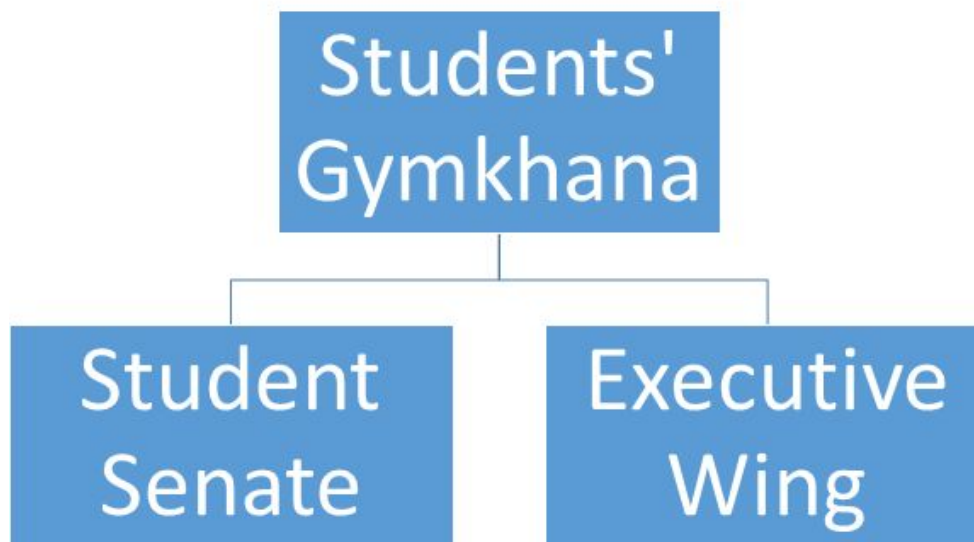


## **Proposed Structure of the Students' Gymkhana of IIT Allahabad (2018-2019)**

The Students' Gymkhana shall be the Central Representative, Legislative and Supervisory body of the students. It shall serve as the main forum of expression of student opinion, be in continuous touch with the General Body (students), consult the students, act as a feedback system and the central policy making body.

The Gymkhana shall function through its **student senate** and **executive wing**.



### **Student Senate**

The senate will be managed by the following officers who will outline its agenda and lay the broader guidelines of the bodies functioning.

- **President**
- **Vice President**
- **General Secretary**

- **Speaker**

- **Treasurer**

Will manage and run finances of the Students gymkhana and its various wings. He will be auditing and reporting all expenses, earnings and/or deficits to the President.

- **Parliamentarian**

Shall be the voice of the students constitution in all pertinent matters brought forward by the legislative body in its meetings. Will make sure that all decisions and steps taken by this body abide by the Gymkhana's constitution. He will also be responsible for proposing amendments and overseeing the process of democratically passing the same as and when the need arises keeping in mind the welfare of the IIITA student fraternity.

Apart from the aforementioned officers the senate will also appoint 5 legislative secretaries who will manage departmental functions corresponding to their posts.

- **Cultural**

- **Technical**

- **Academic**

- **Student Welfare**

- **Sports**

All other elected representatives of the Gymkhana and Director's nominees to the Gymkhana including the above said officers will serve as members of the Students senate and shall be referred to as **senators**. **There will be elections for all the posts of officers as well as secretaries among the senators.**

## **Executive Wing**

The Executive Wing is further divided into two subdivisions :

- 1. Standing Committees.**
- 2. Standing Councils.**
- 3. Hobby Clubs.**
- 4. Cells**

\*Any Student can be a part of executive wing.

### **1. Standing Committees**

- **Hostel Affairs Committee**

This committee will be responsible for Hostel Maintenance and that all the needs of the hostel inmates is met to the fullest. They will also be responsible in ensuring that the quality of the mess food in the hostel stays up to the mark. They will report to Student Welfare Council on monthly basis.

The committee will comprise of the following office bearers:

- **Co-Chairperson(2)**

There will two co-chair of this committee, one for boys hostel and one for girls hostel.

- **Members (4)**

Appointed by the Chairperson in discussion with the President.

\*Hostel and Mess Committees of all the hostels will be answerable to this committee.

- **Purchase Committee**

This committee will be responsible for purchasing assets required for the smooth functioning of all the councils of the Students' Gymkhana. Upon their discretion only will the proposal and funds be sanctioned. They will report to Presidential council on monthly basis.

The committee will comprise of the following office bearers:

- **Chairperson(1)**

General Secretary

- **Members (4)**

Appointed by the Chairperson in discussion with the President.

- **Finance Committee**

This committee will be responsible for purchasing assets required for the smooth functioning of all the councils of the Students' Gymkhana. Upon their discretion only will the proposal and funds be sanctioned. They will report to Presidential Council on monthly basis.

The committee will comprise of the following office bearers:

- **Chairperson(1)**

Treasurer

- **Members (4)**

Appointed by the Chairperson in discussion with the President.

- **Gym and Swimming Pool Maintenance Committee**

This committee will ensure the proper maintenance and functioning of all the gyms and Swimming Pool throughout the campus and in the hostel. They will be responsible in ensuring that all the equipments in the gym are of premium quality and meet the requirements of the students. They will also be proposing a budget to the purchase committee for the equipment needs for the session. They will report to Presidential Council on monthly basis.

The committee will comprise of the following office bearers:

- **Chairperson(1)**

Appointed by the President.

- **Members (4)**

Appointed by the Chairperson in discussion with the President.

- **Health Centre Committee**

The Health Centre Committee will ensure that the health centre is well equipped with all the medicinal devices at all points of time, the schedule for the doctors is followed throughout and that any kind of medical issues that plague the campus are dealt with utmost priority. They will report to Student Welfare Council on monthly basis.

The committee will comprise of the following office bearers:

- **Chairperson(1)**

Appointed by the President.

- **Members (2)**

Appointed by the Chairperson in discussion with the President.

- **A.A.A Committee**

This committee will be a bridge link between the students and the AAA authorities. They will voice the opinions of the students and ensure that smooth flow of work takes place in the AAA section. They will also be responsible for working hand in hand with the AAA in the preparation of the Academic Calendar, Time-Table, Exam Schedule and other academic related issues. They will report to Academic Council on monthly basis.

The committee will comprise of the following office bearers:

- **Chairperson(1)**

Academic Secretary

- **Members (6)**

- **UG A.A.A. Representative - 3 members**

- **PG A.A.A. Representative - 2 members**
- **Phd A.A.A. Representative- 1 member**

\*Appointed by the Chairperson in discussion with the President.

- **Record & Award Committee**

They will be responsible for keeping and storing the record of all the achievements of the students throughout the campus so as to ensure their proper felicitation in the near future. They will also be responsible for maintaining the budget record for the entire Students' Gymkhana tenure. They will also keep a record of all the items purchased by the Students' Gymkhana and its consumption. They will report to Presidential Council on monthly basis.

The committee will comprise of the following office bearers:

- **Chairperson(1)**

Appointed by the President.

- **Members (3)**

Appointed by the Chairperson in discussion with the President.

- **Media and Web Management Committee**

This committee will ensure the proper functioning of all the web related activities throughout the campus. Also, this committee will be responsible for covering all the activities throughout the campus and maintaining the social media handles of the institute. They will report to Technical Council on monthly basis.

- **Chairperson(1)**

Appointed by the President.

- **Chief Coordinator (1) & Members (2)** for the following teams:

\*Appointed by the chairperson

- Graphics
- Web Design

- **Steering Committee**

They will be responsible for keeping a record all the discussions held in the General Body Meetings and getting it approved by the appropriate authorities and mailing it to all the students to ensure transparency. They will report to Presidential Council on monthly basis.

The committee will comprise of the following office bearers:

- **Chairperson(1)**

General Secretary.

- **Members (2)**

Appointed by the Chairperson in discussion with the President.

- **Rules & Procedures Committee**

They will be responsible for ensuring that all activities in the institute take place according to the constitution. They will also be responsible for keeping a track of all the amendments and changes brought into the constitution and also suggest better rules and regulation that should be incorporated in constitution. They will report to Presidential Council on monthly basis.

The committee will comprise of the following office bearers:

- **Chairperson(1)**

Parliamentarian

- **Members (3)**

Appointed by the Chairperson in discussion with the President.

- **Newsletter Committee**

The committee will comprise of the following office bearers:

- **Mentor (1)**

Will outline the broader functions of the body and guide the team in its day to day functions. Will serve a regulatory role.

- **Editor-in-chief (1)**

Will make calls on what is to be covered and published. The Editor-in-chief will run the magazine and assign larger goals for the team.

- **Executive Editors (2)**

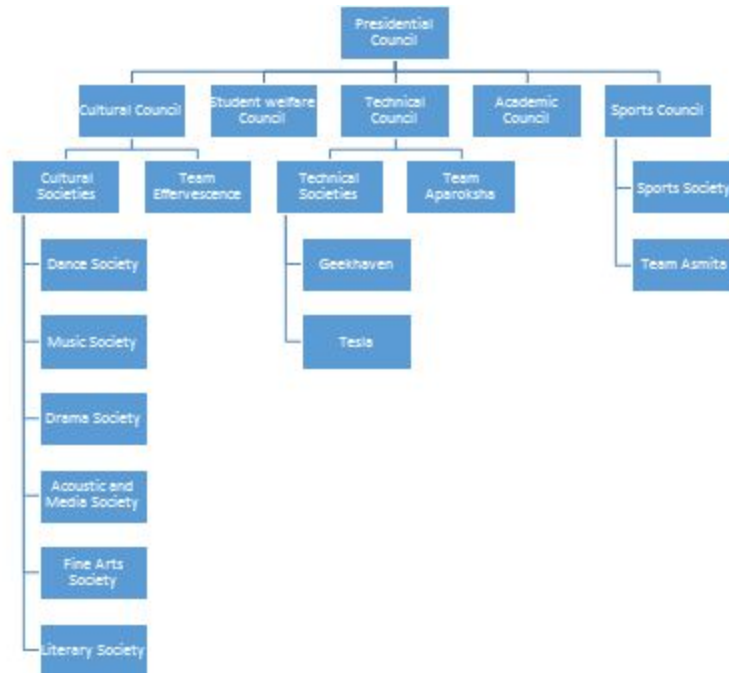
Will be managing the individual teams and editing all articles before pushing them for publication. They will also be running the campus correspondents and volunteers.

- **Chief Coordinator (1) & Members (2)** for the following teams:

- News
- Graphics
- Web Design



## 2. Standing Councils



### ● Presidential Council

Presidential council is the highest decision making body of the Gymkhana responsible for all executive decision. Elections will be conducted for various posts of presidential council among the elected members of students' gymkhana. Presidential council will consist of following office bearers:

1. President - From Undergraduate course(B. Tech.)
2. Vice President - From Postgraduate course(M. Tech. + M.B.A.)
3. General Secretary - From Undergraduate(B.Tech.)
4. Speaker - From Ph.d or Integrated M.Tech-Ph.d
5. Treasurer - Any member of senate
6. Parliamentarian - Any member of senate

Speaker shall serve as the Chairperson of Presidential Council.

- **Cultural Council**

Cultural council will be responsible for promotion of creative and cultural activities in order to preserve cultural heritage. There will be a faculty advisor for this council. The President may request the faculty to guide the council as faculty advisor.

Cultural Council shall comprise of:

- **Chairperson (1)**

Cultural Secretary shall be the chairperson of cultural council.

- **Cultural Societies**

There are six cultural societies which shall function as a part of cultural council namely :

1. AMS Society
2. Dance Society
3. Music Society
4. Drama Society
5. Fine Arts Society
6. Literary Society

- There will be three coordinators of each cultural society. Coordinators will be appointed by the Cultural Secretary in discussion with the president and the previous year coordinators.
- Coordinators will report to the Cultural Secretary.
- There shall be at maximum of 15 members in a society, members will be appointed by the coordinators on the basis of interviews.
- The number of volunteers is not limited.

- **Effervescence**

Body organising the annual cultural festival of IIIT Allahabad shall also function as a part of Cultural Council.

- **Students' Welfare Council**

Council will look after Hostel and Mess Affairs, discipline, infrastructure and all such activities for the welfare of students. There will be a faculty advisor for this council. The President may request the faculty to guide the council as faculty advisor.

Students' Welfare Council shall comprise of:

- **Chairperson(1)**

Students' Welfare Secretary shall serve as the Chairperson of students' welfare council.

- Following committees shall function as a part of Students' welfare council:

1. Hostel Affairs Committee
2. Gym and Swimming Pool Maintenance Committee
3. Health Centre Committee

- **Technical Council**

Technical Council will be responsible for technical standardization, upgradation and advancement of existing facilities. There will be two faculty advisor for this council, one for Geek haven and one for tesla. The President may request the faculty to guide the council as faculty advisor.

The Technical Council shall comprise of:

- **Chairperson(1)**

Technical Secretary shall serve as the Chairperson of the technical council.

- Following society shall function as a part of technical council:

- Geek Heaven Society
- Tesla Society

There will be an Overall Coordinator of each Society of Technical Council. These society can be further divided into wings. The number of wings, their responsibilities, number of coordinators and members in each wings shall be decided by the overall coordinator of respective society.

- **Aparoksha**

Body organising the annual technical festival of IIIT Allahabad shall also function as a part of Technical Council.

- **Sports Council**

Responsible for maintaining proper sports infrastructure system in the institute and organizing and coordinating all the sports events. There will be a faculty advisor for this council. The President may request the faculty to guide the council as faculty advisor.

Sports Council shall comprise of:

- **Chairperson (1)**

Sports Secretary shall be the chairperson of Sports council.

- **Sports Society**

Sports society shall function as a part of sports council

- There will be three coordinators of Sports society. Coordinators will be appointed by the Sports Secretary in discussion with president and previous year coordinators.
- Coordinators will report to the Sports Secretary.
- There shall be at maximum of 15 members in a society, members will be appointed by the coordinators on the basis of interviews.
- The number of volunteers is not limited.

- **Asmita**

Body organising the annual sports festival of IIIT Allahabad shall also function as a part of Sports Council.

- **Academic Council**

Responsible for promotion of academic activities and deal with the academic related problem faced by students. They will also be responsible for working hand in hand with the AAA in the preparation of the Academic Calendar, Time-Table, Exam Schedule and other academic related issues. There will be a faculty advisor for this council. The President may request the faculty to guide the council as faculty advisor.

Academic council shall comprise of :

- **Chairperson(1)**

Academic secretary shall serve as the Chairperson of the Academic Council

- The Council will also consist of representatives. These representatives will represent the Students at various levels in the institute and will voice the opinions of students at all stages.

- **DUGC Representative:** 4 members with 2 representatives from IT department and 2 from the ECE department from Under Graduates to be nominated by the Presidential Council, Students' Gymkhana
- **DPGC Representative:** 4 members with 2 representatives from IT department and 2 from the ECE department from Post Graduates to be nominated by the Presidential Council, Students' Gymkhana
- **SUGC and SPGC Representative:** The President and the Speaker, Students' Gymkhana will be the representatives in these committees. In case of their unavailability, they might appoint some other representatives and discharge the duties upon them.
- **Senate Representative:** The President and the Speaker, Students' Gymkhana will be the representatives in this committee. In case of their unavailability, they might appoint some other representatives and discharge the duties upon them.

\*A.A.A. Committee shall function as a part of Academic Council.

### 3. Hobby Club

In order to encourage and nurture any creative activity among the students, The Gymkhana allows the students to form hobby groups within the following framework.

- A hobby group is an association of 5 or more people united by common interest or goals, such groups will be associated with a Council, with the consent of the Secretary of the council.
- Hobby groups will be responsible for generating their own funds.

- Hobby groups shall function through a captain/coordinator/manager who shall be responsible for activities of the group.
- The Gymkhana will, however, facilitate in arranging institute Infrastructure for the Hobby group.

#### **4. Cells**

- **Entrepreneurship Cell**
- **Alumni Cell**

Structure, Functioning and responsibilities of cells are under discussion.