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Student's Gymkhana

Student's Senate

The Students' Senate is the Central Representative, Legislative and Supervisory body of the students. It serves as the main forum of expression of student opinion, stays in continuous touch with the General Body, consults the students, and acts as a feedback system. It also acts as the central policy making body of the Gymkhana and is responsible for guiding and checking the functioning of the Executive wing of the Gymkhana.

Chairperson, Students' Senate

The Students' Senate meetings are convened and presided over by the Chairperson, Student's Senate. He/She directs the appropriate persons for the successful implementation of the decisions of the Senate of the Students' Gymkhana. He is an ex-officio special invitee to the (academic) Senate of the Institute, and is a member of various bodies of the Institute whenever a representative of the Senate is required.

Senators

A Senator is elected by his/her batch to represent their views in the Students' Senate. 1 Senator is elected for every 150 students in a batch. He/She is responsible for bringing issues faced by students of his/her batch to the Students' Senate. Through the Senate, he/she keeps a check on the functioning of the executive wings and functions as the central policy making body. He/She is also responsible for the laying down the guidelines for the functioning of the executives, their associated councils, the Gymkhana Festivals and other matters pertaining to the Student body at large.

Executives

The President, Students' Gymkhana, and the General Secretaries of each council are ex-officio members of the Students' Senate

Finance Convener

The Finance Convener advises the Senate on financial matters. He/she oversees the financial affairs of the Gymkhana. He/she is elected by the Senate from among the non-executive

members of the General Body. He/she is also an ex-officio member of all Executive councils as well as all Committees of Festival Affairs (Udghosh, Antaragni and Techkriti)

Parliamentarian

The Parliamentarian advises the Senate on Constitutional and procedural matters. His/her interpretation of the Constitution and its appendices on the floor of the Senate is final. He/she is elected by the Senate from among the non-executive members of the General Body. He is the ex-officio Convener of the Rules and Procedures Committee of the Senate, and presides over its meetings and is responsible for its activities.

CoSHA Convener

The Council of Student Hostel Affairs (COSHA) Convener maintains the records of the COSHA. He/she represents the COSHA in the meetings of the Senate.

Adhoc-subcommittees and its convener

The Students' Senate may appoint, as and when necessary, a subcommittee of the Senate which may either be ad-hoc or standing to investigate a particular matter and recommend a course of action to the Senate. The Students' Senate also appoints a Convener of the ad-hoc subcommittee to convene the subcommittee and report the findings of the subcommittee to the Senate.

Senate Nominees to Academic Senate Standing Committees

The Students' Senate nominates student members to the various standing committees of the (academic) Senate. These nominees are meant provide a link between the students and the committees, and are responsible for helping students with matters pertaining to their committees, both inside and outside meetings of the committee. The various standing committees are:

- Senate Student Affairs Committee (SSAC)
- Senate Under-Graduate Committee (SUGC)
- Senate Library Committee (SLC)
- Senate Educational Policy Committee (SEPC)
- Senate Curriculum Development and Monitoring Committee (SCDMC)
- Senate Scholarships and Prizes Committee (SSPC)
- Senate Post-Graduate Committee (SPGC)

The Students' Senate also nominates students to the Department Undergraduate Committee (DUGC) and Department Postgraduate Committee (DPGC) of each department.

Senate Nominees to Students' Senate Standing Committees/Councils

The Students' Senate nominates student members to the various standing committees of the Students' Senate. These nominees are meant provide a link between the students and the committees, and are responsible for helping students with matters pertaining to their committees, both inside and outside meetings of the committee. The various standing committees/councils are:

- Council of Students' Hostel Affairs (CoSHA)
- Rules and Procedures Committee (RPC)
- Finance Committee
- Steering Committee
- Nominations Committee

Secretary, Students' Senate

The Secretary is responsible for maintaining the minutes of the meetings of the Students' Senate. He/She is also responsible for assisting the Chairperson in ensuring the smooth conduction of the meetings.

President's Office

President, Student's Gymkhana

Elected from an electorate of nearly 6,500 students, the President, Student's Gymkhana is the Chief Executive of the Gymkhana. He is the ex-officio head of the President's Office and supervises and coordinates the general affairs of the general body. He is an ex-officio special invitee to the (Academic) Senate of the Institute, and is a member of various bodies of the Institute whenever a representative of the Gymkhana is required. The President is usually invited to the meetings of the Board of Governors when matters affecting students are being discussed.

President's Nominees to Institute Committees

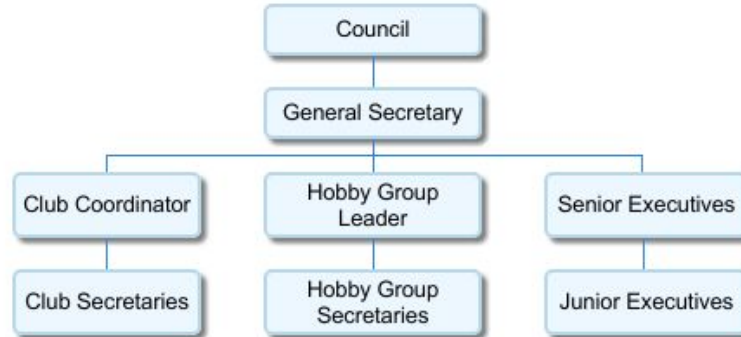
The President, Students' Gymkhana may nominate people to represent him/her in the various institute committees of which he/she is a member. The nominee is responsible for expressing the views of the Student Body in the Committee. These committees are as follows

- Computer Centre Coordination Committee
- Commercial Establishments Maintenance and Monitoring Committee
- Environment Advisory Committee
- Health Centre Users' Committee
- Motor Transport Users' Committee
- Minimum Wage Monitoring Committee
- Women's Cell

Junior Executive

The Junior Executives is responsible for assisting the President in carrying out his/her executive tasks. They may additionally assist the President's nominees in their task too.

Councils



There are three Councils under the Student's Gymkhana -

- Media and Cultural Affairs Council
- Science and Technology Council
- Games and Sports Council

Each of these Councils comprise of various Clubs and Hobby Groups. The various clubs and hobby groups under the councils can be found in [Appendix D of the Constitution of the Student's Gymkhana](#)

General Secretary

Elected from an electorate of nearly 6,500 students, the General Secretary is the chairman of the Council and supervises and coordinates all activities related to the council. He/She is responsible for proper allocation of resources and funds to the clubs and hobby groups under the council and keeping updates on their practice as well.

Senior Executive

The Senior Executive is responsible for assisting the General Secretary in supervising and conducting any activities conducted by the Council.

Junior Executive

The Junior Executive is responsible for assisting the Senior Executive in supervising and conducting any activities conducted by the Council.

Club Coordinator

Hobby Groups performing exceptionally well are made into a Club. Such entities are headed by one or more Coordinators appointed by the Senate at the recommendation of the General

Secretary. The Coordinator shall be responsible for all the group's activities with the consent of General Secretary.

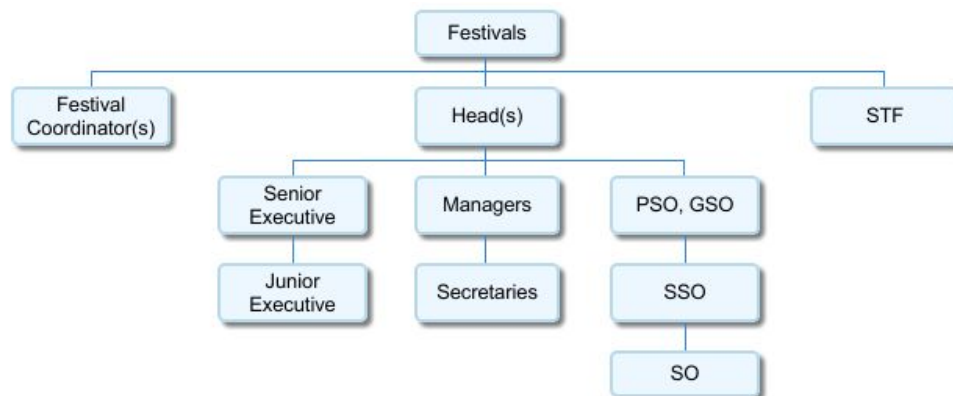
Hobby Group Leader

A Hobby Group Leader is responsible for leading a hobby group, which is an association of students united by a common interest or goal. Hobby Groups organise and promote activities in a specific field of interest.

Secretary

The Secretary is appointed by the Club Coordinator/Hobby Group Leader to aid them in the functioning of the club/hobby group and its' activities.

Festivals



The Students' Gymkhana is also responsible for organizing three festivals. These festivals are -

- Antaragni, The Media and Cultural Festival
- Techkriti, The Science and Technology Festival
- Udghosh, The Games and Sports Festival

Festival Coordinator

The Festival Coordinator is responsible for overall conduct of the festival. He/she is the Chief Executive of the festival and plans all activities, events and competitions of the festival, in consultation with the Core Team, COFA and FAC. He is also answerable to the Senate directly for all matters pertaining to his/her festival.

Head(s)

The Heads are members of the Core Team of the Festival, and look after a certain division in the organization of the Festival. The various Head(s) in the festivals are -

- Head, Events (Major Events and Competitions)
- Head, Finance
- Head, Marketing
- Head, Media and Publicity
- Head, Public Relations
- Head, Security
- Head, Show Management
- Head, Design
- Head, Web

Special Task Force (STF)

The Students' Senate constitutes a Special Task Force (STF) for each festival, which is responsible for handling any emergency situations which may occur during the festival.

Managers

Managers are nominated by the Heads, Events to look after the conduction of a specific event in the festival and ensure its smooth conduction

Secretaries

The Secretary is responsible for assisting the Manager in the conduction of the event.

Senior Executives

The Senior Executives are selected by a Head to assist him/her in overseeing the division he is responsible for.

Junior Executives

The Junior Executives are selected by the Senior Executives to assist him/her in his/her work.

Principal Security Officer (PSO)

The Principal Security Officer (PSO) is responsible for overseeing the security arrangements of the festival and managing the other Security Officers.

GSO

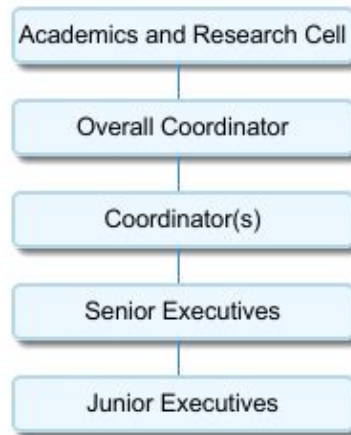
The Girl's Security Officer (GSO) is also responsible for overseeing the security arrangements of the festival, along with dealing with cases relating with female participants of the festival.

SSO

The Senior Security Officer (SSO) is responsible for assisting the PSO and helping him/her in discharging his/her duties.

Cells

Academics and Research Cell



Overall Coordinator

The Overall Coordinator, Academics and Research Cell, is responsible for overseeing the work of the Cell and acting as an interface between the Institute policy makers and the students on matters related to academics, research and foreign collaborations.

Coordinator(s)

The Coordinator is responsible for managing a specific division of the Cell. He/She oversees the work of that specific division. The different Coordinators are -

- Head, UG Academics
- Head, PG Academics
- Head, Research
- Head, International Relations

Senior Executive

The Senior Executive is responsible for assisting the Coordinator in their work.

Junior Executive

The Junior Executive is responsible for assisting the Senior Executives and the Coordinators in their work.

Entrepreneurship Cell (E-Cell)



Overall Coordinator

The Overall Coordinator, Entrepreneur Cell, is responsible for overseeing the work of the Cell which includes inculcating the spirit of entrepreneurship amongst the student body. He/She is also responsible for conducting the “Indian Entrepreneurship Summit” also known as the “e-Summit”. Along with this, He/She is also responsible for multiple initiatives which include networking student enterprises from campus to incubators, seed funds and angel funds; workshops in association with national professionals and national level competitions.

Head(s)

The Head is responsible for managing a specific division of the Cell. He/She oversees the work of that specific division. The different Heads are -

- Head, Corporate Relations
- Head, Events (e-Summit)
- Head, Media and Publicity
- Head, Design
- Head, Campus (Startup Development)
- Head, Marketing
- Head, Finance
- Head, Start-Up Internship Programme (SIP)
- Head, Web

Executive

The Executive is responsible for assisting the Head in their work.

Junior Executive

The Junior Executive is responsible for assisting the Executives and the Heads in their work.

Community Welfare Cell

Overall Coordinator

The Overall Coordinator of the Community Welfare Cell is tasked with overseeing the functioning of the Cell. He/She is responsible for setting principles of work, establishing a working structure, establishing communication with the community and set up interactions within the wings.

Head

The Head of a wing of the Community Welfare Cell is responsible for overseeing the functioning of a specific wing of the Cell. He/She works in tandem with the Overall Coordinator in ensuring the smooth functioning of the wing. The current Heads of each Wing are -

- Head, Vivekananda Samiti
- Head, Unmukt
- Head, Prakriti
- Head, Prayas
- Head, Raktarpan

Vox Populi

Head Editor

Editor

Core Team

Election Commission

Chief Election Officer

The Chief Election Officer is responsible for the conduction of the elections of the all the elected posts which come under the Students' Gymkhana, which include the President, Students' Gymkhana and the General Secretaries.

Senior Election Officer

The Senior Election Officer is responsible for assisting the Chief Election Officer.

Junior Election Officer

The Junior Election Officer is responsible for assisting the Chief Election Officer and Senior Election Officers.

Outreach Cell

Overall Coordinator

The Overall Coordinator of the Outreach Cell is responsible for overseeing the work of the Cell, which includes building a positive and attractive image of the institute in the eyes of the alumni, the corporate world, potential faculty, aspirants and the society.

Head

The Heads is responsible for overseeing the work of a wing of the Cell. He is also responsible for assisting the Overall Coordinator in his work.

Senior Executive

The Senior Executive is responsible for assisting the Head in performing his/her duty.

General Championship



The Student's Gymkhana also organises a General Championship where the student body is split into Pools and compete in various competitions.

Pool Captains

Pool Captains are responsible for leading their pool in the General Championship competitions.

Hall Captain

Hall Captains are responsible for leading their hall in the General Championship competitions.

Event Coordinators

Event Coordinators are responsible for ensuring the smooth conduction of the event for which they are responsible for.

Institute Teams

There exist multiple institute teams who represent the institute at various competitions outside of the institute. These teams are recognised by the Students' Gymkhana, and the positions in the team are ratified by the Students' Senate. These teams are -

- SAE, IIT Kanpur/IITK MotorSports
- Team IGVC
- Team AUV

SAE, IIT Kanpur/IITK MotorSports

President

Vice President

Captain

Vice Captain

Technical Head

Subsystem Leads

Marketing Head

Team AUV

Team Leader

The Team Captain of Team AUV is responsible for managing the team's finances, the logistics of the final trip to the competition and taking major design decisions in the fields of electronics, mechanical and programming. He is also responsible for overseeing the work done by the other heads.

Team Head

The Team Head, Team AUV is responsible for assisting the Team Leader in discharging his duties.

Electrical Head

The Electrical Head, Team AUV is responsible for supervising the work and taking all major decisions of the Electrical sub-unit.

Mechanical Head

The Mechanical Head, Team AUV is responsible for supervising the work and taking all major decisions of the Mechanical sub-unit.

Software Head

The Software Head, Team AUV is responsible for supervising the work and taking all major decisions of the Software sub-unit.

Business Head

The Business Head, Team AUV is responsible for supervising the work and taking all major decisions of the Business sub-unit.

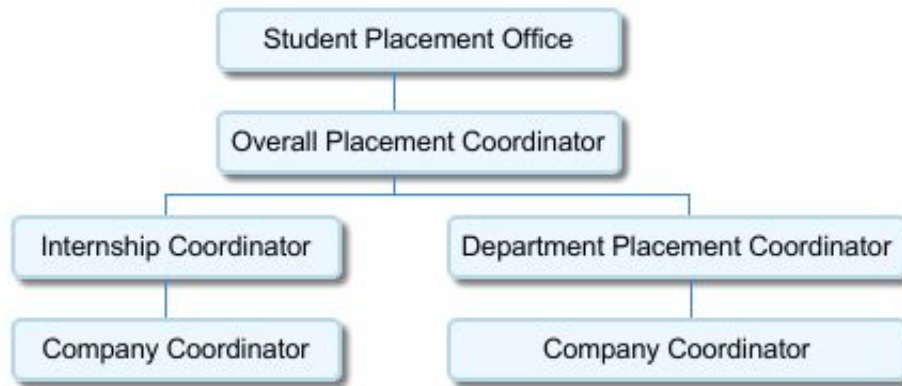
Team IGVC

Team Captain

The Team Captain of Team IGVC is responsible for managing the team's finances, the logistics of the final trip to the competition and taking major design decisions in the fields of electronics, mechanical and programming.

Other Positions

Student's Placement Office



Overall Placement Coordinator

Facilitate the entire placement as well as internship process. Ensure that companies are invited on time and in ample numbers. Coordinates between faculty members and students. Persuades and negotiates on pay packages, possible intakes, selection criteria etc with the company HR. Plans and conducts mock interviews, group discussions and workshops for students at batch level, department level or as sessions for the entire graduating class. Organizes Career Awareness Sessions/Workshops by calling in Alumni/Company Representatives and other professionals.

Department Placement Coordinator

Coordinate with the department's professors and seek aid from them. Voices of their respective departments, bringing the concerns and suggestions specific to their departments to the OPCs. Update the students and the Placement team about their progress in regular meetings and open-house departmental sessions. Search for new core companies to visit the campus, and will contact them to hire students. Queries of students are routed through them.

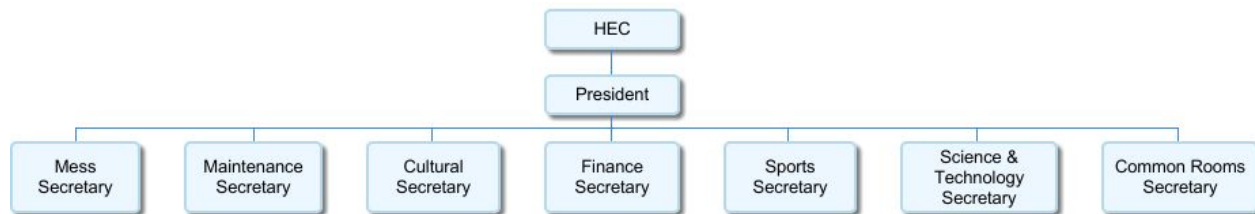
Internship Coordinator

Representatives of the batch, he/she will act as the face of the campus in front of the recruiting companies. Contact and invite various companies, convincing them to take interns from IIT Kanpur, and help organize their entire selection procedure. Plan and execute the entire internship and placement season by coordinating with OPCs. Link between students, administration and companies during the entire internship season.

Company Coordinator

Representative of SPO in front of the companies visiting campus for placements and internships. Directly responsible for handling companies and their recruitment processes, including tests, PPTs and interview process.

Hall Executive Committee



The following are a non-exhaustive list of the positions that may exist in a Hall Executive Committee. The exact positions may differ from Hall to Hall.

President

Represents the hall at all forums. Responsible to keep a regular check and maintain smooth communication between various committees of the hall. Ensures that students abide by the rules of the hall.

Maintenance Secretary

Responsible for the general maintenance issues of the hall.

Mess Secretary

Responsible for complete functioning of mess(in some halls canteen too) , including infrastructure, menu, mess bills etc.

Media and Culture Secretary

Responsible for promoting all aspects pertaining to the cultural activities in the Hall. Representative of hall in all cultural related activities.

Finance/Accounts Secretary

Responsible for all monetary transaction of the hall. All the bills and money withdrawal requires his permission. Monitors the HEC budget allocation and expenditure

Sports Secretary

Responsible for promoting all aspects pertaining to games and sports activities in the Hall. Organizes intra-hall tournaments to promote games and sports activities. Representative of the hall in all matters related to games and sports.

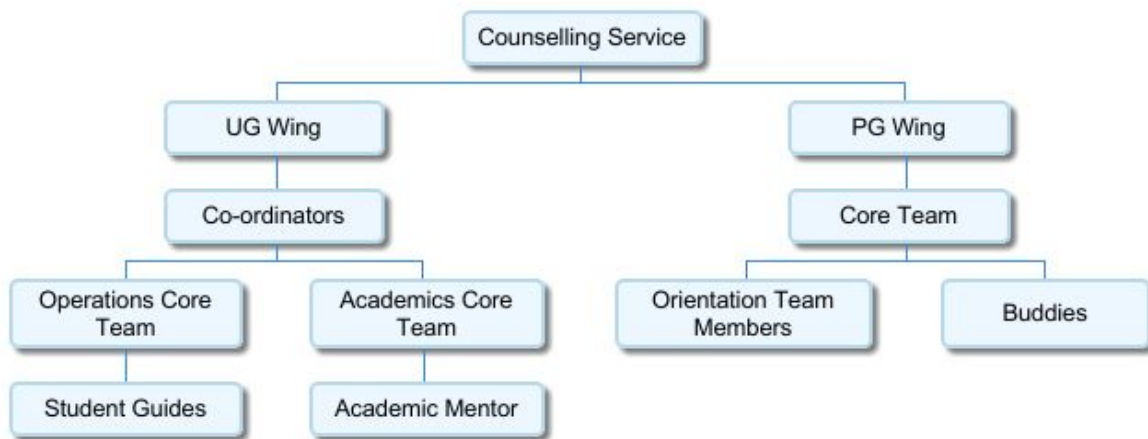
Science and Technology Secretary

Responsible for promoting all aspects pertaining to the scientific and technological activities in the Hall. Organizes workshops and intra-hall competitions to promote scientific and technological activities. Representative of the hall in all matters related to science and technology.

Common Rooms Secretary

Responsible for maintenance and efficiently working of the common rooms i.e. Reading Room Hall Computer Room, Guest Room, TV Room .

Counselling Service



Coordinators

Coordinators supervise the overall functioning of Undergraduate Wing of the Counselling Service body.

Operations Core Team

The Operations Core Team is responsible for planning the Freshmen Orientation. They oversee the process of Student Guide Selection and are also responsible for organizing sessions like Suicide Prevention and Personality Enrichment.

Academics Core Team

The Academics Core Team is responsible for organizing Remedial Classes (both Institute and Hall level). They also conduct the selection process for Academic Mentors and organize Technical Terminology Classes.

Student Guides

The Student Guides are responsible for ensuring a smooth transition of Undergraduate Freshmen into the campus and guiding a group of approximately 6 to 9 freshman.

Academic Mentors

The Academic Mentors provide academic help in various subjects to students by taking remedial classes and provide one to one mentoring to students.

PG Core Team

The PG Core Team supervises the functioning of Post Graduate wing of the Counselling Service.

Orientation Team Members

Orientation Team Members help in conduction of Orientation for Post Graduate Freshmen.

Buddies

Buddies ensures the smooth transition of Post Graduate freshmen into the campus and guide them.

Institute Sports Teams and SPEC

Deputy Contingent Leader

The Deputy Contingent Leader is responsible for assisting the Contingent Leader in handling Inter IIT contingent related work. He/She acts as a bridge between Contingent Leader and the captains, coaches of institute team. He/She is also responsible for keeping updates on team practices on daily basis, their requirements, planning contingent related innovative activities, handling documentations regarding new proposals, coordinating meetings.

Captain

The Captain is responsible for handling training sessions of team and compulsory physical activity(CPA) students. He/She coordinates with the General Secretary, Games and Sports to fulfill all the requirements of the team. He/She also coordinates with the outdoor teams to conduct practice matches and friendly tournaments.

Vice Captain

The Vice Captain coordinates with the Captain of the team to fulfill the requirements of the team. He/She also acts as the Captain of the team during the absence of the Captain.