

The Constitution of Student Gymkhana Indian Institute of Technology Hyderabad

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Pledge

For the purpose of

- (a) nurturing a sense of unity among students leading to comprehensive and versatile development of every student;
- (b) encouraging a positive spirit and inspiring fellow students to achieve their goals and find success;
- (c) promoting a sense of equality amongst students, irrespective of their gender, caste, creed, colour, race, nationality and language; and
- (d) stimulating students to be responsible and better citizens of the World; we, the students of the Indian Institute of Technology Hyderabad, resolve to constitute a democratic self organization, called the Student Gymkhana, and do hereby adopt this Constitution on this day, the 18th of April 2009.

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 dishonest student, but also its fellow students and the quality and integrity of the 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. They will not give or receive unpermitted aid in class work, in the preparation of reports, or in any other work that is to be used by the instructor as the basis of grading;
- (b) Students will not wilfully participate in any act that will hurt (in action or in words) any other person either physically, mentally or psychologically; and
- (c) 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 as one's own work the work of another; and
- (c) Representing someone else attendance records.

1. Membership, Executive Committee, Councils and Advisory Board

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

1.02.1 The General Body of the Student Gymkhana shall elect the following seven persons as its Executive Committee at the end of each academic year (over the first weekend of April):

- (a) President,
- (b) General Secretary I,
- (c) General Secretary II,
- (d) Sports Secretary,
- (e) Arts & Culture Secretary,
- (f) Academic Affairs Secretary, and
- (g) Science & Technology Secretary, to lead, organize and coordinate the General Body on the various fronts of student-related matters.

1.02.2 The General Body of the Student Gymkhana shall elect the following two persons as the assisting Committee at the end of each academic year (over the first weekend of April):

- (a) PG Representative
- (b) UG Representative

1.02.3 The General Body of the Student Gymkhana shall elect the following person as the Face Of ELAN at the end of each academic year (over the first weekend of April):

- (a) CORE-6.

1.03 The term of office shall be one year (April-April) for each of the Executive Committee members.

1.04 The seven elected Executive Committee 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 I,
- (c) General Council II,
- (d) Sports Council,
- (e) Arts & Culture Council,
- (f) Academic Affairs Council (AAC), and
- (g) Science & Technology Council.

1.05 The Student Gymkhana shall have an Advisory Board consisting of the following persons:

- (a) Student Activities Coordinator, IIT Hyderabad (Chairman),
- (b) Assistant Wardens of all Hostels (Members), and
- (c) Security Officer of the Institute (Member), to offer critical advice and support towards the well-being and safety of the General Body of students

2. Executive Committee

The roles, responsibilities and duties of the seven elected Executive Committee members of the Student Gymkhana are described in the sub-sections below.

2.1 President

2.1.1. The President shall lead, organize 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 General Body of students, in consultation with the student Activities Coordinator of the Institute.
- 2.1.3 She/he shall convene meetings of the elected Executive Committee and of the General Body.
- (a) The frequency of the meetings of the elected Executive Committee 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 the 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 Executive Committee members in relation to the Student Gymkhana events.

2.2 General Secretary I

- 2.2.1 The General Secretary I shall be a boy student form 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 Student Activities Coordinator 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 I and of the President's Council.
- 2.2.5 He shall convene all meetings related to matters listed in 2.2.2, and prepare their minutes.
- 2.2.6 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 Student Activities Coordinator 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 convene all meetings related to matters listed in 2.3.2, and prepare their minutes.
- 2.3.6 She shall prepare a record of the contributions made by students during the year related to matters listed in 2.3.2.

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, (f) State and National Games and Sports, and

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 Student Activities Coordinator 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 Student Activities Coordinator of the Institute to liaison with external agencies regarding matters related to sports and games.

2.4.7 She/he shall organize 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 Student Activities Coordinator of the Institute, like the Inter -IIT Sports Meet and the Gymkhana Day (with General Secretary II). 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 Presidents 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.

2.5 Arts , Cultural & literary Secretary

2.5.1 The Arts and Culture Secretary shall promote and address Arts , Cultural skills & 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, and
- (g) Lec-Dem Series, the extra-mural learning work shop for arts and culture.
- (g) scholarly activities (like debates and elocution),
- (h) book reading and writing,
- (i) 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, 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 Students Activities Coordinator of the Institute on all matters related to Arts , Cultural & Literary activities of the students.

2.5.5 She/he shall provide support to the Institute on matters related to Arts, Cultural & Literary activities,

2.5.6 She/he shall work with the Student Activities Coordinator of the Institute to liaison with matters external agencies regarding matters related to Arts , Culture & Literary.

2.5.7 She/he shall organize activities listed in 2.5.1 through 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 Student Activities Coordinator of the Institute regarding the annual events of the Institute, like the Arts , Culture & Literary Day.

2.5.10 She/he shall analyse the situation periodically related to matters listed in 2.5.1 and generate 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.

2.5.12 She/he shall assist the Librarian of the Institute by providing inputs form the student Body regarding the acquisition to be made by the Central Library of the Institute.

2.5.13 She/he shall prepare the minutes of the meetings of the General Body of students.

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 co-ordinate with the functioning of all the centralized 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 SAC 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 Institute.

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, and
- (d) 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, 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 Student Activities Coordinator 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 Student Activities Coordinator of the Institute to liaison with external agencies regarding matters related to science and technology activities.

2.7.7 She/he/she shall organize activities listed in 2.6.1 through 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 2.6.1, and
- (b) The Student Activities Coordinator 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 2.6.1 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.

(a) Under Graduate Representative (UG Rep)

1 The UG Rep shall be the point of contact of all the Under Grads for all the events happening with respect to the Under Graduates including:

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

2 The UG Rep shall work along with the PG Rep on the matters listed in 1 (a), (b), (c)

3 The UG Rep shall work along with the General Secretary 1, General Secretary 2 on the matters related to hostel issues and catering issues.

4 The UG Rep shall try to bring out new initiatives along with the PG Rep and General Secretaries to increase the student's participation and effectively reduce the UG-PG gap.

(b) Post Graduate Representative (PG Rep)

1 The PG Rep shall be the point of contact of all the Post Grads for all the events happening with respect to the Under Graduates including:

- (a) Festivals and Events
- (b) Collection of entire record of batched corresponding to PG's

- (c) Fresher and Farewell party for all the Post Graduate batches
- 2 The PG Rep shall work with Departmental Representatives, from different Departments in M.Tech, M.Phil. , M.Sc., PhD 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).
- 2 The PG Rep shall work along with the UG Rep on the matters listed in 1 (a), (b), (c)
- 3 The PG Rep shall work along with the General Secretary 1, General Secretary 2 on the matters related to hostel issues and catering issues.
- 4 The PG Rep shall try to bring out new initiatives along with the UG Rep and General Secretaries to increase the student's participation and effectively reduce the UG-PG gap.

2.8 Elections

The elections for the seven posts of President, General Secretary I, General Secretary II, Sports Secretary, Culture and Arts Secretary, Literary Secretary, and Science and Technology Secretary 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 Student Activities Coordinator of the Institute shall be the Election Officer.

2.8.1 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 in 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 2.8.1 (a) and (b) shall contest at the General Elections.

2.8.2 General Elections

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

2.8.3 Eligibility criteria

- (a) The Candidate should not have attached any disciplinary actions by the Institute.
- (b) The Candidate should have a good academic standing and hold a CGPA of at least 7.0/10.0. He/she should not have received an F in any course at IIT Hyderabad.
- (c) 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 stated in Table 1.
- (d) The Candidate should be considered as a positive role model, by the board student community, as adjudicated by the Student Activities Coordinator of the Institute.
- (e) The nomination of the candidate does not attract any negative feedback in writing from any faculty member or staff member of the Institute.

Table 1: Experience requirements to contest for the various posts

3. Councils

The section presents the Organisation of the Councils.

3.1 Membership

- 3.1.1 She/he should attend more than 50% of all meetings of the General Body students and of

their respective sphere of activities.

3.1.2 She/he should have organized events in their respective sphere of activities in the immediately preceding academic year.

3.2 President's Council

3.2.1 The President's Council shall promote and organize all activities related related to academics, well-being and health, and formal and informal student activities of the Student Gymkhana.

3.2.2 The President of the Student Gymkhana shall be the Chairman of this Council and shall lead, organize and coordinate all its activities.

3.2.3 The other Members of the Council shall be the two General Secretaries, Secretaries of different activities, and the President's of all Student Hostels.

3.2.4 The Council shall assist 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.

3.3 General Council I

3.3.1 The General Council I shall promote and organize all activities listed in 2.2.2 of the Student Gymkhana.

3.3.2 The General Secretary I of the Student Gymkhana shall be the Chairman of this Council and shall lead, organize and coordinate all its activities.

3.3.3 The other Members of the Council shall be the two General Secretary I of all Student Hostels.

3.3.4 The Council shall assist the General Secretary I 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.

3.4 General Council II

3.4.1 The General Council II shall promote and organize all activities listed in 2.3.2 of the Student Gymkhana.

3.4.2 The General Secretary II of the Student Gymkhana shall be the Chairman of this Council and shall lead, organize and coordinate all its activities.

3.4.3 The other Members of the Council shall be the two General Secretary II of all Student Hostels.

3.4.4 The Council shall assist the General Secretary II 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.

3.5 Sports & Games Council

3.5.1 The Sports and Games Council shall promote and organize all extra-curricular activities related to sports and games.

3.5.2 The Sports Secretary shall be the Chairman of this Council and shall lead, organize and coordinate all its activities.

3.5.3 The other Members of the Council shall be Captains of different sports and games and the Sports Secretaries of all Hostels.

3.5.4 The Council shall assist the Sports Secretary in the preparation of the agenda related to sports and games for the next year.

3.6 Arts and Culture Council

3.6.1 The Arts & Culture Council shall promote and organize extra-curricular activities related to arts and culture.

3.6.2 The Arts & Culture Secretary shall be the Chairman of this Council and shall lead, organize and coordinate all its activities.

3.6.3 The other Members of Council shall be the Coordinators of all Clubs, and Arts & Culture Secretaries of all Hostels.

3.6.4 The Council shall assist the Arts & Culture Secretary in the preparation of the agenda related to arts and cultural activities for the next year.

Literary Council

3.7.1 The Literary Council shall promote and organize extra-curricular activities of literary nature.

3.7.2 The Literary Secretary shall be the Chairman of this Council and shall lead, organize and coordinate all its activities.

3.7.3 The other Members of the Council shall be the Coordinators of all Clubs and individual events, and Literary Secretaries of all Hostels.

3.7.4 The council shall assist the Literary Secretary in the preparation of the agenda related to literary activities for the next year.

3.6 Academic Affairs Council

3.6.1 The Academic Affairs Council (AAC) shall promote and address Academic related issues.

3.6.2 The Academic Affairs Secretary shall be the Chairman of this Council and shall lead, organize and coordinate all its activities.

3.6.3 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,

3.6.4 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 environment with regular meeting with the Faculty, Deans & the Director.

3.8 Science & Technology Council

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

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

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

4. Hostel Life

The Boys' and Girls' hostels will have representatives who report to the General Secretary I & II.

The above persons will be members of the various Councils as stated in section 2 of this Constitution of the Student Gymkhana.

5. Code of Conduct

The following principles shall guide the governance of the various groups like elected Executive Committee, the Councils, the clubs, the Games and Sports, and the General Body of students:

5.1 Decision Making by of the Students Gymkhana

5.1.1 Consensus shall be attempted in all decision making. Only when consensus building fails, voting shall be resorted to.

5.1.2 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.

5.1.3 Whenever voting is resorted to there shall be a quorum of at least 50% of the body in discussion (e.g., Executive Committee or President's Council). In case of a tie, the decision of the

Chairman of the Body shall be binding.

5.1.4 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 shall be binding on all students.

5.2 Impeachment

5.2.1 An Executive Committee Member of the Student Gymkhana can be impeached under the following conditions:

- (a) If after being elected, his/her the CGPA falls below 7.0/10.0.
- (b) If She/he does not attend more than four meetings of the President without any proper reasons, as adjudicated by the Student Activities Coordinator of the Institute. If he/she comes to the meeting more than 30 minutes late, it is considered to be absence.
- (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 General Body of students and is passed by a 2/3rds the majority.
- (e) If She/he uses foul or objectionable language at any public event/forum or meeting.

5.3 No Confidence Motions

5.3.1 A no-confidence motion shall be submitted in writing to the President.

5.3.2 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. 6.3.3 A no-confidence motion shall be discussed only in the presence of the person against whom the motion is submitted.

5.3.4 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 Student Activities Coordinator of the Institute) to present her/him this point of view before the General Body of students.
- (b) Adequate discussion (as adjudicated by the Student Activities Coordinator of the Institute) has followed the after the person in question presents her/his point of view or situation.

5.3.5 If the person in question absents himself or does not appear at the meeting of the General Body of Students twice in a row, the General Body may vote in the absence of the person and decide the matter.

5.3.6 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.

5.3.7 Voting on a no-confidence motion shall be by secret ballot.

5.3.8 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.

6. Constitutional Amendment

6.1 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 Student Activities Coordinator of the Institute, after the consultation with each of the other councils of the Student Gymkhana.

6.2 The proposed amendment(s) shall be put forward to General Body before elections for clearance.