

Contents

1	The Election Commission	1
1.1	Roles And Responsibilities	1
1.2	Composition Of The Election Commission	1
1.3	Eligibility Criteria For The Post Of The Election Commissioner	2
1.4	Appointment Of The Election Commissioner	2
1.5	Tenure Of The Election Commissioner	2
1.6	Resignation Of The Election Commissioner	3
1.7	Impeachment Of The Election Commissioner	3
1.8	Voting By The Members Of The EC	3
1.9	Members Of The EC In the Elections	3
1.10	Autonomy Of The Election Commission	3
1.11	Discretionary Powers	4
2	The General Elections	4
2.1	Eligibility To Vote	4
2.2	Eligibility To Contest	4
2.3	Outline	5
2.4	Opening Of Nominations	5
2.5	Address By The Previous Committees	6
2.6	Nomination Withdrawal Period	6
2.7	Janta Ki Adalat	7
2.8	Polling Day	7
3	SBG Core Elections	7
3.1	Elected Officials	7
3.2	Election Format	8
3.3	Election Process	8
4	Autumn Semester Elections	9
5	By-Elections	10
6	Voting System	10
6.1	Preferential Voting	10
6.2	Evaluation Algorithm	10
6.3	Tie-Breakers	11
6.4	Voting Method	11
7	Code Of Conduct	12
8	Referendums	13
9	Grievances Committee	13
10	Amendments To The Constitution	14

1 The Election Commission

The Election Commission (hereinafter ‘the EC’) is an independent and autonomous body, constituted by a set of students, responsible for organizing and conducting periodic, free and fair elections of the student representatives to be a part of the DA-IICT Student Body Government (hereinafter ‘the SBG’) as and when it is required to do so. The Election Commission is mentored by and reports directly to the Dean (Students).

1.1 Roles And Responsibilities

1. To take complete charge of all aspects involved in organizing elections of student representatives -
 - (a) To the Student Body Government via direct elections.
 - (b) To the SBG Core Committee via indirect elections.
 - (c) To the SPC via Autumn Semester SPC Elections
 - (d) To fill particular vacant posts in the event of untimely resignation(s) or impeachment(s) of previously elected SBG members.
2. To ensure that the election management fair and transparent, so as to minimize the scope of any complaint of partiality from the side of any student(s).
3. To deal with any grievances that are raised with regard to actions taken during the election process by the EC or any other student(s) promptly.
4. To issue guidelines and the code of conduct to be followed by the student body during the elections.
5. To issue warnings for violations of the Election by-laws during the period when the Code Of Conduct is in effect.
6. To issue a complete schedule of elections giving therein the date and time for filing nominations, scrutiny of nominations, the authority with whom nominations are to be filed, the date for withdrawal of nomination and the date and time of holding the elections and other instructions, etc. if any.

1.2 Composition Of The Election Commission

The Election Commission comprises of a total of four members -

1. The Chief Election Commissioner, the senior-most member of the EC.
2. Election Commissioners from the every participating batch, each representing their batch i.e. one student from each UG batch and one collective representative from the collective PG batches.
3. In case of the absence of the Chief Election Commissioner, the senior-most Election Commissioner present shall act as the Chief Election Commissioner for the following Election(s).

1.3 Eligibility Criteria For The Post Of The Election Commissioner

1. The Student should have a Cumulative Performance Index (CPI) > 6.00 at the time of application.
2. The Student should not have been placed on Academic Probation.
3. The Student should not have any active backlogs (pending 'F' grades) at the time of application.
4. The Student should not be placed on disciplinary probation at the time of application (or anytime in the past) by the institute.
5. The Student should not have any previous criminal record.

1.4 Appointment Of The Election Commissioner

1. Annually, shortly after the commencement of the Winter Semester, the EC will open applications for the batch representatives of the Freshmen and PG batches.
2. The selection process taking place would involve the EC taking a decision in tandem with the Dean (Students) to appoint the new Election Commissioner(s).
3. The candidates who apply for the post are to be screened and shortlisted in a preliminary selection process by the existing members of the EC which are then recommended to the Dean (Students).
4. The final selection among the filtered candidates takes place via an interview with the Dean (Students).
5. All members of the EC are appointed by and report to the Dean (Students) who is also the Faculty Mentor of the Election Commission.
6. In the event that the EC does not have any female representative, the EC can request the Dean (Students) to nominate an ad-hoc female representative to the EC.

1.5 Tenure Of The Election Commissioner

1. Every academic year, the UG members of the Election Commission shall continue to serve as the batch representatives for their respective batches.
2. The PG representative in the EC has a term of one semester after which the post remains empty until a new PG representative is elected in the coming Winter Semester.
3. In case of any contingency, the PG representative (if available) can be asked to return to his post to help the EC carry out their functions in a smooth and orderly manner.
4. The tenure of the ad-hoc female representative is restricted to one year, or till the EC has a female representative as a member, whatever happens later.

1.6 Resignation Of The Election Commissioner

1. Any member of the EC may resign at any time he/she wishes to do so, barring the the time period two weeks prior to the upcoming General Elections, if any.
2. Any member of the EC may resign, by writing under his hand, to the Chief Election Commissioner with a copy addressed to the Dean (Students).
3. The Chief Election Commissioner may resign, by writing under his hand directly addressed to the Dean (Students).

Note: An Election Commissioner who has resigned from the post is not barred from contesting for elections throughout the duration of tenure of his/her program.

1.7 Impeachment Of The Election Commissioner

1. Any Election Commissioner may be impeached by the Chief Election Commissioner with the ratification of the Dean (Students).
2. Any Election Commissioner may be impeached by the SBG through $2/3^{rd}$ majority of it's absolute strength and ratification by Dean (Students).
3. The Chief Election Commissioner may be impeached by the SBG through $2/3^{rd}$ majority of it's absolute strength and ratification by the Dean (Students).

Note: An Election Commissioner who is impeached from the post is not barred from contesting for elections throughout the duration of tenure of his/her program.

1.8 Voting By The Members Of The EC

Each and every member of the EC has a vote that may be cast during the General Elections. Each vote cast by the EC is exactly equivalent to one that is cast by any general member of the student body.

1.9 Members Of The EC In the Elections

To uphold the unbiased and democratic nature of the elections, every member of the EC is strictly barred from being taking part in any election process as a candidate with no exceptions.

1.10 Autonomy Of The Election Commission

1. The EC is detached from the SBG with regard to carrying out it's functions and fulfilling all their roles and responsibilities.
2. The EC is not bound to function under the instructions of, or report to any particular member(s) of the SBG on any matter with regard to the execution of it's responsibilities.

1.11 Discretionary Powers

The EC shall have total powers as far as the conduct of the elections are concerned. This shall include the disqualification of candidates from contesting and of the voters from voting, provided that they (the EC) take such a decision by a simple majority present and give reasons for the same. All decisions of Election Commission will be final and binding on the student(s) concerned.

2 The General Elections

2.1 Eligibility To Vote

The following group of students will take part in the process as voters and constitute the electoral college for the General Elections of the SBG -

1. All 1st, 2nd and 3rd year Under-Graduate students shall vote to elect representatives to the SBG from their respective Batches.
2. All 1st year PG students shall vote to elect representatives to the SBG from the PG students.
3. All the Doctoral students shall vote to elect representatives among themselves and/or PG .
4. All residents of their respective floors can vote while choosing the Hostel Management Committee (HMC) representative of their floor, irrespective of their batch and year.
5. Students who have been placed under any form of disciplinary probation shall vote to elect students from their own batch and the HMC floor representative of their respective floor only.

2.2 Eligibility To Contest

A candidate can contest for a post through general elections if he/she satisfies the following criteria -

1. The candidate is eligible to vote in the General Elections in accordance with the criteria stated above.
2. The candidate has not been placed under academic probation and does not possess any active backlogs (pending 'F' grades).
3. The candidate has not been placed under disciplinary probation.
4. A candidate is not allowed to contest for the post of the HMC representative of any floor other than the one on which he/she resides.
5. To contest for the post of the Academic Committee representative, the candidate must satisfy -
 - Undergraduate nominees must have a CPI ≥ 7.0
 - Postgraduate nominees must have a CPI ≥ 8.0

Note: In the event that the person does not have a CPI for any reason, he/she is not allowed to contest for elections

6. A person can contest elections for the next term while holding a post in the current term, as long as he/she satisfies the respective eligibility criteria for contesting in the post at the time of filing his/her nomination.
7. A person cannot hold more than one post during the same term. Therefore, a person can stand for only one post in the election.

2.3 Outline

The process of the general elections broadly includes the following events, mentioned in the chronological order in which they are to be conducted over the course of the Election period -

1. Opening Of Nominations
2. Address By The Previous Committee
3. Nomination Withdrawal Period
4. Janta Ki Adalat
5. Polling Day

2.4 Opening Of Nominations

1. The opening of nominations serve as the formal announcement of the commencement of the General Elections.
2. The dates of the opening of nominations of the general elections are to be solely decided by the EC, with suggestion from the SBG Core.
3. The nomination period, under any circumstances should not be lesser than a duration of 2 days.
4. The nomination period, under any circumstances should not exceed a duration of 4 days.
5. Any candidate who wishes to stand for elections can nominate himself/herself by submitting a completely filled copy of the election form under his hand to any of the Election Commissioners.
6. A tentative schedule of all the events which are a part of the General Elections shall be announced along with the formal opening of the nominations are announced.
7. The Code Of Conduct shall be put into effect from the day of opening of nominations, till the day of announcement of results.
8. No withdrawals of nomination in oral or written form shall be accepted during the nomination period.
9. The nomination period must not end before the completion of the Address By The Previous Committees.

2.5 Address By The Previous Committees

1. *The Address By The Previous Committees* is the first formal event of the General Elections. It directly follows the opening of nominations.
2. The event aims to direct one's attention to two particular matters -
 - Inform the student community about the roles, responsibilities and things expected from a particular committee member.
 - To provide the student community with an informed opinions on agendas taken up by a particular committee in the recent past.
 - It also helps them gain knowledge about any current issues the committee is facing and prospective agendas which are to be taken up by the particular committee in the recent future.
3. The event will give a platform for a few Committee Members (Preferably Committee Heads) to address the candidates and the student community as a whole about affairs in accordance with the objectives of the event as stated in the previous point.
4. It is mandatory for all candidates to attend the event.
5. The candidature of those, who are absent from the event is subject to cancellation if they fail to produce proof from the EC (in form of a mail) that exempts them from the same.
6. The rest of the student community is encouraged to attend the event to help them vote more responsibly.
7. It should be ensured that the Address By Previous Committees is completed a few hours prior to the closing of nomination period.

Note: The candidates that turn in their nominations after the Address By The Previous Committees has been completed are bound by the same rules as the candidates who have submitted their forms previously. In particular, forms turned in after the Address has been completed will only be considered valid if the student in question has attended the Address or has been granted exemption by the EC.

2.6 Nomination Withdrawal Period

1. The Nomination Withdrawal Period is a short duration window that allows any candidates who have previously nominated themselves to withdraw their candidatures and remove themselves from the election process.
2. Any candidate who wishes to withdraw his/her nomination can submit a completely filled Nomination Withdrawal Form under his/her hand to any of the current Election Commissioners to willingly cancel his/her candidature.
3. Once the withdrawal form is submitted, a candidate is not allowed to take it back and reinstate his/her candidature.
4. The Nomination Withdrawal Period, under any circumstances should not be lesser than a duration of 24 hours.

5. The Nomination Withdrawal Period, under any circumstances exceed a duration of 48 hours.
6. It must be ensured by the EC that there is no overlap between the Nomination Filing and Nomination Withdrawal Period.

2.7 Janta Ki Adalat

1. The Janta Ki Adalat serves as a formal platform for showcasing a candidate's uniqueness in front of the student community.
2. The event would involve each candidate being given dedicated floor time to state their credentials and present his/her views and reasons to support his/her nomination to the respective committee.
3. The event can also serve as a formal platform for candidates to talk about his/her personal views on the shortcomings and issues faced with regard to the workings of the committee and how he/she plans to tackle those issues, if elected.
4. The dedicated floor time for every candidate is followed by a fixed duration of a one-to-one question/answer session with the candidates regarding their agendas, views and past experience.
5. The EC may declare a particular line of questioning as invalid, if it appears to be an attack on the personal character of the candidate.
6. The candidate may declare a particular line of questioning as invalid and refrain from answering questions related to that if it appears to be a personal attack on himself/herself.
7. It is mandatory for every candidate to attend the Janta Ki Adalat.
8. The rest of the student community is encouraged to attend the event to help them vote more responsibly.
9. The candidature of those, who are absent from the event is subject to cancellation if they fail to produce proof from the EC (in form of a mail) that exempts them from the same.

2.8 Polling Day

1. Students must refrain from campaigning in the period 24 hours prior to the start of Polling.
2. Students must refrain from campaigning in the vicinity of the polling stations.

3 SBG Core Elections

3.1 Elected Officials

The SBG Core Elections are conducted to elect officials to the SBG Core Committee. The SBG Core Committee consists of the following four posts -

- SBG Convener
- SBG Deputy Convener
- SBG Treasurer
- SBG Secretary

3.2 Election Format

1. SBG Core Elections by nature, are indirect elections.
2. Only students who are a part of the SBG are allowed to take part in the election process.
3. Only students who are a part of committees are allowed to vote during the SBG Core Elections.
4. Unless specified, the SBG Core Elections are not closed and hence all students can attend the event if they wish to as spectators.
5. Any and Every Elected member of the SBG is eligible to contest for a post in the SBG Core.
6. A candidate is not allowed to contest for more than one post(s) in the SBG Core Committee.
7. A Quorum of $3/4^{th}$ of the total strength of the SBG is required for by-elections to be conducted.

3.3 Election Process

1. The SBG Core Elections take place in close succession to the General Elections, preferably on the same day.
2. Under no circumstances should there be a gap of duration greater than 24 hours between the announcement of results of the General Elections and the commencement of the SBG Core Elections.
3. Elections for all the four posts are to be conducted sequentially starting with the elections for the post of the SBG Secretary, followed by the elections for the post of the SBG Treasurer, SBG Deputy Convener and concluded by the elections for the post of the SBG Convener.
4. The SBG Core Elections closely mirrors the process of the General Election, albeit condensed to a short span of time.
5. The Election process to elect a member of the SBG Core Committee begins with a short address given by the current office bearer. The address must highlight the major roles and responsibilities of holding that particular office. Additionally, it may also shed light upon the challenges faced in during the past tenure, qualities expected in an ideal office bearer and initiatives that are expected to be taken up by the next office bearer.

6. The address is followed by a short window of nomination. Any eligible candidate can nominate himself/herself by a simple show of hand.
7. After the closing of the nomination window, all the candidates are given dedicated individual floor time. In this duration, they are expected to formally introduce themselves to the voters and state their reasons and/or motives behind contesting for this particular post of the SBG Core Committee. In addition, they may also highlight previous work experience, past incidents, character qualities that make them a perfect fit to hold that particular office and initiatives that they plan to take up in the coming tenure, if elected.
8. After the completion of the floor time dedicated to the candidates, all other students who are present can ask the candidates questions with regard to their previous work experience, initiatives and opinions on matters that might come up for discussion during their tenure.
9. Once the above procedure has been completed for all four posts of the SBG Core Committee, the voting members of the SBG will vote for all four posts. The voting will take place via Secret Ballot.
10. The Evaluation of the result is to be conducted using the same method used in the General Elections, but in addition to ordinary preferences, each voter can cast a *None Of The Above* (NOTA) vote for a particular post if he/she feels that none of the contesting candidate(s) should hold the post.
11. In the event that $\geq 50\%$ of the total votes cast are in favor of NOTA, the election for that post is declared invalid. In this event, the EC after discussing with the faculty mentor and suggestion from the SBG Core will come to a decision regarding filling the vacant seat.

4 Autumn Semester Elections

The following guidelines are applicable only to the elections which take place in the autumn semester to elect first year M.Sc(IT) representatives -

1. The number of seats open for M.Sc(IT) election are as specified in the Seat Matrix.
2. Any SBG member that is elected through the autumn semester election process shall be entitled to the same voting rights, and have equal say as any other elected SBG member in future events.
3. The dates of the Elections shall be decided solely by the EC, with suggestion from the concerned committees.
4. The election process will mirror the process of the General Election but shall be completed in a brief duration.
5. The Code Of Conduct shall be in effect for the M.Sc(IT) students from the day the election nominations are declared open, until the announcements of results.
6. The tenure of SPC members as elected through these elections shall last a total of 1.5 years.

5 By-Elections

By-Elections are to be conducted elections in the event when the incumbent resigns, is impeached or becomes ineligible to continue in office for any reason. The following guidelines are with regard to these situations only.

1. Under no circumstances can a by-election be conducted before the EC receives a resignation letter under the hand of the incumbent or intimation from the SBG Core regarding the impeachment or ineligibility to continue to hold office.
2. The decision of whether or not elections must take place to fill the vacant seat is to be taken by the EC, with suggestion from the SBG Core.
3. In the case that by-elections are to be conducted, the announcement for the same should be sent atleast 24 hours before and not more than 48 hours before the by-election process commences.
4. The Election Process for the By-Election is identical to that of the election for the post of a SBG Core Committee Member.
5. A Quorum of 50% of the total strength of the SBG is required for by-elections to be conducted.

6 Voting System

6.1 Preferential Voting

The voting system that we follow is that of a **SINGLE TRANSFERABLE VOTE** in which if the voter's first choice gets eliminated, the vote gets transferred to the next competing candidate according to voter's stated order of preference.

6.2 Evaluation Algorithm

Let the number of members to be elected from a constituency be n and let the total number of candidates standing for these n positions be x . Each person of that constituency will vote for a maximum of n out of these x candidates, specifying the order of preference among the candidates voted for. Counting will be done as follows -

- Make a table with x columns – corresponding to the number of candidates. Count the number of first preference votes received by each candidate and enter them in the first row.
- $p = x$
- While $(p > n)$ {
 - Let the m^{th} candidate be the one who has received the least number of votes in row r . Remove the m^{th} candidate.
 - $r = r + 1$

- Count the next preferences of those who had voted for the m^{th} candidate, add these votes in the remaining $(p - 1)$ columns and enter the sum in the r^{th} row.
- $p = p - 1$
- }
- The n candidates remaining at the end of the above process are the elected candidates.

6.3 Tie-Breakers

In case of tie between two or more candidates:

1. Counting cross-preferences: Look at just the next preference of those tied candidates and distribute those votes among tied candidates only. The one with the least number of cross preference votes, gets eliminated.
2. After the cross preferential votes are taken into consideration, if the tie still persists, then
 - (a) If they are from the same batch, the one with the lowest CPI gets eliminated.
 - (b) If they are from different batches, then seniority shall be taken into consideration. The junior-most candidate gets eliminated. Order of seniority is described as below -
 - B.Tech(1st year)
 - B.Tech(2nd year)
 - B.Tech (3rd year)
 - M.Sc(IT), M.Sc(ICT-ARD) and M.Des.
 - M.Tech
 - Doctoral Students
 - (c) If the tie still persists after the above clause, then the tied candidates shall be allotted a number ranging from 1 to number of tied candidates and a random number will be generated belonging in this range. The one whose number will match this random number gets eliminated. In case of doing counting manually, use coin tossing or some other similar equi-possible event to break the tie.

6.4 Voting Method

1. The voting for the General Elections will be carried out via the e-voting software. As an exception to this, in some cases, such as the HMC Elections where the number of votes per post are low, secret ballot may be used.
2. The voting for the Autumn Semester M.Sc(IT) Elections will take place via e-voting only.
3. The voting for all other elections (SBG Core, By-Elections, etc.) will take place via Secret Ballot only, unless stated differently beforehand.

7 Code Of Conduct

This Code of Conduct is a collection of some expected behaviors and restrictions that must be followed by all candidates standing in the elections. Violation of these norms will attract punitive actions from the election officers ranging from cancellation of candidature to prohibition from participating in future elections.

1. No candidate shall indulge in any activity which may aggravate or create mutual hatred or cause tension between different castes and communities – religious, linguistic, etc.
2. Criticism of other candidates, when made, shall be confined to their policies and programs. Candidates shall refrain from criticism of all aspects of private life, not connected with public activities. Criticism of other candidates based on unverified allegations or distortion must be avoided.
3. There shall be no appeal to caste, regional and communal feelings for securing votes. Lecture theatres, OAT or any other place on the college campus shall not be used as a forum for election propaganda. No rallies and public meetings shall be held. A proper platform for putting candidate's uniqueness will be provided by the election commission.
4. All candidates must scrupulously avoid all activities which are "corrupt practices", such as bribing of voters, intimidation of voters, impersonation of voters. Candidates are asked not to arrange any parties or treats as long as the code of conduct is in effect.
5. The right of every individual for peaceful and undisturbed personal-life shall be respected, however much the candidates may resent that individual's opinions or activities.
6. No candidate shall permit himself/herself or his/her supporters to make use of any college building, compound wall etc., for suspending banners, pasting notices, writing slogans etc.
7. Candidates shall ensure that their supporters do not indulge in any kind of fighting with the other candidates and their supporters.
8. Use of electronic mail/broadcasts for election propaganda is strictly prohibited. Use of any form of technology to cross question the voter regarding their preference of voting and indulging in any kind of vote barter is strictly prohibited.
9. Any notification or announcement for cultural and sports events or prize distribution and thanks-giving ceremonies must not be placed while code of conduct is in effect.
10. Election or your candidature cannot be given as an excuse to miss classes, lectures or labs.
11. No candidate or voter shall indulge in any official campaigning during the 24 hours prior to the commencement of polling.

8 Referendums

1. A referendum shall be initiated by the EC if it receives a copy of a signed memorandum addressed to the SBG Convener with signatures of any of the following entities -
 - $\geq 50\%$ of the total strength of the SBG
 - $\geq 20\%$ of the total strength of the General Student Body.
2. The EC shall conduct a referendum with 48 hours of receipt of the memorandum.
3. A referendum shall be considered valid if and only if more than one-third of the total General Student Body Members cast their vote.
4. A motion shall be considered as passed only if a simple majority of these vote is observed to be in favor of the motion.
5. In the case of Halls Of Residences, a referendum shall be initiated only if more than one-fourth of the total strength of the hostel asks for it through a signed memorandum addressed to the SBG Convener, with a copies sent to the EC and the Warden of the respective HOR.
6. A HOR referendum shall be considered valid if and only if more than two-thirds of the total strength of the hostel cast their vote.
7. A motion shall be accepted as passed only if a simple majority votes is observed in the favor of the motion.

9 Grievances Committee

1. The Grievances Committee shall consist of the Dean (Students) and EC. (Could also include student representatives to the Gender Cell or DAC). 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.
2. In pursuit of its duties, the Grievance Committee may prosecute violators of any aspect of the code of conduct or the rulings of the Grievance Committee.
3. All complaints regarding the election should be submitted to the Grievances Committee (by writing to the EC) within 24 hours of the declaration of the results.
4. Any complaints with regard to the events taking place during the course of the General Elections, prior to the Polling day, must be submitted as promptly as possible to the Grievance Committee. (by writing to the EC)
5. In the event that a complaint is to be submitted against the EC, it must be addressed to the Dean (Students) and a copy must be sent to the EC.
6. Members of the Grievance cell are prohibited from filing complaints.
7. The Grievance Committee may dismiss a complaint if -
 - The complaint was not filed within the time frame prescribed above.

- The complaint fails to state a cause of action for which relief may be granted.
 - The complainant has not and / or likely will not suffer injury or damage.
 - If a complaint is not dismissed, then a hearing must be held. The Grievance Committee shall inform, in writing, or via e-mail, the complaining party and all individuals or groups named in the complaint of the time and place of the hearing. The parties are not considered notified until they have received a copy of the complaint.
 - In the event that the mail is against the EC, the Dean (Students) can dismiss the complaint upon his/her own discretion.
8. The EC shall be answerable to the SBG and the General Student Body for actions taken by it regarding the complaints.

10 Amendments To The Constitution

1. Amendments to the constitution may be suggested by any student, committee or faculty, to the EC (via mail) with a copy addressed to the Dean (Students).
2. The EC is obliged to consider on every amendment suggested to it. But it is not obliged to accept every suggestion.
3. Amendments may be passed to the constitution with a two-third majority of the total strength of the Student Body Government and the recommendation of the Dean (Students).
4. The procedure for amendments to the constitution can occur at most once per semester.
5. In case of emergencies, any temporary change if required, can be made by Dean (Students) in consultation with the EC. The temporary change holds till the next amendment meeting of the EC in which final decision over the issue can be taken.
6. Minor changes in the constitution can be done by the EC in consultation with the Dean (Students). The EC is responsible for announcing any such change(s) to the SBG in the upcoming General Meet.