

Festival Manual of the Students' Gymkhana

1. Introduction

1. As per Article 5.14 of the Constitution of the Students' Gymkhana, the Gymkhana shall annually organize three inter-collegiate Gymkhana festivals. These are
 1. Antaragni, which shall be the inter-collegiate Cultural festival.
 2. Udghosh, which shall be the inter-collegiate Sports festival.
 3. Techkriti, which shall be the inter-collegiate Technical and Entrepreneurial festival.
2. This Manual shall outline the organizational structure of the three festivals under the umbrella of the Students' Gymkhana, and shall delineate the powers and responsibilities of various functionaries. This Manual shall be an Appendix to the Constitution of the Students' Gymkhana and shall be superseded by it in all matters in which they contradict.
3. The festivals shall primarily be organized for the students of the Institute, to provide opportunities for participation in extracurricular activities at the intercollegiate level, to provide interaction with students from outside the Institute and to inculcate independent organizational skill, and shall secondarily be organized for the faculty, staff and residents of the Institute.
4. The basic motto of all festivals shall be to encourage the spirit of competition and the spirit of participation amongst the students' community of the Institute.
5. Antaragni shall be organized to provide exposure to the students of the Institute to cultural endeavours that they would otherwise not be exposed to on campus, and to provide a platform for competing in cultural competitions at the national and international level.
6. Udghosh shall be organized to provide practice to the students of the Institute for the Inter IIT Sports Meet and to provide a platform for athletic activities to both professional and amateur games/sports players among the students.
7. Techkriti shall be organized to provide exposure to the students of the Institute to technical and entrepreneurial endeavours that they would otherwise not be exposed to on campus, and to provide a platform for competing in technical competitions at the national and international level.

8. Antaragni and Techkriti shall be organized for three and a half days, while Udghosh shall be organized for two and a half days. Antaragni and Udghosh will be organized in the odd semester, while Techkriti shall be organized in the even semester.

2. General Organizational Principles

1. Each festival shall be organized by a team of students appointed by the Students' Senate. The team shall be headed by one or more students who shall be known as the Festival Coordinator(s).
2. The festival team of each festival shall be advised and supervised by an advisory body appointed by the Patron, Students' Gymkhana at the recommendation of the Students' Senate. The advisory body shall be headed by a faculty member who shall be known as the Festival Chairman.
3. The advisory body shall be subordinate to the Chief Counsellor, Students' Gymkhana in all decision-making powers.
4. The festivals shall be under the supervision of a General Secretary and be associated with an Executive Council(s) of the Students' Gymkhana, viz.
 1. Antaragni under the supervision of General Secretary, Media and Culture, and associated with the Media and Cultural Council.
 2. Udghosh under the supervision of General Secretary, Games and Sports, and associated with the Games and Sports Council
 3. Techkriti under the supervision of General Secretary, Science and Technology, and associated with the Science and Technology Council

The activities of the festival team shall work towards improving the quality of the associated Council(s).

5. The festival teams shall work under the ambit of the Students' Gymkhana and shall derive their authority from the Constitution of the Students' Gymkhana and this Manual, and shall consequently be subject to the policies laid down by the Students' Senate and the Institute from time to time. The festivals shall be supervised by the Council of Festival Affairs (hereinafter referred to as CoFA). which shall have one standing committee for each festival, viz. Sub-Committee of Festival Affairs (Antaragni) [hereinafter referred to as SCoFA(A)], Sub-Committee of Festival Affairs (Udghosh) [hereinafter referred to as SCoFA(U)] and Sub-Committee of Festival Affairs (Techkriti) [hereinafter referred to as SCoFA(T)] on behalf of the Senate.
6. Festival teams shall be organized in a four-tier structure, consisting of wings.
 1. The team shall be led by the Festival Coordinator(s), who shall be appointed by the Students' Senate, at the recommendation of the panel (as defined under clause 3.3 of this manual .
 2. Under the Festival Coordinator, the festival will have a Core Team, which shall be appointed by the Students' Senate, at the recommendation of the panel (as defined under clause 3.4 of this manual).

3. All wings of the festival shall be headed by one or more members of the Core Team of the festival.
 4. Each member of the Core Team will be responsible to the Festival Coordinator(s) and the Students' Senate for the successful functioning of the wing underneath them.
 5. Each wing of the festival shall have Senior Executives or Organisers working directly under their Head and shall be appointed by the Students' Senate at the recommendation of the respective Head of the wing.
 6. The Senior Executives shall be responsible to the Head of the wing for the successful functioning of the wing. The Organisers shall be responsible for successful conduction of their respective events.
 7. Under the Senior Executives/Organisers, there shall be Junior Executives who shall be appointed by the Core Team at the recommendation of the Senior Executives/Organisers. Furthermore, they shall recruit volunteers to aid them as need be.
 8. Notwithstanding any of the above, the Festival Coordinator(s) may constitute a new wing for their festival. If they do so, they may do so only after obtaining permission from the CoFA by a proposal to form a new wing with the purpose of the wing and the member of the Core Team who shall be responsible for that wing.
7. The Festival Coordinator(s) shall be directly responsible to their General Secretary, and through the CoFA to the Students' Senate while the General Secretary shall be directly responsible to the Senate, and through the Senate to the General Body of the Students' Gymkhana for all aspects of the festival.
 8. The advisory body of the festival shall be a Festival Advisory Committee (hereinafter referred to as FAC) [respectively FAC(A), FAC(U) and FAC(T)], which shall be constituted by the Patron, Students' Gymkhana at the recommendation of the Students' Senate, which shall in turn be at the recommendation of the CoFA.
 9. The FAC(A), FAC(U) and FAC(T) will report to the Gymkhana Festival Advisory Committee (GFAC), which shall be constituted by the Patron, Students' Gymkhana at the recommendation of the Students' Senate. The Chief Counsellor, Students' Gymkhana shall be ex-officio Chairperson, GFAC.
 10. The CoFA, through its standing committees, shall formulate policies governing the respective festival on all matters pertaining to the festival. The CoFA may choose to forward these policies to the FAC or the Senate for higher approval. No policy may be presented to the FAC or the Senate without the opinion of the CoFA.
 11. The Core Team shall be collectively responsible to the FAC and the CoFA (and through the CoFA, the Senate) for the successful conduction of the festival, and shall update the CoFA and the FAC about the status of the festival from time to time.

3. Core Team

1. Each member of the Core Team [including the Festival Coordinator(s)] of a festival shall be appointed by the Students' Senate at the recommendation of an interview panel.
2. Nominations for the posts in the Core Team shall be called by the Chairperson, Students' Senate.
3. The interview panel for the Festival Coordinator shall be:
 1. Chairperson, Students' Senate (Convener)
 2. President, Students' Gymkhana
 3. General Secretary supervising the festival
 4. Festival Coordinator(s) of the previous Gymkhana year.

The interview for the Festival Coordinator must be held in a full meeting of the CoFA.

4. The interview panel for the Head, Finance shall be:
 1. Chairperson, Students' Senate (Convener)
 2. President, Students' Gymkhana
 3. General Secretary supervising the festival
 4. Head, Finance of the festival in the previous Gymkhana year
 5. Finance Convener, Students' Senate
5. The interview panel for other members of the Core Team shall be:
 1. General Secretary supervising the corresponding festival (Convener)
 2. President, Students' Gymkhana
 3. Chairperson, Students' Senate
 4. Festival Coordinator
 5. Respective Core Team member of the festival in the previous Gymkhana year.

In case the functionary of the previous year is not available, the corresponding incoming functionaries of the present year will replace them.

6. Notwithstanding the above, the Convener of the panel may choose to invite the incoming General Secretary, President, Chairperson, Students' Senate or any other individual to the interview for their opinion.
7. As far as possible, the decision of the interview panel must be taken by consensus. If consensus does not emerge, the Convener of the panel may call for a vote. Voting rights shall only be given to members of the panel. All members of the panel who are members of the panel by virtue of the same position shall share one vote equally among themselves. In case of a tie, the decision of the Convener shall be final. If a vote occurs, the details of the vote must be presented to the Senate when the recommendations of the panel are forwarded to the Senate for ratification.
8. The Senate may, if it chooses, reject the recommendation of the panel. In this case, the panel shall -submit the names taking into account the opinion of the Senate.
9. The Festival Coordinator shall be responsible for the overall conduct of the festival. They shall:

1. Be responsible for the execution of the festival on behalf of the corresponding General Secretary, who shall be the Chief Executive of the festival.
 2. Plan all activities, events and competitions of the festival, in consultation with the Core Team, the CoFA **through its standing committee** and the FAC.
 3. Present a detailed pre-conduction report of the festival (including a report on the marketing, security and planned budget) at least five days before the festival to the CoFA. The report shall be forwarded to the Senate for ratification at least three days before the start of the festival, along with the opinions of the CoFA upon the report.
 4. Present a detailed post-conduction report of the festival to the CoFA (including the finance report) within six working weeks of the festival, where a working week is a week during the semester, other than a week in which mid-semester or end-semester exams take place. If the finances of the festivals are not settled, an interim report shall be submitted within the above time period. The final report shall be forwarded by the CoFA to be presented at the floor of the Senate.
 5. Constitute a Special Task Force in consultation with the President, Chairperson and Festival Chairman, and shall place it before the Senate for ratification.
 6. Propose to the Senate an expansion in their Core Team as per their requirements to suit their needs, if necessary.
 7. Be answerable to the Senate directly for all matters pertaining to their festival, including mismanagement, if any.
10. The Core Team shall consist of the following members:
1. General Secretary supervising the festival
 2. Festival Coordinator(s)
 3. Head(s), Marketing
 4. Head(s), Finance
 5. Head(s), Security
 6. Head(s), Events
 7. Head(s), Public Relations
 8. Head(s), Media and Publicity
 9. Head(s), Show Management
 10. Head(s), Web
 11. Head(s), Design
11. The Senate may choose to appoint multiple students to the same post, if necessary.
12. The Head, Marketing shall be responsible for the marketing of the festival, and thereby shall be responsible for arranging enough funds and resources through sponsorship for the conduction of the festival. They shall:
1. Propose the names of the Marketing team to the Senate for ratification.
 2. Be responsible for the work of the Marketing team.
 3. Be responsible for the hospitality of sponsors and their representatives.
 4. Be responsible for the Memoranda of Understanding signed between the festival and any external body.

5. Present a detailed Marketing report to the CoFA at least five days before the festival.
13. The Head, Finance shall be responsible for all financial and accounting matters pertaining to the festival. They shall:
 1. Propose the names of the Finance team to the Senate for ratification.
 2. Be responsible for the work of the Finance team.
 3. Prepare the budget in consultation with the rest of the Core Team and present the budget to the CoFA at least five days before the festival.
 4. Submit all bills to the Finance Committee by six working weeks after the conduction of the festival.
 5. Ensure that the financial conduct of the festival is in accordance with the rules and procedures stated in Appendix B of the Constitution
 14. The Head, Security shall be responsible for the security arrangements for the entire festival. They shall:
 1. Propose the names of the Security team to the Senate for ratification.
 2. Be responsible for the work of the Security team.
 3. Prepare a security plan in consultation with the President, Chairperson and the Security Office of the Institute taking into account logistical details and planning for emergency scenarios, and the corresponding plan of actions.
 4. Present a preliminary Security report to the CoFA at least five days before the festival.
 5. Present a post-festival Security report about the security arrangements finally used in the festival along with their recommendations.
 15. The Head, Events shall be responsible for the conduction of all events, competitions and activities during the festival. They shall:
 1. Propose the names of Organisers for various events and other Events team members to the Senate for ratification.
 2. Be responsible for the work of the Events team.
 3. Be directly responsible for the conduction of all events in the festival.
 4. Decide the prizes, in consultation with the Organisers for various events and competitions.
 5. Be responsible for the hospitality of all external participants in the festival.
 6. Coordinate with the Head, Show Management and Head, Public Relations to ensure smooth conduction of events.
 7. Present a pre-conduction report about the events that are going to be organized during the festival.
 8. Present a post-conduction report about the events that were organized during the festival along with their recommendations.
 16. The Head, Public Relations shall be responsible for handling the artists, judges, guests and dignitaries that attend the festival. They shall:
 1. Propose the names of the Public Relations team to the Senate for ratification.
 2. Be responsible for the work of the Public Relations team.
 3. Contact various eminent personalities to attend the festival.

4. Be directly responsible for all communication with professionals for participation in the festival.
 5. Organize and be responsible for the hospitality of any guest that visits during the festival.
 6. Coordinate with the Head, Events to ensure smooth conduction of events.
17. The Head, Media and Publicity shall be responsible for handling the various news media and for publicizing the festival both inside and outside the Institute. They shall:
1. Propose the names of the Media and Publicity team to the Senate for ratification.
 2. Be responsible for the work of the Media and Publicity team.
 3. Be directly responsible for any communication with the news media of any sort.
 4. Employ various methods to publicize the festival inside and outside the campus.
18. The Head, Show Management shall be responsible for the management of shows during the festival. They shall:
1. Propose the names of the Show Management team to the Senate for ratification.
 2. Be responsible for the work of the Show Management team.
 3. Be directly responsible for the various aspects of managing shows.
 4. Ensure the availability of all materials required by the other members of the team.
 5. Coordinate with the Head, Events to ensure a smooth conduction of events.

4. Council of Festival Affairs

1. The CoFA shall be a Standing Council of the Students' Senate (as per Article 4.07 of the Constitution of the Students' Gymkhana) which, through itself and its standing committees, shall supervise the festivals at an implementation level, provide a forum for consultation on issues related to festivals and allow festival teams to requisition the help of the Senate in various issues.
2. The CoFA shall comprise of
 1. President, Students' Gymkhana (ex-officio Chairperson)
 2. Convener, CoFA
 3. Chairperson, Students' Senate
 4. Finance Convener
 5. General Secretary, Media and Culture
 6. General Secretary, Science and Technology
 7. General Secretary, Games and Sports
 8. Festival Coordinator(s), Antaragni
 9. Festival Coordinator(s), Techkriti
 10. Festival Coordinator(s), Udghosh
 11. 3 members of the Finance Committee (associated with each festival)
 12. Two nominees of the Students' Senate
 13. One nominee of the Festival Coordinator(s) of each festival of the previous Gymkhana year
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3. The CoFA shall be subordinate to the Students' Senate. All the issues in which the CoFA is unable to take a decision shall also be referred to the Students' Senate along with discussion in the CoFA.
4. All meetings of the CoFA will be open to the General Body. The meetings of the CoFA shall be convened as per the clauses 5.1 to 5.5 of Appendix A of the Constitution.
5. The President, Students' Gymkhana shall be the ex-officio chairperson of the CoFA. The Convener, CoFA shall be appointed as per Clause 3.14 of the Constitution. The Senate Nominees to CoFA shall be appointed as per Clause 5.8 of Appendix A.
6. The Finance Convener shall be independent of all festivals, and is expected to keep a direct check on the committee members, and an indirect check on festivals.
7. The nominee of the previous Festival Coordinators shall not be a member of the festival team in any capacity except STF.
8. The General Secretary supervising the festival shall be the ex-officio Chairperson, SCoFA of the respective festival, viz.
 1. The General Secretary, Media and Culture shall be the ex-officio Chairperson, SCoFA(A)
 2. The General Secretary, Games and Sports shall be the ex-officio Chairperson, SCoFA(U)
 3. The General Secretary, Science and Technology shall be the Ex-Officio Chairperson, SCoFA(T).
9. The SCoFA(A) shall comprise of:
 1. Chairperson, SCoFA(A)
 2. President, Students' Gymkhana
 3. Chairperson, Students' Senate
 4. Member, Finance Committee associated with Antaragni
 5. Festival Coordinator(s), Antaragni
10. The SCoFA(U) shall comprise of:
 1. Chairperson, SCoFA(U)
 2. President, Students' Gymkhana
 3. Chairperson, Students' Senate
 4. Member, Finance Committee associated with Udghosh
 5. Festival Coordinator(s), Udghosh
11. The SCoFA(T) shall comprise of:
 1. Chairperson, SCoFA(T)
 2. President, Students' Gymkhana
 3. Chairperson, Students' Senate
 4. Member, Finance Committee associated with Techkriti
 5. Festival Coordinator(s), Techkriti
12. Meetings of the SCoFA will begin at least four months before the date of the festival, and shall be held at least once every month.

13. The SCoFA shall make short-term policy decisions, within the ambit of existing Senate provisions, regarding the festival that shall be submitted to the FAC. Any long-term policy decision that affects the festival, any decision that falls outside the ambit of existing provisions and any decision that does not have any precedent shall be submitted to the Senate for consideration.
14. The SCoFA shall provide assistance to Core Team, and shall guide and check the functioning of the festival. However, it shall not interfere in matters of minor importance, in order that the free functioning of the festivals within the general policy framework defined by the Senate, the FAC and the GFAC is not affected.
15. The SCoFA shall report to the corresponding FAC and the CoFA, and shall be responsible to Senate for ensuring that the festival is conducted within the limits of the policy decisions taken by it.
16. During the festival, the members of the SCoFA shall play a supervisory role and shall provide assistance to the festival team as and when required.
17. The General Secretary supervising the festival shall, as Chairperson, SCoFA be responsible to the Senate for the conduction of the festival.
18. The minutes of all meetings of the CoFA shall be forwarded to the Senate for noting.

5. Festival Advisory Committee(s)

1. The FAC of a festival shall be constituted by the Patron, Students' Gymkhana at the recommendation of the Students' Senate, which shall in turn be at the recommendation of the SCoFA of the festival.
2. The Festival Chairman of the festival shall be the Chairperson, FAC of the festival.
3. The Festival Chairman shall be appointed by the Patron, Students' Gymkhana at the recommendation of the Students' Senate.
4. The Festival Coordinator will propose the name of the Festival Chairman to the Senate within two weeks of being appointed by the Senate.
5. All three FACs will report to the GFAC.
6. The Chief Counsellor, Students' Gymkhana shall be the Chairperson, GFAC.
7. The FAC of a festival will consist of:
 1. Festival Chairman (Chairperson)
 2. Two Faculty Members appointed as per Clause 2.(ii)
 3. Associate Dean, Students' Activities of the Institute
 4. Chairperson, SCoFA of the festival
 5. President, Students' Gymkhana
 6. Chairperson, Students' Senate
 7. Festival Coordinator(s) One of the Festival Coordinator(s) shall be designated as Member-Secretary.
8. The FAC of a festival will advise the festival team in its functioning and shall provide necessary guidelines regarding the scope and budget of the festival.

9. All activities of the festival team shall be carried out only with the consent of the Festival Chairman.
10. The FAC shall consider the pre-conduction report of the festival presented to the Senate after it is accepted by the Senate.
11. The Gymkhana Festival Advisory Committee (GFAC) will consist of:
 1. Chief Counsellor, Students' Gymkhana (Chairperson)
 2. Festival Chairman, Antaragni
 3. Festival Chairman, Udghosh
 4. Festival Chairman, Techkriti
 5. Two Faculty Members who are not members of any FAC appointed as per Clause 2.(ii).
 6. Associate Dean, Students' Activities of the Institute
 7. President, Students' Gymkhana
 8. Chairperson, Students' Senate (Convener)
 9. Deputy Registrar, Students' Affairs (Member-Secretary)
12. The GFAC shall provide the necessary guideline about scope, activity and budget.
13. All policy changes regarding festivals at the Institute level must be done through the GFAC.
14. The GFAC shall send its recommendations to the Patron, Students' Gymkhana if necessary.
15. The minutes of the meetings of the GFAC, FAC(A), FAC(U) and FAC(T) shall be forwarded by the Chairperson, Students' Senate to the Senate for its noting.

6. Miscellaneous Provisions

1. The Festival Coordinator shall be responsible for the festival on behalf of the General Secretary supervising the festival who in turn shall be the Chief Executive of the festival. Their decision can only be overturned by the President, Students' Gymkhana or the Festival Chairman. In such an event, the President or the Festival Chairman shall be obliged to duly report the matter to the Senate if so requested by the Festival Coordinator.
2. The finance report cannot be accepted by the Senate until all the finances of the festival are complete. Until such time, the Festival Coordinator will be obliged to provide an update on the financial situation in every regular Senate meeting until the finances are completed.
3. The member of the Finance Committee associated with a festival shall supervise the expenditure and income of the festival and shall check all the bills and MoUs of the festival. No change in the budget of the festival can be made without the concurrence of this Finance Committee member unless the decision of the Finance Committee member is overturned by the CoFA in an emergency session.
4. The Students' Gymkhana shall collect Rs 200 from each student (as part of the Gymkhana fees) as festival fees. The money collected from this amount shall be

distributed among the three festivals by the Senate at the recommendation of the Finance Committee.

5. The festivals shall be allowed to obtain sponsorship from non-Institute entities. In this regard, the Memoranda of Understanding (MoUs) for any sponsorship and other deals shall be signed by the Dean, Students' Affairs on behalf of the Students' Gymkhana.
6. No MoUs may be signed by a festival after the Friday of the week before the festival.
7. The dates of the festival shall be proposed to the Students' Senate by the Festival Coordinator. The dates, once accepted, will be submitted to the Patron, Students' Gymkhana for approval.
8. The Students' Gymkhana receives one Gymkhana Holiday per semester, on which date classes are suspended for the organization of Gymkhana activities. Both Gymkhana Holidays shall be used for the purpose of festivals, one each for Antaragni and Techkriti.
9. Prior permission must be obtained from the Director of the Institute, through the President, Students' Gymkhana, for inviting any major dignitaries and guests to the festival.
10. The Special Task Force constituted by the Senate at the recommendation of the Festival Coordinator may assist the Core Team in discharging its duties. The members of the STF may enter any room being used during the festival for the discharge of their duties, and may provide input to the various members of the festival teams in all tiers for resolution of conflicts that arise, if any.
11. All provisions of Appendix B of the Constitution of the Students' Gymkhana (Rules and Procedures regarding Financial Affairs) shall also apply to festivals.

7. Amendments

1. The Students' Senate may amend any Clause of this Manual (as per Article 7.02) provided:the opinion of the CoFA has been obtained and was circulated to the General Body of the Students' Gymkhana with the proposed amendment.
2. Notwithstanding the above, any amendment to Clause 5 and its sub-clauses, and Clause 7 and its sub-clauses must, after being accepted by the Senate, be sent to the Patron, Students' Gymkhana for approval before being implemented.
3. Any amendment to Clause 6 and its sub-clauses must be reported to the Chief Counsellor, Students' Gymkhana before being implemented.
4. Notwithstanding any Clause in this Manual, the Students' Senate may, by a unanimous resolution, waive any sub-clause of Clause 6 in extenuating circumstances. In such a scenario, the matter shall be reported to the Chief Counsellor, Students' Gymkhana before being implemented.