

Appendix D of the Constitution of the Students' Gymkhana, IIT Kanpur

Executive Manual

Part 1: Introduction

1. As per Chapter V of the Constitution of the Students' Gymkhana, the Executive activities of the Gymkhana shall be discharged through the Executive Councils and Cells, which may include Clubs, Societies, Wings and Hobby Groups oriented to their purpose.
2. This Manual shall outline the internal organization of the Executive Council and Cells and enlist the Clubs, Societies, Wings, & Cells under the umbrella of the Students' Gymkhana.
3. The following Executive Councils come under the Students' Gymkhana:
 - a. President's Office under the supervision of the President, Students' Gymkhana, shall assist the President in discharging their duties.
 - b. The Media and Cultural Council shall organize and promote extracurricular activities in the field of media and culture. Its activities shall be supervised by the General Secretary, Media and Culture.
 - c. Games and Sports Council shall organize and promote extracurricular activities in the fields of games and sports. Its activities shall be supervised by the General Secretary, Games and Sports.
 - d. Science and Technology Council shall organize and promote extracurricular activities in the fields of science and technology. Its activities shall be supervised by the General Secretary, Games and Sports.
 - e. Academics and Career Council shall organize and promote activities to supplement academics and career development. The General Secretary (UG), Academics & Career and General Secretary (PG), Academics & Career shall be the Joint Secretaries of the Academics and Career Council and shall supervise the Council's activities.
4. Clubs, Societies and Hobby groups that are independent of any Council shall come under the supervision of the President. In such cases, a President will carry out the duties normally carried out by General Secretary.
5. There shall also be Cells whose operations are independent of any Council and which shall serve a diversified cause. They shall be headed by Overall Coordinators
6. The Gymkhana shall also have associations of students, identified as Teams, which would participate in external competitions. Funds for Teams shall not be allotted by the Gymkhana and they shall be headed by one or more Captains appointed by the Senate.

Part 2: Council Core Committee

1. Each Executive Council of the Students' Gymkhana, apart from the President's Office, shall have its own Council Core Committee to discuss over the matters of common interest to the Council entities and advise the General Secretary over the same.
2. The Council Core Committee shall only be an advisory committee to the General Secretary and the final decision-making power in all matters pertaining to the Council, unless specified otherwise by the Constitution and this Appendix, shall rest with the General Secretary. However, the members of the Council Core Committee shall have the right to report any grievances with the decisions of the General Secretary directly to the Senate.
3. The membership of the Council Core Committee shall be as follows:
 - a. General Secretary (Ex-officio Chairperson)
 - b. President, Students' Gymkhana
 - c. Institute Secretaries associated with the Council
 - d. Coordinator(s) of Clubs affiliated with the Council
 - e. Leader(s) of Societies affiliated with the Council
 - f. Manager(s) of Wings affiliated with the Council (only in case of Academics & Career Council)
 - g. Captain(s)/Head(s) of Teams affiliated with the Council

In case of a vote, all the Council entities shall have only one vote. Further, the General Secretary and the President, Students' Gymkhana shall have their vote hidden at all times. In case of a tie, the General Secretary may reveal their hidden vote.

4. The following shall be the permanent Special Invitees to the Council Core Committee meetings:
 - a. Chairperson, Students' Senate
 - b. Finance Convener, Students' Senate
 - c. Festival Coordinator of the associated Festival
 - d. Finance Committee member associated with the Festival
 - e. Chief Marketing Officer
 - f. Council Coordinators
 - g. Council Secretaries
 - h. Deputy Contingent Leaders

Further, all meetings shall be open to the members of the Students' Senate who can attend them as Silent Observers.

5. Any student shall be strongly discouraged to, unless deemed highly beneficial by the Senate, simultaneously hold two positions which doubly makes them a member of a particular Council Core Committee.
6. The quorum of a Council Core Committee meeting shall be half of its total voting strength. Presence of at least one member representing a Council entity shall count towards quorum requirements of the concerned entity.
7. As its Chairperson, the General Secretary shall be responsible for keeping the records of the Council Core Committee including membership and minutes of the meeting.

The draft minutes must be circulated by the General Secretary to all the members and special invitees within 7 days of the meeting. The General Secretary shall further forward the minutes to the Chairperson, Students' Senate for record keeping.

8. The circular for a meeting shall be sent out by the General Secretary at least 24 hours before its scheduled start along with the meeting agenda.
9. The following agenda shall be compulsorily discussed in the Council Core Committee during its term:
 - a. Pre-Term, Mid-Term and End-Term Reports of the Council Entities
 - b. Manifesto Review of the General Secretary and the Institute Secretaries
 - c. Intra-Council Budget Allocation to be sent out to the Senate and Finance Committee for their consideration.
 - d. Pre-Conduction and Post-Conduction Reports of Flagship events and major activities.
 - e. Appointment of Institute Secretaries

Part 3: Appointment of Institute Secretaries

1. The following are the Institute Secretaries that are associated with each Executive domain:
 1. Academics & Career
 - a. Institute Secretary (UG), Academics & Research
 - b. Institute Secretary (PG), Academics & Research
 - c. Institute Secretary (UG), Career Development & International Relations
 - d. Institute Secretary (PG), Career Development & International Relations
 2. Games & Sports
 - a. Institute Secretary, Clubs & Societies
 - b. Institute Secretary, Events
 - c. Institute Secretary, Teams
 3. Media & Culture
 - a. Institute Secretary, Film & Media
 - b. Institute Secretary, Non-Performing Arts
 - c. Institute Secretary, Performing Arts
 4. Science & Technology
 - a. Institute Secretary, Events & Competitions
 - b. Institute Secretary, Research & Development
 - c. Institute Secretary, Technical Affairs
2. The recommendation of Institute Secretaries shall be decided in a meeting of the (Outgoing) Council Core Committee before the start of the next Gymkhana tenure. The (Incoming) General Secretary shall be called to the meeting as a Special Invitee and shall not possess any voting rights in the meeting. The recommendation shall be presented to the (Incoming) General Secretary for their consideration post which it shall be forwarded to the Senate.

3. The (Incoming) General Secretary can appeal to overrule the recommendation of the (Outgoing) Council Core Committee of a candidate for the post of Institute Secretary in case they have concerns with the recommended candidate. The recommendation would be overruled only if decided with at least 2/3rd majority by a committee composed of the (Outgoing) Council Core Team members, viz., (Outgoing) General Secretary(ies) and all the (Outgoing) Institute Secretaries.
4. An overruled candidate cannot contest for the same post again if renominations are called. They can however contest for any other post in the Council including for the other remaining Institute Secretary posts (if vacant). The General Secretary may place another appeal to overrule this candidate for the remaining Institute Secretary posts (if vacant).
5. After a candidate has been overruled for the post, renominations must be called among the General Body Members who are eligible to apply for that post. Only the overruled candidate and the candidates who lost to 'no-preference' votes in the Institute Secretary elections (i.e. secured less number of votes than 'no-preference' votes in the election) would be ineligible to apply when renominations are called for the post wherein a recommended candidate has been overruled. All other General Body Members would be eligible to apply.
6. 'No-preference' vote would be a valid choice along with the candidates contesting in the renomination for the post, provided a vote takes place within the (Outgoing) Council Core Committee for the final decision. In case a 'no-preference' vote prevails, a second renomination would be called and this time, a 'no-preference' vote would not be a valid choice for the members of the (Outgoing) Council Core Committee to exercise.

Part 4: Organizational Structure of Executive Councils

1. Organization of the Executive Councils are broadly defined in Chapter V of the Constitution. However, this part shall contain the same in its entirety.
2. Any individual or a group of individuals looking to promote an area of common interest may request the formation of a Hobby Group:
 - a. It shall be an informal group wishing to pursue its activities under a Council.
 - b. It shall not receive funding from the Gymkhana Annual Budget and shall make use of the Senate Seed Fund if required.
 - c. The Council shall not provide any official position(s) to the *leaders* of a hobby group, but recognition shall be given for the work done through the Students' Senate.
3. If a Hobby Group actively organises events under the umbrella of the Council, they may bring a proposal to form a Society.
 - a. A Society shall be a formal entity under the Students' Gymkhana Constitution. It shall be an association of a minimum of 10 people.
 - b. Such groups shall be associated with a Council with the consent of its General Secretary and shall be headed by one or more Leaders appointed by the Students' Senate at the recommendation of the General Secretary.

- c. Normally, the Senate shall not appoint more than two Leaders for a Society. However, upon the recommendation of the General Secretary, they may appoint up to three Leaders.
 - d. It shall be allotted a maximum budget of Rs. 10,000 from the Council Budget unless otherwise felt necessary by the Senate (in consultation with the General Secretary).
4. A Club shall organise and promote activities in a specific field of interest. It shall be a formal entity under the Gymkhana Constitution.
- a. Such entities shall be headed by one or more Coordinators appointed by the Senate at the recommendation of the General Secretary and shall be selected by a call for nominations to the General Body.
 - b. Clubs shall receive funding from the Annual Gymkhana Budget.
 - c. Normally, the Senate shall not appoint more than four Coordinators for a Club. However, upon the recommendation of the General Secretary, they may appoint up to five Coordinators.
 - d. If a Society performs well, it may bring a proposal to the Senate in the 2nd consecutive year of its dynamic activities for being promoted and recognized as a club.
 - e. A club can be deemed to underperform by the Senate or the Council Core Committee. If it is the Senate which feels so, it shall suggest the same to the Council Core Committee which shall recommend to the Senate further course of action. If it is the Council Core Committee which feels so, it shall forward its recommendation directly to the Senate through the General Secretary for further course of action.
5. The Gymkhana may also have associations of students, identified as Teams, which participate in external competitions.
- a. Teams shall be approved by the Senate on the recommendation of an Executive only if they have a validated source of funds. They shall not be allowed to use any funds from the Gymkhana. Teams shall not be a part of any other entity under the Gymkhana.
 - b. The teams associated with the Science & Technology domain (*SnT Teams*) shall be headed by various Heads, with total number capped to five for a tenure, responsible for the technical and non-technical divisions of the team and shall be ratified by the Students' Senate. The cap may be increased on a case-to-case basis but shall never exceed eight. Additionally, the Teams would consist of Senior and Junior Members, recruited through a Combined Recruitment Test (CRT).
 - i. A Project of a SnT Team is defined as a set of work that is aimed towards a singular competition. A project shall be the chief metric in judging a team's performance and a team shall be allowed to launch a new project only after due deliberation by the General Secretary, Science & Technology and the Institute Secretary, Teams, Science & Technology. Moreover, different projects must have non-overlapping teams working on it.
 - ii. A Team captain and Vice-captain shall be responsible for a particular project. Each project must have a separate set of Captain/Vice-Captain as/if needed.

- iii. A Team is mandated to have a faculty advisor having thorough knowledge of the team's area of interest as Technical Advisor and for all formal approvals.
 - iv. Any group of students might propose their problem statement and tentative solution, which after due consideration by council core committee, might be taken up firstly as a Council Project with the consent of the General Secretary. For conversion of a Council Project into a Team, the concerned group should have a faculty counsellor, who along with the Council Core Committee would evaluate and consider the approval of the same. The same shall be intimated to the Senate.
 - v. If a team does not participate for two consecutive years, it shall not be recognized by the Senate for the upcoming years and until the team participates again.
- c. The Institute Sports Team shall come under the jurisdiction of the Sports & Physical Education Committee (SPEC) wherein the General Secretary, Games & Sports are a member:
- i. Each Sports Team shall be headed by a Team Captain. The Team Captain shall be recommended by the Team Coach and the previous Team Captain to the General Secretary, Games & Sports. The General Secretary shall forward these recommendations to the Senate for its noting.
 - ii. The Captain shall decide the competitions their team would take part in for the tenure with the Inter-IIT Sports Meet being their primary competition.
 - iii. The recruitment for the Team Players shall be carried out at least once in a year by the respective Team Captain via a Call for Nominations mail to the General Body.
6. A Wing shall work towards a specific aspect of the overall purpose of its parent body.
- a. They shall be a formal entity under the Gymkhana Constitution.
 - b. Such entities shall be headed by one or more Managers appointed by the Senate at the recommendation of the General Secretaries/Overall Coordinators and shall be selected by a call for nominations to the General Body.
 - c. There shall be no more than four Managers in a Wing without explicit permission from the Senate.
 - d. Wings shall receive funding from the Annual Gymkhana Budget.

7. The Council Coordinator(s) shall assist the Institute Secretaries and General Secretary in carrying out their duties. Council Coordinator shall normally be appointed under one of the following domains, with a maximum of one for each domain:
 - i. Media and Publicity
 - ii. Content/Editorial
 - iii. Events and Competitions
 - iv. Finance
 - v. Design
 - vi. Web
 - vii. Any Council specific activity

Further, each Council Coordinator may recruit up to two Council Secretaries under them with intimation to the General Secretary.
8. The General Secretary shall be the ex-officio Contingent leader of all student contingents to various competitions. However, they may nominate any member of the General Body on their behalf and shall recommend the same to the Senate.
9. The number of Deputy Contingent Leaders shall be capped at 4 for Inter-IIT Contingents and 2 for any other competition.
10. The Club Coordinators/Society Leaders shall be responsible for all the activities under the purview of the Club. They shall
 - a. Assign and coordinate the duties of Secretaries under them.
 - b. Recommend the names of Secretaries to the Senate through the General Secretary for ratification.
 - c. Be accountable to the General Secretary and the Senate for work under the domain of the Club/Society
11. Secretaries shall assist the Coordinators/Leaders in managing the activities of the Club/Society. They shall:
 - a. Take up executive tasks of the Club as directed by the Coordinators/Leaders
 - b. Mentor new members for activities of the Club/Society.
 - c. Bring in participation from various sections of the student body.
 - d. All Secretaries shall be ratified by the Students' Senate.
12. The appointment of General Secretary and Institute Secretaries shall be complete by the charge-handover.
13. The appointment for Club Coordinators/Society Leaders and Team Heads/Captains shall be conveyed to the Senate at least one week before the end-semester examination of the even semester.
14. The list of names for Council Coordinators & Council Secretaries shall be conveyed to the Senate within a month of the start of the odd semester.
15. The list of names for Secretaries shall be conveyed to the Senate within the odd semester, along with the Mid-Term report.
16. In case no name is recommended for the position of a Coordinator even after a call for renominations, the Senate must discuss if the club shall be dissolved in the immediate next Senate meeting.

Part 5: Entities associated with the Executive Council

The Clubs existing in the Executive Councils shall be as follows:

1. Games & Sports Council:
 - a. Adventure club
 - b. Chess Club
 - c. Cards & Board Games Club
 - d. Skating Club
 - e. Shooting Club
 - f. Taekwondo Club
2. Media & Cultural Council:
 - a. Anime Society
 - b. Book Club
 - c. Dance Club
 - d. Debating Society
 - e. Design and Animation club
 - f. Dramatics Club
 - g. English Literary Society
 - h. Fine Arts Club
 - i. Film Club
 - j. Hindi Sahitya Sabha
 - k. Humour House
 - l. Music Club
 - m. Photography Club
 - n. Quiz Club
 - o. Students Film Society
3. Science & Technology Council:
 - a. Aeromodelling Club
 - b. Astronomy Club
 - c. Electronics Club
 - d. Programming Club
 - e. Robotics Club
 - f. Speedcubing Club
 - g. Finance and Analytics Club

The Societies existing in the Councils shall be as follows:

1. Games & Sports Council:
 - a. Archery Society
 - b. Bicycling Society
 - c. Boxing Society
 - d. E-Sports Society
 - e. Kabbadi Society
 - f. Ultimate Frisbee Society
2. Science & Technology Council:
 - a. DesCon Society
 - b. Science Coffeehouse
 - c. GameDev Society
 - d. Brain and Cognitive Society
 - e. IITK Consulting Group

3. Academics & Career Council:
 - a. Product Management Interest Group (PMIG)
4. Media & Cultural Council:
 - a. Culinary Arts Society (Meraki)

The Wings that shall be associated with the Councils shall be as follows:

1. Academics and Career Council:
 - a. International Relations
 - b. Career Development
 - c. UG Academics
 - d. PG Academics
 - e. Research
 - f. Web
 - g. Media & Publicity
 - h. Outreach & Finance
2. Media & Cultural Council:
 - a. Finance & Logistics
 - b. Marketing
 - c. Media & Publicity
3. Science and Technology Council:
 - a. Outreach and Connect Wing
 - b. Web Division
4. Games & Sports Council:
 - a. Events
 - b. Finance
 - c. Media & Publicity
 - d. Public Relations & Outreach
 - e. Marketing & Design

The Teams that shall be associated with the Councils shall be as follows:

1. Science and Technology Council:
 - a. Team Aerial Robotics
 - b. Team AUV
 - c. Team Humanoid
 - d. Team IITK Motorsports
 - e. Team ERA
 - f. Team VISION
2. Institute Sports Team (Girls):
 - a. Athletics
 - b. Aquatics
 - c. Basketball
 - d. Lawn Tennis
 - e. Squash
 - f. Table Tennis
 - g. Volleyball
3. Institute Sports Team (Boys):
 - a. Athletics
 - b. Aquatics
 - c. Badminton
 - d. Basketball

- e. Cricket
- f. Chess
- g. Football
- h. Hockey
- i. Lawn Tennis
- j. Squash
- k. Table Tennis
- l. Volleyball
- m. Weightlifting

Further, the Games & Sports Council may have the following Coordinators to create avenues for the General Body for their participation:

- b. Volleyball
- c. Cricket
- d. Badminton
- e. Football
- f. Athletics

The President's Office may have the following positions under the appointing authority of the President, Students' Gymkhana:

- a. Chief Secretary
- b. Chief President Nominee
- c. Nominees to various Institute Committees
- d. Chief Marketing Officers
- e. In Charge, SAC
- f. Secretaries

Part 6: Cells

1. The Students' Gymkhana shall have the following Cells each dedicated to for its diversified purpose:
 - a. Community Welfare Cell
 - b. Entrepreneurship Cell
 - c. Election Commission
 - d. Public Policy & Opinion Cell
 - e. Outreach Cell
 - f. Vox Populi
2. The Community Welfare Cell shall be aimed to foster positive change in the society through its activities. It has the following wings:
 - a. Prakriti, for addressing ecological issues
 - b. Prayas, for facilitating education for the needy
 - c. Raktarpan, for facilitating blood donation
 - d. Unmukt, for addressing gender and sexual diversity
 - e. Vivekananda Samiti, for spreading the message of Swami Vivekananda

3. The Entrepreneurship Cell shall be aimed to promote entrepreneurship and startup culture among the General Body. It has the following wings:
 - a. Events
 - b. Marketing
 - c. Startup Development
 - d. Startup Internship Program
 - e. Media & Publicity
 - f. Design
 - g. Web Development
4. The Election Commission shall be responsible for conducting Gymkhana Elections as defined in Chapter 3 of the Constitution. It has the following wings:
 - a. Logistics
 - b. Publicity & Public Relations (UG)
 - c. Publicity & Public Relations (PG)
 - d. Finance & Auditing
 - e. Web
 - f. Design

Further, they may recruit Senior Election Officers & Election Officers for conducting Gymkhana Elections.

5. The Public Policy & Opinion Cell shall be aimed to promote the interests of the General Body in various domains of public policy and governance. It has the following wings:
 - a. Events
 - b. Policy Research
 - c. Finance & Marketing
 - d. Web & Design
6. Outreach Cell shall be responsible for fostering and maintaining alumni relations and building a positive image of IIT Kanpur in various domains. It has the following wings:
 - a. Alumni Relation
 - b. Campus
 - c. Creatives
7. Vox Populi shall be the students' journalism body of the Students' Gymkhana. It has following positions:
 - a. Chief Editor
 - b. Editor, Writing, Correspondence & Campus Connect
 - c. Editor, Design
 - d. Editor, Video

Vox Populi shall have its own Code of Conduct viz. 'Journalism Ethics & Standards Document' which shall guide Vox Populi in its service. It shall be the basis to resolve conflicts between external stakeholders and Vox Populi.

8. The Senate may constitute a Cell Affairs Committee to discuss matters pertaining to the common interests of the Cells. However, the Committee shall not interfere with

independent functioning of the Cells and shall be subordinate to the Senate in all decision-making powers. The Committee shall comprise of the following members:

- a. President, Students' Gymkhana (ex-officio Chairperson)
- b. Convener, Cell Affairs Committee (elected by the Senate)
- c. Chairperson, Students' Senate (ex-officio)
- d. Overall Coordinator(s), Community Welfare Cell
- e. Chief Election Officer, Students' Gymkhana
- f. Overall Coordinator(s), Entrepreneurship Cell
- g. Overall Coordinator(s), Public Policy & Opinion Cell
- h. Overall Coordinator(s), Outreach Cell
- i. Chief Editor(s), Vox Populi
- j. Four Senators nominated by the Senate

In case of a vote, each entity shall carry one vote and the vote of the President, Students' Gymkhana shall only be casted in case of a tie. Further, the Election Commission shall supersede all general provisions applicable to Cells as defined in Chapter III of the Gymkhana Constitution. All meetings of the Cell Affairs Committee shall be open to the Senate members who can attend as Silent Observers.