

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
CONSTITUTION OF THE STUDENTS' GYMKHANA



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CONSTITUTION OF THE STUDENTS' GYMKHANA **NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**

1) NAME AND CHARACTER

- a) Name Name of the students' body shall be **National Institute of Technology Durgapur Students' Gymkhana**, hereafter called **Gymkhana**, and it will be the only representative body of the students of National Institute of Technology Durgapur, formed by all the Regular Students of Undergraduate (U.G.) and Postgraduate (P.G.) Courses of the Institute.
- b) Character The Gymkhana will be a non-sectarian, non-communal and non-political body. The Student Gymkhana shall not indulge in any activity that might cause disruption to the normal functioning of the Institute including academic activities and shall strive for a peaceful ecosystem that supports growth and advancement of the students individually and as a body. Further, the Gymkhana shall have no capacity of being affiliated to any other organization.

2) PREAMBLE

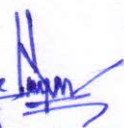
The students of National Institute of Technology Durgapur shall solemnly resolve to constitute the Students' Gymkhana into an organized body and to adhere to all the laid-down points as stated in the constitution.

Justice: To uphold liberty of thought and freedom of expression, equality of status and of opportunity, fostering and developing all co-curricular activities, creation of a sound and healthy Student-Teacher and Student-Staff relationship, assuring the dignity of all individuals and the unity of the student community as a whole in such a manner as to boost the fair name of the Institution.

The revised constitution is provisionally adopted and enforced from 23rd February 2019.

3) MEMBERS

- a) Membership All the Regular Students of Undergraduate and Postgraduate Courses whose names are on the Institute rolls shall be members of the Gymkhana and the terms Student/Students and General Body (referred hereafter as G.B.) wherever used in this constitution shall be interpreted in this sense.
- b) Cessation Membership of any Student will automatically cease, if
- She/he leaves the Institute or withdraws name from the rolls before the completion of her/his term, and/or
 - She/he is expelled from the Institute (cessation will remain effective, in such cases, till such time as the expulsion order is revoked and the student is readmitted to the Institute).

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4) FRANCHISE

The constitution confers the right to vote to all regular students in the election of the office-bearers of the Gymkhana every year, provided they have spent at least one academic semester in the Institute.

5) EXECUTIVE COUNCIL

The affairs of the Gymkhana shall be controlled by an Executive Council, henceforth referred to as E.C. The E.C. shall consist of:

- 1) Class Representatives (C.R.s) from each branch of each year on the basis of one C.R. per branch for U.G. students (First year C.R.s are to be co-opted later)
- 2) Three C.R.s from P.G. students (one First year C.R. to be co-opted later) and
- 3) Two lady representatives (one U.G. and one P.G.).

The E.C. shall also consist of the following office-bearers: one President; one Vice-President; one General Secretary and two Assistant General Secretaries (one for Cultural activities and another for Social and Sports related activities). All office-bearers of the E.C. will be from the students of U.G. courses. The tenure of E.C. will be one academic year (till the next E.C. is elected).

6) ELECTION

- i) All the U.G. and P.G. students of all class years who have spent at least one academic semester in the Institute (i.e. the General Body of the students, hereinafter referred to as G.B.) shall be eligible to take part in the regular election. The President, Vice-President, General Secretary and the Assistant General Secretaries shall be elected by secret ballot by such above-mentioned students. However, the C.R.s from U.G. students (except first semester) shall be elected from each branch of each year (class year) by the students of that particular branch of that year on the basis of one C.R. per branch. Similarly, for P.G. students (except first year), two C.R.s from the P.G. courses will be elected by all the regular P.G. students (except first year) who have spent at least one academic semester in the Institute. Of the two lady representatives, one U.G. lady-student will be elected by all the regular U.G. lady students and one P.G. lady-student will be elected by all the regular P.G. lady students, provided all the students concerned must have spent at least one academic semester in the Institute.
- ii) The date of election of the Executive Council will normally be scheduled within the last working week of the month of July each year. In case of a delayed session of any particular class-year/years, the class representatives and the office bearers from them will be elected for the year/years they normally would have been promoted to, while the passing out batch would neither vote nor stand for election. If any such elected class representative or office bearer is not promoted to the higher class or has to repeat that year her/his seat will automatically be considered as vacant.

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- iii) The election will be conducted by an Election Commission to be constituted by the Patron. The Election Commission shall have the authority to enquire into and settle any dispute relating to the holding of the election, and the decision of the Commission in regard of the election results shall be final and binding upon all students.
- iv) Election results shall be declared within 48 hours after the polling is over.
- v) The C.R.s from the U.G. First year will be co-opted to the E.C. after the completion of their stay in the Institute for one academic semester through election from each branch on the basis of one C.R. per branch. Similarly, after the completion of their stay for one academic semester, one C.R. from the P.G. First year will be co-opted to the E.C. through election by all the students of the P.G. First year.

7) PATRON

The Director of the Institute shall be the Patron of the Gymkhana. In addition to the powers vested to the Patron in the constitution she/he will:

- i. Appoint an Election Commission to conduct the election of the E.C. every year.
- ii. Appoint a faculty member as the Vice Chairperson in consultation with Dean (SW), who is ex officio Chairperson of the Gymkhana.
- iii. Appoint an auditor for auditing the accounts of the Gymkhana.

8) ELIGIBILITY FOR THE POSTS OF OFFICE-BEARERS

- i) The candidate should secured at least 7.5 CGPA at the time of submission of her/his nomination.
- ii) The candidate must have a proven record of active participation in activities related to the different student clubs, and the academic/cultural/sports attainments of the candidate shall be taken into consideration by the Election Commission for considering individual candidature.
- iii) There should be no past record of Disciplinary Action against the candidate issued by the Institute Disciplinary Committee.

9) FUNCTIONS AND RESPONSIBILITIES OF THE PRESIDENT

The President of the Gymkhana shall be a student of the final year (U.G. class) elected by the G.B. and shall

- i) Shall preside over all meetings of the E.C. and the G.B.
- ii) Shall represent the Gymkhana in all matters for the promotion of the interests of the students and shall act in consultation with the E.C.
- iii) Shall function as a coordinator between the Institute authorities and the students.
- iv) May call a meeting of the E.C. as well as the G.B. in case of emergency.
- v) Shall serve 'show-cause' notice to the E.C. member/members failing to attend three consecutive meetings of the E.C. called by the General Secretary without information.
- vi) Shall sign the order declaring the seat/seats of any of the member/members vacant at the suggestion of the E.C.

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- vii) Shall sign any amendment of constitution.
- viii) Shall exercise the "Casting Vote" in the E.C. meeting in case of a tie.

10) FUNCTIONS AND RESPONSIBILITIES OF THE VICE PRESIDENT

- i) The Vice-President (henceforth referred to as V.P.) of the Gymkhana shall be a student of the final year or pre-final year (U.G. class) of the Institute and elected by the G.B.
- ii) In absence of the President, the V.P. shall perform all the duties of the President.
- iii) The V.P. shall preside over the meetings of different sub-committees.

11) FUNCTIONS AND RESPONSIBILITIES OF THE GENERAL SECRETARY

- i) The General Secretary (henceforth referred to as G.S.) shall be a student of the Pre-final year (U.G. class) of the Institute and elected by the G.B.
- ii) The G.S. shall record proceedings of all the meetings of the E.C. and of the Gymkhana, and shall be responsible for giving effect to all decisions of the E.C. and of the Gymkhana and shall publish proceedings of the E.C. meetings on the notice board of the Gymkhana within 7 days of the meetings.
- iii) The G.S. will be in charge of the administration of the Gymkhana and prepare budgets and keep accounts of the Gymkhana.
- iv) The G.S. shall coordinate the functioning of different sub-committees and clubs.
- v) The G.S. shall call meetings of the E.C. in consultation with the President or in her/his absence the V.P. at least once a month during the session and shall call Gymkhana meetings, if necessary.
- vi) The G.S. shall call a special G.B. meeting of the Gymkhana provided at least one tenth of the total number of general members requests in writing for the conduction of such a Special GB Meeting
- vii) The G.S. shall maintain accounts of Receipts and Payments and shall submit the audited Annual Receipt and Payment Account to the E.C.
- viii) The G.S. shall submit all vouchers and bills of expenses for pre-audit and subsequent payment through the accountant (ref. 15. iii) for payment order and subsequent release of payments.
- ix) The G.S. shall be an ex officio member of all sub-committees under Gymkhana head.
- x) The G.S. shall preside over the meeting of the sub-committees in absence of the V.P.

12) FUNCTIONS AND RESPONSIBILITIES OF THE ASSISTANT GENERAL SECRETARY (CULTURAL)

The Assistant General Secretary (Cultural) of the Gymkhana (henceforth referred to as A.G.S. Cul) shall be a student of the Pre-final year (U.G. class) of the Institute and elected by the G.B.

- i) The A.G.S. (Cul) shall assist the G.S. in functioning and co-ordination of the following sub-committees/Clubs and any other sub-committee or club which may be formed by the E.C. for development and/or promotion of culture amongst the students:

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- a. Cultural sub-committees
 - b. Music Club
 - c. Projection Club
 - d. Literary and journal sub-committee
- ii) In the absence of the G.S., the A.G.S. (Cul) along with the Assistant General Secretary (Social & Sports) shall act as Joint Secretaries and take over the responsibilities of G.S.
 - iii) The A.G.S. (Cul) shall be the ex officio member of all the above sub-committees and clubs under (ii).
 - iv) In the absence of the V.P. and G.S., the A.G.S (Cul) shall preside over the meetings of the sub-committees, referred under (ii).

13) FUNCTIONS AND RESPONSIBILITIES OF THE ASSISTANT GENERAL SECRETARY (SOCIAL & SPORTS)

The Assistant General Secretary (Social and Sports) henceforth referred to as A.G.S. (Soc. & Sports) of the Gymkhana shall be a student of the Pre-final year (U.G. class) of the Institute and elected by the G.B.

- i) The A.G.S. (Soc. & Sports) shall assist the G.S. in functioning and co-ordination of the following sub-committees and any other sub-committee of clubs which may be formed by the E.C. for furtherance of social and sports activities of the students.
 - a. Academic sub-committee
 - b. Athletic sub-committee
 - c. Sub-committee for general students' affairs and campus development
 - d. Canteen and co-operative sub-committee
- ii) In the absence of the G.S., the A.G.S. (Social & Sports) along with the A.G.S.(Cul) shall act as Joint Secretaries and take over the responsibilities of the G.S.
- iii) The A.G.S. (Cul) shall be the ex officio member of all the above sub-committees and clubs under (ii).
- iv) In the absence of the G.S., the A.G.S. (Soc. & Sports) shall preside over the meetings of the sub-committees referred under (ii).

14) CHAIRPERSON

- i) The Dean (Student Welfare) shall function as the ex officio Chairperson of the Students' Gymkhana. In the absence of Dean (Student Welfare) the Associate Dean (Student Welfare) or any other faculty member delegated by the Dean (Student Welfare) shall officiate as the Chairperson.
- ii) She/he will advise the G.S. or the E.C. if necessary to prepare the budget of the Gymkhana and will attend the E.C./G.B. meeting in which the annual budget will be discussed. She/he will receive a copy of the approved budget.
- iii) The Chairperson may demand detailed accounts of the advances made out to the G.S. at any time and she/he may refuse any further advance to G.S. if in her/his opinion the demand for advances has not been made in proper proforma or it seems to be out of budgetary provision and/or previous advances made have not been properly adjusted.

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15) VICE CHAIRPERSON

- i) A responsible member of the faculty shall be appointed as the Vice Chairperson of the Students' Gymkhana by the Patron in consultation with Dean (SW), who is ex officio Chairperson of the Gymkhana.
- ii) She/he will actively assist the G.S. or the E.C. and shall further function as the disbursing authority in close consultation with the Chairperson.
- iii) The E.C. will appoint an accountant on a monthly honorarium (rate to be fixed by E.C.) on the recommendation of Vice Chairperson. The accountant will work under the control of the Vice Chairperson. She/he will assist the G.S. in keeping accounts and will maintain the main cash book and will have the power to pre-audit bills and vouchers of expenses before the final payment of each bill and voucher is made and/or they are entered in the cash book. She/he will report immediately to the Vice Chairperson and E.C. of any irregularity in accounting and expenses incurred. All payments are to be made against receipts by A/c Payee cheques as far as practicable.
- iv) The Vice Chairperson will release all payments with the prior approval of the Chairperson through the G.S. as may be necessary within the budget provisions for carrying on the activities of the Gymkhana.
- v) The money will be drawn from the bank or the Institute under the joint signature of the following:-
 - a. General Secretary
 - b. Vice Chairperson.

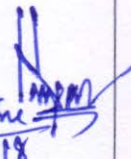
16) FORMATION OF SUB COMMITTEES

Sub-Committee:

- i)
 - a. Academic Section
 - b. Athletic Section
 - c. Literary & Library Section.
 - d. Canteen & Co-operative Section
 - e. Section for General Students' Affairs, Maintenance and Campus Development.

Such sub-committee shall be responsible to the E.C. for their activities.

- ii) The sectional sub-committees shall be formed within 7 days of the first E.C. meeting.
- iii)
 - a. The members of the E.C. will be distributed evenly in each sub-committee and V.P., G.S., and A.G.S. concerned will be the ex officio members. In academic sub-committee, no two members from amongst the C.R.'s will be from the same year.
 - b. Each sub-committee will have 3 co-opted members of whom one preferably will be a lady student. These members will be nominated by the E.C. The members will have to apply to the respective A.G.S. concerned for their adoption as members of a particular sub-committee. The E.C. will be the final nominating body in this case.

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- iv) The nominated members who are not members of E.C. shall also have voting rights.
- v) Representation of the Gymkhana in other Institute Committees will be decided by the E.C.
- vi) The respective sectional secretaries shall be elected by the members of that particular sub-committee.
 - a. The sectional secretaries shall be responsible for giving effect to all decisions of the sub-committees as and when approved by the E.C., and also to all the directives of the E.C.
 - b. The sectional secretaries shall also be responsible for keeping proper accounts and records relating to their sections and for proper expenditure within the sanctioned budget allotted to their respective sections.
 - c. The sectional secretaries shall also provide information relating to the expenditure of their sections as and when asked for by the G.B. and place them before the sub-committee for its approval. They will keep proper accounts of all the expenditures and submit the accounts duly passed by the sub-committee to the concerned A.G.S. for onward transmission to G.S. for approval of the E.C.

17) SIMULTANEOUS HOLDING OF POSTS

No student can hold two posts of office bearers at the same time. If anyone already holding a post desires to compete for another separate post, then she/he must resign from his previous post before she/he submits his nomination for the new post.

18) FUNCTIONS OF THE E.C. AND SUB-COMMITTEES

- a. Function of E.C.: The function of the E.C. shall be
 - i. To regulate and direct the general affairs of the Gymkhana.
 - ii. To call attention of and/or to represent before the appropriate authority in the Institute any matter of concern to the students and any matter in which they consider the interests of the students are affected. The E.C., however, shall not address any other authority except through the Patron.
 - iii. To discuss any question or any matter within the scope of the constitution, and all matters relating to the function of different sub-committees.
 - iv. To consider and accept the budget of the Gymkhana and to place it before the G.B. for its approval.
 - v. To examine and approve the accounts of the different sub-committees.
 - vi. To send student representatives to the different committees of the Institute which now exists and to any such committee that may be formed later.

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- vii. To collect, with the consent of the Patron, additional subscriptions over and above the annual fees from the members of the Gymkhana to perform any function.
- viii. To examine and approve the Annual Receipts and Payment account of the Gymkhana as prepared by the G.S.
- ix. To draw up the annual report about the activities of the Gymkhana.
- b. Functions of Sub-Committees
 - i. The academic sub-committee: It will deal with all academic matters related to the general interest of the students and it will assist the Institute authority in such matters as framing of Institute calendar, preparation of examination programme, arrangement of industrial and educational tours, maintenance of schedule of classes and examination.
 - ii. Cultural sub-committee: It will organize and co-ordinate all the cultural activities of the students, and will celebrate the days of National importance in collaboration with the Institute authority.
 - iii. Athletic sub-committee: It will organize, co-ordinate and regulate all the athletics and games and sports activities of the students under the guidance of P.T.I. Section of the Institute. The sub-committee will decide the final shape of the budget on athletics in its different aspects.
 - iv. Canteen & Co-operative sub-committee: It will deal with the smooth running of the canteen and co-operative stores.
 - v. Sub-committee for general student affairs and campus-development: It will deal with general students' affairs. It will take into account the grievances and general demands of the students. It will also look after the campus development.

19) GYMKHANA COLLECTION

- a. Each member of the Gymkhana shall pay a Gymkhana fee per year to be realized and determined by the Institute authority on recommendation of the E.C.
- b. All the Gymkhana fees payable by the students shall be collected centrally by the Institute under the arrangement of the Registrar of the Institute and deposited with the State Bank of India (National Institute of Technology Pay Office) at Durgapur. A separate account shall be opened in the name of "NITD Students' Gymkhana". Intimation as regards the amounts credited to the Bank account shall be sent by the Institute to the G.S. of the Gymkhana.

Similarly the Institute Contributions payable to Gymkhana fund shall also be credited to the Bank account referred to above under intimation to the G.S. of the Gymkhana. A formal acknowledgement of the money so transferred to the Gymkhana account at the bank shall be made by the G.S. of the Gymkhana.

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20) FUND OF THE GYMKHANA

- i. The total fund assumed from the above subscriptions under Article 19 and any amount that the Institute may grant and provide for may be kept in a separate account with the Institute under the name of "National Institute of Technology Durgapur Students' Gymkhana Fund" for transfer to the Gymkhana account in the Bank as mentioned in 19(b).
- ii. From the above mentioned fund the annual budget shall be drawn up by the G.S. in consultation with the Vice Chairperson, the President, and two A.G.S., and will be discussed in the meeting of the outgoing E.C. for its acceptance. The budget so prepared will be placed before the annual G.B. meeting for its approval. The approved budget will be signed jointly by the G.S. and the President. A copy of the approved budget will be forwarded to the Patron.
- iii. The budget referred to in para 20(ii) above shall be scrutinized after six months working and, if necessary, a revised budget shall be drawn up by the G.S. in office at that time in consultation with the Vice Chairperson and submitted to the E.C. for approval.
- iv. An emergency fund consisting of 2% of the total fund thus available will be created and may be spent at the discretion of the Patron for the general welfare of the students and there should be budgetary provisions for this fund. Any unspent amount of the emergency fund in a particular year will be released to the Gymkhana fund at the close of the year.
- v. A reserve fund consisting of two percent of the total fund will be created with necessary budgetary provisions. The reserve fund may be utilized for Gymkhana activities in subsequent years with the approval of the E.C.
- vi.
 - a. Expenditure from the Gymkhana fund shall be made against proper vouchers, and in accordance with budgetary allocations. All such papers shall be countersigned by the G.S. and the President.
 - b. Sanction of Expenditure: Expenditure against vouchers within the budget allotment may be sanctioned by the E.C.
 - c. Withdrawal of Money:
 1. Cheques are to be drawn on Bills duly passed by the G.S. and, when applicable, by the Sectional Secretary, and the expenditure duly sanctioned by appropriate Authority.
 2. Advances should not be normally drawn except in special circumstances. Requisition for advances should be forwarded by the authority empowered to sanction expenditure
 3. Advances should be recorded in Advance Register and Account of Expenditure along with voucher against advances to be submitted and adjusted in accounts. No further advance will be released until the previous advance is adjusted.
 4. A register of Imprest Cash is to be maintained by G.S.

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- vii. The Vice Chairperson may allow such advances as may be necessary to the G.S. within budget provisions for carrying on the activities of the Gymkhana. She/he may refuse any advance if previous advances made have not been properly adjusted, and/or if in her/his opinion the demand for advance has not been made in proper proforma, or if it seems to be out of budgetary provisions.
- viii. The G.S. shall personally be liable for submitting accounts of all advances.
- ix. The accounts of expenses shall be prepared by the G.S. and shall be audited by a competent person to be appointed by the Patron.
- x. Payment to outside parties shall normally be made through A/c Payee cheque or through appropriate means of e-remittance.
- xi. Accounting
 - a. The financial year of the Gymkhana fund shall correspond to the academic year of the Institute. All fees and contributions for the year shall be paid within financial year.
 - b. Drawals from the Bank Account are to be made by means of cheques only and the cheques shall be signed jointly by the following:
 - a. General Secretary,
 - b. Vice Chairperson.

21) FUND PROCEDURES

- a. Budget: The Budget should be in such form as may be approved by the Patron.
- b. Cash Book
 - 1. The Form of the Cash Book will be prescribed by the Patron.
 - 2. All transactions should be recorded in the cash book as soon as they occur.
 - 3. The Cash book will be maintained by the Accountant under the direct supervision of the G.S.
 - 4. The Cash Book will be balanced every day and signed by the G.S.
 - 5. Cash should be physically verified by G.S. once every month.
- c. Bank Account
 - a. All collections and receipts shall be deposited in full to the Bank on the date or next date of collection.
 - b. In no circumstances, receipts shall be directly appropriated towards expenditure.
- d. Annual Account

Annual Account of Receipts and payments shall be maintained in the same form as prescribed for the Budget Estimate.
- e. Audit

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The Accounts are to be audited annually. The Audit Fee will be paid from the Gymkhana Funds. A copy each of the Accounts and Audit Report is to be placed before E.C. and forwarded to the Patron.

22) MEETINGS

- i. Notice for meetings: The notice for the meetings of the G.B. and E.C. with full agenda shall be issued by the G.S. at least 7 days before the date of holding the G.B. meeting and at least 3 days before holding the meeting of the E.C. The meetings of the sub-committees will be called under the signature of the respective Sectional Secretary with a notice of at least one day in advance.
- ii. Quorum for meetings:
 - a. The quorum for a meeting of the G.B. shall be one fourth of the total number of members of the Gymkhana and that for an E.C. meeting half the total number of the executive council. For a sub-committee meeting $\frac{3}{5}$ th of the total number of members in the sub-committee will constitute a quorum.
 - b. If in a meeting there is no quorum even after waiting for a reasonable time, the Presider will postpone the meeting and declare the same meeting to be held on the same day of the next week at the same time and the same place. No information for holding of such postponed meeting to individual members will be required to be issued. The G.S. may, however, put up a notice to that effect in the general notice board of the Gymkhana. Any number of members present at such postponed meeting will form a quorum.
 - c. During the progress of a meeting if any member draws the attention of the Presider that at that moment there is no quorum, the Presider will adjourn the meeting for 10 minutes for giving a chance to the members to reassemble. When the meeting will restart after that period any number of members assembled will form the quorum.
- iii. G.B. Meeting: There will be two types of G.B. meeting - Annual G.B. meeting and Special G.B. meeting. Annual G.B. meeting will be held at the close of the academic year where the annual report of the activities of the Gymkhana and audited accounts, the annual budget, formation of the new E.C. and any other matter of general interest to the students (with the permission of the Presider) shall be discussed. In a special G.B. Meeting (called either on requisition by at least one tenth of the Gymkhana members or out of necessity as felt by E.C. only) those matters (for which the meeting has been requisitioned and/or E.C. has thought necessary for discussion and which shall be and have been explicitly mentioned in the agenda), shall be discussed. No other matter than those mentioned on the agenda can be taken for discussion in such special G.B. meeting.
- iv. Presider of the meeting: The President and in his absence the V.P. will function as the Presider of all the G.B. meetings. If both are absent in a G.B. meeting, the G.B. will select any member from amongst them to be the Presider of the meeting. For an E.C. meeting, in the event of both the President and the Vice-President being absent, G.S. will preside over the meeting. In the Sub-Committee meetings the V.P. will preside. In

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his absence, the G.S. and in the absence of both, the A.G.S. (Cul.) will preside.

- v. Each Sub-Committee meeting will be called by the sectional secretaries in consultation with the respective A.G.S. The recommendations and proposals as adopted in the Sub-Committee meetings shall be submitted to E.C. within 24 hours of the meeting and shall be considered by the E.C. within 3 days from the date of submission, provided that notwithstanding the provisions shown in other articles of this Constitution the E.C. may approve or reject or amend wholly or partly any of the said recommendations and proposals and that E.C. may give suggestions and/or directions, if so wanted by the occasional necessity.

23) NO CONFIDENCE MOTION

- i. No confidence motion against any of the members of the Executive Committee can be moved by one or more than one member of the E.C.
- ii. A motion of no confidence against any member excepting the President is to be submitted in writing to the President and such motion against the President must be submitted in writing to the Vice-President.
- iii. On receipt of a motion of no-confidence against any member, the G.S., in consultation with the President or the V.P. as the case may be, will issue a clear three day notice to convene a meeting of E.C. for discussing the no-confidence motion. When a no-confidence motion against G.S. is made, one of the A.G.S. will convene the meeting in above manner.
- iv. Consent of at least 5 members of the E.C. (from amongst those present in the meeting) shall be required to get the no-confidence motion admitted for discussion
- v. The office-bearer against whom the no-confidence motion is admitted must be informed in writing by the Convenor of the meeting before the commencement of the meeting.
- vi. If the motion of no-confidence is passed by 2/3rd majority of the total number of votes cast (nearest higher integer in case 2/3rd comes to be fraction) at the meeting of the E.C., the matter would be referred to the Patron of the Gymkhana for ratification of the G.B. meeting which will be convened by the V.P. (if the President be involved) and by either the President or the Vice-President or the General Secretary if members other than the President is involved.
- vii. Votes of the electorate on the decision of the E.C. on the motion of no-confidence will be taken by secret ballot and 2/3rd majority of the total votes cast on the voting day will be required to get the motion of no-confidence ratified.
- viii. If the electorate does not ratify the E.C. decision, the no-confidence motion will be declared to be lost and the office bearer concerned will continue in her/his office.

24) AMENDMENT AND REVISION OF THE CONSTITUTION

The procedure for the amendment and revision of the constitution of the Gymkhana will be as follows:

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A. Amendment:

- i. The proposal for amendment of any article of the constitution shall have to be signed by at least 1/10th of the members of E.C. or 1/10th of the members of the Gymkhana.
- ii. Such proposal will first be moved to the E.C. and if it is passed by 2/3rd majority of the current strength of E.C., the G.S. shall convene a general meeting of all the members of the Gymkhana and shall place the proposal for amendment before it. If 2/3rd of those present votes in favour of the proposal, it shall be considered to be passed.
- iii. All amendments must be approved by Board of Governors of the Institute.
- iv. Amendments of more than one article in one academic year will not be allowed under normal circumstances.

B. Revision:

- i. Revision of the constitution shall be allowed only after 2 years from the date the constitution is adopted.
- ii. E.C. at a special meeting shall discuss the matter and shall come to a unanimous decision.
- iii. A Committee of five student members of the E.C. and two Teacher Advisors to be appointed by the Patron shall be formed to review the constitution and to draft the revision.
- iv. E.C. will discuss the draft and approve the same at the special meeting of the E.C.
- v. G.S. shall convene a special general body meeting with seven days' notice to consider the draft.
- vi. In the special general body meeting at least 3/4th majority of the students present at the meeting will be required to get the draft approved by general body.
- vii. G.S. will send the revised constitution to the Board of Governors through the Patron for approval.
- viii. When approved, it comes into force from the next academic year.

25) EMERGENCY PROVISIONS

- i. The Patron in case of any situation which she/he considers as an emergency and which is to be recorded in writing shall have the full authority to call a general body meeting.
- ii. No election shall be set aside for any defects/irregularities of the provisions of the rules of the constitution unless such defects/irregularities affect the results of the election.
- iii. No action or proceedings of the National Institute of Technology Durgapur Students' Gymkhana shall be called into question or invalidated merely by reason of the existence of vacancy or vacancies among the members or of any member not having been duly appointed or having become disqualified.

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- iv. No action, resolutions or proceedings of the National Institute of Technology Durgapur Students' Gymkhana shall be called into question or invalidated on the ground that a member or some members (not exceeding $1/8^{\text{th}}$ of the total strength) have not received notices for the meetings in which such actions/resolutions or proceedings have been taken.
- v. If there be any confusion regarding the interpretation of the Constitution, the Patron of the Gymkhana will have the final say.

[Handwritten signature]
2019 June 18

[Handwritten signature] 18.06.19

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Dean, Student Welfare
National Institute of Technology
Durgapur - 713209 (W.B.), INDIA