



# Indian Institute of Technology Kanpur

## Students' Gymkhana



# Finance Committee, Students' Senate 2021-22

## End Term Report

### Members:

**Ramyata Pate (Convener)**  
**Sujal Harkut**

**Kinshuk Siyol**  
**Paramveer Choudhary**

The Finance Committee, Students' Gymkhana took various important steps to increase the efficacy of the financial procedures of the Gymkhana during its tenure, a summary of which is as follows:

### **1. Appendix B of the Constitution of the Students' Gymkhana**

Final changes have been completed in the appendix. The manual is ready to be forwarded to the RPC.

### **2. Online Bill Processing Guidelines and resuming offline procedures**

As half of the tenure was online, online bill processing guidelines were established and followed till the students were back on campus. For the second half of the tenure, as students returned back to campus, offline procedures were gradually resumed.

*These online bill processing guidelines can be used as reference for instances when offline bill processing is not possible.*

### **3. Dynamic Budget Reallocation**

Instead of following the norm of having a mid-term or monthly budget reallocation, a dynamic process was followed. The budget of councils and the President's office was internally reallocated as and when needed in consultation with the respective executive. This ensured maximum efficiency in utilisation of the allocated budget.



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#### 4. Updated Festival Bill Clearance Forms

All festival bill clearance forms have been updated and were shared with the CoFA members. The new updated forms are available on the Senate website.

#### 5. Clearance of pending festival bills for previous and current editions

The following previous editions of the festivals still had a few pending bills to take care of which were cleared during this term and these festival accounts are now settled:

1. Techkriti 2020
2. Antaragni 2017

A deficit of Rs. 18 lacs was incurred by Techkriti'19. The same was cleared by a grant of Rs. 3.65 lacs from DoSA office, Rs. 4.75 lacs grant from DD office which was meant for Techkriti'20 and Rs. 10 lacs from Students' Gymkhana which was given as a loan to Techkriti. Out of the Rs. 10 lacs loan, an amount of Rs. 5 lacs was repaid by the Techkriti'20 team. The pending Rs. 5 lacs is expected to be settled this year.

Amongst festivals of the tenure of 2021-22, all festival bills are projected to be settled by April end without incurring any deficit.

#### 6. Gymkhana Collective Initiative budget head

A separate header in the budget for any collective initiative by the Gymkhana was created this year. Even though no such initiative could be carried out in this tenure, the same practice can be followed in the coming tenures. If the budget is unutilized, it can be redistributed among the councils and President's office after the first semester.

The following item was also taken up during this tenure but could not be completed. This could be taken up immediately:

#### **Inventory check-up after 2 years**

As offline activities resumed this semester, inventory verification was scheduled and completed for the majority of the clubs. For the remaining clubs, it is expected that the verification will be completed soon.



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### End Term Status of the Gymkhana Budget:

President's Office						
Name of Expense Head	Budget Allocated	Expected Income	Income from SSF	Advance	Expense Incurred	Current Balance
Current Status	₹1,176,000.00	₹117,193.00	₹0.00	₹0.00	₹689,032.96	₹604,160.04
President's Office						
Gymkhana Collective Initiative	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
New Sac Account	₹40,000.00	₹0.00	₹0.00	₹0.00	₹39,266.00	₹734.00
Gymkhana day: Certificates+Mementos	₹400,000.00	₹0.00	₹0.00	₹0.00	₹164,067.00	₹235,933.00
Elections	₹65,000.00	₹0.00	₹0.00	₹0.00	₹37,064.00	₹27,936.00
Telephone & Stationery	₹4,270.00	₹0.00	₹0.00	₹0.00	₹4,270.00	₹0.00
Subscriptions (Zoom+Other)	₹100,000.00	₹0.00	₹0.00	₹0.00	₹98,766.00	₹1,234.00
Yearbook+Nostalgia	₹25,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹25,000.00
Printer Expenses	₹3,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹3,000.00
Miscellaneous	₹95,730.00	₹0.00	₹0.00	₹0.00	₹81,102.00	₹14,628.00
New Sac Dora Account	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
Total	₹733,000.00	₹0.00	₹0.00	₹0.00	₹424,535.00	₹308,465.00
Community Welfare Cell						
Prakriti	₹10,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹10,000.00
Prayas	₹65,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹65,000.00
Unmukt	₹5,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹5,000.00
Raktarpan	₹15,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹15,000.00
Vivekananda Samiti	₹18,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹18,000.00
Buffer	₹5,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹5,000.00
Pan CWC	₹20,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹20,000.00
Total	₹138,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹138,000.00
E Cell	₹160,000.00	₹0.00	₹0.00	₹0.00	₹112,440.00	₹47,560.00
Public Policy and Opinion Cell	₹65,000.00	₹117,193.00	₹0.00	₹0.00	₹147,925.96	₹34,267.04
Outreach Cell	₹60,000.00	₹0.00	₹0.00	₹0.00	₹4,132.00	₹55,868.00

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## Students' Gymkhana



Vox Populi	₹20,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹20,000.00
Subtotal Cells	₹305,000.00	₹117,193.00	₹0.00	₹0.00	₹264,497.96	₹157,695.04
<b>Total</b>	<b>₹1,176,000.00</b>	<b>₹117,193.00</b>	<b>₹0.00</b>	<b>₹0.00</b>	<b>₹689,032.96</b>	<b>₹604,160.04</b>

<b>Science &amp; Technology Council</b>						
Name of Expense Head	Budget Allocated	Expected Income	Income from SSF	Advance	Expense Incurred	Current Balance
Current Status	₹1,490,000.00	₹0.00	₹0.00	₹0.00	₹595,027.40	₹894,972.60
Aeromodelling Club	₹50,000.00	₹0.00	₹0.00	₹0.00	₹45,549.10	₹4,450.90
Astronomy Club	₹112,000.00	₹0.00	₹0.00	₹0.00	₹17,858.60	₹94,141.40
Brain and Cognitive Society	₹5,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹5,000.00
Club Rooms Renovation+Maintenance	₹40,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹40,000.00
Council Projects	₹297,000.00	₹0.00	₹0.00	₹0.00	₹207,100.93	₹89,899.07
Council Subscriptions	₹10,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹10,000.00
Descon Society	₹6,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹6,000.00
Electronics Club	₹55,000.00	₹0.00	₹0.00	₹0.00	₹6,422.90	₹48,577.10
Electronics Infrastructure	₹23,000.00	₹0.00	₹0.00	₹0.00	₹15,499.00	₹7,501.00
Finance and Analytics Club	₹38,000.00	₹0.00	₹0.00	₹0.00	₹37,683.00	₹317.00
Gamedev Society	₹40,000.00	₹0.00	₹0.00	₹0.00	₹9,731.55	₹30,268.45
IITK Consulting Group	₹2,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹2,000.00
Imagineering Lab	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
Inter-IIT	₹50,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹50,000.00
LH Booking	₹10,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹10,000.00
Materials	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
Outreach and Connect	₹2,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹2,000.00
Physical Infrastructure	₹5,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹5,000.00
Printing Expenses	₹10,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹10,000.00
Programming Club	₹45,000.00	₹0.00	₹0.00	₹0.00	₹40,188.00	₹4,812.00
Robotics Club	₹85,000.00	₹0.00	₹0.00	₹0.00	₹75,037.33	₹9,962.67
Science Coffee House	₹5,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹5,000.00

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## Students' Gymkhana



SnT Day	₹10,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹10,000.00
Speedcubing Club	₹20,000.00	₹0.00	₹0.00	₹0.00	₹18,469.00	₹1,531.00
Takneek	₹30,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹30,000.00
Web Division	₹125,000.00	₹0.00	₹0.00	₹0.00	₹121,487.99	₹3,512.01
Wild Soccer	₹5,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹5,000.00
Workstation	₹410,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹410,000.00
Miscellaneous	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
Internal Fund Trf	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
<b>Total</b>	<b>₹1,490,000.00</b>	<b>₹0.00</b>	<b>₹0.00</b>	<b>₹0.00</b>	<b>₹595,027.40</b>	<b>₹894,972.60</b>

<b>Media &amp; Cultural Council</b>						
<b>Name of Expense Head</b>	<b>Budget Allocated</b>	<b>Expected Income</b>	<b>Income from SSF</b>	<b>Advance</b>	<b>Expense Incurred</b>	<b>Balance In Council</b>
Current Status	₹1,330,000.00	₹0.00	₹0.00	₹0.00	₹434,307.85	₹895,692.15
Anime Society	₹15,000.00	₹0.00	₹0.00	₹0.00	₹4,835.00	₹10,165.00
Council Subscriptions	₹40,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹40,000.00
Dance Club	₹85,000.00	₹0.00	₹0.00	₹0.00	₹55,000.00	₹30,000.00
Debate and Discussion Club	₹60,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹60,000.00
Design and Animation Club	₹30,000.00	₹0.00	₹0.00	₹0.00	₹3,172.20	₹26,827.80
Dramatics Club	₹85,000.00	₹0.00	₹0.00	₹0.00	₹75,060.00	₹9,940.00
English Literary Society	₹20,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹20,000.00
Events (Impressions+Freshers'+Montage)	₹120,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹120,000.00
Films Club	₹40,000.00	₹0.00	₹0.00	₹0.00	₹25,741.08	₹14,258.92
Fine Arts	₹40,000.00	₹0.00	₹0.00	₹0.00	₹11,381.00	₹28,619.00
Galaxy	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
Gymkhana Library	₹20,000.00	₹0.00	₹0.00	₹0.00	₹15,817.60	₹4,182.40
Hindi Sahitya Sabha	₹58,000.00	₹0.00	₹0.00	₹0.00	₹54,640.97	₹3,359.03
Humour House	₹20,000.00	₹0.00	₹0.00	₹0.00	₹4,000.00	₹16,000.00
Inter IIT Cult Meet	₹30,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹30,000.00
Maintenance+Renovation	₹65,000.00	₹0.00	₹0.00	₹0.00	₹25,270.00	₹39,730.00

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## Students' Gymkhana



Music Club	₹140,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹140,000.00
Photography Club	₹260,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹260,000.00
Quiz Club	₹10,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹10,000.00
Students' Film Society	₹10,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹10,000.00
Buffer	₹182,000.00	₹0.00	₹0.00	₹0.00	₹159,390.00	₹22,610.00
<b>Total</b>	<b>₹1,330,000.00</b>	<b>₹0.00</b>	<b>₹0.00</b>	<b>₹0.00</b>	<b>₹434,307.85</b>	<b>₹895,692.15</b>

Games & Sports Council						
Name of Expense Head	Proposed Budget	Expected Income	Income from SSF&SAF	Advance	Expense Incurred	Current Balance
Current Status	₹1,056,800.00	₹101,950.00	₹24,000.00	₹0.00	₹1,010,329.37	₹172,420.63
Aagaz	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
Adventure Club	₹139,174.00	₹0.00	₹0.00	₹0.00	₹110,126.00	₹29,048.00
Archery Society	₹2,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹2,000.00
Bicycling Society	₹40,100.00	₹0.00	₹14,000.00	₹0.00	₹38,630.19	₹15,469.81
Board of Honour	₹7,500.00	₹0.00	₹0.00	₹0.00	₹0.00	₹7,500.00
Boxing Society	₹15,550.00	₹0.00	₹0.00	₹0.00	₹15,217.60	₹332.40
Card and Board Games	₹19,000.00	₹0.00	₹0.00	₹0.00	₹1,200.00	₹17,800.00
Chess Club	₹34,000.00	₹0.00	₹0.00	₹0.00	₹29,634.36	₹4,365.64
Council Subscriptions	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
Inferno (men+women)	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
Medicines	₹10,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹10,000.00
Online Events/Workshops	₹50,000.00	₹0.00	₹0.00	₹0.00	₹43,335.74	₹6,664.26
Shooting Club	₹6,000.00	₹9,000.00	₹10,000.00	₹0.00	₹22,733.00	₹2,267.00
Skating Club	₹15,000.00	₹0.00	₹0.00	₹0.00	₹9,135.00	₹5,865.00
Sports Equipments	₹470,000.00	₹0.00	₹0.00	₹0.00	₹405,941.48	₹64,058.52
Stationery, Printers	₹13,000.00	₹0.00	₹0.00	₹0.00	₹11,384.00	₹1,616.00
T-Shirts, Prizes & Blazers	₹62,000.00	₹0.00	₹0.00	₹0.00	₹61,189.00	₹811.00
Taekwondo Club	₹50,000.00	₹77,200.00	₹0.00	₹0.00	₹124,607.00	₹2,593.00
Ultimate(Frisbee) Society	₹8,500.00	₹0.00	₹0.00	₹0.00	₹6,553.00	₹1,947.00
Miscellaneous	₹114,976.00	₹15,750.00	₹0.00	₹0.00	₹130,643.00	₹83.00

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<b>Total</b>	<b>₹1,056,800.00</b>	<b>₹101,950.00</b>	<b>₹24,000.00</b>	<b>₹0.00</b>	<b>₹1,010,329.37</b>	<b>₹172,420.63</b>
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<b>Academics &amp; Career Council</b>						
Name of Expense Head	Allocated Budget	Expected Income	Income from SSF	Advance	Expense Incurred	Current Balance
Current Status	₹1,036,260.00	₹0.00	₹0.00	₹0.00	₹370,633.00	₹665,627.00
Web Division	₹13,000.00	₹0.00	₹0.00	₹0.00	₹5,245.00	₹7,755.00
International Relations Wing (University Fair)	₹20,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹20,000.00
Research Wing (Research Symposium+Professional sessions)	₹40,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹40,000.00
SRC (+12% event buffer)	₹420,760.00	₹0.00	₹0.00	₹0.00	₹146,988.00	₹273,772.00
Exam Preparation Tests (IR)	₹40,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹40,000.00
Career Development Wing	₹25,000.00	₹0.00	₹0.00	₹0.00	₹14,838.00	₹10,162.00
Mock Interviews: Internship & Placement (UG+PG)	₹120,000.00	₹0.00	₹0.00	₹0.00	₹66,064.00	₹53,936.00
Placement/Internship prep	₹150,000.00	₹0.00	₹0.00	₹0.00	₹88,650.00	₹61,350.00
Department Guides	₹1,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹1,000.00
PG focused research workshops (Research paper drafting, Thesis Writing, Software Training)	₹40,000.00	₹0.00	₹0.00	₹0.00	₹36,600.00	₹3,400.00
Technical Courses and competitions (PG)	₹20,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹20,000.00
AnC Weekend	₹63,500.00	₹0.00	₹0.00	₹0.00	₹0.00	₹63,500.00
Council Subscriptions	₹15,000.00	₹0.00	₹0.00	₹0.00	₹3,999.00	₹11,001.00
Miscellaneous	₹68,000.00	₹0.00	₹0.00	₹0.00	₹8,249.00	₹59,751.00
<b>Total</b>	<b>₹1,036,260.00</b>	<b>₹0.00</b>	<b>₹0.00</b>	<b>₹0.00</b>	<b>₹370,633.00</b>	<b>₹665,627.00</b>

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## Students' Gymkhana



Chairperson's Account						
Name of Council	Proposed Budget	Expected Income	Income from SSF	Advance	Expence Incured	Current Balance
Current Status	₹149,440.00	₹0.00	₹0.00	₹0.00	₹0.00	₹149,440.00
Senator Seed Fund	₹126,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹126,000.00
Miscellaneous	₹23,440.00	₹0.00	₹0.00	₹0.00	₹0.00	₹23,440.00
<b>Total</b>	<b>₹149,440.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>₹149,440.00</b>

### Recommendations:

1. Create norms for cells and council entities which utilise funds apart from Gymkhana budget to increase accountability in asset verification and the committee should keep track of these expenses.
2. Rent may be charged from non-Gymkhana entities for using the facilities of OAT which shall contribute to the Gymkhana budget.
3. Marketing avenues should be created for Student Research Convention, otherwise the Gymkhana Budget can not be used regularly to sustain the event.
4. The Gymkhana budget was used for all expenses of sports felicitation this year as SPEC declined to make this expense (as is the norm). This should not be seen as a precedent and new avenues of income should be explored in consultation with SPEC for this expenditure.
5. Standard marketing avenues for Gymkhana activities like Galaxy and Takneek should be identified and targeted to sustain the budget for these activities.
6. Inventory in bulk should ideally be purchased before February to ensure that the items are acquired in time for asset verification to be done properly and the current members are able to use them. The usual practice of purchasing in bulk towards the end of the tenure usually results in a wastage of the limited funds that we have into purchasing unnecessary items in order to exhaust the budget allocated to the councils.
7. Some amount be kept in a separate header to be distributed to the councils and cells after the first semester based on their respective expenses. This would help distribute bulk purchases, reducing pressure on all the involved students and staff members.

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8. Increase transparency by developing an online portal for processing of bills (online bill processing guidelines may be used here) and stock verification with easy access to all the stakeholders.
9. Utilisation of balance funds in festival accounts by the next festival team should be looked into.
10. Separate LPCs for festivals and other gymkhana entities. It is not mandatory for certain members to be part of the LPC for festivals, hence, a separate LPC can be formed for festivals.
11. Reconstitute the LPC to reflect the changes in the institute positions.
12. Give preference to pre-final students to be a part of the Finance Committee.

I would like to thank all the committee members and Gopal Ji for their work and support in this critical process. I would also thank the Chairperson and the Executives for being punctual in terms of clearances and humble enough to answer all the queries, follow the deadlines, bear enough pain to handle the finances the way the committee demanded.

I hope that much better work is done in the next term.