

STUDENT ACTIVITY COUNCIL CONSTITUTION



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INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH, BHOPAL

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Student Activity Council (SAC)
Indian Institute of Science Education and Research (IISER)
Bhopal Bhopal By-pass Road, Bhauri, Bhopal - 462066.
Email: sac@iiserb.ac.in
Web: students.iiserb.ac.in

Prologue

Student Activity Council (SAC) is the students' organisation of IISER Bhopal aimed at enabling the students to manage affairs pertaining to themselves and creating a healthy extra-curricular ambience in the institute. Established in 2011, the objectives of SAC are:

- To administer and manage all student activities in the Institute.
- To promote and develop organisational and extra-curricular skills in the students.
- To channelise and address various students issues.
- To develop a well-informed, articulate and participative student community life, and to increase social awareness.
- To organise elections/nominations of students for SAC activities.
- To offer administrative and office support for all recognised student activities.

The Constitution of Student Activity Council (SAC) governs its election, structure and execution, which all office-bearers must adhere to. Failing to abide by the codes presented in the Constitution, in any form active or passive, intentional or unintentional, may result in an official warning or even impeachment of the responsible office-bearer. Certain important records or breakthroughs of SAC should be appended to the Constitution, decision on which vests with the Students Senate. Minor updates or amendments to the Constitution must be appended at the end as 'List of Amendments', for proper correspondence; however in case of major intractable modifications to the Constitution the 'List of Amendments' can be restarted/shortened whatever may be the case. Over time, obsolete entries to the 'List of Amendments' can be skipped. President of SAC is named the 'Warden of the Constitution'. Only the President is permitted to make any modifications to the SAC Constitution, after appropriate approval of the Students Senate and as per the procedure established under this Constitution. Any unauthorised modification to the Constitution shall be considered ultra-vires and shall also result in the impeachment of the responsible office-bearer followed by a disciplinary action which will be initiated against him and anyone else concerned. Finally, we hope that the Students Activity Council and the concerned office-bearers, will yield to the responsibilities granted to them by the SAC Constitution and expectations of the IISER Bhopal family.

The Drafting Board
September 2011

Editors

This document as it stands, is a collaborative effort of many students and faculty members at IISER Bhopal. The first draft was prepared in 2011 by a nominated Drafting Board, along with the establishment of SAC. Since its implementation, Vice-President of SAC is given the responsibility of maintaining and updating this document. Any discrepancy, if found in the document, should be reported to sac@iiserb.ac.in for appropriate consideration.

The Drafting Board (2011)

Secretary	Akash Jain	BS-MS Batch 2009
Advisers	Dr. Ajit Bhand	Assistant Professor, Mathematics
	Lala Chiraag Ramesh	BS-MS Batch 2008
	Ranka Karnamohit Ajit	BS-MS Batch 2008
Members	Mukund Bapna	BS-MS Batch 2008
	Animesh Anand Mishra	BS-MS Batch 2009
	Anurag Punia	BS-MS Batch 2009
	Shubham Sharma	BS-MS Batch 2009
	Vineet Kumar Singh	BS-MS Batch 2009
	Lavanya B.	BS-MS Batch 2010
	Preeti Kumari Poddar	BS-MS Batch 2010
	Saparya Suresh	BS-MS Batch 2010
	Shrankhala Bawaria	BS-MS Batch 2010
	Sudhanshu Srivastava	BS-MS Batch 2010
	Surabhi Dinesh Ranawat	BS-MS Batch 2010
	Ajit Kale	PhD Chemistry
	Ruchika Mishra	PhD Chemistry

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Chapter 1

Structure

1.1 Definitions and Overview

1. Institute refers to Indian Institute of Science Education and Research (IISER) Bhopal.
2. SAC or Student Activity Council refers to the student organisation of IISER Bhopal.
3. Director refers to Director of IISER Bhopal.
4. Dean of Students' Affairs (DoSA) is the Supreme Authority of SAC
5. All the affairs of SAC are governed by DoSA.
6. General Body refers to all the registered students of IISER Bhopal.
7. Student Senate (hereafter referred to as Senate) is the legislative and governing council of SAC which governs all the activities and resolves all the concerns of the General Body.
8. Central Advisory Committee (CAC) is the advisory board of the Senate that participates in the Senate proceedings and assists the Senators in decision-making.
9. President is the Chairperson of the Senate who shall preside over the meeting of Senate. All the financial responsibilities of SAC vests with the President subject to the procedure provided under this Constitution.
10. Vice-President shall dispense roles of Treasurer of the SAC and Secretary of the Senate in addition to his or her role as the Vice-President of the SAC.
11. Extra-curricular activities of the General Body are regulated through 7 different Councils under its ambit:
 - Computing and Networking Council (CNC)
 - Cultural Council
 - Environmental and Social Initiative Council (ESIC)
 - Fine Arts and Literary Council (FALC)
 - Science Council
 - Sports Council
 - Student Development Council (SDC)
12. Each Council is represented in the Senate by a Council Secretary specific to that Council. The Council Secretary is the official head of that Council and shall preside over all the meetings of that Council.
13. Under each Council there are registered Clubs related to that Council.

14. In addition to the above mentioned councils, SAC has a Representatives Council (RC) that deals with the concerns and complaints of the General Body.
15. It has representatives from each section (batch) of the General Body.
16. Also, Student Co-operative Mess Management Committee (SCMMC) hereinafter referred to as "Mess Committee". Each Mess Committee is also a part of the SAC (RC).
17. SAC Election Committee (SACEC) is constituted to ensure fair and smooth conduct of the election procedure for all the posts in SAC.
18. Office refers to SAC Office. Office Bearers refer to the students holding a post in SAC.
19. Preliminary Senate refers to the body of Senators elected in the first stage of the General Elections.
20. All the office-bearers of SAC will have a tenure of 1 year.

1.2 General Body

1. All the registered students of IISER Bhopal (UG and PG) constitutes the General Body.
2. If there is a requisition from at least 1/3rd of the General Body, the Student Senate must consider it and organise a meeting. In the meeting, the Senate shall deliberate on the requisition and forward the matter to the CAC for further consideration.
3. All the complaints/suggestions/propositions from the General Body with reference to SAC or its office-bearers shall be sent via email to the President. Any complaint regarding any of the representative of RC shall be sent directly to the RC Secretary with a carbon copy to the President and the Respective Faculty Advisor.

1.3 Student Senate

Senate is the main governing body of SAC. All the decisions and discussions regarding students, their activities and concerns will occur in timely proceedings of the Senate.

1. Senate is the legislative and governing council of the SAC.
2. Any amendment(s) to the constitution will be included with at least 2/3rd majority among the Senators.
3. Senate will decide the overall budget allocation to the Councils, based on the needs and proposals presented by the respective Council Secretaries.
4. All issues related to the General Body, finance and conflict(s) within/between the councils will be discussed in the Senate.
5. Any new hostel rule will be discussed with the respective Hostel Representatives before implementation.
6. Senate will ensure financial transparency in SAC. section 2.3
7. Senate shall not interfere in the internal matters of the Councils or the Clubs, until and unless formally requested to do so by the respective Council(s) or Club(s).
8. Senate will ensure the continuous and smooth conduct of the Councils (and SAC in general) by means of regular reports, twice per semester.
9. Members of the Senate:

- (a) President (Convener)
 - (b) Vice-President
 - (c) Secretary, RC (Mess and Hostel Affairs)
 - (d) Secretary, RC (Academic Affairs)
 - (e) Secretary, Computing and Networking Council (CNC)
 - (f) Secretary, Cultural Council
 - (g) Secretary, Environmental and Social Initiative Council (ESIC)
 - (h) Secretary, Fine Arts and Literary Council (FALC)
 - (i) Secretary, Science Council
 - (j) Secretary, Sports Council
 - (k) Secretary, Student Development Council (SDC)
 - (l) PG Student Senate Representative
10. Invited Members are the members of the Senate who are deprived of the voting rights in the decision making. Following will be the Invited Members in the Senate:
- (a) Academic Senate Representative (ASR), PG
 - (b) Female Student Senate Representative
- If no female members are elected to the Senate, the Female Student Senate Representative will be a full member with voting rights
11. The minimum No. of members required to constitute a quorum shall be 2/3rd of the total No. of members of Senate.
12. Any member of the General Body can be allowed to attend the Senate Meetings with the prior consent of the President or DoSA, if the member is able to justify the need to do so. But, in such a case, the member shall not possess voting rights in the decision making of Senate Meeting.

1.4 Central Advisory Committee (CAC)

- 1. CAC participates in the Senate proceedings and assists the Senators in decision-making.
- 2. CAC checks upon proper implementation of the SAC Constitution in the Senate Meetings or otherwise.
- 3. They are deprived of any voting rights in the issues raised in the Senate proceedings.
- 4. Their presence in the meetings of the Senate is recommended but not compulsory.
- 5. Final decision in the case of an impeachment or any dispute at the level of the Senate, lies with CAC. For such a decision all the members of CAC must be present.
- 6. Members of CAC
 - (a) Dean of Students' Affairs (DoSA)
 - (b) SAC Faculty Adviser(s) (Maximum 2)
 - (c) Former Senator
 - (d) Nominated Adviser(s) (Maximum 2)

1.5 President

President is the official student head of the SAC. He/She is the representative of the General Body to the Institute, and of SAC to the General Body. All the financial responsibilities of SAC vests with the President. The President will be responsible for proper accounting of all the money deposited or withdrawn from the SAC bank account and shall update DoSA about each and every such transaction, failing to which the President will be responsible for the damages caused thereby, if any. However, he/she does not possess any right or power to withdraw money from the SAC bank account without the Senate's consent. The President:

1. will be officially responsible for all the roles of the SAC.
2. shall call regular General Body meetings to take feedback about functioning and conduct of SAC.
3. will be answerable to the Institute and to the General Body in case of any kind of malfunctioning of SAC.
4. will preside over the Senate meetings.
5. may invite Guest Advisers to the Senate meetings.
6. may allow any member of the General Body to attend the Senate Meetings, if the member is able to justify the need to do so. In such a case, the member will not be allowed to participate in the meeting.
7. will be authorised to call a Provisional Senate meeting to discuss upon high priority issues or disputes that demand immediate action.
8. in consultation with CAC will be authorised to take instantaneous decisions, if the issue cannot wait until the next Senate meeting; however it must be accounted in the next Senate meeting.
9. shall duly respond and act upon the complaints/suggestions/propositions from the General Body with reference to SAC and its office-bearers.
10. will be required to set up committees as and when required to inquire into various issues except in case of impeachment of a post-bearer in SAC wherein this right transfers to the DoSA.
11. will be required to sign the minutes of the Senate meetings along with the DoSA.
12. will be required to sign any official action or circular at the level of the Senate in accordance with the decisions included in the minutes.
13. will be in charge of the official email address of SAC, sac@iiserb.ac.in, and will be accountable for each and every mail sent from it.
14. will maintain the accounts regarding the individual Councils.
15. will be one of the signatories of the SAC Bank Account, along with the DoSA.
16. will present financial report each semester to the Senate and release it in public interest, to ensure financial transparency in SAC to the General Body.
17. will be responsible for any financial disparity in the SAC bank account, in which case he/she might be subjected to strict disciplinary action.

1.6 DoSA

DoSA will be the supreme authority and also the head of CAC. All the councils, officebearers, etc. will be sub-ordinate to DoSA. DoSA shall:

1. Shall be the signing authority in connection with all the affairs related to third party.
2. Shall be a signatory of the SAC Bank account along with A.R. (S& P) / D.R. (F& A).
3. Shall be a sole authority to execute any agreement/ understanding of whatsoever nature, on behalf of SAC in connection with any/all affairs related thereto.
4. Shall be answerable to the Institute in case of any kind of malfunctioning of SAC.
5. Shall sign the minutes and the orders released thereby along with the President.
6. Shall have the power to revise or nullify any decision taken by the President while dispensing his/her duties.
7. Can recommend the Senate to alter or modify the changes in the constitution of SAC.

1.7 Vice-President

Vice-President is the secretary of the Senate. The Vice-President:

1. along with the President, will be in charge of the official email address of the SAC, sac@iiserb.ac.in, and along with the President will be accountable for each and every mail sent from it.
2. will assume the post of the Acting President in case of the President's informed or abrupt absence, and carry out all of the President's duties except for financial matters.
3. will organise the Senate and the General Body meetings.
4. will prepare the Agenda before every Senate meeting. The Senators shall provide the Vice-President with the issues they want to be discussed in the meeting.
5. will be required to record, prepare and sign the minutes of the Senate meetings and shall ensure necessary approval from the President and DoSA.
6. will be in charge of the SAC Notice Board/Website. Anything to be posted on it will require the approval of the Vice-President. He/She will be responsible for any inappropriate content on it.
7. shall assess the reports submitted by the Councils to the Senate along with the President, and shall release it in public interest.
8. Any amendments made to the constitution should be updated by the Vice-President. Vice-President should ensure the proper implementation of the Constitution.

1.8 Activity Councils

Activity Councils (henceforth referred to as Councils) are the autonomous, extra-curricular Activity Departments under SAC. They will address all the concerns related to that particular Council in the Institute. There are Seven Councils: Computing and Networking, Cultural, Environmental and Social Initiative, Fine Arts and Literary, Science, Sports and Student Development. The Councils:

1. will not have any particular membership; they will include the whole General Body.

2. will manage the rules and working strategy in matters pertaining to itself; Senate will have no interference in the internal matters of the Councils, until and unless there is a serious conflict between two Councils or within the Councils, in which case Senate's decision shall be obeyed by all the Councils.
3. will have to submit reports (once every semester) and financial clarification to the Senate. Any disparity in the financial clarification can subject the Secretary or the individual concerned to disciplinary action.
4. can decide their structure upon themselves. Only the mentioned posts and their roles should be incorporated. The appointment of the Council Secretary will be governed by SACEC.
5. will manage and administer the clubs under their realm. Each new club must be registered with one of the Councils to get an official status and aid from SAC. Each council can lay down relevant criteria for appointment of club coordinators in the clubs functioning under that council.
6. will assess the reports submitted by the clubs and release them in public interest and these should be included in the annual report of the respective council secretaries.
7. may approach the DoSA or the President in case of any financial needs, taking into account the demands and needs of the individual clubs.
8. will reserve the right to organise General Body meetings to implement any public program. But if a club wishes to have a General Body meeting, it shall ask its Council to assist in the organisation of the same.
9. will select students to represent IISER Bhopal in various activities outside the institute after taking appropriate approval from the President. Councils have the right to decide their own criteria for the same.

1.8.1 Secretary, Council

1. Shall be the official head of the respective Council and will represent it in the Senate
2. will convene the Council Meetings.
3. shall be responsible for the roles and functioning of the Council
4. Shall ensure accountability in all Council operations, including finances, communication, and event execution
5. will be accountable for all official communication conducted via designated council/fest email addresses.

1.8.2 Core Committee (C2)

1. C2 will be the governing committee of the Council.
2. C2 will help the Secretary to administrate and look after the proceedings of the Council and ensure its smooth conduct.
3. C2 will include:
 - (a) Secretary (convener)
 - (b) Vice-Secretary (co-convener)
 - (c) Nominated Members
4. Vice-Secretary will assume the post of Acting Secretary in case of his/her informed or abrupt absence except for the financial matters.

1.8.3 Computing and Networking Council (CNC)

Apart from the general roles of the Council, CNC should:

1. Manage all the e-resources of SAC like Google Analytics, social networking accounts, etc.
2. Promote Tech activities in the Institute.
3. Organize regular classes or learning sessions for various computing and tech aspects on the demand of the clubs or the students.
4. Organize the annual festival Armageddon Lite- Intra IISERB e-Gaming Event.
5. Be responsible for the administration and management of SAC Youtube Channel.
6. Be responsible for the administration of the server and shall have remote access to it. They will be responsible for any script or phishing activity running on the server and for any software installation on the server and its management.

The following are the teams that operated by CNC:

1. Core Team
2. Developing Team
3. Trainee Team

The following is the structure of each team/post:

1. Team Head:
 - (a) There will be a team head for each team.
 - (b) Will be responsible for the work assigned to the team.
 - (c) Will be selected by Secretary, CNC through nomination.
2. For the smooth working of the council, Team Head and Secretary, CNC can select the members of the respective team under CNC through nomination.
3. One person can have more than one post (Team Head of more than one team/ Vice secretary) under the supervision of Secretary, CNC.
4. Modification in Team Structure:
 - (a) Secretary, CNC can change the structure of team with the consultation of ex-secretary, CNC.
 - (b) New teams can be formed if needed but with proper justification.

The following are the duties of teams in the CNC:

1. **Core Team** will :
 - (a) The Core Team is composed of the heads of all domains and responsibilities under CNC's purview during its tenure.
2. **Developing Team** will :
 - (a) Be responsible for designing, management, and maintenance of the students.iiserb.ac.in server and its websites.
 - (b) Be responsible for development and maintenance of website of Council's festival.
3. **Trainee Team** will:
 - (a) comprise first-year members selected by the Core Team heads under the supervision of the CNC Secretary. They will actively assist and collaborate with team heads in various domains in planning and executing CNC events and activities.

1.8.4 Cultural Council

Apart from the general roles of the Councils, the Cultural Council should:

1. promote and administer the cultural activities of the General Body.
2. arrange for a coach or practice sessions for a particular art form (dance, drama, music, etc.) on demand by the clubs or the students.
3. organise and manage cultural programs and performances on various occasions celebrated by the General Body.
4. promote cultural programs in the Institute without any specific occasions round the year, to let students/clubs get a chance to reveal their creativity to a larger audience.
5. organise regular classes or learning sessions for various cultural aspects on the demand of the clubs or the students.
6. arrange all requirements related to Inter-IISER Cultural Meet (IICM).
7. conduct the elections of various coordinators of different clubs under the Cultural

1.8.5 Environmental and Social Initiative Council

It is recommended that the council core committee have at least one experienced former C2 member of ESIC as an advisory member and a Prayaas Representative. Apart from the general roles of the Councils, ESIC should:

1. Organise awareness campaigns to sensitize the community on various social and environmental issues.
2. Organise community awareness activities as per circulars recieved from the Government and maintain detailed reports of all such events.
3. Work as an independent body under the Center for Science and Society, CS² of IISER Bhopal along with other social initiative groups and government programs on campus i.e. UBA, Prayaas, EBSB and assist and collaborate with the aforementioned when the need arises.
4. Work towards a peaceful coexistence of fauna in campus and coordinate and streamline all the Animal Welfare Society activities.
5. Involve social representatives and law-makers of the nation in the institute activities.
6. Represent the social and environmental concerns of the IISER Bhopal community.
7. Provide eco-friendly suggestions to event organisers in IISER for better and efficient management of the waste materials.
8. Maintain an active online presence.
9. Keep the birding community active, maintain data on bird species' population in the region, and host other similar events encouraging a positive interaction with the natural system
10. Conduct the Council Fest, Mahua and which will be organised by the council during Spring Season.

ESIC comprises the Animal Welfare Society.

The Animal Welfare Society (AWS)

1. The AWS is a volunteer workforce working under ESIC which would look after general welfare of the animals on campus. It will volunteer to help in Vaccination, Sterilisation and Adoption of Dogs along with the Administration. However it's encouraged for the Council to take up work in managing the Human Animal Conflict issues on campus as necessary.
2. Additionally, AWS will organize awareness campaigns to sensitize the community on various animal welfare and conservation issues, promoting responsible coexistence with animals and fostering a compassionate campus environment.

1.8.6 Fine Arts and Literary Council (FALC)

Apart from the general roles of the Councils, the Fine Arts and Literary Council should:

1. promote and administer fine arts and literary activities of the General Body.
2. organise certain regular events to promote art and literature among the General Body.
3. organise learning sessions or regular classes for various aspects of art and literature on demand of clubs or the students.
4. conduct the annual fest of this council called Arts and Letters.

The following rules regarding are also applicable in the context of the FALC:

1. The annual student magazine Uday will be under this council.
2. The Book Club functioning under the FALC is authorised to keep a nominal registration fee to gather funds.

Alankar and Digital Design Team will function under FALC as Working Committees and will help make decorations and digital designs respectively for fests conducted by various councils, subject to the mutual approval of FALC and the council organising the fest.

1.8.7 Science Council

Apart from the general roles of the Councils, the Science Council should:

1. organise the annual science festival called Singularity.
2. manage and administer all the activities regarding science as an extra-curricular affair of the General Body.
3. create an ambience for non-academic, leisurely practice of science and promote scientific awareness among the General Body.
4. organise certain science activities like Science Forum (once in each semester), Popular Science Talks, Seminars, Nature Trips, Workshops, Quizzes etc. in the Institute on regular basis.
5. organise certain skill enhancement programs like Student Talks, Student Seminars, Research Paper, Project writing, etc.
6. coordinate with various Departments of the Institute in organising certain science activities (like Seminars, Science Talks, Presentations etc.) to exchange the information of event timings and avail resources to organise such events, which will help avoid clashes and will enable to utilise the given time most efficiently.

1.8.8 Sports Council

Apart from the general roles of the Councils, the Sports Council should:

1. in coordination with the sports office will organise and manage all the sports activities of the General Body.
2. in coordination with the sports office will manage all the sports equipment and accessories.
3. in coordination with the sports office will ensure the regular maintenance and security of the playgrounds.
4. in coordination with the sports office will arrange for a coach or practice sessions for a particular sport/game on demand by the clubs or the students.
5. in coordination with the sports office will arrange all requirements related to the Inter-IISER Sports Meet (IISM).
6. conduct the elections of various coordinators of different clubs under sports council within two month of general elections.

Sports club coordinators should fulfil the below criteria:

1. He/She should be part of the concerned club at least for 6 months.
2. He/She should not have been the coordinator of the club for a period of 2 years.

1.8.9 Student Development Council (SDC)

Apart from the general roles of the Councils, the SDC has the following specific responsibilities with respect to its activities:

1. Associate and coordinate with the Office of Academic Affairs and the Dean of Academic Affairs to organize and provide a workforce for the Freshmen Mentorship program, organize Orientation Sessions on academics, research internships, interaction sessions with senior batches, and other related initiatives as deemed appropriate. The SDC shall also identify volunteers for the “Friends of Freshers” mentorship program, and coordinate with them as required. The Chairperson of CCD (ADAIR) would also be updated regarding the planning and progress of the same, in addition to Head CCD, the Dean of Academic Affairs, and the Dean of Student Affairs.
2. Engage actively in campus outreach to prospective students on social media, aimed at high-school students using platforms like Quora, Facebook etc. to promote and enhance the Institute’s visibility and knowledge about IISERs in the public sphere.
3. Coordinate with the Office of Academic Affairs to design a dedicated portal for research internship applications to IISER Bhopal, and to develop the content and blueprint for the same, which shall be taken up by a dedicated team of SDC members in cooperation with the Computer Centre as and when necessary.
4. Undertake the organisation of the annual Model United Nations Conference at IISER Bhopal in order to develop awareness about international politics, professionalism, diplomacy skills and public speaking skills among the student community; constitute the organizing committee/secretariat which will coordinate with the SDC to draft and submit a financial and logistic proposal to conduct the conference. Proposals would also be submitted to the Office, CCD and the Head, CCD. The reporting authority in this case would be the DoSA and SAC, as regards the financial transactions, approval of funds from SAC and organisation of the event.

5. Establish and operate a variety of clubs to develop requisite professional skills relevant to their interests, aid with academics, as well as soft skills among the students as deemed necessary over time. The Competitive Examinations Preparations Group - a voluntary organisation managed and run by the SDC Team with senior students - is one of the most mentionable ones amongst the same, and is a high-priority concern of the Council. Other such clubs include the Oratory Club (for improving public speaking skills and presentation skills of students), and the Language Club (for new and existing students as well as other community members who need assistance getting adjusted to and developing proficiency in English).
6. Take necessary steps to establish academic support initiatives through various activities, and maintaining a resource repository containing materials relevant to students' academic needs.
7. Coordinate with and aid the Alumni and International Relations Office in order to extend the network of Alumni, establish contact with them, and bring in information that may be useful for the DAIR Office and CCD, in order to further strengthen Placement-related endeavors. The Dean of Alumni and International Relations (DAIR) would be the reporting authority, alongside the Head, CCD.
8. Act as a content generation team for the Institute LinkedIn Page, providing regularly updated content for public dissemination, and professional outreach. This includes all academic conferences, invited talks, Institute lectures/seminars, notable publications and research breakthroughs by IISER-B faculties, achievements by students, and general Institute activities. The SDC may also volunteer to provide relevant information, articles and other inputs for the monthly Alumni Newsletter. The Office, CCD would be kept informed of all activities in this regard, in addition to Head, CCD and the Registrar Office.
9. Aid the Center for Career Development (CCD) in establishing contact and initiating negotiations with companies for the purpose of campus recruitment of IISER-B students, by way of providing a volunteer workforce from amongst the SDC's ranks.
10. Maintenance and dissemination of a comprehensive database of research internships, academic fellowships and funding opportunities for undergraduate and graduate students. Additionally, the SDC would endeavor to aid the specific Departments in lobbying for companies to sign MoUs with the Institute for summer programs and long-term corporate and industrial internships, in adherence to established Departmental policies. Office CCD would be reported to, and coordinate management of the same, in addition to Head CCD, the Dean of Academic Affairs, and the concerned Department Head.
11. Facilitate a series of academic orientation talks including but not limited to:
 - (a) An orientation talk for the first year BS-MS students (in association with the Office of Academic Affairs) in their 2nd semester pertaining to the selection of pre-major subjects.
 - (b) Sessions for fifth year BS-MS students (in association with interested faculty members) from each of the departments for the Fifth year BS-MS students at the beginning of their 9th Semester. The objective would be to present the various opportunities available as alternatives to a PhD., in order to facilitate the making of informed choices, as well as to promote the students to train and equip themselves with various skills relevant for the same. fourth-year students may be invited for the same as well, depending on circumstances.
12. Under the purview of the Student Development Council, the Entrepreneurship Cell (E-Cell), IISER Bhopal is formally instituted to instil an entrepreneurial ethos within the student community. Its mandate includes but is not limited to conceptualizing, organizing, and executing various programs, such as events, workshops, and collaborative initiatives, to foster innovative thinking, refine entrepreneurial skills, and facilitate substantive engagement with industry and entrepreneurial sectors. These endeavours align with the institute's overarching objectives to promote scientific exploration, innovation, and entrepreneurial acumen.

The Entrepreneurship Cell (E-Cell) operates within the administrative framework of the Student Development Council and benefits from the resources and expertise of the Innovation and Incubation Centre for Entrepreneurship (IICE), IISER Bhopal.

The Secretary of the Student Development Council shall assume the role of the de facto Chairperson of the Entrepreneurship Cell (E-Cell). Furthermore, the official email address ecell@iiserb.ac.in is designated for the E-Cell, with custodianship held by the SDC Secretary. This email account shall function as the primary conduit for communication and coordination regarding E-Cell activities, ensuring efficient management and visibility of its initiatives. Additionally, an overall coordinator, appointed from the core committee of the SDC, will assist the Chairperson in coordinating and overseeing the activities of the E-Cell.

New openings for the posts within the SDC can be made as and when necessary, throughout the year. Every new SDC Team is advised to retain either the preceding Secretary OR Vice-Secretaries in an internal advisory position to help in a mentoring and guiding role for at least one semester. This is to ensure a smooth transition and sustained results. The SDC's internal activities calendar details the assignments to be undertaken by the team each year. Depending on circumstances, suitable changes may be made to the same. The Secretary and Vice-Secretaries of the Council shall act as a direct bridge for dialogue between the SDC student members volunteering for the CCD and the CCD Committee. The Secretary shall be the convenor for all Council meetings and the representative of the Council during meetings of the General Student Body. In adherence with existing practice, the Secretary of the SDC, as a member of the Students' Senate, is expected to actively participate and take up common responsibilities regarding the general SAC activities, including conduction of student elections, volunteering for institute events, etc.

1.9 Clubs

A club is a group of students from the General Body having same hobby, aim, interest or working for the same cause, approved by the Council to carry out its activities (included under the realm of at least one of the Councils) officially with/without Council's assistance in form of funding, resources or management.

1. The minimum number of interested members required to start any club is 2.
2. To establish a club, the idea behind it should be clearly stated on paper when applying for its registration as an official club to the concerned Council.
3. Each new club will be kept under the Council concerned. A club with no appropriate council shall be included in the one decided by the President.
4. The club will have to submit a report (each semester) to its corresponding Council.
5. The registration of a club can be done at any time. The clubs which have submitted all the required reports at the end of the academic year will be provided a certificate of existence. Such clubs will be included in the official SAC website.
6. The Council or SAC in general, will not undertake any of the clubs financially; however said money for the club might be granted in special cases. The request for any equipment or service may be approved by the Institute or the Council in some cases. For further needs of the club, the members might have to contribute.
7. In case any financial support is required, the clubs shall approach the council with their requests. It shall however be the decision of the council to entertain the request or not depending on the priority of the request.
8. A club is not authorised to organise a General Body meeting on its own. If it wishes to address the General Body in the form of any performance, lecture, etc. they shall ask their respective Councils to organise it for them.

9. Clubs will have a responsibility to represent the Institute in the realm of their Council, whenever required.
10. If any request or demand of the club is not duly entertained or if it finds the disapproval of any request unjustified, it can appeal for the same to the Senate.

Clubs under the following council(s) will abide by the club rulebook of the respective councils for their execution and elections:

- Cultural Council
- Science Council

1.10 Representatives Council (RC)

The RC *will be embodied as an organ of the SAC, and* will serve as the channel to convey the requests or representations of the students to the institute.

1. RC will comprise
 - (a) 4 class representatives: 1 male and 1 female for the BS-MS, 1 each for Engineering Sciences and Economics for the first year batch.
 - (b) 1 department representative for each department of the BS-MS second, third, fourth and fifth year batches.
 - (c) 1 I-PhD department representative for each department, selected from the I-PhD first or second year from the respective department.
 - (d) 1 PhD department representative for each department, selected from I-PhD third year and above/PhD students from the respective department.
 - (e) 1 MSc department representative for each department, selected from MSc students from the respective department.
 - (f) Mess Representatives, Coordinators and Presidents from all the Mess committees.
 - (g) Hostel Representatives, Coordinators and Presidents from all Hostel committees.
2. RC will account for all the students' concerns. *Mess Committee may administer day-to-day functioning of the mess, but in case of any major decisions, issues, or conflicts, the RC Secretary (Mess & Hostel Affairs) must be necessarily involved. SAC will be involved only if the complaint is not satisfactorily sorted at the RC Secretary level.*
3. RC will meet once in a fortnight to discuss certain issues of the students. Guest Members may be invited to be a part of this meeting.
4. RC will account for the requests or complaints from any member of the General Body. The concern should be forwarded through the batch representatives to the RC. It will be resolved as early as possible or shall be discussed in the next RC meeting.
5. For minor personal issues regarding the hostels or accommodation, members of General Body. should approach the respective Hostel Committees in the RC. The Hostel Representative will try to resolve the issue at the level of the students/caretakers. The Hostel Representative is authorised to approach the RC, the respective Hostel Warden, the Chairperson, CoW, DoSA, and/or IWD directly to convey and resolve the student concerns if he/she is unable to resolve the issue at the level of the students/caretakers.
6. The responsibility to convene and record the RC meetings shall be shared by the Secretary, RC (Mess & Hostel/Academics). Minutes of the RC Meetings shall be released in public interest.

7. RC will also account for any representation/request regarding any of the faculty members or the academic curriculum. From here Secretary, RC will forward this request to DoAA or to the corresponding Faculty Member(s). *If the representation is unsuitable for direct/personal conveyance, or if issue is pressing, RC Secretary may proceed directly with the filing of complaint to appropriate authority after informing the President/Vice-President. However, SAC must be informed about this in the next meeting, whenever convened.*
8. Guest Members of RC:
 - (a) Dean of Students' Affairs (DoSA)
 - (b) Dean of Academic Affairs (DoAA)
 - (c) Hostel Wardens
 - (d) President, SAC
 - (e) Vice-President, SAC
 - (f) Academic Senate Representative (PG)

At least one of either President or Vice-President should attend RC Meetings.

1.10.1 Secretary, RC (Mess & Hostel/Academics)

Secretary, RC (Mess & Hostel/Academics) is the representative of the concerns of the BS-MS Students in the Senate. Secretary, RC:

1. RC (Academic Affairs) and RC (Mess & Hostel Affairs) will represent students' concerns related to academics, mess, and hostel issues in the Senate. They will be responsible for addressing and escalating relevant concerns to the DoAA, DoSA, or the concerned faculty members/administrative offices. If an academic/any other complaint is unsuitable for direct/personal conveyance, it shall be brought to the Senate for further consideration or redirected to the Institute Grievance Redressal System.
2. will have the authority to liaise with the Administration (IWD or other committees if student concerns forwarded to them are not duly addressed). *DoSA/DoAA Office and SAC may be kept informed via mail, although RC Secretaries can handle the issue separately.*
3. will convene and organise RC meetings, including preparing the agenda.
4. will conduct an online poll to adjudge the performance of the RC members by their respective batches, once a semester.
5. The Secretary, RC (Academic Affairs) shall be an Invited Member of the Academic Senate meetings. If the Secretary, RC (Academic Affairs) is not an UG student, the SAC President or Vice-President shall represent the UG community in the Academic Senate meetings.
6. RC (Mess & Hostel Affairs) will be an invited member of the Council of Wardens meeting.

1.10.2 Mess Committee

All the Mess Representatives from the batches allotted to a particular mess, along with the Warden-in-charge, Hostel Caretaker and Mess Contractor, constitute the Mess Committee In accordance with the Mess Tender Agreement and Award of Contract Documents, the overall role of the Mess Committee is "limited to the selection, appointment and monitoring the contractor for the catering and canteen services to be provided by the contractor. The Mess Representative shall:

1. Ensure proper hygiene is maintained in the mess premises and by the mess staff
2. Ensure that the specifics as laid out in the aforementioned documents pertaining to supply of raw materials, disposal of food-waste/used oil, quality/quantity of food served, and so on are adhered to without fail.

3. Impose appropriate fines on the contractor for violation of the terms of the agreement/poor service, in consultation with the Warden-in-charge.
4. Obtain active feedback from the students and ensure that genuine demands, to a feasible extent, are incorporated
5. Take immediate cognizance of complaints from the student body and follow-up on the same

Any and all fines need the express approval of the Mess Committee in order to be imposed. Mess Representatives/President may not implement the same off their own accord. The cause must be presented before the Committee and discussed with the Warden-in-Charge prior to imposition of fine.

1.10.3 Mess President

Mess President shall be the official representative of the particular Mess Committee to the RC. It is their responsibility to ensure all communication from the Mess Committee to the RC/SAC is promptly and faithfully conveyed. In addition to the above, the Mess President shall:

1. Draw up the agenda for Mess Committee meetings. Agenda must be circulated at least three days prior to the date for the meeting, so that any additional points from the Committee members may be incorporated.
2. Compile the Minutes of each meeting. Minutes must be compiled and forwarded to Warden-in-Charge, Mess Committee members, and RC Secretaries within 48 hours of the meeting
3. Communicate regularly with the Mess Contractor and Warden-in-Charge regarding mess issues/changes

Mess Representatives must necessarily consult with the Mess President and Mess Committee prior to engaging in any poll for feedback, suggestions for menu changes, etc, with their respective batches. Any and all fines need the express approval of the Mess Committee in order to be imposed. Mess Representatives/President may not implement the same off their own accord. The cause must be presented before the Committee and discussed with the Warden-in-Charge prior to imposition of fine.

1.10.4 Hostel Committee

All the Hostel Representatives from the batches allotted to a particular Hostel, along with the Warden-in-charge, Hostel Caretaker, constitute the Hostel Committee. The overall role of the Hostel Committee is to address the grievances of the students and act as a link between the students and the warden or the hostel caretaker.

1. Ensure proper hygiene is maintained in the Hostel premises and by the Hostel cleaning staff.
2. Obtain active feedback from the students and ensure that genuine demands are met.
3. Take immediate cognizance of complaints from the student body and follow up on the same any and all complaints need the express approval of the Hostel Committee in order to be solved. The cause must be presented before the Committee and discussed with the Warden-in-Charge.
4. Will serve as the First Medical Responders at the student body level. They will not be responsible for transporting the pupil to the hospital in case of a medical emergency but would be responsible for informing the Warden and caretaker in case of any medical emergency.

Hostel Representatives must necessarily consult with the Hostel President and Hostel Committee before engaging in any poll for feedback, suggestions for any changes, etc, with their respective hostel residents.

1.10.5 Hostel President

The Hostel President shall be the official representative of the particular Hostel Committee to the RC. They are responsible for ensuring all communication from the Hostel Committee to the RC/SAC is promptly and faithfully conveyed. In addition to the above, the Hostel President shall

1. Draw up the agenda for Hostel Committee meetings. Agendas must be circulated at least three days before the meeting date, so that any additional points from the Committee members may be incorporated.
2. Compile the Minutes of each meeting. Minutes must be compiled and forwarded to Hostel Committee members, and RC Secretaries within 48 hours of the meeting
3. Communicate regularly with the Hostel Caretaker and Warden-in-Charge regarding Hostel issues/change.

1.10.6 Department Representative

The Department Representative (DR) shall serve as the liaison between their batch and the department. They are responsible for conveying concerns, feedback, and updates from students, and for presenting batch-specific inputs to faculty members, the DUGC/DPGC, relevant committees, and the HoD to enhance the academic experience.

1.11 Female Student Senate Representative

1. Represent gender-specific perspectives and advocate inclusively for the broader student community.
2. Work in collaboration with the Senate Members to advance equitable student engagement.
3. Serve as a point of contact for gender-related concerns and escalate such matters to the Senate or the DoSA, as necessary, for resolution.

1.12 PG Student Senate Representative

The PG Student Senate Representative shall serve as the representative of postgraduate students in the Student Senate, ensuring their concerns are effectively communicated and addressed. The PG Student Senate Representative:

1. Shall represent the non-academic concerns of postgraduate students, including but not limited to hostel, mess, and general welfare issues, within the Senate.
2. will be authorised to liaise with the Administration (IWD, Finance Section, etc.,) in case concerns of the students forwarded to them are not duly addressed.
3. if any complaint is unsuitable for direct/personal conveyance, it shall be brought to the Senate for further consideration or/and shall be redirected to the Institute Grievance Redressal System.

1.13 Academic Senate Representative (ASR) PG

The Academic Senate Representative (ASR) PG shall serve as the representative of postgraduate students on academic matters in the Student Senate. The ASR shall:

1. Represent the academic concerns of PG students, including but not limited to course structure, grading policies, curriculum revisions, examination policies, and academic grievances.

2. Act as a liaison between the student community and the DoAA (Dean of Academic Affairs) / Academic Affairs Office, ensuring that student concerns are effectively communicated and addressed.
3. Collaborate with relevant faculty members and academic committees to address concerns and propose reforms that enhance the academic experience of PG students.
4. The Academic Senate Representative addresses the concerns of the students related to academics (this may include course contents, grading scheme, etc.) by acting as a bridge between the student community and the DoAA & Academic Affairs Office.
5. if any complaint is unsuitable for direct/personal conveyance, it shall be brought to the Senate for further consideration or/and shall be redirected to the Institute Grievance Redressal System.

Chapter 2

Execution

2.1 Decision Making

Decision Making in SAC is done at four independent levels:

1. Senate Level
2. Council Level
3. RC Level
4. CAC Level

2.1.1 Senate Level

The Senate will decide upon the overall finance and other high priority issues such as mass level concerns, disputes between the branches of SAC, hostel rules etc. that are forwarded to it.

1. Regular Senate meetings will be held at least twice a semester where the discussions related to various issues of SAC will take place.
2. President can any time call a Provisional Senate meeting, to discuss upon any high priority issues or disputes demanding immediate action. Other Senators will be required to request the President to call for a Provisional Senate meeting.
3. Senate Meetings will be convened by the President.
4. Prior to every Senate meeting, the agenda will be prepared by the Vice-President taking into account inputs from all the Senators. Given any Senate meeting, all the issues mentioned in the agenda will have to be discussed.
5. Agenda for the Senate Meetings should be finalised at least 72 hours prior the meeting and released in public interest, after which no modifications are permitted. Other issues which are not on the Agenda, can be presented by the Senators at the end of the meeting as Miscellaneous Issues.
6. In every Senate meeting, the minutes of the last Senate meeting will be ratified.
7. The presence of the members of the CAC is recommended but not compulsory in the Senate meetings.
8. Senate meeting can take place only if at least 2/3rd of the total Senators (including the President) are present, who shall form the quorum.

9. Senators will be required to intimate the President about their unavailability in the Senate Meeting in advance, clearly specifying the reason. If a Senator fails to do so, he will be issued a Warning Letter (Section 2.4.5) by the President. A Senator joining the meeting 20 minutes after its official commencement, will be considered absent; such a Senator will be allowed to join the meeting, however his/her voting rights will be ceased for that particular meeting.
10. President will be required to intimate the Vice-President about his unavailability in the Senate meeting in advance, clearly specifying the reason. If the President fails to do so, he will be issued a Warning Letter (Section 2.4.5) by the DoSA.
11. In case the discussion on an issue does not reach a conclusion, it can be accomplished by voting among the present Senators. For such a voting to be conclusive, at least 2/3rd of the total Senators (present and absent) should be in favour or against, otherwise it will be considered in the next Senate meeting.
12. To keep a record of all the decisions taken in the Senate, minutes will be recorded by the Vice-President. It will be his/her responsibility to release it in public interest within 48 hours of the conclusion of the meeting. If there is no objection from any of the Senators, CAC or the General Body within next 48 hours, it shall be sent to DoSA for approval.
13. If in case, there is an objection against the minutes by any of the Senators or the CAC, it will be retyped by the Vice-President (in case of typographic or language errors) or will be reconsidered in the next Senate Meet (may be a Provisional Senate Meet) before sending it for approval to the DoSA.
14. If there is an objection against the minutes by at least 1/3rd of the General Body, the Senate must consider it and organise a General Body meeting. In the meeting if the objection is passed by at least 2/3rd of the General Body, it must be obeyed by the Senate and the matter will be sent to the CAC.
15. If any of the decisions in the minutes is denied by the DoSA, it shall be sent for reconsideration in the Senate. However if it is re-passed in the Senate with necessary amendments, and is re-denied by the DoSA; DoSA should consult the CAC regarding the decision. However in any case, the final decision lies with the DoSA.
16. The final copy of the minutes duly signed by the President and DoSA will be released in public interest.
17. Any official action or circular, in accordance with the decisions included in the minutes, must bear the signature of the President.
18. In case of a need to take instantaneous decisions, the power resides with the President in consultation with the CAC; however it must be accounted for in the next Senate meeting.

2.1.2 Council Level

The Councils will decide upon their own matters in their C2 meetings:

1. Councils can arrange and manage their C2 meetings on their own will.
2. C2 meetings will be convened by the Secretary.
3. If there is an objection against any of the decisions of the councils by at least 1/3rd of the General Body, the Council must consider it and organise a General Body meeting. In the meeting if the objection is passed by at least 2/3rd of the General Body, it must be obeyed by the Council and matter will be sent to the Senate.
4. Any major decision taken in the C2 meetings shall be released in public interest, duly signed by the Secretary, the President and the Vice President.

2.1.3 RC Level

The decisions regarding the concerns of the students regarding mess, hostel or academics shall be taken in the RC.

1. RC will meet once in a fortnight, and at least three days before the Senate meeting, to discuss certain issues *pertaining to or raised by* the students. Guest Members may be invited to be a part of this meeting.
2. The meeting will be convened and recorded by Secretary, RC (Mess & Hostel/Academics).
3. Any major decision taken in the RC meetings, affecting the whole General Body or a specific section (batch) of the General Body should be released in public interest, duly signed by the DoSA, President and one of the RC Secretaries. *Minutes of the RC Meeting once shared/presented to the SAC, should be circulated via mail to all students and uploaded on the webiste.*

2.1.4 CAC Level

The decisions regarding any disputes at the level of the Senate will be taken by the CAC in consultation with DoSA.

1. CAC will only take decisions regarding impeachment or disputes at the level of the Senate. None of the decisions taken by the CAC can be challenged.
2. CAC meeting will be organised as and when required. To reach on a decision, all the members of CAC must be present.
3. If the decision taken by the Senate is challenged by any of the councils or the General Body (with 2/3rd majority) with proper reasoning, it will be sent to the CAC for further consideration.
4. In case of a request for impeachment, the matter will be enquired by the CAC.

2.2 Senate Meetings

2.2.1 Senate Nomenclature

1. Senate of a particular session is represented by 'SS' or 'Students Senate' followed by its session. (e.g. 'SS 2016' or 'Students Senate 2016')
2. Every Senate Meeting is designated a Meeting Number (1, 2, 3...).
3. A particular Senate Meeting is represented by the name of the Senate followed by '/' and the meeting number. (e.g. 'SS 2016/3' or 'Students Senate 2016/3')
4. Each issue in the Agenda of a Senate Meeting is designated a issue number (1, 2, 3...). Miscellaneous issues picked up in the Senate, are placed at the end following the issues mentioned in the Agenda.
5. Any issue raised in the Agenda of a particular Senate Meeting, is represented by the name of the meeting followed by a '.' and the issue number. (e.g. 'SS 2016/3.2')
6. Decisions in the Minutes of any Senate Meeting, regarding any issue, are designated decision IDs ((a), (b), (c)...).
7. Any particular decision in the Minutes of any Senate Meeting is represented by the name of the issue followed by the decision ID. (e.g. 'SS 2016/3.2(a)')

2.2.2 Senate Code of Conduct

Following Code of Conduct shall be followed strictly by all the Senators in the Senate Meetings. Failing to do so, Senator can be issued a Warning Letter from the Senate. Three such warning letters can subject the Senator to impeachment.

1. Senators shall choose their statements wisely. Senators would be officially responsible for each and every statement they make in the Senate Meetings.
2. Senators shall maintain necessary decorum and dignity in the Senate Meetings.
3. Senators shall not use abusive language, inappropriate statements, personal comments etc. in the Senate Meetings.
4. Senators shall not use any unfair means for the decision making like convincing other candidates before/during the Senate Meeting, providing fake/incomplete/inappropriate data or facts to the Senate etc.
5. Senators shall not support any particular side in the decision making, without proper justification or reason.
6. Every claim a Senator makes in the Senate, shall be supported with proper evidence or justification.
7. Senators shall only present their own opinion in the Senate; they shall not try to represent or impose their opinion on other Senators or the Senate in the meeting.
8. Only the President is authorised to raise a point from the agenda in the Senate Meetings. Other Senators can propose points to the Agenda before the meeting. Other points to be discussed which are not in the agenda, shall wait till the end and can be picked up under Miscellaneous Issues.
9. After President has introduced any point in the agenda, he shall ask for response from the Senators. Senators shall raise hands if they have a point to make, and wait for the call from the President.
10. Senators shall not interrupt while another Senator is speaking. On other hand, the Senator speaking shall make his/her point clear, concise and to the point.
11. If President demands opinion from the Senators on any decision, they shall knock the tables in agreement. Senators are not allowed to bang the tables any time during the Senate Meeting.
12. Senators shall report to the Senate Meetings on time. Any Senator joining more than 20 minutes late in the Senate Meeting shall be considered absent unless he/she furnishes reasonable ground for such delay.
13. If a Senator is not able to attend the Senate Meeting, he/she shall inform about this in advance to the Convener. Senators can only claim a casual and a medical leave in their tenure. Leave other than these can be only considered by the Senate in special circumstances.
14. Senators are not allowed to leave the hall/room during the meeting without the permission of the Convener. Permission shall only be granted, if such a request is important. At once, only one Senator is allowed to leave the hall/room.
15. Vice-President shall record the Entry and Exit timings of all the Senators in the meeting. Senators will have to sign the attendance sheet before they leave the meeting.
16. Declaration of termination of the Senate Meeting can only be made by the President. Request for the termination of the Senate Meeting, and organising a follow-up meeting will only be entertained, if is supported by at least 2/3rd of the Senators.

17. Senators can not take leave from the Senate Meeting before it ends, until and unless they provide a valid justification for it, and the justification is approved by the Senate.
18. Voting among the Senators shall be considered last option for decision making. Voting (if required) shall be closed and in written.
19. Senators shall only occupy the place assigned to them. They are not allowed to change their places on their own.
20. Senators shall organise their chairs before they leave the meeting.
21. Bags or other belongings are not be allowed in the Senate Meeting; however Senators can bring their files, folders, diary, notebooks or any other material relevant to the meeting if required.
22. Mobile phones shall be kept in silent in the Senate Meetings.
23. Any of the discussions in the Senate Meetings shall not be disclosed in public by the Senators until the formal minutes of the meeting are released in public interest.
24. Senators shall have a competent familiarity with the SAC Constitution. Senators will be provided with the hard-copies of SAC Constitution in the beginning of their tenure, which they shall familiarise themselves with and bring along in all the Senate Meetings.
25. All the points except 13, 17 and 18 are also applicable to the CAC Members.

2.3 Finance

1. For every event to be organised under SAC, a Proposal shall be put-up for administrative and financial approval of Director, IISERB indicating the proposed plan and schedule of the event, expenditure estimates (budget), sources of funds, organising committee and other details of the event. No expenditure or commitment of expenditure shall be made for any event unless the fund is available and budget was approved by the Director.
2. DoSA will be the CFA to sanction all the expenditure and shall only be authorised to raise funds from external agencies subject to prior approval of Director.
3. A separate bank account will be opened and maintained with State Bank of India, IISERB Campus Branch Bhauri in the name of “Students Activity Council, IISERB” for financial transaction related to SAC.
4. Institute / GOI rules shall be followed by all the concerned for all matters related to procurement of goods and services, financial transactions, accounting and maintenance of records.
5. Event Sponsorship amount will only be taken in the form of crossed cheques / demand drafts in favour of SAC IISERB only or through NEFT / RTGS directly into SAC IISERB a/c and in no case the sponsorship amount shall be taken in cash or kind.

The process of payments from SAC a/c shall be as under:

1. Payment voucher shall be signed and recommended for payment by the concerned student/ organising committee member / Faculty I/c
2. Checked and processed by dealing assistant of DoSA Office
3. Passed for payment by the DoSA
4. Pre audited by the F& A section of the Institute.
5. Cheque will be prepared by the dealing assistant of DoSA Office

6. The cheques of SAC account shall be signed by two signatories, i.e.
 - (a) DoSA
 - (b) A.R. (S& P) / D.R. (F& A)
7. Proper Books of Accounts, Vouchers, Stock Registers and other Financial Records shall be maintained by the Office of the Students Affairs and Annual Accounts shall be Audited by an Chartered Accountant every year in the month of May – June.

2.4 Assessment and Resolution

2.4.1 Reports

To assess the proceedings of SAC, and to make sure the continuous and smooth conduct of every branch of SAC, it will have to submit a monthly report to the unit above it.

1. Following reports will be submitted per semester:
 - (a) By Councils to the Senate
 - (b) By Clubs to the Councils
 - (c) By President to the Senate (Financial Clarification)
2. Minutes of the Senate meetings shall be released on the website and sent via email for reference of the General Body.
3. Council Secretaries will also submit an annual report of their activities to the Senate at the end of their tenure.
4. Senate will release an annual report of SAC activities at the end of its tenure.
5. Reports should be in a prescribed format provided by the Senate.
6. Reports should be released in public interest after assessment.
7. Reports must contain the detailed financial clarification for every single transaction, wherever applicable.
8. Reports (or for that matter every official document released by or submitted to SAC or any of its branches in any form) will be permanently stored on the website for further reference.
9. Annual reports should be submitted before the upcoming Oath Ceremony.

2.4.2 Disclosure of Information

In spite of the regular reports, anyone from the General Body might ask for any information related to SAC from any of its branches which is not already released.

1. Any request for display of such information shall be sent to the President.
2. It shall not be anything already published or derivable from the monthly reports, in which case the request will not be entertained.
3. The branch concerned with the request, will have to prepare an official statement in response to such a request.
4. If the branch is unable to produce a statement, the person responsible might be issued a Warning Letter or may be subjected to disciplinary action depending on the nature of the situation.

2.4.3 Feedback/Grievance

1. Any complaint regarding any of the post-bearers in SAC or SAC in General can be directly brought to the notice of the President. Any complaints regarding the President shall be brought to the notice of DoSA.
2. Any complaint/suggestion regarding functioning or implementation of any particular branch (Council, Senate etc.) of SAC can be brought to the notice of the concerned office-bearer.
3. Complaint about any of the members of the Institute who are not a part of SAC (Faculty Members, Administration, Finance Section or IWD) shall be brought to the notice of the members of RC, from where it shall be redirected to the Institute Grievance Redressal System.
4. An on-line opinion poll shall be organised by the Senate at least once in a tenure to assess the efficient functioning of SAC.

2.4.4 Resolution/Settlement

1. Any disputes regarding any of the decisions of the Councils or RC shall be brought to the Senate for further consideration. In any case, the final decision lies with the Senate.
2. Any decisions/demands passed by the Council, is if rejected by the President/DoSA will be redirected to the Council for re-consideration. However if it is re-passed by the Council with necessary amendments, and the President/DoSA still finds it inappropriate, the request will be sent to the Senate with proper arguments and counter-arguments. In any case, the final decision lies with the Senate.
3. If there is an objection against any of the decisions of the councils by at least 1/3rd of the General Body, the Council must consider it and organise a General Body meeting. In the meeting if the objection is passed by at least 2/3rd of the General Body, it must be obeyed by the Council and the matter will be sent to the Senate.
4. If any of the decisions/demands of the Senate is denied by the DoSA, it shall be sent for reconsideration in the Senate. However if it is re-passed in the Senate with necessary amendments, and is re-denied by the DoSA; DoSA should consult the CAC regarding the decision. However in any case, the final decision lies with the DoSA.
5. If there is an objection against any of the decisions of the Senate by at least 1/3rd of the General Body, the Senate must consider it and organise a General Body meeting. In the meeting if the objection is passed by at least 2/3rd of the General Body, it must be obeyed by the Senate and the matter will be sent to the CAC.
6. Any other miscellaneous disputes between different branches of SAC shall be brought to the Senate.

2.4.5 Warnings

A post-bearer/branch in SAC can be issued a Warning Letter, if is found not accomplishing its roles properly and faithfully.

1. Three Warning Letters to a post-bearer in a tenure can subject the post-bearer to impeachment.
2. Three Warning Letters to a branch in a tenure can subject the post-bearer responsible for that branch (e.g. Secretary for a council) or the post-bearer concerned to impeachment.
3. President can issue a Warning Letter to any of the branches or post-bearers in SAC with consent of the DoSA.

4. Council Secretaries can issue a Warning Letter to any of the Clubs or C2 members in their respective Councils with consent of the President and the DoSA.
5. Warning Letters to the President can only be issued by the DoSA.
6. Warning Letters can be issued in following cases:
 - (a) To a Senator in case any of the Senate Code of Conduct is violated.
 - (b) To any office-bearer/branch if a request for RTI is not duly addressed.
 - (c) To any office-bearer/branch if a dispute/blame is filed without any valid reason, or is found to be fake or unnecessary.
 - (d) To any office-bearer/branch if any decision is released without proper consent or approval.
 - (e) To any office-bearer/branch if guidelines provided in form of constitution, office orders or circulars are not properly abided.
 - (f) To Secretaries or the President if an instantaneous decision is taken without proper need or justification.
7. The following constitute instances for which an RC members may be asked to provide a justification in writing:
 - (a) Failure to effectively project representations from the batch
 - (b) Failure to follow-up with decisions taken in RC
 - (c) Failure to engage regularly with the batch and take up demands by the students for consideration of the authorities
 - (d) Failure to faithfully and promptly convey complaints/demands to the RC from the student body
 - (e) Unsatisfactory performance as adjudged by batch feedback polls
 - (f) Intentional abuse of authority to intimidate, negatively influence, provoke, or personal gains
 - (g) Misuse of mess facilities by Mess Committee members
 - (h) Soliciting preferential treatment from mess contractors/workers
 - (i) Non-payment of mess fees
 - (j) Refusal to abide by the SAC Constitution and Code of Conduct

Justifications provided shall be subject to scrutiny by the RC Secretaries and SAC President (and by Warden-in-Charge in case of Mess Representatives). If found unsatisfactory, a warning is issued to the violator. Each warning shall be placed on record with the DoSA Office.

2.4.6 Termination of Tenure

The tenure of an office-bearer can terminate before the official deadline by following two ways:

1. Resignation
2. Impeachment

Resignation

1. An office-bearer can resign in any of the following situations:
 - (a) If the office-bearer finds himself/herself unable to continue with the responsibilities of the post, he/she can respectfully file a resignation from the post at any time of his own accord.

- (b) If the office-bearer holds a position in the RC/Mess Committee and has been elected to the Senate, then he/she must file a resignation from the post held in the RC/Mess Committee before accepting the position in the Senate.
- 2. The resignation of a Senator shall be submitted to the President. The President's resignation shall be submitted to the Secretary, RC.
- 3. The resignation of a member of the RC shall be submitted to the Secretary, RC.
- 4. The resignation of a member of the Mess Committee shall be submitted to the Mess President. The resignation of the Mess President shall be submitted to the Secretary, RC.
- 5. Any request for resignation must clearly specify the reason for the same.
- 6. Any request for resignation of a Senator/RC member should be discussed in the Senate along with the CAC; permission should be granted only if reasons for such a request are genuine. The right to approve any such resignation request resides with the CAC.
- 7. Resignation from any post will be followed by re-elections (or re-nominations for nominated posts).
- 8. The responsibility of that particular post in the Senate will be handled by the President (or 'vice' to that post, if present) until the re-election procedure is completed.

Impeachment

Impeachment means to discontinue an office-bearer from the post he/she is holding in SAC.

- 1. A post-bearer will be considered for impeachment if:
 - (a) The person is not working efficiently or justly in his area of work.
 - (b) The person is subjected to any disciplinary action in his tenure.
 - (c) The person is unable to submit trustworthy financial clarification.
 - (d) The person has been issued three or more Warning Letters.
 - (e) There is a No Confidence Demand in written from at least 1/3rd of the General Body.
- 2. Impeachment request against any office-bearer shall be filed to DoSA.
- 3. It will not affect his membership in SAC as a member of General Body.
- 4. CAC shall enquire the matter and decide whether the person should be impeached from the post or not based upon the arguments and the post-bearer's defence.
- 5. The final decision on impeachment lies with the CAC.
- 6. Impeachment will be considered as a disciplinary action against the office-bearer.
- 7. Impeachment of any office-bearer will be followed by re-elections (or re-nominations for nominated posts).
- 8. The responsibility of that particular post will be handled by the president (or 'vice' to that post, if present) until the re-election procedure is completed.

2.4.7 Annual Festivals

Every Annual Fest/ Event to be organised under SAC, a Proposal shall be put-up for administrative and financial approval of Director, IISERB indicating the proposed plan and schedule of the event, expenditure estimates (budget), sources of funds, organising committee and other details of the event.

2.4.8 Guidelines to conduct the festivals

1. The festivals will be organised by two committees:
 - (a) Core Committee (Convener of the festival and upto 9 other members)
 - (b) Advisory and Vigilance Committee consisting of DoSA, President, Vice-President, Faculty Advisers and Ex-Secretary of the respective Council
2. The Core Committee will be selected by the Secretary of the respective Council only through nominations.
3. The Core Committee needs to be approved by the Advisory and Vigilance Committee.
4. The Secretary must submit a comprehensive confidential report including financial details (every 15 days) to the Advisory and Vigilance Committee and get their approval.
5. All financial details must be submitted to the President.
6. No student other than the DoSA is authorised to sign in any contracts - like sponsorships - or documents binding institutes name with any third party.
7. The high priority of the institute is quality education and research. So no extracurricular activities will be given precedence over academic pursuits.
8. Any, person/ entity except otherwise provided under this Constitution executing or entering into any sort of Agreement/ Understanding in connection with any of the affairs related to the Annual fest, shall constitute an ultra vires act and shall be considered as void.
9. Students shall be solely responsible for their performance in their Academic session irrespective of their involvement into the events or other cultural activities of the Institute and as such no complaints of whatsoever nature shall be entertained in connection therewith.

Chapter 3

Election

3.1 Election Stages

The post-bearers in the SAC will be elected in either the Confined Elections or the General Elections.

3.1.1 Confined Elections

The Confined Elections will take place in two stages:

1. In the first stage, only a section of the General Body is permitted to vote to decide the following posts in the RC and Mess Committees:
 - (a) BS-MS Class/Department Representatives
 - (b) I-PhD Department Representatives
 - (c) MSc Department Representatives
 - (d) PhD Department Representatives
 - (e) Mess Representatives
 - (f) Hostel Representatives
 - (g) Mess President
2. In the second stage, the following posts will be decided by internal voting among (a section of) the members of the RC elected in the first stage:
 - (a) Secretary, RC (Academic Affairs)
 - (b) Secretary, RC (Mess & Hostel Affairs)
 - (c) PG Student Senate Representative
 - (d) Female Student Senate Representative
 - (e) Hostel President
 - (f) Hostel Coordinator
 - (g) Mess Coordinators

The completion of this stage, with the election of the RC Secretaries, marks the conclusion of the Confined Elections. The RC component of the Senate is considered complete at this point.

3.1.2 General Elections

1. In the first stage, the whole General Body is permitted to vote. This procedure will decide the following nine posts in the Student Senate:
 - (a) President

- (b) Vice-President
- (c) Secretary, Computing and Networking Council (CNC)
- (d) Secretary, Cultural Council
- (e) Secretary, Environmental and Social Initiative Council (ESIC)
- (f) Secretary, Fine Arts and Literary Council (FALC)
- (g) Secretary, Science Council
- (h) Secretary, Sports Council
- (i) Secretary, Student Development Council (SDC)

2. The candidates elected in this stage will form the Preliminary Senate. The following position(s) are called Nominated Positions:

- (a) Academic Senate Representative (ASR), PG

The following positions are called Recommended Positions:

- (a) Former Senator, Central Advisory Committee (CAC)
- (b) Nominated Adviser, Central Advisory Committee (CAC)

3. In the second stage, the Preliminary Senate shall call for nominations from the General Body to fill the Nominated and Recommended Positions, except for Former Senator, CAC.
4. In the Preliminary Senate Meeting, the Preliminary Senate along with the current Senate and CAC shall decide upon the most appropriate candidate among the nominations received for each of the Nominated Positions.
5. Following this, in the Preliminary Senate Meeting, the Recommended Positions shall be filled in the following manner:
 - (a) The current President with the approval of DoSA shall recommend one of the current Senators to the position of Former Senator, CAC.
 - (b) The current Senate in consultation with the current CAC shall recommend at most two students to the position of Nominated Adviser, CAC. This completes the formation of the new CAC.
 - This completes the formation of the new CAC.
 - With this, and the earlier election of RC Secretaries through Confined Elections, the complete Senate is now considered formed.
6. In the third stage of the General Elections, the Secretaries of the Activity Councils shall call for nominations for the post of Vice-Secretary, and also for any other positions in the structure of their respective councils that is mentioned in the Constitution (except Club Coordinators).
7. In the first Senate meeting of the new Senate, the Secretaries shall recommend the respective Vice-Secretaries and must also provide reasons for the recommendations given. The new Senate along with the new CAC shall discuss the recommendation and approve it if they find the reasons satisfactory.
8. The Secretaries shall also recommend students for any other positions in the structure of the respective Councils (except Club Coordinators), providing reasons for the recommendations given. The new Senate along with the new CAC shall discuss the recommendations and approve it if they find the reasons satisfactory.

3.2 Nomination Rules

3.2.1 General Rules

1. A student cannot apply for more than one post as a candidate in the same election stage.
2. All nominations in the Confined Elections shall be filed to the Senate.
3. All nominations in the first stage of the General Elections shall be filed to SACEC.
4. All nominations in the second stage of the General Elections shall be filed to the Preliminary Senate.
5. All nominations in the third stage of the General Elections shall be filed to the Secretaries of the respective Councils.

3.2.2 Rules for the first stage of the General Elections

1. The candidature for any post can only be made with a minimum written support of 25 students.
2. No student shall support more than one candidate for the same post.
3. The person applying as a candidate for a post shall not support any other candidate for the same post.
4. No student can take back his/her support once given; however he/she might choose not to vote for the candidate supported.
5. Along with the nomination form, the nominee shall submit his/her profile in a the prescribed format, and this will be released in public interest.
6. If a nomination is rejected by SACEC, then he/she will not be allowed to appeal against the decision. However, SACEC will be required to provide proper justification to the nominee.

3.2.3 Other Rules

1. A student who is currently holding a position in the RC can also nominate themselves for a post in the General Elections, subject to fulfilling the nomination criteria for that post.
2. If such a nominee (i.e. who is also a member of the RC) is standing for a post in the first stage of the General Elections, then once the ballot is locked, he/she will be temporarily suspended from his/her duties. The temporary suspension will be valid from the locking of the ballot till the completion of the first stage of the general elections.
3. If such a nominee (i.e. who is also a member of the RC) is elected to the Senate, then they will resign from the position held in the RC, and Confined Elections will be held by the current SAC to fill the vacant post.
4. If there are no nominations for a particular post or if the election is declared inconsequential, the Senate may choose to assign this post to an existing office-bearer as an overload.

3.3 Election Procedure

The Confined Elections shall take place no later than the third week of August. The General Elections shall take place no later than the third week of January. Under any circumstances, the elections must not be delayed by more than two weeks. The Oath Ceremony shall take place immediately after the formation of the new Senate. Under any circumstances, the Oath Ceremony must not be delayed by more than one week. The events in the election procedure should occur as per the order described below.

3.3.1 For the Confined Elections in August

1. Nominations for the Confined Elections shall be filed to the Senate.
2. Confined Elections for the RC (except the Secretaries) shall be organised by the SAC.
3. the students of all batches to which a given mess has been allotted will vote for the post of Mess President

3.3.2 For the General Elections in January

1. SACEC shall be set up.
2. The Senate and Activity Councils shall not take up any major activity during the period of functioning of SACEC. Individual clubs may choose to continue functioning.
3. Nominations for the General Elections shall be filed to SACEC.
4. All the nominations shall be checked for genuineness by the SACEC and ballot shall be released.
5. Nominees shall be allowed to alter the details of the nomination forms they have submitted up to a specific deadline. Afterwards the final ballot shall be released.
6. Nominees shall be allowed to roll back their nominations up to a specified deadline; after-wards the ballot shall be locked.
7. A written test on the SAC Constitution and general knowledge about the institute administration shall be conducted by SACEC, to be taken by all the nominees. Nominees must score at least 60% on the test, else their nomination shall be cancelled.
8. A General Body meet will be organised by SAC and overseen by SACEC, in which the candidates shall be required to present their agenda of work.
9. General Elections shall be organised by SACEC.
10. Results of the General Elections shall be declared and hence the Preliminary Senate shall be formed.
11. SACEC will generate a report about the whole process and release it in public interest to ensure transparency in the election procedure. Thereafter, SACEC shall be dissolved.
12. Nominations for the Nominated and Recommended Posts (except for Former Senator, CAC), shall be filed to the Preliminary Senate.
13. Nominees shall be allowed to take back their nominations for the Nominated and Recommended Posts until the Preliminary Senate Meeting.
14. Preliminary Senate along with the current Senate and CAC shall decide upon the Nominated and Recommended Posts as described in 3.1.2
15. Preliminary Senate along with the Current Senate and CAC shall grant to existing office-bearers over-load responsibilities in reference to the inconsequential posts. However if granting over-load is not favourable, the previous SACEC will be reconstituted for re-elections for such posts section 3.8.
16. The final Senate shall be released and the Oath Ceremony shall take place.
17. The third stage of the elections will be completed by the new Senate as described in Section 3.1.2

3.4 Eligibility Criteria

1. All the nominations shall be checked for genuineness, i.e. whether they are in agreement with the following Eligibility Criteria or not.
2. Any of the Specific and Special Eligibility Criteria can be dropped, if it leaves no eligible candidate for a particular post. The criteria shall be dropped starting from below, i.e. criteria listed last shall be dropped first.

3.4.1 Base Eligibility

This is the minimum eligibility to hold any post in the RC or Senate.

1. Nominee should not be under any academic warning/academic probation at the time of nomination.
2. Nominee should have a minimum CPI of 7.00.

3.4.2 Senate Eligibility

This is the minimum eligibility to hold any post in the Senate along with the Base Eligibility.

1. Nominee should have a minimum CPI of 7.00.
2. Nominee should not be involved in any disciplinary matter.
3. Nominee should be a student of BS-MS/*BS* 3rd year or above or PhD/iPhD/MSc 2nd year or above at the time of assuming the position and *must have a guaranteed residence in IISER as a full time student until the maturity of the Senate's tenure*. BSMS/PhD Students on an extended stay after completion of their duration of the academic program aren't eligible.

3.4.3 Specific Eligibility

These eligibility criteria will apply to the individual posts in the Senate, along with the Senate and Base Eligibility.

President

1. Nominee should be a student of BS-MS 4th year or above, I-PhD/PhD 3rd year or above while assuming the office.

Secretary, Student Development Council

1. Nominee should have been an active part of the *SDC* last year.
2. *The candidate must have contributed to CCD activities*

Secretary, Cultural Council

1. Nominee should be an active member of one of the Cultural Clubs functional last year or an active participant in the activities of the Cultural Council last year.

Secretary, FALC

1. Nominee should have been an active member of one of the Fine Arts or Literary Clubs functional last year, or an active participant in the activities of the Fine Arts and Literary Council last year.

Secretary, Science Council

1. Nominee should have been an active member of one of the Science Clubs functional last year or an active participant in the activities of the Science Council last year.

Secretary, Sports Council

1. Nominee should have been an active member of one of the Sports Clubs functional last year.
2. Nominee should have participated in an Intra-IISER or *Inter IISER* sports tournament.

Secretary, CNC

1. Nominee should be familiar with Wordpress, and have some preliminary knowledge about Networking, Linux Programming, HTML/CSS, PHP or JavaScript.
2. Nominee must have been an active member of the activities of CNC or at least should have been an active member of one of the clubs under CNC in the previous academic year.

Secretary, RC (Academic Affairs)

1. Nominee should be a current DR.

Secretary, RC (Mess & Hostel Affairs)

1. Nominee should be a current Mess or Hostel Committee Member.

PG Senate Representative

1. Nominee should be a student from I-PhD 3rd year or above, or from PhD 2nd year or above.
2. Nominee should be a current member of the RC.

Academic Senate Representative (ASR), PG

1. Nominee should be a student from I-PhD 3rd year or above, or from PhD 2nd year or above.
2. Nominee should be a current member of the RC (DR).

Female-Designated Senate Representative

1. Nominee should be a current member of the RC.

Convenor, Cultural Fest/ Enthuzia

1. Nominee should be a student from BS-MS/I-PhD 3rd year and PhD 2nd year or above and should have a guaranteed residence in IISER till the maturity of the senate's tenure.
2. Nominee should have been a part of the organising team of the cultural fest in the previous academic year (as a working team, core committee, coordinator, etc)

Secretary, ESIC

1. The candidate must have been an active member/volunteer of the council for a minimum of a year.

3.4.4 Special Eligibility

The posts below shall have following additional eligibility, along with the Base Eligibility.

Vice-Secretary (Councils)

1. Nominee should be a student from BS-MS/*BS*/I-PhD/PhD 1st year or above and *must have a guaranteed residence in IISER as a full time student until the maturity of the Senate's tenure.*

Nominated Adviser, CAC

1. Nominee should be a student from BS-MS/*BS*/I-PhD/PhD 3rd year or above and *must have a guaranteed residence in IISER as a full time student until the maturity of the Senate's tenure.*
2. Nominee should have previous experience in the Core Committee of Activity Councils, or in the Representatives Council or as Club Coordinator.

BS-MS Class/Department Representative

1. Nominee should be a BS-MS student of the respective class and/or department.

MSc Department Representative

1. Nominee should be an MSc student of the respective department.

Integrated PhD Department Representative

1. Nominee should be a student from Integrated PhD student of first or second year of the respective department.

PhD Department Representative

1. Nominee should be a student from I-PhD 3rd year or above, or from PhD 1st year or above, of the respective department.

Mess President

1. Nominee should not be a student of BS-MS First Year.
2. *If a Mess is composed only of first year students. One of the other mess presidents (current or former) shall be selected by the RC secretary(Mess & Hostel Affairs) and the SAC President.*

3.5 SAC Election Committee (SACEC)

The election procedure of the first stage of the General Elections will be organised and administered by the SACEC. SACEC shall be above all the branches of SAC, and shall ensure fair and smooth conduct of the elections.

3.5.1 Setup and Tenure

1. SACEC *may be formed upto one month prior to the General Elections*
2. It will be functional till the release of the results of the General Elections.
3. Members of the SACEC cannot appear in the first stage of the General Elections as a nominee for any post.
4. SACEC will consist of the following members:
 - (a) Dean of Students' Affairs.
 - (b) 2-3 faculty members recommended by DoSA and the Senate.

- (c) At least one among the President and Vice-President.
- (d) Secretary, CNC
- (e) At least one UG and one PG representative in the RC.
- (f) 3-4 members from the General Body exclusive of all Senate, CAC and RC members.
- (g) Relevant members from the institute working staff and computer centre. Additionally, it can contain the following members whose membership is completely voluntary:
- (h) Other members of the Senate.
- (i) One representative of each batch, who is also a member of the RC.

5. SACEC will be headed by one of the appointed faculty members.

3.5.2 Roles

1. SACEC will assess each and every nomination thoroughly for genuineness; i.e. if the information provided is true or not, or if the nomination agrees with all the eligibility criteria or not.
2. If a nomination is found to be fake, incomplete or not up to the eligibility criteria, it could be rejected by SACEC with proper justification and consent of DoSA. Before rejecting the nomination SACEC must allow the nominee to defend the genuineness of the information provided along with evidence. However, the decision taken by SACEC will be final and binding.
3. SACEC will administer and manage the General Election procedure. It will make all the necessary arrangements for the elections including its time, venue, procedure etc.
4. After the voting is complete, the counting of the votes and declaration of the winners shall be done by the SACEC.
5. After the results of the General Elections are declared, SACEC will generate a report about the whole process and release it in public interest to ensure transparency in the election procedure.

3.6 Penalty

If a candidate is found using unfair means, or violating any of the rules of the election procedure, SACEC can impose a penalty on the candidate.

1. The penalty will be in the form of a percentage of the total votes secured by the candidate.
2. The penalty will be deducted from the candidate's total secured votes after the voting is complete.
3. The amount of penalty might vary according to the nature of the misconduct.
4. SACEC may cancel the nomination of any candidate if they find the misconduct to be very severe.
5. The imposition of penalty/cancellation of the nomination can only be done with the agreement of all the faculty members in SACEC and at least 2/3rd of the other members of SACEC.

3.7 Campaigning Guidelines

1. Campaigning is allowed from 7 am to 11 pm. No gatherings (i.e. of more than five people) are allowed during campaigning.
2. Candidates must not spread negative propaganda against, or try to wilfully defame any candidate or student, either directly or indirectly.

3. Posters will be fixed by the SACEC and no candidate shall be permitted to make use of printed posters, printed pamphlets, or any other material for the purpose of canvassing.
4. There is no restriction on campaigning through social media (like Facebook, Twitter, etc.). Email does not fall under the category of social media, and no candidate is permitted to use mass emailing to canvass for votes directly/indirectly.
5. No candidate is allowed to address the general body in any meeting and/or volunteer in any upcoming events till the elections are completed. A general public campaigning session will be conducted by the SACEC for the specific purpose of addressing the general body. However, the candidates are free to participate in any upcoming events.
6. After the general public campaigning session, all campaigning (through any physical media) is strictly prohibited.
7. It is the responsibility of a nominee to make sure that none of the community members are disturbed during his/her campaigning process.
8. If a nominee threatens community members in any manner then it will lead to cancellation of his/her nomination. Intimidation or bullying of other candidates or voters will not be tolerated under any circumstance.
9. No candidate can promise personal incentives to any student in return for his/her vote.
10. Questioning / harassing any SACEC member is also not entertained. If a nominee is found doing so, strict disciplinary action will be taken against them.
11. If a candidate is absent for the public campaigning session then they shall forfeit their nomination. No leniency shall be shown under any circumstances.

If proof is found that a candidate is violating these guidelines, then SACEC can impose a penalty on the candidate or cancel his/her nomination.

3.8 Re-elections

Dismissal of any office-bearer *subsection 2.4.6* or inconsequential elections for any post *section 3.9*, will be followed by re-elections (or re-Nominations) for that post:

1. Re-election procedure shall be completed within a week of its announcement.
2. The eligibility criteria and procedure shall be the same as for normal elections.
3. For the posts decided by General Election, the last SACEC will be reconstituted.
4. If both posts of President and Vice President lie vacant after the general elections, fresh nominations will have to be sought and re-elections have to be held.
5. Senate along with the CAC will manage the re-elections for the posts decided by Confined Elections.
6. For the Nominated Posts the nominations shall be sent to the Senate. Senate, with the consent of CAC, will decide upon the most appropriate nomination.
7. The dismissed office-bearers and/or the candidates in the inconsequential election cannot stand for the same post in the re-elections. However, he/she is not barred from standing for any post in the subsequent General Elections.
8. If fresh nominations are invited for the first stage of the General Elections for any reason, the candidates who have already failed the SAC Election quiz cannot file their nominations for any post in the first stage of the General Elections. However, he/she is not barred from filing a nomination in the subsequent General Elections.

3.9 Voting

1. A voter can cast a vote for any of the nominees for a post, or instead he/she can cast a blank vote, known as 'None of the Above' or NOTA, in which case no nominee receives a vote.
2. NOTA will be treated on par with a candidate, provided the number of NOTA votes is greater than or equal to one third of the total votes cast for that position.
3. Whoever gets the largest number of votes would now be declared the winner.
4. If two candidates need to be chosen, then the options will be created such that all pairs already appear, in addition to the usual NOTA option. So, the voter gets to make only one choice. Look at example 3 below.
5. In case of a tie for the winner with NOTA, the human candidate would get preference over NOTA and would be declared the winner.
6. In case of a tie for the winner between two human candidates, then elections will have to be held again.

Examples:

1. If five candidates stand for the post of Secretary, Science Council and the results are:

A	: 20
B	: 15
C	: 15
D	: 15
E	: 10
NOTA	: 25

2. If two candidates stand for the post of Secretary, Science Council and the results are:

A	: 32
B	: 33
NOTA	: 35

Since NOTA got more than 1/3rd, it does qualify as a candidate, and since it has a simple majority, NOTA would be declared winner, and re-elections need to be held.

3. If for candidates A, B, C, D stand for the position of MR, and two need to be elected, the electorate would have to choose among the following options:

AB
AC
AD
BC
BD
CD
NOTA

4. Frequently Asked Questions (FAQs)

- What year do I need to be in order to apply for the first round of General Elections?
You need to be in your third academic year as on 3rd April 2022 (last day of filing nominations) which amounts to being in 4th year at the time of assuming the position.
- What happens if no nominations are received for any post after the deadline?
The eligibility criteria will be relaxed for those particular posts at the discretion of the SACEC in a phased manner and nominations will be invited for those specific posts again.

Student Senate Members

2011-12

President	Vineet Kumar Singh	BS-MS Batch 2009
Vice-President	Akash Jain	BS-MS Batch 2009
Secretary - CNC	Arinjoy Bhattacharya	BS-MS Batch 2010
Secretary - Cultural Council	Saparya Suresh	BS-MS Batch 2010
Secretary - FALC	Akanksha Patel	BS-MS Batch 2009
Secretary - Science Council	Animesh Anand Mishra	BS-MS Batch 2009
Secretary - Sports Council	Mohd. Sharique	BS-MS Batch 2009
Secretary - UG Academic Affairs	Lala Chiraag Ramesh	BS-MS Batch 2008
Secretary - UG Students Affairs	Boddepalli Ravi Kiran	BS-MS Batch 2009
Secretary - PG Affairs	Ruchika Mishra	PhD Chemistry
Patron	Dr. Ajit Bhand	Assistant Prof, Mathematics
Honorary Member	Mukund Bapna	BS-MS Batch 2008
Nominated Advisers (Faculty)	Dr. Ajay Singh Negi	Assistant Prof, Physics
	Dr. J. Sankar	Assistant Prof, Chemistry
Nominated Advisers (Student)	Ranka Karnamohit Ajit	BS-MS Batch 2008
	Sudhanshu Srivastava	BS-MS Batch 2010

2012-13

President	Sudhanshu Srivastava	BS-MS Batch 2010
Vice-President	Lavanya B.	BS-MS Batch 2010
Secretary - CNC	Piyush Agarwal	BS-MS Batch 2011
Secretary - Cultural Council	Nilanjan Mukherjee	BS-MS Batch 2009
Secretary - FALC	Chetana T.	BS-MS Batch 2010
Secretary - Science Council	Kunal Sharma	BS-MS Batch 2011
Secretary - Sports Council	Rajesh K. Malla	BS-MS Batch 2010
Secretary - RC (Male)	Boddepalli Ravi Kiran	BS-MS Batch 2009
Secretary - RC (Female)	Roshni R.	BS-MS Batch 2010
Secretary - PG Affairs	Ruchika Mishra	PhD Chemistry
Patron	Dr. Kashyap Rajeevsarathy	Assistant Prof, Mathematics
Former Senator	Saparya S.	BS-MS Batch 2009
Nominated Advisers (Faculty)	Dr. Koushik Dutta	Assistant Prof, Physics
	Dr. Prahlad Vaidyanathan	Assistant Prof, Mathematics
Nominated Advisers (Student)	Aseem Srivastava	BS-MS Batch 2009
Kanak Niyan Joshi	BS-MS Batch 2010	

2013-14

President	Vijay Singh Parmar	BS-MS Batch 2011
Vice-President	Amrutha V.	BS-MS Batch 2011
Secretary - CNC	Piyush Agarwal	BS-MS Batch 2011
Secretary - Cultural Council	Jainu Ajit	BS-MS Batch 2011
Secretary - FALC	Vaishak K. P.	BS-MS Batch 2012

Secretary - Science Council	Harsh Arora	BS-MS Batch 2012
Secretary - Sports Council	Sujesh S.	BS-MS Batch 2012
Secretary - RC (Male)	Parth Chaturvedi	BS-MS Batch 2010
Secretary - RC (Female)	Moumita Basu	BS-MS Batch 2010
Secretary - PG Affairs (Male)	Soumitra Dey Choudhary	PhD Biology
Secretary - PG Affairs (Female)	Richa Mishra	PhD Biology
Academic Senate Representative	Boddepalli Ravi Kiran	BS-MS Batch 2009
Patron	Dr. Kashyap Rajeevsarathy	Assistant Prof, Mathematics
Former Senator	Lavanya B.	BS-MS Batch 2010
Nominated Advisers (Faculty)	Dr. Ambar Jain	Assistant Prof, Physics
	Dr. Prahlad Vaidyanathan	Assistant Prof, Mathematics
Nominated Advisers (Student)	Akash Jain	BS-MS Batch 2009
Midhun K. Madhu	BS-MS Batch 2011	

2014-15

President	Alok Pratap Singh	BS-MS Batch 2012
Vice-President	Evelin Lilly Varghese	BS-MS Batch 2012
Secretary - CNC	Subham Biswas	BS-MS Batch 2013
Secretary - Cultural Council	Nanduri Savitri Srivatsasa	BS-MS Batch 2012
Secretary - ESIC	Nilotpal Kapuria	BS-MS Batch 2013
Secretary - FALC	Vaishak K. P.	BS-MS Batch 2012
Secretary - Science Council	Navin Sridhar	BS-MS Batch 2013
Secretary - Sports Council	Nishanth Thomas	BS-MS Batch 2012
Secretary - RC (Male)	Ramprasad Regar	BS-MS Batch 2010
Secretary - RC (Female)	Nimisha Abhay Panchakshari	BS-MS Batch 2011
Secretary - PG Affairs (Female)	Richa Mishra	PhD Biology
Academic Senate Representative	Vijay Singh Parmar	BS-MS Batch 2011
DoSA	Dr. Kashyap Rajeevsarathy	Assistant Prof, Mathematics
Former Senator	Amrutha V.	BS-MS Batch 2011
Nominated Advisers (Faculty)	Dr. Varadharajan Srinivasan	Assistant Prof, Chemistry
Nominated Advisers (Student)	Sachin K.	BS-MS Batch 2012
	Rohan Chakravarty	BS-MS Batch 2012

2016-17

President	Brahadeesh Sankarnarayanan	BS-MS Batch 2012
Vice-President	Shreya Gupta	BS-MS Batch 2013
Secretary - CDC	Shah Divyesh Rajendra	BS-MS Batch 2013
Secretary - CNC	Mohammed Rameez Qureshi	BS-MS Batch 2013
Secretary - Cultural Council	Ishwar Venugopal	BS-MS Batch 2014
Secretary - FALC	Akanksha Singh	BS-MS Batch 2014
Secretary - Science Council	Gaurav Kucheriya	BS-MS Batch 2014
Secretary - Sports Council	Sudarshan Sharma	BS-MS Batch 2013
Secretary - RC (Male)	Sarthak Choudhary	BS-MS Batch 2013
	Gaurav Kudalkar	BS-MS Batch 2012
Secretary - RC (Female)	Nissi Mary Varghese	BS-MS Batch 2013
	Rini R.	BS-MS Batch 2012
Secretary - I-PhD Affairs (Male)	Sarthak Gupta	I-PhD Batch 2014
Secretary - I-PhD Affairs (Female)	Keerthi Radhakrishnan	I-PhD Batch 2015
Secretary - PhD Affairs (Male)	Ramprasad Regar	PhD Batch 2015
I-PhD Senate Representative	Navin Ji Mishra	I-PhD Batch 2015
PhD Senate Representative	Arusha C.	PhD Batch 2015
ASR, UG	Nishanth Thomas	BS-MS Batch 2012

ASR, PG	Richa Mishra	PhD Batch 2013
DoSA	Lokenath Kundu	PhD Batch 2016
SAC Faculty Advisers	Dr. Deepak Chopra	Assistant Prof, Chemistry
	Dr. Chandan Sahi	Assistant Prof, Biology
	Dr. Snigdha Thakur	Assistant Prof, Physics
Former Senator	Navin Sridhar	BS-MS Batch 2013
Nominated Advisers	Ajay Kumar Nair	BS-MS Batch 2013
	Antony Joseph	BS-MS Batch 2012

2017-18

President	Jay Chaudhari	BS-MS Batch 2014
Vice-President	Keerthana S Nair	BS-MS Batch 2014
Secretary - CDC	Sreepadmanabh M	BS-MS Batch 2016
Secretary - CNC	Prerak Deep	BS-MS Batch 2014
Secretary(de-jure) - Cultural Council	Jay Chaudhari	BS-MS Batch 2014
Secretary - FALC	Pranav Sreekumar	BS-MS Batch 2015
Secretary - Science Council	Bilvin Varughese	BS-MS Batch 2014
Secretary - Sports Council	Swadhin Agarwal	BS-MS Batch 2015
Secretary - RC (Male)	Dhargalkar Rahul Kamlesh	BS-MS Batch 2014
Secretary - RC (Female)	Rounak Chaurasia	BS-MS Batch 2013
I-PhD Senate Representative	Rahul Kant Jha	I-PhD Batch 2016
PhD Senate Representative	Navin Ji Mishra	PhD Batch 2015
ASR, BS-MS	Akanksha Singh	BS-MS Batch 2014
ASR, PhD	Chander Pratap Singh	PhD Batch 2012
DoSA	Dr. Deepak Chopra	Assistant Prof, Chemistry
SAC Faculty Advisers	Dr. Auditya Sharma	Assistant Prof, Physics
	Dr. Varun Chaudhary	Assistant Prof, Biology
Former Senator	Gaurav Kucheriya	BS-MS Batch 2014
Nominated Advisers	Ishwar Venugopal	BS-MS Batch 2014

2018-19

President	Divyareshmi T.R.	BS-MS 2015
Vice-President	Fathima Afsal	BS-MS 2015
Secretary, FALC	Yudhajit Ain	BS-MS 2016
Secretary, Science Council	Shreyansh Agrawal	BS-MS 2016
Secretary, Sports Council	Chakradhar R	BS-MS 2015
Secretary, Cultural Council	Anish Ganju	BS-MS 2016
Secretary, CDC	Sreepadmanabh M	BS-MS 2016
Secretary, CNC	Anugrah SR	BS-MS 2015
I-PhD Senate Representative	Gurmeet Singh	I-PhD 20**
PhD Senate Representative	Arusha C	PhD 20**
Secretary, RC (Male)	Alankrit Kaul Sahib	BS-MS 2015
Secretary, RC (Female)	Radhika Mishra	BS-MS 2015
ASR - UG	Suman Dutta	BS-MS 20**
ASR - PG	Dipankar Sen	PhD 20**
Student Advisor, CAC	Pranav Sreekumar	BS-MS 20**
Dean, Students' Affairs	Prof Raghuvir Singh Tomar	Professor, Department of Biological Sciences

2019-20

President	Sreepadmanabh M	BS-MS Batch 2016
Vice President	Prutha Bhide	BS-MS Batch 2017

Secretary - Representative Council	Pallavi Gupta	BS-MS Batch 2016
Secretary - Representative Council	Akarsh Ralhan	BS-MS Batch 2016
Secretary - SDC	Krishna Prahladh R	BS-MS Batch 2017
Secretary - CNC	Rajdeep Sarma	BS-MS Batch 2016
Secretary - FALC	Hricha Acharya	BS-MS Batch 2017
Secretary - Cultural Council	Rishabh Bhonsle	BS Batch 2017
Secretary - ESIC	Riya Mehta	BS-MS Batch 2017
Secretary - Sports Council	Anyesh De	BS-MS Batch 2017
Secretary - Science Council	Hrishikesh Namboothiripad	BS-MS Batch 2017
ASR - PG	Md Ishaque Khan	I-PhD Batch 2017
ASR - UG	Yudhajit Ain	BS-MS Batch 2016
Former Senator - CAC	Shreyansh Agrawal	BS-MS Batch 2016
Nominated member - CAC	Divyareshmi TR	BS-MS Batch 2016
Nominated Senator - CAC	Shreyas Samaga	BS-MS Batch 2016

2020-21

President	Mr Amit Kumar Singh *	BS-MS Batch 2018
	29 March 2020 - 04 November 2020	
Secretary - FALC	Miss Antara Kulkarni	BS-MS Batch 2018
Secretary - CNC	Mr Arman Kazmi	BS Batch 2017
Secretary - Science Council	Miss Parvathy Sekhar	BS-MS Batch 2018
Secretary - Sports Council	Mr Padmanav Baruah	BS-MS Batch 2018
Secretary - Cultural Council	Mr Subham Das	BS-MS Batch 2018
Secretary - SDC	Mr Dhawal Patil	BS-MS Batch 2018
Secretary - ESIC	Mr Chandramauli Agrawal	BS-MS Batch 2018
ASR UG	Mr Dhawal Patil	BS-MS Batch 2018
Secretary, RC	Miss Mansi Bhat	BS-MS Batch 2018
Secretary, RC	Mr Akshat Jain	BS-MS Batch 2017
ASR - PG	Miss Upasana Sasidharan	PhD Batch 2018
ASR - UG	Mr Amit Kumar Singh *	BS-MS Batch 2018
	29 March 2020 - 04 November 2020	
DoSA	Prof. Raghuvir Singh Tomar	Professor, Department of Biological Sciences
SAC Faculty Advisor	Dr Kushal Kumar Shah	Associate Professor, Department of EECS
	Dr Sankar Chakma	Associate Professor, Department of Chemical Engineering
Student Advisors	Mr Rishabh Bhonsle	BS Batch 2017
	Mr Akarsh Ralhan	BS-MS Batch 2016

2021-22

President(Acting)	Mr Sai Satyadarshan Bhuyan	BS-MS Batch 2019
Vice President	-	-
Secretary - FALC	Mr Aditya Prakash Singh*	BS-MS Batch 2019
	June 2021 - November 2021	
Secretary - CNC	Mr Srinivasula Koushik	BS Batch 2018
Secretary - Science Council	Mr Arihant Tiwari	BS-MS Batch 2019
Secretary - Sports Council	Ms Akanksha Singh	BS-MS Batch 2019
Secretary - Cultural Council	Mr Deependra Singh Sinsinwar	BS-MS Batch 2019

Secretary - SDC	Ms Sakshi Wagle	BS-MS Batch 2019
Secretary - ESIC	Ms Shreya Joshi	BS-MS Batch 2019
Secretary, RC	Miss Anuja Patel	BS-MS Batch 2018
Secretary, RC	Mr Atharv Ambekar	BS-MS Batch 2018
ASR - PG	Mr Devwrat Dube	PhD Batch 2019
ASR - UG	Mr Sai Satyadarshan Bhuyan	BS Batch 2019
DoSA	Prof. Raghuvir Singh Tomar	Professor, Department of Biological Sciences
SAC Faculty Advisor	Dr. Ramya Sunder Raman	Associate Professor, Department of Earth and Environmental Sciences
	Dr. Ria Mukherjee	Associate Professor, Department of Earth and Environmental Sciences
Former Senator - CAC	Mr Padmanav Baruah	BS Batch 2018
Nominated Student Advisor,CAC	Ms Parvathy P Sekhar	BS-MS Batch 2018
Nominated Student Advisor,CAC	Ms Antara Kulkarni	BS-MS Batch 2018

2022-23

President	Mr Devang V Krishnan	BS-MS Batch 2019
Vice-President	Mr Anukaran Singh	BS Batch 2020
Secretary - FALC	Miss Himadri Sonowal	BS-MS Batch 2020
Secretary - CNC	Mr Agamdeep Singh	BS Batch 2020
Secretary - Science Council	Mr Muhammed Roshan M	BS-MS Batch 2020
Secretary - Sports Council	Mr Pranav Krishna	BS-MS Batch 2020
Secretary - Cultural Council	Miss Aparna Vinod	BS-MS Batch 2020
Secretary - SDC	Mr Abhishek Praveenkunar Patel	BS-MS Batch 2020
(Nominated)Secretary - ESIC	Mr Sohum Ranade	BS-MS Batch 2020
Secretary, RC	Mr Aman Kumar	BS-MS Batch 2018
Secretary, RC	Miss Aarya Palwekar	BS-MS Batch 2020
ASR - PG	Mr Devwrat Dube	PhD Batch 2019
ASR - UG	Mr Devang V Krishnan	BS-MS Batch 2018
DoSA	Dr. Jeet Kalia	Associate Professor, Department of Biological Sciences
SAC Faculty Advisor	Dr. Snigdha Thakur	Associate Professor, Department of Physics
Former Senator - CAC	Mr Sai Satyadarshan Bhuyan	BS Batch 2019
Nominated Student Advisor,CAC	Mr Deependra Singh Sinsinwar	BS Batch 2019
Nominated Student Advisor,CAC	Mr Rushdoon Ahmed	BS-MS Batch 2019

2023-24

President(Acting)	Miss Debasmita Panda	BS-MS Batch 2021
Vice-President	-	-
Secretary - FALC	Miss Debasmita Panda	BS-MS Batch 2021
Secretary - CNC	Mr Srutanik Bhaduri	BS Batch 2021
Secretary - Science Council	Mr Suraj Chauhan	BS-MS Batch 2021
Secretary - Sports Council	Mr Ashim Dhor	BS Batch 2021
Secretary - Cultural Council	Mr Rohan Mehra	BS Batch 2021
Secretary - SDC	Mr Saisab Sadhu	BS Batch 2021
Secretary - ESIC	Mr Omkar Vikram Tidke	BS-MS Batch 2021
Secretary, RC	Mr Adithyan Cherusseri	BS-MS Batch 2021
Secretary, RC	-	-
ASR - PG	Mr Devwrat Dube	PhD Batch 2019

ASR - UG DoSA	Miss Debasmita Panda Dr. Jeet Kalia	BS-MS Batch 2021 Associate Professor, Department of Biological Sciences
SAC Faculty Advisor	Dr. Manmohan Kapur	Professor, Department of Chem- istry
Former Senator - CAC	Mr Anukaran Singh	BS Batch 2020
Nominated Student Advisor,CAC	Miss Aarya Palwekar	BS-MS Batch 2020
Nominated Student Advisor,CAC	Mr Barsinge Anjuman Gajanan	BS-MS Batch 2019
2024-25		
President(Acting)	Samba Siva Reddy T	BS Batch 2022
Vice-President	-	-
Secretary, RC (Mess & Hostel Af- fairs)	Anirudha Patil	BS-MS Batch 2022
Secretary, RC (Academic Affairs)	Taashif Bashir	BS Batch 2022
Secretary - CNC	Shailesh Kacchi	BS Batch 2022
Secretary - Cultural Council	Murchana Bhuyan	BS Batch 2022
Secretary - ESIC	Divyansh Garg	BS-MS Batch 2022
Secretary - FALC	Swarda Kadam	BS-MS Batch 2022
Secretary - Science Council	Samriddha Ganguly	BS-MS Batch 2022
Secretary - Sports Council	Swarnim Raj	BS Batch 2022
Secretary - SDC	Sidharth Raman	BS Batch 2022
ASR - PG	Rehan	PhD Batch 2022
ASR - UG	Manas Nandan	BS Batch 2022
DoSA	Prof. Jeet Kalia	Associate Professor, Department of Biological Sciences
SAC Faculty Advisor	Prof. Snigdha Thakur	Professor, Department of Physics
SAC Faculty Advisor	Prof. Aasheesh Srivastava	Professor, Department of Chem- istry
Former Senator - CAC	Rohan Mehra	BS Batch 2021
Nominated Student Advisor,CAC	Adithyan Cherusseri	BS-MS Batch 2021

List of Amendments

The current list contains records of amendments made following the introduction of v6.0