



INDIAN INSTITUTE OF TECHNOLOGY KANPUR



STUDENTS' GYMKHANA

PRESIDENT'S OFFICE

Guidelines for the SAC users

Timings of the New SAC:

- Entry in the New SAC premises is open to all members of the campus community (i.e. any person involved in any activity on campus, including Institute employees) 24x7, with the entry of students open through the main gate. It is highly recommended that the students carry their I-Cards while coming to the New SAC.
- Entry on the roof of the New SAC is restricted after mid-night; students using the roof after the given time should have written permission from the Head SAC/President Students' Gymkhana regarding the same.

Guidelines for Food Court area:

- The food court area needs to be kept cleaned. All the residents are required to dispose the waste food and the food plates into the nearby dustbins. Students found creating squalor in the food court area will be fined heavily.
- As per instructions received from Estate office, shops in food court are required to deposit a cleaning charge of ₹350 per month. All the shops are instructed to deposit these charges calculated from day of commencement of their contract in the Accounts Section, IIT Kanpur. A copy of this receipt needs to be submitted at the Estate Office and Gymkhana Office at the end of every month (Office Order dated 21st August 2015).
- Shops also have to instruct their workers that spitting of Pan-masala and drinking alcohol is against IIT Kanpur rules. Anyone found guilty of the same will be reported to the Security Section and Estate Office shall cancel their passes. The Shops will be heavily fined in these cases (Office Order dated 21st August 2015).

Guidelines for rooms in the New SAC:

- The respective club coordinators and General Secretaries shall be responsible for their rooms in the New SAC.
- Keys to these rooms may be issued from the respective responsible authority, who shall note the issuers details.
- The issuer shall ensure that no damage is done to any Gymkhana property, failing which he/she may be held responsible for the same. In case there is no record of the damager/issuer, the responsible authority may be held accountable for the same. The President, Students' Gymkhana may impose upon the person held as the offender, a fine up to the amount of damage caused.

Ashutosh Ranka

President, Students' Gymkhana

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Guidelines for booking of New SAC facilities:

- All bookings requests of the New SAC shall be directed to the President, Students' Gymkhana. No body (within or outside the Students' Gymkhana) may conduct any activity in the New SAC without the written consent of the President.
- Booking requests shall ordinarily contain the following details:
 - Name of Student/Organization requesting the booking
 - Title and aim of the activity
 - Date and timing of booking
 - List of facilities required (one of the 4 columns below)
 - Any other details that the President should be made aware of (Eg: Non-IITK students participating in the event, possible disturbances to others in the New SAC etc.)
- The organizers shall ensure that they leave the New SAC as was handed to them. Organizers shall ensure that they report in advance any pre-existing damages to any facility they shall be using. In case any damage to any property is found, the organizers shall be fined an amount as decided by the President (or the cost of the damage, whichever be lower).
- Further, the organizers shall also ensure that they vacate the New SAC within the stipulated time allotted to them for their event. They shall also be responsible, in coordination with the Security Office of IITK, for the safety and crowd management of all persons in the event.
- Activities organized by any Body under the Gymkhana following the above enlisted procedure shall be exempted from any charges for the usage of the facilities.
- All the activities which are not recognized by the Students' Gymkhana will be charges as per the following rules:

	OAT (with sound system)	OAT (without sound system)	Multipurpose Room	Any other area
Body (recognized by the institute)	₹1500 for > 5hours ₹1200 for 1-5 hours ₹1000 for <1 hours	₹1000 for > 5hours ₹800 for 1-5 hours ₹600 for <1 hours	₹800 for > 5hours ₹600 for 1-5 hours ₹400 for <1 hours	₹800 for > 5hours ₹600 for 1-5 hours ₹400 for <1 hours
IITK Students or any other IITK	₹1000 for > 5hours ₹800 for 1-5 hours ₹600 for <1 hours	₹800 for > 5hours ₹600 for 1-5 hours ₹500 for <1 hours	₹700 for > 5hours ₹500 for 1-5 hours	₹700 for > 5hours ₹500 for 1-5 hours

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student organization			₹300 for <1 hours	₹300 for <1 hours
Non- IITK organization (Students or non-students)	₹3000 for > 5hours ₹2500 for 1-5 hours ₹2000 for <1 hours	₹2500 for > 5hours ₹2000 for 1-5 hours ₹1500 for <1 hours	₹2000 for > 5hours ₹1500 for 1-5 hours ₹1000 for <1 hours	₹2000 for > 5hours ₹1500 for 1-5 hours ₹1000 for <1 hours

The Warden, New SAC will decide the category in consultation with the Head, New SAC. The Warden, however has full authority to provide exemptions to the individual cases. Additionally, the warden will have the prerogative to decide the charges for activities not falling under any of the above categories.

Consumption of Alcohol/Prohibited Substances in the New SAC:

- Consumption of alcohol/any other substance prohibited by the law is strictly disallowed in the New SAC area.
- Notwithstanding any other guideline in this manual, in case of violation of the above rule, punishment would be given depending on the repetition of offence:
1st Violation: Monetary fine of ₹500; Apology letter needs to be submitted in the name of the Warden, New SAC.
2nd Violation: Case reported to SSAC; Individual may be barred from entering the New SAC.

Fines and Punishments:

In case of violation of the above rules, punishment would be given depending on the repetition of offence:

1st Violation: Warning

2nd Violation: Monetary fine of ₹200; Apology letter needs to be submitted in the name of the Warden, New SAC

3rd Violation: Monetary fine of ₹500; Case reported to SSAC; Individual would be barred from entering the New SAC

It shall be the responsibility of each and every user to ensure that they do not litter or damage the New SAC in any way. Students found indulging in such activities may be fined heavily.

All the complaints/feedbacks/suggestions should be sent to the New SAC Head/President, Students' Gymkhana.

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These guidelines shall be posted across all the notice boards of the New SAC and shall be followed.



Ashutosh Ranka
President, Students' Gymkhana
2016-17

Rutuj Jugade
President, Students' Gymkhana
2017-18

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