators.
- III. Review rules for Illumination, **Gardening**, and Rangoli Contest.

### **F. Elected Office Bearers**

The General Body shall elect representatives for the following offices:

- I. Vice President
- II. 2 General Secretaries (Sports and Games)
- III. 2 General Secretaries (Social and Cultural)
- IV. 2 General Secretaries (Technology)
- V. **2 General Secretaries (Students' Welfare) (1 Male and 1 Female)**
- VI. Secretaries of the following Subcommittees (Sports and Games):
  - A. Football Subcommittee
  - B. Cricket Subcommittee
  - C. Hockey Subcommittee
  - D. Tennis Subcommittee
  - E. Table Tennis Subcommittee**
  - F. Billiards, Bridge and Chess Subcommittee**
  - G. Volleyball Subcommittee
  - H. Basketball Subcommittee
  - I. Badminton Subcommittee
  - J. Gymnasium and Weightlifting Subcommittee
  - K. Athletics Subcommittee
  - L. Aquatics Subcommittee
  - M. Squash Subcommittee
- VII. Secretaries of the following Subcommittees (Social and Cultural):
  - A. Entertainment Subcommittee

- B. Dramatics Subcommittee
  - C. Journal Subcommittee
  - D. Literary Subcommittee
  - E. Films and Photography Subcommittee
  - F. Fine Arts and Modelling Subcommittee
  - G. Culinary Arts Subcommittee
- VIII. Secretaries of the following Subcommittees (Technology):
- A. Knowledge Cup
  - B. Application Cup
  - C. Innovation Cup
  - D. Strategy Cup
- IX. Secretaries of the following Subcommittees (Students' Welfare):
- A. Academic Help Subcommittee
  - B. Community and Crisis Subcommittee

In addition to the representatives elected by the General Body, the following representatives are elected by the Students' Forum and Students Senate on behalf of the General Body:

- I. Advisors to the various Subcommittees:
  - A. Advisor, Social and Cultural Committee
  - B. Advisor, Sports and Games Committee
  - C. Advisor, Technology Committee
  - D. Advisor, Students' Welfare Committee
- II. Post Graduate Representatives to the various Committees
  - A. Post Graduate Coordinator, Social and Cultural Committee
  - B. Post Graduate Coordinator, Sports and Games Committee
  - C. Post Graduate Coordinator, Technology Committee
  - D. Post Graduate Coordinator, Students' Welfare Committee
- III. Research Scholar representatives
  - A. RS Coordinator, Social and Cultural Committee
  - B. RS Coordinator, Sports and Games Committee
  - C. RS Coordinator, Technology Committee
  - D. RS Coordinator, Students' Welfare Committee

## G. Nominated Office Bearers

- I. Technology Coordinators
- II. Public Relations Chairperson
- III. Editors - Two
- IV. Institute Girls' Sports Nominee
- V. Institute Girls' Sports Secretaries
- VI. Web Secretaries - Four to Six
- VII. Media and Content Writing Secretary
- VIII. Scholastic and Literary Secretary
- IX. Media and Public Relations Secretaries - Two to Four
- X. Design Secretaries

- XI. **Photography and Videography Secretaries**
- XII. Governors of all the Societies and Clubs under Technology Students' Gymkhana
- XIII. Core Organizing **Committees** of **Shaurya**, Spring Fest and Kshitij
  - A. Steering Committee Members
  - B. Core Organizing Team Heads
  - C. Core Organizing Team Members

## H. Executive Council

There shall be an Executive Council to coordinate all activities of the Gymkhana including participation in events, and composition of teams; to frame and 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 Director upon advice from the Executive Council. The Executive Council shall be chaired by the President, TSG (nominated by the Director), and shall contain:

- I. **Director's Nominees**
- II. **Honorary Treasurer (Nominated by the Director)**
- III. **Overall coordinator**
- IV. **Coordinators and co-coordinators of all committees**
- V. Vice President
- VI. **All General Secretaries**
- VII. Four Student Advisors, one from each Committee **(Nominated by the President on the recommendation of the Students' Forum)**

**All 6 nominated office bearers under Gymkhana (having at least 2 years of academic experience at IIT Kharagpur) - Editors (2), Public Relations Chairperson (1), Technology Coordinators (2) and Institute Girls' Sports Nominee (1) shall remain permanent invitees (equivalent to members) in all meetings of the Executive Council.** The Vice-President shall act as the Secretary of the Council. Recommendations of all Committees and Subcommittees of the Council shall be submitted to the Executive Council for ratification. The Chairperson may request any member of the faculty or staff or student to attend the meeting of the Council by special invitation. **The Ex-Vice President shall remain an invitee to the meetings. 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:

- I. Sports and Games Committee

- II. Social and Cultural Committee
- III. Technology Committee
- IV. Students' Welfare 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.

### 1. Sports and Games Committee

There shall be a Sports and Games Committee to coordinate the activities of all Subcommittees under this group and to draw up the programme of activities for the year on the basis of proposals submitted by its Subcommittees.

The following shall constitute the membership of this Committee:

- I. Three faculty members (Director's nominees). One of them will be nominated as the Chairperson of the Committee by the Gymkhana President
- II. Honorary Treasurer of the Gymkhana
- III. Sports Officer and Physical Training Instructor
- IV. Sports and Games Coordinator (Sports officer / PTI)
- V. Two General Secretaries (Sports and Games)
- VI. Secretaries of the Subcommittees (Sports and Games)
- VII. One Student Advisor for Sports and Games (Ex-officio from the Executive Council)
- VIII. Postgraduate Coordinator (Sports and Games)
- IX. RS Coordinator (Sports and Games)
- X. Institute Girls' Sports Nominee
- XI. Institute Girls' Sports Secretaries

The Sports and Games Committee shall have 13 Subcommittees for the discharge of specific functions as outlined in G(VI).

The following shall be the members of each Subcommittee

- I. One of the General Secretaries (Chairperson)
- II. Secretary of the Subcommittee (Convener)
- III. One Student Representative from each Hall of Residence.
- IV. Concerned Staff Advisors (Nominated by the President)
- V. Sports and Games Coordinator (Ex-officio)
- VI. Postgraduate Representative (Sports and Games)
- VII. Research Scholar Representative ( Sports and Games)
- VIII. Institute Girls' Sports Nominee
- IX. Institute Girls' Sports Secretaries

## 2. Social and Cultural Committee

There shall be a Social and Cultural Committee to coordinate the activities of all Subcommittees under this group and to draw up the program of activities for the year on the basis of the proposals submitted by the Subcommittees. 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 Social and Cultural activities.

The following shall constitute the membership of this Committee:

- I. Three faculty members (Director's nominees). One of them will be nominated as the Chairperson of the Committee by the Gymkhana President
- II. Honorary Treasurer of the Gymkhana
- III. Concerned Staff Advisors to the various Subcommittees
- IV. Coordinator: Social and Cultural Committee (Sports officer / PTI)
- V. Two General Secretaries (Social and Cultural)
- VI. Secretaries of the Subcommittees (Social and Cultural)
- VII. One Student Advisor for Social and Cultural (Ex-officio from the Executive Council)
- VIII. Postgraduate Coordinator (Social and Cultural)
- IX. Research Scholar Coordinator (Social and Cultural)

The Social and Cultural Committee shall have 7 Subcommittees for the discharge of specific functions as outlined in G(VII).

The following shall be the membership of each Subcommittee:

- I. One of the General Secretaries (Chairperson)
- II. Secretary of the Subcommittee (Convener)
- III. One Student Representative from each Hall of Residence
- IV. Concerned Staff Advisors (Nominated by the President)
- V. Social and Cultural Coordinator (Sports officer / PTI)
- VI. Postgraduate Coordinator (Social and Cultural)
- VII. Research Scholar Coordinator (Social and Cultural)

## 3. Technology Committee

There shall be a Technology Committee to coordinate the Technology General Championship. It shall draw up the program 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. Three faculty members (Director's nominees). One of them will be nominated as the Chairperson of the Committee by the Gymkhana President
- II. Honorary Treasurer of the Gymkhana
- III. Concerned Staff Advisors to the various Subcommittees
- IV. Coordinator: Technology Committee (Sports Officer / PTI)
- V. Two General Secretaries (Technology) (One of them will be the secretary)
- VI. Secretaries of the Subcommittees (Technology)
- VII. One Student Advisor for Technology (Ex-officio from the Executive Council)
- VIII. Postgraduate Coordinator (Technology)
- IX. Research Scholar Coordinator (Technology)

The Technology Committee shall have 4 Subcommittees for the discharge of specific functions as outlined in G(VIII).

The following shall be the members of each Subcommittee:

- I. One of the General Secretaries (Chairperson)
- II. Secretary of the Subcommittee (Convener)
- III. One Student Representative from each Hall of Residence
- IV. Concerned Staff Advisors (Nominated by the President)
- V. Coordinator: Technology Committee (Sports Officer PTI)
- VI. Postgraduate Coordinator (Technology)
- VII. Research Scholar Coordinator (Technology)

#### **4. Students' Welfare Committee**

There shall be a Students' Welfare Committee to coordinate the students' welfare activities. It shall draw up the program of activities for the year, on the basis of the proposals submitted by the members of the Students' Welfare Committee.

The Students' Welfare Committee shall recommend to the Executive Council, external participation and composition of teams for the events and various awards of the Technology Students' Gymkhana in the sphere of Students' Welfare activities.

The following shall constitute the membership of the Students' Welfare Committee:

- I. Three faculty members (Director's nominees). One of them will be nominated as the Chairperson of the Committee by the Gymkhana President
- II. Honorary Treasurer of the Gymkhana

- III. Concerned Staff Advisors to various Subcommittees
- IV. Students' Welfare Coordinator (Sports officer / PTI)
- V. Two General Secretaries (Students' Welfare) (1 Male and 1 Female)
- VI. Secretaries of the Subcommittees (Students' Welfare)
- VII. One Student Advisors for Students' Welfare (Ex-Officio from the Executive Council)
- VIII. Postgraduate Coordinator (Students' Welfare)
- IX. Research Scholar Coordinator (Students' Welfare)

The Students' Welfare Committee shall have 2 Subcommittees for the discharge of specific functions as outlined in G(IX).

The following shall be the members of each Subcommittee:

- I. One of the General Secretaries (Chairperson)
- II. Secretary of the Subcommittee(Convener)
- III. One Student Representative from each Hall of Residence
- IV. Concerned Staff Advisors (Nominated by the President)
- V. Students' Welfare Coordinator (Sports Officer / PTI)
- VI. Postgraduate Coordinator (Students' Welfare)
- VII. Research Scholar Coordinator (Students' Welfare)

## 5. Details of Subcommittee Meetings

- a. The Secretary of the Subcommittee shall call the meeting in consultation with the General Secretary with 2 days notice. 60 percent of the hall representatives shall form the quorum for the meeting.
- b. Any Subcommittee meeting held without the presence of any one of the **concerned** General Secretaries will be considered null.
- c. Only 1 student representative from each hall will be allowed in the Subcommittee meetings.
- d. Any hall of residence failing to attend a Subcommittee meeting will have to abide by all the decisions taken in that Sub Committee meeting.
- e. If a hall of residence does not report on time for a Subcommittee meeting, then a reminder will be given to the Hall President or the Second Senate Member. If they fail to do the needful within 24 hours, no further requests will be entertained.
- f. Any hall of residence attending a Subcommittee and agreeing to participate has to participate in the events, or else debarring rules (mentioned in the respective rule books) will be put to work against them.
- g. Any inter-hall event can be postponed until further notice only with absolute consensus from all the members present in the Subcommittee meeting followed by approval of the President.
- h. The Subcommittee shall frame rules, finalize the judges/officials for

the event and discuss all other matters relevant to the event.

- i. All decisions (other than postponement of events) of the Subcommittee shall be approved by the Subcommittee by a 2/3<sup>rd</sup> majority of the halls present.
- j. In case of a deadlock the decision of the President, Gymkhana shall be final and binding.

## **J. 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 (Chairperson)
- II. Vice President (Secretary)
- III. Concerned Director's Nominees
- IV. Concerned Sports Officers / PTIs
- V. Concerned General Secretaries or nominated office bearers (having at least 2 years of academic experience at IIT Kharagpur)
- VI. Concerned Coordinator

Purchase procedures will be strictly as per the Institute rules.

## **K. Standing Appeals Committee**

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 (Chairperson)
- II. General Secretaries concerned (one of them will be the convener)
- III. Secretary concerned
- IV. Director's Nominees concerned
- V. Concerned Gymkhana Coordinator (Sports Officer / PTI)

The decision of the Appeals Committee shall be final 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.

## APPENDIX-A

### PRESIDENT

- a. The President shall normally preside over the meetings of the General Body, the Forum, and the Executive Council. **They** shall have full administrative powers over the Gymkhana's affairs and shall control and operate all funds of the Gymkhana
- b. The President shall be the patron and the guardian of the Gymkhana Constitution. It is **their** responsibility to oversee that the constitution is being upheld in letter and spirit.
- c. 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 Committee post-facto.
- d. 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 **they** may assign the responsibility to any elected office bearer.
- e. The Director shall appoint, upon the recommendation of the President, a member of the academic staff, as the Election Officer to conduct the general elections of the Gymkhana for each session.
- f. The President, in consultation with the concerned members of the Executive Council, shall appoint the Governors of all Gymkhana Clubs and Societies except **Technology Robotix Society** where the President shall consult with the Governors of the previous year and the associated faculty members of TRS.
- g. The President is the Chairperson of the Technology Aquatic Society.
- h. The President shall be the supervisory authority in **all** the fests (**Shaurya**, Kshitij and Spring fest).
- i. In the temporary absence of the President, one of the senior members of the Executive Council shall, with the approval of the Director, officiate for the President.

### HONORARY TREASURER

The Honorary Treasurer shall look after the proper maintenance of Gymkhana accounts and be the custodian of funds and records of the Gymkhana.

- a. **They** shall also hold the Imprest Fund for meeting the day-to-day expenses.
- b. **They** shall be a member of the Executive Council, Sports and Games Committee, Social and Cultural Committee, **Students' Welfare Committee**, Technology Committee, and Technology Aquatic Society.
- c. **They** shall be the Chairperson of the Purchase Committee.

## DIRECTOR'S NOMINEE

The Director's Nominees will assist the President in the smooth functioning and organization of various activities.

- a. They shall be the Chairperson of the respective Committees and shall function as the point of contact between the President and the respective Committee.
- b. They shall monitor and approve the activities of the Committee.
- c. They shall be members of the concerned Purchase Committee.

## VICE PRESIDENT

- a. The Vice President shall be a student member of the Gymkhana and elected by the General Body.
- b. They shall coordinate the activities of the different Committees and Subcommittees of the Gymkhana and shall chair the meetings of the Academic Committee, the Students' Senate and the Standing Appeals Committee.
- c. They shall be a member of the Purchase Committee and Technology Aquatic Society.
- d. They shall also carry out such other functions as may be delegated to them by the President.
- e. They shall be supervisory authority in all the fests — Shaurya, Kshitij and Spring fest.
- f. They, along with the Steering Committee members and General secretaries shall report to the Steering Committee Chairperson and Co Chairperson from time to time.
- g. They shall be in charge of fest security.
- h. Along with the President and Treasurer of the Gymkhana, it is the responsibility of the Vice President to meet the audit observations expeditiously.
- i. They shall be involved in all infrastructure development activities related to the Technology Students' Gymkhana.
- j. They shall represent the general body at the Institute Senate, Institute Standing Disciplinary Committee, B C Roy Management Committee, Consumer Establishment and Licensing Committee and Student Brotherhood Fund, and all other such Committees and organizations where these students' interests are involved.

## GENERAL SECRETARIES

- a. There shall be 8 General Secretaries elected by the General Body:
  - i. Two General Secretaries for the Social and Cultural Committee
  - ii. Two for the Sports and Games Committee

- iii. Two for the Technology Committee
- iv. Two for the Students' Welfare Committee (1 Male and 1 Female)
- b. 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.
- c. They shall preside over the Subcommittee meetings.
- d. The General Secretaries (Social and Cultural), General Secretaries (Technology) and General Secretaries (Sports and Games) along with Institute Girls' Sports Nominee shall be respectively the Executive Heads of Spring Fest, Kshitij and Shaurya.
- e. They shall carry out such functions as assigned to them by the President and the Vice President.

## SECRETARIES

The Secretaries of the various Subcommittees shall be responsible for the development and the smooth running of the activities of their respective Subcommittees. The other members of the Subcommittee shall assist the Secretary in the day-to-day activities.

## COORDINATORS

For each of the committees (Sports and Games, Social and Culture, Technology, Students' Welfare) and nominated offices, the President, TSG shall nominate a staff member as a coordinator. They will report to the Chairperson of the committee for all the matters related to the committee.

## STAFF ADVISORS

For each of the Subcommittees, the President may nominate one or more members of the Staff to act as advisors. The budget and other important decisions of the Subcommittee shall have the approval of the staff advisors.

## REPRESENTATIVES TO THE INSTITUTE SENATE

There shall be 5 student representatives to the Institute Senate namely, Vice President, Undergraduate, Postgraduate, Research Scholar, and Women's Representatives.

### A. Undergraduate Representative

The set of UG Representatives from every Department/Centre/School will form the UG Students' Council which will be headed by one of the Academic Deans as Chairperson. One among the UG Representatives will be elected by the Council as the Vice Chairperson. The Vice Chairperson will be the UG Representative to the Senate.

- a. The UG Representative shall represent the undergraduate students'

- interests at the Institute Senate.
- b. They come under the aegis of the Academic Deans.
  - c. They shall be the Vice Chairperson of the Undergraduate Students' Council.
  - d. They shall be a member of the Institute Standing Disciplinary Committee.
  - e. They shall be the secretary of the Students' Senate and shall be responsible for convening all its meetings and maintaining a proper record of the agenda and decisions.
  - f. They shall be a member of the Student Forum.

## **B. Postgraduate Representative**

The set of PG Representatives from every Department/Centre/School will form the PG Students' Council which will be headed by one of the Academic Deans as Chairperson. One among the PG Representatives will be elected by the Council as the Vice Chairperson. The Vice Chairperson will be the PG Representative to the Senate.

- a. They shall represent the postgraduate students' interests at the Institute Senate.
- b. They come under the aegis of the Academic Deans.
- c. They shall be the Vice Chairperson of the Postgraduate Students' Council.
- d. They shall be a member of the Institute Standing Disciplinary Committee.
- e. They shall be the secretary of the Student Forum and shall be responsible for convening all its meetings and maintaining a proper record of the agenda and decisions.
- f. They shall be a member of the Student Senate. In absence of an Undergraduate Representative, they shall also act as the Secretary of the Students' Senate.
- g. They shall be directly responsible to ensure the participation and involvement of the Postgraduate Representative to the various Committees and fests of Gymkhana.

## **C. Research Scholar Representative**

The set of Research Scholar Representatives from every Department/Centre/School will form the Research Scholars' Council which will be headed by one of the Academic Deans as Chairperson. One among the RS Representatives will be elected by the Council as the Vice Chairperson. The Vice Chairperson will be the RS Representative to the Senate.

- a. They shall represent the Research Scholars' interest at the Institute

Senate.

- b. They come under the aegis of the Academic Deans.
- c. They shall be the Vice Chairperson of the Research Scholars' Council.
- d. They shall be a member of the Institute Standing Disciplinary Committee.
- e. They shall be the secretary of the Student Forum and shall be responsible for convening all its meetings and maintaining a proper record of the agenda and decisions.
- f. They shall be a member of the Student Senate. In absence of both Undergraduate and Postgraduate Representative, they shall also act as the secretary of the Students' Senate.

#### **D. Women's Representative**

The set of Women Representatives from every Department/Centre/ School will form the Women Students' Council which will be headed by a woman Dean or a woman Associate Dean or a senior woman faculty as Chairperson. One among the Women Representatives will be elected by the Council as the Vice Chairperson. The Vice Chairperson will be the Women's Representative to the Senate.

- a. They shall represent the female students' interests in the Institute senate.
- b. They come under the aegis of the Dean of Students' Affairs.
- c. They shall be the Vice Chairperson of the Women Students' Council.
- d. They shall be a member of the institute standing Disciplinary committee.
- e. They shall be a member of the Student Senate. In absence of the undergraduate representative, she shall also act as the secretary of the student senate.
- f. They shall be responsible for inculcating awareness and increasing participation in institute events amongst women students.
- g. Their prime responsibility is to assess institute spaces to ensure women's safety on campus, and to maintain a proper channel for addressing their grievances.

#### **REPRESENTATIVES TO THE TECHNOLOGY STUDENTS' GYMKHANA**

There shall be 8 Student Representatives to the Gymkhana — 4 Postgraduate and 4 Research Scholar representatives, one each for Social and Cultural, Students' Welfare, Sports and Games, and Technology.

##### **A. Postgraduate Representative to the Technology Students' Gymkhana**

- a. The Postgraduate representative shall assist the General

- Secretaries in conducting the respective General Championships.
- b. They shall further try to inculcate awareness and increase participation in Gymkhana events amongst Postgraduate Students.
  - c. There shall be 4 Postgraduate representatives, one each for Social and Cultural, **Students' Welfare**, Sports and Games, and Technology. They shall be elected by the Students' Forum.

**B. Research Scholar Representative to the Technology Students' Gymkhana**

- a. The Research Scholar representative shall assist the General Secretaries in conducting the respective General Championships.
- b. They shall further try to inculcate awareness and increase participation in Gymkhana events amongst Research Scholar Students.
- c. There shall be one Research scholar representative, each, for Social and Cultural, **Students' Welfare**, Sports and Games, and Technology. They shall be elected by the Students' Forum.

**AUDIT BOARD**

A three-member Audit Board shall be nominated by the Director, the Assistant Registrar (Audit), being an Ex-officio member.

## APPENDIX-B

### Election

- a. The Director (on the recommendation of the President) shall appoint a member of the academic staff as Election Officer to conduct the general elections of the Gymkhana for each session.
- b. The Election Officer shall be responsible for the proper conduct of the Election. They may take the assistance of members of the staff as and when required for the smooth conduct of the elections. They shall frame the rules of elections with the approval of the Executive Council. They 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.
- c. Any member of the Technology Students' Gymkhana, who meets the eligibility criteria given below and unless specifically disqualified, is eligible to stand for the posts in the Technology Students' Gymkhana. The elections, if required, will be contested on a non-sectarian and apolitical basis. The use of any religious or political symbols is strictly prohibited. All office bearers shall be elected by secret ballot.
- d. All bonafide members of the TSG, unless specifically disqualified, shall have voting rights. In the event of a student having withdrawn their name from the Institute rolls for a full academic year, they shall forfeit their 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 Malpractice Prevention Committee shall not be allowed to contest the election.
- e. 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

- a. Vice President: Minimum experience of 3 academic years in IIT Kharagpur. The previous years' General Secretaries wouldn't be eligible to contest for the post.
- b. General Secretary: Minimum experience of 2 academic years in IIT

Kharagpur.

- c. Secretary: Minimum experience of 1 academic year in IIT Kharagpur

### **General Criteria**

- a. A candidate must be a regular student of the institute.
- b. A candidate must have at least 75% attendance (as per records available with the faculty advisor).
- c. A candidate must not have any previous criminal record. The candidate also must not have any record of disciplinary action by the Hall (as per records available with the warden)/ Institute disciplinary committee (as per records available in ERP).
- d. A student who has repeated any academic year / any malpractice record / any backlog / any unregistered subjects other than EAA (as per the records available in ERP at the time of nomination), will not qualify to be a candidate.
- e. A CGPA  $\geq 7.0$  is a must for any candidate willing to contest for any position at the Technology Students' Gymkhana.
- f. A candidate must not have any outstanding amount due in the institute/hall.
- g. A nomination submitted by a candidate will be considered complete only when it is approved in the ERP portal by the faculty advisor/thesis supervisor, HOD/HOC/HOS, and warden of the hall of the candidate by the closing date and time for nomination.

### **Code of Conduct**

- h. Any activity which causes rifts between different castes, communities, religions, genders, or linguistics, or between any group(s) of students is not permitted.
- i. No printed/written material (Poster, visiting card, pamphlet, etc.) is allowed for the purpose of canvassing.
- j. Institute facilities (like institute Emails facility, or any platform using the domain of iitkgp.ac.in) shall not be used for campaigning by the students.
- k. No canvassing is allowed beyond the closing date and time for the election campaign. On the day of the election, there must not be any canvassing or intimidation to the voters.
- l. Any act of violation of the code of conduct and the schedule of gymkhana elections by the candidate will lead to the cancellation of the candidature of the student.
- m. Suppression of any fact regarding the eligibility criteria in the nomination form will lead to the cancellation of the candidature and if at any time of the student's stay at IIT Kharagpur, it is found that the student had suppressed facts/provided false information during his/her nomination for the gymkhana election, it will lead to disciplinary action and immediate removal from the elected post, if elected.

## APPENDIX-C

### Procedure for inclusion of new societies under the ambit of the Technology Students' Gymkhana:

Any potential new society that wishes to be included under the ambit of the Technology Students' Gymkhana must submit an application with intent of the same to the appropriate General Secretaries, who, with the aid of the Vice President, will recommend it to the President, Gymkhana. The President in consultation with the members of the executive council shall then recommend the same to the Director, who shall take a decision regarding the inclusion of the society and its activities under the purview of the Gymkhana.

### Guidelines for societies and clubs under Gymkhana:

The number of Governors mentioned for each society forthwith shall remain static unless there are extraneous circumstances that require a change in the number of Governors, which shall be approved on a case-by-case basis for each society. The request for the same should be routed through the concerned General Secretaries to the Vice President and then to the President, Gymkhana. At the end of every academic year, each society is required to submit a comprehensive event report, impact report, and income expenditure report based on the society's activities throughout the year. In case of failing to submit the same, the President shall reserve the right to terminate the concerned society at any point of time if the Executive Council approves.

Following are the societies that currently fall under the ambit of the Technology Students' Gymkhana:

#### A. TECHNOLOGY LITERARY SOCIETY (TLS):

- a. The TLS shall be responsible for the publication of Alankar. It shall be an annual journal published under the auspices of the Gymkhana and its object shall be to encourage students to take an active interest in journalism. Its publication shall be coordinated by the Secretary, Journal Subcommittee.
- b. The Governing Body of the journal shall consist of a maximum of **5 Governors**.
- c. **The Governors** shall be responsible for the journalistic contents of the Alankar, which shall have the approval of a Director's Nominee(s) (Social and Cultural).
- d. The Secretary shall look after the administrative aspects of the publication.

## **B. TECHNOLOGY DRAMATICS SOCIETIES(TDS):**

- a. The TDS shall endeavor to encourage the production of plays, writing of scripts, and allied activities among the students.
- b. Its activities shall be coordinated by the Secretary, Dramatics Subcommittee.
- c. The TDS shall have 5 sections: English (ETDS), Hindi (HTDS), Bengali (BTDS), Telugu (Prasthanam), and Dance (TDS).
- d. Each of the sections shall be run by a Governing Body which shall consist of a maximum of 4 student Governors nominated by the President in consultation with the concerned members of the Executive Council.
- e. The Dramatics Secretary along with the concerned Governors shall be responsible for the overall functioning of the Dramatics societies.
- f. The Governors shall be mainly responsible for the direction and production while the Secretary will be responsible for arranging the required infrastructure.

## **C. TECHNOLOGY MUSIC SOCIETY (TMS):**

- a. The TMS shall have 2 sections:
  - i. Eastern (ETMS), and
  - ii. Western (WTMS)
- b. The TMS shall organize various musical functions for the Gymkhana and help the members interested in learning music
- c. Each of the sections of TMS shall be run by a Governing Body which shall consist of a maximum of 4 student Governors nominated by the President in consultation with the concerned members of the Executive Council.
- d. The Secretary, Entertainment Subcommittee, along with the Governors shall be responsible for the overall functioning of the TMS.
- e. The activities of the TMS shall be coordinated by the Governors. The Secretary, Entertainment Subcommittee shall be responsible for arranging the required infrastructure.

## **D. TECHNOLOGY ROBOTIX SOCIETY (TRS):**

- a. The Technology Robotix Society shall be responsible for promoting activities related to robotics design among students.
- b. It shall conduct workshops for the students and conduct Robotics events under Technology Students' Gymkhana.
- a. The activities of the **Technology Robotix** Society shall consist of a maximum of 4 student Governors, who shall be nominated by the President in consultation with the Governors of the previous year and associated faculty members of TRS.

#### **E. AERIAL ROBOTICS KHARAGPUR:**

- a. It aims to move state-of-the-art aerial robotics forward.
- b. They aim to develop drones that are capable of autonomous flight, localization in GPS-denied environments, tracking and interacting with mobile ground robots as well as other drones.
- c. They aim to develop drones that are capable of autonomous flight, localization in GPS-denied environments, tracking and interacting with mobile ground robots as well as other drones.

#### **F. KHARAGPUR ROBOSOCER STUDENTS' GROUP:**

- a. It is a robotics research group maintained by students and funded by the Gymkhana.
- b. They play an instrumental role in developing a team of autonomously coordinating bots that can play soccer against other bots.

#### **G. COMPUTER GRAPHICS SOCIETY:**

- a. It aims to broaden horizons on the budding fields of cutting edge immersive, interactive and integrative technologies and develop applications of the same in the AVGC, AR/VR, User Immersion, and Graphics sector.
- b. The team aims to generate interest and skills amongst the student community and enable them to not only be at the forefront of developments in the field but also work on the latest hardware and software.

#### **H. DEBATING SOCIETY :**

- a. The Debating Society is the competitive debate organization of the campus.
- b. The activities of the Debating Society shall be coordinated by a maximum of 4 student Governors.
- c. Its main objective is to participate in University level Parliamentary Debate competitions both within the country and abroad, and has achieved commendable performances in the past.
- d. It holds regular practice sessions throughout the year, in two forms of Parliamentary Debating - Asian and British Parliamentary.
- e. It is also open to collaboration with other organizations on campus, and participation in open debates and panel discussions on various relevant issues.

#### **I. TECHNOLOGY CULINARY ARTS SOCIETY:**

- a. Technology Culinary Arts Society shall encourage students to take an active interest in culinary activities.
- b. The Governing Body of the society shall consist of a maximum of 4 student Governors nominated by the President, in consultation with the concerned

student members of the Executive Council.

- c. The Technology Culinary Arts Society shall endeavor to encourage the culinary arts and allied activities among the students.
- d. The Secretary, Culinary Arts subcommittee, along with the Governors shall be responsible for the overall functioning of the TCAS.
- e. The activities of the TCAS shall be coordinated by the Governors. The Secretary, Culinary Arts Subcommittee shall be responsible for arranging the required infrastructure.

#### **J. TECHNOLOGY ADVENTURE SOCIETY (TAdS):**

- a. Technology Adventure society conducts various sports and adventure events on and outside the campus like Bungee running, Rock Climbing, Mountaineering, Cart Racing, Paintball, Cycle trips, Zorbing, etc.
- b. The activities of the Technology Adventure society shall be coordinated by a maximum of 4 student Governors.

#### **K. BUSINESS CLUB:**

- a. Business Club is a knowledge-based society exploring the wings of Analytics, Finance, and Corporate Strategy.
- b. The 3 wings and their synergic interaction lay the foundation of the modern world of business and help build professionals ready for the corporate world.
- c. The activities of the Business Club shall be coordinated by a maximum of 4 student Governors

#### **L. TECHNOLOGY FILMMAKING and PHOTOGRAPHY SOCIETY (TFPS):**

- a. TFPS is the official club of IIT Kharagpur for students interested in filmmaking, photography, and film appreciation with a highly active presence on Youtube.
- b. Founded in 2010 by a few film enthusiasts, TFPS has come a long way in promoting filmmaking and film appreciation among the campus fraternity as well as outside.
- c. It has also been a launchpad for students interested in pursuing careers in the Entertainment Industry.
- d. The activities of TFPS shall be coordinated by a maximum of 4 student Governors.

#### **M. COMMUNIQUÉ:**

- a. Communiqué, the official soft skills society works under the aegis of Technology Students' Gymkhana.
- b. Recognizing the importance of communication and soft skills in personal and professional life and keeping in mind the diverse background of the students, Communiqué strives towards achieving its goal to inspire, blossom

- confidence, and equip each KGPian with career-building soft skills.
- c. Communiqué aims to provide customized attention to all students by serving as an interface between professional communication experts and individual students and working with the students to ensure that there is a perceptible change in the level of communication skills at IIT Kharagpur.
  - d. The activities of Communiqué shall be coordinated by a maximum of 6 student Governors.

#### **N. QUIZ CLUB:**

- a. The Quiz Club shall be managed by the General Secretary (Technology) and shall promote quizzing culture in the Institute on behalf of Gymkhana.
- b. It shall also decide about quiz team members for participation in National and International quiz competitions.
- c. It shall be coordinated by the General Secretary (Technology) and three Governors/Members nominated to the club by the President in consultation with concerned student members of the Executive Council.
- d. The activities of the Quiz Club shall be coordinated by a maximum of 4 Governors.

#### **O. SPECTRA :**

- a. Spectra is the Fine Arts and Design Group of IIT Kharagpur.
- b. It is a society under the umbrella of Gymkhana which aims to strengthen and promote the roots of fine arts among the students of IIT Kharagpur.
- c. With many talented artists and exhibitionists as its members, Spectra collectively work together to nurture and conserve the artistic vibes of IIT Kharagpur.
- d. The activities of Spectra shall be coordinated by a maximum of 4 student Governors.

#### **P . CHESS CLUB :**

- a. Chess Club IIT Kharagpur was founded with the aim to promote a culture of chess on the IIT Kharagpur campus.
- b. The Club plays an instrumental role in organizing weekend Chess Sessions, Fresher's Chess Tournament, Open IIT Chess tournament (in association with Secretary Billiards, Bridge and Chess, Technology Students Gymkhana) and General Championship Chess tournament (in association with Secretary, Billiards, Bridge and Chess, Technology Students Gymkhana).
- c. The activities of the Chess Club shall be coordinated by a maximum of 4 student Governors.

#### **Q. AMBAR :**

- a. Ambar is the official LGBTQIA+ Support and Ally Resource Group of IIT Kharagpur.

- b. Its vision for IIT Kharagpur is a campus devoid of discrimination against minorities on the basis of gender and sexuality, where such minorities feel safe and free.
- c. This includes the existence of a safe space for people who are still coming to terms with themselves and their sexuality (and/or are confused about it), along with a commitment toward ending all manners of sexism and queerphobia, which present both internal and external to the campus community
- d. They are coordinated by a maximum of four student Governors.

#### **R. TECHNOLOGY ENVIRONMENT SOCIETY :**

- a. Technology Environment Society, previously known as 'Vision Prabaho', is a green activist social group formed by students of IIT Kharagpur, promoting environmental justice inside and outside the IIT Kharagpur Campus
- b. It shall be coordinated by a maximum of 4 student Governors.

#### **S. TECHNOLOGY AQUATIC SOCIETY (TAS) :**

- a. The TAS shall be responsible for the maintenance and upkeep of the swimming pool.
- b. It shall be funded from the membership fees collected by the society.
- c. It shall have a Vice Chairperson, who will be a faculty member nominated by the President in consultation with the concerned members of the Executive Council.
- d. The following shall be the composition of the TAS:
  - i. President (Chairperson)
  - ii. Vice Chairperson
  - iii. Honorary Treasurer of the Gymkhana
  - iv. Vice President
  - v. Sports and Games Coordinator
  - vi. General Secretaries (Sports and Games), one of them shall be Secretary
  - vii. Institute Girls' Sports Nominee
  - viii. Secretary, Aquatics Subcommittee
  - ix. Student Advisor (Sports and Games)
  - x. PTI (Aquatics)
- e. The Director's Nominees (Sports and Games) and representatives from TEAK, IITEU, and IITEA shall be permanent invitees to the meetings of the TAS.

#### **T. TECHNOLOGY COMEDY CLUB:**

- a. Technology Comedy Club is the official club of IIT Kharagpur for students interested in standup, improv, or any other forms of comedy.
- b. It aims to provide a platform for students to share their stories publicly on stage while honing their comedic skills.

- c. It aims to create a prosperous culture for comic artists on campus while creating a community that will help IIT Kharagpur to be at the forefront of improv comedy and standup comedy.
- d. **Its** activities shall be coordinated by a maximum of 4 student Governors.

#### **U. PRODEX:**

- a. Prodex is a workplace for innovation, technology, and research driven activists who aspire to shape their ideas into reality.
- b. It provides a platform for the students of IIT Kharagpur to work with a team of like-minded, innovation-driven people to develop new ideas and shape them into real-life models.
- c. The student composition of Prodex includes Advisors, Governors, Heads, Senior Members, and Junior Members in decreasing order of hierarchy.

#### **V. GRIMOIRE OF CODE (GoC):**

- a. Grimoire of Code is the official Competitive Programming club of IIT Kharagpur.
- b. The aim of GoC is to improve the coding culture in IIT Kharagpur by helping beginners in getting started in competitive programming and helping students prepare for the type of questions asked in the coding tests.
- c. Its student composition includes Advisors, Heads and Executive Members, Student Members, and Associate Members in decreasing order of hierarchy.

#### **W. KHARAGPUR DATA ANALYTICS GROUP (KDAG):**

- a. KDAG is a student-led research group whose main aim is to bring Data Analytics and Machine Learning enthusiasts together under the umbrella of a single society.
- b. It strives to provide ample opportunities and resources to students who are looking forward to making an impact in the domains of artificial intelligence.
- c. Its student composition includes Advisors, Heads, Student Members, and Associate Members in decreasing order of hierarchy.

#### **X. YOGA AND HEALTH CLUB:**

- a. 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.
- b. Its aim is to encourage the practice of yoga by the students in each hall.
- c. It will also submit proposals for organizing workshops and seminars on yoga and health care for the benefit of the students to the President.

#### **Y. DEVELOPERS' SOCIETY**

- a. The Developers' Society is a group of students aimed at fostering and encouraging the culture of software development in the institute.
- b. The Technology Coordinators will act as the Executive Heads of the Developers' Society, with other heads along with different laterals selected through a supervised selection procedure.
- c. It will be responsible for the initiation, development, and maintenance of software and applications for the betterment of the student community and technological advancement of IIT Kharagpur.

## **Z. Think India Society**

- a. Think India Society at IIT Kharagpur aims to promote social welfare and student welfare by creating a platform for students to engage in intellectual discussions and exchange ideas.
- b. It encourages students to participate in various programs and activities that promote innovation, leadership, and social responsibility. Its objectives include fostering a culture of academic excellence and creating opportunities for students to explore their potential.
- c. It aims to facilitate stakeholder engagement in Student and Society welfare by applying Science, Technology, & Innovation. The vision of Think India is to encourage technology-driven societal solutions which impact society directly. It will plan, design and develop sustainable strategies for the upliftment of underdeveloped and rural India.
- d. It shall be a part of the Students' Welfare Committee.

## **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 **golden yellow** 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.

### **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 :

- a. For Gentlemen: White canvas or black shoes, dark-coloured trousers, white shirt, Gymkhana blazer with Gymkhana crest, and Gymkhana tie.
- b. 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 color-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 3 festivals in the academic year :

- A. **SPRING FEST** - the socio-cultural festival.
- B. **KSHITIJ** - the techno-management festival.
- C. **SHAURYA** - the sports festival.

Guidelines for the fest<sup>s</sup> under Gymkhana :

1. The President shall be the Patron of all the fests. They shall be updated on the developments periodically by the Chairperson, the Vice-President, and the General Secretaries.

2. The President in consultation with the Vice President and the respective General Secretaries shall nominate from among the faculty members the following :

a. 1 Chairperson, Steering Committee - Kshitij

b. 1 Chairpersons, Steering Committee - Spring Fest

c. 1 Chairperson, Steering Committee - Shaurya

d. 3 Co-Chairperson, Steering Committee - Kshitij

e. 3 Co-Chairperson, Steering Committee – Spring Fest

f. 3 Co-Chairperson, Steering Committee - Shaurya

3. The President, Chairpersons, Co-Chairpersons, Vice-President, and the General Secretaries shall form the signatory authorities of the fests. The Treasurer shall be the financial signatory for all fests.

4. All the fests shall be organized by the Vice-President and the respective General Secretaries who shall be aided by a Core Committee.

5. The Core Committee shall comprise of the Vice-President, the 2 General Secretaries, the Steering Committee Members, the Core Organising Team Heads and the Core Team Members.

6. The Core Committee (except for members) must be formed within 14 days after the declaration of the Gymkhana election results.

7. Except for the Vice President, no student shall be a member of the Core Committee of all the fests.

The primary responsibilities of the various designations are enlisted below.

#### **A. Chairperson and Co-chairperson:**

The Chairperson and Co-chairpersons have the responsibility of planning and monitoring of the entire event. All the Administrative and expenditure approvals must be forwarded by the Chairperson and Co chairpersons of the Fest. They should also ensure accounting of the fest is completed by the 30<sup>th</sup> June of the Year.

## **B. VICE PRESIDENT**

- a. The Vice President shall be a supervisory authority in **all** the fests.
- b. **They** along with the Steering Committee Members and the General Secretaries shall report to the Steering Committee Chairpersons and Co-Chairpersons from time to time.
- c. **They** shall be the In-Charge of fest security.

## **C. GENERAL SECRETARIES**

- a. The General Secretaries shall be the Executive Heads of the respective fests
- b. 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 Organising Team Heads
- c. The General Secretaries shall report to the Steering Committee regularly about the progress of work.
- d. They shall submit a detailed report on the fest to the President by March 15 of the current year.

## **D. STEERING COMMITTEE**

- a. The Steering Committee Members shall be nominated by the President on the recommendation of the Vice President and the General Secretaries concerned.
- b. The General Secretaries of the previous year shall be ex-officio members of the Steering Committee.
- c. Steering Committee Members shall be responsible for advising and reviewing the decisions taken by the General Secretaries and Heads
- d. The number of Steering Committee Members shall not exceed **20**.
- e. In addition, there shall be at least one Steering Committee Member in Kshitij from Vinod Gupta School of Management.
- f. The President, in consultation with the Vice President and the General Secretaries concerned, shall nominate one Post Graduate Representative for each festival.

### **Eligibility Criteria**

They should have been a Core Organising Team Head of the respective fests.

### **Core Organising Team Heads**

- a. The Heads shall be nominated by the General Secretaries after

- consulting with the Steering Committee Members
- b. The working of the Heads shall be coordinated by the General Secretaries.
  - c. The Heads shall be in charge of any one of the following: Event Management/ Action, Publicity and Sponsorship, and Finance. In Kshitij, there will be one Core Organising Team Head in charge of Media and Public Relations.
  - d. The number of Heads shall not exceed 20.

### **Eligibility Criteria**

Heads should have completed at least 2 academic years in IIT Kharagpur.

### **MEMBERS**

- a. The Members shall work under the Heads and General Secretaries.
- b. They shall be nominated by the General Secretaries in consultation with the Core Organising Team Heads.

### **Eligibility Criteria**

Members should have completed at least one academic year in IIT Kharagpur.

## **APPENDIX-F**

### **1. TECHNOLOGY COORDINATORS**

The Technology Coordinators shall be appointed by the President in consultation with the Vice President, immediate previous Vice President and the immediate previous Technology Coordinators on the basis of an interview.

#### **Eligibility Criteria**

Minimum experience of 2 academic years in IIT Kharagpur.

#### **Selection Procedure**

The Technology Coordinators will be appointed after the elections and before the end of the corresponding spring semester by the elected Vice President, the immediate previous Vice President, and the immediate previous Technology Coordinators. They will serve until the appointment of the Technology Coordinators after the next elections.

#### **Functions**

- I. Maintenance of the Gymkhana website and other projects established under Gymkhana.

- II. The Technology Coordinators along with the Vice President will maintain exclusive access to all Gymkhana electronic properties.
- III. The Technology Coordinators are responsible for the technological expansion of Gymkhana and are directly responsible for implementing the technical aspects of proposals of various Gymkhana office bearers.
- IV. The Technology Coordinators along with the Vice President will nominate and guide the Tech Team in its endeavors.

### **Tech Team**

- a. It consists of the Web Secretaries along with the Technology Coordinators.
- b. The group shall be responsible for the maintenance of existing technical projects, brainstorming new ideas, and building applications and software for the betterment of the institute.

## **2. PUBLIC RELATIONS CHAIRPERSON**

The Public Relations Chairperson shall be appointed by the President in consultation with the Vice President, immediate previous Vice President, and the immediate previous Public Relations Chairperson on the basis of interview(s).

### **Eligibility Criteria**

To be eligible for the office, a person should have a minimum of 2 years of academic experience at IIT Kharagpur.

### **Selection Procedure**

The Public Relations Chairperson (PRC) will be appointed after the elections and before the end of the corresponding spring semester by the elected Vice President, the immediate previous Vice President, and the immediate previous PRC. They will serve until the appointment of a Public Relations Chair after the next elections.

### **Functions**

- I. Distribution of information relating to general students' activities and Gymkhana activities.
- II. Ensuring wide publicity for events/programs/competitions conducted by bodies outside the purview of IIT Kharagpur.
- III. Familiarization of various extra-academic activities within IIT Kharagpur among the first-year students.
- IV. The Public Relations Chair may also take feedback from the students on various issues related to Gymkhana. This includes the circulation of minutes of meetings organized by the Students' Senate, Students' Forum, Committees, Subcommittees, and Students' Forum.

## **3. EDITORS**

Two Editors shall be appointed by the President in consultation with the Vice President, the preceding Vice President, and the preceding Editors on the basis of interview(s).

### **Eligibility Criteria**

To be eligible for the office, a person should have a minimum of 2 years of academic experience at IIT Kharagpur.

### **Selection Procedure**

The Editors will be appointed after the elections and before the end of the corresponding spring semester by the elected Vice President, the preceding Vice President, and the preceding Editors. They will serve until the appointment of new Editors after the next elections.

### **Functions**

- I. Maintenance of the TSG Blog and revising the constitution as per the recommendations of the revising body
- II. The Editors are responsible for curating the content of official communication through Gymkhana in the form of emails, articles, magazines, etc
- III. They will be responsible for creating the content and will be the Head of Illumination magazine and the annual Gymkhana magazine
- IV. They will be a part of the Food Management Committee (along with the General Secretaries Students' Welfare and Vice-President, TSG) and Mess Management Committee, where they will coordinate with the competent authorities to evaluate and improve the ground realities relevant to the former's domain.
- V. The Editors will be a part of the Journal Subcommittee of the Gymkhana.
- VI. The Editors are responsible for conducting and coordinating activities in the institute that helps in improving the writing skills of the students and foster a creative writing culture.

## **4. INSTITUTE GIRLS' SPORTS NOMINEE (IGSN)**

The Institute Girls' Sports Nominee shall be appointed by the President in consultation with the Vice President, immediate previous Vice President, and the immediate previous Institute Girls' Sports Nominee on the basis of an interview.

### **Eligibility Criteria**

To be eligible for the office, a person should have a minimum of 2 years of academic experience at IIT Kharagpur.

### **Selection Procedure**

The Institute Girls' Sports Nominee will be appointed after the elections and before

the end of the corresponding spring semester by the elected Vice President, the immediate previous Vice-President, and the immediate previous IGSN. They will serve until the appointment of the new Institute Girls' Sports Nominee after the next elections.

### **Functions**

- I. IGSN needs to ensure maximum participation of girls in various sporting activities.
- II. IGSN will be a part of the Sports and Games Subcommittees and along with General Secretaries, Sports and Games shall look into any girls related issues in sports.
- III. IGSN would be heading the Institute Girls' Sports Secretaries and shall bring up new initiatives to improve girls' participation and ensure equal representation to them in sports and other general issues.

## **5. INSTITUTE GIRLS' SPORTS SECRETARY (IGSS)**

The Institute Girl Sports' Secretary shall be appointed by the President in consultation with the Vice President, the immediate Institute Girls' Sports Nominee, and the immediate General Secretaries Sports and Games on the basis of an interview.

### **Eligibility Criteria**

To be eligible for the office, a person should have a minimum of 1 year of academic experience in IIT Kharagpur.

### **Selection Procedure**

The Institute Girls' Sports Secretary will be appointed after the elections and at the start of the Autumn semester by the elected Vice President, the immediate Institute Girls' Sports Nominee, and the immediate General Secretaries Sports and Games on the basis of an interview. They will serve until the appointment of the new Institute Girls' Sports Secretary after the next elections.

### **Functions**

- I. IGSS assists the IGSN to ensure maximum participation of girls in various sporting activities.
- II. IGSS along with IGSN will be a part of the Sports and Games committee and with the General Secretaries, Sports and Games, shall look into any girls related issues and concerns in sports.
- III. IGSS shall bring up new initiatives to improve girls' participation and ensure equal representation to them in various sporting activities.

## APPENDIX-G

### 1. Students' Welfare Group (SWG)

- a. SWG strives to contribute to the overall educational mission of the Institute by facilitating the academic, emotional, social, and vocational development of the entire campus community.
- b. The sole aim of SWG is to ensure that every student's life in KGP is hassle-free so that they can achieve their potential zenith while they stay in the campus as well as in their professional career.
- c. SWG aims to instill a belief in every student that they can achieve all their goals in life.
- d. They shall be attached to the Academic Help Subcommittee of the Students' Welfare Committee.

### COMPOSITION

- a. The 1st Year students shall be "Associate members"
- b. 2nd Year Students shall be "Student Members"
- c. General Secretary Students' Welfare will be the "Executive Heads".
- d. 4th Year Students shall be "Advisors"

### SELECTION CRITERIA

- a. The selection of the Members shall follow the procedure decided by the Heads.
- b. The appointment of new Heads from the Members shall be made in the common consensus of the outgoing Heads and Advisors.
- c. The appointment of new Advisors from the Heads shall be made in the common consensus of the outgoing Advisors.

### 2. Institute Wellness Group (IWG)

- a. Under the Students' Welfare portfolio of the Technology Students' Gymkhana, IWG shall consist of trained students who shall ensure welfare activities among the student community and act as primary nodes of mature student counselling.
- b. They shall aim at a better community building inside the campus, and hence while working and deciding their events, their target audience shall be the whole of the IIT Kharagpur community.
- c. They shall be attached to the Community and Crisis Subcommittee of the Students' Welfare Committee.

### COMPOSITION

- a. The 1st Year students shall be "Associate members"

- b. 2nd Year Students shall be “Student Members”
- c. 3rd Year Students shall be “Heads” and “Executive Heads” and they shall be a member of the Council of Heads
- d. There shall be a board of “Advisors”

### **SELECTION CRITERIA**

- a. The selection of the members shall follow the procedure decided by the Heads.
- b. The appointment of new Heads from Members shall be made in the common consensus of the outgoing Heads and Advisors.
- c. The Outgoing Heads shall recommend the members of the Advisory board for the next session.

### **3. The Council Of Heads**

- a. There shall be 2 separate Council of Heads, one for each group, respectively.
- b. The council shall consist of the Executive Heads and the respective Heads of that group.
- c. Any decision regarding the Group(s) and its functioning shall be taken only by the Council.
- d. Any member of the council is free to suggest any change, and all the members shall be on equal footing regarding the proposal of anything new.
- e. Any decision will be passed through a simple (more than half) majority in the Council of Heads where both (Heads and Executive Heads) shall have equal voting rights.
- f. Once passed through the council, it shall go to the Executive Heads for their signature, if either one of them agrees to sign, the decision is agreed upon and passed officially.
- g. If both of them return it, they shall refuse only after mentioning the reason why they refuse to agree and suggesting some changes.
- h. In that case, it shall be presented again in the council of Heads, but if it passes for the second time with a 2/3rd majority, (with or without the suggested changes) the Executive Heads shall sign.

## **ANNEXURE – 1**

### **Rules Governing Finance, Budget, Accounts and Audit of the TECHNOLOGY STUDENTS’ GYMKHANA FUND :**

#### **1. FINANCE**

A. The fund of the Gymkhana shall comprise :

- a. The fees are 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/

B. All fees payable by the students in respect of the Gymkhana shall be collected centrally by the cashier of the Institute. A separate account shall be opened in the name of the "Technology Students' Gymkhana." Intimation, as regards the amounts credited to the Bank account, shall be sent by the Institute Cashier to the Honorary Treasurer of the Gymkhana on each occasion.

Similarly, the Institute contributions to the TSG shall be allocated through ERP. A formal acknowledgment of the money transferred/allocated to the TSG shall be made by the President of the Gymkhana.

C. Any unspent balance left in the Gymkhana account at the close of a year is carried forward to a reserve fund, which may be utilized for Gymkhana activities in subsequent periods with the approval of the Executive Council.

D. Under provisions made in the Budget, and with the approval of the Deputy Director, an advance may be issued to one or more staff of TSG from the Gymkhana fund for meeting expenses of special nature on occasions as may be required by any of the Subcommittees or nominated verticals of the Gymkhana. Final adjustments of such advances should be made by the concerned person, by the presentation of fully vouchered bills as soon as possible and, in any case, within a period of from the end of the event.

E. Ordinarily, a second advance will not be granted to a staff, which has not completely accounted for the first advance.

F. All purchases of the Gymkhana shall be made according to the Institute rule made for the purpose.

G. Travelling Allowance and other miscellaneous expenditures will be governed by the rules framed by the Executive council from time to time.

H. All condonation, write-off, etc. will be done by the President, at the recommendation of an expert Committee, and with the approval of the Director.

## 2. BUDGET

A. A detailed estimate of annual receipts and expenditure pertaining to the Gymkhana under its different subsections shall be drawn up by the outgoing Executive Council well before the commencement of the Academic year to which the estimate relates. **The budget shall be prepared on the concept of zero best budget.** This estimate, which is to be known as the Budget Estimate shall be submitted to the Director for his consideration and approval. No expenditure against the provisions made therein can normally be incurred unless the Budget Estimate is approved by the Director.

B. The Budget Estimates, referred to in Section 2A above shall be scrutinized after six months' working and, if necessary, Revised Budget Estimate shall be drawn up by the Executive Council in office at the time and submitted to the Director for his consideration and approval.

C. No expenditure which is not provided for in the Budget Estimates or Revised Budget Estimates, referred to above shall be incurred nor shall the limits of expenditure as provided for therein under any head exceed without the specific approval of the Director.

### **3. ACCOUNTS**

A. The financial year for 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.

B. Drawals from the Bank account are to be made by means of cheques only. The cheques shall be **signed by the Treasurer and countersigned by the President** of the Gymkhana.

C. **A Cash Book shall be maintained by the Treasurer of the Gymkhana to account for all deposits and drawals from the Bank account and to record all items of expenditure paid by cheques. All entries in the Cash Book shall be authenticated by the Treasurer of the Gymkhana. A monthly reconciliation shall be effected between the balance reflected in the Cash Book, referred to above, with the Bank Pass Book or the statement of balance furnished by the Bank.**

D. 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

E. The President shall present an Annual Statement of account of receipts and expenditure of the Gymkhana Fund to the Audit Board.

#### **4. AUDIT**

A. The audit of the bills of the Technology Students' Gymkhana shall be done as per the guidelines given below.

B. **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 audits as may be made by the Auditor shall be sent to the President of the Gymkhana for necessary action.

C. **ANNUAL AUDIT:** The Annual Audit of the Technology Students' Gymkhana shall be carried out by an **AUDIT BOARD** to be constituted by the Director on the recommendation of the President. The honorarium for the members of the Audit Board shall be as approved by the Director on the recommendation of the President.

Observations raised by the Audit Board on the annual audit shall also be sent to the President of the Gymkhana for action. A statement of these observations together with a copy of the annual statement of accounts shall be placed before the Director.

D. It will be the responsibility of the President 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 Allrounder 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 1971 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 **technology** activities.

**D. ASHOKE MUKHERJEE CUP** is a rolling trophy awarded annually to an outgoing student who has made outstanding voluntary contributions to the Gymkhana.

**E. AMRIT BARMAN MEMORIAL AWARD** This award has been instituted in memory of Alumnus Amrit Barman B Tech 1991 by Technology Students Gymkhana (TSG) to promote excellence in leadership, initiatives and organizational skills among IIT Kharagpur students. Given every year at the Annual Function of the Gymkhana. All the gymkhana post bearers are eligible to apply.

**F. ALUMNI CUP** It is a rolling trophy awarded annually to 2 **non-graduating** students who have performed with distinction in Sports and Games, Technology and Social and Cultural activities throughout the year, respectively.

**G. INSTITUTE ORDER OF MERIT (Social and Cultural) H. HONORABLE MENTION (Social and Cultural)**

**I. SPECIAL MENTION (Social and Cultural)**

**J. INSTITUTE BLUE (Sports)**

**K. HONORABLE MENTION (Sports)**

**L. SPECIAL MENTION (Sports and games)**

**M. INSTITUTE ORDER OF MERIT (Technology)**

**N. HONORABLE MENTION (Technology)**

**O. SPECIAL MENTION (Technology)**

2. Technology Students' Gymkhana shall award a number of Running Trophies annually both 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 Gymkhana awards.

