



Indian Institute of Technology, Kanpur  
Students' Senate Office



Chairperson, Students' Senate  
207, Students' Activity Centre  
chair\_ss@iitk.ac.in  
+91-512-2594808

Vedant Goenka  
B-108/ Hall 1  
gvedant@iitk.ac.in  
+91-7523830233

**S-SENATE/CHAIR/2016-17/58**

**17<sup>th</sup> October, 2016**

To,  
Festival Coordinators,  
Antaragni '16 – Gymkhana Cultural Festival,  
IIT Kanpur

**Subject: Show-Cause Notice for not complying with MoU Guidelines**

Dear Festival Coordinators,

The Festival Manual or the Appendix F to the Constitution of the Students' Gymkhana, in its Article 6.vii. states that no Memoranda of Understanding may be signed by a festival after the Friday of the week before the festival. The MoU Guidelines (enclosed), as approved by the GFAC, reiterates this as point 6 and in its point 2, further states that all MoUs shall be checked by the Chairperson, COFA (Committee of Festival Affairs) before being signed by the Festival Chairman.

It may be noted that you have not complied with either of the above guidelines. These violations come in light of repeated reminders given during COFA(A) meetings and at other times. You are thus required to inform the Senate about the reasons for the same. Please be present in the next meeting of the Students' Senate, to be held on 17<sup>th</sup> October, 2016.

Yours Truly,

Sd/-

(Vedant Goenka)  
Chairperson, Students' Senate

Enclosed: MoU Guidelines

Copy to: Students' Senate (through mailing list)

## **Guidelines for MoUs**

The Guidelines for Memorandums of Understanding (MoUs) signed by Gymkhana Festivals, as adopted in the 2014-15/1<sup>st</sup> Meeting of the Gymkhana Festival Advisory Committee are as follows:

1. An MoU shall be prepared by the Festival Coordinator(s) in consultation with his/her team.
2. The MoU shall then be checked by the Chairperson, COFA (Committee of Festival Affairs), a standing subcommittee of the Students' Senate for consistency and information.
3. The MoU shall then be checked by an assigned staff member of the DOSA Office for legal, monetary and other such issues, if any.
4. The MoU shall be signed by one Festival Coordinator, and the Festival Chairman on behalf of the festival.
5. The MoU shall then be counter-signed by the Associate Dean, Students' Activities.
6. On the Friday before the week of the festival, a copy of all signed MoUs along with the Finance and Marketing Report of the Festival (for the consideration of the Students' Senate) shall be submitted by the Festival Coordinator(s) to the Chairperson, Students' Senate. The COFA shall verify the Report against the submitted MoUs on behalf of the Senate.
7. The original signed MoUs shall be kept in the DOSA Office, and shall be made available to Gymkhana Office-bearers and Festival team members as and when necessary.
8. A copy of the signed MoU shall be kept in the Gymkhana Office in the New SAC. Any member of the General Body of the Students' Gymkhana may see the MoUs during Office Hours, or (by taking a prior appointment with the Chairperson, Students' Senate/President, Students' Gymkhana) during non-Office Hours.