

# Constitution of the Student Gymkhana



**Indian Institute of Technology Jodhpur**  
Student Gymkhana

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# CHAPTER I: GENERAL PROVISIONS

## SECTION 1: NAME AND AUTHORITY

### Name

The student organization established under this Constitution shall be known as the IIT Jodhpur Student Gymkhana (hereinafter referred to as the "Student Gymkhana").

### Authority

The Constitution is the primary framework for all activities, governance, and policy-making within the Student Gymkhana. No rule, by-law, or regulation enacted by any student body shall contradict the provisions of this Constitution.

All regular students of the Indian Institute of Technology Jodhpur shall be members of the General Student Body.

This Constitution shall take precedence over all other instruments for the governance of the Student Gymkhana, including but not limited to all rules, regulations, and guidelines issued by any student council, club, fest or society under the Student Gymkhana.

All units of the Gymkhana would have faculty oversight for guidance and financial approvals.

All decisions under this Constitution shall be subject to the overarching authority of the Director, IIT Jodhpur, whose decision shall be final in matters of interpretation and institutional policy.

## SECTION 2: GOVERNANCE STRUCTURE

### Five-Tier Governance Model

The Student Gymkhana operates through a five-tier governance structure. Responsibilities are distributed as follows:

Tier	Designation	Selection Mode	Primary Function
Group A	President & Vice President	Direct Election by General Student Body	Executive Leadership & Representation
Group B	General Secretaries of Councils	Direct Election by General Student Body	Council Policy & Budget Oversight
Group C	Student Senate Committee Heads and Festival Chiefs (Hostel Management Committee (HMC), Student Wellbeing Committee (SWC),	Internal Election	Specific Body/Fest Management & Wellbeing

	Dining Committee, Fest Chiefs)		
Group D	Overall Heads, CDC Reps (Operational Leaders)	Selection (Interview/Panel)	Activity Execution & Operations
Group E	Coordinators, Volunteers (Supporting Coordinators)	Selection (Interview/Panel)	Support & Assistance

## 2.1 Constitutional Bodies

Independent bodies shall exist to ensure transparency, electoral integrity, and accountability. They function independently of the executive and are directly accountable to the Dean of Student Affairs (DoSA) and the Student Senate. These include:

1. Election Commission (EC): Conducts elections and enforces its Code of Conduct.
2. Media Cell: Official student media body with editorial independence.

## SECTION 3: COMPOSITION AND ELECTION

**Joint Mandate:** The contestants shall file their nominations in panels for Group A, Group B and Group C (Student Senate) positions. Out of the various contesting panels, a student would be voting for *one* panel. The panels of Group A and B receiving the highest number of valid votes shall assume office.

For all elected positions, the electing body shall be the General Student Body (comprising all regular students).

*Group A Panel:* The contesting pair of President and Vice president must comprise one UG and one PG student.

*Group B Panel:* The four contestants for General Secretaries in the panel must comprise two (02) UG and two (02) PG students. The Group B panel should include atleast one (01) female member.

*Group C Panel:* Contestants for the Student Senate Committees, namely, HMC, SWC, and Dining shall each comprise 1 UG and 1 PG member. The Group C panel should have at least two (02) female members. The HMC representatives shall comprise one male and one female member.

The Student Senate would therefore comprise ten (10) representatives consisting of five PG representatives, five UG representatives, including at least three female representatives.

**Eligibility:** Only the panels meeting the above composition criteria shall be eligible for contesting in the election.

**Term:** The term of office shall be one academic year, unless terminated earlier by impeachment, resignation, or removal.

## SECTION 4: SEPARATION OF POWERS

### 3.1 Exercise of Powers

1. Tier Integrity: No person belonging to one tier of governance shall exercise powers pertaining to another tier unless expressly provided by this Constitution.
2. Executive Restraint: The President and General Secretaries shall not veto Student Senate resolutions except where explicitly granted veto power in Chapter III.
3. Legislative Restraint: The Student Senate shall not interfere in the day-to-day operational decisions of the Executive unless a violation of the constitution, by-laws or budget is suspected.

## SECTION 5: OFFICIALS AND POSITIONS OF RESPONSIBILITY

### Student Gymkhana Office Bearers

All Student Gymkhana Office Bearers (Groups A, B, C, D, & E) shall be members of the General Student Body in good academic and ethical standing at the time of election or appointment.

1. Good Standing: Defined as having no prior, active, pending disciplinary action and meeting the minimum CGPA criteria specified in the Election By-laws.
2. Ethical Standard: Officials are expected to maintain the highest levels of ethical conduct. Violation may lead to impeachment as per Chapter IX.

### 4.1 Positions of Responsibility (PoR)

1. Definition: Any student member of a student organization who possesses executive or decision-making power within that organization shall be considered to hold a Position of Responsibility (PoR).
2. Vacancy: Upon assuming a higher position, any lower position held by the individual shall be deemed vacated immediately.

## SECTION 6: STUDENT ORGANIZATIONS

### 5.1 Classification of Organizations

Student organizations shall be classified into two categories:

1. Gymkhana-Affiliated Organizations: Bodies that fall under the purview of the Student Gymkhana, are funded by Gymkhana Budget, and must adhere to this Constitution (e.g., societies, clubs, cells).
2. Independent Student Organizations: Bodies that function independently of the Student Gymkhana, do not receive Gymkhana Budget, and are regulated directly by the Institute (e.g., external affiliated clubs). The Student Senate may recommend guidelines for their registration but holds no financial authority over them.

## 5.2 Funding Restrictions

Only Gymkhana-affiliated Organizations are eligible to receive funds from the Gymkhana Budget. Independent Student Organizations must secure their own funding and shall not use the Student Gymkhana's name or logo without Student Senate approval.

# SECTION 7: FACULTY OVERSIGHT

## 6.1 Faculty Advisors and Mentors

Each council will have a faculty advisor. Each society within the council would have a faculty mentor.

- Requirement: Every recognised student body and fest, including all student organisations (affiliated and independent) under Gymkhana, must have at least one faculty advisor/mentor.
- Appointment: Faculty Advisors/Mentors shall be appointed by the Dean of Student Affairs (DoSA) or the Institute Administration, depending on the classification of the body.
- Role and Responsibilities: The Faculty Advisor/Mentor shall provide mentorship, ensure adherence to Institute regulations, and oversee the ethical and financial conduct of the body. No financial transaction or external agreement shall be valid without the signature/approval of the respective Faculty Advisor/Mentor.

# SECTION 8: MEETING WITH ADMINISTRATION

The Student Senate and the representatives of the constitutional bodies shall meet the Institute administration, under the chairmanship of the student gymkhana chairperson (Director IIT Jodhpur), at least twice in an academic year to discuss the policy-related matters concerning the student community. The Director serves as the Chairperson of the Student Gymkhana, and the Dean of Student Affairs and the President shall serve as the convener and co-convener, respectively, of this meeting. The Associate Deans and Professors In-Charge (PICs) from the Office of Students and all the Deans of the Institute shall be a part of the decision-making process.

# SECTION 9: INTERPRETATION

## 7.1 Constitutional Interpretation

In the event of ambiguity regarding the interpretation of any clause in this Constitution:

1. The Student Senate shall first attempt to resolve the ambiguity via resolution.
2. If unresolved, the matter shall be referred to the Dean of Student Affairs (DoSA) and, if required, the Director, IIT Jodhpur, whose decision shall be final and binding.
3. The Election Commission may seek clarification from the Dean of Student Affairs regarding their specific constitutional mandates.

# CHAPTER II: PRESIDENT AND VICE-PRESIDENT

## SECTION 1: ELECTION

The President and Vice President of the Council shall contest in the election as *a panel (Group A)* as mentioned in Chapter I Section 3). Out of the various contesting panels, a student would be voting for *one* panel.

For this panel, the electing body shall be the General Student Body (comprising all regular students).

## SECTION 2: ELIGIBILITY

### 2.1 Eligibility Criteria

To contest for the position of president or vice president, a candidate must meet the following criteria:

1. **Prior Experience:** Must have previously held at least one Group B or Group C Position of Responsibility (PoR) within the Student Gymkhana for a minimum tenure of one semester.
2. **Academic Standing:** Must have a minimum Cumulative Grade Point Average (CGPA) of 7.00 (or equivalent) at the time of nomination.
3. **Disciplinary Record:** Must have no active, pending or prior disciplinary action.
4. **Residency:** Must be a bonafide resident of the institute hostels during the tenure of office.

### Relaxation Clause

In the event of an insufficient number of eligible candidates, the Election Commission may, at its discretion, relax the prior experience criterion to include candidates from one a lower Position of Responsibility (PoR) for at least one semester.

### 2.2 Ineligibility

The following persons shall be ineligible to contest:

1. Members of the current Election Commission.
2. Students who have held the position of president or vice president in a previous term.
3. Students who have ongoing disciplinary cases/proceedings or have received disciplinary action under the Institute Disciplinary Committee.

## SECTION 3: THE PRESIDENT

### 3.1 Executive Authority

The President shall be the Chief Executive Authority of the Student Gymkhana.

1. **Head of Executive:** The President shall head the Executive Branch (Group A & B) and is responsible for the overall functioning of Student Gymkhana.
2. **Representation:** The president shall act as the primary spokesperson of the Student Gymkhana and represent the student community before the institute administration.
3. **Coordination:** The President shall coordinate activities across all councils, committees, and student bodies to ensure alignment with the Gymkhana's vision.
4. **The President will represent the General Student Body in all Institute policy-making committees, including the Disciplinary Committee.**

### 3.2 Financial Powers

1. **Budget Recommendation:** The President shall have the authority to recommend the consolidated Gymkhana Budget recommended by the Student Senate and present the same to the Dean of Student Affairs (DoSA).
2. **Expenditure Sanction:** The president may recommend expenditures within the approved budget limits.
3. **Emergency Funds:** In cases of urgent unforeseen expenditure, the president may allocate emergency funds up to 5% of the total allocated budget, subject to prior approval by the Dean of Student Affairs (DoSA).

### 3.3 Veto Powers

1. **Legislative Veto:** The president may veto a student senate resolution only if it:
  - Violates the Constitution or Institute Rules;
  - Exceeds the approved Budget;
  - Compromises institute security or reputation.
2. **Timeline:** The President must exercise veto power within 72 hours of the resolution being passed; otherwise, the resolution shall be deemed passed.

### 3.4 Restrictions on Powers

1. **Student Senate Voting:** The president shall not be a voting member of the Student Senate. The president may attend and address Student Senate meetings but shall not participate in voting.
2. **Judicial Interference:** The president shall not interfere in the functioning of constitutional bodies (Election Commission and Media Cell).
3. **Unilateral Policy:** The president shall not enact major policy changes affecting the General Student Body without Student Senate ratification.

## SECTION 4: THE VICE PRESIDENT

### 4.1 Legislative Coordination

The vice president shall serve as the chairperson of the Student Senate.

1. **Presiding Officer:** The Vice President shall convene, conduct, and moderate Student Senate meetings in an impartial manner.
2. **Agenda Setting:** The vice president, in consultation with the president and general secretaries, shall set the legislative agenda for Student Senate meetings.
3. **Voting Rights:** The vice president shall not vote in the Student Senate except in the case of a tie, where they shall exercise a casting vote.

### 4.2 Executive Support

1. **Bridge Function:** The Vice President shall act as the bridge between the President and the Student Senate, ensuring that presidential directives are deliberated upon and student senate resolutions are executed.
2. **Oversight:** The Vice President shall assist the President in the functioning of Student Senate Committees (Group C) and ensure their accountability to the Student Senate.

### 4.3 Succession

1. **Acting President:** In the absence of the President (due to travel, illness, or vacancy), the Vice President shall assume the powers and responsibilities of the President.
2. **Vacancy:** If the office of the president becomes vacant (resignation, impeachment, or removal):
  - The Vice President shall immediately assume as Acting President.
  - A fresh election for the president shall be conducted by the Election Commission within 30 days if the remaining tenure is greater than 6 months.
  - If the remaining tenure is less than 6 months, the acting president serves until the end of the term.

## SECTION 5: ACCOUNTABILITY AND REPORTING

### 5.1 Mandatory Reporting

1. **Semester Report:** The President and Vice President shall submit a comprehensive activity report to the General Student Body within 15 days of the end of each semester.
2. **Town Halls:** The Apex Leadership shall conduct at least one General Body Meeting per semester to address grievances and feedback.

### 5.2 Handover

**Timeline:** The outgoing president and vice president shall complete the handover of

documents, assets, and digital access to the incoming leadership within 14 days of the election results.

Clearance: No outgoing office bearer shall be granted an Institute No-Dues Certificate until the handover process is certified by the Dean of Student Affairs.

**Note:** The President and Vice-President report to the Associate Dean (Student Affairs) and Dean of Student Affairs.

## **SECTION 6: RESIGNATION AND REMOVAL**

### 6.1 Resignation

1. Procedure: The President or Vice President may resign by submitting a written letter to the Dean of Student Affairs with a copy to the Election Commission.
2. Effect: Resignation shall take effect immediately upon acceptance by the Dean of Student Affairs.
3. Restriction: Resignation shall not be accepted during the pendency of an impeachment motion or disciplinary inquiry.

### 6.2 Impeachment

1. Grounds: The President or Vice President may be impeached on grounds of non-performance, gross misconduct, or financial misappropriation.
2. Procedure: Impeachment proceedings shall follow the strict timelines and voting thresholds defined in Chapter IX (Elections and Impeachment).
3. Suspension: Upon initiation of impeachment proceedings, the Student Senate may vote to suspend the office bearer from exercising powers until the verdict is delivered, requiring a two-thirds majority.

## **SECTION 7: CODE OF CONDUCT**

### 7.1 Ethical Standards

1. Integrity: The President and Vice President shall maintain the highest levels of ethical conduct and integrity.
2. Confidentiality: They shall maintain confidentiality regarding sensitive Institute matters and student data accessed during their tenure.

### 7.2 Violation

Violation of this Code of Conduct shall be treated as gross misconduct and may lead to impeachment or disciplinary action by the Institute.

# CHAPTER III: THE STUDENT SENATE

## SECTION 1: INTRODUCTION AND POSITION

### 1.1 The Legislative Body

The Student Senate shall be the primary legislative and deliberative body of the Student Gymkhana. It serves as the bridge between the general student body, the executive leadership, and the Senate committees.

### 1.2 Position in Governance

1. **Legislative Authority:** All legislative powers regarding student policies and governance regulations are vested in the Student Senate, subject to the Constitution.
2. **Oversight Authority:** The Student Senate shall exercise oversight over the Executive Branch (Group A & B) and Student Senate Committees (Group C) to ensure accountability and transparency.
3. **Independence:** The President may attend but shall not vote.

## SECTION 2: COMPOSITION AND MEMBERSHIP

### 2.1 Voting Members

The Student Senate shall consist of the following voting members:

1. Vice President: Ex-Officio Chairperson (Voting only in case of a tie).
2. General Secretaries (Group B):
  - GS, Academics, Career & Technology (ACT) Council
  - GS, Sports Council
  - GS, Cultural and Literary Council
  - GS, Alumni, IR & Entrepreneurship (AIRE) Council
3. Student Senate Committee Heads (Group C):
  - Hostel Management Committee (HMC) Overall Heads (2 Members: 1 UG, 1 PG; This includes one (01) male and one (female) member)
  - SWC Overall Heads (2 Members: 1 UG, 1 PG)
  - Dining Committee Overall Head (2 Members: 1 UG, 1 PG)
4. Any other student can attend as a special invitee with the approval of the vice president.

### 2.3 Composition

The four members of the General Secretaries representing the Councils must comprise two UG and two PG students, including at least one female member.

The six members of the Student Senate Committees must comprise three (03) UG and three (PG) members, including at least two female members.

### 2.3 Non-Voting Members

The following members may attend Student Senate meetings but shall not have voting rights:

1. President: May address the Student Senate and propose agenda items but shall not vote.
2. Media Cell Member: Shall attend to record or note proceedings unless closed session is invoked.

### 2.3 Tenure and Vacancy

1. Tenure: Members shall hold office for one academic year, concurrent with their primary PoR tenure.
2. Vacancy: If a voting member vacates their seat (resignation/removal), their successor in the primary PoR shall automatically assume the Student Senate seat.
3. Suspension: A member may be suspended from Student Senate proceedings by a two-thirds majority vote of the Student Senate for gross misconduct, subject to appeal to the Dean of Student Affairs (DoSA).

## **SECTION 3: ROLES AND RESPONSIBILITIES**

### 3.1 Legislative

The Student Senate shall have the power to:

1. Enact Resolutions: Pass resolutions which express the opinion of the student community.
2. Ratify Policies: Review and ratify policies for the society/fests/committee before implementation.
3. Amend laws: Propose amendments to the Gymkhana Constitution and laws subject to approval of the Dean of Student Affairs (DoSA).

### 3.2 Financial

1. Budget Approval: The Student Senate shall review, amend, and recommend the consolidated Gymkhana Budget before it is forwarded to the President and, consequently, for the approval of the Dean of Student Affairs (DoSA).

### 3.3 Oversight and Accountability

1. Summoning Power: The Student Senate may summon any office bearers of the Student Senate (Group B, C, D) to answer questions regarding their performance, finances, or activities.
2. Report Review: The Student Senate shall review all mandatory reports submitted by the executive and committees (as per Chapter III & V).
3. Impeachment Initiation: The Student Senate holds the sole power to initiate impeachment proceedings against any office bearer of the Student Gymkhana subject to approval of the president and Dean of Student Affairs (as per Chapter IX).

### 3.4 Advisory

1. Institute Representation: The Student Senate shall advise the President on matters to be raised in Institute-level committees.
2. Student Wellbeing: The Student Senate shall prioritise resolutions related to student wellbeing, hostel infrastructure, and academic concerns.

## SECTION 4: MEETINGS AND PROCEDURE

### 4.1 Frequency of Meetings

1. Regular Sessions: The Student Senate shall convene at least once every month during the academic semester.
2. Special Sessions: A Special Session may be convened by the Vice President or upon valid request by any member of the Student Senate.
3. Emergency Sessions: An emergency session may be convened within 24 hours by the vice president in case of urgent matters.

### 4.2 Quorum

1. Requirement: A quorum of fifty percent (50%) + 1 of the total voting members shall be required to conduct any business.
2. Whip: Members are expected to attend all meetings. Absence without prior permission from the vice president for three consecutive meetings shall be recorded as misconduct.

### 4.3 Conduct of Meetings

1. Presiding Officer: The Vice President shall preside over all meetings. In their absence, the Student Senate shall elect a *pro tem* Chairperson from among the voting members.
2. Closed Session: The Student Senate may vote to hold a Closed Session (excluding Media and Non-Voting members) for sensitive matters.

## SECTION 5: VOTING AND RESOLUTIONS

### 5.1 Types of Resolutions

1. Ordinary Resolution: Requires a simple majority (50% + 1) of members present and voting. Used for routine approvals (minutes, event permissions).
2. Impeachment Motion: Requires a Two-Thirds Majority of the total voting strength. A motion of impeachment against the executive requires a two-thirds majority of the total voting strength.

### 5.2 Voting Procedure

Tie-Breaker: In case of a tie, the Vice President (Chairperson) shall exercise a Casting Vote (as per Chapter III).

### 5.3 Presidential Veto and Override

1. Veto: The president may veto a student senate resolution within 72 hours of passing (as per Chapter III).
2. Override: The Student Senate may override a presidential veto by passing the resolution again with a two-thirds majority of the total voting strength.
3. Finality: An overridden resolution shall be deemed approved and must be implemented by the Executive.

## **SECTION 6: TRANSPARENCY AND RECORDS**

### 6.1 Minutes of Meeting

1. Record: The Vice President shall ensure minutes are recorded accurately.
2. Circulation: Draft minutes shall be circulated to Student Senate members within 48 hours. Approved minutes shall be made public to the General Student Body within 72 hours of the approval.
3. Content: Minutes shall include attendance, agenda items, key arguments, voting records (for/against/abstain), and resolutions passed.
4. Attendance: Attendance of all Student Senate members shall be made available to the general student body.

### 6.2 Public Access

1. Observation: General Student Body members may observe regular sessions unless a closed session is invoked.
2. Documentation: All resolutions and reports passed by the Student Senate shall be uploaded to the Student Senate Portal within 7 days.

# CHAPTER IV: GENERAL SECRETARIES (GROUP B)

## SECTION 1: INTRODUCTION AND PORTFOLIOS

### 1.1 The Executive Council Heads

The **General Secretaries (GS)** shall serve as the heads of major student units called **councils**. They are directly elected by the General Student Body and function as the primary executive link between the Student Senate, the President, and operational student bodies (Groups C, D, & E).

### 1.2 Portfolios

The following four General Secretary positions shall exist within the Student Gymkhana:

1. GS, Academics, Career & Technology Council: Oversees academic societies, technical clubs, and career development of all students
2. GS, Alumni, IR & Entrepreneurship Council: Oversees entrepreneurship cells, alumni relations, international relations and institute outreach.
3. GS, Sports Council: Oversees sports societies, teams, infrastructure, and athletic events.
4. GS, Cultural and Literary Council: Oversees cultural societies, literary clubs, arts, and cultural festivals.

### 1.3 Voting Rights

All General Secretaries shall be voting members of the Student Senate (as per Chapter IV) and shall represent their respective Councils in legislative deliberations.

## SECTION 2: ELECTION AND ELIGIBILITY

### 2.1 Eligibility Criteria

To contest for a General Secretary position, a candidate must meet the following criteria:

1. **Prior Experience:** Must have previously held at least one Group C or Group D Position of Responsibility (PoR) within their respective council for a minimum tenure of one semester.
2. **Academic Standing:** Must have a minimum Cumulative Grade Point Average (CGPA) of 7.00 (or equivalent) at the time of nomination.
3. **Disciplinary Record:** Must have no active, pending or prior disciplinary action.
4. **Council Expertise:** Candidates must demonstrate prior involvement in the specific council they are contesting (GS Sports must have a Group C or Group D PoR in a particular discipline).
5. For any conflicts regarding criteria, the decision of the Election Commission would be considered Final.

## 2.2 Relaxation Clause

In the event of an insufficient number of candidatures, the Election Commission may, at its discretion, relax the Prior Experience criterion to include candidates who have held a lower level of Position of Responsibility (PoR) for at least one semester.

## 2.3 Ineligibility

The following persons shall be ineligible to contest:

1. Members of the current Election Commission.
2. Students currently facing disciplinary proceedings or have received disciplinary action.

# SECTION 3: RESPONSIBILITIES

## 3.1 Roles and Responsibilities of the General Secretary

1. Oversee and coordinate all Council activities, including planning, organizing, and execution in alignment with institutional priorities.
2. Monitor implementation to ensure timely completion, quality outcomes, and proper closure of all initiatives.
3. Ensure adherence to institute rules, policies, and procedures across all activities.
4. Uphold the reputation and integrity of the Institute while facilitating coordination between stakeholders.

## 3.2 Council Authority

Each General Secretary shall have executive authority over all student societies, clubs, and activities within their designated Council.

1. Policy Implementation: Responsible for implementing policies ratified by the Student Senate within their Council.
2. Society Oversight: Shall oversee the functioning of all Group D (operational) and Group E (supporting) leaders within their council.
3. Appointment Approval: Shall approve/be part of the selection process of Group D and Group E PoRs (e.g., Society Heads) within their Council, subject to PoR charter.

## 3.3 Financial Responsibility

1. Budget Proposal: Shall prepare and present the annual budget proposal for their council, under the guidance of the faculty advisor, to the Student Senate for recommendation.
2. Shall review and provide recommendations on all the budget proposals from societies/clubs/fests under the council.

### 3.4 Representation

1. Institute Level: Shall represent student interests in institute-level committees with the president and related to their council (e.g., GS Sports in the Sports Committee).
2. External Level: Shall represent the Institute in inter-college meets, conferences, and external events with prior approval.

## SECTION 4: PORTFOLIO-SPECIFIC RESPONSIBILITIES

### 4.1. GS, Academics, Career & Technology Council

1. Societies: Oversee all technical societies (robotics, coding, design, etc.) and the functioning of Tinkering Lab.
2. Academic Representation: Represent student interests on curriculum, course feedback, and academic policy before the Institute.
3. Events: Organize and oversee participation in Inter-IIT Tech Meet, Prometeo, and Sandstone Summit.
4. Career Development: Oversee the Career Development Cell (CDC). The mandate of CDC is to plan and organise activities for the career development skills for students. The Placement Committee shall be a separate team (not a part of Student Gymkhana).

The Overall Student Coordinator (OSC) of the Placement Committee shall be a member of the CDC and shall respond to the queries of the CDC. However, the CDC shall not interfere in the activities of the Placement Committee. Any student with placement-related concerns shall reach out to the placement committee.

The PIC (Training & Placement) shall serve as the faculty advisor of the Student Placement Team. The Student Placement Team shall report to the Dean of Student Affairs.

### 4.2. GS, Sports Council

1. Teams: Responsible for the Functioning Sports Societies
2. Ensure coordination with teams and players for Inter-IIT and external competitions.
3. Infrastructure: Ensure maintenance of sports fields, gyms, and equipment. Procure sports materials within budget.
4. Events: Organize *Varchas* (Institute Sports Fest).
5. Coordination: Coordinate with the Sports Section and Physical Training Instructors (PTIs) for training schedules and fitness assessments.
6. Equipment Ledger: Maintain a digital ledger of all sports equipment procured and issued.

### 4.3 GS, Cultural and Literary Council

1. Societies: Oversee all cultural and literary societies (Sangam, FrameX, Litsoc).
2. Events: Organize *Ignus* (Institute Cultural Fest) and manage participation in Inter-IIT Cultural Meets.

3. Festival Committee: Head the Festival Committee for major cultural events and community celebration of festivals.
4. Infrastructure: Manage all berms allotted to cultural and literary societies.
5. Workshops: Ensure regular workshops and training sessions are conducted for skill development in cultural councils.

#### 4.4 GS, Alumni, IR & Entrepreneurship (AIRE) Council

1. E-Cell & TISC: Oversee the Entrepreneurship Cell and Technology Innovation and Startup Cell student teams.
2. Alumni: Coordinate with the Society of Alumni Affairs (SAA) for alumni-student interaction programmes.
3. International: Manage the International Relations (IR) team and facilitate student exchange programmes and global partnerships.
4. Events: Oversee TEDx IIT Jodhpur and Convocation student coordination.
5. Startups: Facilitate incubation support for student startups in liaison with the Institute Innovation Council.

## SECTION 5: RESIGNATION AND REMOVAL

### 5.1 Resignation

1. Procedure: A GS may resign by submitting a written letter to the President with a copy to the Vice President (Chair, Student Senate) and Dean of Student Affairs.
2. Vacancy: Upon resignation, the position shall be deemed vacant. A special election shall be conducted by the Election Commission within 30 days if the remaining tenure is greater than 6 months.
3. Interim Arrangement: If the remaining tenure is less than 6 months, the President may appoint an Acting GS from among the Group C heads of that Council, subject to Student Senate approval.

### 5.2 Impeachment

1. Grounds: Non-performance, financial misappropriation, gross misconduct, or violation of the Constitution.
2. Procedure: Impeachment proceedings shall follow the strict timelines and voting thresholds defined in Chapter IX (Elections and Impeachment).

### 5.3 Handover Process

1. Timeline: The outgoing GS shall complete the handover of documents, funds, assets, and digital access to the incoming GS within 7 days of the election results.
2. Inventory: A complete inventory of Council assets (equipment, files, credentials) must be signed off by both outgoing and incoming GS.
3. Clearance: No outgoing GS shall be granted an Institute No-Dues Certificate until the handover process is certified by the President and Dean of Student Affairs (DoSA).

# CHAPTER V: STUDENT SENATE COMMITTEES (GROUP C)

## SECTION 1: INTRODUCTION AND CLASSIFICATION

### 1.1. Student Senate Committees

Group C comprises leaders of major Student Senate Committees and large student bodies that manage specific domains of student life. These leaders are elected internally by members of their respective teams.

### 1.2 Classification

Group C positions shall be classified into two categories:

1. Student Senate Committees: Permanent bodies responsible for ongoing student wellbeing and governance (e.g., HMC, SWC, Dining Committee).
2. Institute Fests: Temporary teams responsible for organizing major institute-level festivals (e.g., Fest Chiefs for Varchas, Ignus, and Prometeo).

### 1.3 Accountability

All Group C leaders shall be accountable to the Student Senate for policy and budget matters and to the respective General Secretary (Group B) for operational coordination within their domain.

## SECTION 2: HOSTEL MANAGEMENT COMMITTEE (HMC)

### 2.1 Composition

The Hostel Management Committee (HMC) shall consist of:

1. Overall Heads: Two (2) overall heads (one male, one female) elected by the collective body of hostel secretaries. Out of these two heads, one must be from UG and one from PG.
2. Members: All elected Hostel Secretaries from each institute hostel.
3. Ex-officio: The President and Vice President (Student Senate Chair) may attend as a non-voting member.

### 2.2 Election of Overall Heads

1. Eligibility: Any hostel secretary who has completed 4 semesters of UG or 2 semesters of PG.
2. Electorate: The electorate shall consist of all elected hostel secretaries.
3. Process: Elections shall be conducted via secret ballot conducted by the Election Commission.
4. Tenure: One academic year, concurrent with the Student Senate term.

## 2.3 Responsibilities of HMC

1. **Hostel Budget:** The HMC shall consolidate hostel budget proposals and forward them to the Student Senate for recommendation.
2. **Maintenance Oversight:** Represent hostel residents regarding maintenance, amenities, security, and infrastructure at the Office of Hostel Affairs.
3. **Policy Coordination:** Ensure uniformity in hostel policies (e.g., rules and exit times) across all hostels, subject to institute regulations.
4. **Dispute Resolution:** Mediate inter-hostel disputes regarding resources or events.
5. **Organise the Inter-hostel General Championship** comprising teams from all hostels.

## 2.4 Hostel Councils

Each hostel shall have a Hostel Secretary.

1. **Election:** Hostel secretaries shall be elected by the hostel student body (residents of that specific hostel).
2. **Eligibility:** Candidates must belong to the specific hostel.
3. The elections will be conducted by the election commission.

## 2.5 Hostel Secretary Responsibilities

1. **Maintenance:** Ensure proper maintenance of the hostel and its precincts.
2. **Coordination:** Coordinate activities with other hostel secretaries.
3. **Security:** Ensure adequate security provisions and liaise with hostel wardens and caretakers.
4. **Inventory:** Maintain a digital ledger of hostel assets (furniture, sports equipment, instruments).

# **SECTION 3: STUDENT WELLBEING COMMITTEE (SWC)**

## 3.1 Composition

The Student Wellbeing Committee (SWC) shall consist of:

1. **Overall Heads:** Two (2) Overall Heads (one Undergraduate, one Postgraduate) elected internally by the current and former Student Guides (SGs) & Assistant Heads (AHs) of SWC. Current assistant heads shall be eligible for contesting for the position of overall heads.
2. **Assistant Heads:** Assistant Heads selection will be done as per the PoR Charter (Appendix 1). Current and former SGs shall be eligible for the position of Assistant Heads.
3. **Student Guides:** Student mentors who will guide new students with all aspects of student life. Selection will be done as per PoR Charter (Appendix 1).

## 3.2 Responsibilities

1. **Mental Health:** Coordinate with the Institute Counselling Service to organize workshops and awareness campaigns.
2. **Inclusivity:** Ensure equitable access to wellbeing services for all students.

3. Grievance Redressal: Act as the first point of contact for student wellbeing grievances.
4. Reporting: Submit a confidential wellbeing report to the Dean of Student Affairs (DoSA) and Student Senate once per semester.

### 3.3 Confidentiality

1. Data Protection: SWC members shall maintain strict confidentiality regarding student medical records, personal crises, or grievance details.
2. Violation: Breach of confidentiality shall be treated as gross misconduct liable for immediate removal and disciplinary action.

### 3.4 Ethicality and Integrity

The Student Wellbeing Committee shall uphold the highest standards of ethical conduct, ensuring fairness, confidentiality, and respect in all matters concerning student wellbeing. It shall act with integrity and impartiality to create a safe, supportive, and inclusive environment for all students. The Student Guides shall maintain strict confidentiality, demonstrate empathy without bias, and act responsibly in the best interest of fellow students.

## **SECTION 4: DINING COMMITTEE**

### 4.1 Composition

The Dining Committee shall consist of:

1. Overall Heads: Two (02) overall Heads selected as per the PoR charter. This would include one UG and one PG student.
2. Secretaries: Dining Secretaries and Joint Secretaries from each mess.
3. Members: The committee shall nominate 3 members (1 UG, 1 PG and 1 Female) from each Mess.

### 4.2 Responsibilities

1. Quality Oversight: Oversee the quality, hygiene, and management of all dining facilities (messes) on campus.
2. Inspections: Conduct mandatory weekly hygiene inspections of mess kitchens and storage areas.
3. Vendor Liaison: Represent student dining concerns before the Institute Mess Management Committee and external vendors.
4. Menu Approval: Review and approve mess menus on a monthly basis to ensure nutritional balance.
5. Complaint Resolution: Address complaints related to mess services and facilitate resolution within 7 days.

## **SECTION 5: INSTITUTE FESTIVAL CHIEFS**

### 5.1 Positions

The following Festival Chief positions shall exist as Group C roles:

1. FCs, Varchas (Sports Fest)
2. FCs, Ignus (Cultural Fest)
3. FCs, Prometeo (Technical Fest)
4. Organizer(s), Sandstone/TEDx

## 5.2 Selection Process

1. Festival Chief/Organizer shall be internally elected by the electorate.
2. Electorate will consist of:
  - Current Members of the Student Senate
  - Outgoing FCs and Heads of the respective fest
  - Outgoing FAs of the fests
3. Eligibility: Any Student with prior experience of Group D PoR in any Festival is eligible to contest. The candidate must have no disciplinary action or ongoing disciplinary proceedings.
4. The internal election shall be conducted by the Election Commission.
5. Ratification: Selected candidates shall be approved by the Dean of Student Affairs.

## 5.3 Responsibilities

1. Event Execution: Sole responsibility for the planning and execution of the respective institute fest.
2. Team Selection: Select team members (Group D) and (Group E) in alignment with the PoR charter.
3. Budget Management: Manage the festival's budget allocated by the Student Senate.
4. Reporting: Submit a post-event report (financial and activity) within 30 days of the festival's conclusion.

## 5.4 Resignation and Removal

1. Resignation: Shall be submitted to the Student Senate Chair (VP), respective General Secretary and Dean of Student Affairs (DoSA).
2. Vacancy: If a position becomes vacant mid-term, a replacement shall be appointed by the respective General Secretary in alignment with criteria and with final ratification from the President.
3. Impeachment: Grounds and procedures for impeachment shall follow Chapter IX (Elections and Impeachment).

Note: FCs/organisers shall report to their respective faculty advisors.

# CHAPTER VI: ELECTIONS AND IMPEACHMENT

## SECTION 1: ELECTION COMMISSION

### 1.1 Mandate and Independence

The Election Commission (EC) shall be an independent Constitutional Body empowered with full authority to enforce all regulations, rules, policies, and procedures relating to Student Gymkhana elections.

1. **Independence:** The EC shall function independently of the Executive Branch (President, General Secretaries) and shall be directly accountable to the Dean of Student Affairs (DoSA).
2. **Authority:** The EC's decisions regarding the conduct of elections, code of conduct violations, and election results shall be final and binding, subject only to appeal to the Dean of Student Affairs (DoSA) on grounds of procedural irregularity.

### 1.2 Composition

The Election Commission shall be constituted by:

1. **Election Commissioner (EC):** Faculty Member appointed by the Director.
2. **Deputy Election Commissioners (DECs):** Two (2) Faculty Members appointed by the Director.
3. **Overall Election Coordinator:** Nominated by EC and DECs and approved by DoSA.
4. **Election Coordinators:** Nominated by EC and DECs and approved by DoSA.
5. **Volunteers:** Selected by EC and DECs

### 1.3 Eligibility and Restrictions

1. **Neutrality:** Members of the Election Commission shall not be eligible to contest in any election during their term or for one academic year following their term.
2. **Conflict of Interest:** EC members must recuse themselves from any decision-making process involving candidates with whom they have a personal or organizational conflict.
3. **Removal:** EC members may be removed by the Dean of Student Affairs on grounds of misconduct, bias, or failure to perform duties, upon recommendation by the Student Senate (two-thirds majority).

### 1.4 Duties of the Election Commission

The EC shall be responsible for:

1. **Conduct:** Conducting all elections (Group A, B, C, Hostel, SR) in a free, fair, and transparent manner.

2. Code of Conduct: Issuing and publicizing the Election Code of Conduct and campaign guidelines before nominations open.
3. Timeline: Announcing dates and timelines for nominations, withdrawal, campaigning, voting, and declaration of results before the election cycle begins.
4. Grievance Redressal: Arbitrating complaints through an Election Grievance Committee within 48 hours of receipt.
5. Records: Maintaining records of election proceedings for one academic year and making them accessible to the General Student Body upon request.
6. Voter List: Publishing and regularly updating the final eligible voter list before voting begins.

## SECTION 2: ELECTORATE AND ELIGIBILITY

### 2.1 Electorate for Group C Positions

Student Senate Committee Heads (HMC, SWC, Dining Committee) and Fest Chiefs shall be elected internally by the members of their respective bodies.

1. HMC Overall Heads: Elected by all serving hostel secretaries.
2. SWC Overall Heads: Elected by all serving and former SWC members.
3. Fest Chiefs: Elected by current members of the Student Senate and outgoing FCs and heads.

### 2.2 Electorate for Hostel Council Positions

Hostel secretaries shall be elected by the Hostel Student Body (residents of that specific hostel or as the electorate decided by the election commission).

Eligibility: Only bonafide residents of the hostel during the academic year are eligible to vote.

### 2.3 Candidate Eligibility

To contest any elected position, a candidate must:

1. Membership: Be a member of the General Student Body in good academic and ethical standing.
2. CGPA: Meet the minimum CGPA criteria specified in Section 2.4 of this chapter.
3. Prior PoR: Meet the prior PoR requirements specified in PoR Charter.
4. Disciplinary Record: Have no prior, active or pending disciplinary action.
5. Residency: Is a resident at the institute for the whole tenure.

### 2.4 Minimum CGPA Criteria

Position	Minimum CGPA
President / Vice President	7.00
General Secretary (Group B)	7.00

Institutional Committee Head (Group C)	7.00
Student Representative	7.00
Hostel Secretary	6.50

## SECTION 3: IMPEACHMENT

### 3.1 Grounds for Impeachment

Any elected representative may be impeached on the following grounds:

1. **Non-Performance:** Failure to perform duties as specified in this Constitution (e.g., missing reports, not conducting events).
2. **Gross Misconduct:** Violation of the honour code, Institute rules, or ethical standards as determined by the Institute Disciplinary Committee.
3. **Financial Misappropriation:** Misuse, embezzlement, or unauthorized expenditure of Gymkhana funds.
4. **Constitutional Violation:** Willful violation of the provisions of this Constitution.

### 3.2 Impeachment of Group A (President / Vice President)

1. **Initiation:** An impeachment motion must be initiated by a petition signed by at least 25% of the General Student Body.
2. **Submission:** The petition shall be submitted to the Election Commission and the Dean of Student Affairs.
3. **Hearing:** A special Student Senate Meeting chaired by the EC shall be convened within 14 days of receipt of the petition, where the accused shall be given a full opportunity to present their defense. A detailed report shall be sent to the Dean of Student Affairs.
4. **Vote:** The President or Vice President shall be considered impeached if at least two-thirds (2/3) of the total Student Senate voting strength votes in favor of the impeachment motion.
5. **Confirmation:** The impeachment shall be subject to final verdict by the Dean of Student Affairs within 7 days of the Student Senate vote.
6. **Suspension:** Upon initiation of impeachment proceedings, the Student Senate may vote to suspend the office bearer from exercising powers until the verdict is delivered.

### 3.3 Impeachment of Group B (General Secretaries)

1. **Initiation:** An impeachment motion may be raised by a petition signed by at least 15% of the General Student Body.
2. **Hearing:** A special Student Senate session chaired by the CEC shall be convened within 14 days, where the accused shall be given an opportunity to defend themselves.
3. **Vote:** The General Secretary shall be considered impeached by a two-thirds (2/3) vote of the total Student Senate voting strength.
4. **Confirmation:** The impeachment shall be subject to final decision by the Dean of Student Affairs within 7 days.

5. Suspension: The GS would remain suspended until the final verdict is reached.

### 3.4 Impeachment of Group C (Student Senate Committee Heads)

1. Initiation: Impeachment proceedings may be initiated by one-tenth (15%) of the relevant electorate (e.g., 15% of Hostel Secretaries for HMC Heads).
2. Hearing: The Election Commission shall hold a hearing within 7 days of receipt of the petition.
3. Vote: An impeachment vote shall be conducted within 72 hours of the hearing.
4. Threshold: The representative shall face an impeachment motion if two-thirds (2/3) of votes cast support impeachment.
5. Confirmation: The report shall be reported to the Dean of Student Affairs for final verdict.

### 3.5 Impeachment of Hostel Representatives

1. Initiation: Impeachment proceedings may be initiated by one-tenth (10%) of the Hostel Student Body.
2. Hearing: A Special Student Senate Session shall be convened within 7 days with the Warden present.
3. Vote: The representative shall be impeached by a two-thirds (2/3) majority of votes cast.
4. Quorum: The Student Senate must meet the standard quorum requirement (50% of the total seats).

### 3.6 Post-Impeachment Procedure

1. Vacancy: Upon impeachment, the position shall be deemed immediately vacant.
2. Succession: Succession shall follow the provisions outlined in Chapters III, IV, V, and VI.
3. Re-election: A special election shall be conducted by the Election Commission within 30 days if the remaining tenure is greater than 6 months.
4. Acting Appointment: If the remaining tenure is less than 6 months, an Acting Office Bearer shall be appointed as per the President and the Election Commission.
5. Disqualification: Impeached representatives shall be disqualified from holding any PoR for the remainder of the academic year and the following academic year.

# CHAPTER VII: MEDIA CELL

## SECTION 1: MANDATE AND INDEPENDENCE

### 1.1 Official Student Media Body

The Media Cell shall be the official student media organization of IIT Jodhpur and a recognized Constitutional Body under this Constitution.

### 1.2 Editorial Independence

1. Freedom of Press: The Media Cell shall function as a platform for free, fair, and responsible journalism within the student community.
2. Non-Interference: No office bearer of the Student Gymkhana (including the President, General Secretaries, or Student Senate members) shall interfere with the editorial decisions, content selection, or reporting priorities of The Media Cell.
3. The Media Cell would limit its reporting to Student life and Student Gymkhana and ensure to release content which is in alignment with Institute guidelines.

## SECTION 2: COMPOSITION AND STRUCTURE

### 2.1. Organizational Structure

The Media Cell shall consist of the following roles:

Role	Selection Method	Term
Faculty Advisor	Appointed by Dean of Student Affairs	1 Academic Year (renewable)
Executive Editor	Selected via application + interview panel consisting of President, Outgoing Executive Editor, Faculty Advisor, PRO and ADSA	1 Academic Year
Editorial Team (Editors)	Selected by Executive Editor + Faculty Advisor	1 Academic Year
Correspondents/Media Executive	Open application + screening by Editorial Team	1 Academic Year

### 2.2. Eligibility Criteria

To hold a position in the Media Cell, a student must:

1. Be a member of the General Student Body in good academic standing (minimum CGPA: 7.00).
2. Have no prior, active or pending disciplinary action.
3. Executive Editor Specific: Must have previously held a PoR in the Media Cell or a related media/communications role.

### 2.3. Conflict of Interest

1. Dual Roles: The Executive Editor and Editorial Team members shall not simultaneously hold an elected PoR (Group A, B, or C) to preserve editorial neutrality.
2. Recusal: Members must recuse themselves from coverage or decisions involving organizations/individuals with whom they have a personal or financial conflict.

## **SECTION 3: ACCOUNTABILITY AND GRIEVANCE REDRESSAL**

### 3.1 Reporting Requirements

1. Bi-monthly Report: The Executive Editor shall submit an activity and financial report to the Student Senate every two months.
2. Annual Report: A comprehensive annual report, including reach metrics, content analysis, and feedback summary, shall be presented to the General Student Body at the end of the academic year.

## **SECTION 4: REMOVAL AND IMPEACHMENT**

### 4.1 Grounds for Removal of Executive Editor

The Executive Editor may be removed on grounds of:

1. Non-Performance: Failure to publish content for two consecutive months without valid reason.
2. Gross Misconduct: Violation of the Honor Code, Institute rules, or ethical journalism standards as determined by the Institute Disciplinary Committee.
3. Financial Misappropriation: Misuse of the Media Cell funds.
4. Breach of Editorial Independence

### 4.2 Removal Procedure

1. Initiation: A removal motion may be initiated by:
  - A petition signed by 10% of the General Student Body; OR
  - A resolution by the Student Senate (simple majority).
2. Hearing: The EC shall convene a hearing within 7 days, where the Executive Editor shall be given opportunity to defend themselves.
3. Vote: Removal requires a two-thirds majority vote of the Student Senate.
4. Confirmation: The Final Verdict shall be given by the Dean of Student Affairs within 7 days.
5. Interim Arrangement: Upon removal, the senior-most Editor shall serve as Acting Executive Editor until a fresh selection is completed.

# CHAPTER VIII: AMENDMENTS

## SECTION 1: PROPOSAL INITIATION

### Right to Propose

1. **Eligibility:** Any member of the General Student Body, any recognized Student Organization, or the Student Senate shall have the right to propose an amendment to this Constitution.
2. **Submission:** Proposed amendments must be submitted in writing to the Vice President (Chairperson of the Student Senate) clearly stating the clause to be amended, the proposed text, and the rationale for the change.

## SECTION 2: LEGISLATIVE DELIBERATION

### Student Senate Review

1. **Discussion:** The Student Senate shall discuss the proposed amendment in a Regular or Special Session. The proposer shall be invited to present their case.
2. **Approval:** To proceed to the General Body, the amendment must be approved by a Two-Thirds (2/3) Majority of the total voting strength of the Student Senate.
3. **Rejection:** If the Student Senate rejects the proposal, it cannot be reintroduced within the same academic semester.

## SECTION 3: GENERAL BODY RATIFICATION

### General Body Meeting (GBM)

1. **Notice:** A notice containing the proposed amendment shall be circulated to the General Student Body at least 7 days prior to the General Body Meeting.
2. **Quorum:** A quorum of Thirty Percent (30%) of the General Student Body is required to conduct the vote on constitutional amendments.
3. **Ratification:** The amendment shall be deemed ratified by the students only if approved by a Two-Thirds (2/3) Majority of the members present and voting in the General Body Meeting.

## SECTION 4: INSTITUTE APPROVAL

### Final Assent

1. **Submission:** Upon ratification by the General Body, the proposed amendment shall be forwarded to the Director via the Dean of Student Affairs.
2. **Assent:** The amendment shall take effect only upon receiving written approval/assent from the Institute Senate/competent authority.
3. **Veto:** The Director reserves the right to reject any amendment that conflicts with Institute policies, national laws, or regulatory body guidelines.

## **SECTION 5: NOTIFICATION AND IMPLEMENTATION**

### Publication

1. **Effective Date:** Once approved by the Director/Chairman (Institute Senate), the amendment shall be notified to the General Student Body within 7 days and shall come into effect immediately unless specified otherwise.
2. **Consolidation:** The Student Senate shall be responsible for updating the official Constitution document to reflect all ratified amendments.

# CHAPTER IX: STANDARD OPERATING PROCEDURE (SOP) FOR STUDENTS AWARDS POINT SYSTEM

## SECTION 1: OBJECTIVE

The purpose of this Standard Operating Procedure (SOP) is to establish a transparent, consistent, and merit-based framework for recognizing the distinguished services, contributions, and achievements of students at the Indian Institute of Technology Jodhpur. The SOP outlines the procedures for nomination, evaluation, and finalization of awards to be presented during the Senate Day and Convocation Day.

## SECTION 2: SCOPE

This SOP applies to all undergraduate and postgraduate students of IIT Jodhpur who have actively participated in academic, co-curricular, and extracurricular activities during their period of study. The procedures defined herein apply to awards administered through the Office of Students.

## SECTION 3: DEFINITIONS

- a) Distinguished Services: Contributions made towards the growth and development of student activities at the Institute.
- b) Distinguished Contributions: Active involvement and leadership in organizing, managing, and sustaining student-led initiatives and events.
- c) Non-Academic Achievements: Recognized performance and achievements in extra-curricular activities at different levels (Institute, State, National, International).

## SECTION 4: AWARD CATEGORIES

### 4.1. Awards Presented on Senate Day

- a) *Student Distinguished Services Awards* – To recognize Council members for their contributions and services towards the development and growth of student activities. Position of Responsibility (POR) certificates may also be awarded to nominated students.
- b) *Student Distinguished Contribution Awards* – To recognize graduating students for outstanding performance in both co-curricular and extra-curricular activities, based on the point system outlined in this SOP.

6 Silver medals (maximum 3 in each category) would be given under the above two categories.

#### 4.2. Awards Presented on Convocation Day

a) *Chairman, Board of Governors, Gold Medal* – Awarded to one graduating student with exemplary academic and non-academic achievements.

1. One graduating student with high academic performance (CGPA) and good non-academic achievements among students of all **B.Tech.** programs.
2. CGPA should be greater than or equal to 8.0.
3. Participated in at least two extra-curricular activities.
4. No 'F' grade in any of the courses.
5. No disciplinary action has been taken against the students during the program.

b) *Director's Gold Medal* – Awarded to one graduating female student with exemplary academic and non-academic achievements.

1. One graduating **female** student with high academic performance (CGPA) and good non-academic achievements among students of all B. Tech. programs.
2. CGPA should be greater than or equal to 8.0.
3. Participated in at least two extra-curricular activities.
4. No 'F' grade in any of the courses.
5. No disciplinary action has been taken against the students during the program.

**Both awards will be finalized with the approval of the Institute Senate.**

*Note:*

1. A weightage of 50:50 CGPA & points will be considered for finalization of awards. In case of a tie, a student awarded with Student Distinguished Services/Contribution Award or Certificate may be given special recognition/weightage at the time of finalizing Convocation Medals.
2. Other academic merit awards given at the Convocation Day are not based on the point system mentioned in Chapter IX Section 5, and hence not listed in this SOP.

## SECTION 5: POINT SYSTEM FRAMEWORK

### 5.1 Distinguished Services

Points shall be awarded based on recommendations in the prescribed format from designated authorities. The impact of student contributions shall be evaluated as per Table 1.

Table 1: Point system for distinguished services

Recommending Authority	Maximum Points	Remarks
Director's Recommendation	1000	One nomination only
Dean's Recommendation*	500	One nomination only
Associate Dean's Recommendation*	250	One nomination only
Faculty Advisor / Nodal Officer	100	One nomination only
Head of the Department	100	One nomination only
President / Vice President	50	One nomination only

\*The mail requesting recommendations for awards will be forwarded by the Office of Students to all Deans/Associate Deans to whom the students' activities are reported.

### 5.2 Distinguished Contributions

Points should be awarded to recognize leadership and sustained efforts in co-curricular and extra-curricular domains (Table 2), as per the Position of Responsibility (PoR) Charter attached in Appendix 1.

Table 2: Point system for distinguished contributions

Point System for Services in the Student Body	
PoR Group	Points
Group A	1500
Group B	1000
Group C	600
Group D	400
Group E	200

The recommending authority shall assign marks out of 10 for Groups A, B & C, and points will be computed proportionally based on the marks awarded.

- Example:

If a President is eligible for 1500 points and receives 8 marks out of 10 for performance, the points awarded are  $1500 \times (8/10) = 1200$ .

### 5.3 Non-academic Contributions

Table 3 Points for non-academic achievements

Point system for non-academic achievements through extra-curricular & co-curricular activities				
Level of Event	Position			
	1st	2nd	3rd	4th
International	4000	2000	1000	500

National	2000	1000	500	250
State / Inter-IIT	800	400	200	100
Institute (including fests of IITJ as well as other institutions, i.e. Varchas)*	400	200	100	50
Hostel (i.e. Kridansh etc)*	100	50	25	10
*In a single event/fest only one award will be given based on the highest position obtained. Points will only be given for achievements obtained during the student's time at IITJ Jodhpur.				

## SECTION 6: NOMINATION AND EVALUATION PROCEDURE

1. Nominations for each award shall be submitted to the Dean of Student Affairs in the prescribed format, if applicable.
2. The Institute-level Committee will verify and finalize the point compilation.
3. Final awardees will be recommended for approval by the Chairman, Senate.

### Notes:

- A weightage of 50:50 CGPA & points will be considered for finalization of awards.
- In case of a tie, a student awarded with Student Distinguished Services/Contribution Award or Certificate may be given special recognition/weightage at the time of finalizing Convocation Medals.

## SECTION 7: ELIGIBILITY AND DISQUALIFICATION

To be eligible for consideration:

- The student should not have received any disciplinary action or 'F' grade during the program.
- For Senate Day Awards, the minimum CGPA is expected to be 7.0; however, this could be discussed while recommending awards by the Students Scholarships and Prizes Committee.

Any violation of the above conditions shall render the student ineligible for the award.

## SECTION 8: APPROVAL PROCESS AND HIERARCHY

All nominations and evaluations shall be reviewed by the Institute-level Committee (Scholarships and Prizes Committee) constituted by the Chairman, Senate. The recommendations shall be forwarded to the Director.

## SECTION 9: RECORD KEEPING AND DOCUMENTATION

All records related to nominations, evaluation, and final awards shall be maintained by the Office of Students. The records shall be preserved for a minimum period of five years.

# Appendix 1: Charter of Position of Responsibilities (PoR)

## Appendix 1A Position of Responsibilities (PoR) Groups

Group A	Group B	Group C	Group D	Group E
Apex Positions, Elected from General Body, contest in a pair	All Elected from General Body	Elected from Internal Voting/Selection	Selected from Interview	Selected from Interview
President	GS (ACT)	SWC Overall Heads (1 UG + 1 PG)	SWC AH/SWC SGs	Dining Committee Joint Secretaries
Vice President	GS (AIRE)	HMC Overall Heads (1 UG + 1 PG; Including 1 Male, 1 Female)	Hostel Secretaries	AH Varchas
	GS (Sports)	Dining Committee Overall Head (1 UG + 1 PG)	Dining Committee Secretaries	AH IGNUS
	GS (Cultural and Literary)	Career Development Cell Overall Coordinators	Heads, Varchas	AH Prometeo
		Festival Chiefs, Varchas	Heads, IGNUS	Inter-IIT Contingent Members
		Festival Chiefs, Ignus	Heads, Prometeo	AH Sandstone
		Festival Chiefs, Prometeo	Inter-IIT Domain Leads	AH Tedx
		Inter-IIT Contingent Leaders / DCL	Heads, Sandstone	Joint Secretaries/Department Coordinators in Societies
		Organizers, SandStone	Heads, TedX	
		Organizers, TEDx	Coordinators/Secretaries of Societies/Captain/Vice Captain Sports Team	
		Overall Coordinators Under Councils	Batch SRs	
			Festival Coordinators, All Fests (FCOs)	

Note: Volunteers (Not a PoR, Open to All)

AH: Assistant Head

## Appendix 1B: Selection of Position of Responsibilities

The General Student Body comprises all regular students of the Institute.

GROUP	POSITION	CONDUCTED BY	SELECTION PANEL/VOTED BY	APPROVAL
A	President	Election	General Student Body	Highest Votes
A	Vice President	Election	General Student Body	Highest Votes
<b>Academics, Career and Technology Council</b>				
B	GS ACT	Election	General Student Body	Highest Votes
<b>Technical Societies (Including Tinkering Lab)</b>				
C	Overall Coordinator, Technical	Selection	Panel - GS + Faculty Advisor + ADSA + Outgoing OC	DoSA
D	Coordinator	Selection	Panel - Current OC + Outgoing Coords	ADSA
<b>Career Development Cell</b>				
C	Overall Coordinator, CDC	Selection	Panel - GS + PIC(T&P) + FA(ACT) + ADSA + Outgoing OC	DoSA
<i>*Overall Coordinator (OC) of the Student Placement Team would be a member of the CDC.</i>				
<b>Academics</b>				
C	Overall Coordinator, Academics	Selection	Panel - GS + Faculty Advisor/ADSA + Outgoing OC	DoSA
D	SRs	Election	Students belonging to respective Batches	Highest Vote
<b>Prometeo/Sandstone</b>				
C	Festival Chief	Election	Current Senate + Outgoing FCs+ Outgoing Heads	Highest Vote
D	Head	Selection	Panel - FCs + Outgoing Heads	ADSA
E	Assistant Head	Selection	Panel - Current FCs+ Current Heads	ADSA
<b>Inter - IIT Tech Meet</b>				
C	Contingent Leader	Selection	GS + Faculty Advisors	DoSA
D	Deputy Contingent Leader/Domain Leads	Selection	GS + Current CL	Faculty Advisor
E	Contingent Member	Selection	Current CL+ DCL + Domain Leads	ADSA
<b>Student Wellbeing Committee (SWC)</b>				
C	Overall Heads	Election	All current and former members of SWC	Highest Votes

Appendix 1B Selection of PoR

D	Assistant Heads	Selection	Panel - Current Head + Outgoing Head/AHs	President + Vice President
E	Student Guide	Selection	Panel - Current Head + Current AHs	President / Vice President
<b>Alumni, IR &amp; Entrepreneurship (AIRE) Council</b>				
B	GS (AIRE)	Election	General Student Body	Highest Votes
<b>ECell/Society of Alumni Affairs/IR Team</b>				
C	Overall Coordinator	Selection	Panel - GS + Faculty Advisor/ADSA + Outgoing OC	DoSA
D	Coordinator	Selection	Panel - Current OC + Outgoing Coords	ADSA
<b>TEDx</b>				
C	Festival Chief	Internal voting	Current Senate + Outgoing FCs+ Outgoing Heads	Highest Vote
D	Head	Selection	Panel - FCs + Outgoing Heads	ADSA
E	Assistant Head	Selection	Panel - Current FCs+ Current Heads	ADSA
<b>Sports Council</b>				
B	GS (Sports)	Election Commission	General Student Body	Highest Votes
<b>All Sports Societies</b>				
C	Overall Coordinators, Sports	Selection	Panel - GS + Faculty Advisor/ADSA + Outgoing Overall Coordinator	DoSA
D	Coordinator, Sport Society	Selection	Panel - Current Overall Coordinator + Outgoing Team	ADSA
<b>Varchas</b>				
C	Festival Chief	Internal voting	Current Senate + Outgoing FCs+ Outgoing Heads	Highest Vote
D	Head	Selection	Panel - FCs + Outgoing Heads	ADSA
E	Assistant Head	Selection	Panel - Current FCs+ Current Heads	ADSA
<b>Cultural and Literary Council</b>				
B	GS Cultural & Literary Affairs	Election	General Student Body	Highest Votes
<b>Cultural Societies</b>				
C	Overall Coordinator, Cultural	Selection	Panel - GS + Faculty Advisor + Outgoing OC	DoSA
D	Coordinator/Secretary	Selection	Panel - Current OC + Outgoing Coordinators	ADSA

<b>Literary Societies</b>				
C	Overall Coordinator, Literature	Selection	Panel - GS + Faculty Advisor + Outgoing OC	DoSA
D	Coordinator/Secy	Selection	Panel - Current OC + Outgoing Coordinators	ADSA
<b>Inter - IIT Cultural Meet</b>				
C	Contingent Leader	Selection	GS + Faculty Advisors	DoSA
D	Deputy Contingent Leader	Selection	GS + Current CL	Faculty Advisor
E	Contingent Member	Selection	Current CL+ DCL + Domain Leads	ADSA
<b>Ignus</b>				
C	Festival Chief	Internal voting	Current Senate + Outgoing FCs+ Outgoing Heads	Highest Vote
D	Head	Selection	Panel - FCs + Outgoing Heads	ADSA
E	Assistant Head	Selection	Panel - Current FCs+ Current Heads	ADSA
<b>Festival Committee</b>				
C	Overall Coordinator	Selection	Panel - GS + Faculty Advisor + Outgoing OC	DoSA
D	Coordinators	Selection	Panel - Current Organizer + Outgoing Coordinators	ADSA
<b>Hostel Management Committee (HMC)</b>				
C	Overall Heads	Election	Internally Elected by all Hostel Secretaries + President + Vice President	Highest Vote
D	Hostel Secretaries	Election	All residents of respective hostel	Highest Vote
<b>Dining Committee</b>				
C	Overall Heads	Nomination/Selection	Mess Wardens + Outgoing Dining Committee Members	ADHA
D	Dining Secretaries	Nomination/Selection	Mess Wardens + Outgoing Dining Committee Members	ADHA
E	Dining Joint Secretaries	Nomination/Selection	Mess Mess Wardens + Outgoing Dining Committee Members	ADHA
<b>Election Commission</b>				
	Chief Election Commissioner (CEC)	Faculty Member	Proposed by DoSA	Director
	Deputy Election	Faculty Member	Proposed Appointed by	Director/DoSA

*Appendix 1B Selection of PoR*

	Commissioner (DEC)		DoSA	
C	Overall Election Coordinator	Selection	Panel - CEC + DEC's + President	DoSA
D	Election Coordinator	Selection	Panel - CEC + DEC's + Current Overall Election Coordinator	CEC
<b>The Media Cell</b>				
C	Executive Editor	Selection	Panel - Faculty Advisor + President + Outgoing Executive Editor, PRO, ADSA	DoSA
D	Editor(s)	Selection	Panel - Faculty Advisor + Current Executive Editor + Outgoing Editors	Faculty Advisor
E	Media Executives	Selection	Editors	Executive Editor

*Note: List of all elected/selected members shall be forwarded to ADSA/DoSA or approving authority by the General Secretaries/Vice-President/President.*

## Appendix 2: Structure of the Student Gymkhana

