INDIAN INSTITUTE OF TECHNOLOGY KANPUR

STUDENTS' GYMKHANA

CONSTITUTION

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PREAMBLE

For the purpose of

Fostering a corporate life based on equality of status and sound moral judgement;

Developing all round extra-curricular activities to supplement education;

And

Advancing the general welfare of our fellow students

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

CHAPTER I

MEMBERSHIP AND ADVISORY BODY

1.01 All registered students of the Institute who pay gymkhana dues shall be members of the Gymkhana and shall constitute its general body.

1.02 The Director of the Institute shall be the Patron of the Gymkhana.

1.03 The Patron, from a panel of names suggested by the Students' Senate, shall appoint the Chief Counsellor, the Games Counsellor, the Cultural Counsellor, the Films & Media Counsellor, the Science & Technology Counsellor and Treasurer of the Gymkhana.

1.04 The Counsellors shall advise the respective wings of the Gymkhana.

1.05 All Counsellors, other then the Chief Counsellor, shall be subordinate to the Chief Counselor in all decision-making powers.

CHAPTER II

ORGANIZATION AND ORGANIZATIONAL PRINCIPLES

2.01 The Gymkhana shall function through the Students' Senate and its five Central Executive wings, namely the Presidential Council, the Games Council, the Cultural Council, the Films & Media Council and the Science and Technology Council.

2.02 The Students' Senate (hereafter referred to as the Senate) 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 executive wings of the Gymkhana.

However, it should not interfere in matters of minor importance in order that the free functioning of the executive wings within the general policy framework defined by the Senate is not affected.

2.03 The Senate shall comprise of:

a. The executives, namely the President, the General Secretary Games, the General Secretary Cultural, the General Secretary Films & Media and the General Secretary Science & technology;
b. Senators representing every undergraduate batch/year, 2-Yr. M.Sc. and post-graduate students and Girls representative (in case no Senator has been otherwise elected from Girls Community).

2.04 The President shall be the Chief executive of the Gymkhana. He/She shall be the Chairman of the Presidential Council and shall supervise and coordinate the general affairs of the general body.

2.05 The General Secretary, Games shall be the chairman of the Games Council and shall supervise and coordinate all activities of Games and Sports.

2.06 The General Secretary, Cultural shall be the chairman of the Cultural Council and shall supervise and coordinate all Cultural activities.

2.07 The General Secretary, Films & Media shall be the Chairman of the Films & Media Council and shall supervise and coordinate all cultural activities.

2.08 The General Secretary, Science & Technology shall be the Chairman of the Science & Technology Council and shall supervise and coordinate all scientific and technological activities.

2.09 The Senate meetings shall be convened and presided over by the Convener of the Senate. He/She shall direct the appropriate persons for the successful implementation of the decisions of the Senate of the Students' Gymkhana.

2.10 The Parliamentarian of the Senate shall advise the Senate on Constitutional and procedural matters. His/Her interpretation, on the floor of the Senate of the constitution and the rules and procedure shall be final.

2.11 In all the decision making bodies of the Gymkhana, at all levels, the organizational principles shall be democratic.

2.12
a. In matters of general interest of the students, the executive councils/committees of the Gymkhana shall be subordinate to the Students' Senate, and there Students' Senate shall be subordinate to the General body.
b. The general interest of the students shall be placed above the interest of any individual student.

2.13 Majority decisions shall be binding on all. Persons holding different views, shall have the right to committee and report directly to all higher bodies up to and including the general body (as in 2.11) but the decisions taken shall be executed until and unless the higher bodies undo them.

2.14 The president or Convener shall refer the matter to the general body if so requested by at least 1/3rd of the total strength of Senate.

2.15 In case where some decision of the Senate has been passed with a large majority and substantial minority, (more than 1/3rd of the Senators present voted against it) the President or the Convener of the Senate may refer the matter to the general body. The Senate in such an event shall not be able to table a no confidence motion against him/her.

2.16 The President as the chief Executive of the Gymkhana shall have the power to requisition a meeting of any executive council or Senate standing or sub- committees. He/She can attend meetings of all councils/committees of the Senate except the Finance Committee, the Rules and Procedures Committee and the steering committee; as a full fledged member and over- rule any decisions taken by them. In the event of the President doing so, he/her shall be obliged, if requested by the concerned body, to requisition a meeting of the Senate and place his/her decision before it.

2.17 The Convener of the Senate may requisition and attend as full fledged member meetings of all the standing and ad-hoc committees of the Senate.

2.18 During summer and winter vacations, when many of the Senators are not present, the vacation Senate (consisting of all Senators present in Campus) shall normally discuss matters of urgent importance. Other matters if discussed shall require endorsement by the full Senate when it meets next.

2.19 In the handing over session which shall be jointly attended by the members of both the outgoing and incoming Senate as full fledged members, the President and General Secretaries for Games, Cultural, Films & Media, Science & Technology and the Convener of the outgoing Senate shall handover the charge to the same of the next Senate respectively in writing under the supervision of the Convener of the new Senate. The annual Gymkhana report, which shall consist of reports of all executives and committees, shall be presented in writing before the House for comments.

2.20

a. Every Senator is expected to intimate to the Convener the reasons for his/her inability to attend meeting and take permission prior to the meeting for absenting himself/herself. Each time, a Senator is absent without permission, the Convener shall issue a warning to that Senator. If a Senator is absent without prior permission for three or more meetings, he/she shall cease to be a Senator**.** A Senator entering the meeting twenty minutes after it is called to order by the Convener shall be considered to be absent for the purpose of this article. If a Senator is absent for five or more meetings with or without permission he/she cease to hold his/her post.

b. Every Executive should intimate the Convener the reasons for his/her inability to attend the meeting and should take a prior permission for his/her absence in the

meeting. If an Executive is absent without prior permission the Convener shall issue a show cause notice to the concerned executive. Thereafter if an executive fails to provide a satisfactory explanation or is absent without prior permission, warning shall be issued by the Convener. As a result of unsatisfactory explanation to the Senate (according to the 2/3rd of the total house) or further absence without prior permission, he/her shall cease to hold his/her post. An executive entering the meeting twenty minutes after the Convener calls it to order shall be considered to be absent for the purpose of this article.

CHAPTER III

ELECTIONS

3.01 Elections shall be conducted by the Chief Election Officer to be appointed by the Senate. He/Her shall propose the names of members of the Election Council for ratification by the Senate.

3.02 Annual Gymkhana Election shall normally be held around 20th of January every year. However, under exceptional situations, annual elections can be postponed for a maximum period of one month.

3.03 (a) The President and General Secretaries of Games, Cultural, Films & Media and Science & Technology respectively shall be elected from the General Body on the basis of **following system - if there are n candidates, voters shall be required to give either a no preference vote or (n-1) preferences. However, in the case of a single candidate, the voter will either give a no preference vote or a vote in favor of the contesting candidate**.

(b) If the number of no-preferences is greater than 50% of the total valid votes cast, than the election of that post stands void and each of the candidates shall be barred from further nominations to the post of President or General Secretary. A re-election would be held with no option of a no-preference vote. i.e. for n candidates voters shall be required to give (n-1) preferences. Counting shall be done as per 3.03 (d).

(c) However, if the number of no-preferences is less 50% of the total valid votes cast then the no-preference votes would be discarded and counting of the rest of the votes would be held in the following manner.

(d) Counting shall be done in successive round. In the first round first preference votes only shall be counted and the candidate with the least first preference votes shall be declared unsuccessful. In the next round, second preference votes of the un-successful candidates shall be added to the first preference count of continuing candidates and again the candidate with the lowest tally shall be declared unsuccessful. This procedure shall be repeated until all but one candidate, who shall be declared successful, secures 50 percent of the **valid votes remaining after discarding the no preference votes.**

3.04 a. Senators who shall continue till the Senate hands over charge, shall be elected from the students of:

i. Undergraduate 4^{th} Year (for students in 5 year program only)
ii. Undergraduate 3^{rd} Year
iii. Undergraduate 2^{nd} Year
iv. Undergraduate 1^{st} Year
v. M.Tech (students other than those in the final semester)
vi. M.B.A. + M.DES + Other Equivalent Masters Program(students other than those in the final semester)

vii. M.Sc. 2 Year(students other than those in the final semester)
viii. All PhD students

b. Senators who shall officiate till July only, shall consist of
ix. Undergraduate 5th Year (for students in 5 year program only)
x. Undergraduate 4th Year (for students in 4 year program only)
xi. M.Tech (students in the final semester)
xii. M.B.A. + M.DES + Other Equivalent Programs (students in the final semester)
xiii. M.Sc. 2 year (students in the final semester)
xiv. All Preparatory students

The number of senators in each group **except preparatory students** shall be at the rate of one senator for every hundred students rounded off to a non-zero integer.

3.05 Mid-term elections shall be held in the month of August for Senators from the
i. First year UG
ii. First Semester M.Tech.
iii. First Semester M.B.A. + M.Des. + Other Equivalent Masters programs
iv. First Semester M.Sc. 2 year
v. All Preparatory Students

The ratio of Senators to each group will remain as in Article 3.04

3.06 Senators shall be elected on the basis of a preferential voting system. Each voter shall have three preferences to be cast in favour of different candidates, the first preference vote carrying 5 points the second preference vote carrying 3 points and the third preference vote 1 point.

3.07 Senators for each class will be declared elected in the following way. The names of Senators will be listed according to first preference points. If the requisite number of candidates got more than 340 first preference points. The requisite number of candidates in order of points obtained will be elected. If otherwise, those getting above 340 points will be elected and the rest will be listed again according to first and second preference points and candidates getting above 500 points will be considered for election in order of points obtained. If the requisite number of candidates are still not elected the rest of the senators will be elected on the basis of combined first, second and third preference points.

3.08 The Convener and the Parliamentarian of the Senate will be elected from among the non-executive members of the Senate through an interactive process, wherein, in successive round of voting the candidate with least number of votes, shall be eliminated until

a. Either a candidate gets more than 50 percent votes of those present and voting and is declared elected: or
b. All, but one candidate, who shall be declared elected, gets eliminated.

3.09 **The Convener and the Parliamentarian of the outgoing Senate shall conduct the election of the Convener, and the Finance Convener of the incoming Senate.**

3.10 a. For the post of all Gymkhana executives, the candidate should have a guaranteed stay in the institute (going by registration record) from the date of election to March 1 of the following year. However, under exceptional circumstances, the Senate may relax the criteria.

b. For senators (elected for 1 gymkhana year), the candidate must have guaranteed stay in institute till December 1 of that year.

c. For the Senate posts of Convener, Students' Senate, Parliamentarian and Convener, finance Committee, the candidates contesting should have a guaranteed stay in the Senate from the date of election to December 1 of that year.

d. A Student who has been placed on Academic Probation or warning by the SUGC shall not be allowed to stand for any elected post of the Gymkhana.

e. If a person holding an elected/nominated post of the gymkhana is put under academic probation or warning during his/her tenure he/she will cease to be a Gymkhana representative. Fresh elections will be held thereafter in accordance with article 3.10 of the constitution.

3.11 In case any post of Students' Senate falls vacant in the middle of the Senate's term, bi-elections will be called by the Senate for the post.

3.12 Norms and modalities regarding the elections are to be fixed by the Elections Council, which can be challenged only in the Senate.

3.13 In case, no girl senator is elected, the Girls' representative election should be held just after/ or during the general election and the same election council should conduct it.

3.14 Charge shall be handed over to the next Senate around 1st March. However, under exceptional circumstances, it can be postponed for a period of two weeks.

CHAPTER IV

STANDING COMMITTEES OF THE STUDENTS' SENATE

4.01 The Senate shall discharge its responsibilities mainly through itself and its Standing Committees. Selected discussions (e.g. finance, academics, and hostel affairs of common interests) may be undertaken by the committees, though they may look into other issues and problems as and when directed by the Senate.

4.02 The Senate shall have the following standing committees:

a. The Emergency Committee
b. The Finance Committee
c. The Steering Committee
d. The Rules and Procedures Committee
e. The Nominations Committee
f. The Committee of Students for Hostel Affairs (COSHA)
g. The Students' Placement Council

4.03 Emergency Committee (EC)

a. The Primary aim of the Emergency Committee is to represent the Senate in urgent situations since the Senate meetings cannot be called at a very short notice.
b. The Emergency committee shall consist of the President, Convener of the Senate, one Senator from every undergraduate year/batch, three Senators from Postgraduate students, one Senator from 2-yr. M.Sc. and the Senator/representative from girls Hostel.
c. The President shall be the ex-officio Chairman of the Emergency Committee.
d. In case an emergency arises, the President shall requisition a meeting of the Senate without delay from the Convener of the Senate. If it is possible to convene the meeting of the Senate within the desired time the emergency meeting shall be discussed by the full Senate, otherwise the Emergency Committee shall carry on with the matter till the Senate meets next.
e. Emergency Committee motions shall require the support of at least half of its total strength.

4.04 Finance Committee (FC)

a. The Primary aim of the Finance Committee is to manage the finances of the Students' Gymkhana, and it shall control and supervise the expenditures incurred by the executive wings of the Gymkhana. It shall report to the Senate of Finances and Accounts periodically, as prescribed by the Senate.
b. It shall comprise of three members including its Convener, who shall be elected by the Senate.

4.05 Steering Committee

a. The Steering Committee shall coordinate and assist the Convener in steering Senate session's meetings. It shall be responsible for publishing minutes of the Senate sessions/meetings.
b. It shall consist of the Convener of the Senate, who shall be its ex- officio Convener, and one UG Senator and one PG Senator.

4.06 Rules and Procedures Committee

a. The Rules and Procedures Committee shall be responsible for interpreting and updating the Gymkhana Constitution and Rules and Procedures of the Senate as and when required.
b. It shall consist of the Parliamentarian, elected by the Senate from among Senators, and one UG senator and one PG senator
c. The Parliamentarian shall be the ex-officio Convener of the Rules and Procedures Committee.

4.07 Nominations Committee (NC)

a. The Nominations Committee shall nominate students' representatives to the various institute bodies. It can call for an explanation, in case the nominee (s) is (are) not found suitable for the assigned task. All its nominations/actions are to be ratified by the Senate.
b. It shall consist of the President, the Convener, one PG Senator and one UG Senator.
c. The President shall be the ex-officio Convener of the Nominations Committee.

4.08 The Committee of Students for Hostel Affairs (COSHA)

a. The COSHA shall supervise and coordinate matters of common interest to all halls of Residence.
b. It shall consist of the President, the in charge Hostel Affairs, one SBRA Representative, Hall Presidents, and Mess Secretaries of every Hall of Residence and two Senators as Senate nominees.
c. The In-charge, Hostel Affairs, elected by the senate, shall be the Convener of the COSHA. The meetings of the COSHA shall be chaired by the President.

4.09 Students' Placement council (SPC)

a. The primary aim of Students' placement Council is to express the students' opinion regarding placements and it will act as the students' central advisory body for the SPO.
b. It shall consist of two placement secretaries, one Convener and one procedural in charge elected from among the members of SPC and one placement coordinator for each category.
c. It shall have its own constitution to follow.

4.10 All sessions of the standing committees of the Students' Senate require quorum, which is constituted by one half of the strength of the committee rounded up to the nearest

integer.

All members of the standing committees who are members of the Students' Senate or are nominated by the Students' Senate, are required to be present in at least half the meetings held until then rounded down to the nearest integer.

If any member falls short of this attendance requirement, the Convener of the committee should report this to the convener of the Students' Senate who may call for either a written explanation or a verbal explanation in the Senate.

CHAPTER V

ORGANIZATION OF COUNCILS

5.01 The President and the general Secretaries of Games, Cultural, Films & Media and Science & Technology shall propose for ratification by the Senate, the names of students to be appointed in their respective positions as Secretaries/Coordinators/Captains etc. as members of their respective councils.

5.02 If the Senate feels that any person proposed as a member of a council, is not capable enough, it may reject the proposed name and demand alternative names to be proposed.

5.03 A maximum number of 5 members of any council can be members of the Senate at the same time.

5.04 Presidential Council

a. The aim of the Presidential Council shall be to help the President in discharging his/her duties and any other duty assigned by the Senate. The president for this purpose may form clubs and/or hobby groups. However, the number of clubs shall be limited to a maximum of 6.
b. The President shall be the Chairman of the Council and shall supervise the council's activities.
c. Finance Convener shall be ex-officio member of the Council.

5.05 Games Council

a. The aim of the Games Council is to organize and promote all extracurricular activities in the field of games and any other duties assigned by the Senate. The General Secretary Games for this purpose may form clubs and/or hobby groups. However, the number of clubs shall be limited to maximum of 6.
b. The General Secretary Games shall be the chairman of the Council and shall supervise and coordinate all its activities.
c. The General Secretary Games shall propose the names of students as captains and secretaries for various games activities to be ratified by the Senate.
d. The Council shall consist of the General Secretary Games, the President or his/her nominee, Finance Convener (ex-officio) ,one member of the finance Committee (ex-officio) and members nominated by the General Secretary.
e. The Secretaries shall be responsible for the organizational part of the work, especially the off-field activities whereas the captains shall be responsible for on-field activities.

5.06 Cultural Council

a. The aim of the Cultural Council is to organize and promote all cultural extra-curricular activities and any other duty assigned by the Senate. The General Secretary Cultural for this purpose may form clubs and/or hobby groups. However, the number of clubs shall be limited to maximum of 6
b. The General Secretary, Cultural shall be the Chairman of the Council and shall supervise and coordinate all cultural activities.

c. The Council shall consist of the General Secretary Cultural, the President or his/her nominee, Finance Convener (ex-officio) ,one member of the finance Committee (ex-officio) and members nominated by the General Secretary.
d. The coordinators shall be responsible for the organization of all cultural programmes whereas the secretaries shall promote club activities.

5.07 Films & Media Council

a. The aim of the Films & Media Council is to organize and promote all Cinematic activities on behalf of the Students' Gymkhana and any other duty assigned by the Senate. The General Secretary Films and Media for this purpose may form clubs and/or hobby groups. However, the number of clubs shall be limited to maximum of 6.
b. The general Secretary Films & Media shall be the Chairman of the 'Films & Media' Council and shall supervise and coordinate all its activities.
c. The Council shall consist of the General Secretary Films & Media, the President or his/her nominee, Finance Convener (ex-officio) ,one member of the finance Committee (ex-officio) and members nominated by the General Secretary.

5.08 Science and Technology Council

a. The aim of the Science and Technology council is to organize and promote all scientific and technological activities and any other duty assigned by the Senate. The General Secretary Science and Technology for this purpose may form clubs and/or hobby groups. However, the number of clubs shall be limited to maximum of 6.
b. The General Secretary Science and Technology shall be the Chairman of the Council and shall supervise and coordinate all its activities.
c. The Council shall consist of the General Secretary Science and Technology , the President or his/her nominee, Finance Convener (ex-officio) ,one member of the finance Committee (ex-officio) and members nominated by the General Secretary.
d. The coordinator shall be responsible for the organization and shall promote club activities.

CHAPTER VI

CLUBS AND HOBBY GROUPS

6.01 Hobby Group

a. A hobby group shall be an association of 10 or more students united by a common interest or goal. Such groups shall identify themselves with a council with the written consent of the concerned General Secretary.
b. The hobby group shall function through a captain/coordinator/manager duly appointed by the concerned general secretary through a democratic process.
c. The captain/coordinator/manager shall be responsible for all the group's activities with the consent of general secretary's consent. The general secretary shall, in turn, intimate the senate about the group's activities at regular interval.
d. The funding for all such groups shall come through senators' seed fund.

6.02 Clubs

a. Any hobby group which has been performing exceptionally well for a period of minimum 6 months can request the senate for an upgradation to the status of club.
b. The coordinators shall be elected through a call of nominations to the General Body.
c. The club shall receive promised fund from the gymkhana at the beginning of each financial year.

CHAPTER VII
FINANCE INCOME

7.01 The total funds of the Students Gymkhana shall comprise of:

a. Contributions made by the Students as annual Gymkhana fees.
b. Regular contribution made by the Institute.
c. Funds from other sources such as membership fees for club, sale of tickets for professional programme, sponsorship, ad-hoc contribution from the institute etc.

7.02 The total funds available under (a) and (b) of 7.01 will be determined by every Senate as per the Budget scheme in effect at the time of adoption of this constitution as per the decision in the BOG meeting held on October 1978.

7.03 All fees payable by the Students in respect of the gymkhana shall be collected centrally by the Cashier of the Institute and deposited into the branch of the State Bank of India in a separate account to be opened in the name of the chief Counselor of the Gymkhana. Intimation regarding the amount credited to the Bank Account shall be sent by the Institute Cashier to the Treasurer of the Gymkhana. A formal receipt of the money as and when transferred to the Gymkhana Bank Account shall be looked for from the chief Counselor of the Gymkhana.

7.04 Similarly the Institute contribution payable to the gymkhana fund shall also be credited to the bank account under intimation to the Treasurer of the Gymkhana.

7.05 Finance Committee will finalize the budget on the recommendation and requirements of various councils and will present to the Senate for ratification

7.06 In the budgets presented by the councils, separate heads are to be made for various club activities, other major expenses and estimates of miscellaneous expenses

7.07 Senator Seed Fund

a. The Finance Convener shall allocate an amount as seed fund to every senator at the beginning of each financial year. This fund shall be referred to as Senator Seed Fund.
b. The senator seed fund shall be used to fund a hobby group or any other activity with due intimation to the senate.
c. The senator seed fund should be at least around ¼ (one-fourth) of the total gymkhana budget which shall equally be distributed among all senators.
d. A senator shall commit a maximum of ¼ (one-fourth) of his seed fund to a particular activity. Also, a maximum of ¼ (one-fourth) of the senate shall commit itself to a particular activity.
e. The Finance Convener shall reallocate the unspent fund to other activities towards the end of the financial year

7.08 If the Senate advises some changes in the budget of any council, the

corresponding executive should meet his/her council members to modify the budget proposal, which he/she will put to the Senate for ratification.

7.09 Estimated income from all sources should be shown on the budget

7.10 The Senate will make all the final adjustment to the budget.

7.11 Only the Senate will pass the Annual Budget.

7.12 Normally not even intra-committee budget heads shall be allowed to be exceeded. However, if reallocation of funds is essential the executive concerned will obtain the permission of the finance Committee and notify the Senate to the effect.

7.13 The FC may also recommend adhoc financial measures consistent with the existing framework, which will require a simple majority for sanction and will be presented for approval as "resolutions".”

7.14 The FC will submit regular reports (at least one in three months) on the status of the Gymkhana Finances at the moment.

7.15 Advances, Purchases, Expenditure:

The guiding spirit in the expenditure of Gymkhana shall be economy at all stages and in all possible ways.

7.16 Advances will be given to the President and the General Secretaries of the Cultural, Games, Films & Media and Science and Technology Councils, (that is the five executives) or to any person they authorize, in writing, to do so against their name. All advances shall stand due against the names of the concerned executives unless and until satisfactorily accounted for in accordance with all the rules in force.

7.17 Accounts for any expenditure should be submitted as early as possible after the amount has been withdrawn. If more than one advance or a large sum is pending, a further advance should only be sanctioned with the written consent of the Convener of the Finance Committee.

7.18 If somehow expenditures (except party payments) have been done without taking the advances then the concerned club coordinator or the executive will have to give an explanation to the Finance Convener and seek his/her permission to get the bills reimbursed.

7.19 Payments and Accounts:

Payment for any bill will be made only 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 scrutinized and accepted as proper, as per rules laid down by the Students’ Senate and by the finance Committee.

7.20 Withdrawals from the bank account will be made by cheque signed by the

Chief Counselor and Treasurer.

7.21 Accounts for all expenditure made from the Gymkhana funds will be maintained by the DOSA Office.

7.22 Disciplinary Action:

The Senate shall take disciplinary action against any person(s) against whom a case of gross financial mis-management /mal-appropriation has been reported and accepted as true after the concerned person(s) has (have) been given adequate opportunity to defend himself/herself (themselves). The decision shall be referred to the chief Counselor for implementation.

7.23 Proceedings initiated by one Senate and not completed during its terms will be continued by the next Senate, possibly after re-appraisal of the issue as a result of which the new Senate may:

a. Extend time limit for clearance of outstanding amounts
b. Mitigate punishment.
c. Enhance punishment

The reasons for the above must be made known publicly (i.e. new facts etc.) as per Article 7.22.

7.24 However, if the finance Committee of a particular year fails to point out cases of gross financial mis-management/mal-appropriation of funds which are subsequently discovered by the succeeding Finance Committee, then disciplinary action will be initiated against the Finance Committee members also (as per article 7.22).

7.25 Annual Report

The Finance Committee will present its final report before the joint session of the Senate. This report must include:

a. A balance sheet (of income/expenditure)
b. Any exceptional expenditure
c. Recommended action

7.26 Written annual report of the treasurer, checked by the audit board, should be circulated to the students through the Students' Senate.

CHAPTER VIII

BY LAWS

8.01 Amendment of articles of the constitution shall require the support of at least 2/3 of the total strength of the Senate.

8.02 Amendment of rules and Procedures of the Senate shall require the support of at least ½ of the total strength of the Senate.

8.03 The Senate can remove any executive from office by passing a no-confidence motion supported by at least 2/3 of its total strength.

8.04 The Senate can remove the Convener of the Senate, the Parliamentarian and the Convener/Members of various Councils/Committees by passing a non-confidence motion supported by at least ½ of its total strength.

8.05 Any executive, Senate functionary or member of councils/committees can be censured for his/her action with the support of at least ½ of the total strength of the Senate.

8.06 The President shall call and chair general body meetings. H e /She shall be obliged to call a general body meeting if requisitioned by the Convener of the Senate or at least 1/3 of the total strength of the Senate or at least ¼ of the total strength of the general body.

8.07 a. The Convener of the Senate shall be obliged to call a meeting of the Senate within 48 hours if requisitioned by the President or by at least 1/3 of the total strength of the Senate.

b. In case a meeting of the Senate is requisitioned with a public notice under Article 8.07 (a) to take a no-confidence motion against the Convener, the Convener must have the issue discussed and voted upon by the Senate within 48 hours. Failing this ½ or more than ½ of the total strength of the Senate, may be a public notice, remove the Convener and appoint a new Convener.

8.08 The Chairman/Convener of any Council/standing or adhoc committee of the Senate shall be obliged to call a meeting of the same if requisitioned by at least 1/3 of its total strength.

8.09 For general students' opinion on a particular issue, the Senate may go for referendum. All referendums shall be conducted by a referendum in charge to be appointed by the Senate.

8.10 Notwithstanding any other provisions for a referendum existing in the Constitution, referendum to impeach an executive can be held only if:

a. 1/2 or more of the total strength of the Senate votes in favour of this, or
b. 1/3 or more of the total strength of the general Body shall be required for impeachment.

APPENDIX I

RULES AND PROCEDURES OF THE STUDENTS' SENATE

CHAPTER I

SESSIONS OF THE STUDENTS' SENATE

1.1 Introduction:

The membership, duties, powers and privileges of the Students' Senate are defined in the constitution of the Students' Gymkhana

1.2 Frequency:

The Students' Senate shall meet at least once a month.

1.3 Notification

a. All members of the Students' Senate and b.
The General Body of the Students

1.4 Agenda

a. The agenda of the Sessions of the Students Senate shall be finalized by the steering committee of the Students' Senate. The agenda shall be circulated to the members of the Students' Senate and general body of Students by the Convener of Students' Senate. The agenda may be over-ruled by a simple majority in the Students' Senate.
b. The agenda cannot be overruled in a requisition meeting called under Article 7.07 of the Constitution.

1.5 Quorum:

a. One-half of the total strength of the Students' Senate shall constitute the quorum. The quorum shall be required at the commencement of each session. Members shall not leave during sessions without the permission of the Convener of the Students' Senate. If quorum is absent at the beginning of any session, the Convener shall adjourn the session for lack of quorum without transacting any business. Sessions adjourned for lack of quorum shall require quorum for reconvening.

b. For a requisition meeting called under Article 7.07 of the Constitution, adjourned once due to lack of quorum, the Convener will call another meeting within 3 days at the same place at the same time. For such a meeting if the quorum requirements of Article 1.5 (a) of the rules and Procedures are not met than the matter shall be referred to the general body under the provision of Art. 2.13 of the Constitution.

1.6 Attendance:

In case any member of the Students' Senate is unable to attend a session, he/she 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/ herself 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.

1.7 Presence of the General Body

All sessions of the Students' Senate shall ordinarily be open to the General Body of the Students. However, the Students' 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 Students' Senate or ask for permission to speak themselves. 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. The Convener of the Students' Senate shall request a General Body member to leave if found violating the code of conduct as per Art. 1.8 below.

1.8 Code of conduct during the Presence of the General Body

a. Members of the General Body should address the Convener of the Students' Senate during the course of discussion.
b. Members of General Body shall have to take the permission of the Convener of the Students' Senate 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.

1.9 Presence of counselors and other special invitees:

The Students' Senate may by consensus invite the Counselors of the Students' Gymkhana or may other special invitees as and when necessary.

1.10 Minutes:

a. The responsibilities for the recording of the minutes of the sessions of the

Students' Senate shall rest with the Convener of the Students' Senate. The actual recording of the minutes shall be done by the steering committee of the Students' Senate. The recorded minutes shall constitute a draft and not an official record.

b. Circulation:
The draft minutes shall be published and circulated by the Convener of the Students' Senate amongst:
i. Members of the Students' Senate
ii. Counselors of the Students' Gymkhana
iii. The General Body of the Students.

Within a period of two weeks of the session in question, if this has not been done, all subsequent sessions of the students Senate shall be compulsorily adjourned if so demanded by even one member of the Students' Senate.

c. Ratification:
When the procedure lay down in Art. 1.10(b) above has been followed the draft minutes shall be placed for ratification at the first subsequent session of the students' Senate. However, if less than twenty-four hours have elapsed since the circulation of the draft minutes; ratification shall be done in the next session if so demanded by even one member of the Senate. Ratification of the draft minutes shall constitute the first item on the agenda. Changes, if any, shall be included in full in the minutes of the session in which ratification is done. On ratification, the Convener shall sign the ratified minutes, whereupon they shall become official.

1.11 Parliamentarian:

The Parliamentarian to the Students' Senate shall be the Convener of the Rules and Procedures committee. He/She shall advise the Students' Senate on procedural matters, and his/her interpretation of these rules and procedures shall be final. He/She shall also act as the Convener of the Students' Senate in the absence of Convener of Students' Senate.

1.12 Office of the Students' Senate:

a. An office of the Students' Senate shall be maintained by the Convener of the Students' Senate, who shall be responsible for the up to date maintenance of the following:
i. The Constitution of the Students' Gymkhana with amendments. ii. Minutes of the sessions of the Students' Senate.
iii. The Rules and procedures of the Students' Senate with amendments.
iv. Reports of the sub-committees of the Students' Senate.
v. All correspondence relating to the convening and functioning of the Students' Senate.

b. The Convener of the Students' Senate shall be responsible for the production, on demand, of all the above documents in original to the following:
i. Members of the Students' Senate.

ii. Members of the general Body of the Students.
iii. Any other person or body authorized by the Students' Senate.

CHAPTER II

SUB-COMMITTEES OF THE STUDENTS' SENATE

2.1 General Provisions

a. The Students' Senate may appoint as and when necessary an investigative subcommittee to investigate any particular matter and report to it. These sub-committees may be either adhoc or standing.
b. No sub-committee of the Students' Senate shall have any executive function whatever unless otherwise explicitly specified in the terms of reference.
c. Members of all the sub-committees of the Students' Senate shall ordinarily be senators, but in special circumstances the Senate may, by resolution, also include any other General Body member in a sub- committee, except in the case of the steering committee, the rules and procedures committee and the finance committee, in which case the membership shall be limited to senators.
d. All adhoc sub-committees of the Students' Senate shall go out of existence when the outgoing Senate hands over charge to the successor Senate. The standing sub-committees, however, will continue to function till charge is handed over to successor committees.

2.2 Formation:

a. Prior to the appointment of any sub-committee, the students' Senate shall decide by a simple majority the following:

    i. Its term of reference
    ii. Its strength and
    iii. In the case of an adhoc sub-committee, its period of existence.

b. The Convener of the students' Senate shall invite nominations for membership of a sub-committee under formation, from senators. Senators shall nominate themselves and no seconding shall be necessary. If the number of nominations received is in excess of the proposed strength, the Convener of the Students' Senate shall hold an election on the basis of one vote for every member of the Students' Senate. The voting shall be by secret ballot if so demanded by even one member of the Students' Senate.
c. The Convener of the Students' Senate shall declare the result of the election immediately on conclusion of the same. Unless otherwise resolved in the terms of reference, the sub-committee shall come into existence immediately after declaration of the results of the election.
d. If the number of nominations received is less than the proposed strength of the sub-committee, the Convener of the Students, Senate shall make a second call for the same. If the number is in excess of the proposed strength, the procedure laid down in Art. 2.2(b) above shall be followed. Otherwise the Convener of the Students' Senate shall declare the members of the sub-committee duly elected.
e. In case no nominations are received even after the second call, the Convener of the Students' Senate shall officiate as the Convener of that sub-committee and

shall appoint one UG and one PG Senator to discharge the functions of that sub-committee. The sub-committee thus formed, must be ratified by the Students' Senate.

f. The Students' Senate shall elect the Convener of the sub-committee from amongst the members of that sub-committee as per the procedure specified in Art. 2.2(b), (c) and (d) above. No sub-committees shall be formed without the specific nominations of a Convener, unless specified in the term of reference.

g. In case any post of a sub-committee of the Students' Senate falls vacant in the middle of its term, the Convener, Students' Senate will call for nominations for that post.

2.3 Duties of Convener

The Convener of a sub-committee shall be responsible for the proper functioning of the same. He/She shall:

a. Convene and preside over all sessions of that sub-committee.
b. Coordinate its activities and ensure its compliance with the terms of reference.
c. Be responsible for the preparation of the sub-committee's report to the Students' Senate with in the time specified in terms of reference.
d. Ensure that an adequate opportunity has been provided to the general body of the students to express their views both before and after the preparation of the sub-committee's draft report.
e. Submit the final report of the sub-committee to the Convener of the Students' Senate, who shall, circulate the entire text of the report as a part of the agenda for a subsequent session of the Students' Senate amongst all those listed in Art. 1.10(b). Unless this has been done, the Students' Senate shall not proceed to discuss the report of the sub- committee, if so demanded by even one member of the Students' Senate.

2.4 Functions:

a. The Convener of a sub-committee may ask for a preliminary discussion on the floor of the Students' Senate if he/she thinks that the same is necessary.
b. Ordinarily, all recommendations of a sub-committee shall be on the basis of a consensus. In case of dissent, the dissenting members shall attach a note of dissent to the report of the sub-committee for the consideration of the Students' Senate.
c. The Convener of a sub-committee shall be directly responsible for all communication within the sub-committee. He/She shall route all business with other individuals or bodies through the Convener of the Students' Senate, who shall be obliged to render the assistance asked for.

CHAPTER III

STANDING COMMITTEES OF THE STUDENTS' SENATE

3.1 a. The Steering committee shall consist of the following:

i. The Convener of the Students' Senate, who shall be the ex- officio Convener of the steering committee, and
ii. One UG senator and one PG senator.

b. The steering committee shall be responsible for the optimum utilization of the sessions of the Students' Senate. It shall finalize the agenda for every session of the students' Senate. For this purpose, it shall meet at least once before every session of the Students' Senate.

c. The steering committee shall also be responsible for the recording of the minutes of the sessions of the students' Senate, for this purpose the steering committee shall meet within four days of every session of the Students' Senate and prepare the draft minutes ratification by the Students' Senate.

d. The Steering committee shall also provide any other assistance required by:
i. The Convener, of the Students' Senate
ii. The Students' Senate
iii. The sub-committees of the Students' Senate

3.2 The Rules and Procedures Committee:

a. The Rules and Procedures Committee shall consist of:
i. The Parliamentarian, Students' Senate who shall be the convener of the committee.
ii. One UG senator and one PG senator.

b. The Rules and Procedures committee shall be responsible for the observance of due procedure in the Students' Senate. It shall:
i. Prepare, delete, add, amend and bring up-to-date all rules, procedures, structures, norms, convention, codes-of-conduct, etc.
ii. Advise the Students' Senate on all matters concerning rules, procedures, structures, norms, conventions, codes-of-conduct etc.
iii. Study all proposed changes in these rules and procedures and give its opinion on the same.
iv. Study all proposed changes in these rules and procedures and give its opinion on the same.
v. Advise the Students' Senate on all matters relating to the formation and functioning of its sub-committees.

c. All recommendations of the rules and procedures committee shall be subject to the approval by a simple majority of the Students' Senate. The interpretation of these rules and procedures by the Parliamentarian shall be final.

CHAPTER IV

PROCEDURES

4.1 Change in rules and Procedures:

a. Inadequacies in the rules and procedures shall be referred by the Convener of the Students' Senate to the Convener of the rules and procedures committee for corrections.

b. All rules and procedures may be repeated, added to, or amended in any session of the Students' Senate provided the following have been included in the previously circulated agenda for the same:

i. Written notice of the proposed action, giving the text of the desired modification together with a statement of its purpose and effect, and

ii. The opinion of the rules and procedures committee on the desired action.

c. Any such modification shall be subject to a simple majority in the Students' Senate.

4.2 Point of Order:

a. A member may raise a point of order, if in the opinion of the member.

i. Any constitutional provision or rules or procedure is being transgressed.

ii. Any established convention of the Students' Senate is being transgressed.

iii. An objectionable procedure is being followed.

b. If any member wishes to raise a point of order, the Convener of the Students' Senate shall permit him/her to do so immediately.

4.3 Order of Business:

a. The order of business at sessions of the Students' Senate shall be as follows:

i. Ratification of draft minutes

ii. Announcements

iii. Remarks by the Convener and the President, and reports by all General Secretaries

iv. Reports of sub-committees

v. unfinished business

vi. New business

b. The order of business may be over-ruled by a simple majority in the Students' Senate.

4.4 Resolution:

a. Consensus: A decision of the Students' Senate may be arrived at by consensus of the proposal:

i. Does not require a resolution for its passage under any of these rules and procedures.

ii. Is not objects to by any member of the Students' Senate or if all objections are withdrawn.

iii. Is not meant to give expression to the opinion of the General Body of the Students.

b. Resolutions: In case decision is not possible as laid down in Article 4.4(a) above the Students' Senate shall decide by resolution as follows:

i. All resolutions shall be submitted in writing by the proposer to the Convener of the Students' Senate.

ii. All resolutions shall be seconded by at least one member of the Students' Senate other than the proposer.

iii. A resolution shall be considered tabled only when it has been read out by the Convener of the Students' Senate.

iv. A resolution can be tabled only if both the proposer and seconder are present in the session.

v. No prior notice is necessary for the tabling of a resolution unless otherwise required by any of these rules and procedures.

vi. While discussion on a resolution is in progress amendments to the resolution may be moved. Incorporation of the proposed amendments is, however, subject to the discretion of the proposer of the resolution.

vii. If the proposed amendment is not accepted by the proposer of the resolution, the proposer of the amendment may propose an alternate resolution incorporating his/her proposed amendment for the simultaneous consideration of the Students' Senate.

viii. While discussion on a resolution is in progress, further resolution concerning the same matter may be tabled for simultaneous consideration of the Students' Senate, but no resolution concerning any other matter shall be tabled. When all the resolutions on the table have been adequately discussed, the Convener shall declare the discussion closed. The Convener shall then read out all the resolutions in their final from in the order in which they were tabled prior to voting.

ix. Once the discussion on a resolution has been closed, it shall be reopened only with the permission of the Convener, in which case Article 4.4(b) (ix) and (x) shall again become operative.

x. Resolutions shall be taken up one at a time for voting in the order in which they were tabled.

xi. A secret ballot, if so requested by even one member of the Students' Senate, shall be permissible only under Article 2.2 and Article 4.8 and 4.9.

4.5 Constitutional Amendments:

a. A constitutional amendment shall require a two third majority for its passage in the Students' Senate.

b. All constitutional amendments shall be submitted in written to the Convener of the Students' Senate by the proposer, and shall be seconded by at least two members of the Students' Senate other than the proposer.

c. A constitutional amendment may be discussed in any session of the Students' Senate provided the following have been included in the previously circulated

agenda for the same.

i. Written notice of the proposed amendment, giving the text of the proposed amendment together with a statement of its purpose and effect.
ii. The opinion of the rules and procedures committee on the proposed amendment.

d. The voting on a constitutional amendment shall take place in the session succeeding the one in which the discussion on the same was closed. Reopening of the discussion prior to voting is, however permitted prior to voting.

4.6 Calling Attention Motion:

a. A member of the Students' Senate may move a calling attention motion either verbally or in writing to:

i. Attract the attention of the Students' Senate or any Executive of the Students' Gymkhana or the General Body of the Students to say particular matter, or
ii. Address any question to the Students' Senate or any executive of the Students' Gymkhana, in which case the member may ask a written answer.

b. In case a calling attention motion is in the form of a question, the individual or body to which the question is addressed may ask for:

i. The question to be submitted in writing.
ii. Any reasonable amount of time for preparing the answer.

c. The answer to a calling attention motion shall be recorded in full in the minutes.

4.7 a. Adjournment Motions:

i. An adjournment motion may be moved by a member of the Students' Senate while a session is in progress, if and when he/she thinks the same is desirable.
ii. If the adjournment asked for exceeds thirty minutes the adjournment motion shall be in writing.
iii. The Convener of the Students' Senate shall put an adjournment motion to vote as soon as possible after it has been proposed.
iv. Adjournment motions shall be subject to a simple majority in the Students' Senate.

b. The Convener of the Students' Senate may, if necessary, adjourn the session for almost ten minutes without the necessity of seeking the Senate's the vote. This should be exercised only in case of extreme disorder.

4.8 Censure Motion:

a. All censure motions shall be submitted in writing to the Convener of the Students' Senate.
b. If the Convener of the Students' Senate is the defendant, he/she shall vacate the chair and the Parliamentarian of the Students' Senate shall chair the session.

c. All censure motions except those under Article 1.6 shall be duty proposes and seconded by at least one member of the Students' Senate other than the proposer.

d. A censure motion may be discussed in the absence of the defendant. e. No censure motion shall be put to vote to unless;

i. the defendant has been given an opportunity to the satisfaction of the defendant to defend himself/herself before the Students' Senate and

ii. Adequate discussion has followed the defendant's defense.

f. The defendant shall be asked to leave the session by the Convener of the Students' Senate when the censure motion is put to vote.

g. Voting on a censure motion shall be by secret ballot if so demanded by even one number of the Students' Senate.

h. All censure motions shall be subject to a simple majority in the Students' Senate.

4.9 No Confidence Motions:

a. All no-confidence motions shall be submitted in writing to the Convener of the Students' Senate.

b. The same as Article 4.8b above

c. All no-confidence motions shall be duly proposed and seconded by at least two members of the Students' Senate other than the proposer.

d. A no-confidence motion shall be discussed only in the presence of the defendant.

e. No-confidence motion shall be put to vote unless:

i. The Defendant has been given an opportunity to the satisfaction of the defendant to defend himself/herself before the Students' Senate and

ii. Adequate discussion has followed the Defendant's defense

iii. In case of repeated absence the Senate may consider the case in the absence of the Defendant.

f. The defendant shall be asked to leave the session by the Convener of the Students' Senate when the no-confidence motion is put to vote.

g. Voting on a no-confidence motion shall be by secret ballot.

h. In case of repeated absence the Senate may consider the case in the absence of the Defendant.

i. In case a no-confidence motion is passed, the Defendant shall stand unseated from the office on the declaration of the results of the voting by the Convener of the Students' Senate.

APPENDIX II

RULES AND PROCEDURES REGARDING THE FINANCIAL AFFAIRS OF THE GYMKHANA

(The under mentioned rules and procedures are as per the guidelines laid down in the constitution and only clearly spell out the general idea expressed there).

1. The Students' Senate shall have a three member standing committee known as the Finance Committee (here forth referred to as FC), who's function will be to manage the effective expenditure of the Gymkhana Funds.
2. All members of the FC will be Senators and one of them will be elected as Convener of the FC by the Senate.
3. The FC will function as a team, but for administrative convenience the responsibilities will be distributed as follows:

Convener FC: Students' Gymkhana Accounts

Member1: Festivals and major programs of Cultural and Films & Media Councils.

Member2: Festivals and major programs of Games Council and S&T Council.

4. Every FC Member will be an ex-officio member of the council he/she is attached to and the Convener FC shall be ex-officio member of all councils.
5. All remittances towards advertisements/sponsorships will be received at the DOSA Office. The parties for whom the advertisements appear must be informed to remit the amount by cheque/draft drawn in favor of Students' Gymkhana, IIT Kanpur'.
6. a. Sale of tickets for professional programs must be made only through proper authorized numbered and preferably printed ticket booklets with at least three counterfoils, one to be handed over at the entry gate, one kept at the sale counter and one to be kept by ticket holder. Each of these ticket booklets should be recorded by the gymkhana Office (DOSA Office) before issue for sale, and accounted for within a fortnight of the programme (i.e. all counter foils and unsold tickets should be accounted for). All counter foils and unsold tickets are to be submitted at the DOSA Office. The amounts collected by such a sale should be accounted for in the normal way.
   b. The complimentary passes should be of a different colour and must have NOT FOR SALE and COMPLIMENTARY PASS printed on them. These passes must be numbered, stamped at the DOSA Office and must have 3 counterfoils (exactly as the ticket booklets) and must be accounted for through the DOSA Office. The passes must be restricted to the minimum possible. An account must be maintained of the recipient of the passes.
   c. Articles like T-shirts etc. must be sold only through the mess bill or through receipts accountable to the DOSA Office.
   d. Proper contracts must be drawn with the artists or external parties concerned

prior to any programme.

7. The membership fee for any club shall be received against a printed receipt only on which the club for which it is collected should be clearly mentioned. The receipt books shall be issued out by the Gymkhana Office and the executive responsible for the collection of membership fee shall submit the account in the Gymkhana Office. Money collected may be used for the expenses of the club concerned. However, the amount collected must be informed to the FC regularly.
8. Money received from any other source (for ex: security money of Elections) excepting the membership fee of clubs shall not normally be used for expenses directly. All such money must be deposited with the DOSA Office. In exceptional circumstances the money may be spent directly if permitted in writing by the Chief Counselor.
9. All Equipment purchases will be done only with the approval of the Finance Committee
10. In case the expenditure of equipment(s) (or any items such as printing of T-Shirts, Brochures, etc.) exceeds Rs. 15,000/- proper quotations should be called from at least three authorized firms/dealers. A purchase committee should be formed consisting of finance Convener
    (or FC member), AR Audit (or his/her nominee) and the representatives of organizing committee, which will then give contracts on the basis of quotations received
11. Expenses on cash purchases are to be made out of an advance drawn. Such purchases must have the prior approval of the concerned authorities.
12. The executives must submit proper accounts for any expenditure made as early as possible after the amount has been spend and always earlier than a request for a fresh advance, subject to conditions laid down in the Constitution.
13. As far as possible, payments shall be made by cheque by the DOSA Office.
14. Payments will normally be made if the executive concerned verifies a bill and it has been examined by the FC and approved/accepted
15. While submitting bills/vouchers, it is the duty of the executive to specify (on the reverse side of the bill/voucher) the budget head to which it is to be assigned.
16. Excepting conveyance, there should be a receipt from the recipient of each expenditure, conveyance, and TA bills should be submitted only on proper forms available for the purpose (at the DOSA Office). In case of train journey money receipts should be attached.
17. In all cases of gymkhana work, the most economical mode of transport is to be used (e.g. Institute bus for local trips, buses/mini-buses in other cities). If this is not done, the executive concerned should offer sufficient justification for the same.
18. Trips to other cities, on gymkhana expense are to be minimized as far as possible. A person going to another city should be asked to undertake a number of different tasks which are to be done in that city.
19. In all cases of a person going to another city on Gymkhana expenses, prior information is to be given to the FC.
20. DA will be paid to persons going out station on gymkhana work at the rate of Rs. 80/- per day.
21. No DA will be paid if boarding is provided for at the destination station.
22. a. A maximum commission of 25% of the value received may be paid to the individual responsible for procuring any advertisement for the gymkhana. The elected executives will not be eligible to receive their commission.

b. Commissions must be given during the semester and before the handing over of charge. The list of recipients displayed on Notice Boards.

23. The expenses on refreshments and missed meals shall be minimized as far as possible.
24. For the Gymkhana festivals, the concerned executive will be given a pre-determined number of refreshment coupons of a fixed value. Additional coupons/claims will not normally be entertained.
25. When visiting dignitaries are to be entertained the expenditure on 'hospitality' may be commensurate with the needs of protocol, but only one or at most two (under exceptional circumstances) persons of the concerned council may accompany the dignitaries.
26. 'Refreshments' will normally imply tea, but should in no case exceed one drink (like cold coffee or Nimbupani) per person.
27. Refreshments are generally to be discouraged for committee/council meetings, but tea may be served at the discretion of the person chairing the meeting, especially if the meeting exceeds a certain length of time.
28. Expenditure on refreshments will generally be allowed only to persons involved in doing strenuous/physical work for their council. In this category will be people like:
    a. Audio and stage crew after a full fledged cultural council programme.
    b. Games teams when matches are played with invited/visiting teams. In such cases,
        i. the invited teams
        ii. the player of the home team and
        iii. The persons involved in organizing the game will be eligible for refreshment.
29. Missed meal allowance will be given only as an exceptional measure when a person misses a meal due to unavoidable circumstances while doing Gymkhana work. (i.e. Rs. 20/- for lunch/dinner (Rs. 30 if out of station for Gymkhana work); Rs15/- for breakfast and Rs. 5/- for tea (if out of station for Gymkhana work). The maximum allowance will be commensurate with the DA and allowance permitted.
30. Under certain exceptional circumstances the persons involved in the organization of a major program, may be rewarded in kind (i.e. a small celebration party). For this prior permission of the FC is required.
31. If the bills are in language other than English/Hindi (i.e. Urdu), an English/Hindi translation of the same should be attached with the original.
32. A stock register is to be maintained for each council. It is to be regularly checked, updated and officially handed over to the succeeding executives by the present executives (All permanent/semi-permanent items should be noted. If transferred to other clubs should be noted in respective register).
33. When/if objectionable procedures/expenses are detected by the FC; they are to seek explanation, if any is forthcoming, from the executive concerned.
34. A written list of the objections is to be given to the concerned executive, and a copy of it is to be left with the dealing assistant at the DOSA Office.
35. If the explanation given by the concerned executives is deemed unsatisfactory, the Counselor of that committee is to be informed about the matter through the Convener of the Students' Senate.
36. If the objections are based upon the violation of established norms and

procedures and the amount involved exceeds Rs. 500/- then the stoppage of further funds may be recommended to the Counselor concerned by the FC via the Convener.

37. If the objections are due to some technicality, the stoppage of funds is not to be requested for, but the lapse must be rectified at the earliest.
38. For persistent disregard and violations of established norms and procedures by an executive while in the office, severe and strict action will be taken by the Senate. This will be commensurate with the amount of money involved and the seriousness of the charge. The action taken may include:
    a. The introduction to a 'No-Confidence' or 'Censure' motion by the Convener on the recommendation of the FC. In this case no counter motion can be initiated against the Convener for introducing matter.
    b. Information regarding the incident being publicly displayed and forwarded to parents/ guardians and/ or being recorded in his/her personal life.
    c. Monetary fine up to the amount involved as recommended by the FC.
    d. Stoppage of Gymkhana clearance from final clearance slip till the matter is cleared up.
    e. Stoppage of provisional and/ or final degree till matter is cleared up.
    f. Initiation of legal proceeding against him/her.
39. Any objections regarding TA/DA expenditure from non-students during Gymkhana work (e.g. PTI's) is to be informed to the Counselor of the concerned council for necessary action.
40. The FC will submit regular reports (at least once every 3 months) on the status of Gymkhana finances at the moment.
41. The FC may also recommend adhoc financial measures consistent with the existing framework, which will require a simple majority for sanction and will be presented for approval as resolutions.
42. The Finance Convener should regularly cross check his/her accounts with those in the DOSA Office for total transparency of the Gymkhana Funds.

APPENDIX III
Gymkhana Festivals

8.01 Students of IIT Kanpur organize five major festivals every year namely:

a. Udghosh The Inter college Sports Festival
b. Antaragni The Inter College Cultural Festival
c. Umang The Inter College Film Festival
d. Techkriti The Inter College Tech' Festival
e. Megabucks The Inter College Entrepreneurship Festival

8.02 The basic motto of all these inter college festivals shall be to encourage the spirit of Competition and the spirit of participation amongst the Student Community in IIT Kanpur.

8.03 Festival Structure and the Core Group Responsibilities

8.04 Core Group

A. Festival Chairman
b. Festival Advisor (*Chairman, Festival Advisory Committee*)
c. Festival Coordinator
d. Head, Marketing
e. Head, Finance
f. Head, Events
g. Head, Security
h. Head, Public Relations

8.05 The Festival Chairman:

The Festival Chairman shall be a faculty member who shall head the core team for the conduction of the festival.

8.06 The Festival Advisor (Chairman, Festival Advisory Committee):

a. The Festival Advisor shall be the authority who, along with the core team, Shall look into all aspects of the festival and shall advice the core team as and When required.
b. The chairman of the advisory committee shall be a faculty member whose appointment procedure shall be same as that of Festival Chairman.
c. The president, Students' Gymkhana and Convener, Students' Senate shall be the Ex-Officio member of the Festival Advisory Committee.
d. They should advise in any place where they feel that matters might get out of the hand and recommend the necessary actions to either Festival Chairman or Festival Coordinators and any other member of core team. In case, his/her

advice is overlooked; he/she shall be free to report the matter to the president, Students' Gymkhana and/or Students' Senate.

e. Committee should comment on the preliminary report and budget of the festival which shall include all the prizes, artist fees and any other financial dealings and also on the final financial report.

8.07 The Festival Coordinator:

a. The Festival Coordinator shall be responsible for the overall conduct of the festival. He/She shall be the chief executive of the festival and his/her decision can be overruled only by the Festival Chairman or President, Students' Gymkhana. In this event the Festival Chairman or President, Students' Gymkhana shall be obliged to duly report the matter to the senate if requested by the Festival Coordinator.
b. The Festival Coordinator in consultation with the Advisory Committee and core team should plan all activities, events and competitions.
c. It shall be the responsibility of the Festival Coordinator to ensure that all the arrangements made are proper and keep taking constant updates from the coordinators.
d. He/She shall present a detailed preliminary festival report (for example an account of all the events in the festival, all the artists and performers coming to the festival and the expected budget of the festival) well before the festival (minimum 1 month). He/She shall also present the final conduction report within six weeks of the festival.
e. He/She shall constitute the STF (Special Task Force) Team in consultation with the President, Convener, and Festival Chairman. The names of the STF members shall be presented before senate for ratification.
f. The Festival Coordinator can propose the expansion in Core Team as per his/her requirements to suit his/her festival plan. The appointment procedure shall be same as that of other core team members.
g. The responsibility of keeping the senate informed of all developments lies with the festival coordinator.
h. The festival coordinator shall be responsible for mismanagement of any type and shall be answerable to the senate.
i. He/She shall be directly responsible for the hospitality of the participants.
j. He/She shall be directly responsible for various logistics involved in the festival.

8.08 Head, Marketing:

a. He/She shall be responsible to portray the festival in the market and arrange enough funds for the proper conduction of the festival.
b. He/She shall be responsible for the appointment of Marketing Team. For this purpose, he/she shall call the nominations for the various posts and will follow the procedure as that of coordinators.

c. He/She shall be responsible for the hospitality of various sponsors and their representatives.
d. All issues related to the sponsorship or issues related to the MoUs shall come under the jurisdiction of the Marketing Coordinator.
e. He/She shall submit a preliminary report of marketing along with a copy of their MoU's to the Convener, Senate at least two weeks prior to the festival.

8.09 Head, Finance:

a. Head, Finance shall be responsible for all the financial and accountancy matters of the Festival.
b. He/She, along with the core team, shall decide the budget allocation, prize money and money for various gifts to be distributed.
c. He/She shall prepare the budget for the festival with inputs from marketing team and coordinators of various events. He/She shall present the tentative budget to the senate for approval at least one month before the festival. Any change after the budget shall require the approval of Finance Committee, Students' Senate. The budget shall also include prize money to be distributed along with various gifts. It shall also contain the details of any purchase during the festival (for example T-Shirts).
d. Finance Coordinator shall submit all the bills and *MoUs*, duly audited by the Finance Committee, Students' Senate, to the senate within eight weeks. Senate shall appoint a member of the finance committee (other than finance convener) for administrative purposes of auditing.
e. All the sales should be done in coherence with the Article 6, Appendix II of the constitution of students' gymkhana.

8.10 Head, Security:

a. He/She shall be responsible for handling the entire security arrangements for the entire festival.
b. He/She shall prepare the security plan along with core team, President, Students' Gymkhana, Convener, Students' Gymkhana, Chief Security Officer, IIT-Kanpur and Dean of Students' Affairs. He/She shall take into account all the logistics like total number of people expected and total number of security personals available etc. He/She should also take the account of various emergency scenarios and prepare the emergency plans of actions.
c. He/She shall present a preliminary report to the student's senate at least four weeks prior to the festival with complete details of his/her plans. He/She shall also report possible security threats due to various festival plans and corresponding logistics (like excessive participation and number of passes distributed etc.) and provide his/her feedback to the other core team and senate as and when required.
d. He/She shall work in coherence with the various coordinators and provide them the detailed security plans related to their events.

e. After the festival, he/she shall be required to submit a final report on the festival and the security arrangements made during the festival to the senate along with his/her recommendations for future.

8.11 Head, Events:

a. He/She along with core team and coordinators shall plan various activities and events to be held for the festival.
b. He/She shall be directly responsible for the conduction of various events during the festival.
c. He/She shall lead the show management team of the festival. The appointment procedure shall be same as that of coordinators.
d. He/She shall finally decide various prizes and gifts to be distributed with the recommendation of various coordinators.
e. He/She shall make final decision regarding any issue related to the events.
f. He/She should report the planning of the Festival along with various details to the senate before making it public. He/She should submit the preliminary report regarding events four to six months prior to the festival.
g. He/She shall also present the conduction report of the events within four weeks to the festival.

8.12 Head, Public Relations:

a. He/She shall be responsible for contacting various eminent personalities and delegates to participate in the festival.
b. Any communication with the corporate and professional personalities for participating to the festival should be done through Head, Public Relations.
c. He/She shall be responsible for the hospitality of various delegates.
d. For inviting delegates, a prior permission of Director shall be required.
e. Media relations shall also be the responsibility of Head, Public relations.

8.13 Appointment Procedures:

a. Festival Chairman: Students' Senate will recommend a panel of faculty members to the director and he/she shall make the final decision in this regard.
b. Nominations for the post of other core team members shall be called by the convener of the Students Senate.
c. The Students Senate will set up an interview panel which Composes of the following people.
    i. Previous Festival Coordinator
    ii. Respective Core Team Member (Head, Marketing/Finance/Events/ Security).
    iii. General Secretary of the respective council (if applicable).
    iv. President, Students Gymkhana.
    v. Convener, Students' Senate

Other than the above, senate may invite incoming/outgoing president, convener and/or respective general secretary as the special invitees for their comments.

d. The interviews shall be conducted in full senate meeting and the panel shall recommend the names for the respective posts to the senate for ratification.
e. For the post of coordinators of different events, the nominations shall be called by the Festival coordinator. The Core Team along with the president and convener shall interview the candidates and recommend the same to the senate for approval. The senate members shall be invited to attend the process of interviews as observers.
f. For the appointment of core team, the procedure shall be completed within eight weeks to the end of the respective festival.
g. For the appointment of the coordinators, the procedure shall be completed within 6-12 weeks to the end of respective festival.

8.14 Minimum Requirements and Interview Expectations:

a. The person appearing for the interview must be having a minimum CPI of 6.5, and must not be in on warning or AP or on DP.
b. His/Her stay in the institute must be confirmed till the end of the semester in which the festival will be held.

8.15 Guidelines for the Interview Panel:

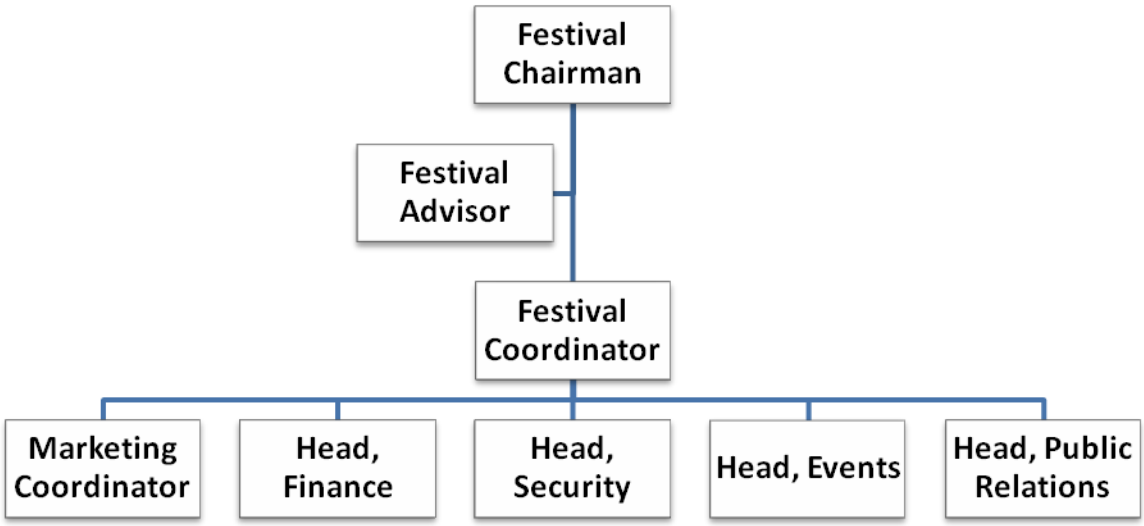
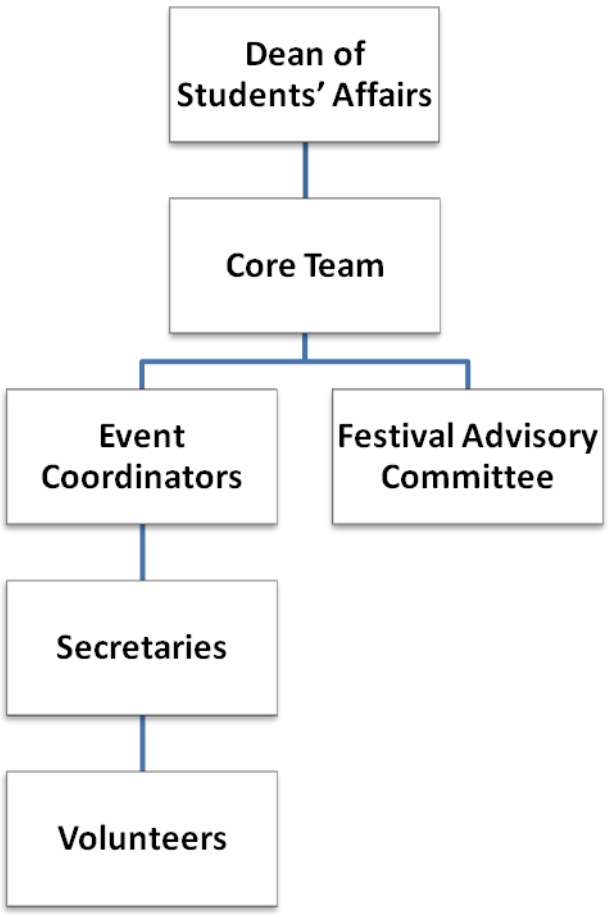
a. Every person in the panel shall be free to make his or her own choice and in case there will be any in concurrence of views, the panel can go in for a vote.
b. The panel may recommend more than one person for the post of festival Coordinator however in those circumstances; the responsibility of both the coordinators should be defined beforehand.
c. Every person in the panel has one vote each. In case of a tie, the panel will report both the names to the senate for final decision.

8.16 Rules and Proceedings regarding the financial affairs:

All core team members and any other member of organizing team should adhere to the rules and proceedings regarding the financial affairs as mentioned in Appendix II, Constitution of Students' Gymkhana.

Appendix

Organizational Structure of Core Team



Organizational Structure of Overall Festival