

ELECTION COMMISSION
STUDENTS' GYMKHANA 2017-18
INDIAN INSTITUTE OF TECHNOLOGY KANPUR

PRESENTS

Pre-Conduction Report

Gymkhana Elections 2017

Pranjal Dixit

Chief Election Officer

08-Jan-18



Election Commission
Students' Gymkhana (2017-18)
Indian Institute of Technology Kanpur



Election Schedule

11st January (Thursday)

Time	Event	Venue
0000 hrs.	Call for nominations Code of Conduct begins	Via Mail
2030-2200 hrs.	Nomination Filing (Senators)	Senate Hall, SAC
2030-2200 hrs.	Nomination Filing (Executives)	GnS Room, SAC
2300 hrs.	Meeting with the candidates	Senate Hall, SAC

12th January (Friday)

Time	Event	Venue
1200 hrs.	Deadline for Withdrawal of Nominations	Via Mail
1300 hrs.	Call for Re-Nominations	Via Mail
2030-2200 hrs.	Re-Nomination Filing	Senate Hall, SAC
2300 hrs.	Meeting with the candidates	Senate Hall, SAC
2359 hrs.	Final List of Candidates	Via Mail

13rd January (Saturday)

Time	Event	Venue
1000-1200 hrs.	Manifesto Submission	Senate Hall, SAC
1000-1200 hrs.	Submission of complete Campaigners' List	Senate Hall, SAC
1300-1500 hrs.	Manifesto Ratification	Senate Hall, SAC
1600-1800 hrs.	Meeting with Chief Counsellor	Senate Hall, SAC
1800-2358 hrs.	Campaigning Allowed	Door to Door Only
2359 hrs.	Meeting with the candidates	Senate Hall, SAC

14th January (Sunday)

Time	Event	Venue
0800-2259 hrs.	Campaigning Allowed	Door to Door Only
2300 hrs.	Meeting with the candidates	Senate Hall, SAC

15th January (Monday)

Time	Event	Venue
0800-2259 hrs.	Campaigning Allowed	Door to Door Only
2000-2130	Executive Debate – I	TBD
2300 hrs.	Meeting with the candidates	Senate Hall, SAC

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16th January (Tuesday)

Time	Event	Venue
0800-2259 hrs.	Campaigning Allowed	Door to Door Only
2000-2130	Executive Debate – II	TBD
2300 hrs.	Meeting with the candidates	Senate Hall, SAC

17th January (Wednesday)

Time	Event	Venue
0800-2259 hrs.	Campaigning Allowed	Door to Door Only
2000-2130	Executive Debate – III	TBD
2300 hrs.	Meeting with the candidates	Senate Hall, SAC

18th January (Thursday)

Time	Event	Venue
0800-2259 hrs.	Campaigning Allowed	Door to Door Only
2000-2130	Executive Debate – IV	TBD
2000-2100 hrs.	Envelope Voting	Senate Hall, SAC
2300 hrs.	Meeting with the candidates	Senate Hall, SAC

19th January (Friday)

Time	Event	Venue
0800-1900 hrs.	Campaigning Allowed	Door to Door Only
1900-2200	SOP BOX	OAT
2000-2100 hrs.	Envelope Voting	Senate Hall, SAC
2300 hrs.	Meeting with the candidates	Senate Hall, SAC

20th January (Saturday)

Time	Event	Venue
0000 hrs.	Silence Period begins	
2300 hrs.	Meeting with the candidates	Senate Hall, SAC

21th January (Sunday)

Time	Event	Venue
1000-2000 hrs.	Polling Period	Will be informed via mail
2359 hrs.	Results Declaration	Via Mail

22nd January (Monday)

2359 hrs.	Model Code of Conduct Ends	
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*Campaigning shall strictly end before EC Meeting with Candidates
(NOTE: The EC meeting with candidates is mandatory for all the contestants to attend.)

Electoral Procedure

1. Elections are to be conducted for the following posts:

Executive (Total posts = 4):

Position	Seats	Electorate
President Students' Gymkhana	1	All registered IITK Students
General Secretary, Games and Sports	1	All registered IITK Students
General Secretary, Science and Technology	1	All registered IITK Students
General Secretary, Media and Culture	1	All registered IITK Students

Senators (Total posts = 48):

Position	Seats	Electorate
BT/BS-MT/MS/MBA Y13	2	Registered Students of the Same Batch
BT/BS-MT/MS/MBA Y14	2	-do-
BT/BS Y14	4	
BT/BS Y15	6	-do-
BT/BS Y16	6	-do-
BT/BS Y17	6	-do-
MTech (2-year) Y16	3	-do-
MTech (2-year) Y17	4	-do-
MSc (2-year), MSc-PhD and MSR Y16	1	-do-
MSc (2-year), MSc-PhD and MSR Y17	1	-do-
MBA and MDes Y16	1	-do-
MBA and MDes Y17	1	-do-
PhD Y15 and earlier batches	7	-do-
PhD Y16 (and MSc-PhD Y14)	2	-do-
PhD Y17 (and MSc-PhD Y15)	2	-do-

Budget

1.1. Areas of Expenditure

- 1.1.1. Stationary
- 1.1.2. Posters
- 1.1.3. Refreshments
- 1.1.4. Security
- 1.1.5. Events etc.

1.2. Complete finance report will be submitted with the post-conduction report.

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Rules and Regulations

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Indian Institute of Technology Kanpur



Model Code of Conduct

1. General Conduct

- 1.1. Candidates must strictly adhere to the time limits provided by the Election commission
- 1.2. Candidates as well as general body members are advised to abstain from any proscribed activity in the halls, especially consumption of alcohol and other illicit drugs, when the code of conduct is in underway
- 1.3. Anti-campaigning in any form, by anyone, is strictly prohibited
- 1.4. The candidate(s) (or their campaigners) must not be found in any sort of discussion with any other candidate(s) (or their campaigners) during the duration of electoral process
- 1.5. No public gathering should be called / organized during the electoral process. Written permission from the Chief Election Officer should be obtained for any exception to the rule. Any such public gatherings shall be counted against the spirit of the elections and proper disciplinary action shall be taken against the organizers
- 1.6. All Gymkhana and Hall activities will remain suspended during the electoral process. For any exception to this rule explicit permission from the Chief Election Officer must be obtained
- 1.7. No person who is not a student of IIT Kanpur shall be allowed to take part in the election in any capacity
- 1.8. No candidate shall indulge in, nor shall abate any activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic, or between any group(s) of students
- 1.9. There shall be no appeal to caste or communal feelings for securing votes. Places of worship, within or outside the campus shall not be used for election propaganda
- 1.10. All the complaints should be given as soon as possible, in writing to the Chief Election Officer. Complaints related to the elections will be not entertained by the Election Commission, twenty-four hours after the completion of polling. Decision to the complaints will be taken by the Chief Election Officer
- 1.11. The Election Commission will take a decision in case of any dispute connected with the elections. The violation of rules may result in very strict Redressal Committee (GRC) action against the convicted member as specified in APPENDIX 3. The Chief Election Officer may also under extreme circumstances, force harsher measures like disqualification from contesting the elections with forfeiture of security deposit, etc.
- 1.12. All candidates and their supporters shall refrain from serving or distributing liquor/drugs to the voters to influence their decision making ability
- 1.13. Any candidate who is also holding a position of responsibility shall temporarily be relieved from its duty, so that those responsibilities do not interfere with the electoral procedure
- 1.14. The Election Commission can take action on any past activity (before code of conduct was in force) where any general body member has violated the spirit of elections
- 1.15. Failure to follow the Code of Conduct may lead to strict disciplinary action (APPENDIX 3)

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2. Incumbent/Incoming Office-bearers of the Students' Senate and Students' Gymkhana

- 2.1. The incumbent/incoming office-bearers of the Students' Senate and Students' Gymkhana shall ensure that no cause is given for any complaint, regarding use of their official position for the purposes of election campaign
- 2.2. The incumbent/incoming office-bearers of the Students' Senate and Students' Gymkhana cannot support any candidate publicly or privately, in their official capacity
- 2.3. From the time elections are announced by the Election Commission, office-bearers and other authorities shall not acclaim or criticize any potential candidate publicly or privately
- 2.4. The incumbent office-bearers shall not enter any polling station or place of counting except in their capacity as a voter or authorized agent



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3. Nomination Procedure

- 3.1. A student must go through the General Eligibility criteria and code of conduct before filing their nomination for any post (APPENDIX 4)
- 3.2. Candidates will be nominated by submitting the duly filled nominations to the Chief Election Officer along with a security deposit of Rs.500/- for Executives and Rs.100/- for Senators
- 3.3. Every candidate for the post of executive will have to be proposed by two registered student and seconded by five registered students on the nomination form
- 3.4. Every candidate for the post of senator will have to be proposed by one registered student and seconded by two registered students on the nomination form. Only a person belonging to the corresponding electorate can propose or second the candidate
- 3.5. The proposer and seconders are, by default, campaigners of the candidate
- 3.6. A student cannot propose or second more than one candidate. A candidate cannot propose or second himself or any other candidate contesting the elections for any post
- 3.7. All the members who are proposing or seconding a candidate must accompany the candidate during nomination filing
- 3.8. Required documents: Completely filled nomination form with latest passport size photograph; self-attested Xerox copies of the institute IDs of the candidates, proposer and seconders; self-attested photocopies of the latest transcript (of the candidates) provided by the DoAA office.
- 3.9. No member of the Election Commission can propose or second any candidate. No member of the Election Commission can contest elections for any post in that Gymkhana Election
- 3.10. The EC will scrutinize the nominations and announce the list of candidates. Withdrawals, if any, could then be made by the candidates by writing a letter to the Chief Election Officer. The Chief Election Officer will then announce the final list of candidates after the completion of re-nominations
- 3.11. Failing to follow any of the above guidelines may lead to the cancellation of the candidature and suitable disciplinary action (APPENDIX 3)
- 3.12. Blank manifestos will not be accepted.

4. Re-nominations

- 4.1. Re-nominations would be called only if the numbers of nominations submitted for a post are less than the number of corresponding vacant posts
- 4.2. All the nomination rules are applied as such
- 4.3. There cannot be any nomination filing after the process of re-nominations are over

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Indian Institute of Technology Kanpur



5. Campaigning

- 5.1. Canvassing support before and after the notified time by the candidates / campaigners / sympathizers can be detrimental to the candidature. Strict disciplinary action might be taken against the violator(s)
- 5.2. All candidates (or their campaigners / sympathisers) shall be prohibited from indulging or abetting all activities which are considered to be “corrupt practices” and offences, such as bribing of voters, intimidation of voters, canvassing and/or use of propaganda at restricted places and transport and conveyance/persuasions of voters to and from the polling stations
- 5.3. The manifesto finally approved by the Chief Election Officer (or any other authorized member) should be strictly adhered to while campaigning. Deviations are not allowed in the posters or during verbal canvassing
- 5.4. Criticism of other candidates, when made, shall be confined to their policies and proposed activities. Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the opposing candidates. Criticism of other candidates or their campaigners based on unverified allegations or distortion is punishable. This relaxation in anti-campaigning rule is only applicable during SoP Box
- 5.5. Cloth banners, etc. are not allowed. No banner/poster should be found at the entrance of any hostel, academic area, New SAC etc.
- 5.6. Candidates are not allowed to do canvassing in public places like the Mess, Hall Canteens, Reading Rooms, Hall CC, TV Rooms, etc.
- 5.7. No candidate or its campaigners shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda outside the allowed locations
- 5.8. A candidate should not be seen roaming around during the time when campaigning is not permitted (as per schedule of the election)
- 5.9. Candidates are advised to take the election in the right spirit and refrain from activities, which vitiate the atmosphere of the election process
- 5.10. Campaigners or sympathisers of one candidate shall not create disturbances at public events organised for another candidate
- 5.11. Posters issued by one candidate shall not be removed/touched/disturbed by campaigners of another candidates
- 5.12. Any form of campaigning other than mentioned in the APPENDIX 1 is not permitted
- 5.13. A candidate / campaigner cannot use their current position of responsibility as a means of campaigning
- 5.14. The candidates shall not make use of official machinery during the electioneering work
- 5.15. A candidate or its campaigners shall invariably seek the assistance of the election commission for dealing with person(s) disturbing a campaigning or otherwise attempting to create disorder. Candidate / campaigner themselves shall not take action against such person(s)
- 5.16. A candidate organizing a campaigning shall decide before hand, the time and place of the campaigning and the supporters accompanying. There shall ordinary be no deviation from the programme. The candidate shall give advance intimation to the Election commission of the schedule so as to make necessary arrangement

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- 5.17. Campaigners accompanying the candidate during the canvassing are the responsibility of the candidate
- 5.18. Any attempts to hide a campaigner may be looked at very suspiciously by the Election Commission and proper action can be taken against it
- 5.19. If any campaigner perform any act which is against the spirit of elections, candidate will be equally liable as the person who has violated the model code of conduct
- 5.20. Expenditure Limit for a candidate for the Executive post is INR 2000/- only
- 5.21. Expenditure Limit for a candidate for the Senator post is INR 500/- only
- 5.22. Candidate must give exhaustive finance report with each and every receipt. Not doing so, may lead to the disciplinary action on the charges of corrupt practices
- 5.23. Candidates are also advised to conform to the unwritten code of conduct that has governed the Gymkhana Elections in the past. General body members can file complaints in writing to the Chief Election Officer against any candidate(s) not conforming to the norms of the election process



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6. Voting Guidelines

- 6.1. The Election Commission may avail the services of as many student volunteers as required
- 6.2. A list of voters will be available with the Election Commission
- 6.3. All candidates shall co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction
- 6.4. Envelope voting will be permitted according to the timings announced by the Election Commission
- 6.5. If a person is absent from the campus on the polling day, he / she can cast their vote via envelope on the scheduled date. (APPENDIX 2)
- 6.6. Voters who are present on the campus on the date of voting can cast their votes at the polling station during the prescribed hours
- 6.7. A member of the Election Commission will be present at the polling station as the polling officer. During the polling operations, when necessary, he or she will take the procedural decision after informing the Chief Election Officer. These will be applied uniformly and shall be final and abiding by all
- 6.8. Except the voters and the Election Commission members, no one shall enter the polling booths. Once voters have voted, they are not allowed to be present in the vicinity of the polling booth
- 6.9. There will be poll observers to whom any complaints regarding elections can be reported or submitted
- 6.10. After the polling, the voting system will be placed in the custody of the Chief Election Officer
- 6.11. Votes will be counted by the members of the Election Commission. The Chief Election Officer shall invite one representative of the candidate as observers. The Grievances Redressal Committee shall be invited to supervise the counting
- 6.12. The Chief Election Officer will then declare the results after the counting is over
- 6.13. In case of tie, lottery shall be used as a tie-breaker. The lottery should be done in the presence of all the candidates who are tied. Rules of lottery will be discussed with the above candidates and lottery shall proceed with their consent on rules
- 6.14. For the purpose of declaration of the result, the decision of the Chief Election Officer on the validity or invalidity of the vote shall be final
- 6.15. In case a candidate contesting for a Senator receives less than 130 points, his/her security deposit will be forfeited
- 6.16. Results will be declared in accordance with the Constitutional provisions. The Chief Election Officer is accountable to the Students' Senate in this regard

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APPENDICES

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A1 Rules for Campaigning

- A1.1.** Each candidate will be allowed to put up only one poster (largest permitted size A3 i.e., approximately 420*297 mm) in each hall and SBRA. This may be changed only at the discretion of the Election Commission
- A1.2.** Candidates may utilize hand-made or digital posters for the purpose of canvassing, provided that such posters are procured within the expenditure limit set out herein above
- A1.3.** Candidates may only utilize hand-made or digital posters at certain places in the campus, which shall be notified in advance by the Election Commission
- A1.4.** Candidates must not use gum/adhesive fluids to stick their posters. The poster should be fixed using adhesive tapes OR board pins
- A1.5.** The posters must be removed completely at the end of campaigning. This deadline will be specified by the Election Commission
- A1.6.** The academic area is to be kept free from any kind of campaigning
- A1.7.** Institute facilities (like e-mails etc.) and hall properties (like hall CC) should not be used for campaigning
- A1.8.** Candidates can only commence their campaigning according to the schedule
- A1.9.** The Election Commission must be fully informed of the means of campaigning used by a candidate. This includes any publicly distributed material e.g. manifesto, brochures, pamphlets etc. Samples of these must be given to the CEO and consent taken before any such material can be distributed. Any document used for campaigning must be duly stamped by the Election commission before distribution
- A1.10.** All candidates are required to submit a list of campaigners (duly signed by all the campaigners themselves) to the Election Commission
- A1.11.** No campaigner will be allowed to campaign for more than one candidate
- A1.12.** The use of loudspeakers, vehicles and animals for the purpose of canvassing is prohibited. Only door to door campaigning is allowed
- A1.13.** The Election Commission may relax these rules on its discretion

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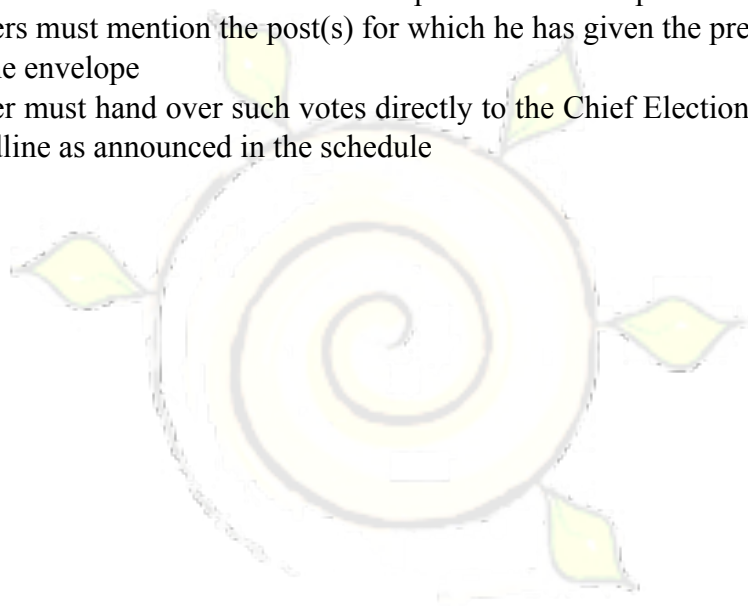
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A2 Rules for Envelope Voting

- A2.1.** Envelope voting is only for the electorate who cannot vote on the scheduled day
- A2.2.** No member of the electorate who casts envelope vote should be found present near the polling booths on the day of regular polling
- A2.3.** Direct votes can be cast during the scheduled period of envelope voting
- A2.4.** The photo-copy of the institute identity cards of all the voters who cast envelope votes will be submitted along with their preferences to the chief election officer without which vote will be considered as invalid
- A2.5.** If any voter is unable to cast his/her vote during regular voting, he may give his/her choice in a sealed envelope accompanied with photocopy of his/her I-card, directed to the Chief Election Officer bearing the following in mind
 - a.** Voters must write their preference for Candidates on a blank sheet of paper
 - b.** Voters must vote for all the posts open to their electorate
 - c.** Only one individual's vote has to be put in one envelope
 - d.** Voters must mention the post(s) for which he has given the preference, on the top of the envelope
 - e.** Voter must hand over such votes directly to the Chief Election Officer before the deadline as announced in the schedule



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A3 Violation of Rules

- A3.1.** The election commission may take independent decisions in case of any dispute related to the election. This decision is final and can be challenged only by filing an appeal with the Grievances Redressal Committee
- A3.2.** If any of the students are involved in the violation of the above rules then the following action may be taken against them
- a.** General Body Members:
 - 1st Warning: Rs.500/-
 - 2nd Warning: Rs.1000/-
 - 3rd Warning: Case forwarded to SSAC
 - b.** Candidates:
 - 1st Warning: Rs.1000/-
 - 2nd Warning: Rs.2000/-
 - 3rd Warning: Cancellation of Nomination + Case forwarded to SSAC
 - c.** Gymkhana Office-bearers, Hall Executive Committee members and Election Commission Members:
 - 1st Warning: Rs.1500/-
 - 2nd Warning: Rs.2000/-
 - 3rd Warning: Case forwarded to SSAC
- A3.3.** The circumstances for the imposition of fine will be disclosed only at the floor of the Students' Senate, if solicited and to the Grievances Redressal Committee, if solicited
- A3.4.** It must be noted that under special circumstances these guidelines may be changed at the discretion of the Chief Election Officer

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Students' Gymkhana (2017-18)

Indian Institute of Technology Kanpur



A4 Relevant Extracts from the Student Governance Report and Students' Gymkhana constitution

- A4.1.** Every student is expected and encouraged to participate in co and extra-curricular activities.
- A4.2.** Every student is expected to cooperate and participate in furthering the objectives of the student bodies and Institute Committees. However, it should be understood that the primary goal of students in the Institute is his/her studies and pursuit of academic achievements. Participation in student bodies and in the Institute Committees should be viewed as complementary to the academics and not as its substitute. It is believed that in general the quality of participation would be better if a student is comfortable with his/her academic performance. It is feared that participation by academically deficient students may bring deviations from the long cherished traditions and distinct characteristics of the Students Gymkhana of this Institute.
- A4.3.** Article 3.09 of the Students' Gymkhana Constitution stipulates the conditions of eligibility for the candidates contesting the Gymkhana Elections in terms of the guarantee of stay for the period of stay and academic performance. Keeping the spirit of the Constitution of the Students Gymkhana and observations made by the Senate in its meeting held on 01.01.1996, the Committee recommends that the students registered in the semester and residing on the campus and who satisfy the guarantee of stay requirements, are eligible for election and nomination except:
- The students who are academically deficient (listed under the categories Warning, AP, AP*) in the semester when the elections are to take place or the nominations are to be made.
 - The students who are debarred from participation in students activities by election and/or nomination on disciplinary grounds.
 - The students whose CPI is less than 6.5 (in case of UG) or less than 7.5 (in case of PG).
 - The students who from the date of their initial registration have already completed the normal duration of the programme or shall be completing the normal duration during the tenure of the post. The normal duration of various programmes are (Ord. 6); B. Tech. = 8 semesters, M.Sc. (Int.) = 10 semesters, M.Sc. (2 Yrs) = 4 semesters, DIIT = 3 semesters, M.Tech. = 3 semesters, Ph.D. = 8 Semesters, Dual B.Tech./M.Tech. = 10 Semesters and Dual M.Sc./PhD. = 10 Semesters.
 - M.Tech. students admitted in the II semester of an academic year will not be eligible for contesting for Gymkhana Executive posts. They shall, however, be eligible for nominations on committees and will be treated for such purposes like final year B.Tech./M.Sc. (Intg.) students.
 - A PG student in the advanced stage of research should seek the approval of the thesis supervisor before filing the nominations.
- A4.4.** In view of the above, a student interested in accepting a post should make a conscious decision about the time management for his/her studies and the

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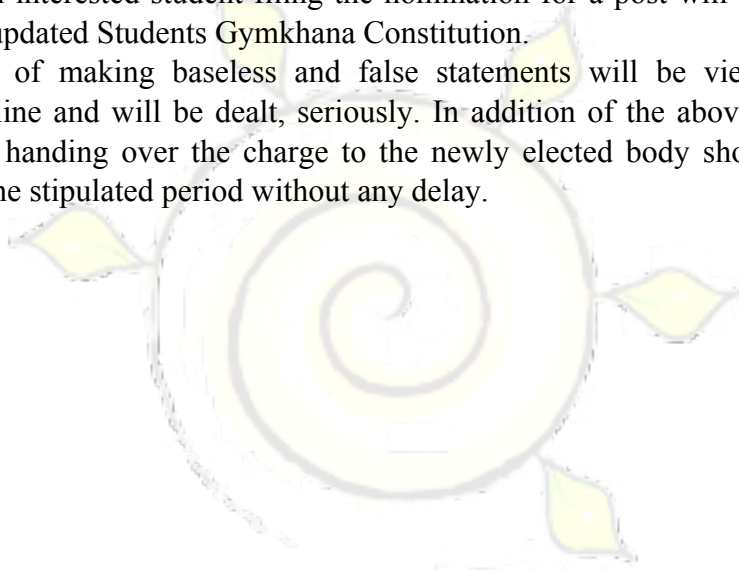
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responsibilities expected of the post. It has been noticed that sometimes students are not aware about the duties and responsibilities of the post. Further, it has been observed that some candidates indulge sometimes in making statements, which are redundant, false and derogatory to individuals and the Institute. In order to circumvent the above, it is recommended that:

- a. At the time of announcement of elections, the chief election officer will bring out the salient details about the duties and responsibilities of various office bearers for the information of the general body.
- b. The Chief Election Officer, after the finalization of the list of candidates by the election committee, will call a meeting of candidates to apprise about their role and responsibilities.
- c. The incumbent office bearer will prepare the interim report of their respective offices stating their achievements, plans under consideration, etc. and will display on the notice boards of Halls for the information of students.
- d. Each interested student filing the nomination for a post will be given a copy of the updated Students Gymkhana Constitution.

A4.5. The act of making baseless and false statements will be viewed as an act of indiscipline and will be dealt, seriously. In addition of the above, it is emphasized that the handing over the charge to the newly elected body should be carried out within the stipulated period without any delay.



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