**Sponsorship in Students’ Gymkhana**

**Proposed Structure:**

In similar lines with the three festivals, it is proposed that the other executive bodies of the Gymkhana should also be allowed to get external sponsorship. To avoid unnecessary complications and issues which may arise, it is proposed that all the procurement of external sponsorship should be done through one single body. The body should consist of members from each council and cells, finance convener and should be presided by the President, Students’ Gymkhana.

Since Students’ Gymkhana might have big partnerships with multi-national companies, it is proposed that the procurement of sponsorship should follow one of the undermentioned procedures as per the specified conditions:

**Procedure A:**

The MOUs would be signed by the respective General Secretary/President Students’ Gymkhana and the Associate Dean, Students’ Activities.

The money in this case would be routed through the DoSA office and would be transferred directly to the Gymkhana account

**Procedure B:**

The MOUs would be signed by the respective General Secretary, President Students’ Gymkhana and **the Dean, Resources and Alumni**.

The money in this case would be routed through the DoRA office and would be transferred directly to the Gymkhana Corpus account (henceforth restructured into Students’ Gymkhana Grant fund)

* Sponsorship involving contracts for a specific year should follow Procedure A.
* MOUs based on the Corporate Social Responsibility of a company should follow Procedure B. These MOUs specifically demand association certificate (collaboration with IIT Kanpur) which will be provided by the DoRA office.

Based on the above structure, it is proposed that the current Students’ Gymkhana Corpus fund should be restructured into Students’ Gymkhana Grant fund.

Students’ Gymkhana Grant fund:

Students’ Gymkhana Grant fund would be central fund the sources of which would be the following:

* Funds acquired through the CSRs of the external agencies through marketing
* Funds available with DoRA office for students’ activities
* Donation towards specific activities of Students’ Gymkhana
* Donation towards Students’ Gymkhana for a specific session
* Contributions by the Institute towards Students’ Gymkhana, other than the matching grant for Gymkhana funds.
* Funds acquired through Alumni donations

Modus Operandi:

The capital fund and the interest generated from the following account can used for the expenses on yearly basis as per the recommendation of the committee below:

1. Dean, Student Affairs
2. President, Students’ Gymkhana
3. Respective General Secretary (depending on the activity concerned)
4. Finance Convener

The Corpus fund in the account can be utilized for emergency cases only based on the recommendation of the committee below:

1. Dean, Student Affairs
2. President, Students’ Gymkhana
3. General Secretary, Cultural
4. General Secretary, Films and Media
5. General Secretary, Games and Sports
6. General Secretary, Science and Technology
7. Finance Convener

 Plan of Action:

A project shall be created for 20 years via DORA office under DORD with PI as DOSA and DR, DOSA as Co-PI

Guidelines:

The closing budget of the interest generated as on \_(Date)\_ will be the initial budget for opening the project

Except under exceptional circumstances, the total fund in the account cannot go below the opening amount.

For funds generated in the name of Students’ Gymkhana (and having no specification in terms of usage), it would be the prerogative of the committee to consider the amount to be used as corpus and the amount to be utilized for activities. However, at all the times the donor needs to be aware of the funds utilization, and the same should be made available online.

Funds specifically allocated for a particular activity need to be utilized in full.

To avoid clashes with the festivals and monitor the marketing activities, it is recommended that the Students’ Senate should formulate monitoring, marketing and supervisory guidelines for all the external sponsorships procured by the Students’ Gymkhana