

# INDIAN INSTITUTE OF TECHNOLOGY MANDI



## **Student Gymkhana, IIT Mandi**

### **CONSTITUTION**

#### **Aims**

- To contribute actively to the development of a vibrant student community
- To enrich student life and culture and to ensure overall wellbeing of students
- To encourage individual talents and ideas to flourish through cultivation of leadership skills and to promote effective participation in the affairs of the community

## **Pledge**

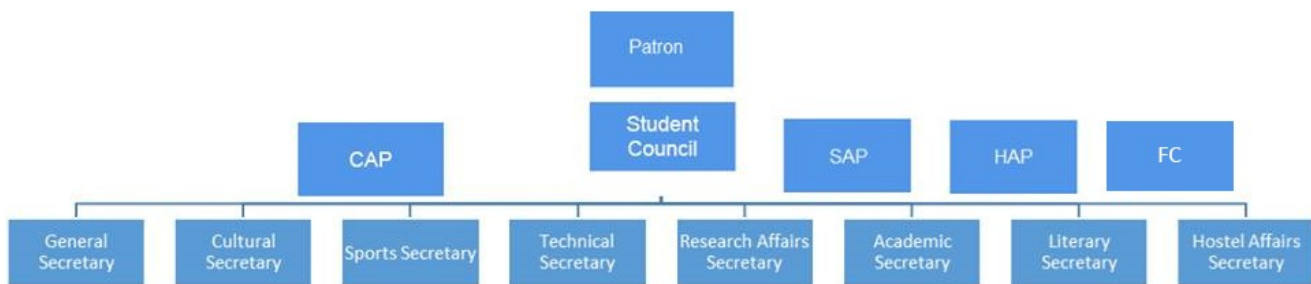
*We, the students of the Indian Institute of Technology Mandi, solemnly affirm that all students of the IIT Mandi are bound by equal rights, duties, and obligations to the furtherance of the avowed aims set out above. We pledge to uphold them unfailingly at all times, and in pursuit thereof we do hereby express our solemn resolve to constitute a self-governing democratic organization called the Student Gymkhana and to give unto ourselves the Charter called the “Student Constitution” set forth in detail below, this day, the First of November 2013.*

# Student Constitution

## CHAPTER I - MEMBERSHIP AND ADVISORY BODY

- 1.1 All registered students of IIT Mandi shall be deemed *ipso facto* to be members of the Student Gymkhana and shall constitute its General Body.
- 1.2 The Director of IIT Mandi shall be Patron of the Student Gymkhana. The office-bearers of the Student Gymkhana shall from time to time, in consultation with the Chief Advisory Panel [CAP] (See below 1.3), suggest a panel of names from among the faculty to the Patron for appointment to the positions of the Games & Sports Advisor, the Cultural Advisor, the Science & Technology Advisor, the Literary Advisor, the CnP Advisor and other Co-Advisor(s) of Student Gymkhana.
- 1.3 There shall be a Chief Advisory Panel (CAP) consisting of the Dean (Students), Dean (Academics) and the Chief Warden for the express purpose of laying down broad guidelines for the smooth conduct of student affairs. The Chairperson of this advisory body shall be the Dean (Students).

## CHAPTER II - ORGANIZATION AND ORGANIZATIONAL PRINCIPLES



- 2.1 The duly elected office-bearers of the Student Gymkhana (SG) shall constitute the Student Council (SC), which shall be responsible for the functioning of the SG through its constituent societies, namely the Academic Society, Games & Sports Society, Cultural Society, Science and Technology Society, Literary Society, Research Affairs Society, and Hostel Affairs Society, and also through any other affiliated clubs and forums formed by these aforesaid societies for the specific purpose of promoting hobby and leisure time activities.
- 2.2 The Student Council shall be the representative body of the students. It shall
- Serve as the main forum of expression of student opinion.
  - Be in continuous touch with the General Body, consult students and act as feedback system.
  - Facilitate the functioning of the various societies of the Student Gymkhana by making budgetary allocations and by evolving suitable support mechanisms.
- 2.3 The Student Council shall consist solely of:  
The General Secretary, the Academics Secretary, the Sports Secretary, the Cultural Secretary, the Technical Secretary, Literary Secretary, Research Affairs Secretary and the Hostel Affairs Secretary.
- 2.4 The Student Affairs Panel (SAP) shall consist of the SC and a Chairperson nominated by the Patron from the panel of names suggested by the SC and shall supervise the overall functioning of the Student Gymkhana.
- 2.5 The Hostel Affairs Panel (HAP) shall consist of the Chief Warden, the General Secretary, the Hostel Affairs Secretary, and General Secretaries of all the hostels. It shall supervise all hostel

affairs and endeavor to ensure clean, safe and comfortable living standards besides an environment conducive to studies.

- 2.6 The General Secretary shall preside over the SC. S/he shall supervise and coordinate the general affairs of the general body. The Academics Secretary, the Sports Secretary, the Cultural Secretary, the Technical Secretary, Literary Secretary, Research Affair Secretary & the Hostel Affairs Secretary shall supervise and coordinate all the activities of their respective societies.
- 2.7 Ordinarily the general interest of the SG shall prevail over individual interests. Majority decisions shall be binding on all.
- 2.8 In contentious cases where some decision of the Student Council has been carried by a majority but with a substantial minority, i.e., with more than 2 of the Secretaries present voting against it, the General Secretary of the Council may refer the matter to the General Body if so requested by at least 6 of the 8 members of Student Council present and voting.
- 2.9 The General Secretary shall have the power to convene the meeting of any society. S/he may attend all such meetings of all societies/committees of the Council at his/her discretion.

### CHAPTER III- ELECTIONS

- 3.1 Elections shall be conducted by the Chief Election Officer appointed by the Chairperson, Chief Advisory Panel and under his immediate supervision. Annual Student Gymkhana Election shall normally be held two weeks prior to the end of classes of the spring semester.
  
- 3.2 The General Secretary and Secretaries of Academics, Games, Cultural, Research Affairs, Hostel Affairs, Literary and Science & Technology respectively shall be elected from the General Body. In case a candidate gets >50% votes in the first round, he/she will be declared elected. Otherwise, the system of one single transferable preferential voting system will be implemented, i.e., if there are  $n$  candidates, voters shall be required to give  $n$  preferences. Counting shall be done in successive rounds. In the first round, first preference votes only shall be counted and the candidate with the least first preference votes shall be declared unsuccessful. In the next round, second preference votes of the unsuccessful candidates shall be added to the first preference count of candidates advancing to the next round, again the candidate with the lowest tally shall be declared unsuccessful. While redistributing the votes this time, two cases arise : first the votes shall be distributed as per the second preference of the candidate being eliminated, and secondly, the third preference of the candidate eliminated earlier and likewise further on. This procedure shall be repeated until all but one candidate, who shall be declared successful, secures >50% of the total valid votes cast.

- 3.3 Representatives to the SC shall be elected from the students belonging to Bachelors, Masters, and Ph.D. programs at IIT Mandi.

The Candidate for executive posts of Technical Secretary, Academic Affairs Secretary & Research Affairs Secretary should have a good academic standing, hold a CGPA of at least 7.5, should not have received an 'F' grade in any course at IIT Mandi, and should not have attracted any disciplinary actions by the Institute. Eligible candidates should have at least two semester of studies left at the Institute from the date of election to June 1 of the following year. The candidate for executive posts of General Secretary, Hostel Affairs Secretary, Literary Secretary, Cultural Secretary and Sports Secretary should have good academic standing, hold CGPA of at least 7.0, should not have received an 'F' grade in any course at IIT Mandi, and should not have attracted any disciplinary actions by the Institute . Experience of two or more academic years, and previous experience of holding a Student Gymkhana or Hostel position for the post of General Secretary is a must. To qualify for other secretarial positions (Academic, Sports, Cultural, Research Affairs, Hostel Affairs, Literary & Technical), undergraduate candidates must have experience of at least three or more semesters, and postgraduate candidates at least two semesters. The Academic Affairs Secretary will be an Undergraduate Student and Research Affairs Secretary a postgraduate student. Also, a student may not hold a particular post for more than 1 year and may not hold two posts concurrently.

- 3.4 A Student who has been placed on Academic or Disciplinary Probation or warning shall not be allowed to stand for any elected post of the Students Council. Also, if a person holding an elected/nominated post of the Student Gymkhana is put under academic probation or warning during his/her tenure, he/she will cease to be a Student Gymkhana representative. Fresh elections shall be held thereafter to fill the vacancies thus caused. The Chairperson (CAP) may also, if the situation so warrants, decide not to conduct fresh elections. He can also go for filling the post by nominations or can leave the post vacant. In such a case, the General Secretary shall be responsible for coordinating the activities of that particular society.

## CHAPTER IV - ORGANIZATION OF SOCIETIES

- 4.1 The Secretaries of Academics, Games, Cultural, Research Affairs, Hostel Affairs, Literary and Science & Technology shall propose, for ratification by the Student Council, the names of students to be appointed as coordinators of their individual societies.
- 4.2 If in the opinion of the Council a person proposed as coordinator of a Society does not possess the requisite qualifications for the task, it may reject the proposed candidate and call for fresh proposals.
- 4.3 The aim(s) of the various societies shall be as follows:
- **Academic Society:**  
Organize and look into all academic activities
  - **Games/Sports Society:**  
Organize and promote all extracurricular/sports activities
  - **Cultural Society:**  
Organize and promote all cultural activities
  - **Hostel Affairs Society:**  
Promote wellbeing of students in all hostels and to address problems related to hostels
  - **Science and Technology Society:**  
Organize and promote all scientific and technological activities
  - **Literary Society:**  
Organize and promote all literary activities
  - **Research Society:**  
Organize and promote all research activities
- 4.4 The Secretaries of the concerned societies shall supervise and coordinate all activities of their respective Societies.
- 4.5 Each Society shall consist of the Co-ordinator of the Society, Faculty Advisor of the Society, and members admitted to the society..



## CHAPTER V - FINANCE INCOME

- 5.1 The total funds of the SG shall consist of:
  - a. contributions made by the Students as annual Students Council fees.
  - b. regular and ad hoc contributions made by the Institute.
  - c. funds from other sources such as membership fees for clubs, sponsorships, etc.
- 5.2 The Finance Committee of the SG (see Appendix II \$ 1 and \$ 2) shall finalize the budget on the recommendation and requirements of various societies and present the same to the Chief Advisory Panel for ratification.
- 5.3 Budgets made by the various societies should detail allocations made individually against each club activity, also other major heads of expenditure besides estimates of miscellaneous expenses.
- 5.4 Advances shall be drawn by the Faculty Advisors and given to the General Secretary and/or the Secretaries of the Academic, Cultural, Games, Hostel Affairs, Literary and Science and Technology Societies, or to any person authorized in writing by them. The deadline for submitting/settling advances is within four weeks after withdrawal. All advances shall stand due against the names of the concerned faculty advisors unless and until satisfactorily accounted for in accordance with the rules in force.
- 5.5 The budget shall be distributed every year at a meeting chaired by Chairman (CAP). This meeting shall be attended by General Secretary and Secretaries (with their budget estimates).
- 5.6 Disciplinary Action: The SAP shall recommend to the CAP disciplinary action against any person(s) against whom a case of proven financial miss-management and/or misappropriation has been made out. The decision shall be communicated to the Chairman, CAP for implementation.
- 5.7 Annual Report: The SC shall present its final report for approval before the joint session of the Council and the Gymkhana. This report must include:
  - a. A balance sheet (of income/expenditure)
  - b. Any exceptional expenditure

## **CHAPTER VI – BYE-LAWS**

- 6.1 Any proposed amendment to the constitution shall be submitted in writing to the General Secretary of the Student Gymkhana by the proposer, and shall be seconded by at least two members of the Student Gymkhana other than the proposer.
- 6.2 Amendment of articles of the constitution has to be endorsed by at least 6 out of 8 members of the Student Council and subject to the approval of the Patron based on advice tendered by the Chief Advisory Panel.
- 6.3 The Student Council at liberty may remove any executive or any convener from office by passing a no-confidence motion supported by at least 6 out of 8 members of the Student Council.

## **APPENDIX I- RULES AND PROCEDURES OF THE STUDENT GYMKHANA**

### **CHAPTER I - SESSIONS OF THE STUDENT GYMKHANA**

#### **1.1 Introduction:**

The membership, duties, powers and privileges of the Student Gymkhana are defined in the constitution of the Student Gymkhana

#### **1.2 Agenda:**

The agenda of the Sessions of the Students Council shall be finalized by the General Secretary of Student Gymkhana in consultation with General Body. The agenda shall be circulated to the Student Council and General Body by the General Secretary of Student Gymkhana. The agenda may be modified by a simple majority present and voting at a meeting of the Student Council.

#### **1.3 Quorum:**

One-half of the total strength of the Student Gymkhana shall constitute the requisite quorum for transacting official business. The quorum shall be required at the commencement of each meeting.

#### **1.4 Minutes:**

The responsibilities for the recording of the minutes of the sessions of the Student Gymkhana shall rest with the General Secretary of the Student Gymkhana. The minutes shall be recorded by the General Secretary and shall be circulated among members for corrections. If no corrections are received within two weeks of circulation of minutes, the minutes shall be deemed final.

1.5.1 The Student Gymkhana may appoint as and when necessary a subcommittee to investigate any particular matter and report to it.

1.5.2 All ad hoc sub-committees of the Student Gymkhana shall cease to exist upon supersession by the successor Council. The members of the standing sub-committees, however, shall continue to hold office till expiry of their term or their removal from office by a decision of the SAP and ratified by the CAP.

## CHAPTER II - PROCEDURES

### 2.1 Change in Rules and Procedures:

2.1.1 Inadequacies in the rules and procedures shall be referred by the General Secretary of the Student Gymkhana to the Chairperson of CAP.

2.1.2 All rules and procedures may be repealed, revised, or amended at any session of the Student Gymkhana provided the following steps have been included in the previously circulated agenda for the same:

- i. Written notice of the proposed action, giving the text of the desired modification together with a statement of its purpose and effect, and
  - ii. The opinion of the rules and procedures committee on the desired action
- c. Any such modification shall be subject to a two-third majority in the Student Gymkhana.

## **APPENDIX II**

### **RULES AND PROCEDURES - FINANCIAL AFFAIRS OF THE STUDENTS COUNCIL**

(The rules and procedures set out below are per the guidelines laid down in the Constitution and spell out in detail the general idea expressed therein.)

1. The Student Gymkhana shall have a three-member standing committee known as the Finance Committee (FC), and its function shall be to propose and monitor the effective expenditure of the Council Funds. The core structure will be as follows
  - a. The FC proposes a budget at the beginning of every tenure, which shall be approved and accepted by the Student Council
  - b. Each Society can spend up to its budget limit in consent with the Secretary of the Society and the Advisor of the Society
  - c. Amounts up to some limit are to be approved by the Society Advisor
  - d. Any expenditure above the limit of the Society Advisor, comes to FC and Chairperson (CAP)
  
- 2 All members of the FC will be elected representatives nominated by the Student Council, and one among them shall be elected as Convener of the FC by the Council.

- 3 The FC shall function as a team, but for administrative convenience the responsibilities shall be distributed based on the interest and mutual understating of FC.
- 4 All remittances towards advertisements/sponsorships shall be received at the Student Gymkhana Office. The parties on whose behalf the advertisements appear must remit the amount due by cheque/draft drawn in favor of Student Gymkhana, IIT Mandi. The Chairperson of CAP will be the signatory of the bank account.
- 5 All equipment purchase shall be done only with the approval of the Chairperson of CAP. In case the expenditure of equipment(s) exceeds Rs. 15,000/- proper quotations should be called for from at least three authorized firms/dealers. A purchase committee should be formed consisting of Finance Convener (or FC member) and the representatives of organizing committee, which shall then give contracts on the basis of quotations received.
- 6 Expenses on cash purchases are to be made out of advance drawn there against. Such purchases must have the prior approval of the concerned authorities.
- 7 The executives must submit proper accounts for expenditure incurred as early as possible after the amount has been spent and always prior to request for a fresh advance, subject to conditions laid down in the Constitution.
- 8 As far as possible, all payments shall be made by cheques by the Gymkhana Office.
- 9 Except for conveyance, there should be receipts of all expenditure. Conveyance and TA bills should be submitted only on proper forms available for the purpose (at the Gymkhana Office). In case of train journey money receipts should be attached.
- 10 Whenever visiting dignitaries are to be entertained the expenditure on 'hospitality' may be commensurate with the needs of protocol, but only one or at the most two (under exceptional circumstances) persons of the concerned council may accompany the dignitaries.
- 11 A stock register is to be maintained for each council. It is to be regularly checked, updated and officially handed over to the successor executives by the outgoing executives. (All

permanent/semi-permanent/perishable items should be noted. Transfers to other clubs should be noted in the respective register).

- 12 Wherever objectionable procedures/wasteful expenses are detected by the FC, it is at liberty to seek satisfactory explanation from the executive concerned.

**Relaxation of rules:** The Patron, acting on the advice of the Chairperson of the CAP, may carry out amendments to the constitution, which s/he deems fit.