

[Constitution approved by the Senate in June 2012]

STUDENTS' CONSTITUTION

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND MANUFACTURING, KANCHEEPURAM

Approved by the Senate
on June 27, 2012

Constitution Committee

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CHAPTER I

PREAMBLE

This Constitution aims at providing the students opportunities for overall personality development, with emphasis on leadership qualities and the spirit of service. It is hence based on the spirit of mutual co-operation among the various sections of the campus community.

The structure of this Constitution has been expressed in the formation of a Student Affairs Council (SAC) and an Executive Wing (EW). The nature of their interaction with each other and with the General Student Body (GSB) is defined below.

The SAC shall function as the central policy making body and these policies shall be based upon the experiences, demands and aspirations of the GSB.

The EW shall function as a body accountable to the SAC to execute and implement the policies of the SAC. However, the EW can put forth suggestions to, and advise the SAC as and when it deems necessary.

Both the SAC and the EW shall remain responsible to the General Student Body, stakeholders concerned.

The functional manifestation of the spirit of the Constitution depends mainly on the integrity and the perspicacity of the SAC Councilors and the Executives. The members of the GSB will be strengthening this spirit by remembering:

"He only deserves freedom and life who conquers them anew." - Goethe

"With freedom comes responsibility" - Anna Eleanor Roosevelt

The various sections of the campus community shall, together, strive towards building an atmosphere imbued with warmth and the spirit of objective analysis, to attain the culture of a truly educated community.

CHAPTER II

STUDENT REPRESENTATIVE SET-UP

1. The Student Affairs Council (SAC) shall be the apex policy making representative body.
2.
 - A. The members of the SAC will be elected from and by specific constituencies of the GSB. (Ref: Chap III, 2 A)
 - B. A faculty member shall act as an advisor to the SAC. The convener of the students' constitution, in consultation with the Speaker and the Deputy Speaker of the SAC and the General Secretary, will suggest a panel of names to the Director for choice of a Faculty Advisor to the SAC. The Faculty Advisor shall aid the SAC in framing its policies, guidelines and resolutions, without participating in its voting.
3. The EW shall function as a body accountable to the SAC to execute and implement the policies of the SAC. However, the EW members shall execute and implement these policies independent of SAC. (Ref: Chap IV, 1)
4.
 - A. The EW shall consist of:

Student General Secretary (SGS)

Academic Affairs Secretary (AAS)

Co-Curricular Affairs Secretary (CCAS)

Research Affairs Secretary (RAS)

Hostel Affairs Secretary (HAS)

Sports Secretary (SS)

Cultural Affairs Secretary (CAS)
 - B. The above posts shall be elected directly by the Student Body on a one-man one-vote basis.
5.
 - A. The SAC shall set policies and guidelines towards the working of the EW.
 - B. All the Executives shall be individually accountable to the SAC for the implementation of the policies in their respective domains.
 - C. SAC Councilors shall actively help the Executives in discharging their duties.

6. The SAC shall form sub-committees on an ad-hoc basis to look into specific issues. (E.g. A library sub-committee to look into library affairs)
7. The SAC shall nominate an Emergency Council (EC) to consider urgent issues during the vacations.

8. Student Representation to the Official Bodies of the Institute

- A. The GSB shall be represented by the Executive Wing members in the major official Boards of the Institute as follows:

Senate: SGS, AAS, RAS

Board of Students (BoS): Executive Wing and SAC Speaker

Board of Academic Courses (BAC): AAS, SGS

Board of Academic Research (BAR): RAS, SGS

Board of Placements (BoP): AAS, RAS

- B. The student representatives to all the other official bodies of the Institute (such as the Hostel Management, Library Committee, Hospital Committee, House Allotment Committee etc.) shall be proposed by the respective Executives and ratified by the SAC within a month of the beginning of the academic year.
- C. The student representatives shall apprise SAC of all the issues dealt by the various official bodies of the Institute.
- D. The student representatives shall necessarily project the views of the SAC to the official bodies of the Institute.

9. Campus Publications

- A. The Campus Publications shall strive to develop and foster a sense of awareness in the GSB.
- B. The Campus Publications shall be accountable only to the GSB.

10. Consultative Committee

- A. The Director will nominate a Consultative Committee consisting of three faculty members and three students. The student members will be nominated in consultation with the Speaker and the Deputy Speaker of the SAC and the General Secretary.
- B. The Consultative Committee shall be nominated soon after the initial formation of the SAC before the vacation. (Ref: Chap VII, I A, Note 2)

- C. The Consultative Committee shall advise the SAC on the interpretation of the Constitution, when called for by the Speaker. However, the final interpretation of the Constitution rests entirely with the SAC.
- D. The tenure of this Committee shall be the same as that of the corresponding SAC.

11. The SAC shall interact with all the official bodies and offices of the Institute.

12. The Speaker, all members of the EW, all the Editorial Boards of the Campus Publications and the Film Club Secretary, as well as the Hostel General Secretaries have to present individual written reports covering their respective activities during each semester. (Ref: Chap III, 4 A (b), 9)

13. General Guideline to SAC

The SAC shall make recommendations to the Director for resolving any issues arising out of the implementation of any of the provisions of this Constitution. These recommendations shall be made through the Board of Students, which shall in turn, recommend these to the Senate.

The GSB/SAC/EW members shall not indulge in any form of mass agitation / strikes and any matter of dispute relating to the activities of the GSB/SAC/EW shall be left to the decision of the committee nominated by the Director of the Institute.

CHAPTER III

THE STUDENT AFFAIRS COUNCIL (SAC)

1. Scope and Responsibilities

- A. The SAC shall be the central and principal policy making body for the whole General Student Body (GSB). Its policies and guidelines shall be binding on all members of the Executive Wing (EW) and the GSB, unless the GSB overrules them by a referendum. (Ref: Chap VIII, 10)
- B. The members of the SAC shall be in continuous touch with the GSB. They shall apprise the GSB of issues of general or particular interest and shall implement the most representative view of the GSB in arriving at the policies, decisions and guidelines of the SAC.
- C. The SAC shall form ad-hoc sub-committees to look into specific issues concerning the students.

2. Composition of the SAC

A.	Constituency	Number from each constituency
	a. General Secretary of each hostel	4
	b. Day Scholars - 1 representative	1
	c. B. Tech Councilor	1
	(i) 1 Branch Councilor from each branch	3
	(ii) 3 Class Councilors from the first year	3
	d. M. Des.	
	(i) I Year Councilor	1
	(ii) II Year Councilor	1
	e. Ph. D.	
	(i) 1 Councilor from each Engineering program	3
	(ii) 1 Councilor from the Sciences program	1
	Total number of SAC Councilors	18
B.	One faculty advisor (Ref: Chap II, 2B)	

Note: A member of the EW cannot be a member of the SAC.

3. Interaction with the EW

- A. The SAC shall set the policies for the EW.
- B. The EW shall report to the SAC and shall be answerable to the SAC for the execution of these policies.
- C. All members of the EW shall attend the SAC meetings. (Ref: Article 5 G of this chapter).
- D. The EW shall be free to put forth suggestions in the making of SAC policies.
- E. Every member of the EW shall review his or her manifesto and activities twice a year at the SAC meetings that will be held for this purpose, in October and in February. The EW shall be answerable to the GSB, and the opinion of the GSB shall be reflected in the deciding of awards such as the Institute Blues.

4. Office Bearers of the SAC

A. Speaker

a) The Speaker shall be the Presiding Officer on the floor of the SAC and he or she shall be elected by the Councilors of the SAC. He or she cannot hold any elected post outside the SAC. He or she must be from the GSB and should not be a SAC Councilor.

b) Duties:

1. The Speaker shall convene and conduct the meetings of the SAC.
2. The Speaker shall normally prepare the agenda for every SAC meeting and shall inform the members, the EW, the Campus Press and the GSB at least 48 hours in advance, except for Special Meetings (SM) (Ref: Article 5 J of this chapter) or Emergency Meetings (EM) (Ref: Articles 5 Q, R,S of this chapter).
3. The Speaker shall prepare and be responsible for communicating the approved minutes of each Regular SAC Meeting (RM) to the GSB within four days after approval. The minutes of a Special Meeting shall be put forward to the GSB within the next three days.
4. The Speaker shall send the minutes of Regular Meetings to all Councilors within three days of the meetings and if, within four days of the dispatch, no objection is received, the minutes shall be treated as approved.
5. The Speaker shall be responsible for the maintenance of the following documents and for keeping them up to date:
 - The minutes of the SAC sessions for the immediate past five years.

- The reports of all committees, sub-committees, Institute and Editorial Boards and executives for the past five years.
- All correspondence from any individual or group of individuals of the GSB for the past five years.
- A copy of the Constitution and amendments.

6. The Speaker shall be responsible for the production of the above documents within 48 hours when demanded by any of the following:

- Councilors of the SAC
- The Faculty Advisor
- Members of the EW
- Campus Press
- The representatives of at least 25 signatories of the GSB
- Any other person or body authorized by SAC

7. The Speaker shall keep a check on the membership of the Councilors and the Executives, various committees like the Mess Monitoring Committee (MMC), CSU Committee; Councils like the Research Affairs Council, Alumni Affairs Council; other Organizations like the Guidance and Counseling Unit (GCU), Sustainability Network (S-Net); and the various clubs like the Cultural Clubs, Sports Clubs.

8. The Speaker shall have a copy of the Constitution and its amendments during every SAC meeting and Emergency Council meeting.

9. The Speaker shall call for, compile and release to the GSB reports from:

- Individual members of the EW, covering their activities and the activities of the organizations falling under their purview.
- Campus Editorial Boards
- Hostel General Secretaries
- Film Club In-charge (Students)
- SAC
- SAC sub-committees

This should be done twice every year, in the first weeks of November and April.

10. The Speaker shall be fully conversant with the Constitution, and shall, at the end of his or her tenure, recommend a course of action to his /her successor.

B. Deputy Speaker (DS)

a) The DS shall be appointed by the Speaker subject to ratification by the SAC. The DS is a Councilor who holds no other elected post outside the SAC. He or she shall be the Presiding Officer on the floor of the SAC in the absence of the Speaker.

b) Duties

1. When the Speaker is present

- The DS shall record the proceedings of the SAC.
- The DS shall assist the Speaker in all matters concerning the SAC

2. In the absence of the Speaker

- The DS shall act as the Speaker
- The DS shall appoint any other Councilor as Deputy

Note: The SAC shall elect an interim Speaker in the event of the absence of both the Speaker and the Deputy Speaker during any session.

5. Rules and Procedures in the SAC

All the SAC meetings shall be Regular Meetings unless declared Special Meetings. (Ref: Article 5 J of this chapter)

A. Order of Transactions

a) The Speaker shall take items in the following order while conducting SAC meetings:

1. Ratification of draft minutes if necessary
2. Announcements
3. Unfinished transactions
4. Reports of the Executives
5. New transactions on the Agenda
6. Any item not on the Agenda with the support of one-third of the floor strength of the SAC or 50 persons of the GSB.

b) The order of transactions may be modified by a simple majority of the SAC.

B. Frequency of SAC meetings

A minimum of three Regular SAC meetings must be conducted every year: at least one in the odd semester and two in the even semester, the last meeting being a joint session of the old and new SAC members.

C. Convening of extraordinary SAC meetings

The Speaker shall convene Regular Meetings within a week of a requisition in writing by:

1. At least one-third the strength of SAC or

2. A group of 50 persons or more of the GSB

Note: One representative of the 50 persons shall have the right to speak on the floor of the SAC.

D. Quorum

a) The quorum for an RM of the SAC shall be half the current strength of the SAC

b) The quorum for any SM of the SAC shall be two-thirds of the current strength of the SAC

c) If the floor strength of a SAC meeting falls below the specified quorum during the meeting, any decision taken thereafter will not be valid.

E. Attendance

Whenever a Councilor expects to be away from the campus or be unavailable for a period of ten days or more, the Councilor shall notify the Speaker in writing, in advance. However, in cases of emergency, he or she should inform the Speaker in writing within five days of the commencement of his or her absence. If any Councilor fails to attend two-thirds of the meetings (integral value), without prior information and/or explanation, then the defaulter stands automatically expelled from the SAC (Ref: Chap VII, 8 C).

A written explanation for options from a SAC meeting shall normally be passed on to the Speaker within five days after the SAC meeting by the absentee. The Speaker shall read out the explanation in the next SAC meeting and the SAC may accept or reject the explanation by a simple majority. The Speaker shall notify in writing, the defaulter about the decision on expulsion within five days of the expulsion and inform the GSB through the minutes.

F. Presence of an individual of the GSB in the RM

Any individual of the GSB can attend the RM.

Any other person may attend the RM with the prior permission of the Speaker.

G. Presence of the EW in the RM

The Executives shall attend all the SAC meetings but may absent themselves with the prior permission of the Speaker. They will state the reasons to the Speaker in writing, who in turn will seek the approval of the SAC. In such an eventuality, the Executive should depute a member of the GSB (who is not a Councilor/EW member) to represent him or her on the floor of the SAC. The Executives shall be answerable to the GSB with regard to the non-attendance of SAC meetings. (Ref: Article 3 E of this chapter).

H. Presence of the Campus Press (CP) in the RM

The CP is free to attend any RM.

Note: An individual, a representative of a group of students, an Executive, a member of the CP or any other person who has been allowed to attend the RM, can put forth his/her views on the floor of the SAC with the prior permission of the Speaker.

I. Special Meeting (SM) of the SAC

- a) No member of the GSB shall normally be permitted to attend the SM.
- b) The Executive Wing and the Faculty Advisor are free to attend the SM.
- c) The Speaker may exclude any person from the SM in case discussion pertains to that person.
- d) A simple majority of the SAC shall decide whether the concerned person or any other persons from the GSB may be permitted to attend the SM.
- e) SM convened in advance - A simple majority of the floor strength of that shall decide whether the next meeting should be a SM.
- f) SM convened during an RM - A simple majority of the floor strength of the SAC shall decide whether the rest of a session should be a SM.

J. Misbehavior on the floor of the SAC

In the event of misbehavior by any member of the SAC, the EW, the GSB, the CP or any other person during a session, the Speaker shall have the right to suspend the person from that session. Also, repeated misbehavior or two suspensions can lead to expulsion.

K. Motions in the SAC Meetings

Any motion can be moved only with the permission of the Speaker.

a) Adjournment Motion

- 1. An adjournment motion may be moved by any member of the SAC while the session is in progress.
- 2. The Speaker shall put the adjournment motion to vote immediately after proposal.
- 3. Adjournment motions shall be passed by a simple majority of the SAC.

b) Censure Motion

The censure motions shall be only in the context of the Councilors, the Speaker, the EW, the CP and others accountable to the SAC.

1. A censure motion shall be submitted in writing to the Speaker at least two days in advance.

2. In case the Speaker is the defendant, he or she shall vacate the chair and the DS shall chair the session. If the DS is the defendant, he shall vacate the chair the Speaker shall appoint a Councilor to act as the DS for the session.

3. All censure motions shall be duly proposed in writing and shall be seconded by at least one Councilor in writing, this Councilor being other than the proposer.

4. A censure motion may be discussed in the absence of the defendant.

5. No censure motion shall be put to vote unless the defendant has been given adequate opportunity to defend himself/ herself before the SAC, and an adequate discussion has been had.

L. Overruling the decision of the Speaker.

Any decision of the Speaker can be overruled by a two-thirds majority of the floor strength of the SAC.

M. Final session of the SAC

The final session of the SAC for a particular year shall be a joint session of the old and the new SACs and EWs. The SAC and the EW completing their tenure through the Speaker present an account of the activities during their tenure, hand all records and charge, and shall suggest a future course of action to their successors.

N. Tenure of the SAC

The term of office of the members of the SAC (including the Faculty Advisor), and the EW shall be one year. (Ref: Chap VII, 4 A d).

O. Representatives to the Board of Students

The student representatives of the Board of Students shall be all the members of the EW, the Speaker and two other students nominated by the GS.

P. The Emergency Council (EC)

a) The EC shall be a sub-council of the SAC formed during the last meeting of the SAC before every vacation, to represent the SAC on issues which require immediate attention during the vacation.

b) The EC shall consist of:

- The Speaker/DS as convener
- The GS or one other EW member nominated by the GS

- Five councilors representing diverse interests suggested by the Speaker and ratified by the SAC.
 - c) The EC is free to enlist the assistance of any students. However, these students shall have no vote in the SAC and shall not be accountable to the SAC for the action of the EC.
 - d) The EC shall consult the EW member concerned, regarding matters under the purview of a particular Executive.
 - e) The EC is not empowered to take decisions on far reaching policy matters. The EC shall gather information regarding all issues and forward its recommendations to the SAC. Such recommendations may or may not be ratified by the SAC.
 - f) The minutes of the EC meetings shall not be made public unless and until they have been ratified by the SAC.
 - g) The members of the EC should make themselves readily available so that an EC meeting can be convened at short notice.
- Q. Emergency Meeting (EM) of the SAC during vacation**
- The speaker is empowered to convene an EM of the SAC during the vacation giving three weeks' notice, should the need for such a meeting arise, to discuss issues of far reaching importance.
- R. Emergency Meeting of the SAC during a semester**
- The Speaker is empowered to convene an EM of the SAC during the semester giving short notice should the need for such a meeting arise, to discuss issues of far reaching importance.

CHAPTER IV

THE EXECUTIVE WING (EW)

1. Functions and Responsibilities

The members of the EW shall be responsible for the execution of the tasks entrusted to them and shall execute and implement the policies of the SAC. However, they shall function independently of one another and the SAC in the process of implementation and execution of these policies. They shall be accountable to the SAC for the satisfactory execution of their responsibilities.

2. Composition of the EW

The EW shall consist of:

- A. The General Secretary
- B. The Academic Affairs Secretary
- C. Co-Curricular Affairs Secretary
- D. The Research Affairs Secretary
- E. The Hostel Affairs Secretary
- F. The Sports Secretary
- G. The Cultural Affairs Secretary

3. Relation to the Councils

Every Executive shall have a Council to assist him or her. Any such Council/Committee shall normally consist of councilors to help the Executive and shall have the Executive as the Chairman. The members of such Council shall be nominated by the respective Executives as specified by the Constitution. However, the Executive alone remain accountable for the satisfactory performance of functions in their domain.

Note: Each Council/Committee shall have a quorum of half the total strength.

4. Formulation of Policies

The Executive along with the members of the Council/Committee under him or her can recommend policies regarding the matters under his or her purview. These policies, however, have to be ratified by the SAC to officially become the policy of the GSB.

5. The Student General Secretary (SGS)

A. Functions and Responsibilities

- a) The SGS shall co-ordinate the work of the other Executives.
- b) The SGS shall represent the GSB and shall handle matters and monitor organizations which do not fall under the purview of other Executives.
- c) The SGS shall liaise with the administration on all matters affecting the general student's welfare.
- c) The SGS shall be involved in projecting the image of the students of IIITD&M Kancheepuram to the public through the media.
- d) The SGS shall be one of the student members of the hospital, transport, canteen, security and other such committees which may be formed for providing amenities to the students.
- e) The SGS shall assist the Director in organizing lectures of general interest like the Extra Mural Lecture (EML) Series.
- f) The SGS shall look after the interests of the weaker sections of the students.
- g) The SGS shall periodically report to the SAC regarding the functioning of the GSC.
- h) The SGS shall be a member the Hostel Disciplinary Committee (HDC) and the Disciplinary & Welfare committee.

B. General Secretary's Council (GSC)

a) Composition

The General Secretary's Council shall consist of

1. All the Hostel General Secretaries
2. A maximum of 4 representatives from the GSB appointed by the SGS and HAS, ratified by SAC

b) Functions and Responsibilities

1. The GSC shall advise the SGS on various matters pertaining to his or her domain and shall actively assist him or her in the performance of his or her duties.
2. The GSC shall assist the HAS in looking into the maintenance problems of all the hostels (Civil and Electrical) and the general cleanliness of all the hostels.

C. Monitoring Committee for Student Facilities (MCSF)

- a) The Director shall appoint a faculty member, preferably a hostel warden, as the chairman of MCSF.
- b) SGS and HAS shall be members of the committee, representing the students.
- c) The MCSF shall look into the issues regarding Laundry, Student Facilities Center and Eateries.
- d) SGS and HAS may appoint a maximum of 3 members from the GSB who shall assist them in discharging their duties related to MCSF. This appointment shall be ratified by SAC.

D. Alumni Affairs Council (AI AC)

a) Composition:

- 1. The SGS shall appoint two students in-charge of Alumni Affairs, ratified by SAC, who shall organize and monitor the activities of the Alumni Affairs Council.
- 2. The AIAC shall consist of all the Hostel Alumni Affairs Secretaries.
- 3. It may also include representatives from student organizations that may require working with alumni office. Their representation shall be ratified by SAC.

b) Functions and Responsibilities:

The Alumni Affairs Council shall assist the Office of Alumni Affairs and the IIITD&M Alumni Association in their activities to improve student-alumni interaction.

6. The Academic Affairs Secretary (AAS)

A. Functions and Responsibilities

- a) The AAS shall effectively represent the views of the Student Body on academic matters, especially those related to academic courses.
- b) The AAS shall help individual students tackle their specific academic problems and shall take up their problems with the respective authorities.
- c) The AAS shall co-ordinate with the functioning of all the centralized facilities of an academic nature, such as the Library, the Computer Centre, the Placement Office, etc., and also with the RAS in a manner that addresses the needs of the Student Body.
- d) The AAS shall convey any suggestions or grievances made by the SAC or the members of the GSB regarding matters of an academic nature to the respective authorities, and shall strive to see that action is taken on the above.

- e) The AAS shall be conversant with all the academic rules of the Institute.
- f) The AAS shall periodically report to the SAC regarding the functioning of the AAC.

B. Academic Affairs Council (AAC)

a) **Composition:** The AAC shall consist of all the officially elected Branch/Class councilors from the following constituencies:

- B.Tech
- M.DES I & II year

b) The various official academic bodies of the Institute (like the Board of Academic Courses, Board of Placements, Library Committee) shall contain the AAS (or any other member of the AAC nominated by the AAS and ratified by the SAC) as a student representative.

c) The AAC shall advise and assist the AAS in members pertaining to his/her domain. However, its decisions are not binding on the AAS.

7. The Research Affairs Secretary (RAS)

A. Functions and Responsibilities

a) The RAS shall effectively represent the views of the research scholars on matters related to academic research.

b) The RAS shall address specific problems of the research scholars and shall take up these problems with the respective authorities.

c) The RAS shall co-ordinate with the functioning of all the centralized facilities of an academic nature, such as the Library, the Computer Centre, the Placement Office, etc., and also with the AAS in a manner that addresses the needs of the Student Body.

d) The RAS shall convey any suggestions or grievances made by the SAC or the members of the GSB regarding matters pertaining to research to the respective authorities, and shall strive to see that action is taken on the above.

e) The RAS shall be conversant with all the academic rules of the Institute.

f) The RAS shall periodically report to the SAC regarding the functioning of the RAC.

B. Research Affairs Council (RAC)

a) **Composition:** The RAC shall consist of all the elected Branch/Class councilors from the following constituencies:

- PhD (Engineering, Sciences, Humanities & Management)

- b) The various official academic bodies of the Institute (like the Board of Placements, Board of Academic Research, Library Committee) shall contain the RAS (or any other member of the RAC nominated by the RAS and ratified by the SAC) as a student representative.
- c) The RAC will aid the RAS in addressing academic problems of common interest that arise in the course of research. They may also help in organizing workshops, seminars and newsletters pertaining to subjects of research interest.
- d) The RAC shall advise and assist the RAS in matters pertaining to his/her domain. However, its decisions are not binding on the RAS.

8. The Hostel Affairs Secretary (HAS)

A. Functions and Responsibilities

- a) The HAS shall look after the issues regarding the maintenance of the hostels.
- b) The HAS shall look after the issues concerning all the messes including the issues regarding the employees of the hostel management and other persons employed by the hostels.
- c) The HAS shall assist in the running of the vacation messes.
- d) The HAS shall be responsible for allocation of messes to the students
- e) The HAS shall be the principal representative of the Student Body to the Hostel Management and the Central Supplies Unit (CSU).
- f) The HAS shall be one of the student members of the hospital, transport, canteen, security and other such committees which may be formed for providing amenities to the students.
- g) The HAS shall be a member the Hostel Disciplinary Committee (HDC)
- f) The HAS shall periodically report to the SAC regarding the functioning of the HACs.

B. Hostel Affairs Committees (HACs)

- a) For issues concerning the centralized supply of commodities to the hostels, the HAS shall form a CSU Committee (CSUC) consisting of 3 SAC Councilors (2 PGs and 1 UG). The members of the CSUC shall be the student representatives to the Governing Council of the CSU.
- b) The GSC shall assist the HAS in looking into the maintenance problems of all the hostels (Civil and Electrical) and the general cleanliness of all the hostels.
- c) The HAS shall form a Mess Monitoring Committee (MMC) consisting of the Mess Secretaries of all hostels and 2 members of GSB appointed by the HAS, ratified by SAC. The MMC shall look into the issues regarding the messes, and shall assist the HAS in discharging his duties on such issues.

9. The Sports Secretary (SS)

A. Functions and Responsibilities

- a) The SS shall look after the issues regarding the sports activities of the students.
- b) The SS shall, with the assistance of the PTIs, be responsible for the following matters:
 - 1. Selection of Institute Teams
 - 2. Coaching
 - 3. Organizing inter-hostel and inter-collegiate matches.
- c) The SS shall help the Institute Sports Advisor in maintaining an inventory of sports equipment and shall consult him or her on sports activities.
- d) The SS shall prepare and present the statement of expenditure of special tournaments (eg. GFKR) to the respective CSAs and the SAC.
- e) The SS shall be solely responsible for the decision to change schedules of inter-hostel matches.
- f) The SS shall be responsible for the signing and submission of all bills and vouchers to the Sports Advisor.
- g) The SS shall report periodically to the SAC regarding the functioning of the CSAs.

B. Committees of Sports Activities (CSAs)

- a) The CSAs shall assist the SS in discharging his or her duties.
- b) The CSA - Institute will normally be responsible for Institute level activities. The CSA - Inter-hostel will be responsible for the inter-hostel sports activities.

c) Composition of the CSAs

1. CSA - Institute:

- The SS
- The captains of the Institute teams
- The student Heads of the various Sports Clubs. E.g. Tennis Club, Riding Club, etc.
- The Sports Advisor
- The PTIs (invitees)

2. CSA - Inter-hostel:

- The SS
- The Sports Secretaries of all hostels
- The Sports Advisor
- The PTIs (invitees)

d) The CSA - Institute shall apprise the Sports Advisor regarding the purchase of sports equipment.

e) The accounts of all expenditure incurred in sports activities since a particular CSA - Institute meeting shall be presented in the next CSA - Institute meeting.

C. Section of Captains and Club Heads

The selection of the Institute Team Captains and the various Club Heads for the succeeding academic year shall be finalized in the final session of the CSA - Institute during a particular academic year. The SS of the succeeding year shall be invited to attend the meeting and his or her suggestions regarding selection shall be taken into consideration.

D. Selection of Institute teams

The captains of the Institute teams, in consultation with the PTIs and Coaches, shall be in charge of the selection of their respective teams. They will be required to give the seeding for the inter-hostel matches in their respective events.

E. Duties of Club Heads

The Club Heads shall supervise the functioning of their respective clubs with the help of the concerned PTIs and Coaches.

10. The Cultural Affairs Secretary (CAS)

A. Functions and Responsibilities

a) The specific events under the purview of each of the Cultural Affairs Secretaries are:

Lit: Debate, elocution, quizzes, writing events, dramatics, etc.,

Arts: Music events, fine arts, photography, etc.

b) The CAS with the help of the Director, the Cultural Advisor and other members of the faculty, shall organize annual cultural festival of the Institute.

c) The Steering Committee of the annual cultural festival, chaired by a faculty member appointed by the Director, consisting of the Cultural Advisor and other faculty members, shall monitor the activities of the festival and advise the CAS on financial and feasibility issues.

d) All rules and details of selection process, organizational hierarchy, duties and responsibilities of each position in the festival shall be elucidated in the Cultural Affairs Secretary Rule book. Changes to these rules can be suggested by the CAS together with the core members of the festival in consultation with the Cultural Affairs Advisor. These changes should be ratified by SAC and approved by the Director. (Ref Article 12 of this chapter)

These changes should be ratified by SAC and approved by the Director. (Ref Article 12 of this chapter)

e) The CAS shall together be responsible for the organization and conduct of inter-hostel cultural events.

f) The CAS shall present the annual financial report of all cultural affairs to the SAC for its review.

g) The CAS shall call for selections and select coordinators for their respective events, and for the organization of other cultural events, and the names of these coordinators shall be made public. These nominations need not be ratified by SAC.

h) The CAS shall, in consultation with the Co-curricular Advisor, take decisions on all the affairs concerning internal and external cultural events.

i) The CAS shall monitor the functioning of the Cultural clubs like Debating Club, Dance Club, Quiz Club, round the year.

j) The CAS shall bring to the notice of the student body, information regarding the cultural festivals of other Institutes and shall be responsible for forming teams of students which will represent IIITD&M Kancheepuram in these festivals.

B. Literary Council (LC)

a) The LC shall consist of the Hostel Literary Secretaries and the coordinators of various literary events. The Cultural Advisor shall be an ex-officio member.

b) The LC shall assist the CAS in discharging his or her duties.

c) The LC shall decide all issues pertaining to the various inter-hostel literary events.

C. Arts Council (AC)

a) The AC shall consist of the Hostel Social Secretaries and the coordinators of various arts events. The Cultural Advisor shall be an ex-officio member.

b) The AC shall assist the CAS in discharging his or her duties.

c) The AC shall decide all issues pertaining to the various inter-hostel arts events.

11. The Co-Curricular Affairs Secretary (CCAS)

A. Functions and Responsibilities

- a) The CCAS shall be responsible for planning and organizing all the Co-curricular activities of the students.
- b) The CCAS, together with the help of a faculty appointed by the director, the Co-Curricular Advisor and other members of the faculty, shall organize annual technical festival of the Institute.
- c) The Steering Committee of the annual technical festival, chaired by the a faculty member appointed by the Director, consisting of the Co-Curricular Advisor and other faculty members, shall monitor the activities of the festival and advise the CCAS on financial and feasibility issues.
- d) All rules and details of selection process, organizational hierarchy, duties and responsibilities of each position in the technical festival shall be elucidated in the Co-curricular Affairs Secretary Rule book. Changes to these rules can be suggested by the CCAS together with the core members of the festival in consultation with the Co-curricular Affairs Advisor. These changes should be ratified by SAC and approved by the Director. (Ref Article 12 of this chapter)
- e) The CCAS shall be responsible for the organization and conduct of inter-hostel co-curricular events.
- f) The CCAS shall present the annual financial report of all co-curricular affairs to the SAC for its review.
- g) The CCAS shall call for selections and select coordinators for the organization of all co-curricular events, and the names of these coordinators shall be made public. These nominations need not be ratified by SAC.
- h) The CCAS shall in consultation with the Co-curricular Advisor, take decision on all the affairs concerning internal and external technical events.
- i) The CCAS shall monitor the functioning of the clubs for co-curricular activities, like the CFI, round the year.
- j) The CCAS shall bring to the notice of the student body, information regarding the technical festivals of other Institutes and shall be responsible for forming teams of students which will represent the institute in these festivals.

B. Co-Curricular Affairs Council (CCAC)

- a) The CCAC shall consist of the Hostel Technical affairs Secretaries and the coordinators of various Co-curricular events. The Co-curricular Advisor shall be an ex-officio member.

- b) The CCAC shall assist the CCAS in discharging his or her duties.
 - c) The CCAC shall decide all issues pertaining to the various inter-hostel Co-curricular events.
- 12.A. Every Organization, Committee, Club working for the students shall be monitored or represented by an Executive Wing member or the SAC Speaker
- B. The Executive Wing representative of these clubs, committees and organizations shall maintain a 'Secretary Rule Book' elucidating the composition, functions, rules and regulations pertaining to each of them.
 - C. This book shall contain the details of selection process, organizational hierarchy, duties and responsibilities of each position in the organization.
 - D. Changes to this Secretary Rule Book can be suggested by the Secretary together with the core members of the organization in consultation with the faculty advisor. These changes should be ratified by SAC and approved by the Director.
13. Every Executive shall make a report of his or her activities for the semester and submit it to the Speaker, SAC when called for. (Ref: Chap III, 4 A (b), 9).

CHAPTER V

HOSTEL COUNCILS

1. The general body of the hostel shall, in conformity with the decisions of the Hostel Management, decide policies with respect to their own hostel. The Hostel Council (HC) shall be responsible for taking decisions consistent with the policy set by the general body of the hostel, and their implementation. The Hostel Council shall be in continuous touch with the general body of their hostel. The Hostel Council shall apprise the general body of their hostel, of issues of interest to the hostel.

2. Composition of the HC

- Warden (Chairman) || Ex-officio
- Assistant Warden (s) || members
- General Secretary
- Mess Secretary
- Sports Secretary
- Literary Secretary
- Social (Arts) Secretary
- Technical Affairs Secretary
- Garden Secretary
- Alumni Affairs Secretary

3. General Secretary (GenSec)

- A. The GenSec shall act as the Secretary of the HC and shall record and circulate within the hostel, the minutes of every HC meeting.
- B. The GenSec shall ensure the proper maintenance of the hostel and its precincts.
- C. The GenSec shall co-ordinate the activities of the other Hostel Secretaries.
- D. The GenSec shall convene the Hostel General Body Meeting as and when required.
- E. The GenSec shall help Assistant Warden and/or the Warden in keeping an account of procuring or condemning of hostel furniture.
- F. The GenSec shall be responsible for the conduct of all hostel celebrations.
- G. The GenSec shall ensure adequate security provision for the hostel.
- H. The GenSec shall be responsible for the conduct of any hostel referendum.
- I. The GenSec shall be representing the views of the hostels in the SAC.

Note: If the GenSec is disqualified or impeached from SAC, the HC to which he or she belongs shall nominate another member of the HC to represent the hostel in the SAC.

4. Mess Secretary (Mess Sec)

- A. The Mess Sec shall be a member of the Mess Monitoring Committee (MMC).
- B. The Mess Sec shall be allotted one of the messes, for monitoring, by the HAS. He/she shall look into issues regarding the maintenance of the mess and shall assist the HAS in discharging his/her duties on such issues.
- C. The Mess Sec shall be responsible for arranging food requirements, if necessary, during the organization of social events in the hostel.

5. Sports Secretary (SSec)

- A. The SSec shall be responsible for the procurement of sports equipment for use by the hostel residents.
- B. The SSec shall appoint the various hostels team captains.
- C. The SSec shall be responsible for the conduct of various intra- and inter-hostel sports tournaments.

6. Literary Secretary (Lit Sec)

- A. The Lit Sec shall be responsible for the conduct of the various literary activities of the hostel. He or she shall also conduct the arts activities of the hostel in co-ordination with the Soc Sec of the hostel.
- B. The Lit Sec shall be responsible for the procurement and proper upkeep of books meant for the hostel library.

7. Social (Arts) Secretary (Soc Sec)

- A. The Soc Sec shall be responsible for the conduct of the various arts activities of the hostel, in co-ordination with the Lit Sec of the hostel.
- B. The Soc shall strive towards the repair/replacement of faulty audio/video equipment.
- C. The Soc Sec shall be responsible for the procurement of magazines and newspapers for the hostel common room.
- D. The Soc Sec shall be responsible for the procurement and proper upkeep of musical instruments for use by the residents.

8. Technical Affairs Secretary

- A. The Technical Affairs Secretary shall be responsible for organizing Co-curricular activities in the hostel.
- B. The Technical Affairs Secretary shall in consultation with the Co-curricular Affairs Secretary, will initiate activities of the Hobby Club and also organize intra-hostel technical competitions.
- C. The Technical Affairs Secretary shall assist the Election Officer in conducting elections when his/her hostel is one of the polling venues.

9. Garden Secretary

The Garden Secretary shall be responsible for the proper upkeep the hostel garden(s).

10. Alumni Affairs Secretary

- A. The Alumni Affairs Secretary shall maintain and update a database containing the details of the Hostel alumni like Name, Contact, Current working position etc.
- B. The Alumni Affairs Secretary, in coordination with the GenSec of the Hostel, shall maintain a Hostel Website and update news related to hostel events, activities and inter-hostel competitions on it.
- C. The Alumni Affairs Secretary shall assist the alumni visiting the hostel.

11. The General Body Meeting (GBMs)

- A. There shall be at least one GBM convened by the GenSec every semester, chaired by the Warden.
- B. There shall be one special GBM to pass the budget allocations obtained out of Establishment B funds. The general policies of the hostel shall also be formed during the GBM.
- C. The quorum for any GBM shall be 20 percent of the total current strength of the residents of the hostel.
- D. An extraordinary GBM shall be called if 25 percent of the residents sign a requisition for the same. The GBM shall be held within 72 hours of the requisition.
- E. All the Secretaries shall attend the GBMs. In the case of his or her absence, a Secretary shall depute another resident of the hostel.
- F. The minutes of all GBMs shall be communicated to the hostel residents within 72 hours of holding the GBM.

- 12. The Hostel General Secretaries will present a brief report about their hostel activities and future plans twice a year, when called for by the Speaker, SAC (Ref: Chap III, 4(b))

CHAPTER VI

CAMPUS PUBLICATIONS AND FILM CLUB

1. Campus Publications (Students) - CP

Note: All Publications/Press mentioned in this Constitution refer only to the Campus Publications (Students).

A. Introduction

- a) Editorial team for the quarterly of IIITD&M Kancheepuram, Marg-Darshan, shall be formed by the Director
- b) Any other campus publication may be started only after obtaining the prior approval of the SAC.
- c) The Editorial Board of each campus publication has to declare its editorial policy in its first issue.
- d) A faculty advisor for the publication shall be appointed by the Director.

B. Appointment of Editors

- a) Each CP will have its own Editorial Board.
- b) The SAC shall, through the Speaker, invite applications for the posts of the Editors of the CPs. Each CP may have individual editors or editorial teams.
- c) For each CP, the Speaker and its previous Editorial Board shall appoint the new Editorial Board. This shall be ratified by SAC.

- C.
 - a) The editors of the CPs must show the manuscripts to the publishers before publishing them.
 - b) The editors will be free to publish a critical assessment of a policy decision or an executive action towards the implementation of a policy.
 - c) In case of a dispute between the editors and the publishers, the matter shall be referred to the Director.

- D. Editorial Boards shall function independently of each other and the SAC.

- E. All complaints regarding the non-publishing of articles and deliberate tampering of articles shall be filed to the SAC through the Speaker. The SAC may take appropriate action such as a censure motion or an initiation of impeachment against the editors if necessary.

F. Control power of SAC

- a) The SAC can censure a member or members of the Editorial Board of any CP by a simple majority of the SAC voting for the censure motion.
- b) The SAC can initiate impeachment proceedings against a member or members of the Editorial Board of any CP if a two-thirds majority of the SAC votes on favor of such a move.

2. Film Club

A. Introduction

- a) The Film Club shall be responsible for showing regular weekly movies. The movies may be in English or any other Indian language. Any student of the Institute can become a member of the Film Club by paying an amount specified by the Film Club Advisory Committee (FCAC) of the Institute.
- b) There shall be a provision for projecting slides on the movie days. A student can project a slide only with prior permission from at least one member of the FC except in case of emergencies. Any slides put up by students in languages other than English must be accompanied by an English translation.

B. Film Club In-Charge (Students) - (FCIS) - Appointment and Responsibilities

- a) The Speaker shall call for applications and nominate a Film Club In-Charge (Students), ratified by SAC.
- b) The Film Club In-Charge (students) and the Cultural Affairs Secretary (Arts) shall represent the GSB in the Film Club Advisory Committee.
- c) The Film Club Advisory Committee, chaired by the Film Club President (a faculty member appointed by the Director), consisting of Film Club Secretary (faculty or staff member appointed by the Director) shall consider the students' opinion through the FCIS.
- c) The FCIS shall gather the opinion of students on selection of movies and convey the same to the Film Club Advisory Committee
- d) The FCIS shall be responsible for activities related to Film Club student membership like registrations, distribution of Film Club Cards etc.

3. Reports at the end of each semester

The Editorial Boards of all CPs and the FCI S will present brief reports about their activities once a semester, when called for, to the Speaker, SAC. (Ref: Chap III, 4 A, 9)

CHAPTER VII

ELECTIONS, IMPEACHMENT AND REFERENDUM

1. A. The elections for the following posts shall normally be held and completed on or before the third Monday of March of every academic year. The new representatives shall take over on the Institute Day and the Director shall send a notice to all concerned regarding the take-over.

- a) Branch Councilors from each branch of B. Tech
- b) Day Scholars Councilor
- c) Class Councilors from II M. Des
- d) Class Councilors from the MS and PhD programs
- e) All Hostel Councils

Note: 1. The SAC Councilors for a given year of B. Tech and M. Des will be elected from and by the students who are currently in their previous years.

2. The Councilors elected above (a to c, and all Hostel General Secretaries) shall be members of the new SAC.

- f) The Student General Secretary
- g) The Academic Affairs Secretary
- h) The Co-Curricular Affairs Secretary
- i) The Research Affairs Secretary
- j) The Hostel Affairs Secretary
- k) The Sports Secretary
- l) The Cultural Affairs Secretary

B. The election of the Speaker, SAC shall be held within 20 days of the election of the above posts. The SAC Councilors elected above (a to c, and all Hostel General Secretaries) shall elect the Speaker.

C. The election for the following remaining posts of the new SAC shall normally be held and completed within the first six weeks of the reopening of the Institute after the summer vacation.

- 1. Class Councilors from I B. Tech

2. Class Councilors from I M. Des

- D. If, for any of the posts of the Executive Wing, SAC Councilors and the SAC Speaker, nominations are not received when called in February of a year, fresh nominations shall be called for, for the same post(s) when elections are held after the reopening of the Institute after the summer vacation. If even at this time nominations are not received, the post shall remain vacant for the entire year.

In case of Hostel Council elections, if nominations are not received when called for, the Warden may appoint a student of the hostel for the vacant post, with his/her consent.

2. The Mode Voting

A. Ordinary System of Voting

Each voter gets one vote for a particular post and can cast it in favor of any one candidate. The candidate obtaining the highest number of votes shall be considered elected.

- B. In the cases where there are 2 or more equivalent posts allotted for a constituency, each voter can vote for as many candidates as the number of posts allotted for the constituency.

3. Electoral Categories

- A. The following categories of SAC shall be elected by the ordinary system of voting, since only a single person may be elected to these posts:

- a) Day Scholars Councilor
- b) B. Tech. Degree Branch Councilors

- B. For election of the following posts, each voter can vote for as many candidates as the number of posts allotted for the constituency:

- a) I B. Tech. Degree Class Councilors
- b) I and II M. Des. Class Councilors
- c) Ph. D. (Engineering, Science, Humanities) Class Councilors

C. Other Categories

The following shall be elected by the ordinary system of voting:

- a) The General Secretary
- b) The Academic Affairs Secretary

- d) Co-Curricular Affairs Secretary
- e) The Research Affairs Secretary
- f) The Hostel Affairs Secretary
- g) The Sports Secretary
- h) The Cultural Affairs Secretary
- i) All members of the Hostel Council

4. Qualifications and Electorate

A. The following qualifications hold for all posts:

- a) Any person can contest for a particular post (except for the Speaker post) if and only if he or she is a member of the electorate for that post.
- b) No person shall contest for more than one post concurrently.
- c) No person can resign from a post to which he or she was elected and contest for another post in the same year.
- d) The candidate should stay as a student for whole one year for which he or she has been elected
- e) For B. Tech, M. Des students, the candidate must have a minimum CGPA of 7.5 out of 10. The aspirants should have completed credits at the average rate specified by the Senate, so as to complete the course in 8, 3 or 4 semesters respectively, as the case may be.
- f) The candidates should not have a U or W or I grade in their grade sheets by the date of filing the nomination.
- g) The candidate should not have been awarded punishment by any of the Disciplinary Committees (Hostel, Academic)
- h) For M.S and Ph. D research scholars, the aspirant should have cleared satisfactorily all the subjects for which he or she has registered for, the comprehensive exam should have been successfully completed and should have received the scholarship amount uninterruptedly as evidence of having maintained satisfactory progress in research.
- i) In case of sponsored candidates, permission of the sponsoring agency must be obtained for contesting any post.

- B. For the posts of the Hostel Council, the following will be eligible to contest:
1. All UG students resident in the hostel.
 2. All PG students resident in the hostel and who will not absent themselves for more than one month at a stretch during the vacation.
 3. **Note:** These candidates must in addition, satisfy all requirements mentioned in 4A above.
- C. The electorates for the various posts shall be as mentioned below:
- | | |
|--|---|
| a) Speaker SAC | : The elected members of the SAC |
| b) The General Secretary | : The GSB |
| c) The Academic Affairs Secretary | : Students of B. Tech, M. Des only |
| d) The Research Affairs Secretary | : Students of PhD only |
| e) The Hostel Affairs Secretary | : The GSB |
| f) The Sports Secretary | : The GSB |
| g) The Cultural Affairs Secretaries | : The GSB |
| h) The Co-Curricular Affairs Secretary | : The GSB |
| i) The Hostel Council | : All hostel students who are expected to have a minimum period of residence in the hostel of two academic semesters. |
| i) SAC Councilors | : The members of the respective constituencies from which the SAC Councilor has contested. |

5. The Election Officer (EO)

A. Appointment

The Election Officer shall be appointed by the Director. He or she shall be a faculty member.

B. Duties and Responsibilities

- a) The EO shall be responsible for the conduct of all elections prescribed in this Constitution.
- b) The EO shall ensure fair and free elections.
- c) The EO shall announce the dates and times for the following:

1. Filing of nominations
 2. Withdrawal of nominations
 3. Complaints regarding nominations
 4. Elections
 5. Complaints regarding elections.
- d) The EO shall specify campaign restrictions.
- e) The EO shall specify proceedings for filing and withdrawal of nominations.
- f) The EO shall announce the list of valid nominations and the results of the elections to the GSB.
- C. A Deputy Election Officer shall be appointed from among the faculty by the Director. The Deputy Election Officer shall assist the EO and shall take over the EO's duties in the event of the EO's absence.
- D. The EO shall be free to enlist the help of any persons other than the candidates or their representatives to conduct the elections.
- E. **Grievances Committee (GC)**

The GC shall consist of the Director, the EO, the Speaker of the existing SAC, SGS and a member nominated by the SAC. It shall look into all the complaints regarding the conduct of the elections and take appropriate decisions. The decisions of this Committee shall be final.

Note: In the case of the Hostel Council elections, the Warden of the hostel shall be the EO.

6. Restrictions regarding campaign

- A. The following restrictions apply to the posts of the SGS, AAS, RAS, HAS SS, CASS, CCAS and the Hostel Council:
1. No PA system shall be used for campaigning.
 2. The candidates shall not provide any form of transport to the voters.
 3. Only posters specified and approved by the EO will be permitted. No candidate shall print or make in any other fashion his or her campaign posters.
 4. The posters shall be displayed only at locations pre-specified by the EO.
 5. No hand bills or banners shall be permitted.

6. No defacing of Institute property by way drawing or writing or otherwise shall be permitted.

7. The campaigning shall end 24 hours before the election.

Note: a) The nominee of any candidates found violating the above rules shall be cancelled.

b) A special election bulletin shall be brought out by the Director giving equal opportunities for all the candidates to project their plans explicitly.

c) Opportunity will be provided for candidates standing for the SGS, AAS, RAS, HAS, SS, CASS and CCAS to present on a common platform, their program of action.

B. All the above rules except (3) and (4) apply to the posts of the Speaker, SAC and the other SAC Councilors. In these cases no posters of any kind shall be allowed.

7. Election Procedure

A. Minimum intervals

a) Between announcement of the date of election and the last date for filing nominations shall be 5 days.

b) Between the last date for filing of nominations and the last date for withdrawal of nominations shall be 2 days.

c) Between announcement of valid nominations and complaints regarding nominations shall be 2 days.

d) Between the last date for complaint regarding nominations and the date of election shall be 5 days.

B. Announcement of valid nominations

a) For a nomination to be valid, the proposer and seconder must be from the electorate which votes for the particular post.

b) The list of candidates whose nominations are valid shall be announced within 24 hours of the end of time given for the withdrawal of nominations.

C. Polling Officers

a) **Appointment:** The EO will nominate the Polling Officers (POs) in consultation with the Director to conduct the elections in the booths.

b) **Duties and Responsibilities:**

1. The POs shall collect the list of voters in their respective booths from the EO.
2. They shall arrange for all the facilities required for voting at their pre-assigned polling booths (sealed and empty ballot boxes or computers in case of electronic voting system)
3. The POs shall ensure free and fair elections in their respective polling booths.
4. They shall allow not allow only the Technical Affairs to stay within the polling booth during the polling.
5. They shall take the sealed ballot boxes and deposit them with the EO immediately after the polling is over. In case of Electronic Voting, they shall shut the systems down at the end of polling after informing the EO.
6. They shall assist in the counting of votes.
7. Technical Affairs Secretaries of the Hostels shall assist the EO and POs in conducting the elections in their respective hostels.

D. Counting of votes

- a) A candidate has the right to be present during the counting of votes, if he or she cannot be present. He or she may nominate a representative to be present during the counting.
- b) The counting of votes shall commence as soon as the polling is completed for all the posts.
- c) The contestants shall be bound by the written and signed statement and actions of the persons authorized by them to be their representatives during the counting.

E. Results

The list of successful candidates shall be officially announced by the EO as soon as the counting is over, a notice regarding the same shall be bought out by him or her within 24 hours to reach the GSB.

F. Complaints

1. All complaints regarding the election should be submitted to the Grievances Committee (GC) within 24 hours of the declaration of the results.
2. The GC shall take any action it deems fit as regards the complaints received by it.
3. The GC shall be answerable to the SAC for actions taken by it regarding the complaints.

Note: If the complaints are against the EO, between the announcement of the final list of nominations and the date of the election, all the candidates for the concerned posts shall meet the EO and another person nominated by the Director.

G. Tie

At a time specified by the EO between the announcement of the final list of nominations and the date of the election, all the candidates for the concerned posts shall meet the EO and state their consensus regarding the method to be adopted for resolving a tie in writing. If no consensus is received by the EO during the time specified, the EO shall decide on a method which is equally fair to all candidates for the resolution on a tie.

8. Re-elections

A. Speaker, Deputy Speaker of the SAC

a) If the Speaker or the DS of the SAC resigns or is impeached, and hence or otherwise the post falls vacant, a new Speaker/DS shall be elected/appointed in the next session of the SAC.

b) If the Speaker's post falls vacant, the DS shall discharge the duties of the Speaker in the intervening period. He or she shall co-ordinate the election of the new Speaker by the intervening of the SAC.

c) If the post of the DS falls vacant the Speaker shall appoint a Councilor as DS.

d) If both the Speaker and the DS vacate their posts concurrently due to any reason whatsoever, then one of the members of the EW (decided by a consensus of the EW) shall immediately:

- Function as the Speaker until a new Speaker is elected in the next session of the SAC, and
- Nominate any member of the SAC to function as the DS until a new DS is appointed in the next session of the SAC

B. Members of the EW

If any of the member of the EW resigns or is impeached, and hence or otherwise the post falls vacant on or before 1st November, re-election for the same post shall be held and completed as per the procedure mentioned in Articles 5, 6 and 7 of this chapter. After November 1st the Director shall nominate a member to the vacant post in consultation with the other member of the EW and the Speaker, SAC.

C. SAC Councilors

a) Re-election to any Councilor's post, after the SAC has attained the full possible strength, shall be held only if the strength of the SAC falls below 75%, or if all posts in any one constituency become vacant within 20 days of such an event.

b) The Speaker shall call for nominations from the respective electorate and shall conduct the election.

c) If the Hostel General Secretary resigns or is impeached from SAC, there shall be no re-election. (Ref: Chap V, 3I).

D. Members of the Hostel Council

a) The Warden shall call for nominations for any post falling vacant in the HC.

b) The Warden shall conduct the election within a fortnight of the day on which the post falls vacant.

c) In case of a dispute concerning the hostel elections, the matter will be referred to the GC referred to in Article 5E of this chapter. The Chairman, Council of Wardens (CCW) and the General Secretary will be co-opted into the GC, provided the CCW is not the Warden of the concerned hostel.

E. Faculty Advisor

The Director shall nominate a new Faculty Advisor from a panel of names suggested by SAC.

9. Impeachment

A. Initiation

Any impeachment proceedings can be initiated by one-fourth of the total strength of the electorate for a particular post.

B. Procedure

a) The Speaker shall conduct the impeachment proceedings against any Councilors, members of the EW, or the DS within one week of the receipt of the memorandum.

Note: In the case of the HC members, the Warden shall conduct impeachment proceedings within one week of receipt of the request for impeachment.

b) Debate: The Speaker/Warden shall call for a meeting of the electorate within 48 hours of the receipt of a valid impeachment notice. Opportunities will be given for the representatives of the signatories of the impeachment as well as the person against whom the impeachment is initiated to present their sides of the case.

c) If an impeachment is initiated against the Speaker, the DS shall conduct the impeachment proceedings within one week of the receipt of request for impeachment.

C. A person shall be considered impeached if two-thirds of the respective electorate cast their votes and a simple majority of these vote in favor of the impeachment.

D. For impeachment of editors of the Editorial Boards of the CP, the electorate shall be the GSB.

10. **Referendum**

- A. a) **Initiation:** A referendum shall be initiated by the Speaker only if more than half the total strength of SAC or more than one-fifth the total strength of the GSB asks for it through a signed memorandum addressed to the Speaker.

b) **Procedure:** The Speaker shall conduct a referendum with 48 hours of receipt of the memorandum.

c) A referendum shall be considered valid if and only if more than one-third of the total GSB cast their vote and a motion shall be considered as passed only if a simple majority of these vote in favor of the motion.

B. **Referendum for hostels**

a) A referendum shall be initiated by the Warden only if more than one-fourth of the total strength of the hostel asks for it through a signed memorandum addressed to the Warden.

b) The Warden shall conduct a referendum within 48 hours of receipt of the memorandum.

c) A referendum shall be considered valid if and only if more than two-thirds of the total strength of the hostel cast their vote, and a motion shall be accepted as passed by the Warden only if a simple majority votes in favor of the motion.

CHAPTER VIII

AMENDMENTS TO THE CONSTITUTION

1. A. There shall be no amendments to any particular clause of the Constitution for 2 years from the date of its approval in the Senate.

B. **Amendments after this period**

a) **Initiated by the GSB:** An amendment to any clause of this Constitution can be initiated if more than one-fifth of the total strength of the GSB seeks it through a signed memorandum addressed to the Speaker.

b) **Initiated by the SAC:** An amendment to any clause of this Constitution can be initiated if more than half the total strength of SAC seeks it through a signed memorandum addressed to the Speaker.

c) **Initiated by a Senate member:** A Senate member who wishes to amend any clause of this Constitution shall put forward his proposal to the Director in writing. The Director shall forward the proposal to the Speaker, SAC. The procedure will then be as laid down Articles 1 B(b), 2 D, and 4 of this chapter.

2. Amendment Procedure

A. The Speaker shall inform the GSB of the amendment within 48 hours of the receipt of the signed memorandum, and shall request the GSB to give their opinions/suggestions, if any, on the proposed amendment within two weeks.

B. The Speaker shall convene a RM of the SAC within 3 weeks of the date of receipt of the signed memorandum, in order to discuss the proposed amendment.

C. a) In the case of a memorandum initiated by the GSB, the Speaker shall conduct a referendum within 7 days of the discussion on the proposed amendment, after stating the final version(s) of the amendment to the GSB.

b) The referendum shall be considered valid if and only if at least one-third of the GSB vote on it.

c) The proposed amendment shall be put forward to the Senate only if a simple majority votes in favor of it.

D. a) If the memorandum seeking amendment is initiated from within the SAC, the proposed amendment will be put to vote in SAC at the end the RM. (Ref: Clause 2B above).

b) The vote shall be considered valid only if at least two-thirds of the total current strength of SAC votes on the proposal.

c) The proposed amendment shall be treated as passed only if at least two-third of the votes is in favor of the amendment.

d) The Speaker shall make known to the GSB the final decision of the SAC on the proposed amendment within 48 hours.

e) If at least 50 members of the GSB make a signed request to the Speaker within 15 days of the announcement of the decision to reconsider the decision, the Speaker shall convene a RM for this purpose. (Ref: Chap III, 5 C ii). Such a request for reconsideration will be entertained only once by the Speaker.

E. If the request for amendment is initiated by both the GSB and the SAC; the procedure laid out in Clause 2C above will be followed.

3. Amendments to this chapter (Chapter VIII) of the Constitution can only be made on a signed requisition initiated by the GSB. (Read Clause 1 B(a) above)

4. NOTE TO STUDENTS

Notwithstanding any of the provisions of any of the above clauses of this Chapter, amendments to this Constitution shall come into force only after the Institute Senate approves the amendments.