

INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

MINUTES OF THE 12TH MEETING OF THE STUDENTS' AFFAIRS COUNCIL (SAC) HELD ON 25 OCTOBER 2013 and 8 NOVEMBER 2013

The 12th Meeting of the Students' Affairs Council (SAC) was held on 25/10/2013 and on 8/11/2013 (for adjourned Agenda) and the following members were present.

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| • Prof. Gautam Biswas, Director | Chairman |
| • Prof. S. Nandi, Dy. Director | Member |
| • Prof. B. K. Patel, Dean of Students' Affairs | Secretary |
| • Prof. A. Khare, Dean of Academic Affairs | Member |
| • Prof. S. K. Bose, Dean of Alumni Affairs & External Relations | Member |
| • Dr. K. Mohanty, Chairman, Cultural Board | Member |
| • Dr. K. V. Krishna, Chairman, Hostel Affairs Board
(on 8/11/2013) | Member |
| • Dr. H. B. Kaushik, Chairman In-charge, Hostel Affairs Board
(on 29/11/2013) | |
| • Dr. A. Perumal, Chairman, Sports Board | Member |
| • Prof. M. Pandey, Chairman, Technical Board | Member |
| • Dr. K. Pakshirajan, Chairman, Welfare Board | Member |
| • Mr. Rahul Vinod Upputuri, Vice President SGC | Member |
| • Mr. Porika Ashish Nayak, General Secretary
Cultural Board, SGC | Member |
| • Mr. Pratyuksh Bansal, General Secretary
Sports Board, SGC (on 25/10/2013) | Member |
| • Mr. Shariq Haroon, General Secretary
Technical Board, SGC | Member |
| • Mr. B. Santosh Chandra, General Secretary
Welfare Board, SGC | Member |
| • Mr. Devanshu Chaudhary, General Secretary, Placement
(on 8/11/2013) | Member |
| • Mr. Kushal Rathore, Convener, Techniche'13 | Invitee |
| • Ms. Monalisa Kakati, Assistant Registrar, SA | Non-member
Secretary |

The following members of SAC could not attend the meeting due to unavoidable reasons.

- Dr. B. N. Raychoudhury, Registrar
- Prof. S. Natesan, Faculty In-Charge, Training & Placement Cell
- Mr. Nimish Srivastava, GS, HB, SGC

The agenda for the day was taken up as below:

Item No. 1: Confirmation of the minutes of the 11th Meeting of the SAC held on 18/4/2013

The minutes of the 11th meeting of the SAC were circulated amongst the members of the SAC for their comments / observations, if any. No comments were received from any of the members.

R/12/01/2013: The SAC resolved that the minutes of the 11th meeting of the SAC held on 18/4/2013 be **CONFIRMED** as circulated.

Item No. 2: Follow up action of the decision of the 11th Meeting of the SAC including those pending from the previous meeting

R/12/2/2013: The SAC resolved that the actions taken on the decisions of the 10th meeting of the SAC held on 18/4/2013 including those pending from the previous meeting be **NOTED** as reported.

Item No. 3: Agenda from Students' Gymkhana Council (SGC) Meeting held on 13/9/2013

The Council discussed the following matters forwarded from the SGC Meeting held on 13/9/2013 for further discussion/ratification.

(i) Formation of (a) Finance and Economics Club and (b) Automobile Club under Technical Board

R/12/3(i)/2013: The SAC **APPROVED** formation of two new clubs (a) Finance and Economics Club and (b) Automobile Club whose nomenclature will be changed to 'Green Automobile (Electric) Club'. Both the club will be budgeted under Technical Board. Details related to structure, activities etc. of the both clubs are placed as **Annexure – 1** (P.9-10) and **Annexure – 2** (P.11-12).

(ii) Allowing External Sponsorship for IES/Udgam

R/12/3(ii)/2013: The SAC **DEBARRED** this proposal of SGC.

(iii) For ratification of the SAC – Decisions taken in the SGC Meeting

R/12/3(iii)/2013: The SAC **NOTED** the following decisions taken in the meeting of the SGC held on 13/9/2013 as placed.

- (a) Change of name of IES to 'Udgam'
- (b) Formation of two member HMC in Married Scholars Hostel (please see item 4 (2) (b) in this regard).
- (c) Position of Joint Secretary, HAB to be opened for both PG and UG.

Item No. 4: Agenda related to Hostel Affairs Board

(i) Advance payment of mess dues during the semester registration for entire semester from hostellers

R/12/4(i)/2013: The SAC **DECIDED** to collect advance of payment of mess dues during semester registration for entire semester from hostellers as below:

- (a) Entire amount of Rs. 8000/- will be collected from the BTech/BDes/MA/ MSc students during semester registration.
- (b) For MDes/MTech/PhD students, an amount of Rs. 8000/- will be collected in first instalment and remaining Rs. 4000/-, will be collected in second instalment.

(ii) Management of Married Scholars' Hostel (MSH)

R/12/4(ii)/2013: The SAC **APPROVED** the following proposal in respect of Married Scholars' Hostel (MSH).

- a) The Chairman, HAB will be considered as Ex-Officio Warden of MSH.
- b) The Hostel Management Committee (HMC) of MSH is to be formed with the following composition:
 - (1) Warden as Chairman and
 - (2) Elected student representatives for General Secretary as Member Secretary and

- (3) Maintenance Secretary as a member

The responsibilities of HMC are to be aligned with other hostels and appropriate amendments in HAB/SAC constitutions to this regard be made.

(iii) Time limits for retaining the Hostel Rooms/Quarters

R/12/4(iii)/2013: The SAC **APPROVED** the following sets of guidelines for retaining the Hostel/Quarters by the students.

- a) Except final year students, all the UG (BTech/BDes) and MA/MSc students shall vacate the hostel rooms during the vacation period (both in Summer and Winter Vacation).
- b) Except first year BTech/BDes students, any UG or MA/MSc student who would like to pursue a project work under a faculty member during the vacation shall request the HAB for retaining the room with a recommendation from the concerned faculty member. There will not be any room rent collected for this purpose. However, the requests should reach the HAB in advance as per the specified date. All such students may be allotted in a specified hostel(s). No such requests will be entertained after the deadline.
- c) For all UG students who have completed 4 years, MA/MSc students who have completed 2.5 years and MTech/MDes students who have completed 2 years, shared/dormitory accommodation will be given in the hostels. They may be moved to different hostel where such accommodation is provided.
- d) A PhD student becomes ineligible to occupy the hotel room/quarter after submission of the thesis. However, hostel room facility to such student may be provided on case to case basis till the thesis defense.
- e) A resident of Married Scholars' Hostel shall vacate the quarter with the following time limits, even before the completion of the programme. For a PhD student under regular category 5 years, and under QIP category 3 years, from the date of first registration in the Institute. For an MTech/MDes student 2 years from the date of first registration in the Institute.
- f) Any student who is converting his programme into part-time category shall vacate the hostel room/quarter.
- g) Any student proceeding for a long leave of at least 60 days shall vacate the hostel room/quarter.
- h) On account of a student staying alone without spouse or dependent

children consecutively for 60 days in MSH, it will be considered to make respective student ineligible to continue in MSH. However, special cases for certain longer periods may get exemption with prior approval of the concerned Warden.

- i) **Penalty Clause:** Any student who fails to vacate the hostel room/quarter as specified in the above clauses shall be reported to the Institute Hostel Disciplinary Committee (IHDC) and as per recommendation of the IHDC, fine of Rs. 2000 per month shall be imposed in case of normal hostel room and TEN times the quarter rent shall be imposed in case of Married Scholars' Hostel.

(iv) Inclusion of certain dates in the Gymkhana calendar of events

R/12/4(iv)/2013: The SAC **ADVISED** to include the following dates in the Gymkhana Calendar of events: (i) HAB handover ceremony and (ii) deadlines regarding the applications for vacation stay by the UG (except 1st year BTech/BDes) and MA/MSc students to pursue projects during vacation period at IITG.

(v) Correction in two Clauses of HAB Constitution

R/12/4(v)/2013: The SAC **APPROVED** to replace the wording of 'article 23' with 'as per Statute' in the Clauses 1 (b) and (c) of the Hostel Constitution.

Item No. 5: Agenda related to Sports Board

R/12/5/2013: The SAC **NOTED** the appointments made for the posts of Part-time Coaches/SA Instructors/Gym Instructors under Sports Board as reported.

Item No. 6: Agenda related to Technical Board

(i) Constitution of Techniche

R/12/6(i)/2013: The SAC **ADVISED** to make some further amendments in the 'Constitution of Techniche' placed before the Board and place before the SAC in its adjourned meeting held on 8/11/2013.

Accordingly, amended version of the 'Constitution of Techniche' was placed before the Board in its meeting held on 8/11/2013 and the Board **APPROVED** same. A copy of the constitution is placed as **Annexure – 3** (P.13-16).

(ii) Policy for allocation of Institute Infrastructure

R/12/6(ii)/2013: The SAC **ADVISED** to discuss the matter in a separate meeting, where DoSA, DoAA, Chairman, Technical Board General Secretary, Technical Board and the Convener, Techniche will be the members.

(iii) Charging Overheads from Techniche and Alcgeringa

R/12/6(iii)/2013: The SAC **APPROVED** to charge the 10% of all revenue collected from the Techniche and Alcheringa as overheads and **ADVISED** to donate the amount to the Gymkhana and be kept as Corpus Fund.

(iv) Limiting the Budget of Techniche, 2014

R/12/6(iv)/2013: The SAC **APPROVED** the proposal for limiting the budget of Techniche, 2014 and restricted the budget up to a maximum of Rs. 35 lakhs (Thirty Five Lakhs only) for the same.

Item No.7: Agenda related to Welfare Board

(i) Norms for allocation of Students' Welfare Board Fund

R/12/7(i)/2013: The SAC **ADVISED** to make some amendments in the proposed norms for allocation of Students' Welfare Board Fund placed before the SAC and place for approval in due course of time.

(ii) Improvement in Medical Facilities provided at IITG to Students

The SAC discussed regarding complaints of the students regarding medical facilities provided to them. The SAC also considered the financial constraints on the part of the Institute for referral of the students to Institute penal hospital instead of Gauhati Medical College Hospital (GMCH).

R/12/7(ii)/2013: The SAC **AGREED** that the serious cases be referred to the other penal hospitals of the Institute and reimbursement be made from the Students' Welfare Fund.

(iii) Approval to the recommendations of the Selection Committee for appointment of Part-time Student Counsellor

R/12/7(iii)/2013: The SAC **NOTED** the appointment made for the post of Part-time Student Counsellor under Students' Welfare Board as reported.

Item No.8: Agenda related to Students' Senate

Following items related to Students' Senate were discussed and recommended for placing the resolutions before the Board of Governors of the Institute for necessary amendments in the status of SAC.

(i) Rules and Regulations for Gymkhana General Election

R/12/8(i)/2013: The SAC **APPROVED** the proposed rules and regulations for Students' Gymkhana Election (placed as **Annexure – 4** (P.17-20)).

(ii) Change in Structure of Students' Senate

R/12/8(ii)/2013: The SAC **APPROVED** the proposed change in structure of Students' Senate (placed as **Annexure – 5** (P.21-28)). However, the SAC also **RESOLVED** that the Chairmen of the five Boards and Students' Senate will elect the Club Secretaries.

Item No. 9: Permission to clear Backlogs of Non-credit Courses

R/12/9/2013: The SAC **APPROVED** that the student with more than one backlogs in Non-credit Courses and who have only one semester left, may be allowed to clear all the backlogs in their final semester as a special case, subject to receipt of written application by them.

Item No. 10 : Agenda related to Placement Cell

(i) Formation of Internship Council

R/12/10(i)/2013: The SAC **APPROVED** formation of Internship Council and also **APPROVED** the proposed policy for formation of Internship Council with some modifications (copy enclosed as **Annexure – 6** (P.29-30)).

(ii) Changes to be made in Internship Policy

R/12/10(ii)/2013: The SAC **APPROVED** the Internship Policy with some minor changes. A copy of the Policy with changes is enclosed as **Annexure – 7** (P.31-32).

(iii) Deferred Placement Program

R/12/10(iii)/2013: The SAC **APPROVED** the policy for Deferred Placement Program (placed as **Annexure – 8** (P.33-34)).

Item No. 11: Agenda related to Caution Deposits of Students

Donation of Caution Deposits of Students to Alumni/Student Welfare Funds

R/12/11/2013: The Agenda is **DEFFERED** as the SAC could not come to a conclusion due to different opinion of the members.

Item No. 12: Agenda related to Cultural Board

- (i) **Removal of non-functioning Club Secretaries & PG Nominees and Re-appointment of new Members**

R/12/12(i)/2013: The SAC **ADVISED** that this matter be handled by the Students' Senate.

- (ii) **3-tier AC Travel Re-imbursement for Teams Participating in Outside Colleges**

R/12/12(ii)/2013: The SAC **RESOLVED** that eligibility criteria will be same for students as a whole, but special cases may be dealt in case to case basis.

Item No. 13: Agenda related to Students' Welfare Board

Need for English Language Officers/Trainers

R/12/13/2013: The Agenda is **DEFERRED** and be placed in the next SAC Meeting.

As there were no other matters, the meeting ended with a note of thanks to the Chair.

(B. K. Patel)
Dean of Students' Affairs
IIT Guwahati

ANNEXURE – 1

FINANCE AND ECONOMICS CLUB, IIT GUWAHATI

Objective of Starting the Club

- In today's complex and interconnected world, knowledge of economics and financial know-how is as important as technological expertise.
- To create future business leaders and technocrats, it is essential to equip the students with at least a basic understanding of how the money markets and economy function and affect them in day-to-day life.
- A premier institute like IIT-Guwahati does not produce merely engineers, but leaders in the industry. At present, there is no formal teaching courses in this field, which is a significant drawback.

Aim

Finance and Economics Club, IIT Guwahati will be formed with the aim of bridging this gap. It will inspire an understanding and application of concepts in day to day issues of life among Institute students, and it will serve as a platform for all the finance enthusiasts to come together and learn from each other.

Activity Plan

1. To hold lectures and discussion sessions involving the latest happenings around the world, among both student and faculty fraternity of the campus.
2. To hold periodic Introductory Sessions for people who are interested in finance but do not have any prior knowledge. The club will thus guide them and help them understand all the required know-how.
3. To invite Industry Leaders and alumni in Finance and Economics industry so that they could give informative lectures about the latest innovations in the industry.
4. To hold Business Case Study Competitions and sessions among the students of IIT Guwahati, and encourage students to participate in National and International Case Study Competitions.
5. To publish a biannual newsletter. The aim is to write articles about pressing issues of economy, management and leadership, financial innovations etc.

Requirements

The requirements won't be much. Holding sessions and discussion would only require LT/SAC Conference Room. If a room could be allotted in the new SAC for the Club, it would be very helpful. Other than that, only a small amount of funds will be required for the newsletter and inviting industry leaders/alumni.

GREEN AUTOMOBILE (ELECTRIC) CLUB UNDER STUDENTS' GYMKHANA COUNCIL

Aim of the Club

To provide a platform to the automotive enthusiasts of the campus where they can enhance their automotive knowledge and experience the life of an automotive engineer even before becoming one.

Reasons to bring it under Gymkhana

IIT Guwahati lacks a club which works dedicatedly towards providing the knowledge and opportunities available in the automotive industry. Many engineering students are fascinated by the world of automobiles and need a platform through which they can get the resources and opportunities to gain the knowledge and experience they desire and eventually move ahead in the direction of becoming an automobile engineer.

The automobile club will provide exactly the same by organising different workshops, lectures, competitions and projects which will give students hands on experience of the life of an automobile engineer.

Activities of the Club and Tentative Budget

- 1) Design and manufacturing of an IC Engine RC Car for competitions. Students will also be made aware of basic parts of a car through this project as the required car will be the scaled down version of a real single seated 4 wheeler. (Estimated Budget: Rs 50000).
- 2) Design and manufacturing of a full scale vehicle in the form of an ATV, formula car or a tricycle depending on conditions and then participation in reputed competitions like BAJA SAEINDIA, Supra SAE or SAE NIS Effi Cycle. (Estimated Budget: Rs. 1.5 lakhs)
- 3) Demonstration and workshop on various subsystems of an automobile like Engine, Differential, suspension etc. through Lego kits workshop. (Estimated Budget: Rs 30000)
- 4) Buying various tools for various projects. (Estimated Budget: Rs 20000).
- 5) Other activities which don't require any expenses will be organised like CAD modelling workshops, lectures on working of a vehicle and its subsystems and various quizzes and machine design competitions based on the organised lectures and workshops.

This would enable the interested students to participate in various quizzes and design competitions organised by various institutes and organisations.

- 6) So the club will require a total budget of approximately 2.5 lakhs for its functioning in full swing.

CONSTITUTION OF TECHNICHE

NAME

The annual techno-management festival of IIT Guwahati is to be named 'Techniche'.

OBJECTIVE

1. To provide exposure on technical and managerial know-how to the students of IIT Guwahati and other institutes by organizing lectures, workshops, exhibitions, shows, etc.
2. To be a platform where students from different institutes can showcase their technical and management knowledge/skills by participating in competitive events to be organized by Techniche.

VALUES

1. Transparency: To be transparent in all its activities.
2. Accountability: To be accountable to the students of IIT Guwahati.
3. Integrity: To maintain integrity in all its dealings.

BYE-LAWS

1. The student organization responsible for conducting 'Techniche' will also be referred to by the same name - 'Techniche'.
2. Techniche will be a non-profit organization dedicated to motivate the youth of our nation to spearhead excellence in technical and management areas.
3. The governing body of this organization will comprise of
 - a. Chairman (Ex officio: Chairman, Technical Board)
 - b. Deputy Chairman (Ex officio: General Secretary, Technical Board)
 - c. Secretary (Ex officio: Convener, Techniche and appointed by the senate {appointed by the Student Executive Council for Techniche 2014})
 - d. Executive Member: Head, Marketing and Corporate Relations.
 - e. Executive Member: Head, Events' Management
 - f. Executive Member: Head, Brand Communication and Public Relations
 - g. Executive Member: Head, Brand Communication and Creatives
 - h. Executive Member: Head, Media Relations
 - i. Executive Member: Head, Account's Management

j. Executive Member: Head, National Events Coordinator

The convener can appoint one or more executive member for one post with the approval of the students' senate.

The duties and responsibilities of the executive members and member secretary are mentioned in Annexure A.

The members of 'Techniche' must be bona fide students of IIT Guwahati. The Convener, Techniche reserves the right to admit and remove members (who are not appointed by the students' senate).

5. The Convener, Techniche deserves the right to admit or remove members. The Convener must inform the Chairman about the newly admitted member. He must also provide reasonable justification to the Chairman in case any member is removed before his/her tenure.
6. All members will together constitute the 'core team' of Techniche. The term of a core team member will be for a period of one year. The Convener, Techniche can extend their membership by another year, if required.
7. The 'core team' can request the assistance of non-members in organizing 'Techniche'. They will be henceforth termed as 'Organizers' or 'Volunteers' based on the nature of duty they are assigned.
8. The appointment of Convener will be according to the rules and regulation of Students' Affairs Council.
9. The Convener, Techniche with the approval of the General Secretary and the Chairman of the Technical Board shall be responsible for the planning, organization and execution of all activities for and related to Techniche.
10. The Convener will appoint the executive members to assist him. In case, he doesn't select any particular executive member, the Convener will be responsible for his/her duty as mentioned in Annexure A.
11. Techniche programmes, budget, audited financial transactions, etc. will be reviewed by the Dean of Students' Affairs and the Chairman of Technical Board.
12. The income-expenditure sheet/page of the audit report/financial report of Techniche is to be shared in confidence with the General Secretary, Technical Board of Students' Gymkhana Council, IIT Guwahati.
13. An S/B account by the name 'Techniche' is to be maintained. The Dean of Students' Affairs and the Chairman, Technical Board will be the authorized signatories of the account.
14. Any amendment to the constitution can be made with the approval of the students' senate after the amendment has been approved by the Governing body.
15. Techniche being IIT Guwahati's annual techno-management festival will be bound to follow the rules and regulations of IIT Guwahati as and when enforced by the administration of IIT Guwahati, notwithstanding any provisions of the constitution.

Annexure A
(Functions of the Convener and other heads of Techniche)

1. Convener
 - a. To co-ordinate the work of all other heads.
 - b. To be responsible for all the work of the other heads.
2. Head, Marketing and Corporate Relations
 - a. To lead the Marketing & Corporate Relations team.
 - b. To ensure funds through sponsorships
3. Head, Events' Management
 - a. To lead the Event's Management team.
 - b. To plan and execute different events in Techniche.
 - c. To budget for events in consultation with the Convener and the Head of Accounts' Management.
4. Head, Brand Communication and Public Relations
 - a. To lead the Public Relations team.
 - b. To manage the flow of information between Techniche and its participants.
 - c. During Techniche, to take care of hospitality of participants in the campus.
5. Head, Brand Communication and Creatives
 - a. To lead the Creative Design team.
 - b. To design all print materials, promos and other videos.
 - c. To maintain Facebook, twitter and other social networking accounts.
 - d. To design Techniche T shirt.
6. Head, Media Relations
 - a. To lead the Media Relation team.
 - b. To ensure publication of articles in newspapers and other media.
 - c. To hold a press conference before the Guwahati Half Marathon.
7. Head, Account's Management
 - a. To lead the Accounts' Management team.
 - b. To ensure the audit of Techniche account.
 - c. To prepare the budget of Techniche in consultation with Events' Management head and the Convener.

ANNEXURE – 4

PROPOSED RULES FOR STUDENTS' GYMKHANA ELECTION

Introduction

All the student representatives, who constitutes the Students' Senate shall be elected through Students' Gymkhana General Elections, which follows a democratic procedure of voting by the General Body of students. It is mandatory for the students to contest elections, if he/she wants to be a member of Senate. The rules for Students' Gymkhana Election are depicted below.

Election Commission

The Election Commission shall be headed by Chief Election Commissioner (CEO), who shall be appointed by Dean of Students' Affairs (DoSA). The team of Election Commission will be selected and formed by the CEO after consulting the DoSA. The Election Commission will be responsible to carry out the entire procedure of conducting elections and declare of the name of winners.

Dates of Election

- Dates and vacant posts for contest must be circulated two weeks prior to the elections to all the students.
- After the notification 4 days must be given for nominations. The nominations must be disclosed to the General Body of students.
- For the un-contested posts one day extension for nomination may be permitted.
- If there are two or more contestants for a position then they must campaign.
- Unanimous nominations need not campaign and can be declared as selected/elected.
- There must be 7 days gap from the day of closing of nominations and day of election for campaigning.

Eligibility Criteria for Contestants:

- He/she must be a bonafide student of IIT Guwahati.
- He/she must have registered for at least 2 semesters and should have at least 2 semesters of stay remaining. Also the contestant must have been a resident at IIT Guwahati Campus for the year preceding the election.
- He/she must not have any active backlog at the time of contesting (including credit course).
- A contestant who has resigned from the position of Gymkhana previously, during his/her tenure, is not eligible to contest for the position of a Senator (elected member of the Gymkhana).
- At the time of application, a contestant should not have been tried and/or convicted of any criminal offence or misdemeanour.
- The contestant must not have been proven guilty.

- The Election Commissioner will be the final Authority for any discrepancies in eligibility criteria and Students' Senate will be the Appellate Authority.

Nominations:

Candidates contesting for the Gymkhana General Elections must follow the rules detailed below:

- The contestant must fill the nomination form with detailed agenda and credentials.
- Withdrawals, if any, must be made by the contestants by writing a letter to the Chief Election Officer within two days of finalization of nominations.
- The Chief Election Officer/Election team reserves the right to cancel any candidature, if he/she feels that rules of election are being violated. In such cases, the Dean of Students' Affairs (DoSA) will be the Appellate Authority. In case of a cancellation of nomination by the CEO, sufficient time should be provided to the contestant to appeal to the DoSA.
- In case of cancellation of candidature, Election Commission must send a detailed email to stud@iitg.ernet.in. The mail should specify the name of the contestant, the position contested for, and the rule which has been violated.
- Candidates contesting for any position in the Gymkhana must get their credentials verified on the day of the General Elections by the Election Committee.
- Final list of contestants must be sent to all the students by the CEO soon after closing the date for nominations.

Campaigning:

- As soon as the date for nominations has ended, the CEO will organize one general debate between campaigning contestants and General Body of students. The campaign may be recorded and shared electronically to the General Body of students.
- Campaigning by or for a contestant including by means of posters, pamphlets, chits or any other such sort of venture is not allowed.
- Electronic campaigning is allowed except for spamming through email/sms. It is strictly advised that contestant name should not be mentioned in any of the mails/sms except for those sent by the CEO during the period of election.
- Any sort of unofficial financial dealings should be strictly prohibited.
- The Electronic Electoral Poll form should have only the options of accept or reject.
- Any contestant, who is holding a post in previous Gymkhana is not allowed to use his/her post for any sort of campaigning. It is strictly advised to pause the activities of Club/Board for which he holds the authority from the period of notification to the day of election. In case of any important work one must consult the CEO, VP or DoSA.
- No member of the Election Committee shall oppose or support any contestant.

Right to Vote:

All bonafide students of the Institute shall have a right to vote in General Elections. Post Graduate representatives shall be elected by bonafide post graduate students. The girls' representatives shall be elected by the bonafide girl students.

Declaration of Results:

The Chief Election Officer/Election Committee will submit the results to the Dean of Students' Affairs (DoSA). The DoSA will forward the results to the Director for necessary approval. On receipt of the approval from the Director, result will be declared to the General Body of the students.

Amendment:

- Any amendment in the rules must be made in the SAC and neither the CEO nor the Election Commission has right to change the rules.
- Any discrepancy in the rules during the time of election can be clarified by either the VP or DoSA as decided by the CEO.

ANNEXURE – 5

REVISED STRUCTURE OF STUDENTS' SENATE, IIT GUWAHATI

According to the Statutes of Students' Affairs Council (SAC), the current Student Senate consists of Students' Executive Committee (SEC), General Secretary of each hostel, all the Clubs and Committee secretaries and Conveners, Girls' Representatives (in addition to General Secretary Girls' Hostel) and Post Graduate representatives. The Students' Senate performs the following duties.

“The Students' Senate shall be the central representative body of students of IIT Guwahati and shall guide the activities of all five Boards of the Gymkhana Council. It shall:

1. Serve as the main forum of expression of students' opinion.
2. Be in continuous touch with the general body, consult the students and act as a Feedback system.
3. Act as the central policy making body for all matters related to students activities.
4. Ensure that the executive wings carry out all their functions under the guidance of the Students' Senate.”

But as the numbers of Clubs has grown over years, the current system is facing certain problems and some of which are as follows:

- The Club Secretaries gets involves more in the duties of Club, which is his/her basic duty and does not get much time to represent the General Body of students for expression of students' opinion.
- The number of Senators is large, which makes it very difficult to hold meetings smoothly and come to a common conclusion.
- The proposals made are more Club centric and its activities. Since, it is the Club Secretaries, who make the rules and who executes it they tend to be partial to their Club.
- It is generally seen that most of the representatives in Senate are from BTech/BDes, which do not justify the representation of General Body of students which consists of almost equal number of UG and PG.
- Senators find it very difficult to take up any task apart from the Club activity for the general interest of students.
- It has been observed in the past that only one nomination comes for every Club, which is pre decided in the Club. Although, any Club is for the general interest of students, only those who are regular members of Club and take part in Club activities regularly are concerned about the Secretary and so having lengthy election procedure for them is unnecessary and quiet redundant.

Considering the problems, it is proposed to change in the structure of Students' Senate and the proposed composition of Students' Senate is as follows:

- For every 200 students in the campus, there shall be one Senator with equal ratio of UG, PG and Girl representatives. The Senate will also consist of SEC

members. For example, if the strength of the campus is 4500 students there shall be 23 Senators, out of which 6 from SEC, 3 reserved for girls (as there are 600 girls students), 7 reserved for PG representatives and 7 reserved for UG representatives.

- All the Senators shall be elected through general elections by the students as like as the procedure through which Club Secretaries and SEC members are selected.
- All the rules and guidelines from 4.4 to 4 .15 of Statues of SAC also apply to the proposed Students' Senate.
- In addition, all the rules for Student's Senate as stated in **Appendix I** of Student' Senate shall be the same for proposed Students' Senate.
- No Senator is allowed to hold any other position in Gymkhana as Club Secretaries, Conveners, Heads etc.

As per the proposal, there will be no change in the current structure of Gymkhana except that the composition of the Students' Senate members.

Accordingly, the procedure for selection of Club Secretaries is also proposed to be changed as follows:

- The general elections are supposed to be conducted in the month of January during the first two weeks. After the general elections the General Secretary of the respective Board shall propose the number and types of Secretaries as per requirement for smooth execution of the Board. The proposal is to be approved by newly formed Students' Senate and the Senate then shall call upon nominations for the posts.
- All the contestants shall than present their plan of action, which includes calendar and budget for the year, to the Senate.
- The Club Secretaries will be elected based on the voting of the Students' Senate and the respective Board Chairman.

The above proposal has following benefits, apart from solving above-mentioned problems:

- The composition of Board can be easily varied every year to suit the action plan for that particular year.
- It facilitates to remove and appoint a Club Secretary in case a Secretary is not performing up to the expectations of the Senate.

The above proposal may be implemented for the Gymkhana General Elections to be held in January 2014 if considered.

Appendix I

STUDENTS' SENATE

RULES AND PROCEDURES

1 SESSIONS OF THE STUDENTS' SENATE

1.1 Frequency

The Students' Senate shall meet at least once in two months.

1.2 Notification

A minimum notice of three days shall be given before every session of the Students' Senate to:

- a. All members of the Students' Senate and
- b. The General Body of the Students.

1.3 Agenda

- a. The agenda of the Sessions of the Students' Senate shall be finalized by the Students' Executive Committee. The agenda shall be circulated to the members of the Students' Senate and general body of students by the Vice-President at least three days in advance. Late additions to the agenda are, however, permitted at the discretion of the Vice-President. The agenda may be overruled by a simple majority in the Students' Senate.
- b. The agenda cannot be overruled in a requisition meeting called under Article 9.06 of the Constitution.

1.4 Quorum

One-half of the total strength of the Students' Senate shall constitute the quorum. The quorum shall be required at the commencement of each session. Members shall not leave during sessions without the permission of the Vice-President. If the quorum is not met at the beginning of any session, the Vice-President shall adjourn the session for lack of quorum without transacting any business. In such an eventuality, Vice President shall reconvene a session within a week. For the reconvened meeting, if there is no quorum, the Vice President shall reconvene the session after half an hour and such a session shall not require any quorum. For a requisition meeting called under Article 9.06 of the Statutes, adjourned once due to lack of quorum, the Vice-President will call another meeting within 3 days. For such a meeting if the quorum requirements of Article 1.4(a) of the rules and procedures are not met then the matter shall be referred to the general body.

1.5 Attendance

In case any member of the Students' Senate is unable to attend a session, he/ she shall communicate the reasons of the same to the Chairman of the Students' Senate in advance of the Session and this communication shall be read out at the session. Any member who absents himself/ herself without explanation from two consecutive or non-consecutive sessions shall be served a show-cause notice by the Chairman of the Students' Senate. If the member is unable to provide an explanation to the satisfaction of the Students' Senate, the Chairman of the Students' Senate shall propose a censure notice against the defaulting member.

1.6 Presence of the General Body

All sessions of the Students' Senate shall ordinarily be open to the General Body of the Students. However, the Students' Senate may resolve to hold a closed door session on the basis of a simple majority. Members of the General body may express their views either through the members of the Students' Senate or ask for permission to speak themselves. The Chairman of the Students' Senate shall request all members of the general body of the Students to leave in case any confidential matter comes up for discussion. The Chairman of the Students' Senate shall request a General Body member to leave if found violating the code of conduct as per Art. 1.7 below.

1.7 Code of Conduct during the presence of the General Body

- a. Members of the General Body should address the Chairman of the Students' Senate during the course of discussion.
- b. Members of General Body shall have to take the permission of the Chairman of the Students' Senate before expressing a viewpoint for maintaining the order.
- c. Members of the General Body should not make any irrelevant personal comment on the floor of the house or make any coarse remark of offensive nature.

1.8 Presence of Counsellors and other special invitees

The Students' Senate may by consensus invite the Counsellors of the Students' Gymkhana or may call other special invitees as and when necessary.

1.9 Minutes

- a. The responsibilities for the recording of the minutes of the sessions of the Students' Senate shall rest with the Chairman of the Students' Senate. The actual recording of the minutes shall be done by a senator present at the meeting. The recorded minutes shall constitute a draft and not an official record.
- b. Circulation:

The draft minutes shall be published and circulated by the Chairman of the Students' Senate amongst:

1. Members of the Students' Senate.
2. DOSA
3. The General Body of the Students.

Within a period of two weeks of the session in question, if this has not been done, all subsequent sessions of the Students' Senate shall be compulsorily adjourned if so demanded by even one member of the Students' Senate.

- c. Ratification:

When procedure laid down in Art. 1.9(b) above has been followed the draft minutes shall be placed for ratification at the first subsequent session of the Students' Senate. However, if less than twenty-four hours have elapsed since the circulation of the draft minutes, ratification shall be done in the next session if so demanded by even one member of the Students' Senate. Ratification of the draft minutes shall constitute the first item on the agenda. Changes if any, shall be included in full in the minutes of session in which ratification is done. On ratification, the Chairman of the Students' Senate shall sign the ratified minutes, whereupon they shall become official.

2.0 Office of the Students' Senate

- a. An office of the Students' Senate shall be maintained by the Chairman of the Students' Senate, who shall be responsible for the upto date maintenance of the following:
 1. The Statutes of the Students' Affairs Council with amendments.
 2. Minutes of the sessions of the Students' Senate.
 3. Reports of the sub-committees of the Students' Senate.
 4. All correspondence relating to the convening and functioning of the Students' Senate.
- b. The Chairman of the Students' Senate shall be responsible for the production, on demand, of all the above documents in original to the following:
 1. Members of the Students' Senate.
 2. Members of the General Body of the Students.
 3. Any other person or body authorized by the Students' Senate.
 4. President
 5. Any faculty member who is a member of the SAC.

3 Sub-Committees of the Students' Senate

3.1 General Provisions

- a. The Students' Senate may appoint as and when necessary an investigative subcommittee to investigate any particular matter and report to it. These sub-committees may be either adhoc or standing.
- b. No sub-committees of the Students' Senate shall have any executive function whatsoever unless otherwise explicitly specified in the terms of reference.
- c. Members of all the sub-committees of the Students' Senate shall ordinarily be Senators, but in special circumstances the Students' Senate may, by resolution, also include any other General Body member in a sub-committee.
- d. All adhoc sub-committees of the Students' Senate shall go out of existence when the outgoing Students' Senate hands over charge to the successor Students' Senate. The standing sub-committee however, will continue till charge is handed over to successor committees.

3.2 Formation

- a. Prior to the appointment of any sub-committee, the Students' Senate shall decide by a simple majority the following:
 1. its terms of reference
 2. its strength, and
 3. in the case of an ad-hoc sub-committee, its period of existence.
- b. The Chairman of the Students' Senate shall invite nominations for membership of a sub-committee under formation from senators. Senators shall nominate themselves and no seconding shall be necessary. If the number of nominations received is in excess of the proposed strength of the sub-committee, the Chairman of the Students' Senate shall call

withdrawals, if any. If the remaining number of nominations is still in excess of the proposed strength, the Chairman of the Students' Senate shall hold an election on the basis of one vote for every member of the Students' Senate. The voting shall be by secret ballot if so demanded by even one member of the Students' Senate.

- c. The Chairman of the Students' Senate shall declare the result of the election immediately on conclusion of the same. Unless otherwise resolved in the terms of reference, the sub-committee shall come into existence immediately after declaration of the results of the election.
- d. If the number of nominations received is less than the proposed strength of the sub-committee, the Chairman of the Students' Senate shall make a second call for the same. If the number is in excess of the proposed strength, the procedure laid down in Art.3.2(b) above shall be followed. Otherwise, the Chairman of the Students' Senate shall declare the members of the sub-committee duly elected.
- e. In case no nominations are received even after the second call, the Chairman of the Students' Senate shall officiate as the Convener of that sub-committee and shall appoint one UG and one PG Senator to discharge the functions of that sub-committee. The Students' Senate must ratify the sub-committee thus formed.
- f. The Students' Senate shall elect the Convener of the Sub-Committee from amongst the members of that Sub-Committee as per the procedure specified in Art.3.2(b), (c) and (d) above. No Sub-Committees shall be formed without the specific nominations of a Convener, unless specified in the terms of reference.
- g. In case any post of a Sub-Committee of the Students' Senate falls vacant in the middle of its term, the Convener will call for nominations for that post.

3.3 Duties of a Convener

The Convener of a Sub-Committee shall be responsible for the proper functioning of the same. He/she shall:

- a. Convene and preside over all sessions of that sub-committee.
- b. Coordinate its activities and ensure its compliance with the terms of reference.
- c. Be responsible for the preparation of the sub-committee's report to the Students' Senate within the time specified in terms of reference.
- d. Ensure that an adequate opportunity has been provided to the general body of the Student to express their views both before and after the preparation of the sub-committee's draft report.
- e. Submit the final report of the sub-committee to the Chairman of the Students' Senate who shall, circulate the entire text of the report as a part of the agenda for a subsequent session of the Students' Senate amongst all those listed in Art.1.9(b). Unless this has been done, the Students' Senate shall not proceed to discuss the report of the committee if so demanded by even by one member of the Students' Senate.

3.4 Functions

- a. The Convener of a sub-committee may ask for a preliminary discussion on the floor of the Students' Senate if he/she thinks that the same is necessary.
- b. Ordinarily, all recommendations of a sub-committee shall be on the basis of a consensus. In

case of dissent the dissenting members shall attach a note of dissent to the report of the sub-committee for the consideration of the Students' Senate.

- c. The Convener of a sub-committee shall be directly responsible for all communications within the sub-committee. He/ she shall route all business with other individuals or bodies through the Chairman of the Students' Senate, who shall be obliged to render the assistance asked for.

4 Procedures

4.1 Changes in Rules and Procedures

- a. Inadequacies in the Rules and Procedures shall be referred by the Chairman of the Students' Senate to the Convener of Rules and Procedures committee for corrections.
- b. Any Rule and Procedure may be amended in any session of the Students' Senate provided the following have been included previously in the agenda for the same:
 - 1. Written notice of the proposed action, giving the text of the desired modification together with
 - 2. the statement of its purpose and effect.

Any such modification shall require approval by 2/3 of the members of the Students' Senate and subsequent approval by the President

4.2 Point of Order

- a. A Member may raise a point of order, if, in the opinion of the member
 - 1. any constitutional provision or rules or procedure is being transgressed.
 - 2. any established convention of the Students' Senate is being transgressed.
 - 3. an objectionable procedure is being followed.
- b. If any member wishes to raise a point of order, the Chairman of the Students' Senate shall permit him/ her to do so immediately.

4.3 Order of Business

- a. The order of business at sessions of the Students' Senate shall be as follows:
 - 1. Ratification of draft minutes.
 - 2. Announcements.
 - 3. Remarks by the Vice-President and reports by all Executives.
 - 3. Reports of sub-committees.
 - 5. Unfinished business.
 - 6. New business.
- b. The order of business may be over-ruled by a simple majority in the Students' Senate.

FORMATION OF AN INTERNSHIP COUNCIL

Currently the work for connecting students with Companies to get summer internships are handled by the individual Departments. But it has certain problems:

- When there is a Company which accepts interns from more than one Department, it becomes difficult for the Company to contact all the Departments and work out a common timing for selection procedure.
- As such, most of the Companies contact Placement Cell as common place of contact for selection of Interns. It becomes difficult for the Placement Secretary to handle both events for internships as well as placements.
- Apart from industries, there is no proper platform/channel in the Institute for other organizations which offer internships.

Thus, there is no streamlined structure to guide students to acquire internships as well as for Companies to connect the students through a common platform.

To overcome the above, it is proposed for creation of an Internship Council under Placement Cell, which will act as the central policy making as well as Executing Body for helping out students to acquire internships.

The structure of Internship Council is proposed to be as follows:

- The Council will be headed by the Deputy General Secretary, Placement Cell.
- The Council will consist of one internship representative from each of the Department who will be its members.
- The Council will be subordinate to General Secretary, Placements and Placement Cell In-charge.
- The Council will deal with day to day activity in co-ordination with General Secretary of Placements.
- Any decision taken by Internship Council is to be ratified by Placement Cell In-charge.
- The Appellate Authority will be the SAC.
- The internship representatives will be chosen by 2nd year BTech/BDes students of individual Departments respectively in their even semester during the month of April, so that they become members of the Council during their third year.

ANNEXURE – 7

INTERNSHIP POLICIES AND REGULATIONS, PLACEMENT CELL

Internship offers for students of IIT Guwahati during summer vacation between the 6th & 7th semesters for BTech/BDes and between 2nd and 3rd semesters for MSc/MA students, will be governed by the rules and regulations as stated below:

1. Any student who wishes to participate in the internship activities (either in India or overseas) will be required to sign an undertaking (a declaration form) within the first four weeks of the 5th semester in case of BTech/BDes and 2nd semester in case of MSc/MA students before being considered for the internship activities. This form has to be submitted to the respective Faculty I/C of Placement of the departments.
2. There will be a Student Internship Representative (similar the placement representative) who will be nominated by the Faculty I/C of placement of the concerned department, and he/she will coordinate all the intern activities of the students of that department.
3. A company/organization which intends to recruit students for internship has to approach the placement cell and the internship council. The details required such as CV of the students, logistic support etc. will have to be communicated well in advance.
4. A company/organization has to intimate the selection results within a stipulated time to the placement cell, such that the placement cell can keep a track of the selected students who are officially placed for internship.
5. As soon as a student is selected by a company/organization for internship, he/she will not be considered for any subsequent processes of internship. A student will be allowed to accept only one internship offer, anywhere in India or overseas for all internship opportunities that are routed through the institute.
6. If a student obtains an NOC for an internship secured independently then he or she may not be allowed to appear for the selection processes of internships routed through the institute. He or she may or may not be allowed to obtain a second NOC for an internship obtained independently.
7. The No-Objection-Certificate (NOC), if required by the company/organization for an internship within India, will be issued by the concerned Head of the Department. The foreign internship processes will all be routed by the Dean of Academic Affairs (DOAA), where an advice/endorsement from the Faculty In-charge placement or the DUPC secretary is essential, so that the department is aware of the application/ status of the student.
8. The NOC should explicitly mention that the student has fulfilled his/her academic requirements until now and that IITG has no objection to the student doing an internship during the summer vacation. Further, it should also include that this NOC is being issued at the request of the student and that IITG is not responsible for the supervision of the student or liable for any of his/her actions during the internship.
9. Students undertaking a summer internship will be required to be present in the campus on or before the registration date for the upcoming semester.
10. In case, a student is found to violate the internship rules and regulations in the form of rejecting an internship offer in India or abroad after accepting the same, the student will have to produce a valid reason for the violation of internship rules. Without a valid reason, the student will be debarred from taking part in subsequent placement activities of the institute.

PROPOSAL FOR DEFERRED PLACEMENT POLICY

The Students' Senate proposes the implementation of Deferred Placement Policy in IIT Guwahati. DPP or Deferred Placement Policy is for students who want to pursue their start-up idea just after leaving IIT Guwahati. This policy states that if a final year student wishes to pursue his/her startup idea (just after passing out), he/she can defer the campus placements by one or two years that is he/she can sit for placements in the next or next to next placement season.

The complete details of the proposal are given below for discussion and implement it from current year.

Background

IIT Guwahati student community is vibrant with new ideas. An increasing number of students wish to venture their own startups. Yet the fear of failure and foregoing a lucrative job proposal impedes many from actually going ahead with their plans. Timely guidance and support from the institute will help in pushing a lot of these students towards entrepreneurship and ensure their success. The business risk involved might be mitigated by cushioning the student with a possible option of a deferred placement option at the end of his academic career at IIT Guwahati.

The idea of Deferred Placement Policy (DPP) was first introduced at IIT Guwahati in 2010, under the Placement In-charge, Prof. Saurabh Basu. It was publicized by EDC, IIT Guwahati and other student bodies so as to get students to take up DPP. But due to procedural delay and change in Placement In-charge the rule was not formalized.

Central Idea

DPP or Deferred Placement Policy is for students who want to pursue their start-up idea just after leaving IIT Guwahati. This policy states that if a final year student wishes to pursue his/her startup idea (just after passing out), he/she can defer the campus placements by one or two years that is he/she can sit for placements in the next or next to next placement season.

Advantages of implementing DPP

- 1) A student and even their guardians are nervous to pursue a startup as it is not a stable career and might fail in course of time. Therefore startups are hardly encouraged by them. This policy might increase their confidence in pursuing their ideas.
- 2) IIT Guwahati will witness more technology based startups from students thus providing the institute fame along with a stronger alumni base.
- 3) Some people who are hell bound on the idea of a Start-up might go for a placement and then not join after accepting the offer (or leave in an year or so), thus wasting precious placement seats and also ruining the reputation of IITG from the perspective of the company. This has happened in the past and this policy is a solution to stop it from being repeated.

Rules

1. Any graduating student, who plans to start his own venture shall be allowed to defer his/her placement through campus to pursue his/her venture. He/she would have the choice to register for the placement facility within next two years.
2. The student would be availed this facility only if his entrepreneurship proposal is approved by Technology Incubation Cell of IIT Guwahati. He must then write a letter of intent to Training and Placement Cell regarding his choice to opt out of the placement process in the year of his graduation in order to pursue his own venture. The student would then said to have foregone his First Placement Opportunity (FPO).
3. The Training & Placement may register such applicants under Deferred Placement Program. If registered under Deferred Placement Program, the student may seek the services of the Training & Placement Section at the next year's or a year after next year's placement session (only once).
4. The DPP period will be of minimum of one year and a maximum of **three** years from the year of graduation of a student.
5. A maximum of 10 students may be allowed to register under DPP per year.
