

IIIT Vadodara Student Gymkhana committee constitution

Role and power of Students' Gymkhana Committee:

The Gymkhana Committee will work towards the betterment of the life of students at IIIT Vadodara. They will be responsible for organizing and managing all students related activities at the institute or outside the institute. The Committee shall be responsible to foster and promote academic, technical, cultural, sports and welfare activities in the institute. The Committee shall endeavor to raise common grievances and demands of students with competent authorities. The Committee shall promote and safeguard the genuine interests of the student community and monitor the maintenance of infrastructure provided by the institute. In order to achieve the above mentioned aims and objectives, the Committee will form various clubs and other associations under it. For the smooth functioning the Gymkhana Committee will follow the following rules:

1. The Committee shall work as a body where all policy matters concerning the students will be discussed and decisions taken thereon.
2. All proposals to be made to the Institute will be examined and approved by the Gymkhana Committee. After the committee approval the proposal will be sent to the PIC of the respective committee for their inputs and comments. Finally the proposal will be sent to the Director through Associate Dean/Dean Student Affairs for the final approval.
3. The budget allocated to the Gymkhana will be allocated to the different committees for different activities by the clubs. The event budget proposal has to be sent to the PICs and Associate Dean/Dean Student Affairs for the final approval of the Director.
4. The Gymkhana Committee will organize meetings from time to time basis for planning the gymkhana events. The President shall chair the meetings. In the absence of the President, the Committee will elect a chairperson from the other committee members.

Decision taking rules:

1. In everyday matters of the Gymkhana, the decision will be taken by a simple majority present in the meeting and voting. The President of Gymkhana will put up a notice to the students at least 48 hrs before the date of meeting.

2. In case of deadlock in taking the decision (where the council is divided equally), then the Gymkhana President shall have an extra casting vote.
3. In matters pertaining to 'No-confidence motion' raised against any elected representative in the Gymkhana Committee, the Committee shall decide whether to place the motion before the Associate Dean/Dean of Student Affairs. Such a motion can be raised by any of the six elected representatives provided that the respective PIC.

Designations and Duties:

President

1. There will be a Gymkhana President directly elected by students of the institute in the manner outlined in the Constitution.
2. The Gymkhana President's post shall be open for the students of all undergraduate batches of first, second, third year, first year of M.Tech, and PhD Students.
3. The tenure of the Gymkhana President shall be 1 year.
4. The Gymkhana President is the chief executive member of the Gymkhana Committee. He/She will be chairing every meeting. He/She will be executing rules and regulations. He/She will be the highest responsible person for all the activities under Gymkhana.

General Secretary

1. Each General Secretary will be elected by the students of the institute in the manner outlined in the Constitution.
2. The term of the General Secretaries shall be for 1 year.
3. The General Secretary post shall be open for the students of all undergraduate batches of first, second, third year, first year of M.Tech, and PhD Students.
4. The post for General Secretary Welfare shall be reserved for the Girls students of the institute.

5. The General Secretaries will be responsible for proposing the annual budget to the President of the Gymkhana Committee.
6. The General Secretaries will be responsible for planning and organizing activities of their respective committees. The General Secretaries will finalize the proposal of every event after having discussions with their respective committee members and the President of Gymkhana.
7. The General Secretary of each committee will be responsible for organizing the meeting related to their club and maintaining the minutes of the meeting.
8. General Secretary Sports is responsible for managing sports related activities and he/she will work towards the development of the students in multiple sports.
9. General Secretary Technical is responsible for managing technical activities. He/She will also be responsible for organizing multiple hackathons (inter/intra).
10. General Secretary Cultural is responsible for managing cultural activities at our institute. He/She will also be responsible for organizing different competitions (e.g., drama, dance, music, drawing etc.) among the students.
11. General Secretary Academics will be responsible for organizing different academic activities (e.g., talks, discussions, mini projects, debates etc) at the institute. He/She will be responsible for creating a platform for the students where they can showcase their talents and improve their skills.
12. General Secretary Student Welfare is responsible to form a team who will foster positive changes in the society. It addresses different aspects of the community through its various wings; e.g., Ecological Issues, Education for the poor, Blood donation, Addressing gender and sexual diversity, Social Innovations.

Election Procedure and Tenure:

1. Institute will organize an election at the end of winter semester of every academic year to form the Gymkhana Committee. For the AY 2023-24, it is proposed that the election is conducted at the beginning of autumn semester.
2. The election for all the posts would be conducted by two Presiding Officers, to be appointed by the Associate Dean/Dean of Student Affairs.
3. The announcement of elections, acceptance of nomination papers, preparation of final list of candidates, conducting the polls and announcement of results will be by the Presiding Officers. All decisions of the Presiding Officers will be final and binding on the students.
4. Every present full time student of the institute is eligible for voting.
5. The voting will be by **secret ballot or online poll**: one person shall have one vote for each post of office bearers. There is no provision of postal ballots.
6. There will be a NOTA (none of the above) provision for each election. If more than 50% of the valid votes are NOTA, the particular election against the position will be canceled and a fresh election will be organized with new nominations.
7. Voters will mark the ballot paper or online form against the name of the candidates of their choice.
8. If there is only one candidate contesting for a position, then the candidate will be declared elected unopposed.
9. The candidate obtaining the highest number of votes polled will be declared elected. In case of a tie, the Associate Dean/Dean of Student Affairs will select one candidate randomly.
10. The tenure for each position is one year.
11. Due to any reason if the election is not happening the existing members will continue their positions until any further notice.

12. Due to any reason if the position remains vacant, the Associate Dean/Dean Student Affairs will nominate one candidate to take the charge until any further notice.
13. For resigning from the Gymkhana Committee position the student needs to submit a resignation letter with a no dues certificate to the Associate Dean/Dean Student Affairs forwarded by the respective PIC. For the post of President the same letter needs to be submitted directly to Associate Dean/Dean Student Affairs. The notice period for resignation is 30 days.

Nomination procedure:

1. Nominations will be taken by the institute in a prescribed format.
2. A student is eligible to stand only for one post. In the event of a candidate filing nominations for more than one post after the date of withdrawal, his/her nominations to all posts will be invalid.

Rules for the election campaign:

The following rules apply to all students of the institute involved in the conduct of elections or election campaigns held in respect of elections for Gymkhana Committee positions:

1. All involved persons must maintain fairness and preserve the integrity of the election and election campaigns. It also expects the candidates and their supporters to maintain a character of friendly competition and respect for the election process.
2. The institute anticipates all persons involved in election campaigns to conduct themselves in an ethical and fair manner. Nobody shall be engaged in any behavior that causes or could cause unreasonable disruption to the election process in any manner. All campaign materials or activities must conform to this code of conduct and must not contain images or language, or promote behavior that causes offense or that are misleading or defamatory.

3. Election campaigns can be conducted through the use of electronic and non-electronic campaign materials. However, the Presiding Officers may issue directives on what is acceptable and unacceptable in relation to campaign materials and may require that campaign material is submitted for approval prior to dissemination or publication if the item is subject to violation of code.
4. The institute may also issue additional rules against the campaign.
5. Canvassing time for the elections will be from 09:00 a.m. to 08:00 p.m. and will be open for one week before the date of election.
6. While canvassing, using any unfair means (including bribes, bullying, harassment or threats) to induce or intimidate a student to vote for a particular candidate or group of candidates will be deemed a violation of the rule of the elections and the institute will take appropriate action against the violators.
7. Campaign materials may not be distributed or brought inside any polling booth.
8. Any campaigns conducted on campus (institute+hostel) must be done in a manner that does not cause any obstruction or unreasonable disruption to others. Unauthorized removal, defacing or pasting over campaign materials of other candidates is strictly prohibited.
9. Campaigning is expressly prohibited in any libraries, computer laboratories and any designated study areas of the institute.
10. Any allegations of breaches of this rule may also be investigated by the institute and strict disciplinary actions will be taken.

Withdrawal of nomination:

1. A candidate may choose to withdraw his/her nomination even if it has been accepted; such withdrawal must be done in person and in the prescribed format available with the Presiding Officers before the last date as prescribed.

Counting of votes:

1. All ballot papers/online votes while being counted, must be displayed to the candidates or to a person authorized by the candidate.
2. A Ballot shall be invalidated when there is more than one mark or when a mark is made outside the boxes indicated in the ballot paper.
3. Objection to any vote must be made on the spot at the time of counting by the authorized counting agent of the candidate concerned.
4. Demand for recount by the authorized counting agent of the candidate concerned should be made in writing immediately after the first counting. If the demand is accepted by the Presiding Officers, the recount will be conducted immediately and a maximum of one recount will be held.

Sketch of the Gymkhana Committee:

Associate Dean/Dean Student Affairs				
PIC Sports & Welfare		PIC Technical		PIC Cultural & Academic
President				
General Secretary Sports	General Secretary Cultural	General Secretary Academic	General Secretary Technical	General Secretary Welfare