

The Constitution of Student Gymkhana

Indian Institute of Technology Hyderabad



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Pledge

For the purpose of:

1. Nurturing a sense of unity among students leading to comprehensive and versatile development of every student;
2. Encouraging a positive spirit and inspiring fellow students to achieve their goals and find success;
3. Promoting a sense of equality amongst students, irrespective of their gender, caste, creed, colour, race, nationality and language; and
4. Stimulating students to be responsible and better citizens of the World; We, the students of Indian Institute of Technology Hyderabad, resolve to constitute democratic self-organisation, called the Student Gymkhana, and do hereby adopt this Constitution on the Gymkhana Day.

0. Honour Code

No member of the IIT Hyderabad community shall take unfair advantage of any other member of the IIT Hyderabad community, on any matter related to academics, life and living, and interaction with student, staff and faculty members at IIT Hyderabad. A violation of the honour code not only affects the individual student but also their fellow students and the quality and integrity of education as a whole.

The Honour Code is an agreement from the students, individually and collectively:

- (a) Students will not give or receive aid in examinations.
- (b) They will not give or receive unpermitted aid in classwork, in the preparation of reports, or in any other work that is to be used by the instructor as the basis of grading
- (c) Students will not will fully participate in any activity that will hurt (in action or in words) any other person either physically, mentally or psychologically;
- (d) Students will do their share and take an active part, ensuring that they as well as others uphold the spirit and letter of the Honour Code.

All violations of the Honour Code will be reported to the Disciplinary Action Committee of the Institute. A violation of the Honour Code might also typically result in a failing grade for the exercise, laboratory, paper or exam, comprising the violation or even a failing grade for the entire course. Some examples of such undesirable conduct that could constitute a violation of the Honour Code, include:

- (a) Copying from another's work or allowing another to copy from one's own work;
- (b) Representing the work of another as one's own work;
- (c) Representing someone else's attendance records.

In addition to the above mentioned honour code no gymkhana member is allowed to use his/her official mail ID for any personal purpose or academic activities related to the students.

1. Committees, Councils and Advisory Board

1.1 All registered students of IIT Hyderabad shall be represented by the members of the Student Gymkhana and constitute its General Body.

1.2.1 The students at IITH enrolled shall elect the following persons as its Gymkhana Council members at the end of each academic year (over the first weekend of April) to lead, organise and coordinate the General Body on the various fronts of student-related matters:

1. President - One (1)
2. General Secretary – I (Male) - One (1)
3. General Secretary – II (Female) - One (1)
4. Cultural & Literary Secretary - One (1)
5. Academic Affairs Secretary- One (1)
6. Science and Technology Secretary- One (1)
7. Sports Secretary- One (1)
8. Student Welfare Secretary - One (1)
9. Mess Secretary- One (1)
10. Media and Public Relations Secretary- One (1)
11. UG Representative I (Male) - One (1)
12. UG Representative II (Female) - One (1)
13. PG Representative I (Male)- One (1)
14. PG Representative I (Female) - One(1)
15. Doctoral Representative I (Male)- One (1)
16. Doctoral Representative II (Female) -One(1)

Other than the above elected members(Secretaries/ Representatives) of Student Gymkhana Council these are the selected members(Heads/Overall Coordinators) who will be part of the Student Gymkhana Council:

17. Transport Head -One(1)
18. Elan and nVision Overall Coordinator -One(1)
19. Milan Overall Coordinator -One(1)

The term “secretary” or “representative” is allocated exclusively to the elected members of the student gymkhana.

The term “head/overall coordinator” is allocated for selected members for each club or student activity. They may be a part of the general council (this is mentioned explicitly for each position in the list of head/overall coordinators). Each head/overall coordinator will report to their respective elected members of the gymkhana, detailed in the list of head/overall coordinators.

1.2.2 The President’s Council of the Student Gymkhana shall select the following person at the end of each academic year (over the first weekend of April):

- (a) Overall Coordinator, ELAN & Nvision
- 1.2.3 The President's Council along with Cultural & Literary Secretary, Scit-Tech secretary, Sports Secretary and previous-MILAN overall coordinator of the Student Gymkhana shall select the following person as the Face of MILAN at the end of each academic year (over the first weekend of April):
- (b) Overall Coordinator, MILAN
- 1.2.4 The General Body of the Student Gymkhana shall select the following person to manage transport facility of our institute:
- (c) Transport Head
- 1.3 The term of office shall be one year (May-April) for each of the Gymkhana Council members.
- 1.4 The elected Gymkhana Council members shall be supported by the following Councils consisting of representation from across the General Body of the Student Gymkhana:
- (a) President's Council,
 - (b) General Council,
 - (c) Sports Council,
 - (d) Cultural and Literary Council,
 - (e) Academic Affairs Council (AAC),
 - (f) Science & Technology Council,
 - (g) Media and Public Relations Council,
 - (h) Mess Monitoring Council and
 - (i) Student Welfare Council
- 1.5 The Student Gymkhana shall have an **Advisory Board** consisting of the following members, who can advise the current Gymkhana. However, it will only have an advisory role:
- (a) Previous Year's President (example: President of 2019 Student's Gymkhana in the 2020 Student's Gymkhana and so on), General Secretaries (example: General Secretary I & II of 2019 Students Gymkhana in the 2020 Student's Gymkhana and so on),
 - (b) Wardens of all Hostels
 - (c) Security Officer of the Institute
 - (d) Faculty in-charge Student Activities,
 - (e) Faculty in-charge Sports
 - (f) HCU Chair, and
 - (g) Dean Students (Chairperson of the Advisory Board)

2. Gymkhana Council

The roles, responsibilities and duties of the Gymkhana Council members of the Student Gymkhana are described in the sub-sections below.

2.1 President

- 2.1.1. The President shall lead, organise and coordinate matters concerning the General Body of students.
- 2.1.2 She/he shall analyse the situation of the General Body of students and generate the Agenda for the next meeting of the President's Council and Gymkhana Council
- 2.1.3 She/he shall convene meetings of the Gymkhana Council.
 - (a) The frequency of the meetings of the elected members of Gymkhana Council shall be at least once a week.
 - (b) The frequency of the meetings of the General Body of the students shall be at least once a month.
- 2.1.4 She/he shall represent the General Body of students in all matters related to student discipline.
- 2.1.5 She/he shall be responsible for the financial aspects of the Student Gymkhana.
- 2.1.6 She/he shall liaison with the Institute's Administration on all matters concerning the academics, well-being and safety of students.
- 2.1.7 She/he shall work closely with the other Gymkhana Council members in relation to the Student Gymkhana events.
- 2.1.8 She/he will be invited as student representative as and when needed by the institute in student related decision making committees.

2.2 General Secretary I

- 2.2.1 The General Secretary I shall be a male student from the General Body of students.
- 2.2.2 He shall address
 - (a) Hostel issues and catering services in the boys' hostel area
 - (b) Student Advising.
 - (c) Automation of Student Gymkhana records
 - (d) Other matters not covered in 2.2.2 (a), (b) and (c).
- 2.2.3 He shall work with
 - (a) The President on matters listed in 2.2.2, and
 - (b) The Faculty In-charge, Student Activity of the Institute regarding the annual events of the Institute such as the Foundation Day and the Gymkhana Day.
- 2.2.4 He shall analyse the situation periodically related to matters listed in 2.2.2 and generate the Agenda for the next meeting of the General Council and of the President's Council.

2.2.5 He shall prepare a record of the contributions made by students during the year related to matters listed in 2.2.2.

2.3 General Secretary II

2.3.1 The General Secretary II shall be a girl student from the General Body of students.

2.3.2 She shall address

- (a) Hostel issues and catering services in the girls' hostel area
- (b) Student Advising.
- (c) Automation of Student Gymkhana records
- (d) Other matters not covered in 2.3.2 (a), (b) and (c).

2.3.3 She shall work with

- (a) The President regarding on matters listed in 2.3.2, and
- (b) The Faculty In-charge, Student Activity of the Institute regarding the annual events of the Institute, such as the Foundation Day and the Gymkhana Day.

2.3.4 She shall analyse the situation periodically related to matters listed in 2.3.2 and generate Agenda for the next meeting of the General Council II and of the President's Council.

2.3.5 She shall prepare a record of the contributions made by students during the year related to matters listed in 2.3.2.

2.3.6 She will be the student member of the Women's Cell.

2.3.7 She will attend the proceedings of the case, as an invitee, provided the aggrieved student or Women Cell head doesn't object.

2.4 Sports Secretary

2.4.1 The Sports Secretary shall promote and address sports and games among students, including

- (a) Inter-Departmental Events,
- (b) Inter-Hostel Events,
- (c) Inter-Collegiate (Twin Cities) Events,
- (d) Inter-Collegiate (National) Events,
- (e) Inter-IIT Sports Meet and
- (f) State and National Games and Sports

2.4.2 She/he shall plan a schedule of games and sports activities to be held during the next year along with budgetary requirements, and present the same to the President for discussion and coordination with other student events.

2.4.3 She/he shall convene all meetings of the sports council and prepare their minutes.

2.4.4 She/he shall consult the Faculty in-charge, Sports of the Institute on all matters related to sports and games of students.

2.4.5 She/he shall provide support to the Institute on matters related to sports and games.

- 2.4.6 She/he shall work with the Faculty in-charge, Sports of the Institute to liaison with external agencies regarding matters related to sports and games.
- 2.4.7 She/he shall organise activities listed in 2.4.1 through the various in their smooth functioning.
- 2.4.8 She/he shall present the full accounts to the President of all expenditure related to sports and games of students.
- 2.4.9 She/he shall work with
- (a) The president on all matters listed in 2.4.1, and
 - (b) The Faculty in-charge, Sports of the Institute, like the Inter -IIT Sports Meet and the Gymkhana Day (with General Secretaries). He/she is to plan a schedule for the list of activities to be held throughout each semester.
- 2.4.10 She/he shall analyse the situation periodically related to matters listed in 2.4.1 and generate Agenda for the next meeting of the Sports Council and of the President's Council.
- 2.4.11 She/he shall coordinate the Sports activities related to Inter-Collegiate events held by Student Gymkhana of IIT Hyderabad, or by the other Institute, Universities and Colleges across the country.
- 2.4.12 She/he shall assist the overall coordinator for Milan-The General Championship in organising and publicising Milan's Sports events.

2.5 Cultural & Literary Secretary

- 2.5.1 The Culture Secretary shall promote and address Arts, Cultural & literary skills, including
- (a) Music,
 - (b) Dance,
 - (c) Arts & Crafts,
 - (d) Theatre,
 - (e) Audio-visuals (including Movie and Photography),
 - (f) Formal and Informal events related to Arts and Culture,
 - (g) Extra-mural learning workshop for arts and culture,
 - (g) Scholarly activities (like debates and elocution),
 - (h) Book reading and writing, publishing (e.g., student magazines and newsletters).
- 2.5.2 She/he shall plan a schedule of Arts, Cultural & Literary activities to be held during the next year along with budgetary requirements, after discussing with the coordinators of all the cultural clubs, and present the same to the President for discussion and coordination with the other student events.
- 2.5.3 She/he shall convene all meetings of the Arts, Culture Council & Literary and prepare their minutes.
- 2.5.4 She/he shall consult the Faculty In-charge, Students Activities of the Institute on all matters related to Cultural & Literary activities of students.

- 2.5.5 She/he shall provide support to the Institute on matters related to Cultural & Literary activities,
- 2.5.6 She/he shall work with the Faculty in-charge, Student Activities of the Institute to liaison with external agencies regarding matters related to Culture & Literary.
- 2.5.7 She/he shall organise activities listed in 2.5.1 through cultural and literary clubs and ensure their smooth functioning.
- 2.5.8 She/he shall present the full accounts to the President of all expenditure related to Arts, Cultural & Literary activities of students.
- 2.5.9 She/he shall work with
- (a) The President on all matters listed in 2.5.1, and
 - (b) The Faculty in-charge, Student Activities of the Institute regarding the annual events of the Institute, in the Cultural and Literary Domain.
- 2.5.10 She/he shall analyse the situation periodically related to matters listed in 2.5.1 and generate an agenda for the next meeting of Arts, Culture & Literary Council and of the President's Council.
- 2.5.11 She/he shall coordinate the Arts, Cultural & Literary activities related to Inter-Collegiate events held by Student Gymkhana of IIT Hyderabad, or by the other Institute, Universities and Colleges across the country, including:
- a) Inter-Departmental Events,
 - b) Inter-Hostel Events,
 - c) Inter-Collegiate (Twin Cities) Events,
 - d) Inter-Collegiate (National) Events,
 - e) Inter-IIT Cultural Meet and
 - f) State and National Cultural events
- 2.5.12 She/he shall assist the Librarian of the Institute by providing inputs from the student Body regarding the acquisition to be made by the Central Library of the Institute.
- 2.5.13 She/he shall assist the overall coordinator for Milan-The General Championship in organising and publicising Milan's cultural events.

2.6 Academic Affairs Secretary

- 2.6.1 The Academic Affairs Secretary shall promote and address Academic related issues especially those related to academic courses along with the members of the Academic Affairs Council (AAC).
- 2.6.2 She/he shall effectively represent the views of the student body on academic matters and shall coordinate with the functioning of all the centralised facilities of academic nature such as:
- (a) The Library
 - (b) The Computer Labs
 - (c) Training part of the Training & Placement Cell, etc.

2.6.3 She/he shall convey any suggestions or grievances made by the General Student Body or SAC of an academic nature to the respective authorities, and shall strive to see that action is taken on the above.

2.6.4 She/he shall work with

- (a) President and other Representatives of the Gymkhana in matters listed in 2.6.2, 2.6.3
- (b) The Faculty In-charge, Students Activities in matters corresponding to 2.6.2, 2.6.3 and suggestions/grievances.

2.6.5 She/he shall be conversant with all the academic rules of the Institute.

2.6.6 She/he shall try to analyse the situations faced by the students along with the AAC and bring out effective changes to establish an environment suited for Academics along with all the Faculty members in the Institute.

2.6.7 She/He shall promptly intimate students with any updates in the senate rules.

2.7 Science & Technology Secretary

2.7.1 The Science & Technology Secretary shall promote and address Science & Technology activities including

- (a) Summer Undergraduate Research Fellowship,
- (b) Technical Clubs
- (c) Do-it-yourself Hobby Workshop,
- (d) Sci-Tech week, and
- (e) Challenge Lecture Series, a Science & Technology Extra-Mural event.

2.7.2 She/he shall plan a schedule of science and technology activities to be held during the next year along with budgetary requirements, after discussing with the coordinators of all the technical clubs, and present the same to the President for discussion and coordination with the other student events.

2.7.3 She/he shall convene all meetings of the Science and Technology Council and prepare their minutes.

2.7.4 She/he shall consult the Faculty in-charge, Student Activities of the Institute on all matters related to science and technology activities of the students.

2.7.5 She/he shall provide support to the Institute on all matters related to science and technology activities.

2.7.6 She/he shall work with the Faculty in-charge, Student Activities of the Institute to liaison with external agencies regarding matters related to science and technology activities.

2.7.7 She/he shall organise activities listed in 2.7.1 through Technical clubs and ensure their smooth functioning.

2.7.8 She/he shall present the full accounts to the President of all expenditure related to science and technology activities of Students.

2.7.9 She/he shall work with

- (a) The President on all matters listed in 2.7.1, and
- (b) The Faculty in-charge, Student Activities of the Institute regarding the annual events of the Institute, such as the science and technology Day.

2.7.10 She/he shall analyse the situation periodically related to matters listed in 2.7.1 and generate Agenda for the next meeting of the Science and Technology Council and of the President's Council.

2.7.11 She/he shall coordinate the science and technology activities related to Inter-Collegiate events held by Student Gymkhana of IIT Hyderabad or by the other Institute, Universities and Colleges across the country.

2.7.13 She/he shall assist the overall coordinator for Milan-The General Championship in organising and publicising Milan's technical events.

2.7.14 She/he shall select a contingent leader for Inter IIT tech meet from among the members of the Science and Technology council.

2.8 Student Welfare Secretary

2.8.1 The Student Welfare Secretary shall look after the wellbeing of the students and shall be responsible for taking initiatives for the welfare of the students.

2.8.2 The Student Welfare Secretary shall address any grievance of Students related to Verbal/ Physical/ Sexual/ Mental abuse against any student of IIT Hyderabad.

2.8.3 He/She shall report all the cases to the Student Grievance committee. Aggrieved students can take him or her as their first point of contact or can directly report to the Student Grievance Committee.

2.8.4 He/She shall act as liaison between the Student Grievance Committee and the aggrieved student. He/She shall be part of the personal hearings conducted by the Student Grievance Committee provided the aggrieved student or SGC head doesn't object.

2.8.5 He/She can object against the recommendations of SGC after discussing with the aggrieved student/students.

2.8.6 He/She shall be the student representative of all student welfare related matters and can be an invitee based on the need, in decision making committees such as DAC and AR.

2.8.7 The Student Welfare Secretary shall be the overall Co-ordinator of Sunshine.

2.8.8 He/She shall be the student representative of all student welfare related matters and can be an invitee based on the need, on decision making committees.

2.8.9 He/She shall work with the President and Faculty In-charge, Sunshine in all works directed for Student Welfare.

- 2.8.10 He/She shall abide to full confidentiality of matters being discussed in any proceedings, through mail or while discussing with aggrieved students.
- 2.8.11 Not abiding to 2.8.10, he/she will immediately be removed from the position and a strict disciplinary action handled by the Disciplinary Committee will be taken against him/her.

2.9 Mess Secretary

- 2.9.1 The Mess Secretary shall coordinate all mess related matters concerning the General Body of students.
- 2.9.2 He/She shall form a committee to monitor all the mess functionalities. All the hostel representatives and other secretaries will also be part of the committee.
- 2.9.3 He/She shall work with Wardens in the Tender selecting process.
- 2.9.4 He/She shall collect feedback from students and conduct weekly and monthly meetings with committee and caterers to discuss the feedback.
- 2.9.5 He/She shall present all weekly and monthly meeting minutes to the President.

3.1 Media and Public Relations Secretary

- 3.1.1 The Media and Public Relations Head is responsible for promoting, publicising and popularising our institute.
- 3.1.2 She/He shall form a council to record, report and publicise the institute regarding all the ongoing activities, new initiatives, innovations and any other ventures that are profitable to the student community and the society.
- 3.1.3 She/He shall maintain all the official Social Media handles pertaining to the Student Gymkhana and collaborate with the institute's Public Relations Officer.
- 3.1.4 She/He shall assist all the elected members of the Student Gymkhana in promoting the events and activities organised by them.
- 3.1.5 She/He shall convene all meetings related to matters listed in 2.2.2, and prepare their minutes.
- 3.1.6 He/She along with the Alumni Association shall plan for the Alumni Day of the institute every year.
- 3.1.7 He/She shall be responsible for the healthy and constructive relationship between the Alumni of the Institute and the General body of Students.

3.2 Under Graduate Representative I and II (UG Rep)

- 3.2.1 The UG Rep shall be the point of contact of all the Undergraduates for all the events happening with respect to the Undergraduates including:
- a) Festivals and Events

- b) Collection of entire record of the batch corresponding to UG's
- c) Fresher and Farewell party for all the Undergraduate batches

3.2.2 The UG Rep shall work along with the PG Rep on the matters listed in 3.1.1 (a), (b), (c)

3.2.3 The UG Representatives shall be the chairman of the CR council.

3.2.4 The UG Rep shall try to bring out new initiatives along with the PG Rep and General Secretaries to increase the students' participation and effectively reduce any UG-PG interaction gap.

3.3 Post Graduate Representative I and II (PG Rep)

Note: PG include M. Tech, M.Sc, M.A., M. Phil, and M. Des and hereafter the term "PG" will be used only for these streams

3.3.1 The PG Representatives shall be the point of contact of all the Postgraduate students for all the events happening with respect to the Undergraduates and Research scholars including:

- (a) Festivals and Events
- (b) Collection of entire record of batches corresponding to PG's
- (c) Fresher and Farewell party for all the Post Graduate batches.

3.3.2 The PG Representatives shall work with Departmental Representatives, from different Departments in M.Tech, M.Phil , M.Des, who will be selected by the entire Department (similar to Class Representative in UG) in involving the interaction of PG students in academic, clubs (SciTech, Cultural).

3.3.3 The PG Representatives shall work along with the UG and PhD Representatives on the matters listed in 3.2.1 (a), (b), (c).

3.3.4 The PG Representatives shall work along with the General Secretary-I, General Secretary-II on the matters related to hostel, transport and catering issues.

3.3.5 The PG Representatives shall try to bring out new initiatives along with the UG Representative,

3.3.6 PhD representatives and General Secretaries to increase the student's participation and effectively reduce the UG-PG gap.

3.3.7 The PG Representatives can also help out to initiate departmental seminars working with other departmental coordinators.

3.4 Doctoral Representative I and II (PhD Rep)

3.4.1 The Doctoral Representative shall be the point of contact of all the PhD. and PDF students for all the events happening which includes

- a) Festivals and Events.
- b) Collection of entire records of batches corresponding to PhD.
- c) Fresher and Farewell party for all the PhD. batches at least once in a year.

- 3.4.2 The Doctoral Representatives should share information about meetings, discussions and decisions to all research scholars and maintain transparency in the system.
- 3.4.3 The Doctoral Representatives shall be the chairperson of the Doctoral council.
- 3.4.4 The Doctoral Representatives shall work along with the UG and PG Rep on the matters listed in 3.3.1 a, b, c.
- 3.4.5 The Doctoral Representative shall work along with the General Secretary 1, General Secretary 2 on the matters related to hostel issues and catering issues.
- 3.4.6 The Doctoral Representative shall try to bring out new initiatives along with the UG Rep, PG Rep and General Secretaries to increase the student's participation.
- 3.4.7 The Doctoral Representative shall have to conduct a series of seminars related to research.

3.5 Transport Head

- 3.5.1 The Transport Coordinator shall coordinate all transport related matters concerning the General Body of students.
- 3.5.2 He/She shall prepare/modify the schedule of the transport facilities provided by the institute.
- 3.5.3 He/She shall work with Transport faculty in the Contract Selection/Drafting process.
- 3.5.4 He/She shall collect feedback from students and conduct weekly and monthly meetings with the contractors to discuss the feedback.
- 3.5.5 He/She shall present all weekly and monthly meeting minutes to the General Secretaries.
- 3.5.6 He/She shall work with the CSO in ensuring safety of the student/faculty/staff using the transport facilities provided by the institute.

3.6 Overall Coordinator, Elan & Nvision

- 3.6.1 The selected person shall be called Overall Coordinator Elan & ηvision.
- 3.6.2 He/she along with previous Elan & ηvision Overall Coordinator, previous Elan & ηvision cores and at least one person from president's council shall select Cores for Elan & ηvision
- 3.6.3 He/she along with the Cores of Elan & ηvision shall be responsible for the planning, organisation and execution of all activities related to Elan & ηvision.
- 3.6.4 He/she shall be present over all sessions of CORES.
- 3.6.5 He/she shall coordinate its activities and ensure its compliance with the terms of reference.
- 3.6.6 He/she shall coordinate the work of all other heads.

- 3.6.7 He/she shall be responsible for the preparation of the full report regarding Elan & ηvision , submit to and also share it with Student Gymkhana.
- 3.6.8 She/he shall liaison with the Institute's Administration on all matters concerning the reputation of college, well-being and safety of students before and during the festival.
- 3.6.9 He/She should have sufficient experience with the functioning of Elan & ηvision.
- 3.6.10 He/she shall be responsible for conducting Elan & ηvision in the Even Semester and make sure that enough gap is given before/after Elan & ηvision for any major student activity.

** Elan & ηvision being IIT Hyderabad's annual Cultural-technical festival will be bound to follow the rules and regulations of IIT Hyderabad as and when enforced by the administration of IIT Hyderabad , notwithstanding any provisions of the constitution.

3.7 Overall Coordinator, Milan- The General Championship

- 3.7.1 The selected person shall be called Overall Coordinator Milan.
- 3.7.2 He/she, along with the previous Milan Overall Coordinator, previous Hostel Representatives and at least one person from the president's council, shall select Hostel Representatives for Milan.
- 3.7.3 He/she, along with the Hostel Representatives of Milan, shall be responsible for the planning, organisation and execution of all activities related to Milan.
- 3.7.4 He/she shall be present over all sessions of Hostel Representatives.
- 3.7.5 He/she shall coordinate its activities and ensure compliance with the terms of reference.
- 3.7.6 He/she shall coordinate the work of all other heads.
- 3.7.7 He/she shall be responsible for conducting Milan in the Odd Semester and make sure that sufficient time gap is given before/after Milan for any major student activity.
- 3.7.8 He/she shall be responsible for preparing the full report regarding Milan, submit to and share it with Student Gymkhana.
- 3.7.9 She/he shall liaison with the Institute's Administration on all matters concerning the reputation of college, well-being and safety of students before and during the festival.

4. Elections

The elections for the posts of President, General Secretary I, General Secretary II, Sports Secretary, Cultural & Literary Secretary, Academic Affairs Secretary, Science and Technology Secretary, Student Welfare Secretary, Mess Secretary and UG/PG/PhD Representatives shall take place once a year in the first week of April of every year. The elections shall take place in two stages, namely Primary Elections and General Elections. The Dean of Students of the Institute shall constitute the Election Committee consisting of at least 5 members of the current Gymkhana, & Faculty-in-Charge Student Activities being the Election Officer.

4.1 Primary Elections

- (a) Candidates for each post shall be nominated by the General Body of Students.
- (b) Preferential voting shall take place for each post, where each student shall rank the candidates in the order She/he feels is best suited for the said post.
- (c) The top two candidates from the results of the procedure mentioned in (a) and (b) shall contest at the General Elections.

4.2 General Elections

- (a) The two selected candidates for each post shall make a presentation in front of the General Body of students, the Faculty in-charge of Student Activities of the Institute. After their presentation, General Elections shall be held to choose between the two candidates for a post.
- (b) Direct voting shall take place for each post, where each student shall vote for only one of the candidates, whom she/he judges to be best suited for the post.

4.3 Eligibility criteria

- (a) The candidate must be a regular, full time registered student of the institute and should not be a distance/proximate education student.
- (b) The Candidate should not have attached any disciplinary actions by the Institute.
- (c) The Candidate should have a good academic standing and hold a CGPA of at least 7/10. He/she should not have received an F in any course at IIT Hyderabad.
- (d) She/he should have been an active member of any of the Council corresponding to the post he/she wishes to contest for and satisfies the experience requirements.
- (e) The nomination of the candidate does not attract any negative feedback in writing from any faculty member or staff member of the Institute.
- (f) Every member of the Gymkhana Council should immediately withdraw from all other managerial duties. He/she should abstain from taking any other Managerial duties / Position of Responsibilities throughout their tenure.

4.3.1 Eligibility Criteria for Postgraduate Representatives

- a) “PG Representative-I” post is meant for male candidates and “PG Representative-II” post is meant for female candidates.
- b) The candidate must be a regular, full time registered student from **M. Tech, M.A. , M.Sc, M. Phil or M.Des** of the institute and should not be a distance/proximate education student.
- c) The candidate should have a C.G.P.A. (GPA if applicable) requirement of 7.00/10 without any F, for contesting in the election and has to fulfil the same criteria throughout the tenure to retain his/her post.
- d) The Candidate should not have attached any disciplinary actions by the Institute.
- e) The Candidate should be considered as a positive role model, by the student community.

- f) The nomination of the candidate does not attract any negative feedback in writing from any faculty member or staff member of the Institute.

4.3.2 Eligibility Criteria for Doctoral Representatives

- a) The candidate must be a registered, regular full-time PhD student in IITH and should not be distance/proximate student
- b) The candidate must be residing in IITH campus (either Hostel or Quarters) at the time of nomination and during the entire tenure.

4.3.2.1 Candidate registered for PhD

- a) The candidate must have completed his/her mandatory course work as per IITH norms and must have a CGPA of 7 or above.

4.3.2.2 M.Tech to PhD dual degree candidates

- a) The candidate must have completed all the coursework requirements of the M.Tech and PhD.
- b) The candidate must have submitted the degree corresponding to the previous course, in this case M. tech.
- c) The candidate must have a CGPA of 7 or above.

4.3.2.3 B.Tech to PhD (direct PhD.) candidates

- a) The candidate must have completed all the coursework requirements of the B.Tech and PhD.
- b) The candidate must have submitted the degree corresponding to the previous course, in this case B.Tech.
- c) The candidate must have a CGPA of 7 or above.

4.3.2.4 General Criteria for doctoral representatives

- The Candidate must have successfully completed a PhD. proposal defence at the time of nomination.
- The candidate must have completed one year of stay as a PhD scholar in the campus.
- The candidate's nomination must be forwarded by his/her PhD. advisor.
- The candidate should not have attracted any disciplinary action by the Institute.
- The nomination of the candidate should not attract any negative feedback in writing from any faculty or staff of the Institute.
- The candidate should be considered as a positive role model by the student community.

4.3.3 Special Eligibility Criteria for Elan and nVision Overall Coordinator and Alumni Affairs Head

- a) The candidate must not attend Inter IIT
- b) The candidate must be present on campus for at least 20 days during the month of December in IITH Hostels

4.3.4 Post specific Special Eligibility Criteria

- a) For the post of Cultural/Sci-Tech/Sports, candidates must be from their respective councils.
- b) The Welfare Secretary must be from the sunshine team.
- c) The Media and PR Secretary must be from the Media Council.

5. Councils

This section describes the roles and jurisdiction of the Organisation of all the Councils under the Student Gymkhana.

5.1 Membership

- 5.1.1 She/he should attend more than 50% of all meetings of the Gymkhana Council and of their respective sphere of activities.
- 5.1.2 She/he should have organised events in their respective sphere of activities in the immediately preceding academic year.

5.2 President's Council

- 5.2.1 The President's Council shall promote and organise all activities related to academics, well-being and health, and formal and informal student activities of the Student Gymkhana.
- 5.2.2 The President of the Student Gymkhana shall be the Chairman of this Council and shall lead, organise and coordinate all its activities.
- 5.2.3 The other Members of the Council shall be:
General Secretary I & General Secretary II
- 5.2.4 The Council shall work in conjunction with the President in the preparation of the agenda related to academics, well-being and health, and formal and informal student activities for the next year.

5.3 General Council

- 5.3.1 The General Council shall promote and organise all activities listed in 2.2 and 2.3 of the Student Gymkhana.
- 5.3.2 The General Secretary I and General Secretary II of the Student Gymkhana shall be the Chairmans of this Council and shall lead, organise and coordinate all its activities.
- 5.3.3 The Council shall work in conjunction with the General Secretaries of the Student Gymkhana in the preparation of the agenda related to academics, well-being and health, and formal and informal student activities for the next year.
- 5.3.4 Members
 - a. Undergraduate Representatives
 - b. Postgraduate Representatives
 - c. Doctoral Representatives
 - d. Transport Head
 - e. Media and Public Relations Head
 - f. Hostel Representatives

5.4 Media Council

- 5.4.1 The Media Council shall promote, publicise and popularise our institute.
- 5.4.2 The Media and Public Relations Head of the Student Gymkhana shall be the Chairman of this Council and shall lead, organise and coordinate all its activities.
- 5.4.3 The Council shall coordinate with the General Secretaries and the Public Relations Officer to maintain a record of all the events conducted by the institute's administration and publicise them accordingly.
- 5.4.4 The Council shall assist the Public Relations Officer to compile articles for the Administrative Newsletter.
- 5.4.5 The Council shall be responsible to regularly update the Student Media Page "Echo".
- 5.4.6 The Council shall be responsible in updating the Student Gymkhana Website with all the important documents and latest information.

5.5 Sports & Games Council

- 5.5.1 The Sports and Games Council shall promote and organise all extra-curricular activities related to sports and games.
- 5.5.2 The Sports Secretary shall be the Chairman of this Council and shall lead, organise and coordinate all its activities.
- 5.5.3 The other Members of the Council shall be Captains of different sports and games and the Sports Secretaries of all Hostels.
- 5.5.4 The Council shall assist the Sports Secretary in the preparation of the agenda related to sports and games for the next year.

5.6 Cultural & Literary Council

- 5.6.1 The Cultural & Literary Council shall promote and organise extra-curricular activities related to arts and culture and literary nature.
- 5.6.2 The Cultural and Literary Secretary shall be the Chairman of this Council and shall lead, organise and coordinate all its activities.
- 5.6.3 The members of the Council shall be the Coordinators of all Cultural and Literary Clubs.
- 5.6.4 The Council shall assist the Cultural & Literary Secretary in the preparation of the agenda related to arts, cultural and literary activities for the current year and the next year.

5.7 Academic Affairs Council

- 5.7.1 The Academic Affairs Council (AAC) shall promote and address Academic related issues.
- 5.7.2 The Academic Affairs Secretary shall be the Chairman of this Council and shall lead, organise and coordinate all its activities.
- 5.7.3 The members of the Council shall be the UG, PG and PhD representatives and the welfare secretary of the Student Gymkhana.

5.7.4 The Council shall assist the Academic Affairs Secretary in the preparation of the agenda related to Academics, have regular meetings, problems/concerns related to Academics,

5.7.5 The Members of Council along with the Academic Affairs Secretary shall strive for the uplift of the present education system to one of the best education environments with regular meetings with the Faculty, Deans &+ the Director.

5.8 Science & Technology Council

5.8.1 The Science & Technology Council shall promote and organise extra-curricular technical activities related to science and technology.

5.8.2 The Science & Technology Secretary shall be the Chairman of this Council, and shall lead, organise and coordinate all science & technology activities.

5.8.3 The members of the Council shall be the Coordinators of all Technical Clubs.

5.8.4 The Council shall assist the Science & Technology Secretary in the preparation of the agenda related to science & technology activities for the next year.

5.9 HR Council

5.9.1 The Hostel Representative Council consists of one representative from each Hostel, the general secretaries of the student gymkhana and the Overall Coordinator of Milan.

5.9.2 The General secretaries of the Student Gymkhana shall be the Chairman of this Council and shall lead, organise and coordinate all its activities.

5.9.3 The council shall help the General Secretaries with any issue corresponding to their respective Hostel and the students residing in the hostels.

5.9.4 The Hostel representative will be responsible for the participation of their respective hostels in MILAN the general championship.

6.1 CR council

6.1.1 The CR council shall consist of the Class representatives of all UG Departments.

6.1.2 The Undergraduate Representatives shall be the head of the Council.

6.1.3 The council shall help the UG representatives in any decision making with respect to the Undergraduates of the Institute

6.1.4 If any amendment is needed in the Constitution of CR Council, then the same should be debated in the CR meeting and passed by a two-third majority of scholars present in the meeting.

6.2 Doctoral Council

6.2.1 Members:

- 1) Doctoral Representative – Male
- 2) Doctoral Representative – Female
- 3) Departmental PhD. Representatives
 - i. Departmental PhD. Representative – EE
 - ii. Departmental PhD. Representative – ME
 - iii. Departmental PhD. Representative – CSE
 - iv. Departmental PhD. Representative – MSME
 - iv. Departmental PhD. Representative – BME
 - v. Departmental PhD. Representative – BO
 - vi. Departmental PhD. Representative – CE
 - vii. Departmental PhD. Representative – CH
 - viii. Departmental PhD. Representative – PH
 - ix. Departmental PhD. Representative – CY
 - x. Departmental PhD. Representative – MA
 - xi. Departmental PhD. Representative – LA and members from future departments

6.2.2 General Rules:

- 6.2.2.1 Doctoral Representative – Male will be elected through voting by all the PhD. scholars. This post is open only to the male PhD. scholars in IITH.
- 6.2.2.2. Doctoral Representative – Female will be elected through voting by all the PhD. scholars. This post is open only to female PhD. scholars in IITH.
- 6.2.2.3. Doctoral Representative – Male and Doctoral Representative – Female by default will be a member of IITH senate and member of student gymkhana.
- 6.2.2.4. Departmental PhD Representatives (Male or Female) will be selected by respective department PhD scholars under the supervision of both the Doctoral Representatives. If necessary, Doctoral Representatives shall conduct an internal election for selecting Departmental PhD Representatives for concerned departments in which there is no unanimous candidate.
- 6.2.2.5. If any amendment is needed in the Constitution of Doctoral Council, then the same should be debated in the PhD. scholar general meeting and passed by a two-third majority of scholars present in the meeting.
- 6.2.2.6. Any PhD. scholar general meeting to be convened should be intimated at least one day in advance through email.
- 6.2.2.7. If any of the two Doctoral Representatives wants to resign his/her post, the same should be forwarded through Student Gymkhana and should be accepted by “Dean of Students”. In such cases, re-election will be conducted by Student Gymkhana only for the concerned post.

- 6.2.2.8 If the performance/decisions/behaviour of any of the two Doctoral Representatives is felt unsatisfactory, that Doctoral Representative can be impeached
- a. The request can be raised by any PhD scholar with the support of one-third of the Doctoral Council members. In such a situation, the other Doctoral Representative will become the Single-Acting Head for the Doctoral Council until the person in question clears his/her allegation or the newly elected Doctoral Representative rejoins the council.
 - b. The person in question will be given a fair opportunity (as adjudicated by the Acting Head) to present his/her point of view (self-defence) before the Doctoral Council members.
 - c. If the person in question absents himself/herself for the self-defence meeting called by the other Doctoral Representative, the Acting Head with Doctoral Council members may decide for a no-confidence vote.
 - d. No-confidence vote will be carried out by the Acting Head in the presence of Student Gymkhana representatives.
 - e. Voting on a no-confidence motion should be by secret ballot.
 - f. All research scholars are eligible to participate in voting except the person in question.
 - g. If a no-confidence motion is admitted by more than 50% of the voter turnout, the person in question shall stand unseated from the office immediately.
 - h. In such a case, a fresh election shall be conducted only for the post of that Doctoral Representative by the student gymkhana.

6.3 DR council

- 6.3.1 The DR council shall consist of the Departmental representatives of all PG Departments.
- 6.3.2 The Postgraduate Representatives shall be the head of the Council.
- 6.3.3 The council shall help the PG representatives in any decision making with respect to the Postgraduates of the Institute
- 6.3.4 If any amendment is needed in the Constitution of DR Council, then the same should be debated in the DR meeting and passed by a two-third majority of scholars present in the meeting.

7. Code of Conduct

The following principles shall guide the governance of the various groups such as Gymkhana Council , the Councils, the clubs, the Games and Sports, and the General Body of students:

7.1 Decision Making by of the Students Gymkhana

- 7.1.1 Consensus shall be attempted in all decision making. Only when consensus building fails, voting shall be resorted to.
- 7.1.2 To decide on any matter by voting, the following shall be required:
- (a) For matters related to Academics and Discipline: 2/3rds majority, and
 - (b) For all other matters: Simple majority.

- 7.1.3 Whenever voting is being conducted, there shall be a quorum of at least 50% of the body in the discussion (e.g., Gymkhana Council or President's Council). In case of a tie, the decision of the Chairman of the Body shall be binding.
- 7.1.4 The Student Gymkhana recognizes that on serious matters related to the safety and well-being of students, academics and discipline, the decision of the Director of the institute shall be binding on all students.

7.2 Campaigning Rules for Student Council Elections

- 7.2.1 Addressing/participating in public events by any candidate is not allowed without the prior permission of the EC.
- 7.2.2. The manifestos must not contain any offensive/ indecent comments/ remarks. Anti campaigning is strictly prohibited.
- 7.2.3 Violation of any institute and hostel policies while campaigning will lead to a penalty that would be decided by the Election Officer (Faculty in-charge of Student Activities)
- 7.2.4 Use of monetary/non-monetary incentives including but not limited to cigarettes, alcohol and food will invite punitive action.
- 7.2.5 No form of personal endorsements during campaigning is allowed.
- 7.2.6 Candidates' campaigns can only address the issues within the institute relevant to the post you are contesting.
- 7.2.7 Candidates are strictly prohibited from seeking assistance from non-students of IIT Hyderabad in any shape or form to benefit your election.
- 7.2.8 Candidates are prohibited from enlisting/soliciting non-campus entities in any way for the purposes of the election.
- 7.2.9 In an unprecedented situation, the election committee shall form a new code of conduct to ensure a smooth election campaign without any negative feedback from any candidate or student of IIT- Hyderabad.

7.3 Impeachment

7.3.1 A Gymkhana Council Member of the Student Gymkhana can be impeached by the Faculty in-charge of Student Activities, (Chairman) after discussing with Dean students. All the conditions written below will be submitted in writing by the President of the Student Gymkhana (or by another member of President's Council in case the motion is raised against the President of the Student Gymkhana) under the following conditions:

- (a) If after being elected, his/her CGPA falls below 7.0/10.0 or gets an F in any course.
- (b) If She/he does not attend more than four meetings of the Gymkhana Council without any proper reasons. If he/she comes to the meeting more than 30 minutes late, it could be considered to be absent.

- (c) If any disciplinary action is taken by the Institute against him/her.
- (d) If a no-confidence motion is introduced against him/her at a Gymkhana Council of students and is passed by a 2/3rds majority.
- (e) If She/ he uses foul or objectionable language at any public event/forum or meetings.

7.4 No Confidence Motion

It will be finalised by Faculty-in-Charge, Student Activities after discussing with Dean Students according to the conditions laid below:

- 7.4.1 A no-confidence motion shall be submitted in writing to the President of the Student Gymkhana.
- 7.4.2 A no-confidence motion shall be duly proposed by any Member of the Student Gymkhana and seconded by at least two members of the Student Gymkhana.
- 7.4.3 A no-confidence motion shall be discussed only in the presence of the person against whom the motion is submitted.
- 7.4.4 A no-confidence motion shall be put to vote, provided:
 - (a) The person in question has been given a fair opportunity (as adjudicated by the Faculty in-charge of Student Activities of the Institute) to present her/him this point of view before the General Body of students.
 - (b) Adequate discussion (as adjudicated by the Faculty in-charge of Student Activities of the Institute) is followed, after the person in question presents her/his point of view or situation.
- 7.4.5 If the person in question absents himself or does not appear at the meeting of the Gymkhana Council twice in a row, the Gymkhana Council may vote in the absence of the person and decide the matter.
- 7.4.6 The person in question shall be asked to leave the meeting by the President of the Student Gymkhana before the no-confidence motion is put to vote.
- 7.4.7 Voting on a no-confidence motion shall be by a secret ballot.
- 7.4.8 If a no-confidence motion is admitted, the person in question shall stand unseated from the office immediately on the declaration of the result by the President of the voting.
- 7.4.9 If a Gymkhana member is impeached/resigned then the decision of re-election will be taken by the Gymkhana council.
- 7.4.10 A member of the Gymkhana council as decided by the President of the Student Gymkhana shall handle the position of the member who has resigned/impeached until and unless a permanent replacement is found after approval from faculty-in-charge of student activities and dean of students.

7.5 Resignation from councils

- 7.5.1 The Member of the council shall write to the head of the council and copy to the president of the student gymkhana and the faculty incharge of student activities.
- a) The resignation is valid only after it is approved by the head of the respective council and the faculty incharge of student activities
- 7.5.2. If the head of any council wants to resign, he/she shall write to the president of student gymkhana and the faculty incharge of student activities and the dean of students.
- a) The resignation is valid only after it is approved by the faculty incharge and the dean of students
- 7.5.3 If any elected member of the student gymkhana wants to resign, he/she shall write to the faculty incharge of student activities and copy to the dean of students.
- a) The resignation is valid only after it is approved by the faculty incharge and the dean of students

8. Constitutional Amendment

- 8.1 This constitution can be amended in the month of March in any year, provided the President's Council expresses the need in writing to the Faculty in-charge of Student Activities of the Institute, in due consideration with members of the Gymkhana council of the Student Gymkhana.
- 8.2 The proposed amendment(s) shall be put forward to the General Body before elections for clearance.
- 8.3 In case of immediate necessity of amendment(s), the President's Council will express the need in writing to the Faculty in-charge of Student Activities of the Institute, in due consideration with members of the Gymkhana council of the Student Gymkhana.

First Revision - 2020

Prof. B. S. Murty (Director)

Prof. P Rajalakshmi (Dean - Students)

Prof. Lakshmi Prasad Natrajan (Faculty in-charge of Students Activities)

Divansh Singala - President, Students' Gymkhana 2019-2020

Santosh Reddy, Swetha Gummala - General Secretaries, Students' Gymkhana 2019-2020

Roshni Pande - Media and PR Secrarety, Students' Gymkhana 2019-2020

Divyam Tayal, Jesna Fathima - PG Representatives, Students' Gymkhana 2019-20

Second Revision - 2021

Prof. B. S. Murty (Director)

Prof. P Rajalakshmi (Dean - Students)

Prof. Avinash Eranki (Faculty in-charge of Students Activities)

Aakash Daswani - President, Students' Gymkhana 2020-2021

Anish Purbey, Uma Aishwarya - General Secretaries, Students' Gymkhana 2020-2021

Third Revision - 2022

Prof. B. S. Murty (Director)

Prof. P Rajalakshmi (Dean - Students)

Prof. Avinash Eranki (Faculty in-charge of Students Activities)

Arun Sakthi Anand M - President, Students' Gymkhana 2021-2022

Vaibhav Gupta, Pranjal Desale - General Secretaries, Students' Gymkhana 2021-2022