



The Constitution  
Students' Gymkhana  
IIT Bombay

(April 2012)

## **1. NAME AND LOCATION**

The Congregation of the Members, the President, Students' Gymkhana, the Chairman (Cultural) and the Chairman (Sports) and the staff of the Students' Gymkhana shall be known as and its address shall be: "Students' Gymkhana, Indian Institute of Technology Bombay, Powai, Mumbai 400076, India".

## **2. OBJECTIVE**

The Students' Gymkhana along with its infrastructure is an organization to meet the following objectives:-

- 2.1 To foster and develop all student activities in the Institute.
- 2.2 To promote and develop organizational abilities in students.
- 2.3 Identify student issues and promote discussion on them.
- 2.4 To develop a well-informed, articulate and participative student community life, and to increase social awareness.
- 2.5 To function as the office for all election/nominations of students for gymkhana activities.
- 2.6 To offer clerical and office support for all recognized student activities.

## **3. OFFICE YEAR**

The official year for all working shall be from the first day of April to the thirty-first day of March of the ensuing Calendar Year. This is also the period during which student officials of the Gymkhana hold tenure.

#### 4. DEFINITIONS

For the purpose of this Constitution, unless there is something repugnant in the context, the following expressions shall have the meaning attached thereto:

- 4.1 'Institute' or 'I.I.T.' means Indian Institute of Technology Bombay, Powai, Mumbai 400076
- 4.2 'Gymkhana' means the Students' Gymkhana of I.I.T. Bombay
- 4.3 'Director' means the Director, I.I.T. Bombay
- 4.4 'President' means President, Students Gymkhana, who is appointed by the Director, I.I.T. Bombay, and who is responsible for the general administration of the Gymkhana. The ex-officio President is the Dean, Student Affairs (Dean S. A.)
- 4.5 'Chairman' means Chairman (Sports) or Chairman (Cultural), who is a member of the faculty, also appointed by the Director, I.I.T. Bombay
- 4.6 'SAC' may stand of 'Student Affairs Council' or 'Student Activity Center' as relevant in that section.
- 4.7 'Gymkhana/SAC In-charge' is a staff member who has been authorized to look after the day-to-day administration of the Gymkhana
- 4.8 'Year' means the official year as defined above
- 4.9 'Bona fide students' (for all Gymkhana purposes) means all students who have valid roll numbers and are registered for the purpose of pursuing studies in academic programs of the Institute, during the semester/year under consideration. In all cases of doubt, the decision of the President will be final
- 4.10 'Office' means Gymkhana office
- 4.11 'Office Bearers' means the President, Chairman (Cultural), Chairman (Sports) and the various Student Office Bearers as defined hereinafter
- 4.12 'Staff' refers to the employees of the Gymkhana and its office, or Institute staff assigned to work for the Gymkhana

## **5. STUDENT GYMKHANA – ADMINISTRATION**

- 5.1 The Gymkhana shall be managed and run by the student office bearers with the active support and guidance of the staff.
- 5.2 The affairs of the Gymkhana shall be conducted by the Student Affairs Council (SAC), other office bearers and other committees and bodies hereinafter provided. The recommendations and decisions of various committees shall be forwarded to the SAC for final ratification.
- 5.3 In unforeseen circumstances\*, the Director, after consultation with the President and Student Affairs Council, shall have the power to take over the functions of the Chairman/Chairmen, and other Committees of the Gymkhana, until the formation of the next committee, and to conduct the affairs of the Gymkhana as he deems fit. (\*The unforeseen circumstances being defined as those circumstances which cannot be resolved, owing to either the inadequacies of this Constitution, or inability of the Gymkhana to function normally).
- 5.4 The SAC has the powers to assign the staff any task that it deems necessary for achieving the objectives of the Gymkhana.
- 5.5 The working hours of the staff of the Gymkhana will be as stipulated by the President/SAC.
- 5.6 The Gymkhana student office bearers will be student members of the Gymkhana elected to its various offices. The Gymkhana Nominees will be student members of the Gymkhana, nominated to its various offices.
- 5.7 Any amendments to this constitution can be made by SAC and may be forwarded for ratification by the IIT Bombay Senate, if deemed necessary by the SAC Chairman.

## **6. STUDENT OFFICE BEARERS**

6.1 The Institute General Secretaries are the highest student office bearers of Gymkhana:

### **Institute General Secretaries**

- General Secretary, Academic Affairs (PG)
- General Secretary, Academic Affairs (UG)
- General Secretary, Cultural Affairs
- General Secretary, Hostel Affairs
- General Secretary, Sports Affairs

6.2 For all the elected posts, elections will be conducted by an Election Committee appointed by the President or concerned Faculty-in-charge. For appointment of an office bearer through nomination, the highest office bearer of the individual council should call for nominations by the end of March every year, and decide on the nominee in consultation with the faculty in charge. The approval of the President is required in all the cases.

6.3 A student can hold only one office among all the posts listed in this section (6) in a given office year.

### **6.4 Institute Academic Affairs Council (PG)**

- General Secretary, Academic Affairs (PG)
- Institute Representative Academic Affairs (IRAA), PhD
- Institute Representative Academic Affairs (IRAA), Masters
- Overall Coordinator, Institute Student Companion Programme (ISCP) – 2 posts
- Overall Coordinator, Institute Research Scholar Companion Programme (IRSCP) – 2 posts
- Academic Unit Representatives for Academic Affairs (AURAA) - 2 representatives from each department (1 Masters, 1 PhD)
- Web and Design Nominee, Academic Affairs (PG)

#### **6.5 Institute Academic Affairs Council (UG)**

- General Secretary, Academic Affairs (UG)
- Institute Secretary, Academic Affairs (ISAA) – 3 posts
- Overall Coordinator, Students' Technical Activities Body (STAB)
- STAB Core Team – Maximum of 12 posts
- Internship Coordinators, Practical Training (PT) Cell – Maximum of 33 posts
- Academic Executive Body Member (AEBM) - One representative from each department (All B.Tech., DD, Integrated 5 yr MSc and 2 yr MSc departments)
- Web and Design Nominee, Academic Affairs (UG)

#### **6.6 Institute Hostel Affairs Council**

- General Secretary, Hostel Affairs
- Institute Secretary, Hostel Affairs – 3 posts
- Institute System Administrators – 3 posts
- Overall Coordinator, Student Alumni Relations Cell (SARC)
- SARC Core Team – Maximum of 11 posts
- Institute Secretary, International Relations
- Web and Design Nominee, Hostel Affairs

#### **6.7 Institute Cultural Council**

- General Secretary, Cultural Affairs
- Institute Dance Secretary
- Institute Debating Secretary
- Institute Dramatics Secretary
- Institute Film and Media Secretary
- Institute Literary Arts Secretary
- Institute Music Secretary
- Institute Photography and Fine Arts Secretary
- PG Nominee, Cultural Affairs
- UG Nominee, Cultural Affairs
- Web and Design Nominee, Cultural Affairs

## 6.8 **Institute Sports Council**

- General Secretary, Sports Affairs
- Institute Athletics Secretary
- Institute Aquatics Secretary
- Institute Badminton Secretary
- Institute Basketball Secretary
- Institute Board Games Secretary
- Institute Cricket Secretary
- Institute Football Secretary
- Institute Hockey Secretary
- Institute Indian Games Secretary
- Institute Lawn Tennis Secretary
- Institute Squash Secretary
- Institute Table Tennis Secretary
- Institute Volley Ball Secretary
- Institute Weightlifting Secretary
- Girls' Nominee, Sports Affairs
- PG Nominee, Sports Affairs
- UG Nominee, Sports Affairs – 2 posts
- Web and Design Nominee, Sports Affairs

## 6.9 **E-Cell**

- Overall Coordinator, E-Cell – 2 posts
- Core Team, E-Cell – Up to a maximum of 22 posts\

## 6.10 **Mood Indigo**

- Overall Coordinator, Mood Indigo – 2 posts
- Core Team, Mood Indigo – Up to a maximum of 22 posts

### 6.11 **Techfest**

- Overall Coordinator, Techfest
- Core Team, Techfest – Maximum of 22 posts

### 6.12 **Insight**

- Chief Editor, Insight – 2 posts
- Web Nominee, Insight
- Design Nominee, Insight

### 6.13 **Aawaaz**

- Chief Editor, Aawaaz – 2 posts
- Web Nominee, Aawaaz
- Design Nominee, Aawaaz

### 6.14 **Hostel Council**

- Hostel General Secretary
- Warden Nominee
- Hostel Maintenance Councilor
- Hostel Mess Councilor
- Hostel Cultural Councilor
- Hostel Sports Councilor
- Hostel Tech Councilor
- Hostel System Administrator
- Hostel Secretaries – Maximum of 30 posts

6.15 All the posts listed above would be considered as Official Students' Gymkhana posts. An official Certificate of Recognition from the President or any Faculty-In-Charge will be awarded only to the Official Gymkhana posts.

6.16 For complete information about all the councils mentioned above including eligibility criteria, selection procedure, impeachment procedure, basic duties of members please refer Appendix A.



## **7. RULES FOR SERVING AS A GYMKHANA OFFICE BEARER**

- 7.1 During a given year, a student can hold only one of the posts listed above.
- 7.2 A student who has exhibited bad conduct (for example, been punished for wrongdoing by a Disciplinary Action Committee) may be prohibited from serving as a Gymkhana office bearer. Such a student will also be debarred from all student awards and honors. The decision of the President is final in all such cases.
- 7.3 A student who has an active backlog/dropped course in a given year will be unable to serve as a Gymkhana office bearer in the year immediately following. The following points may be noted about the definition of an active backlog.
- An active backlog is an FR in any compulsory course, including zero credit courses, that has not been cleared as of January.
  - For BTech and 5 yr integrated MSc programmes, an FR in a minor course, honors course or additional learning will not be considered an active backlog.
  - For Dual Degree Programmes, an FR in a minor course or additional learning will not be considered an active backlog.
  - A student is eligible to apply for the posts listed above, if he has cleared the minimum prescribed credits constituted of Core Courses, Institute Electives, Department Electives in case of B.Tech. programme and 5 year integrated MSc programme expected to be done as of January.
  - A student is eligible to apply for the posts listed above, if he has cleared the minimum prescribed credits constituted of Core Courses, Institute Electives, Department Electives and Honors in case of Dual Degree programme expected to be done as of January.
  - A dropped compulsory course for any student will be considered an active backlog.
  - A dropped minor/honors course for any student will not be considered an active backlog.
  - The decision of the President will be binding in all the cases of disputes and exceptions in these rules.

## **8. STUDENT AFFAIRS COUNCIL (SAC)**

### **8.1 Composition of the SAC**

The Student Affairs Council (SAC) shall consist of the following people:

- The Director (Chairman)
- The President (Convener)
- The Deputy Director, AIA
- The Deputy Director, FEA
- The Dean, Academic Programmes
- The Associate Dean(s), Academic Programmes
- The Chairman, Cultural
- The Chairman, Sports
- The Chairman, HCU
- Nominee, Senate
- General Secretary, Academic Affairs (PG)
- General Secretary, Academic Affairs (UG)
- General Secretary, Hostel Affairs
- General Secretary, Cultural Affairs
- General Secretary, Sports Affairs
- Coordinators, Institute Student Mentorship Programme,
- Departmental General Secretaries Committee (DGSC) Nominees (3)
- Hostel General Secretaries Committee (HGSC) Nominees (3)
- Any member of the SAC may invite any person to a SAC meeting with the consent of (and on behalf of) the Convener for a specific agenda item

### **8.2 Functions of the SAC**

8.2.1 The SAC shall consider all items relating to student activities in the Institute, as brought before it either by one of its members or by any Faculty member.

8.2.2 The SAC can change the posts under the Gymkhana if the members feel it necessary.

- 8.2.3 The SAC approves and ratifies the formation of new student bodies in the Institute.
- 8.2.4 If it is felt by the SAC that some policy or decision of a particular sub-committee/club/cell is detrimental to the interests of the students' community, the SAC shall ask that subcommittee/ club/cell to consider those policies or decisions in the light of its suggestions.
- 8.2.5 The SAC has the power to take and enforce all decisions regarding the Gymkhana.
- 8.2.6 The SAC is authorized to make any amendments in this constitution and forward to Senate for approval, if deemed necessary by the SAC Chairman.

### 8.3 Meeting of the SAC

- 8.3.1 The SAC shall meet at least once during a semester. The Convener shall call any meeting of the Executive Committee.
- 8.3.2 For an ordinary meeting, a notice of 7 days shall be given to the members of the SAC. In additions, this notice shall contain an agenda for the meeting. All the members of the SAC shall have the right to suggest additional items for the Agenda. These additional items shall be included in the Agenda, provided they are received by the Convener/Secretary at least 48 hours before the proposed meeting. In such case a revised agenda shall be notified.
- 8.3.3 The quorum for all SAC meetings shall be 50% of its total possible strength.
- 8.3.4 Any member of the SAC may invite any person to a SAC meeting with the consent of (and on behalf of) the Convener for a specific agenda item.
- 8.3.5 The SAC shall normally take decisions by consensus. However a simple majority shall suffice for any motion to be carried through. The minutes of all meetings shall be circulated to all members of the committee within one week.
- 8.3.6 A representative from Insight and Aawaaz may be present during the meeting but they will not be considered as members of the meeting.

## **9. SUB-COMMITTEES OF STUDENTS' GYMKHANA**

The sub-committees of Students' Gymkhana regularly reviews the activities within their domain and makes recommendations to higher committees for policy changes.

The following are sub-committees of the Students' Gymkhana:

- Student Gymkhana Executive Committee (SGEC)
- Hostel General Secretaries' Committee (HGSC)
- Department General Secretaries' Committee (DGSC)
- Cultural Committee
- Sports Committee
- Maintenance Committee
- Mess Committee
- Tech Committee
- Network and Computer Committee
- Purchase Committee

### **9.1 Student Gymkhana Executive Committee (SGEC)**

9.1.1 Composition: It shall consists of:

- The President (Chair)
- General Secretary, Academic Affairs (PG)
- General Secretary, Academic Affairs (UG)
- General Secretary, Cultural Affairs
- General Secretary, Hostel Affairs
- General Secretary, Sports Affairs
- Overall Coordinators, Mood Indigo
- Overall Coordinators, E-Cell
- Overall Coordinator, Techfest
- Overall Coordinator, STAB
- Overall Coordinator, SARC
- Chief Editors, Insight
- Chief Editors, Aawaaz

### 9.1.2 Functions:

- SGEC constantly strives to monitor and review all the Gymkhana activities to achieve the objectives of Gymkhana and plan for overall development of the Gymkhana and Gymkhana activities
- All the councils under Gymkhana will be answerable to the SGEC
- The SGEC shall co-ordinate all the activities of the Gymkhana
- If it is felt by the SGEC that some policy or decision of a particular council is detrimental to the interests of the students' community, the SGEC shall ask that council to consider those policies in the light of its suggestions. The SGEC shall implement all such policies/decisions on ratification.
- The SGEC shall forward implementation on any policy or decision outside its domain to SAC, if required.
- The SGEC can recommend amendments to this constitution to the SAC to achieve the objectives of Gymkhana.

### 9.1.3 SGEC Meetings:

- The SGEC is chaired by Dean SA and all the heads of individual council under Students' Gymkhana are members of the committee.
- The Institute General Secretaries should ensure that the meetings of SGEC are conducted with a minimum of periodicity of once a semester before the SAC meeting due to be held in that semester.

## 9.2 **Hostel General Secretaries' Committee (HGSC)**

### 9.2.1 Composition: It shall consist of:

- General Secretary Hostel Affairs
- General Secretaries of all hostels

9.2.2 The functions of the HGSC include discussion on all matters pertaining to hostel affairs. After discussion, HGSC can make recommendations to Hostel Coordinating Council (HCC) or SAC.

- 9.2.3 The HGSC meetings will be convened by the GSHA with a minimum periodicity of at least once a month; any of the members can request for a meeting.
- 9.2.4 Three nominees from the HGSC shall serve on the SAC. It is recommended that the nominees should include at least 1 Girl and 1 PG Nominee. These three must be identified by the end of April every year.
- 9.2.5 Two nominees (1 UG and 1 PG) from the HGSC shall serve on the Central Awards Committee.

### 9.3 **Department General Secretaries' Committee (DGSC)**

- 9.3.1 Composition: It shall consist of:
- GSAA (UG)
  - GSAA (PG)
  - Institute Secretaries, Academic Affairs
  - Institute Representatives Academic Affairs (IRAA) , PhD and Masters
  - All Department General Secretaries
- 9.3.2 The functions of the DGSC include discussion and recommendations on all matters to do with Department affairs. These include, but are not limited to the academic programme, the curriculum, the academic office and administration, internships, undergraduate research and postgraduate research.
- 9.3.3 The DGSC will be convened by the GSAA PG or GSAA UG with a minimum periodicity of at least twice a semester; any of the members can request a meeting.
- 9.3.4 Three nominees from the DGSC serve on the SAC. It is recommended that at least one of these nominees should be from a PG Department. These three must be identified by the end of April every year.
- 9.3.5 Two nominees (1 UG and 1 PG) from the DGSC shall serve on the Central Awards Committee.

## 9.4 Cultural Committee

### 9.4.1 Composition: It shall consist of:

- Chairman (Cultural)
- Institute Cultural Council
- Cultural Councilors of all hostels

### 9.4.2 Functions:

- The Cultural Committee shall co-ordinate all activities of the various secretaries under this group and shall draw up the program of all cultural activities on the basis of the proposals submitted by respective members.
- The General Secretary, Cultural Affairs shall the coordinate activities of individual secretaries in all matters concerning cultural and social activities of the institute, and shall brief the Chairman (Cultural) on all matters.
- All Institute Cultural Secretaries will be in charge of their respective spheres and objectives under their purview.
- The Cultural Committee shall plan and conduct the Inter-Hostel Cultural Championship and Performing Arts Festival every year
- The Cultural Committee shall regularly the review the progress of cultural events in the light of the proposals made and shall offer suggestions to, and modify the plan of individual secretaries, to meet the objectives of Gymkhana.

### 9.4.3 Cultural Committee Meetings

- The Cultural Committee shall meet whenever necessary with a minimum periodicity of at least one in a month.
- In addition, the Chairman (Cultural) and the General Secretary, Cultural Affairs, may invite any person to any such meetings. No invitee shall have any voting rights.
- All Cultural Committee meetings shall be called by the General Secretary, Cultural Affairs or the Cultural Nominee (UG or PG).
- Cultural Committee meetings shall be held whenever the Chairman (Cultural) or the GS Cultural Affairs feel that circumstances warrants such a meeting.

- The Cultural Committee shall normally take all the decisions by consensus. However, a simple majority will suffice to carry a motion through. The minutes of all meetings shall be forwarded to the SAC for information and necessary action if need be.

## 9.5 Sports Committee

### 9.5.1 Composition: It shall consist of:

- Chairman (Sports)
- Institute Sports Council
- Concerned Physical Training Instructors (PTIs)
- Sports Councilors of all hostels

### 9.5.2 Functions:

- The Sports Committee shall co-ordinate all activities of the various secretaries under this group and shall draw up the program of all sports activities on the proposals submitted by the respective members of this committee. It shall recommend the Sports Budget, which shall include items for purchase to the President.
- The General Secretary, Sports Affairs shall co-ordinate activities of individual secretaries in all matters concerning sports activities of the Gymkhana and shall brief the Chairman (Sports) from time to time about all such matters. The Sports Councilors shall, however, not participate in any Sports Committee's meetings/discussions on Inter IIT.
- The Sports Committee shall plan and conduct the Inter-Hostel Sports General Championship every year.
- The Sports Committee shall, from time to time, review the progress of sports events in light of proposals made, and shall offer suggestions to and modify (if necessary) plans of individual secretaries, to meet the objectives of the Gymkhana.



### 9.5.3 Sports Committee Meetings

- The Sports Committee shall meet whenever necessary with a minimum periodicity of at least once a month.
- All concerned Instructors will be permanent members of the Sports Committee.
- In addition, the Chairman (Sports) and the General Secretary, Sports may invite any person to such meetings. No invitee shall have any voting rights.
- All Sports Committee meetings shall be called by General Secretary, Sports.
- Sports Committee meetings shall be held whenever the Chairman (Sports) and General Secretary, Sports feel that circumstances warrant them.
- For ordinary meetings, a notice of 3 days shall be given to the members of the Sports Committee. All members have the right to suggest items for the Agenda and these shall be included in the Agenda, provided they are received in writing, at the Gymkhana office.
- The Chairman (Sports) shall chair all meetings of the Sports Committee. In the event of his absence, the General Secretary, Sports Affairs shall chair them.
- The Sports Committee shall normally take all decisions by consensus. However a simple majority will suffice to carry a motion through. The minutes of all the meetings shall be forwarded to SAC for information and necessary action, if need be.

## 9.6 Tech Committee

### 9.6.1 Composition: It shall consist of:

- GSAA (UG)
- GSAA (PG)
- Overall Coordinator, STAB
- STAB Core Team
- Tech Councilors of all hostels

### 9.6.2 Functions:

- The Tech Committee shall co-ordinate all activities of the various Core Group Members under this group and shall draw up the program of all tech activities on the basis of the proposals submitted by respective members.
- STAB Core Group members will be in charge of their respective spheres and objectives under their purview.
- The Tech Committee shall regularly review the progress of tech events in the light of the proposals made and shall offer suggestions to, and modify the plan of individual Core Members, to meet the objectives of Gymkhana.
- The Tech Committee shall plan and conduct the Inter-Hostel Tech General Championship every year.

9.6.3 The Tech Committee meetings will be convened by the Overall Coordinator, STAB with a minimum periodicity of at least once a month; any of the members can request for an emergency meeting.

## 9.7 **Maintenance Committee**

9.7.1 Composition: It shall consist of:

- General Secretary, Hostel Affairs
- Institute Secretaries, Hostel Affairs
- Maintenance Councilors of all hostels

9.7.2 The functions of the Maintenance Committee include discussion on all matters pertaining to maintenance and development of hostel infrastructure in the institute. After discussion, Maintenance Committee can make recommendations to Hostel Maintenance Committee (HMC).

9.7.3 The Maintenance Committee meetings will be convened by the GSHA with a minimum periodicity of at twice a semester; any of the members can request for an emergency meeting.

9.7.4 Hostel Maintenance Committee (HMC) meetings which would include authorities from Estate Office, Electrical Maintenance Unit and Public Health Office should be conducted at least once a semester.

## 9.8 **Mess Committee**

9.8.1 Composition: It shall consist of:

- General Secretary, Hostel Affairs
- Institute Secretaries, Hostel Affairs
- Mess Councilors of all hostels

9.8.2 The functions of the Mess Committee include discussion on all matters pertaining to messing and canteen facility in the hostels. The Mess committee can discuss on all issues pertaining to both Government Mess and Private Mess in hostels. The Mess Committee promotes sharing of new ideas to improve quality of food in Hostel Mess and Canteens. After discussion, Mess Committee can make recommendations to Hostel Coordinating Council (HCC).

9.8.3 The Mess Committee meetings will be convened by the GSHA with a minimum periodicity of at least twice in a semester; any of the members can request for an emergency meeting.

## 9.9 **Network and Computer Committee**

9.9.1 Composition: It shall consist of:

- General Secretary, Hostel Affairs
- Institute System Administrators
- System Administrator of all hostels

9.9.2 The functions of the Network and Computer Committee include monitoring the institute network, the Gymkhana servers and ensuring their smooth functioning. The Network and Computer Committee is responsible for the smooth functioning of hostel network which includes maintenance of LAN ports, switch and router configurations and policy implementation on network nodes.

9.9.3 The Network and Computer Committee Committee meetings will be convened by the Institute System Administrators with a minimum periodicity of at least once a month; any of the members can request for an emergency meeting.

## **9.10 Purchase Committee**

9.10.1 Composition: It shall consist of:

- Chairman (Sports/Cultural)
- GS, Sports/Cultural
- SAC In charge
- Store In charge (Secretary)
- Sports Nominee/Cultural Nominee (UG & PG)
- Physical Training Instructor concerned (if any)

9.10.2 The Stores In charge shall call the Purchase Committee and he shall be the Secretary of the meeting.

9.10.3 The Chairman (Sports/Cultural) or the President shall chair the meeting.

9.10.4 The Committee shall endeavor to purchase required equipment for the Gymkhana in the most economic manner on the basis of competitive quotations.

9.10.5 It shall be the responsibility of the Secretary of the meeting to obtain the quotations with the pamphlets giving details.

9.10.6 The Purchase Committee shall purchase routine items, which have been recommended by the concerned committee.

9.10.7 The quorum for such meetings shall be four, with the Chairman of the meeting having a casting vote.

9.10.8 Any concerned sports/cultural secretary may be invited to the meeting.

## **10. FUNCTIONS AND DUTIES OF PRESIDENT, STUDENTS' GYMKHANA**

10.1 He shall be responsible for the overall administration of the Gymkhana and shall ensure that the Gymkhana endeavors to achieve the objective for which it is established.

10.2 He shall convene all SAC meetings and shall have a casting vote in case of a tie.

10.3 He shall be responsible for forwarding relevant minutes of the SAC meetings for subsequent approval/action to the relevant authorities.

10.4 The President shall be responsible for appointing all the Nominees in consultation with the General Secretaries and other council heads.

## **11. FUNCTIONS AND DUTIES OF CHAIRMAN (SPORTS/CULTURAL)**

- 11.1 He shall be responsible for the general functioning of Gymkhana activities (sports/cultural) and shall chair all Sports/Cultural Committee meetings.
- 11.2 He shall sanction all expenditures budgeted for the Gymkhana.
- 11.3 He shall ensure that the Gymkhana staff properly maintains accounts, along with proper receipts and expenditures of the Gymkhana.
- 11.4 He shall also ensure that all outstanding advances are settled expeditiously.
- 11.5 He shall be responsible for bringing important matters (sports/cultural) to the SAC for discussions and decisions.
- 11.6 He shall forward serious breaches of discipline to the President for further action
- 11.7 He shall ensure that proper inventory of all Gymkhana equipment is maintained by the staff.

## **12. FUNCTIONS AND DUTIES OF FACULTY-IN-CHARGE**

- 12.1 They shall be responsible for the general functioning of the body they advise.
- 12.2 They shall recommend budgets and expenditures to the President, who shall approve based on his discretion.
- 12.3 They shall forward serious breaches of discipline to the President for further action.

## **13. FUNCTIONS AND DUTIES OF INSTITUTE GENERAL SECRETARIES**

- 13.1 The GSs shall be the foremost representatives of the student community. They shall be the primary channels for conveying the views of the student community to the faculty. Their character and conduct must be above reproach. Their collective decision must be by consensus. They must always strive to protect the constitution.
- 13.2 Common duties of Institute General Secretaries
  - All 5 GSs will be members of the SAC
  - All GSs are member of SGEC. They must ensure that the meetings of SGEC are conducted with a minimum of periodicity of once a semester.
  - The GSs will conduct 1 GBM per semester and ensure that the minutes of the GBM are put up within 7 days. If this is not done, and clear and sufficient reasons are not given, impeachment may be called for.

- The GSHA, GSAA (PG) and GSAA (UG) will act as student representatives to the Senate (along with the IRAA (Masters), IRAA (PhD) and ISMP Coordinators). These GSs shall also be members of the Disciplinary Action Committee if it is convened.
- All GSs must ensure that all nominees are appointed by the end of March. In the worst case, all nominees must be in place within 15 days of the start of the autumn semester of their tenure.
- After discussions between themselves and in consultation with the SAC, the GSs will allocate responsibilities for any work that is not detailed in the constitution.
- All GSs will submit monthly appraisal reports to concerned Faculty-In-Charge.

#### **14. GYMKANA INSTRUCTORS**

- 14.1 The Gymkhana instructors shall be involved in the management of, and shall conduct, the sports / cultural activities of the Gymkhana.
- 14.2 The Instructors shall be responsible for maintenance of facilities like fields, equipment and related items.
- 14.3 The Instructors will be in charge of coaching and training programs (classes) in the areas assigned to them by the Chairman (Sports / Cultural), apart from academic activities like NSO and NSS.
- 14.4 The SAC In-charge shall be responsible for ensuring efficiency and discipline. He/ She will be responsible for implementing the decisions taken in appropriate committees.
- 14.5 The Senior PTI will be responsible for day-to-day administration and functioning of Gymkhana activities.
- 14.6 The Instructors will also be assigned specific administrative duties from time to time by the Chairman (Sports / Cultural).

## **15. GENERAL BODY MEETING (GBM)**

- 15.1 The President chairs the General Body. The Chairman (Sports/Cultural) or the concerned Faculty-In-Charge and all the members of the concerned council are members of the General Body. The concerned council student head shall be Vice-Chairman of the GBM. The President in consultation with the respective head of council will appoint an Institute General Secretary as the Moderator for the GBM. The General Body aims at reviewing the performance of the Office Bearers.
- 15.2 In case of the following councils, 6 Nominees from each hostel are also members of the General Body. If a hostel fails to send at least 3 nominees for each GBM, then 5% of maximum attainable points shall be deducted from that hostel's tally in all the Inter Hostel General Championship. At the start of each GBM the Hostel Nominees shall present their credentials to the Chairman of the GBM along with a letter of introduction from their respective Hostel General Secretaries. Hostels have to send 6 nominees for the GBM of the following councils:
- Institute Hostel Affairs Council
  - Institute Cultural Council
  - Institute Sports Council
  - Students' Technical Activities Body (STAB)
  - Mood Indigo
  - Techfest
  - E-Cell
  - Insight
  - Aawaaz
- 15.3 In case of the Institute Academic Council (UG), 6 Nominees from each UG department are also members of the General Body. It is mandatory on the Department General Secretaries to send at least 3 nominees for the GBM. At the start of each GBM the Nominees shall present their credentials to the Chairman of

the GBM along with a letter of introduction from their respective Department General Secretaries.

- 15.4 In case of the Institute Academic Council (PG), 3 Nominees from each department are also members of the General Body. It is mandatory on the Department General Secretaries to send at least 1 nominee for the GBM. At the start of each GBM the Nominees shall present their credentials to the Chairman of the GBM along with a letter of introduction from their respective Department General Secretaries.
- 15.5 It is mandatory for all the Councils under Gymkhana to conduct a General Body Meeting once a semester. Mood Indigo, Techfest and E-Cell can choose not to conduct a GBM in the Autumn Semester.
- 15.6 Notice for this meeting shall be 7 days and quorum for such a meeting shall be 50% of the total number of members. In the event the quorum being not met, the meeting ceases to have the standing of a General Body Meeting.
- 15.7 All students of IIT Bombay can attend the GBM but only members of the General Body present at the GBM can vote.
- 15.8 Any Head of the Council may request for a call of the meeting of the General Body giving sufficient reason for the call to the President.
- 15.9 All resolutions arrived at the General Body Meeting shall be forwarded to the respective committees for appropriate action.
- 15.10 All secretaries/Gymkhana nominees of the concerned council must be present at the GBM. If the secretary must be absent, he / she must inform the President regarding the same at least three days before the GBM, stating sufficient reasons. The absent secretary has to present his / her report to the GS he / she works with, who will present this report in the GBM.



15.11 The Vice-chairman must ensure that the minutes are made public within 7 days of the date of the GBM conducted. If a council fails to do so, it would be considered as a failure to perform basic duties.

#### 15.12 Emergency GBM

- An Emergency GBM shall enjoy the same powers as that of a regular GBM.
- It can be called on at least 48 hours' notice.
- To call an EGBM the General Secretaries of at least two-third of the hostels/Departments shall present a signed petition detailing the reasons to the President.

#### 15.13 Procedure for Impeachment

- Impeachment can be called for on four grounds:
  - a) Failure to perform basic duties.
  - b) Conduct unbecoming of an Office-Bearer.
  - c) Failure to abide by the rules laid down in the Constitution.
  - d) Absence in a GBM without sufficient reason
- Impeachment proceedings can take place in a GBM or in an EGBM with the following procedure.
  - (a) A member tables the motion.
  - (b) The Chair allows the motion to proceed.
  - (c) At least 12 members second. These 12 members should be from at least from 4 Hostels/Departments. (8 for PG Academic Council)
  - (d) The council member is asked to defend himself/herself.
  - (e) A secret ballot is taken and the motion is passed.
- For an impeachment the required majority is two-thirds of members present and voting, or 50% of the maximum strength, whichever is greater.
- In case the secretary is not present, an EGBM is called within 7 days except in extenuating circumstances in which case the chairperson will call an EGBM at the next available date. This is not valid in case of ground (d) stated above.

## **16. INSTITUTE ELECTIONS**

- 16.1 The President shall appoint a Returning Officer for conducting the elections in consultation with the 5 Institute General Secretaries. It can also be one of the Institute General Secretaries.
- 16.2 The President and the Returning Officer, in consultation with the 5 General Secretaries, shall appoint a team of 4-6 Nominees to help conduct the elections. The President, Returning Officer, Nominees and the 5 General Secretaries shall comprise the Election Committee (EC).
- 16.3 The Nominees should include at least one Institute System Administrator, one Girls Nominee, one UG Nominee and one PG Nominee.
- 16.4 The EC shall decide the date of the election, which should be before the mid-semester examination of the Spring Semester. It is recommended to keep a gap of at least 1 week between the date of polling and the first mid-semester examination.
- 16.5 The EC shall frame the rules for conducting the election with the approval of the President. The electorate for every posts is specified in Appendix A.
- 16.6 The Election notice should be communicated to all the students at least 2 weeks before the date of the nominations. The nomination papers shall be filed with the written consent of the nominee. No candidate can contest more than one post simultaneously.
- 16.7 No student who is expected to complete the normal duration of the academic program before the next academic year shall be eligible to contest in the elections of that academic year.
- 16.8 In all cases of dispute, the decision of the President will be final.

16.9 All office bearers shall be elected for tenure of one year, by a secret ballot on a simple-majority basis.

16.10 For unopposed candidates, number of votes in favour of the candidate should be at least double the number of votes against the candidate (Neutral votes are excluded), for the candidate to get elected. In case, the candidate does not get elected, nominations will be called for the post and in this case, the rejected candidate will not be eligible to apply for the same post.

16.11 In case of a tie, there will be a re-election.

16.12 The Returning Officer may declare provisional results immediately after the counting of the votes and shall submit the results of the elections to the President for ratification. The Election Committee will decide on all matters related to election. The decision of the Returning Officer shall be final and binding. However, under exceptional circumstances, an appeal may be made to the President.

16.13 In the event of any post remaining uncontested, nominations will be called again. The President in consultation with the Faculty-In-Charge and the Council Head will nominate a student among the applicants to the post.

16.14 Re-Election:

- In case an elected representative resigns re-elections will be conducted within 21 days of resignation and the results declared immediately.
- In the 21 day interregnum the respective committees shall nominate a person from amongst themselves to carry on the activities in this period.
- If an elected post falls vacant after Jan. 15th but before March 1st, the General Body shall nominate a member to carry on the activities in that post.
- If an elected post falls vacant after March 1st, the respective committees will nominate a person from amongst themselves to that post.

## 17. AWARDS AND AWARDS COMMITTEES

### 17.1 Awards descriptions and numbers:

- Awards will be given in four categories:
  - Organizational, Cultural, Sports and Tech
- There are five types of awards:
  - Roll of Honour (ROH), Citation
  - Person of the Year (POY), Colour, Special Mention
- The minimum and maximum number of the awards for every category are:

Category	Type of Award	Minimum	Maximum
Organizational	ROH	0	1* (2 in exceptional case)
Organizational	Citation	0	0.50 % of the passing out batch
Organizational	Colour <sup>#</sup>	0	0.25 % of the entire student strength
Cultural	ROH	0	1* (2 in exceptional case)
Cultural	Citation	0	0.50 % of the passing out batch
Cultural	POY	0	1* (2 in exceptional case)
Cultural	Colour	1	0.10 % of the entire student strength
Cultural	Special Mention	1	0.15 % of the entire student strength
Sports	ROH	0	1* (2 in exceptional case)
Sports	Citation	0	0.50 % of the passing out batch
Sports	POY	0	1* (2 in exceptional case)
Sports	Colour	1	0.10 % of the entire student strength
Sports	Special Mention	1	0.15 % of the entire student strength
Tech	ROH	0	1* (2 in exceptional case)
Tech	Citation	0	0.50 % of the passing out batch
Tech	POY	0	1* (2 in exceptional case)
Tech	Colour	1	0.10 % of the entire student strength
Tech	Special Mention	1	0.15 % of the entire student strength

Minimum = 0 implies that no award need be given in that type.

\* (2 awards can be given if the committee unanimously decides on both names)

<sup>#</sup> Organizational Colours are reserved for individual domains of activities (See 18.2.5)

Note:

- The ROH and Citations may be awarded only to students of the passing out batch i.e. a person expected to graduate in the same academic year. The other awards may be given to any student.
- Awards may be given to a single student in multiple categories. However, awards cannot be given in multiple types for the same category to the same student.

## 17.2 Organizational Awards

### 17.2.1 Eligibility Criteria for ROH and Citation

- The student should have satisfied :
  - He/ She must have been part of organizational activities throughout his / her stay at least at a managerial capacity (Institute Secretary, Core Group Member, Councilor etc.)
  - He / She must have accomplished his / her duties extremely efficiently.
  - He/ She should have motivated/inspired students notably to contribute towards organizational activities in the institute.
  - He / She must have initiated an activity in his / her field, that was either dormant along a period of time, or was entirely novel.
  - He / She must have been a source of inspiration to the student body, and must have generated enthusiasm and awareness in the student body in his / her field.

17.2.2 For award of the ROH, if a candidate exceptionally qualifies in any four of the above, a lack of the fifth may be overlooked. The citations, a candidate must notably qualify in at least three of the above criteria. It is intended that the citations be given to students who are “nearly but not quite” qualified for the ROH.

17.2.3 The above criteria may be considered to evaluate the current year’s performance for award of Colours, though not as strictly as in the other awards.

17.2.4 A Central Awards Committee will decide the Organizational ROH and Citations.

It comprises of the following members:

- General Secretary, Academic Affairs (PG)
- General Secretary, Academic Affairs (UG)
- General Secretary, Cultural Affairs
- General Secretary, Hostel Affairs
- General Secretary, Sports Affairs
- 2 Hostel General Secretaries (1 UG and 1 PG – Selected by HGSC)
- 2 Department General Secretaries (1 UG and 1 PG – Selected by DGSC)
- Overall Coordinator, STAB
- Overall Coordinator, SARC
- Overall Coordinator, Techfest
- 1 Overall Coordinator, Mood Indigo
- 1 Overall Coordinator, E-Cell
- 1 Chief Editor, Insight
- 1 Chief Editor, Aawaaz
- In case, any of the above members are in contention for ROH/Citation, then he/she can nominate another person from their council to the committee.

17.2.5 Organizational Colours\* are reserved for individual domains of activities and would be awarded by the following committees:

Domain of applicants	Committee	Min.	Max.
Institute Academic Council (UG and PG), Department General Secretaries	DGSC	0	3
Institute Hostel Affairs Council, Hostel General Secretaries, Hostel Mess and Maintenance Councilors, Hostel System Administrators	HGSC	0	3
Institute Cultural Council, Cultural Councilors, any other organizational posts for cultural sphere	Cultural Committee	0	2
Institute Sports Council, Sports Councilors, any other organizational posts in sports sphere	Sports Committee	0	2

STAB Team, Hostel Tech Councilors, any other organizational posts for tech sphere	Tech Committee	0	2
Mood Indigo Organizing Team	Mood Indigo Team	0	2
Techfest Organizing Team	Techfest Team	0	2
E-Cell Organizing Team	E-Cell Team	0	2
Miscellaneous (Insight, Aawaaz, Department festivals organizing team, any other applications which do not fall under any of the categories mentioned above)	Central Committee	0	2

\*It should be noted that maximum number of Organizational Colours that can be awarded should not exceed 0.25% of the entire student strength of the institute.

### 17.3 Cultural Awards

#### 17.3.1 Eligibility criteria for Cultural ROH/Citation awards:

- Should have shown participation in the category throughout his / her stay, with a considerable degree of success.
- Should have participated in at least two inter-collegiate events with some degree of success.
- Should have initiated an activity in that category, that was either dormant along a period of time, or was entirely novel.
- Should have helped in drawing out talent in that category and in generating enthusiasm among other students.

For ROH, if a candidate exceptionally qualifies in any three of the above, a lack of the fourth may be overlooked. For Citation, a candidate must notably qualify in at least two of the above criteria. It is intended that the citations be given to students who are “nearly but not quite” qualified for the ROH.

#### 17.3.2 Eligibility criteria for POY / Colour/Special Mention awards:

- The Colours and Special Mentions are to be awarded to the top performances in the respective genres up to the maximum specified. The performances are to be rated by consensus of the committee. The committee may take in

account performances in Institute events, Inter Institute events, other Cultural events held at least at the Inter-hostel level in the current year. Any activity initiated/revived which helped in drawing out talent or generating enthusiasm may also be considered by the committee.

- A student whose performance and contribution in that year has been exceptional compared to that of the other students being considered for Colours may be awarded POY on unanimous decision of the Committee.

17.3.3 For deciding on ROH / Citation, the committee, chaired by the GS Cultural, comprises of a representative from each hostel. Under normal circumstances, the Cultural Committee will decide on the Cultural ROH and Citation awards.

17.3.4 For deciding on Cultural POY/Colours/Special Mention, the committee, chaired by GS Cultural, comprises of the Institute Cultural Secretaries and Cultural Nominees (UG and PG) for the cultural awards.

#### **17.4 Sports Awards**

17.4.1 Eligibility criteria for Cultural ROH/Citation awards:

- Should have shown participation in the category throughout his / her stay, with a considerable degree of success.
- Should have participated in at least two inter-collegiate events with some degree of success.
- Should have initiated an activity in that category, that was either dormant along a period of time, or was entirely novel.
- Should have helped in drawing out talent in that category and in generating enthusiasm among other students.

For ROH, if a candidate exceptionally qualifies in any three of the above, a lack of the fourth may be overlooked. For Citation, a candidate must notably qualify in at least two of the above criteria. It is intended that the citations be given to students who are “nearly but not quite” qualified for the ROH.

17.4.2 Eligibility criteria for POY / Colour/Special Mention awards:



- The Colours and Special Mentions are to be awarded to the top performances in the respective sports up to the maximum specified. The performances are to be rated by consensus of the committee. The committee may take in account performances in Institute events, Inter Institute events, other Sports events held at least at the Inter-hostel level in the current year. Any activity initiated/revived which helped in drawing out talent or generating enthusiasm may also be considered by the committee.
- A student whose performance and contribution in that year has been exceptional compared to that of the other students being considered for Colours may be awarded POY on unanimous decision of the Committee.

17.4.3 A single committee will decide the ROH, Citations, POY, Colours and Special Mentions. This will be a sub-committee of the Sports Committee, formed by the latter. The awards shall be decided on a consensus basis.

## 17.5 Tech Awards

17.5.1 Eligibility criteria for Tech ROH/Citation awards:

- Should have shown participation in the category throughout his / her stay, with a considerable degree of success.
- Should have participated in at least two inter-collegiate events with some degree of success.
- Should have initiated an activity in that category, that was either dormant along a period of time, or was entirely novel.
- Should have helped in drawing out talent in that category and in generating enthusiasm among other students.

For ROH, if a candidate exceptionally qualifies in any three of the above, a lack of the fourth may be overlooked. For Citation, a candidate must notably qualify in at least two of the above criteria. It is intended that the citations be given to students who are “nearly but not quite” qualified for the ROH.

17.5.2 Eligibility criteria for POY / Colour/Special Mention awards:

- The Colours and Special Mentions are to be awarded to the top participants in the respective activities up to the maximum specified. The performances are to be rated by consensus of the committee. The committee may take in account performances in Institute events, Inter Institute events, other Tech events held at least at the Inter-hostel level in the current year. Any activity initiated/revived which helped in drawing out talent or generating enthusiasm may also be considered by the committee.
- A student whose performance and contribution in that year has been exceptional compared to that of the other students being considered for Colours may be awarded POY on unanimous decision of the Committee.

17.5.3 A single committee will decide the ROH, Citations, POY, Colours and Special Mentions comprising of a representative from each hostel. Under normal circumstances, the Tech Committee will decide on all the Tech awards.

## **17.6 Procedure for Decision of Awards**

17.6.1 ROH: A discussion will be conducted on the nominations, followed by a check for a unanimous deciding in favour of any one/two nominations. If so, the above one/two name(s) are decided upon. If no unanimous decision can be reached upon, then a secret ballot is cast, where each member in the committee writes zero/one name on his vote. The votes for each nomination are totaled, and after a further discussion on the nomination with the highest number of votes, he/she may or may not be decided upon.

17.6.2 Citation/POY/Colours/Special Mentions: A case-by-case study of the nominations is conducted, continuously shortlisting the candidates, and the decision of the awards are arrived at by consensus.

17.6.3 The committee may choose to invite any member for taking his opinion on a nomination(s) but the invited member will not have any voting rights.

## **17.7 Dates and Quorums**

17.7.1 All committees must be made in the first week immediately following the spring semester mid-semester examinations, and all award decisions must be taken at

least one week before the last PAF entry (or March 25th, if due to unforeseen reasons, the PAF is not held that year).

17.7.2 For all the awards, 75% of the committee's maximum strength must be present for any decision to be taken.

#### **17.8 Notes**

17.8.1 If any person on any committee is in contention for the respective award, he/she must sit out during the discussions of that award.

17.8.2 If the convener is in contention of the award, he/she must nominate a person in the final year and not in contention for the award, for the sitting of that award.

17.8.3 All decisions taken by the committee must be countersigned by all members of the committee.

17.8.4 In case, any member of the committee is in contention for an award, then he/she can nominate another person to the committee.

17.8.5 Any office bearer against whom an impeachment motion has been passed may not be considered for organizational award.

17.8.6 Any student who has had disciplinary action taken against him or has engaged in activities known to have been detrimental to the institute/hostel / his (her) fellow students may not be considered for any award.

17.8.7 The decision of President will be final and binding in case of any disputes.

### **18. AMENDMENTS TO THE CONSTITUTION**

Amendments, additions, deletions will be amended / included / excluded in the Constitution after ratification by the Student Affairs Council and subsequent approval by the Senate.

## APPENDIX A

### SECTION I - Institute Academic Affairs Council (PG)

The objective of Institute Academic Affairs Council (PG) is to address all the issues related to academic affairs of PG students and provide them with the maximum facility and infrastructure available. It is the representation of students in all matters related to the academic programme, the curriculum, the academic office and administration.

#### 1. Members of the Council:

- General Secretary, Academic Affairs (PG)
- Institute Representative Academic Affairs (IRAA), PhD
- Institute Representative Academic Affairs (IRAA), M. Tech.
- Overall Coordinators, Student Companion Programme (SCP) – 2 posts
- Academic Unit Representatives for Academic Affairs (AURAA) - One representative from each department having PG students
- Web and Design Nominee, Academic Affairs (PG)

#### 2. Selection procedure of the Council:

- The GSAA (PG) will be elected in the Institute Elections. The electorate for GSAA (PG) consists of all bona fide PG students of IIT Bombay (including MSc-PhD Dual Degree) except 2 year MSc students. UG students (B. Tech, Dual Degree and 5 year MSc programme) are not a part of this electorate.
- Nominations would be called for all other posts under this council.
- The GSAA (PG) will appoint the students to all other posts in consultation with the concerned Faculty-In-Charge.
- All the members of the Institute Academic Council (PG) are answerable and accountable in the GBM and can be impeached as per the procedure laid down in the constitution.

3. Eligibility criteria for the posts mentioned above:
  - The General Eligibility criteria mentioned in Clause 7 ‘Rules for serving as a Gymkhana Office Bearer’ shall apply.
  - Only PG students as specified in the electorate can apply for all the above posts.
    - PhD – Should have completed at least 3 semesters in the institute
    - Masters - Should have completed at least 1 semester in the institute
  
4. Basic duties of the GSAA (PG):
  - He/She shall chair the DGSC and convene it from time to time with a minimum periodicity of once a semester.
  - He/She shall strive to increase awareness among the students on academic issues.
  - He/She shall be a member of the Postgraduate Programme Committee (PGPC).
  - He/She shall act as a student representative in all matters relating to the Postgraduate academic affairs of the institute. These include, but are not limited to, the academic program, the curriculum, the academic office and administration and the functioning of the Institute Library.
  - He/She shall endure for the post graduate and PhD students to promote research and secure internships.
  - He/She shall supervise the working of the IRAAs, and the AURAAs. He shall also coordinate with Research Scholars’ Forum for speedy redressal of issues.
  - He/She shall also be a member of the Library Committee.
  - He/She shall also be a member of the Students Welfare Society.
  
5. Basic duties of the Institute Representatives Academic Affairs (IRAA):
  - He/She shall assist the GSAA (PG) in fulfilling his basic duties.
  - He/She will act as a student representative in all matters relating to the concerned Postgraduate academic affairs of the institute.
  - He/She shall be a member of the Postgraduate Programme Committee (PGPC).
  - He/She shall address the issues of concerned PG students at the institute level and should take steps by coordinating with the institute authorities to improve and strengthen the research activities.

- He/She shall coordinate with AURAAAs in organizing sessions in each department to address all issues pertaining to academic programme and curriculum.
6. Basic duties of the Overall Coordinators, Institute Student Companion Programme (ISCP) and Overall Coordinators, Institute Research Scholar Companion Programme (IRSCP):
- He/She shall ensure smooth transition of new entrants to the institute by building a team of Companions for the academic year.
  - He/She shall prepare a detailed schedule of Orientation program and conduct interactive sessions with the new entrants at the departmental and institute level.
7. Basic duties of Academic Unit Representatives for Academic Affairs (AURAA):
- He/She shall assist the GSAA (PG) in coordinating with the Department level representatives in achieving the objectives of Academic Council.
  - He/She will assist the GSAA (PG) in increasing awareness on academic issues.
8. Basic duties of the Web and Design Nominee, Academic Affairs (PG)
- He/She shall be responsible for design and maintenance of UG Academic Council website and other online portals.
  - He/She will assist the GSAA (PG) in increasing awareness on academic issues

## **SECTION II - Institute Academic Affairs Council (UG)**

The objective of Institute Academic Affairs Council (UG) is to address all the issues related to academic affairs of UG (B.Tech, Dual Degree, Integrated 5 yr. MSc and 2 year MSc) students. It is the representation of students in all matters related to the academic programme, the curriculum, the academic office and administration. The council also strives to conduct tech activities, secure internships and promote undergraduate research.

### **1. Members of the Council:**

- General Secretary, Academic Affairs (UG)
- Institute Secretary, Academic Affairs (ISAA) – 3 posts
- Overall Coordinator, Students' Technical Activities Body (STAB)
- STAB Core Team – Maximum of 12 posts
- Internship Coordinators, Practical Training (PT) Cell – Maximum of 33 posts
- Academic Executive Body Member (AEBM) - One representative from each department (All B.Tech., DD, Integrated 5 yr MSc and 2 yr MSc departments)
- Web and Design Nominee, Academic Affairs (UG)

### **2. Selection procedure of the Council:**

- The GSAA (UG) will be elected in the Institute Elections. The electorate for GSAA (UG) consists of all bona fide UG students of IIT Bombay (B. Tech, Dual Degree and 5 year MSc programme). 2 year MSc programme students are part of the electorate for GSAA (UG).
- Nominations would be called for all other posts under this council.
- The GSAA (UG) will appoint students to the nominated posts in consultation with the Faculty-In-Charge. One ISAA will be appointed as the PT Cell Head.
- The Elections for STAB OC will be conducted by the outgoing STAB OC in consultation with the GSAA (UG) and the Faculty-In-Charge. The Overall Coordinator, STAB will be elected by a closed electorate comprising of the following members:
  - GSAA (UG) – 1 vote each

- STAB OC – 1 vote each
- STAB Core Team – 1 vote each
- Hostel Tech Councilors – 1 vote each
- The new Overall Coordinator, STAB will appoint the STAB Core Team in consultation with the GSAA (UG) and the concerned Faculty-In-Charge.
- The Internship Coordinators, Practical Training Cell are appointed by the outgoing PT Cell team in consultation with GSAA (UG) and the concerned Faculty-In-Charge.
- All the members of the Institute Academic Council (UG) are answerable and accountable in the GBM and can be impeached as per the procedure laid down in the constitution.

3. Eligibility criteria for the posts mentioned above:

- The General Eligibility criteria mentioned in Clause 7 ‘Rules for serving as a Gymkhana Office Bearer’ shall apply.
- Only UG students as specified in the electorate can apply for the above posts except for the STAB OC and STAB core team.
- For GSAA (UG), the following will be the eligibility criteria:
  - B.Tech/DD/5yr MSc: Should have completed at least 5 semesters in institute
  - 2 year MSc: Should have completed at least 1 semester in the institute
- For ISAA, the following will be the eligibility criteria:
  - B.Tech/DD/5yr MSc: Should have completed at least 3 semesters in institute
  - 2 year MSc: Should have completed at least 1 semester in the institute
  - For PT Cell Head, only B.Tech/DD/5yr MSc can apply
- For Internship Coordinators, Practical Training Cell Team, the applicant should have completed exactly 3 semesters in the institute.
- For Academic Executive Body Members (AEBMs), the applicant should have completed at least 1 semester in the institute.
- For Web and Design Nominee, Academic Affairs (UG), the applicant should have completed at least 1 semester in the institute



- For Overall Coordinator, STAB:
  - UG: Should have completed at least 5 semesters in the institute
  - PG: Should have completed at least 1 semester in the institute
- For STAB Core Team Member:
  - UG: Should have completed at least 3 semester in the institute
  - PG: Should have completed at least 1 semester in the institute

4. Basic duties of the GSAA (UG):

- He/She shall supervise the working of the UG Students' Academic Council, Practical Training Cell, Students' Technical Activities Body, Career Cell and Society for Promotion of Undergraduate Research.
- He/She shall act as a student representative in all matters relating to undergraduate academic affairs of the institute. These include, but are not limited to the academic programme, the curriculum, the academic office and administration, technical activities and undergraduate research.
- He/She shall chair the UG Department General Secretaries Committee (DGSC) and will convene it at least once a month. Along with the GSAA (PG), GSAA (UG) shall chair the Joint Department General Secretaries Committee (DGSC) and will convene it at least once a semester.
- He/she shall be a member of the Undergraduate Programme Committee (UGPC)
- He/She shall be a member of the Library Committee.
- He/She shall strive to increase awareness among the student community on academic issues and to redress their queries and grievances.

5. Basic Duties of the Institute Secretary Academic Affairs:

- He/She shall assist the GSAA (UG) in fulfilling his basic duties.
- One ISAA will be appointed as the Head of the PT Cell, who will supervise the functioning of PT Cell in consultation with GSAA (UG).

6. Basic Duties of the Academic Executive Body Members:

- He/She shall assist the GSAA (UG) in coordinating with the Department level representatives in achieving the objectives of Academic Council.
- He/She will assist the GSAA (UG) in increasing awareness on academic issues.

7. Basic Duties of the Web and Design Nominee:

- He/She shall be responsible for design and maintenance of UG Academic Council website and other online portals.
- He/She will assist the GSAA (UG) in increasing awareness on academic issues through online interfaces and publicity material as required.

8. Students' Technical Activities Body:

8.1 The STAB shall organize technical activities in the institute including Inter-Hostel Tech General Championship; it shall strive to provide required resources for technical activities; increase awareness and accessibility of information related to all technical activities; and redress students' grievances and queries related to technical activities.

8.2 The STAB shall be supervised by President, Faculty-In-Charge and GSAA (UG).

8.3 Basic duties of the STAB OC, who shall serve as the head of STAB:

- He/she shall give a detailed report of tech activities to the the Faculty-In-Charge.
- He/she shall conduct and chair the Tech Committee meetings with a minimum periodicity of at least once a month
- He/she shall present a budget at the start of his/her tenure to the President.
- He/she shall draw up the contingent for inter-collegiate festivals.
- He/she shall conduct at least one GBM per semester.
- The STAB OC shall appoint a maximum of 12 member core team in consultation with GSAA (UG) and the Faculty-In-Charge

8.4 Basic duties of the STAB Core Team:

- The STAB core team may include Managers for various clubs including but not limited to Aero-modeling Club, Astronomy Club, Electronics Club, Maths and

Physics Club, Robotics Club, and Web and Coding Club. The Club Managers shall be responsible for the smooth functioning of their clubs.

- In addition to this, the core team should include Web and Publicity Managers responsible for maintenance of all the online portals and designing of publicity materials for STAB activities.

9. Practical Training (PT) cell:

- The PT Cell shall comprise of a maximum of 33 PT Internship Coordinators (including Department ICs and Non-Core ICs, and not exceeding 3 per department), and shall be headed by an Institute Secretary, Academic Affairs.
- The PT Cell shall strive to secure internships for all students registered with it.
- The PT Cell shall frame and implement just policies for smooth functioning.
- The PT Cell shall present a monthly report to the GSAA (UG).
- The PT Cell shall ensure that the next team is selected before the end of April.

10. Career Cell:

- The Career Cell shall be headed by a member of the UG Students' Academic Council, as per the discretion of the GSAA (UG).
- The Career Cell shall strive to increase awareness about careers so as to equip students to make informed career choices and shall strive to make students better prepared for the different selection procedures for different career options.

11. Society for promotion of undergraduate research (SPUR):

- The SPUR shall be headed by a member of the UG Students' Academic Council, as per the discretion of the GSAA (UG).
- The SPUR shall strive to increase awareness and exposure to research among UG students.

### **SECTION III - Institute Hostel Affairs Council**

The Institute Hostel Affairs Council strives to make the stay of all the students in hostels of the institute comfortable. It aims at improving the infrastructure of the hostels and increasing amenities and facilities for students in the hostel areas.

#### **1. Members of the Council**

- General Secretary, Hostel Affairs (GSHA)
- Institute Secretary, Hostel Affairs (ISHA) – 3 posts
- Institute System Administrators (ISA) – 3 posts
- Overall Coordinator, Student Alumni Relations Cell (SARC)
- SARC Core Team – Maximum of 11 posts
- Institute Secretary, International Relations (ISIR)
- Web and Design Nominee, Hostel Affairs

#### **2. Selection procedure of the Council:**

- The General Secretary, Hostel Affairs will be elected in the Institute Elections. The electorate for them consists of all bona fide students of IIT Bombay.
- The Overall Coordinator, (SARC) will be elected in the Institute Elections. The electorate for them consists of all bona fide students of IIT Bombay.
- Two Institute System Administrators (ISA) will be elected by a closed electorate comprising of the following members:
  - GSHA – 1 vote each
  - Outgoing ISAs – 1 vote each
  - Hostel System Administrators – 1 vote each
- One Institute System Administrators (ISA) will be appointed by Head, CC.
- The new Overall Coordinator, SARC will appoint the SARC Core Team in consultation with the outgoing SARC team and the concerned Faculty-In-Charge.
- Nominations would be called for all other posts under this council.
- The GSHA will appoint the ISHAs, ISIR and Web Nominee in consultation with the President.

- All members of Institute Hostel Council are answerable and accountable in the GBM and can be impeached as per the procedure laid down in the constitution.

3. Eligibility criteria for the posts mentioned above:

- The General Eligibility criteria mentioned in Clause 7 ‘Rules for serving as a Gymkhana Office Bearer’ shall apply.
- For GSHA the following will be the eligibility criteria:
  - UG: Should have completed at least 5 semesters in the institute
  - PG: Should have completed at least 1 semester in the institute
- For Overall Coordinator, SARC the following will be the eligibility criteria:
  - UG: Should have completed at least 5 semester in the institute
  - PG: Should have completed at least 1 semester in the institute
- For Institute System Administrators the following will be the eligibility criteria:
  - UG: Should have completed at least 5 semester in the institute
  - PG: Should have completed at least 1 semester in the institute
- For ISHA and ISIR the following will be the eligibility criteria:
  - UG: Should have completed at least 3 semester in the institute
  - PG: Should have completed at least 1 semester in the institute
- For SARC Core Team Members the following will be the eligibility criteria:
  - UG: Should have completed at least 3 semester in the institute
  - PG: Should have completed at least 1 semester in the institute
- For the Web and Design Nominee the following will be the eligibility criteria:
  - UG: Should have completed at least 1 semester in the institute
  - PG: Should have completed at least 1 semester in the institute

4. Basic duties of the GSHA:

- The GSHA shall chair the Hostel General Secretaries’ Council (HGSC), Mess Committee and Maintenance Committee.
- The GSHA shall act as a representative of the students in all matters relating to hostel affairs within the institute.

- He shall act as student representative in all matters relating to other facilities within the Institute.
- He shall be a member of the Hostel Coordinating Unit (HCU).
- He shall be a member of the Students Welfare Society (SWS).

## 5. Student Alumni Relations Cell:

5.1 SARC aims at conducting activities that have an overlap of IIT Bombay alumni and students. The motive of SARC is to mould students of IITB into active alumni who help their alma mater in all possible ways after they pass out.

5.2 Vision of SARC is to develop a self-sustaining system - a process that enables students to avail all the necessary help from the alumni pool of IITB and vice-versa.

5.3 The Hostel Alumni Secretaries and Department Alumni Secretaries are also the members of SARC.

### 5.4 Basic duties of Overall Coordinator, SARC:

- He/She shall appoint a maximum of 11 member core team in consultation with outgoing SARC team and the Faculty-In-Charge
- He/She will lay down a team structure and delegate basic responsibilities to the all the members of the core team.
- He/she shall supervise the Core Member Team, SARC to supervise and conduct all the activities required to achieve the objectives of SARC.
- He/She will ensure proper coordination within the core team for smooth functioning of the organization.
- He/She will be a member of the SGEC.
- He/She shall submit appraisal reports regularly to concerned Faculty-In-Charge.

### 5.5 Basic duties of SARC Core Team members:

- He/She shall do to the best of his abilities the duties as specified by the Overall Coordinator of SARC.
- He/She shall be in charge of all activities in his/her field and will conduct them with diligence as far as possible.
- He/She shall attend the GBM and is answerable.
- He/She is responsible for proper knowledge transfer to the next year's core team.

6. Basic duties of Institute Secretary, Hostel Affairs:
  - He/She shall assist the GSHA in fulfilling his basic duties.
  - He/She shall be a member of the Maintenance and Mess Committee.
  - One ISHA is nominated as Hospital Nominee in Hospital Advisory Committee
  - One ISHA is nominated as Security Nominee in Security Advisory Committee
  
7. Basic duties of Institute System Administrators (ISA):
  - The ISAs serve as an interface between the Computer Center (CC) and the Hostel System Administrators.
  - The ISAs are responsible for the smooth functioning of hostel network which includes addressal of LAN port issues, switch and router configurations and policy implementation on network nodes.
  - One ISA will be a part of Election Committee for developing and implementing the required infrastructure for conducting polling.
  - The ISAs are responsible Gymkhana server and Gymkhana website maintenance
  - The ISAs will co-ordinate with the Web Nominees of all the Gymkhana Councils for proper functioning of websites of individual councils on Gymkhana server.
  - The ISAs shall convene the Network and Computer Committee meetings with a minimum periodicity of at least once a month.
  
8. Basic duties of Institute Secretary, International Relations (ISIR):
  - He/She shall assist the GSHA in fulfilling his basic duties towards Foreign Exchange students in the institute
  - He/She will coordinate with the Dean IR office to address all issues pertaining to academic affairs and stay of Foreign Exchange students in the institute
  
9. Basic duties of Web and Design Nominee, Hostel Affairs:
  - He/She shall be responsible for design and maintenance of Hostel Affairs website and other online portals.
  - He/She will assist the GSHA in increasing awareness among students about hostel affairs policies through online presence or publicity material, as required.

## **SECTION IV - Institute Cultural Council**

The Institute Cultural Council strives to provide regular platforms for students of the institute by conducting various cultural events and competitions at the Institute and Inter-Hostel level. It shall draw up the plan for all the cultural events to be conducted to achieve its objectives.

1. Members of the council:

- General Secretary, Cultural Affairs
- Institute Dance Secretary
- Institute Debating Secretary
- Institute Dramatics Secretary
- Institute Film and Media Secretary
- Institute Literary Arts Secretary
- Institute Music Secretary
- Institute Photography and Fine Arts Secretary
- PG Nominee, Cultural Affairs
- UG Nominee, Cultural Affairs
- Web and Design Nominee, Cultural Affairs

2. Selection procedure of the Council:

- The General Secretary, Cultural Affairs will be elected in the Institute Elections. The electorate for them consists of all bona fide students of IIT Bombay.
- The Cultural Secretaries will be elected in the Institute Elections but the electorate for each of them would comprise of the following members:
  - Institute General Secretaries – 1 vote each
  - Outgoing Institute Cultural Council – 1 vote each
  - Hostel General Secretaries – 1 vote each
  - Cultural Councilors of Hostels – 1 vote each
- If a Cultural Secretary gets elected to the post then he/she cannot resign from the post and apply for any other Gymkhana post for the same year



- Nominations would be called for all other posts under this council. The General Secretary, Cultural Affairs will appoint all nominees in consultation with Chairman, Cultural.
- All members of Institute Cultural Council are answerable and accountable in the GBM and can be impeached as per the procedure laid down in the constitution.

3. Eligibility criteria for the posts mentioned above:

- The General Eligibility criteria mentioned in Clause 7 ‘Rules for serving as a Gymkhana Office Bearer’ shall apply.
- For GS, Cultural Affairs:
  - UG: Should have completed at least 5 semesters in the institute
  - PG: Should have completed at least 1 semester in the institute
- For Institute Cultural Secretary:
  - UG: Should have completed at least 3 semester in the institute
  - PG: Should have completed at least 1 semester in the institute
- For UG Nominee, only UG students can apply and should have completed at least 5 semesters in the institute.
- For PG Nominee, only PG students can apply and should have completed at least 1 semester in the institute
- For the Web and Design Nominee the following will be the eligibility criteria:
  - UG: Should have completed at least 1 semester in the institute
  - PG: Should have completed at least 1 semester in the institute

4. Basic duties of the GS, Cultural Affairs:

- He/She shall convene the Cultural Committee meetings with a minimum periodicity of at least once a month.
- He/She shall ensure that Institute Cultural Council works to best of its abilities.
- He/She shall supervise the Institute Cultural Council to plan all the cultural events both at the Institute and Inter-hostel level.
- He/She shall take all decisions regarding Inter-Hostel Cultural General Championship in consultation with the Cultural Committee.

- He/She shall nominate contingent leaders for inter-collegiate cultural festivals in consultation with the UG and PG Cultural Nominees.
- He/She she shall assist the Gymkhana staff in maintaining the Gymkhana rooms allotted for Cultural activities (Music room, Dance room etc.)

5. Basic duties of an Institute Cultural Secretary:

- He / She shall schedule all events in consultation with the Cultural Committee at the start of the year.
- He / She shall be responsible for providing the necessary infrastructure required for conducting an event in his sphere.

6. Basic duties of the UG and PG Nominees:

- He/She shall assist the GS in the rendering of his basic duties.
- He/She shall draw up the contingent for intercollegiate festivals in consultation with the GS Cultural Affairs and the contingent leader.
- He/She shall take over the duties of the GS, Cultural Affairs in his absence.

7. Basic duties of Web and Design Nominee:

- He/She shall be responsible for design and maintenance of Cultural Council website and other online portals.
- He/She is also responsible for designing of publicity posters or any other publicity material as may be required.

## **SECTION V - Institute Sports Council**

The Institute Sports Council strives to provide regular platforms for students of the institute by conducting various events at the Institute and Inter-Hostel level. The council also aims at preparing the best team with the support of PTIs for Inter-IIT. It shall draw up the plan for all the Sports events to be conducted to achieve its objectives.

### **1. Members of the Council:**

- General Secretary, Sports Affairs
- Institute Athletics Secretary
- Institute Aquatics Secretary
- Institute Badminton Secretary
- Institute Basketball Secretary
- Institute Board Games Secretary
- Institute Cricket Secretary
- Institute Football Secretary
- Institute Hockey Secretary
- Institute Indian Games Secretary
- Institute Lawn Tennis Secretary
- Institute Squash Secretary
- Institute Table Tennis Secretary
- Institute Volley Ball Secretary
- Institute Weightlifting Secretary
- Girls' Nominee, Sports Affairs
- PG Nominee, Sports Affairs
- UG Nominee, Sports Affairs – 2 posts
- Web and Design Nominee, Sports Affairs

### **2. Selection procedure of the Council:**

- The General Secretary, Sports Affairs will be elected in the Institute Elections. The electorate for them consists of all bona fide students of IIT Bombay.

- The Sports Secretaries will be elected in the Institute Elections but the electorate for each of them would comprise of the following members:
  - Institute General Secretaries – 1 vote each
  - Outgoing Institute Sports Council – 1 vote each
  - Hostel General Secretaries – 1 vote each
  - Sports Councilors of Hostels – 1 vote each
- If a Sports Secretary gets elected to the post then he/she cannot resign from the post and apply for any other Gymkhana post for the same year
- Nominations would be called for all other posts under this council. The GS, Sports Affairs will appoint all nominees in consultation with Chairman, Sports.
- All members of Institute Sports Council are answerable and accountable in the GBM and can be impeached as per the procedure laid down in the constitution.

3. Eligibility criteria for the posts mentioned above:

- The General Eligibility criteria mentioned in Clause 7 ‘Rules for serving as a Gymkhana Office Bearer’ shall apply.
- For GS, Sports Affairs:
  - UG: Should have completed at least 5 semesters in the institute
  - PG: Should have completed at least 1 semester in the institute
- For Institute Sports Secretary:
  - UG: Should have completed at least 3 semester in the institute
  - PG: Should have completed at least 1 semester in the institute
- For UG Nominee, only UG students can apply and should have completed at least 5 semesters in the institute.
- For PG Nominee, only PG students can apply and should have completed at least 1 semester in the institute
- For Girls’ Nominee, only female students can apply and should satisfy following eligibility criteria:
  - UG: Should have completed at least 3 semesters in the institute
  - PG: Should have completed at least 1 semester in the institute
- For the Web and Design Nominee the following will be the eligibility criteria:

- UG: Should have completed at least 1 semester in the institute
- PG: Should have completed at least 1 semester in the institute

4. Basic duties of the GS, Sports Affairs:

- He/She shall convene the Sports Committee meetings with a minimum periodicity of at least once a month.
- He/She shall ensure that Institute Sports Council works to the best of its abilities.
- He/She shall take all decisions regarding Inter-Hostel, Inter-IIT and all other sports events in consultation with the Sports Committee.
- He/She is a member of the Inter IIT Sports Board, along with the Chairman (Sports) and the SAC In-charge.

5. Basic duties of an Institute Sports Secretary:

- He/She shall schedule all events in consultation with the Sports Committee.
- He/She shall be responsible for providing the necessary equipment required for conducting an event in his sphere.

6. Basic duties of the UG and PG Nominees:

- He/She shall assist the GS in the rendering of his basic duties.
- UG Nominee shall take over the duties of the GS, Sports Affairs in his absence.

7. Basic duties of the Girls' Nominee:

- She shall assist the GS in the rendering of his basic duties.
- She is responsible for conducting of all sports activities specifically organized for the female students of the institute.

8. Basic duties of Web and Design Nominee:

- He/She shall be responsible for design and maintenance of Sports Council website and other online portals.
- He/She is also responsible for designing of publicity posters or any other publicity material as may be required

## SECTION VI - E-Cell

The Entrepreneurship Cell (E-Cell) of IIT Bombay believes that it is important to create an atmosphere in which young students and professionals are not afraid to venture into the market on their own, thereby generating a vibrant and dynamic community of entrepreneurs on campus and across India. With this belief E-Cell, IIT Bombay targets to help in the development of the entrepreneurial eco-system by enabling easy and efficient interaction between its major components spanning students, working professionals, aspiring and established entrepreneurs, mentors and investors.

In order to achieve the vision of promoting entrepreneurship as a career option among the youth, E-Cell has conceptualized activities and initiatives for the college students as well as experienced young entrepreneurs and working professionals. The events are aimed at spreading awareness about various stages in the journey of an entrepreneur, from the very first step of conceiving an idea till the successful establishment of an enterprise.

1. Members of the Council:

- Overall Coordinator (OC), E-Cell – 2 posts
- Core Team, E-Cell – Up to a maximum of 22 posts

2. Selection procedure of the Council:

- The Overall Coordinators (OC), E-Cell will be elected in the Institute Elections. The electorate for them consists of all bona fide students of IIT Bombay.
- Nominations would be called for selection of the Core Team.
- The new Overall Coordinators will appoint the Core Team in consultation with the concerned Faculty-In-Charge.

3. Eligibility criteria for the posts mentioned above:

- The General Eligibility criteria mentioned in Clause 7 ‘Rules for serving as a Gymkhana Office Bearer’ shall apply.

- For Overall Coordinators, E-Cell:
  - UG: Should have completed at least 5 semesters in the institute
  - PG: Should have completed at least 1 semester in the institute
- For E-Cell Core Team Member:
  - UG: Should have completed at least 3 semester in the institute
  - PG: Should have completed at least 1 semester in the institute

4. Basic duties of the Overall Coordinators (OC), E-Cell:

- He/She is responsible for conducting all the E-Cell activities throughout the year in and outside the institute to achieve their objectives.
- He/She will ensure proper coordination of different portfolios within the core team for smooth functioning of the organization.
- He/She will coordinate with relevant institute authorities for achieving the vision and objectives of E-Cell.
- He/She will lay down a team structure and delegate basic responsibilities to the all the members of the core team.
- He/She will be a member of the SGEC.
- He/She will conduct at least one GBM in the whole year in the format stated.
- He/She shall submit appraisal reports regularly to concerned Faculty-In-Charge.

5. Basic duties of a Core Team Member, E-Cell:

- He/She shall do to the best of his abilities the duties as specified by the Overall Coordinators of E-Cell.
- He/She shall be in charge of all activities in his/her field and will conduct them with diligence as far as possible.
- He/She shall attend the GBM and is answerable.
- He/She is responsible for proper knowledge transfer to the next year's core team.

## **SECTION VII - Mood Indigo**

Mood Indigo is the annual cultural festival of IIT Bombay. It is conducted towards the end of December every year. It aims at conducting Inter-Collegiate competitions in various cultural spheres and showcasing various events from all across the globe.

1. Members of the Council:

- Overall Coordinator, Mood Indigo – 2 posts
- Core Team, Mood indigo – Up to a maximum of 22 posts

2. Selection procedure of the Council:

- The Overall Coordinator (OC), Mood Indigo will be elected in the Institute Elections, for which electorate consists of all bona fide students of IIT Bombay.
- Nominations would be called for selection of the Core Team.
- The new Overall Coordinators will appoint the Core Team in consultation with the Chairman, Cultural.

3. Eligibility criteria for the posts mentioned above:

- The General Eligibility criteria mentioned in Clause 7 ‘Rules for serving as a Gymkhana Office Bearer’ shall apply.
- For Overall Coordinators, Mood Indigo:
  - UG: Should have completed at least 5 semesters in the institute
  - PG: Should have completed at least 1 semester in the institute
- For Mood Indigo Core Team Member:
  - UG: Should have completed at least 3 semester in the institute
  - PG: Should have completed at least 1 semester in the institute

4. Basic duties of the Overall Coordinators (OC), Mood Indigo:

- He/She shall coordinate all the activities of Core Team in all matters concerning Mood Indigo, and shall brief from time to time, the Chairman, Cultural.



- He/She will lay down a team structure and delegate basic responsibilities to the all the members of the core team.
- He/She in consultation with Chairman, Cultural and Core Team shall review the progress of events to be held at the cultural festival in the light of the proposal made and shall offer suggestions to, and modify (if necessary) the plan of individual core group members, to meet the objectives of the Gymkhana.
- He/She will be a member of the SGEC.
- He/She will conduct at least one GBM in the whole year in the format stated.
- He/She shall submit appraisal reports regularly to concerned Faculty-In-Charge.

5. Basic duties of a Core Team Member, Mood Indigo:

- He/She will be in charge of his/her respective spheres and objectives under their purview as specified by the Overall Coordinators.
- He/She shall do to the best of his abilities the duties as specified.
- He/She shall be in charge of all activities in his/her field and will conduct them with diligence as far as possible.
- He/She shall attend the GBM and is answerable.
- He/She is responsible for proper knowledge transfer to the next year's core team.

## **SECTION VIII - Techfest**

Techfest is IIT Bombay's annual science and technology festival. It is conducted in the beginning of January every year. It aims at conducting Inter-Collegiate Technical competitions and showcasing various events from all across the globe.

1. Members of the Council:

- Overall Coordinator, Techfest
- Core Team, Techfest – Up to a maximum of 22 posts

2. Selection procedure of the Council:

- The Overall Coordinator (OC), Techfest will be elected in the Institute Elections, for which electorate consists of all bona fide students of IIT Bombay.
- Nominations would be called for selection of the Core Team.
- The new Overall Coordinators will appoint the Core Team in consultation with the concerned Faculty-In-Charge.

3. Eligibility criteria for the posts mentioned above:

- The General Eligibility criteria mentioned in Clause 7 ‘Rules for serving as a Gymkhana Office Bearer’ shall apply.
- For Overall Coordinator, Techfest:
  - UG: Should have completed at least 5 semesters in the institute
  - PG: Should have completed at least 1 semester in the institute
- For Techfest Core Team Member:
  - UG: Should have completed at least 3 semester in the institute
  - PG: Should have completed at least 1 semester in the institute

4. Basic duties of the Overall Coordinator (OC), Techfest:

- He/She shall coordinate all the activities of Core Team in all matters concerning Techfest, and shall brief from time to time, the concerned Faculty-In-Charge.

- He/She in consultation with Faculty-In-Charge and Core Team shall review the progress of events to be held at the festival in the light of the proposals made and modify (if necessary) the plan of core team, to meet the objectives of Gymkhana.
- He/She will lay down a team structure and delegate basic responsibilities to the all the members of the core team.
- He/She will be a member of the SGEC.
- He/She will conduct at least one GBM in the whole year in the format stated.
- He/She shall submit appraisal reports regularly to concerned Faculty-In-Charge.

5. Basic duties of a Core Team Member, Techfest:

- He/She will be in charge of his/her respective spheres and objectives under their purview as specified by the Overall Coordinators.
- He/She shall do to the best of his abilities the duties as specified.
- He/She shall be in charge of all activities in his/her field and will conduct them with diligence as far as possible.
- He/She shall attend the GBM and is answerable.
- He/She is responsible for proper knowledge transfer to the next year's core team.

## **SECTION IX - Insight**

Insight is the English student media body of IIT Bombay and part of the student Gymkhana. It is run purely by students, with a panel of professors serving as Faculty-In-Charge for Insight. It endeavors to achieve its vision through print and online presence..

Insight has the following primary purposes, among others:

- Dissemination of information pertaining to the events and activities on campus
- Spread awareness regarding the important issues pertaining to the campus
- To be a public platform for the students to express their opinions
- Provide a forum for constructive presentation and discussion of views pertaining to the above, which can be used by both students and administration alike.

### 1. Members of the council:

- Chief Editor, Insight – 2 posts
- Web Nominee, Insight
- Design Nominee, Insight

### 2. Selection procedure of the Council:

- Nominations would be called for all other posts under this council.
- The Chief Editors are selected by its panel of Faculty-In-Charge through a process ratified by the Dean of Student Affairs (DoSA), with inputs from the outgoing Chief Editors.
- The new Chief Editors shall choose the two nominees mentioned above in consultation with the Faculty-In-Charge.

### 3. Eligibility criteria for the posts mentioned above:

- The General Eligibility criteria mentioned in Clause 7 ‘Rules for serving a Gymkhana Office Bearer’ shall apply.
- For Chief Editors the following will be the eligibility criteria:
  - UG: Should have completed at least 5 semesters in the institute
  - PG: Should have completed at least 1 semester in the institute

- For the Nominee the following will be the eligibility criteria:
  - UG: Should have completed at least 1 semester in the institute
  - PG: Should have completed at least 1 semester in the institute

4. Basic duties of Chief Editors:

- The Chief Editors of Insight are responsible for the content that goes into any output from Insight; final decisions regarding the topics/areas to be covered, and proper and timely coverage of the same are taken by them.
- They are expected to decide the areas in consultation with their team and then co-ordinate with them in order to ensure efficient handover of material to the design and layout nominee.
- Their functions therefore, are:
  - Decide on areas/topics/incidents to be covered
  - Co-ordinate the work of the team to ensure quality coverage of the same
  - Supervise the layout of the print issue
  - Proofread the articles before dispatch of material for printing
  - Ensure timely printing and distribution of the print issue
  - Ensure timely updates on the website and other online portals

5. Basic duties of Web Nominee

- He/She is responsible for designing and maintaining Insight's website and other online portals. Apart from this, he/she is also responsible for assisting the Chief Editors in carrying out online publicity through development of applications and in any other roles as may be required.

6. Basic duties of Design Nominee

- He/She is responsible include layout of the print issue, design of publicity posters and other design roles as may be required.

It is to be noted, however, that all students of this institute are free to become a part of the team, in a capacity that they desire and the Chief Editors deem fit.

## **SECTION X – Aawaaz**

Aawaaz is the Hindi student media body of IIT Bombay and part of the student Gymkhana. It is run purely by students. It endeavors to achieve its vision through print and online presence. Aawaaz has the following primary purposes, among others:

- Spread awareness regarding the important issues pertaining to the campus
- Dissemination of information pertaining to the events and activities on campus
- To be a public platform for the students to voice their opinions

### 1. Members of the council:

- Chief Editor, Aawaaz – 2 posts
- Web Nominee, Aawaaz
- Design Nominee, Aawaaz

### 2. Selection procedure of the Council:

- Nominations would be called for all other posts under this council.
- The Chief Editors are selected by its panel of Faculty-In-Charge through a process ratified by the President, with inputs from the outgoing Chief Editors.
- The new Chief Editors shall choose the two nominees mentioned above in consultation with the Faculty-In-Charge.

### 3. Eligibility criteria for the posts mentioned above:

- The General Eligibility criteria mentioned in Clause 7 ‘Rules for serving a Gymkhana Office Bearer’ shall apply.
- For Chief Editors the following will be the eligibility criteria:
  - UG: Should have completed at least 5 semesters in the institute
  - PG: Should have completed at least 1 semester in the institute
- For Nominee the following will be the eligibility criteria:
  - UG: Should have completed at least 1 semester in the institute
  - PG: Should have completed at least 1 semester in the institute

4. Basic duties of Chief Editors:

- The Chief Editors of Aawaaz are responsible for the content that goes into any output from Aawaaz.
- Their functions therefore, are:
  - Decide on areas/topics/incidents to be covered
  - Co-ordinate the work of the team to ensure quality coverage of the same
  - Supervise the layout of the print issue
  - Proofread the articles before dispatch of material for printing
  - Ensure timely printing and distribution of the print issue
  - Ensure timely updates on the website and Facebook page

5. Basic duties of Web Nominee

- He/She is responsible for designing and maintaining Aawaaz's website and other online portals.

6. Basic duties of Design Nominee

- He/She is responsible for layout of the print issue, design of publicity posters and other design roles as may be required.

It is to be noted, however, that all students of this institute are free to become a part of the team, in a capacity that they desire and the Chief Editors deem fit.

## **SECTION XI - Hostel Council**

The Hostel Council strives to make the stay of the students in campus comfortable, enjoyable and memorable. It aims at maintaining and improving the hostel infrastructure. It conducts various events at the hostel level in cultural, sports and technical sphere and ensures participation in the Inter-hostel Cultural, Sports and Tech General Championship. It represents the hostels in the sub-committees of Gymkhana.

### 1. Members of the Council:

- Hostel General Secretary
- Warden Nominee
- Hostel Maintenance Councilor
- Hostel Mess Councilor
- Hostel Cultural Councilor
- Hostel Sports Councilor
- Hostel Tech Councilor
- Hostel System Administrator
- Hostel Secretaries – Up to a maximum of 30 posts

### 2. Selection procedure of the Council:

- The General Secretary, Hostel Maintenance Councilor, Hostel Mess Councilor, Hostel Cultural Councilor, Hostel Sports Councilor, Hostel Tech Councilor, Hostel System Administrator and Hostel Secretaries should be elected by General Elections conducted in the hostel. The electorate would comprise of all the hostel residents, who are bona fide students of the institute.
- The Warden of the hostel will appoint the Warden Nominee in consultation with the new Hostel General Secretary.
- An election committee should be appointed by the Warden in consultation with the General Secretary and Warden Nominee for conducting Hostel Elections.
- In case of an uncontested post, the Warden in consultation with the Hostel General Secretary shall nominate a student to the post.



- In case of any exceptions to the above rules or disputes, the decision of the Warden will be final and binding.
- All members of Hostel Council are answerable and accountable in the Hostel GBM and can be impeached as per the procedure decided by the Warden.
- The basic rules for conducting Institute Elections and Institute GBM may be taken as reference for Hostel Elections and Hostel GBM.

3. Eligibility criteria for the posts mentioned above:

- The General Eligibility criteria mentioned in Clause 7 ‘Rules for serving as a Gymkhana Office Bearer’ shall apply.
- For all the Hostel Council posts, the applicant should be a resident of the hostel.
- For General Secretary the following will be the eligibility criteria:
  - UG: Should have completed at least 5 semesters in the institute
  - PG: Should have completed at least 1 semester in the institute
- For Hostel Maintenance Councilor, Hostel Mess Councilor, Hostel Cultural Councilor, Hostel Sports Councilor, Hostel Tech Councilor and Hostel System Administrator the following will be the eligibility criteria:
  - UG: Should have completed at least 3 semester in the institute
  - PG: Should have completed at least 1 semester in the institute
- Any hostel resident and bona fide student of IIT Bombay can apply for the post of Hostel Secretaries.
- In case of any exceptions to the above rules or disputes, the decision of the Warden will be final and binding.

4. Basic duties of a Hostel General Secretary:

- He/She shall be the foremost representative at the hostel level and shall address all issues pertaining to hostel life of students in the concerned hostel in institute.
- He/She shall coordinate with various councilors to supervise all the council members work to achieve the objectives of Hostel Council.
- He/She shall be a member of and represent his hostel in Hostel General Secretaries’ Committee (HGSC).

