

**Dean Students Secretariat
IIT Mandi**

Policy for organizing MTB Club Activities and Usage policy of the materials under Club

IIT Mandi is situated in the hilly terrain of Himachal Pradesh. The institute surrounded by mountain peaks always allure community members of IIT Mandi. The Mountain Biking Club, part of the Sports Society, Student Gymkhana caters to the adventurous spirit of the institute community members. The club organizes mountain biking activities in the circular up-down roads and rough pathways surrounding to the institute. IIT Mandi has following policy for conducting activities and events under the club:

1. In the beginning of every session, a student would be appointed as Club Coordinator as per the procedure decided by the *Election Committee* of Gymkhana Secretaries.
2. The student who wants to contest the election must have undergone a one month course at the *Atal Bihari Vajpayee Institute of Mountaineering and Allied Sports, Manali*, or at similar institution.
3. The coordinator will form his/her core team for organizing club activities. The selection of the core team would be based on criteria decided by the competent authority. All the members of the team will be required to complete one month course at the *Atal Bihari Vajpayee Institute of Mountaineering and Allied Sports, Manali* or at similar institution.
4. The Club will hold its activities with the advance approval of the competent authority.
5. All the properties of the club will be kept in the room allocated to the club below Oak Mess, North campus.
6. The key of the lock of club room will be kept in Dean (S) Secretariat, A9 and will be issued to the club coordinator only.
7. The club will prepare an inventory of all its material and will maintain proper record of purchasing/holding/weeded out materials in consultation with the competent authority.
8. The club coordinator will be responsible for all material and its usage.
9. There must be a proper record of the activities/usage of materials with date/time record.
10. In case of any discrepancies in records/usage of the material, it is the responsibility of the club coordinator to report immediately to the competent authority.
11. In case of violation of any of the above said guidelines, the club coordinator or the person responsible will be punished.

Usage policy of MTB materials by the institute community members:

The property of the Club is the property of IIT Mandi. While using the material, an institute community member will be required to adhere to following guidelines:

1. An item from the MTB Club would be issued to an institute ID card holder including students, and all such personnel which falls under the regular remuneration/salary drawing category of IIT Mandi except the dependents of such personnel.
2. The material is in possession of the Club Coordinator. During the lending period, the borrower is required to abide by rules and regulations of the club.
3. An item will be issued to the borrower as per the availability of the item. The club will issue the item to the borrower while satisfying the identification of borrower only.
4. The borrower will be required to fill an undertaking form before borrowing an item.
5. The item will be lent on advance payment basis only in addition to the caution money. The borrower is required to pay the rent amount to the Student Gymkhana account only.
6. Lending of an item is in the preview of the Club. The availability of the item does not mean that it is available for issue by default.
7. The issued item can be recalled any time if it is required by the club.
8. The borrower will be responsible for the borrowed item. Any damage to the item will be compensated by the borrower only.

Rental charges to rent an item (for non-gymkhana activities):

Sl. No.	Name of the Item	Rent per 3 hours	Rent thereafter per hour	Caution money (in case of overnight rental service only)
1.	Bike with full gear and accessories, category 1 (Cost of less than 25K)	Rs. 500	Rs. 100/hour	20% of the cost
2.	Bike with full gear and accessories, category 3 (Cost of less than 35K)	Rs. 550	Rs. 150/hour	25% of the cost

- Submission margin period will be 10-15 minutes only.
- Proper submission will be considered only if the related items are submitted at MTB club, D2, North Campus.