

CONSTITUTION

Students' Gymkhana
IIT Indore

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Preamble

For the purpose of:

- *Fostering a professional life based on equality of status, high standards of conduct and sound moral judgement.*
- *Promoting and advancing the prowess and fame of the Institute.*
- *Developing all-round extracurricular activities to supplement education.*
- *Advancing the general welfare of students of IIT Indore;*

We, the students of the Indian Institute of Technology, Indore resolve to constitute a self-governing democratic organization called Students' Gymkhana and do hereby adopt this constitution.

General Guidelines, Membership and Advisory Body

1. All the students of the Institute who pay Gymkhana fees and dues shall constitute the General Body and abide by the rules specified in this Constitution.
2. The Gymkhana shall function through the Students' Senate and its Executive wings.
3. Each constituent unit of the Gymkhana under the President, Students' Gymkhana supervised by the respective Executive shall be assisted an appropriate Council, which serves as the Advisory Body, to assist the executives in the exercise of their responsibilities.
4. In case of any contradiction of the rules contained in this Constitution with the Institute rules, the Institute rule and/or the decision of the Institute authority will supersede.

Organization and Organizational Principles

1. The Students' Gymkhana is a body of elected student representatives that represent the students to address their concerns and is responsible for the efficient execution of all the club activities, Intra-IIT festivals & activities, and the organization of the annual techno-cultural event Fluxus, among any other duties assigned by the Institute.
2. The Students' Senate (hereafter referred to as the Senate) will act as a+ non-executive body and shall be the Central Representative, Legislative and Supervisory body of the Students. It shall
 - (a) serve as the main forum of expression of student opinion.
 - (b) be in continuous touch with the general body, consult the students and act as a feedback system.
 - (c) act as the central policy making body.
 - (d) guide and check the functioning of the Gymkhana Executives.
 - (e) Resolve issues arising due to any discrepancy or non-conformance of rules/guidelines
3. The Senate should, however, not interfere in matters of minor importance in order that the free functioning of the executive councils, within the general policy framework defined by the Senate, is not affected.
4. The Students' Gymkhana shall comprise of the following Executives:
 - (a) The President, Students' Gymkhana
 - (b) General Secretary, Academics (UG)
 - (c) General Secretary, Academics (PG)
 - (d) General Secretary, Culturals
 - (e) General Secretary, Sports
 - (f) General Secretary, Science and Technology
 - (g) General Secretary, Hostel
 - (h) General Secretary, Mess, Catering and Allied Services (MAC).
 - (i) General Secretary, Counselling, Alumni and Outreach (COA).

In addition, the Students' Gymkhana will also have the senators representing every branch in UG & PG curriculum.

5. The President, Students' Gymkhana shall be the Chief Executive of the Gymkhana. He/she shall:
 - (a) Be elected by the General Body.
 - (b) Be the *ex-officio* Chairperson of the Presidential Council.

- (c) Be responsible and accountable for all activities that are assigned by the Institute and Office of Students' Affairs.
 - (d) Be responsible for all activities that are conducted by the Students' Gymkhana.
 - (e) Coordinate among all the executives of the Students' Gymkhana.
 - (f) Serve as the principal point-of-contact between Students' Gymkhana and Institute.
 - (g) Maintain and execute the office of the Students' Gymkhana.
 - (h) Preside over meetings of the General Body.
 - (i) Be responsible to make the activity calendar for the Academic Year and get it approved during the handing over session.
 - (j) Collate budget of each department of Students' Gymkhana and prepare the final budget.
 - (k) Can propose changes in the approved Student Gymkhana budget.
 - (l) Can propose formation of new clubs, and appointments to posts such as club head, with the recommendation of the concerned General Secretary under whom the club functions.
 - (m) Temporarily take charge of any other Executive post in the case of it being vacant for any reason.
 - (n) Handle other responsibilities and powers as mentioned in this Constitution or as assigned to him/her from time to time.
6. The General Secretary, Academic (UG) shall oversee the Executive Wing of the Gymkhana pertaining to Academics for UG students. He/she shall:
- (a) Be elected by UG students of the Institute.
 - (b) Be the *ex-officio* Chairperson of the Academic Council.
 - (c) Be answerable to the student community for any matters pertaining to academic affairs.
 - (d) Collate and present the views and concerns of UG students on academic matters, especially related to academic courses.
 - (e) Shall coordinate with the functioning of all centralized facilities of an academic nature, such as Library, Computer Centre, Placement Office, etc.
 - (f) Coordinate with Academic Office on the timings and locations of academic sessions and college events to avoid any clash.
 - (g) Collect and Share the student's feedback with the Academic Office on the Academic Calendar.
 - (h) Collaborate with the Training and Placement Office to make the students acquainted with the Placement process and improve the placement opportunities in the institute.
 - (i) Foster academic relations with other institutes including but not limited to exchange programs, collaborative projects and internship programs.
 - (j) Appoint members to the Academic Council in consultation with the President, Students' Gymkhana.
 - (k) Promote research and technical projects, especially at UG level.
 - (l) Execute other responsibilities and powers as mentioned in this Constitution or as assigned to him/her from time to time.

7. The General Secretary, Academic (PG) shall oversee the Executive Wing of the Gymkhana pertaining to Academics for the PG students. He/she shall:
 - (a) Be elected by PG students of the Institute.
 - (b) Be an *ex-officio* member of the Academic Council.
 - (c) Be answerable to the student community for any matters pertaining to the academic affairs for PG students.
 - (d) Collate and present the views and concerns of PG students on academic matters, especially related to academic courses.
 - (e) Shall coordinate with the functioning of all centralized facilities of an academic nature, such as Library, Computer Centre, Placement Office, etc.
 - (f) Coordinate with Academic Office on the timings and locations of academic sessions and college events to avoid any clash.
 - (g) Collaborate with the Training and Placement Office to make the students acquainted with the Placement process and improve the placement opportunities in the institute.
 - (h) Share the student's feedback with the Academic Office on the Academic Calendar.
 - (i) Foster academic relations with other institutes including but not limited to exchange programs and internship programs.
 - (j) Appoint members to the Academic Council in consultation with the President, Students' Gymkhana.
 - (k) Promote research and technical projects, especially at PG level.
 - (l) Execute other responsibilities and powers as mentioned in this Constitution or as assigned to him/her from time to time.

8. The General Secretary, Cultural shall oversee the Executive Wing of the Gymkhana pertaining to Cultural Activities and report to Faculty Coordinator, Cultural Affairs through President, Students' Gymkhana. He/she shall:
 - (a) Be elected by the General Body.
 - (b) Be the *ex-officio* Chairperson of the Cultural Council.
 - (c) Supervise and coordinate all cultural activities of the Students' Gymkhana.
 - (d) Be responsible for all the executive and financial activities of his/her council.
 - (e) Prepare the estimated budget of Cultural Activities.
 - (f) Get sanction for expenses and prepare financial documentation as per the extant rules of the Institute for release of funds.
 - (g) Be responsible and accountable for submission of bills pertaining to expenses related to Cultural Activities.
 - (h) Promote students' participation in inter and intra institutional cultural events.
 - (i) Be responsible for the proper dissemination of the news of any inter institutional events in the institute.
 - (j) Have other responsibilities and powers as mentioned in this Constitution or as assigned to him/her from time to time.

9. The General Secretary, Sports shall oversee the Executive Wing of the Gymkhana pertaining to Sports and report to Sports Officer through President, Students' Gymkhana. He/she shall:

- (a) Be elected by the General Body.
- (b) Be the *ex-officio* Chairperson of the Sports Council.
- (c) Supervise and coordinate all Sports activities of the Students' Gymkhana.
- (d) Be responsible for all the executive and financial activities of his/her council.
- (e) Prepare the estimated budget of Sports Activities.
- (f) Get sanction for expenses and prepare financial documentation as per the extant rules of the Institute for release of funds.
- (g) Be responsible and accountable for submission of bills pertaining to expenses related to Sports Activities.
- (h) Consummate successful organization of intra institutional sporting competitions (including, but not limited to: Football, Volleyball, Basketball, Cricket, etc.)
- (i) Be responsible for the proper dissemination of the news of any inter institutional events in the institute.
- (j) To ensure that the requirements (important for performance in the game) of both sportsmen and the teams are met with, e.g., kits, uniforms, and reimbursement.
- (k) To plan out, down to the very intricate details, with the respective team captains and under the guidance of Sports Officer, blueprint of every tournament (viz, Inter-IIT) that the institute participates in.
- (l) Have other responsibilities and powers as mentioned in this Constitution or as assigned to him/her from time to time.

10. The General Secretary, Science and Technology shall oversee the Executive Wing of the Gymkhana pertaining to Science and Technology and report to Faculty Coordinator, Science and Technology Affairs through President, Students' Gymkhana. He/she shall:

- (a) Be elected by the General Body.
- (b) Be the *ex-officio* Chairperson of the Science and Technology Council.
- (c) Supervise and coordinate all Science and Technology activities of the Students' Gymkhana.
- (d) Be responsible for all the executive and financial activities of his/her council.
- (e) Facilitate the growth of the clubs under his/her purview and promote 'Science and Technology' via non-academic activities.
- (f) Prepare the estimated budget of Science and Technology Activities.
- (g) Get sanction for expenses and prepare financial documentation as per the extant rules of the Institute for release of funds.
- (h) Be responsible and accountable for submission of bills pertaining to expenses related to Sports Activities.
- (i) Encourage and uplift the scientific and technological standards among the students.
- (j) Assist students with campus network access.
- (k) Aid students in case of malfunctioning computers and likewise devices.

- (l) Collaborate with IT team of the Institute to ensure, monitor and regulate network access to students.
 - (m) Notify and explain IT usage policy, as amended from time to time, according to the Institute rules.
 - (n) Have other responsibilities and powers as mentioned in this Constitution or as assigned to him/her from time to time.
11. The General Secretary, Hostel shall oversee the Executive Wing of the Gymkhana pertaining to Hostel and report to Wardens/ Chief Warden through President, Students' Gymkhana. He/she shall:
- (a) Be elected by the General Body.
 - (b) Be the *ex-officio* Chairperson of the Hall of Residence Council (HORC). The Organizational structure of HORC is placed at *Appendix A* to this Constitution.
 - (c) Be answerable for all Hall of Residence related matters.
 - (d) Keep a check on the maintenance issues of Hall of Residence property.
 - (e) Coordinate with the Chief Security Officer (CSO) to safety related matters.
 - (f) Coordinate with the estate section to address necessary repair or replacement of the concerned state of affairs.
 - (g) Look into matters related to the student activity center and other common areas for the students.
 - (h) Coordinate with the transport section and schedule the transport routine.
 - (i) Be responsible for the smooth functioning of outlets/ services availed by the students for e.g. Saloon, Laundry, Store, etc.
 - (j) Have other responsibilities and powers as mentioned in this Constitution or as assigned to him/her from time to time.
12. The General Secretary, Mess, Catering and Allied Services shall oversee the Executive Wing of the Gymkhana pertaining to the Mess and food canteens and report to Dining Warden/ Chief Warden through President, Students' Gymkhana. He/she shall:
- (a) Be elected by the General Body.
 - (b) Be the *ex-officio* Chairperson of the Mess Committee.
 - (c) Look into the infrastructure and property-related matters of the mess.
 - (d) Be responsible for the preparation of the weekly menu and matters related to the dining facility.
 - (e) Be responsible to ensure quality and quantity of food on a regular basis.
 - (f) Look into hygiene-related issues with regards to the food at the mess.
 - (g) Ensure the functioning of the canteens and ensure fair pricing of all the food products based on the consensus between the Mess Committee and vendor.
 - (h) Translate the grievances of the student body regarding mess/canteen food to the Institute Officials and ensure that the appropriate action is taken.
 - (i) Propose members for the constitution of the mess committee to Dining Warden
 - (j) Decide the month-wise menu, Food Fiesta schedule, in consultation with the Dining Warden.

- (k) Propose levying of fine on the caterer for flouting rules, in consultation with the Dining Warden.
 - (l) Have other responsibilities and powers as mentioned in this Constitution or as assigned to him/her from time to time.
13. The General Secretary, Counselling, Alumni and Outreach shall oversee the Executive Wing of the Gymkhana pertaining to the Counselling Services, Alumni affairs and Outreach activities. He/she shall:
- (a) Be elected by the General Body.
 - (b) Be the *ex-officio* Head of the Student Mentorship program.
 - (c) May be included as a member of the Anti-ragging committee of the Institute and function to advance the general welfare of the students of the Institute.
 - (d) Work towards increasing the Alumni engagement in the Institute. He/she can appoint a Convener for the Alumni Cell in consultation with the President, Students' Gymkhana.
 - (e) Be responsible to carry out outreach activities to increase social awareness among the students and contribute to the upliftment of the society.
 - (f) Have other responsibilities and powers as mentioned in this Constitution or as assigned to him/her from time to time.
14. The Senators shall be elected by the students of the respective disciplines of UG and PG. There shall be 02 Senators per discipline in UG (1 from the 1st and 2nd year, and 1 from 3rd and 4th year), 01 Senator from each PG and PhD courses. The above number is subject to changes, if necessary.
15. The Senators shall:
- (a) Be the *ex-officio* members of the Students' Senate.
 - (b) Discharge the duties assigned to them by the Senate.
 - (c) Represent the student body in the Senate and shall have one vote as far as the decision-making is concerned.
 - (d) Have other responsibilities and powers as mentioned in this Constitution or as assigned to him/her from time to time.
16. The Convener shall be nominated from among the elected Senators in the first meeting of the Senate after the elections.
17. The Convener, Senate shall oversee the functioning of the Senate. He/She shall:
- (a) Convene and preside over the Senate meetings.
 - (b) Make the minutes of the Senate meeting and propose the decision taken to the Office of Student Affairs.
 - (c) He shall direct the appropriate persons for the successful implementation of the Senate of the Students' Gymkhana.
 - (d) Responsible for the ratification of items brought by the Executive body through President, Students' Gymkhana.

18. In all decision-making bodies of the Gymkhana and at all levels, the organizational principles shall be democratic.
19. The general interest of the Institute followed by students shall be placed above the interests of any individual student.
20. The President shall have the power to convene a meeting of any Executive Council or any committee, subcommittee as deemed fit from time to time.
21. Notwithstanding any other articles of the Constitution, the President may attend as a full-fledged member any meetings of any Executive Council or any committee, subcommittee, and may cast an additional vote in case of no clear majority. President may, however, order review of any committee/ sub committee's recommendation on the basis of request/ appeal received from the aggrieved parties of Student body. In the event of the President doing so, he/she shall be obliged, if requested by the concerned body, to place his/her decision in the next meeting of the Parliament.
22. Every year, there shall be a handing over session which shall be jointly attended by members of both the incoming as well as outgoing Senate. The President and the General Secretaries of the outgoing Executive Council will hand over charge to the same of the incoming Executives respectively in writing, under the supervision of the Convener of the Senate. The annual report of the Gymkhana, consisting of the reports of all Executives and committees/councils shall be presented before the Senate at the time of handing/ taking over.

Councils and Committees

1. The Executive activities of the Gymkhana shall be discharged through its Executive Councils and Committees.
2. The President and General Secretaries shall recommend to the Senate for ratification of the proposed budget and activity calendar of the Academic Year.
3. The President and General Secretaries shall recommend to the Senate for ratification the names of the students who shall be appointed to various positions (Club heads, Coordinators, etc) in their respective Councils/Committees
4. The Senate may reject any name that they deem unfit for holding that position with proper justification and representation from the individual.
5. List of all the clubs and hobby groups and their functioning rules is placed at *Appendix B* to this Constitution.
6. No person, other than the secretaries, can be a part of more than one Council/Committee at one time; in case of a clash after selection, the candidate shall have to choose any one of the Council/Committee. In case no decision is reached by the candidate, the President may assign any of the Council to the candidate.
7. The details of the Presidential Council will be as follows:
 - (a) The Presidential Council shall assist the President in discharging his/her duties, and any other duty assigned by the Parliament.
 - (b) Club Heads and Hobby Group Heads that do not belong in the other Councils shall be a part of the Presidential Council.
 - (c) The President shall be the Chairperson of the Council and shall supervise the Council's activities.
 - (d) The Council shall be responsible for the enforcement and amendment of the Constitution.
8. The details of the Academic Council will be as follows:
 - (a) The Academic Council shall assist General Secretary, Academic (UG) and (PG) in discharging his/her duties.
 - (b) The General Secretary, Academic (UG) and (PG) shall be the Joint Chairpersons of the Council and shall supervise the Council's activities.
 - (c) The Council shall help individual students tackle specific academic problems and shall take up their problems with the respective Institute officials.
 - (d) The Council will consist of Senators and three members nominated by General Secretary PG, and/or the President.

- (e) The Council shall coordinate with the Alumni Cell, Training and Placement Cell, and the E-Cell and collaborate for the welfare and development of the student community.
9. The details of the Cultural Council will be as follows:
- (a) The Cultural Council shall organize and promote extracurricular activities in the field of culture, social welfare activities or any duty assigned by the Institute.
 - (b) Club Heads and Hobby Group Heads in the field of culture shall be a part of the Cultural Council.
 - (c) The General Secretary, Culturals shall be the Chairperson of the Cultural Council and shall supervise the Council's activities.
10. The details of the Sports Council will be as follows:
- (a) The Sports Council shall organize and promote extracurricular activities in the field of sports, or any other duty assigned by the Institute.
 - (b) Club Heads and Hobby Group Heads in the field of sports shall be a part of the Sports Council.
 - (c) The General Secretary, Sports shall be the Chairperson of the Sports Council and shall supervise the Council's activities.
11. The details of the Science and Technology Council will be as follows:
- (a) The Science and Technology Council shall organize and promote extracurricular activities in the field of Science and Technology, or any duty assigned by the Institute.
 - (b) Club Heads and Hobby Group Heads in the field of Science and Technology shall be a part of the Science and Technology Council.
 - (c) The General Secretary, Science and Technology shall be the Chairperson of the Science and Technology Council and shall supervise the Council's activities.
 - (d) The Council shall coordinate with the Training and Placement Cell, E-cell, etc. and collaborate for the welfare and development of the students.
12. The details of the Hall of Residence Council (HORC) will be as follows:
- (a) HORC shall assist the General Secretary, Hostel Affairs in discharging his/her duties.
 - (b) The General Secretary, Hostel Affairs shall be the Chairperson of the Council and shall supervise the Council's activities.
 - (c) The Council will consist of Hall Secretaries and/or the President.
 - (d) The detailed structure and responsibilities of the Council is placed at *Appendix A* to this Constitution.

13. The details of the Mess Committee will be as follows:

- (a) The Mess Committee shall assist the General Secretary, Mess, Catering and Allied Services in discharging his/her duties.
- (b) The General Secretary, Mess, Catering and Allied Services shall be the Chairperson of the Committee and shall supervise the Committee's activities.
- (c) The Committee shall consist of all Dining Secretaries and/ or the President.

Elections

1. **Election Commission (EC):** The Senate shall appoint an Election Commission which would consist of the following members:
 - (a) Chief Election Officer (Any member of the General Body);
 - (b) Election Officer - 06 students with preference to 02 female students.
2. The EC will put forth the rules for campaigning based on the guidelines provided by the Constitution and address any issues related to the election that arise during the election process. In addition, EC can frame rules, not mentioned in this Section, to further streamline the election process.
3. The elections shall be conducted for the following posts:
 - (a) The President, Students' Gymkhana;
 - (b) General Secretary, Academic
 - (c) General Secretary, Cultural
 - (d) General Secretary, Sports
 - (e) General Secretary, Science and Technology
 - (f) General Secretary, Hostel
 - (g) General Secretary, Mess, Catering and Allied Services (MAC).
 - (h) General Secretary, Counselling, Alumni and Outreach (COA).
 - (i) Senators
 - (j) Hall of Residence Council (HORC)
4. The election process for the election of Students' Gymkhana representatives will be conducted in two phases:
 - (a) Phase 1 – Elections for all the above-mentioned posts other than HORC shall be conducted in the month of March and the new postholders will take the office from 1st April of every year, which will be accompanied by a handing over session.
 - (b) Phase 2 – Elections for HORC shall be conducted in the month of August.
5. The structure of HORC has been described in *Appendix A*. The electorate for this council shall consist of the residents of the respective Hall of Residences.
6. Any registered student of IIT Indore can contest the elections for the posts with the following guidelines:
 - (a) Candidate contesting for the post of an Executive should have been pursuing a degree at IIT Indore for at least three semesters (if the candidate is a UG student) and one semester (if the candidate is a PG student) before the semester in which the election is being held. He/She should have at least two semesters left in order to be eligible to contest elections.

- (b) The candidate contesting for the post of a Senator should have been pursuing a degree at IIT Indore for at least one semester before the semester in which the election is being held. He/She should have at least two semesters left in order to be eligible to contest elections.
- (c) The candidate contesting for the post in the HRC should be a resident of the respective Hall of Residence and have completed at least 01 semester as a student.
- (d) The Convener, Students' Senate will be nominated from amongst the elected Senators. The members Senate will cast one vote each. In case of a tie, President, Students' Gymkhana will have two power for an additional vote.
- (e) Candidate must have a minimum CGPA of 6.0 out of 10.
- (f) Any person can contest for a position if and only if he/she is a member of the electorate for that post.
- (g) No person shall contest for more than one post concurrently.
- (h) Depositing of the latest grade card (including supplementary exam results) issued by the Academic Section with the Chief Election Officer on or before the last date of filing nomination is a must for all the candidates.
- (i) Nominations should be submitted by the candidates through a duly filled nomination form to the Chief Election Officer along with their identity card.
- (j) It is mandatory to have at least 3 registered students proposing and 5 other registered students seconding a candidate for the nomination for a Executive post.
- (k) Each student can propose OR second a particular candidate. A student cannot second OR propose more than one candidate for a particular post.
- (l) Every candidate for the Senator post is required to be proposed by 2 registered student and seconded by 3 registered students in the nomination form.
- (m) Simultaneously seconding or proposing a candidate in an electorate is not allowed. A person belonging to the corresponding electorate can either propose or second the candidate, but not both.
- (n) A candidate cannot propose or second himself/herself or any other candidate contesting in the elections for any post.
- (o) No member of the election commission can propose or second a candidate.
- (p) No member of the election commission can contest in the elections for any post.
- (q) Candidates should strictly follow the instructions as given on the nomination form and provide relevant documents when desired. Any discrepancy in the nomination form may lead to the rejection of nomination by the Election Commission.
- (r) Withdrawals, if any, can be made by the candidates by writing a letter to the Chief Election Officer. Chief Election Officer will then announce the final list of candidates.

7. The Code of Conduct and procedure for Campaigning is as follows:

- (a) The campaigning shall start 24 hours after the announcements of the duly verified nominations and shall be allowed to continue till exactly 24 hours before the polling starts. It is the responsibility of the Chief Election Officer to ensure that these bounds are respected.

- (b) Campaigning can be done only in the hostel rooms or the adjoining area, and nowhere else; thus, mess area, gardens, parks, parking areas or any other nonresidential area in the hostel premises cannot be used for campaigning.
- (c) Manifesto posters approved by the Election Commission can be put on display on the allocated notice boards and no other place on the campus.
- (d) Online campaigning of the candidates can be carried out on personal social media handles of the students in a manner that does not make any personal remark and violate the spirit of the election process and the Constitution. In case of any such violation, action can be taken by EC and if required, the matter can be forwarded to the Associate Dean of Student Affairs.
- (e) No candidate shall be permitted to make use of printed pamphlets, or any other printed material for the purpose of canvassing. Canvassing to any Institute Authority will be considered as a serious offence.
- (f) No candidate shall indulge in, nor shall abet, any activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic, or between any group(s) of students.
- (g) There shall be no appeal to caste or communal feelings for securing votes. Places of worship, within or outside the campus shall not be used for election propaganda.
- (h) All candidates shall be prohibited from indulging or abetting, all activities which are considered to be "corrupt practices" and offenses, such as bribing of voters, intimidation of voters, impersonation of voters, canvassing, or the use of propaganda within 100 meters of polling stations and the transport and conveyance of voters to and from the polling station.
- (i) No candidate shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda outside the campus.
- (j) No candidate shall, nor shall his/her supporters, deface, modify or cause any destruction/ modification to any property of the campus, for any purpose whatsoever, without the prior written permission of the institute authorities. All candidates shall be held jointly and liable for any destruction/defacing/ modification of any institute property.
- (k) During the election period, the candidates cannot hold processions and/or public meetings.
- (l) Use of loudspeakers, vehicles, and animals for the purpose of canvassing shall be prohibited.
- (m) On the day of polling, student organizations and candidates shall:
 - (i) Co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction;
 - (ii) Not hand out any propaganda on the polling day.
- (n) Except for the voters, no one without a valid pass/letters of authority from the Chief Election Officer (CEO) shall enter the polling booths.
- (o) Candidates are not allowed to do canvassing or campaigning inside Academic Areas.

- (p) Gymkhana/ hostel activities approved by Office of Student Affairs will be conducted during the electoral process.
- (q) No public gathering should be called/ organized during the electoral process. Written permission from the CEO should be obtained for any exception to this rule.
- (r) Collecting money from any source or giving money to any source for the purpose of the election will be strictly prohibited.
- (s) Candidates must strictly adhere to the time limit of the campaigning. Canvassing support before and after the notified time will be detrimental to their candidature.
- (t) No person, who is not the student of IIT Indore, shall be permitted to take part in the election process in any capacity.
- (u) All candidates shall conduct themselves in a manner expected from a student of an Institute of National Importance. Personal attack on any person, living or dead, by any candidate during the election period or beyond, will be regarded as a serious offence.
- (v) Any contravention of any of the above rules may make the candidate liable to be stripped of his candidature, or his elected post, as the case may be. The election council/ institute authorities may also take appropriate disciplinary action against such a violator.
- (w) All content, whether printed or in social media or any other form should be approved by the EC before publishing.

8. The tentative dateline for the conduct of elections is as follows:

Announcement of election schedule	-	D-15
Date for Nomination	-	D-14 to D-12
Withdrawal of Nomination	-	D-10
Date for campaigning	-	D-8 to D-2
Date of Election	-	D
Announcement of Result	-	D+1
Handing/ Taking over (except for HORC)	-	First week of April
Handing/ Taking over (for HORC)	-	Last week of August

Events and Finances

1. The Gymkhana Budget will comprise of the following:
 - (a) Semester-wise Gymkhana fees paid by the students as decided by the Senate;
 - (b) Proceeds from the various workshops and other activities organized by the Students' Gymkhana;
 - (c) Surplus proceeds from the sponsorships.
2. The executives i.e. the General Secretaries shall act as the Finance Convener for their respective Executive Wings. In this regard, he/she shall:
 - (a) Keep track of all the expenditures.
 - (b) Submission of Bills and financial documentation to the Office of Student Affairs
 - (c) Produce financial statement along with bills to the student community.
 - (d) Be responsible for submitting a monthly budget review of the Gymkhana to the Office of Student Affairs through Faculty Coordinator.
3. Any discrepancies in the financial management of the Gymkhana budget will result in an audit and investigation of the Gymkhana Secretaries. In the event of deliberate mismanagement and/or embezzling being found on the part of any Gymkhana member, strict disciplinary action against the individual/s involved will be proposed.
4. The funds shall strictly be used for activities by the Students' Gymkhana and approved by Office of Student Affairs.
5. President, Students' Gymkhana shall be responsible to present the Activity Calendar and propose the required budget for the Academic Year on behalf of all the Executives in the Gymkhana.
6. The guiding spirit in the expenditure of Gymkhana shall be economy at all stages and in all possible ways.
7. The procedure for approval of activities to be conducted is as follows:
 - (a) Approval of Event: Mail from concerned General Secretary should be addressed to concerned Faculty Coordinator with Cc to Associate DoSA, DRSA, Manager Student Affairs and President, Students' Gymkhana. Based on the recommendation of Faculty Coordinator, Associate DoSA will approve the event.
 - (b) Approval for Funding (Advance/ Settlement): Form (accompanied with approval) is to be initiated from General Secretary and forwarded to President, Students' Gymkhana then to Faculty Coordinator for recommendation and finally to Student Affairs Office for approval by Associate DoSA/ DoSA.

(c) Approval for Poster/ Webpage of event: Mail from concerned General Secretary (or the club head) should be addressed to Faculty Co-ordinator with Cc to Associate DoSA, DRSA, Manager Student Affairs and President, Students' Gymkhana. Faculty Coordinator will approve the poster.

8. The timeline of event to be followed will be as follows

Event Approval	–	D-21
Advance to be drawn	–	D-20
Poster Approval	–	D-20
Procurement of items	–	D-20
Mail to all with event brochure	–	D-15
Mail for venue booking, admin and logistics arrangement	–	D-14
Pre-press note	–	D-3
Reminder mail to all with event brochure	–	D-3, D-1
Checking of preparations/ Rehearsal	–	D-1
Conduct of Event	–	D day
Press Release note	–	D day
Thanks giving note	–	D+1
Submission of Bills	–	D+3
Checking payment status of bills	–	D+30

9. Advances may be deposited in the Students' Gymkhana bank account.

10. All advances shall stand due against the names of the concerned executive till the amount is settled properly in accordance with the extant rules in force as specified by the Institute.

11. Accounts for any expenditure should be submitted within the specified deadline after the amount has been withdrawn

12. If any expenditures were made without withdrawing an advance, then the concerned clubhead or executive will be required to give an explanation on the source of funds to the respective General Secretary and seek their permission and support in getting the bills reimbursed.

13. Payment for any bill shall only be made after the same has been verified for payment by the concerned executive. However, no bill/voucher will be accepted as valid and adjusted for unless carefully audited and accepted as in order, as per rules laid down by the Executives in consultation with the President and other office-bearers.

14. Withdrawals from the bank account will be made by cheque signed by the Manager, Student Affairs and the President.

15. Accounts for all expenditures made from the Gymkhana funds will be maintained by DoSA Office.
16. The Senate shall recommend to Office of Student Affairs, for disciplinary action against any person(s) against whom a case of gross financial mismanagement/mal appropriation has been reported and proven to be true after the concerned person(s) has (have) been given adequate opportunity to defend himself/herself (themselves).
17. The President will present a final report before the Senate at the end of the term, who shall then submit it to the Office of Student Affairs This report must include a balance sheet of income and expenditure, any exceptional expenditure and recommended action.
18. The modalities of conducting Fluxus/Technical event is placed at *Appendix C*.

Students' Senate and Bye-Laws

1. The Senate shall consist of the following members:
 - (a) Convener, Students' Senate
 - (b) President, Students' Gymkhana
 - (c) General Secretary, Academics (UG)
 - (d) General Secretary, Academics (PG)
 - (e) General Secretary, Culturals
 - (f) General Secretary, Sports
 - (g) General Secretary, Science and Technology
 - (h) General Secretary, Hostel
 - (i) General Secretary, Mess, Catering and Allied Services
 - (j) General Secretary, Counselling, Alumni and Outreach
 - (k) Senators
 - (l) HORC Secretaries

2. The first Senate meeting of every odd semester shall be preceded by a general body meeting whereby all the members of the Senate, Counselors, and Club heads shall be introduced to the student body and Gymkhana calendar be presented. The Institute functionaries may be invited to attend the meeting.

3. All meetings of the Senate will be convened by the Convener, Students' Senate.

4. The President shall convene at least 02 General Body Meetings per semester to discuss important matters with all the students. He shall be obliged to call a general body meeting if requisitioned by the Convener of the Senate or at least 1/3 of the Senate or least ¼ of the strength of the total strength of the General Body.

5. All sessions of the Senate shall ordinarily be open to the General Body of the Students. However, the Senate may resolve to hold a closed-door session on the basis of a simple majority. Members of the General Body may express their views either through the members of the Senate or ask for permission to speak.

6. The Convener of the Students' Senate shall request all members of the general body of the Students to leave in case any confidential matter comes up for discussion. He/ She shall request a General Body member to leave the session if found violating the following code of conduct:
 - (a) Members of the General Body should address the Convener of the Students' Senate during the discussion.
 - (b) Members of the General Body shall have to take permission of the Convener before expressing a viewpoint for maintaining the order.
 - (c) Members of the General Body should not make any irrelevant personal comment on the floor of the house or make any coarse remark of the offensive nature.

7. The Senate may invite special invitees through consensus as and when necessary.
8. The responsibility for the recording of the minutes of the sessions of the Sessions shall rest with the Convener of the Senate. The actual recording shall be done by a member appointed by the Convener. The recorded minutes shall constitute a draft and not an official record. The draft minutes shall be published and circulated by the Convener of the Students' Senate amongst Members of the Students' Senate and General Body of the Students for comment. Once finalised, the minutes will be confirmed by the signature of Convener of the Senate.
9. In case any member of the Students' Senate is unable to attend a session, he shall communicate the reasons of the same to the Convener of the Students' Senate in advance of the Session and this communication shall be read out at the session. Any member who absents himself without explanation from two consecutive or non-consecutive sessions shall be served a show-cause notice by the Convener of the Students' Senate. If the member is unable to provide an explanation to the satisfaction of the Students' Senate, the Convener of the Students Senate shall propose a censure notice against the defaulting member. In case the Convener is unable to attend a session, a Senator member appointed by the Convener shall convene the session. The Convener will also communicate the reasons and this communication shall be read out at the session.
10. The Senate meeting shall be convened twice every semester to review the Gymkhana work during the previous trimester, plan and reschedule the events in the future, and for other functions as described below:
 - (a) Auditing the Gymkhana budget and finances.
 - (b) Presentation of the Gymkhana budget for different clubs and activities by the different secretaries.
11. The procedure for impeachment of any member of the Senate is as follows:
 - (a) The motion for the impeachment of a member requires the support of at least 33% of the total strength of the parliament, to be initiated.
 - (b) The member against whom the motion is set (to be impeached) must be given at least one week to prepare his/her defense.
 - (c) At the expiration of the period mentioned above, a Senate meeting is supposed to be held to carry out the procedures involved in the impeachment process.
 - (d) The member to be impeached can present his/her defense in front of the Senate, with the Convener supervising the proceedings.
 - (e) After the defense is presented, the Convener provides an opportunity to other Senate members to submit their statements adding to the defense of the member to be impeached.
 - (f) The meeting is supposed to end with a vote to arrive at a decision regarding the impeachment; a supermajority of 2/3rd is required to carry forward the impeachment process.

- (g) The meeting is supposed to end with a vote to arrive at a decision regarding the impeachment; a supermajority of 2/3rd is required to carry forward the impeachment process.

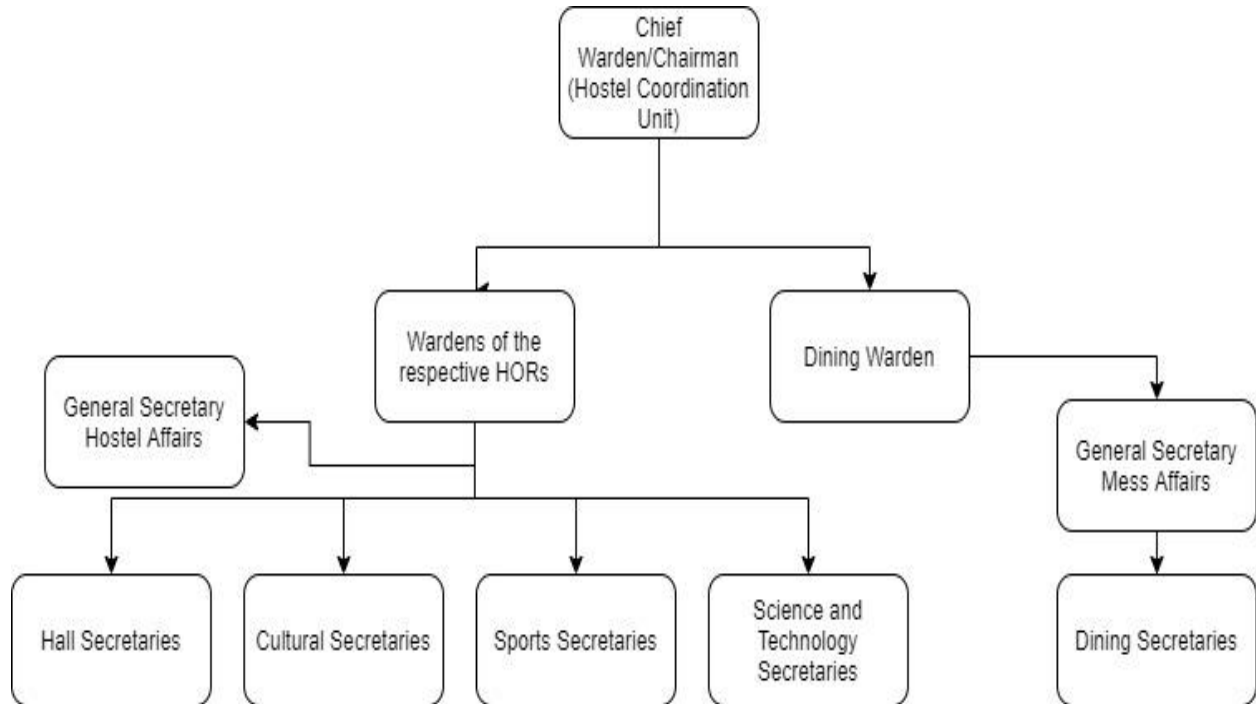
12. The procedure for filling up of vacancies is as follows:

- (a) In case of vacancies created due to impeachment or any other reason, the Senate, in consultation with the President, should appoint an acting secretary from among the Senators to ensure that Students' Gymkhana posts are always held by democratically elected candidates.
- (b) In case the President's post is left vacant, mid-term elections are to be held for the post for the remaining part of the academic year. These elections are to be held in a similar manner as that prescribed in the "Elections" section above.

13. The procedure for carrying out amendments to the Constitution are as follows:

- (a) Proposal to be presented to the members of the Senate, at least 7 days prior to the first meeting for the intended amendment. Note that this period could be used for additional meetings/discussions for modifications in the proposed amendment as judged by the Convener.
- (b) Amendments would require the support of at least 2/3rd of the total membership of the Senate. The quorum for such a meeting shall be 3/4th of the total assembly strength.
- (c) In case the quorum is not met, the meeting can only be used for discussion on the proposed amendment and no vote shall be taken.
- (d) The next meeting for the vote will have to take place within a period of 5 days after the first. The time will be decided by the Convener. It is advised that this period be used for additional meetings/discussions for modifications in the proposed amendment as judged by the Convener.
- (e) No fresh amendments to the same article will be allowed for a period of 6 months post any amendments. This will be to ensure that amendments are made keeping in mind the short-term and long-term needs of the student body. Exceptions would be made in case of advice from the Institute office-bearers.

ORGANIZATIONAL STRUCTURE OF HORC



Hall of Residence Council

1. The Hall of Residence Council (hereafter referred to as HORC) is a council of student representatives from each Hall of Residence.
2. The General Secretary, Hostel Affairs shall be the Chairperson of the Council and shall supervise the Council's activities.
3. Every Hall of Residence will have a Hall Secretary, who will have the following secretaries:
 - (a) Dining Secretary
 - (b) Sports Secretary
 - (c) Cultural Secretary
 - (d) Science and Technology Secretary
 - (e) Hall Maintenance Secretary
4. All the above-mentioned secretaries will be elected by the students residing in that hall and elections for these posts shall be conducted as specified in the elections section. The Eligibility and Nomination of the candidates would be as follows:
 - (a) Students residing in a particular HoR will be the only ones eligible to contest for the post for that respective HoR.
 - (b) Candidates contesting for elections should have a minimum CPI of 6.0 (in whichever hall it is applicable) till the end of the last semester.
 - (c) To nominate themselves for a post, each candidate should be proposed by two students and seconded by two students residing in that HOR.
 - (d) Any student residing in the HOR can propose OR second one candidate only.
 - (e) No candidate can propose or second any other candidate contesting for the elections.
 - (f) The photo and signature of students proposing OR seconding a candidate should be taken along with their smart cards and uploaded in the form attached.
5. The responsibility of Hall Secretary would be as follows:
 - (a) Representative of the respective hall in the Students' Gymkhana.
 - (b) Responsible for keeping the respective Hall of Residence organized.
 - (c) Report to respective Warden through General Secretary, Hostel.
 - (d) Point of contact for the residents of that hall for any issues related to that hall.
 - (e) Responsible to put forward the issues raised by the residents.
 - (f) Report incidences of misconduct or vandalism inside hostel premises to HoR Warden through General Secretary, Hostel Affairs.
6. The responsibility of Dining Secretary would be as follows:
 - (a) *Ex-officio* member of the Mess Committee.

- (b) Responsible to put forward the issues raised by the residents.
 - (c) Assist the General Secretary, Mess, Catering and Allied Services in discharging his/her duties.
7. The responsibility of Sports Secretary would be as follows:
- (a) Point of contact for the respective HoR for issues related to Sports.
 - (b) Responsible for organizing Inter Hall and Intra Hall sports events.
 - (c) Responsible for developing sports facility and keeping check on the sports equipment in their respective HoR.
 - (d) Assist the General Secretary, Mess, Catering and Allied Services in discharging his/her duties.
8. The responsibility of Cultural Secretary would be as follows:
- (a) Responsible for organizing and promoting Inter and Intra Hall cultural events.
 - (b) Responsibility of keeping the residents of the respective halls aware of the cultural events and activities on the campus.
 - (c) Assist the General Secretary, Cultural in discharging his/her duties.
9. The responsibility of Science and Technology Secretary would be as follows:
- (a) Handle the website and social media handle of respective HoR.
 - (b) Responsible for promoting the activities of the respective HoR.
 - (c) Handle all Wi-Fi related issues in the respective HoR and will report the same to the Institute Officials in case of any problem.
 - (d) Assist the General Secretary, Science and Technology in discharging his/her duties.
 - (e) Report any matter related to misuse of IT resources to General Secretary, Science and Technology.
10. The responsibility of Hall Maintenance Secretary would be as follows:
- (a) Address all the maintenance issues of the respective HoR.
 - (b) Upkeep and décor of the common area.
 - (c) Liaison between the Infrastructure Development representative for maintenance related issues.
 - (d) Assist the Hall Secretary in discharging his/her duties.

Clubs and their functioning

1. Clubs are defined as official groups of students (under Students' Gymkhana) sharing common hobbies and passions and working together to organize events relevant to the club and taking up specialized functions in the college as and when needed. It is the responsibility of the Students' Gymkhana to ensure that each club's budgetary requirements are met with, based on the availability of funds and the concerned secretary should provide the clubs the necessary assistance in other matters as well, as and when needed.
2. A hobby group shall be an association of 10 or more students united by a common activity or interest. Such groups will be associated with a Council, with the consent of its General Secretary, and shall be headed by a Coordinator elected by the group.
3. Before forming a Club, the students must form a Hobby group as mentioned in Para 2 and do perform exceptionally well to qualify to become a Club.
4. Formation of the Club will be proposed by the President and approved by the Parliament.
5. Clubs shall receive funding from the Annual Gymkhana budget.
6. The followings clubs are recognized as of now:

Cultural Council chaired by General Secretary, Cultural

- (a) The Literary Club
- (b) Hindi Sahitya Samiti
- (c) Dramatics Club
- (d) The Quiz Club
- (e) Fine Arts Club
- (f) Music Club
- (g) Dance Club
- (h) The Debating Society
- (i) Cinephiles (Movie Making Club)
- (j) Mystic Hues (Photography Club)
- (k) Ek Bharat Shrestha Bharat
- (l) Avana
- (m) Prakriti

Technical Council chaired by General Secretary, Science and Technology

- (a) Robotics Club
- (b) Electronics Club
- (c) Programming Club

- (d) Cynaptics
- (e) Concreate Club
- (f) Astronomy Club
- (g) Aeromodelling Club
- (h) CAE Club
- (i) Team Engines and Demons

Sports Council chaired by General Secretary, Sports

- (a) Chess Club
- (b) Yoga and Fitness Club

14. A member of the General Body shall be eligible to be a Head of a club/hobby group if he/she:
 - (a) Has been an active member in the activities of the respective Club.
 - (b) Has completed at least 2 semesters in the Institute.
 - (c) Is a member of not more than 2 clubs/hobby groups. In case of any conflict, he/she can decide the clubs in which he/she wants to continue as a member.
15. The clubs will mostly be autonomous in nature as far as their internal working and appointments are concerned.
16. The club members will elect the Club Head on their own (in accordance with the requirements mentioned at Para 9) who can then fill the remaining posts after consulting with the club members.
17. Each club must have a Club Head, Treasurer, and Fluxus Club Coordinator. The club can also make other suitable posts after consultation with the Gymkhana executives.
18. The tenure for any student holding a post is one year. A student can hold a given post for a maximum of two years
19. The posts of any club should be refilled at the end of the academic year and the names of the students holding the posts should be announced within a week after the declaration of Gymkhana election results.
20. The new Club Head, after discussion with the concerned General Secretary, should decide the club budget for the academic year, and the schedule of the club events lined up for the said academic year.
21. The outgoing Club Head should submit an annual report of the club performance to the concerned secretary.
22. Every club member should be present at each meeting of the club. If he/she is absent without appropriate reason, the club Head will have the right to suspend that member

from the club. Also, if a member is found to be derelict in his/her duties, he/she can be removed from the club if at least 2/3rd of the members support the decision.

23. If the Club Head is not performing his/her duties properly, the club members, with support of at least 2/3rd of the total members can submit a duly signed application to the concerned General Secretary and appeal for the Club Head's removal. The recommendation of the concerned GS will be approved by the President after providing adequate opportunity for representation.
24. It is a must for all the clubs to organize events/put up stalls/arrange seminars during Fluxus to represent their contribution to the institute milieu.

Fluxus/ Annual Technical Event

1. For the all-round development of the students of the institute and to give them a platform on which they can hone their skills and pursue passions, and to respect the bigger role played by cultural activities in the campus aesthetics, the Gymkhana will undertake the organization of various cultural events of both competitive and non-competitive nature throughout the year.
2. The annual technical event (name to be proposed) and Fluxus is the annual cultural college event organized by students of IIT Indore. It is to be organized on a large scale in keeping with the tradition.
3. It shall extend for no less than two days and not more than four days.
4. The annual technical event shall be organized every year preferably in the month of September and Fluxus in the month of February close to the foundation day, through the combined efforts of Students' Gymkhana and Organizing Team.
5. The Presidential Council and the Treasurer shall be responsible for keeping track of all the funds generated from all the modes listed below.
6. All the funds required for the proper organization of the event shall be acquired through only the following:
 - (a) Sponsorships – Money/Deliverables from sponsors in lieu of their publicity and advertisement during Fluxus. The deliverables cannot include any alcoholic drinks, drugs or narcotics nor any pornographic material or any other materials/ items promoting immoral behaviour.
 - (b) Workshops
 - (c) Event Participation Fees
 - (d) Personal Contributions (duly checked and strictly invoiced)
 - (e) Mess Refunds
 - (f) Other Sources – As decided by the Office of Student Affairs, Faculty Coordinator of Event and Presidential Council.
7. Funds generated by the above-mentioned sources are to be strictly used for activities pertinent to the event. If any fund mismanagement is found out, the organizers shall be held accountable and shall be liable to face appropriate disciplinary action.
8. All income and expenditure should be undertaken post approval from the Institute authorities.

9. Organizing Team: There shall be a core team comprising of the following:
- (a) Head – *Defacto* President, Students' Gymkhana
 - (b) Overall Coordinator(s)
 - (i) Responsible for the successful organization of the event.
 - (ii) Responsible for coordination between different groups working for the event.
 - (iii) Students with the highest authority in matters pertaining to the event.
 - (iv) Have the power to form any informal committee when the need arises.
 - (v) Name shall be used on the Fluxus letterhead for all the official purposes related to the event, in the year for which they are elected the OCs.
 - (vi) Responsible for ensuring that all the sponsorship and dues is deposited in the Institute account.
 - (vii) Responsible for submission of bills and payment to all vendors after completion of event.
 - (viii) They shall be at least one and not more than two in number.
 - (c) Cultural Events Coordinator
 - (d) Technical Events Coordinator
 - (e) Publicity Coordinator
 - (f) Marketing Coordinator
 - (g) Public Relations/Media Coordinator – He/she shall be responsible for providing all the data to PRLO of the Institute.
 - (h) Treasurer – He/she shall:
 - (i) Be responsible for keeping a track of all the funds.
 - (ii) Maintain a ledger or a proper record of all the transactions done in the name of Event.
 - (iii) Provide report on the finances of the event.
 - (i) Production Head (Venue and Stage Management)
 - (j) Hospitality Coordinator (Stay and Transport of Guests)
 - (k) Creative Design Coordinator
 - (l) Content Creation Coordinator
 - (m) Security Head
- (n) No Gymkhana Secretary shall hold any post in the Event Core Team apart from President, Students' Gymkhana who is *defacto* Head of Event. They can, however, act as advisors and/or liaisons between the organizing team and the college authorities.
- (o) It is the duty of every Gymkhana Secretary to discharge his/her duties in the pre-Event phase, providing full cooperation to the Organizing Team.

- (p) General Secretary, Hostel will assist the team in helping with the accommodation of event attendees.
- (q) The selection of all the Event coordinators will be carried out through a thorough process designed and implemented by the Event Selection Committee, which shall comprise of the Deputy Registrar Student Affairs, President, and previous OC(s).
- (r) Anyone can nominate himself/herself for the post of OC given that they are proposed by 3 students and seconded by 5 students. This shall happen within two weeks of announcement of the Election result every year.
- (s) The nominees should submit their resumes along with their nomination forms according to the deadlines specified by the Event Selection Committee. The members of the Gymkhana and the Selection Committee cannot propose or second any nominee.
- (t) Any restructuring in the core team will remain the OC/s' prerogative.
- (u) If the OC(s) or any other core member of the team is/are found to be unfit, then the Office of Student Affairs' can nominate a suitable replacement.
- (v) All the posts of the Organizing Team shall be dissolved immediately after the completion of the event and successful submission of the bills.