

## GUIDELINES FOR GYMKHANA ELECTIONS

Student senate election will be held in the second week of January to elect 50-60 members from all batches of UG and PG students. Proportion of Members for various classes of UG and PG will be as follows:

- One Member on each 30 student from UG classes (approx. 25-35)
- One Member on each 10 student from M. Tech./M. Des. (approx.8-12)
- One Member on Each 05 student from each batch of PhD (approx. 5-10)
- Five members will be nominated by Director/CoSA recommended by student senate.

All members of the student gymkhana will be eligible for voting.

All members of the student gymkhana who have their CPI  $\geq 6.5$  will be eligible to become member of the student senate.

Members will be elected class wise on the basis of single voting system (without preferences).

The candidates will be given a chance to express and address their class to show their ability.

Members will be elected from each class based on the no. of votes received subject to availability of the seats. For example in a UG class of 87 students, three seats are available. Suppose five contestants fight the election, number of votes received by each one will be arranged in decreasing order and top three contestants will be elected as member student senate. However there will be requirement of minimum number of votes must be received to become student senate member. Minimum number of votes will depend on the class strength and student senate members to be elected from that class and calculated as:

Minimum votes required = (class strength/ 2 x no. of student senate members)

This will ensure representation of all students.

Club coordinators and co-coordinators will be selected based on their skill and past performance in the Institute by the members of that club and duly ratified by student senate and will send recommendations for various club mentors, coordinators, co-coordinators to the office of CoSA preferably in second week of April. They may or may not be the member of student senate.

All members of the student gymkhana who have their CPI  $\geq 6.0$  will be eligible to become mentors, coordinators, co-coordinators for various clubs. In case of first semester students their previous performance can be considered.

In case any post of Students' Senate falls vacant in the middle of the Senate's term, bi-elections will be called by the Election Officer/Convener student Senate for the post if more than two months are remaining for the scheduled elections.

Election will be conducted in low profile and will not disturb the harmony among students.

The meetings of the Student Senate would be convened by a Senator, who may be designated as Convener, Student Senate. The mode of selection / election of the Convener will be evolved by student senate in consultation with Institute Administration.

Student Senate would also be responsible for nomination of members of all bodies that have students' representations (e.g. UGCS, PGCS, SACS, etc.) including the Hall Executive Committees.

## GUIDELINES FOR ORGANIZING GYMKHANA EVENTS/ACTIVITIES/FUNCTIONS

Students will not be issued any advance. All payments during annual festivals will be made through A/c payee cheque, however some small amount can be issued as advance to meet day-to-day/miscellaneous expenses.

Sponsorship amount will be received only through cheque and a proper receipt must be issued.

Student will not be allowed to sell tickets on variable prizes rather passes can be issued on fixed prize.

All certificates will be issued by respective counselor/CoSA/Director and proper record will be maintained. A receipt must be taken from candidate if any cash prize is awarded.

It will be the responsibility of the Senate to nominate / elect various council / committee members / event organizers / coordinators for cultural, science & technology and sports councils/ committees amongst the members of the General Body. These councils would be vested with executive powers and would be responsible for successful conduct of the events. Senate would be responsible for the overall functioning of the councils and would have supreme power to nominate or remove any member/coordinator of any council/ committee. All mentors and coordinators of related club will be member of respective executive councils (e.g. Cultural, Technical and Sports).

### GUIDELINES FOR FUNDS DISTRIBUTION WHILE ORGANIZING GYMKHANA EVENTS/ACTIVITIES/FUNCTIONS

Gymkhana funds may be utilized for various activities as follows:

20% amount of annual gymkhana fund can be utilized to support the needy students and infrastructure development. New clubs will be established and necessary equipment's can be purchased from this fund.

40% amount will be utilized for cultural events. 50% of this amount will be reserved for the cultural events throughout the year through various clubs. Remaining 50% can be released for annual fest Tarang. During annual fest sponsorships are available for various events. Institute provides infrastructure support of approximately 3 lakh rupees. Further funds generated through ticket selling for the *prof night* (1-1.5 Lakh).

20 % amount will be used for Science and technology events. 50% of this amount can be released for annual fest Abhikalpan. Institute will also provide some infrastructural support. Student can generates further funds using registration and sponsorship. Remaining 50% amount will be reserved for the Science and technology events throughout the year through various clubs. Students will be sent to participate in other Institutions. Eminent scientists/researchers can be invited for delivering lectures and organizing workshops.

20 % amount will be used for sports activities. 50% of this amount can be released for annual fest Gusto. Institute will also provide some infrastructural support. Student can generates further funds using registration and sponsorship. Remaining 50% amount will be reserved for sports events throughout the year organized by various clubs. Students will be sent to participate in other Institutions. Sports items and equipment's can be purchased.

All proposals for organizing events and related finance will be submitted to the office of the CoSA through respective counselor. This will be sent to the student senate for deliberations. After recommendations of student senate office of the CoSA will take decision and release necessary funds from gymkhana and/or make recommendation for the release of funds through Institute to the Director.