

CONSTITUTION OF THE  
TECHNOLOGY STUDENTS' GYMKHANA  
(TSG)



THE CONSTITUTION

TECHNOLOGY STUDENTS' GYMKHANA  
NATIONAL INSTITUTE OF TECHNOLOGY  
AGARTALA

## **PREAMBLE**

*For the purpose of  
“Developing all round extra-curricular activities to  
supplemented education*

*and*

*Advancing the general welfare of our fellow students; We,  
the students of National Institute of Technology, Agartala  
resolve to constitute a self governing democratic  
organization called Students’ Gymkhana and do hereby  
adopt this Constitution”.*

## **FORWARD**

The NITA Student Gymkhana is a powerful and apolitical student organization that acts as the link between the students and the administration. Technology Students’ Gymkhana is the hub of the numerous extra-curricular and co-curricular activities ranging from sports to music. The Gymkhana Club promotes the objectives of fostering extra-curricular and co-curricular activities and welfare of students. The Gymkhana is managed by the students, for the students, under the guidance and active participation of the faculty and staff members. It comprises of three committee viz. Cultural committee, Sports and games committee and Technical committee. In the hierarchy general secretaries are followed by individual secretaries of clubs and committees.

All the members of the Students' Gymkhana are elected for the students, by the students and from the student

( Prof.(Dr.) P.K. Bose)  
Director, NIT, Agartala & Rector  
Technology Students’ Gymkhana

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TECHNOLOGY STUDENTS' GYMKHANA  
NATIONAL INSTITUTE OF TECHNOLOGY  
Agartala – 799055

1. Objective:

The Technology Students' Gymkhana aims to foster a well balanced development of its members through excellence in extra-curricular and co- curricular activities along with their academic attainments. The Gymkhana shall be managed by the elected representatives of the students with active support and guidance of the members of the faculty and staff.
2. Motto  
The motto of the Gymkhana is:  
“Discipline” and “Unity”
3. Administration  
The Director of the Institute shall be the Rector of the Gymkhana, shall nominate a Professor of the Institute as the President of the Gymkhana and another member of the academic staff as the Honorary Treasurer of the Gymkhana. The President shall be the Chief Executive of the Gymkhana. The affairs of the Gymkhana shall be conducted by the President in consultation with the concerned members of the staff and faculty along with the elected office bearers, constituting the Executive Council and other committees and bodies hereinafter provided. The duties and functions of the President and the other functionaries of the Gymkhana are outlined in Appendix-A. The fund of the Gymkhana shall comprise of fees paid by the members of the Gymkhana, contributions made by the Institute and any other approved grants and contributions. The Rector shall approve the budget and estimates of the receipts and expenditure of the Gymkhana fund on the advice of the Executive Council. The rules governing the finance, budget, accounts and audit of the Gymkhana fund are detailed in Annexure-1. The Rector, on the recommendation of the President shall have the power to dissolve the Executive Council or any or all committee(s) and sub- committee(s) of the Gymkhana and order fresh elections and to have the affairs of the Gymkhana conducted for a limited period through any alternative arrangements he may deem proper.
4. General Body:

All students, undergraduates, postgraduates and research scholars shall be members of the Gymkhana, and they shall collectively constitute the General Body of the Gymkhana. They shall pay the requisite fees, and shall be attached to the academics of NIT, Agartala. If a member withdraws his registration he shall remain suspended.

  - a) The General Body shall elect the office-bearers for all the elected posts as detailed hereafter, in accordance with the Election Rules given in Appendix B. The President shall preside over meetings of the General Body, and the Vice President shall act as its Secretary.
  - b) The General Body shall have the power to review the performance of the Executive Council and its Committees and Sub-committees. Report on the activities for the session shall normally be submitted by the concerned General Secretaries and the Vice President to the General Body during the Annual Farewell Function of the Technology Students' Gymkhana.
  - c) The elected office-bearers of the Gymkhana, the Executive Council and its Committees and Sub-committees, and Students' Forum created and constituted as per this Constitution, shall discharge their stipulated functions on behalf of the General Body under normal conditions.

d) In the case of a constitutional crisis, or in emergent situations, an Extra-ordinary meeting of the General Body may be called by the President or by the Vice President with the approval of the President with a notice of at least 24 hours. 200 of the members shall form the quorum for the Extra –ordinary general Body Meeting. The Extra–ordinary meeting of the General Body may recommend specific measures for the emergent situation.

5. Students' Forum:

The students' form shall be a representative body of the general body and shall have as members the following student representatives.

- a) All elected office bearers of Gymkhana.
- b) The President or General Secretaries from each academic year.

Invitees:

All Ex-Officio members of the Executive Council shall attend the meetings of Forum as invitees. The Dean of Student Affairs, The Dean of Academic Affairs, The Dean of faculty affair, Dean P&D, Dean Research and consultancy and the warden, Hall Management Committee shall be the permanent invitees to the meetings of the Forum.

Meetings.

The president shall preside over the meetings of the forum and one of the General Secretaries, Technology Students' Gymkhana shall act as the secretary. The quorum of the meeting shall be half of the total membership. The forum shall meet at least twice a semester. The meetings of the forum shall be called by the secretary or by requisition of 50 % of the members. The meeting shall be called by giving a written notice of 3 days.

Functions:

- a) The forum shall review the annual budget of Gymkhana and the program of its activities.
- b) The forum on behalf of General Body shall have the power to initiate and propose to the Rector any amendment to the Constitution. Any amendment to the Constitution can be passed only by at least two thirds majorities of the members present and voting, provided the number of votes in favor is in excess of 50 % of the total membership of the Forum.
- c) The Forum shall elect three Post Graduate representatives, one each for Social & Cultural, Games and sports, Technology.
- d) The Forum shall recommend for Presidential nomination three student advisors, one each for Social & Cultural, Sports & Games.
- e) The Forum shall elect the Undergraduate, Post Graduate Research Scholar representative to the institute senate.
- f) The Students' Forum shall ratify policy decisions taken by the students' senate with regard to general student welfare, disciplinary policies on the campus. However, this duty does not extend to issues related to appointments and awards and other executive functions. A policy proposal of students' senate

stands ratified only when approved by 2/3<sup>rd</sup> majority of members present and voting. In a case where the forum does not ratify a policy decision taken by the senate, the same proposal may not be initiated for a period of one year from the date of rejection.

6. Elected Office Bearers:

The General Body shall elect representatives for the following offices:

- a) Vice President
- b) General Secretary (Sports & Games)
- c) General Secretary (Social & Cultural ) MOKSHA
- d) General Secretary (Technology), AAYAM

7. Nominated office Bearers:

i) Secretaries of the following Subcommittees(Sports & games):

- a) Football Subcommittee
- b) Cricket Subcommittee
- c) Hockey Subcommittee
- d) Tennis Subcommittee
- e) Indoor Games Subcommittee
- f) Volleyball Subcommittee
- g) Basketball Subcommittee
- h) Badminton Subcommittee
- i) Gymnasium and Weightlifting Subcommittee
- j) Athletics Subcommittee

ii) Secretaries of the following Subcommittees(Social & Cultural) MOKSHA:

- a) Entertainment Subcommittee
- b) Drama Subcommittee
- c) Journal Subcommittee
- d) Literary Subcommittee
- e) Films and Photography Subcommittee
- f) Fine Arts and Modeling Subcommittee

iii) Secretaries of the following Subcommittees(Technology), AAYAM:

- a) Knowledge Events Subcommittee
- b) Application Events Subcommittee
- c) Innovation Events Subcommittee

In addition to the representatives elected by the General Body the following Representatives elected by the Students' Forum on behalf of the General Body.

Technology Coordinator of the following Clubs

- a) Technology Literary Club
- b) Technology Dance Club
- c) Technology Dramatics Club
- d) Technology Music Club
- e) Technology Robotics Club
- f) Quiz Club
- g) Yoga and Health Club
- h) Films and Photography club
- i) Fine Arts and Modeling club

8. Executive Council:

There shall be an Executive Council to coordinate all activities of the Gymkhana including participation in events, composition of teams; to frame and to propose the annual budget; to institute and declare the Gymkhana awards and to look after the overall development of the Gymkhana. The Executive Council shall frame rules for conduct of the business of the Gymkhana.

The Executive Council shall be chaired by the President (nominated by the Rector) and shall contain

- 1) Six Rector's Nominees
- 2) Sports Officer-in-Charge (Ex-officio)
- 3) Vice President
- 4) General Secretaries
- 5) Three Student Advisors from, one from each Committee

The Vice-President shall act as the Secretary of the Council. Recommendations of all Committees and Subcommittees of the Council shall be submitted to the Executive Council for ratification. The Chairman may request any member of the faculty or staff, Physical Training Instructor (PTI) or student to attend the meeting of the Council by special invitation.

The Executive Council shall have the following committees for discharging its various functions:

- a) Games and Sports Committee
- b) Social and cultural (MOKSHA) Committee
- c) AAYAM, Technology Committee

The Executive Council shall also organize various Societies and Clubs listed in Appendix-C. The executive Council may also create other Committees, Societies or Clubs for fostering extra-curricular and co-curricular activities among the students.

8a) Games & Sports Committee

There shall be a Games and sports Committee to coordinate the activities of all Subcommittees under this group and to draw up the programme of activities for the year on the basis of proposals

submitted by its Subcommittees, The Committee shall recommend to the Executive Council composition of teams for the events and the various awards of the Gymkhana in the sphere of Sports & Games.

The following shall constitute the membership of this Committee:

- 1.) One faculty members(Rector's nominee), he will be the Chairman of the Committee
- 2.) Honorary Treasurer of the Gymkhana
- 3.) Staff Advisors to the various Subcommittees
- 4.) Sports Officer-in-Charge
- 5.) General Secretary (Sports & Games)
- 6.) Secretaries of the Subcommittees(Sports & Games)
- 7.) One student Advisor for Games and sports (Ex-officio from the Executive Council)

The concerned PTIs shall be permanent invitees to meetings of the Committee. General Secretary shall act as the Secretary of the Games and sports Committee.

The Games and sports Committee shall have ten Sub-committees for the discharge of specific functions as outlined in 7(i).

The following shall be the members of each Subcommittee

- 1) General Secretary (Chairman)
- 2) Secretary of the Subcommittee (Convener)
- 3) Sports Officer-in-Charge (Ex-officio)

#### 8b) Social & Cultural Committee

There shall be a Social & Cultural Committee to coordinate the activities of all Subcommittees under this group and to draw up the program of activities for the year on the basis of the proposals submitted by the Subcommittees. The Committee shall recommend to the Executive Council, external participation and composition of teams for the events, and the various awards of the Gymkhana in the sphere of MOKSHA activities.

The following shall constitute the membership of this Committee:

- a) One faculty members (Rector's nominees) he will be the Chairman of the Committee.
- b) Honorary Treasurer of the Gymkhana
- c) Staff Advisors to the various Subcommittees
- d) General Secretary (Social & Cultural)
- e) Secretaries of the Subcommittees(Social & Cultural)

#### 8c) Technology Committee (AAYAM):

There shall be a Technology Committee to co-ordinate the Technology General Championship. It shall draw up the program of activities for the year on the basis of proposals submitted by the members of the Committee. The Committee shall recommend to the Executive Council, composition of teams for the events and various awards of the Gymkhana in the sphere of Technology activities.

The following shall constitute the membership of this Committee:

- A) One faculty members (Rector's nominees) he will be the chairman of the committee.
- B) Honorary Treasurer of the Gymkhana
- C) Sports Officer-in-charge
- D) General Secretary (Technology) will be the secretary.
- E) Secretaries of the Subcommittees (Technology)

8d) Details of Subcommittee Meetings:

- a) The Secretary of the Subcommittee shall call the meeting in consultation with the General Secretary of the respective Committee with 2 days notice. 60 percent of members shall form the quorum for the meeting.
- b) Any subcommittee meeting held without the presence of any one of the General Secretaries of the respective Committee will be considered null.
- c) The subcommittee
- d) shall frame rules, finalize the judges/officials for the event and discuss all other matters relevant to the event.
- e) All decisions (other than postponement of events) of the subcommittee shall be approved by the subcommittee by a 2/3 majority of the halls present.
- f) In case of a deadlock the decision of the President TSG shall be final and binding.

9) Purchase Committee:

All purchases to be made by the Gymkhana should be approved by the Purchase Committee. The Committee shall consist of –

- a) Honorary Treasurer of the Gymkhana (Chairman)
- b) Vice-President (Secretary)
- c) Concerned Rector Nominees
- d) Sports Officer-In-Charge
- e) Concerned General Secretaries.

The concerned Staff Advisor and the SO/PTI shall be permanent invitees to the meetings of the Committee.

Purchase procedures shall be strictly as per the Institute rules.

## APPENDIX – A

President:

- a) The President shall normally preside over the meetings of the General Body, the Forum, and the Executive Council. He shall have full administrative powers over the Gymkhana affairs and shall control and operate all funds of the Gymkhana

- b) The President shall be the patron and the guardian of the Gymkhana Constitution. It is his responsibility to oversee that the constitution is being upheld in letter and spirit.
- c) In emergent cases, the President shall take decisions(s) on the recommendations of the Vice President and/or the Secretary concerned and these shall be ratified by the committee post-facto.
- d) In case no member of the Gymkhana is elected to an office and in case an elected office falls vacant due to the resignation or absence of an office-bearer, the President shall nominate a member to the post concerned or he may assign the responsibility to any elected office bearer.
- e) The President shall appoint a member of the academic staff as Election Officer to conduct the general elections of the Gymkhana for each session.
- f) The President shall be the supervisory authority in both the fests.
- g) In the temporary absence of the President, one of the senior members of the Executive Council shall, with the approval of the Rector, officiate for the President.

#### Honorary Treasurer:

The Hony. Treasurer shall look after the proper maintenance of Gymkhana accounts and be the custodian of funds and records of the Gymkhana.

- a) He shall also hold the Imprest Fund for meeting the day-do-day expenses.
- b) He shall be a member of executive council Games and sports Committee, MOKSHA Committee, AAYAM committee
- c) He shall be the chairman of the Purchase Committee.

#### Rector's Nominees:

The Rector's Nominees will assist the President in the smooth functioning and organization of various activities.

- a) They shall chair the meetings of the Games and sports Committee, the Social and Cultural Committees and AAYAM committee.
- b) They shall be members of concerned purchase committee.

#### Vice President

- a) The Vice President shall be a student member of the Gymkhana and elected by the General Body.
- b) The Vice President shall co-ordinate the activities of the different committees and sub-committees of the Gymkhana.
- c) He shall be a member of Purchase committee.
- d) He shall also carry out such other functions as may be delegated to him by the President.
- e) He shall be supervisory authority in the both the fests, MOKSHA and AAYAM
- f) He shall be in charge of fest security
- g) Along with President and Treasurer of the Gymkhana it is the responsibility of the Vice President to meet the audit observations expeditiously.

#### General Secretaries:

- a) There shall be Three General Secretaries elected by the General Body:
  - i) One General Secretary for the MOKSHA (Social and culture) Committee

- ii) One for the Games and Sports Committee
  - iii) One for the AAYAM (Technology) Committee
- b) The General Secretary shall coordinate the activities of the various subcommittees and shall jointly be responsible for the day to day running of the Gymkhana activities
  - c) He shall preside over the subcommittee meetings
  - d) They shall carry out such functions as assigned to them by the President and the Vice President

### Secretaries

The Secretaries of the various subcommittees shall be responsible for the development and the smooth running of the activities of their respective subcommittees. The other members of the subcommittee shall assist the Secretary in the day-to-day activities

### Staff Advisors

For each of the subcommittees, the President may nominate one or more members of the Staff to act as advisers. The budget and other important decisions of the subcommittee shall have the approval of the staff advisers.

### Audit Board

A three member Audit Board shall be nominated by the Rector, the Assistant Registrar (Audit), being an Ex-officio member

## APPENDIX – B

### Election

1. The President shall appoint a member of the academic staff as Election Officer to conduct the general elections of the Gymkhana for each session. The Election Officer shall be responsible for proper conduct of the Election. He may take the assistance of members of the staff as when required for the smooth conduct of the elections. He may declare the provisional results immediately after the counting of votes and shall submit the results of the election to the President for ratification. The decision of the Election Officer in all matters arising in connection with the election shall be final and binding.
2. Any member of the Technology Students' Gymkhana, who meets the eligibility criteria given below and unless specifically disqualified, is eligible to stand for the posts in the Technology Students' Gymkhana. The elections, if required, will be contested on a non-sectarian and apolitical basis. Use of any religious or political symbols is strictly prohibited. All office bearers shall be elected by secret ballot.
3. All bonafide members of the TSG, unless specifically disqualified, shall have voting rights. In the event of a student having withdrawn his/her name from the Institute rolls for a full academic year, he/she shall forfeit his/her voting right for the corresponding period. A

student who has been debarred from attending the Institute shall not be allowed to take part in the election for that particular period. A student found guilty by the Institute Disciplinary Committee/Examination Malpractice Prevention Committee shall not be allowed to contest the election.

4. The President shall nominate an office bearer in case no member is elected to the office or in cases when an office may fall vacant.

#### Eligibility Criteria

- 1) Vice President: Minimum experience of three academic years in NIT Agartala.
- 2) General Secretary: Minimum experience of 2 academic years in NIT Agartala.
- 3) Secretary: Minimum experience of 1 academic year in NIT Agartala.

#### General criteria:

- a) He/she must have clear all subjects and have secured an aggregate of at least 60% marks or equivalent CGPA up to the last published semester result.
- b) He/She should not be defaulter so far as Tuition Fees /Mess Charges are concerned as a time of filing the nomination papers.
- c) No Gross Disciplinary Action has been taken against him or her.

#### APPENDIX – C

- a) TECHNOLOGY LITERARY CLUB : The TLC shall be responsible for the publication of Institute Magazine. It shall be an annual journal published under the auspices of the TSG and its object shall be to encourage students to take an active interest in journalism. Its publication shall be coordinated by the Secretary, Journal Sub-committee. The Governing Body of the journal shall consist of THREE student Editors per section nominated by the President, in consultation with the concerned student members of the Executive Council. The editors shall be responsible for the journalistic contents of the Institute Magazine, which shall have the approval of a Rector's Nominee(s) (Social and Cultural). The Secretary shall look after the administrative aspects of the publication. Members of the Governing Body shall also attend the sub- committee meetings.
  
- b) TECHNOLOGY DRAMATICS CLUB : The TDC shall endeavor to encourage the production of plays, writing of scripts and allied activities among the students. Its activities shall be coordinated by the Secretary, Dramatics Subcommittee. The TDC shall have FOUR sections: English (ETDC), Hindi (HTDC) and Bengali (BTDC) and Dance (TDC). Each of the sections shall be run by a Governing Body which shall consist of three student coordinators nominated by the President in consultation with the concerned members of

the Executive Council. The Dramatics Secretary along with the concerned Coordinators shall be responsible for the overall functioning of the Dramatics societies. The Coordinators shall be mainly responsible for the direction and production while the Secretary will be responsible for arranging the required infrastructure. Members of the Governing Bodies shall also attend the subcommittee meetings.

- c) **TECHNOLOGY MUSIC CLUB (TMC):** The TMC shall have two sections Eastern (ETMC) and Western (WTMC). The TMC shall organize various musical functions for the Gymkhana and help the members interested in learning music. The Governing Body of each section of the TMC shall consist of THREE Coordinator nominated by the President in consultation with the concerned members of the Executive Council. The Secretary, Entertainment Subcommittee, along with the Coordinator shall be responsible for the overall functioning of the TMC. The activities of the TMC shall be coordinated by the Coordinator. The Secretary, Entertainment Subcommittee shall be responsible for arranging the required infrastructure. The Coordinator shall attend the sub-committee meetings.
- d) **QUIZ CLUB:** The Quiz Club shall be managed by the General Secretary (technology) and shall promote quizzing culture in the Institute on behalf of Gymkhana. It shall also decide about quiz team members for participation in National and International quiz competitions. It shall be coordinated by General Secretary (Technology) and THREE coordinator/Members nominated to the club by the President in consultation with concerned student members of the Executive Council.
- e) **Yoga and Health Club:** It shall be coordinated by the Governors of the club, who shall be nominated by the President in consultation with the concerned student members of the Executive council. Its aim is to encourage practice of yoga by the students in each hall. Its aim is to encourage practice of yoga by the students in each hall. It will also submit proposals for organizing workshops and seminars on yoga and health care for the benefit of the students to the President

#### ***APPENDIX – D***

##### **Flag**

- a) The flag of the Gymkhana shall be made of either silk or khadi
- b) The flag shall be rectangular in shape and the ratio of the flag length to its breadth shall be

- 3:2.
- c) The flag shall be composed of two equal parts. The upper half of the flag shall be of navy blue and the lower half shall be of gold colour.
  - d) The crest of the Gymkhana shall be inscribed at the center of the flag in a suitable combination of navy blue and gold shade.
  - e) The words "TECHNOLOGY STUDENTS' GYMKHANA, N.I.T., AGARTALA " shall be inscribed on the flag below the crest.

Crest :

The crest of the Gymkhana shall be the approved crest of the Institute.

Gymkhana Tie :

The official Gymkhana Tie shall be as approved.

Gymkhana Blazer :

The Gymkhana Blazer shall be of navy blue colour with the Gymkhana crest inscribed on the left

Common Dress :

For ceremonial functions, the approved common dress for the members of the Gymkhana shall be as follows :

For Gentlemen : White canvas or black shoes, white trousers, white shirt, Gymkhana blazer with Gymkhana crest and Gymkhana tie.

For Ladies : White canvas or black shoes, white salwar kameez with blue dupatta, Gymkhana blazer.

Sports Uniform :

The sports uniform for the Gymkhana shall be of the following description :

- a) The body of the uniform shall incorporate the TSG color-navy blue and golden yellow and shall bear the Institute crest inscribed in gold or any other suitable colour on the left side of the chest.
- b) For any game or sport the uniform may be suitably modified to suit the convenience of the particular game or sport.

## APPENDIX-E

The Technology Students' Gymkhana organizes two festivals in the academic year

- a) MOKSHA- the socio-cultural festival.
- b) AAYAM- the techno-management festival.

- 1) The President shall be the Patron of both the fests. He shall be updated of the developments periodically by the Chairman, the Vice- President and the General Secretaries.
- 2) The President in consultation with the Vice President and the respective General Secretaries shall nominate from among the faculty members the following: Chairman, Committee - AAYAM Chairman, Committee – MOKSHA.
- 3) The President, Chairman, Vice-President and the General Secretaries shall form the signatory authorities of the fests.
- 4) The two fests shall be organized by the Vice-President and the respective General secretaries who shall be aided by a Core Committee.
- 5) The Core Committee shall comprise of the Chairman, Vice-President, the 2 General Secretaries, the Committee Members, the Core Team Heads and the Core Team members.
- 6) The Core Committee (Except for Members) must be formed within 14 days after the declaration of the Gymkhana election results.
- 7) Except the VP, no student shall be a member of the Core team of both the fests.

The primary responsibilities of the various designations are enlisted below.

#### VICE- PRESIDENT

- A) The Vice-President shall be a supervisory authority in both the fests.
- B) He along with the Committee Members and the General Secretaries shall report to the Committee Chairman from time to time
- C) He shall be the In-Charge of fest security.

#### GENERAL SECRETARIES

- a) The General Secretaries shall be the executive heads of the respective fests.
- b) All matters pertaining to fests such as event management, publicity, sponsorship and finance shall be coordinated by the General Secretaries, aided and advised by the respective Core Team Heads.
- c) The General Secretaries shall report to the Committee regularly about the progress of work.
- d) They shall submit a detailed report on the fest to the president by March 15 of the current year.

#### EXTENDED COMMITTEE

- A) The Committee Members shall be nominated by the President of the recommendation of the Vice President and the General Secretaries concerned.
- B) Committee Members shall be responsible for advising and reviewing the decisions taken by the General Secretaries and Heads.
- C) The number of Committee Members shall not exceed 15.
- D) The President, in consultation with the Vice-President and the General Secretaries concerned shall nominate one Post Graduate Representatives for each festival.
  - Eligibility Criteria-  
He/She should have been a Core Team Head of the respective fests.

#### CORE TEAM HEADS:

- I) The Heads shall be nominated by the General Secretaries after consulting with the Committee Members.
- II) The working of the Heads shall be coordinated by the General Secretaries.
- III) The heads shall be in charge of any one of the following: Event Management/Action, Publicity and Sponsorship, Finance. In AAYAM, there will be one Core Team Head in charge of Media and Public Relations.
- IV) Number of Heads shall not exceed 10.

#### **Eligibility Criteria-**

Heads should have completed at least 2 academic years in NIT Agartala.

#### MEMBERS

- a) The Members shall work under the Heads and General Secretaries.
- b) They shall be nominated by the General Secretaries in consultation with the Core Team Heads

#### Eligibility Criteria-

Members should have completed at least 1 academic year in NIT Agartala.

#### APPENDIX-F

##### 1. TECHNOLOGY COORDINATOR

###### Eligibility Criteria

Minimum experience of two academic years in NIT Agartala.

###### Selection Procedure

The Technology Coordinator will be appointed after the elections and before the end of the corresponding spring semester by the elected Vice- President in consultation with the President. He will serve until the appointment of a Technology Coordinator after the next elections.

###### Roles

- i) Administration of all Gymkhana electronic mail
- ii) Maintenance of the Gymkhana website
- iii) The Technology Coordinator along with the Vice-President will maintain exclusive access to all Gymkhana electronic properties and will leave the authority to delegate access to the Gymkhana electronic mail.
- iv) The Vice-President , along with the Technology Coordinator may nominate a maximum of 2 Technology Assistant Coordinators to assist the Technology Coordinator

#### ANNEXURE – I

#### GYMKHANA FUND

#### RULES GOVERNING FINANCE, BUDGET, ACCOUNTS AND AUDIT

##### 1. Finance : The fund of the Gymkhana shall comprise :

- a) The fees paid annually by the students of the Institute as the Gymkhana fee at the rate fixed from time to time

- b) Adequate Annual contribution by the Institute
- c) Any other approved contribution

i) All fees payable by the students in respect of the Gymkhana shall be collected centrally by the cashier of the Institute. A separate account shall be opened in the name of the "Technology Students' Gymkhana." Intimation as regards the amounts credited to the Bank account shall be sent by the Institute Cashier to the Hony. Treasurer of the Gymkhana on each occasion. Similarly, the Institute contributions payable to the Gymkhana Fund shall also be credited to the Bank account referred as above, under intimation to the Hony. Treasurer of the Gymkhana. A formal acknowledgement of the money so transferred to the Gymkhana Bank account shall be made by the President of the Gymkhana.

ii) Any unspent balance left in the Gymkhana account at the close of a year carried forward to a reserve fund which may be utilized for Gymkhana activities in subsequent period with the approval of the Executive Council

iii) Out of the fund as created above, an imprest amount as approved by the Rector from time to time, may be held by the Hony. Treasurer of the Gymkhana for meeting day to day expenses, as per rules of the Institute.

iv) Under provisions made in the Budget, as referred to elsewhere in these Rules, and with the approval of the President, an advance may be made from the Gymkhana fund for meeting expenses of special nature on occasions as may be required by any of the subcommittees of the Gymkhana. Final adjustments of such advances should be made, by presentation of fully vouchered bills as soon as possible and, in any case, within a period of 15 days from the date of drawal of the advance. Ordinarily a second advance will not be granted to the sub-section which has not completely accounted for the first advance.

v) All purchases of the Gymkhana shall be made according to the Gymkhana rule made for the purpose

vi) Travelling Allowance and other miscellaneous expenditure will be governed by the rules framed by the Ex-council from time to time

vii) All condonation, write-off, etc. will be done by the President, at the recommendation of an expert committee and with the approval of the Rector.

## 2. BUDGET :

i) A detailed estimate of annual receipts and expenditure pertaining to the Gymkhana under its different subsections shall be drawn up by the outgoing Executive Council well before the commencement of the Academic year to which the estimate relates. This estimate, which is to be known as the Budget Estimate shall be submitted to the Rector for his consideration and approval. No expenditure against the provisions made therein can normally be incurred unless the Budget Estimate is approved by the Rector.

ii) The Budget Estimates, referred to in Section 2 above shall be scrutinized after six months' working and, if necessary, Revised Budget Estimate shall be drawn up by the Executive Council in office at the time and submitted to the Rector for his consideration and approval.

iii) No expenditure which is not provided for in the Budget Estimates or Revised Budget Estimates, referred to above shall be incurred nor shall the limits of expenditure as provided for therein under any head exceed without the specific approval of the Rector.

3. ACCOUNTS: The financial year for the Gymkhana fund shall correspond to the Academic year of the Institute. All fees and contributions for the year shall be paid within the financial year.

i) Drawals from the Bank account are to be made by means of cheques only. The cheques shall be signed by the President of the Gymkhana and countersigned by the Registrar.

ii) Two kinds of Cash Books shall be maintained by the Treasurer of the Gymkhana, viz., (a) a main cash book to account for all deposit and drawals from the Bank account and to record all items of expenditure paid by cheques and (b) a petty cash book to record drawal of the Imprest money, as referred to in para 1.3 above and all expenses incurred therefrom. c) All entries in the Cash Book shall be authenticated by the Treasurer of the Gymkhana. A monthly reconciliation shall be effected between the balance reflected in the Main Cash Book, referred to above, with the Bank Pass Book or the statement of balance furnished by the Bank.

iii) Proper books of account should be maintained as follows

- a) Centralised Bill Register
- b) Appropriation Register
- c) Advance Register
- d) Investment Register
- e) Stock Register
- f) General Ledger

iv) The President shall present an Annual Statement of account of receipts and expenditure of the Gymkhana Fund to the Audit Board

4. AUDIT : The audit of the bills of the Technology Students' Gymkhana shall be done as per the guidelines given below.

i) CONCURRENT AUDIT: The concurrent audit of all bills for which cheque are being drawn shall be carried out by a Part Time Auditor. The remuneration for the Auditor will be approved by the President of the Technology Students' Gymkhana, as per Institute norms

Observations on concurrent audit as may be made by the Auditor shall be sent to the President of the Gymkhana for necessary action

ii) ANNUAL AUDIT : The Annual Audit of the Technology Students' Gymkhana shall be carried out by an AUDIT BOARD to be constituted by the Rector on the recommendation of the President. The honorarium for the members of the Audit Board shall be as approved by the Rector on the recommendation of the President.

Observations raised by the Audit Board on annual audit shall also be sent to the President of the Gymkhana for action. A statement of these observations together with a copy of the annual statement of accounts shall be placed before the Rector.

iii) It will be the responsibility of the President of the Gymkhana to meet the Audit observations expeditiously.

## ANNEXURE- II

Awards and Prizes of the Gymkhana:

1.

INSTITUTE ORDER OF MERIT (MOKSHA)

HONORABLE MENTION (Social & Cultural)

INSTITUTE BLUE (Sports)

HONORABLE MENTION (Sports)

INSTITUTE ORDER OF MERIT (Technology)

HONORABLE MENTION (Technology)

2. Technology Students' Gymkhana shall award number of Running Trophies annually both for Sports, Technology and Social & Cultural Activities

3. Any student awarded punishment by the Standing Disciplinary Committee of the Institute /Examination Malpractice Prevention Committee of the institute shall not be eligible for Gymkhana awards.