

## **MINUTES OF THE 9<sup>TH</sup> MEETING OF THE STUDENTS' AFFAIRS COUNCIL (SAC)**

**HELD ON 16 APRIL, 2012**

The 9<sup>th</sup> Meeting of the Students' Affairs Council (SAC) was held on 16 April, 2012 and the following members were present.

- Prof. Gautam Barua, Director – Chairman
- Prof. S. Dandapat, Dean of Administration- Member
- Prof. B. K. Patel, Dean of Students' Affairs -Secretary
- Prof. S. K. Bose, Dean, Alumni Affairs and External Relations - Member
- Dr. K. Mohanty, Chairman Cultural Board- Member
- Dr. A. Perumal, Chairman, Sports Board- Member
- Prof. M. Pandey, Chairman Technical Board- Member
- Prof. D. C. Dalal, Chairman, Students' Welfare Board- Member
- Dr. Subhradip Ghosh, Chairman, Hostel Affairs Board- Member
- Mr. Krishna Bordeuri, Outgoing Vice President ,SGC - Jt. Secretary
- Mr. Vishnu Chauhan, Incoming Vice President ,SGC - Invitee
- Mr. Dwij Fouzdar, Outgoing General Secretary, Cultural Board- Member
- Mr. Surbhit Varma, Incoming General Secretary, Cultural Board - Invitee
- Mr. Sidharth Pipriya, Outgoing General Secretary, Technical Board- Member
- Mr. Hemant Verma, Incoming General Secretary, Technical Board- Invitee
- Mr. Neeraj Mishra, Incoming General Secretary, Sports Board- Invitee
- Mr. Abhishek Sayana, Incoming General Secretary, HAB- Invitee
- Mr. Shailendra Jain, Outgoing General Secretary, Welfare Board- Member
- Mr. Rahul Patel, Incoming General Secretary, Welfare Board -Invitee
- Mr. D. Sharma, AR (SA) - Non-member Secretary

The following members of SAC could not attend the meeting because of unavoidable reasons-

- Prof. S. Nandi, Dean of Academic Affairs
- Dr. B. N. Raychoudhury, Registrar
- Dr. Saurabh Basu, Faculty In-Charge, Placement Cell

The agenda for the day was taken up as below:

### **Item No.1: Confirmation of the minutes of the 8<sup>th</sup> Meeting of the SAC held on 19/11/2011.**

The minutes of the 8<sup>th</sup> 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/09/01/2011:** The SAC resolved that the minutes of the 8<sup>th</sup> meeting of the SAC held on 19/11/2011 be **CONFIRMED** as circulated.

**Item No.2: Follow up action of the decision of the 8<sup>th</sup> Meeting of the SAC including those pending from the previous meeting.**

**R/09/02/2011:** The SAC resolved that the actions taken on the decisions of the 8<sup>th</sup> meeting of the SAC held on 19/11/2011 including those pending from the previous meeting be **NOTED** as reported.

**Item No. 2 (a) : Matters arising out of resolutions in the last meeting.**

Regarding **Item/7/5(b)/2011**, the 9<sup>th</sup> SAC meeting suggested that early arrangement should be made to have a Bus stop for students near the swimming pool

Regarding **Item/7/5(c)/2011**, the 9<sup>th</sup> SAC meeting opined that the matter should be discussed at Deans level so as to have a re-look at the prevailing OPD timings and number of Institute /outsourced doctors.

Regarding **Item/7/5(d)/2011**, the 9<sup>th</sup> SAC meeting suggested that in continuation to the earlier resolution of having SAC meeting twice a year --- March/April & Sept/Oct. , the 2<sup>nd</sup> meeting in the year should be held in the 2<sup>nd</sup> half of August instead of Sept/Oct.. The meeting reiterated the need of a Students' Activity Calendar under different boards.

Regarding **Item/8/3/2011**, the 9<sup>th</sup> SAC meeting opined that since the matter of medical insurance policy is of equal concern to faculty and staff, therefore, it should be looked into in details by the Dean, Admn and should be put up in the next meeting of the Institute Board of Governors which is scheduled to be held in May, 2012.

Regarding **Item/08/04/2011**, the 9<sup>th</sup> SAC meeting suggested that while preparing its budget, each board under Students' Gymkhana should specify the estimated cost to be incurred towards its printing related works, if any.

Regarding **Item/08/06/2011**, the 9<sup>th</sup> SAC meeting opined that the detailed proposal drafted in order to set up a Community Radio Station (CRS) at IITG should be circulated amongst the Deans so that based on their feedbacks / suggestions, the proposal can be finalised in the next meeting of the SAC.

Regarding **Item/08/08/2011**, the 9<sup>th</sup> SAC meeting opined that the detailed set of instructions drafted by Students' Affairs Section regarding the General Guidelines and Rules applicable to students with regard to their necessary official activities should be uploaded in the Students' Affairs webpage as attached at Annexure-A.

Regarding **Item/08/09/2011**, the 9<sup>th</sup> SAC meeting suggested that the Dean, Students' Affairs should initiate necessary action on the report submitted by the Chairman, HAB on mess modernisation following hostel wise need for essential repairing and renovation.

**Item No. 3: Review of the year regarding the activities of Gymkhana Council.**

The outgoing Vice-President of the Students' Gymkhana Council presented a report on the activities of the Gymkhana Council during the year.

**Item No. 4: Proposal for Institute medals.**

SAC observed that this proposal should be discussed thoroughly among the students first so as to work out suitable benchmark for such medals or distinctions.

**Item No.5: Ratification of new posts added to gymkhana.**

The SAC ratified the various new posts which had been added under Students' Gymkhana Council to facilitate more participation from the post graduate and female section of the community. The list of new clubs added this year are :

- I. Welfare board:
  - i. Joint secretary for welfare board (for girls).
  - ii. Students' advisory council
  - iii. Youth empowerment club
  - iv. Social service club
  - v. Issues club
  - vi. Interaction club
- II. Technical board:
  - i. PG representative for technical board
  - ii. Joint secretary technical board (for girls).
- III. Cultural board:
  - i. PG representative for cultural board
  - ii. Joint secretary cultural board (for girls).
- IV. Sports board:
  - i. PG representative for sports board
  - ii. Joint secretary sports board (for girls).
- V. HAB :
  - i. Joint secretary hostel affairs' board (PG)

While ratifying the above, the SAC noted that those clubs under Students' Gymkhana Council which have been non-functional /inactive, may be discontinued henceforth.

**Item No.6: Telephone and conveyance reimbursement / allowance for SEC.**

SAC observed that a strategy should be worked out for having surplus budgets for Alcheringa and Techniche so that from these surpluses, the matter of reimbursement for SEC towards telephone and conveyance can be considered.

**Item No.7: Proposal to make EDC a separate body.**

SAC did not feel the necessity of making EDC a separate body. Rather, it was suggested that EDC should contact those Institute faculty members who are in the board of TIC or have sufficient expertise in the respective field for proper and updated dissemination of information as required.

**Item No. 8: Removal of Girls' Hostel entry timing of 12 o'clock night.**

**R/09/08/2012:** The SAC resolved that some restriction on movement of both boys and girls beyond 12 night be imposed and accordingly boarders of both boys and girls hostel will be required to return to their respective hostels by 12 o'clock night. However, they may be permitted to remain away from hostels on academic grounds only beyond 12 o'clock night, provided their movement is confined to the academic area ONLY. It would be mandatory to make necessary entries in the hostel register as well as in their respective departments register. If some student is found not making proper entry or moving in non academic area beyond the stipulated time, he /she may be subjected to necessary disciplinary action.

**Item No. 9: Establishing minimum sports facilities in hostels.**

SAC suggested that detailed proposal specifying estimated budget, location etc. for establishing minimum gymkhana facilities in hostels should be put up by the Chairman, Sports in consultation with Chairman, HAB.

**Item No. 10: Electing Sports Secretaries after sports meet.**

**R/09/10/2012:** The SAC resolved that Students' Gymkhana Council (SGC) election be held in the last part of January every year instead of the existing practice of having the election in March. However, the newly elected office bearers of the SGC will take over charge from April only, as has been followed. The early election will help the new office bearers to learn from their seniors and carry on with the ongoing activities of the SGC.

The meeting ended with a vote of thanks to the chair.

**ANNEXURE - A**

**General Guidelines & Rules applicable to students for official activities**

**Guidelines :** The students are requested to visit the web page of the Students' Affairs Section (link - <http://shiloi.iitg.ernet.in/~sa>) for knowing in details about Scholarships, Forms, Timings for Students' Gymkhana/ Swimming Pool /Students' Affairs Office etc.

Subsequently, depending upon the requirement, students are requested to **download necessary form(s) from Students' Affairs Section webpage** (<http://shiloi.iitg.ernet.in/~sa/forms.html>) and submit the same to the Students' Affairs office. In case of **Bonafide certificates** (Form No.01& 02) and **Indent for guest house accommodation** for students' parents etc. (Form No.25), the students after filling up the relevant form(s) are always requested to **attach a photo copy of the Identity Card and then submit them together in the specified /earmarked drop-box kept near the entry door of the Students' Affairs Section.**

Subject	Form No.	Remarks
Application form for Passport related certificates – Bonafide, No Objection & Verification.	<b>Gen/01</b>	Students will be required to fill up the Application form for Passport related certificates – Bonafide and No Objection Certificates. Based on that, they will be issued Verification certificates in addition to the Bonafide and No Objection Certificates.

Multi-purpose Bonafide Certificate (for Bank Account/SIM/Loan/Others )	<b>Gen/02</b>	To be used for different requirements of the student – purpose is to be clearly specified.
Railway Concession form	<b>Gen/03</b>	To be used only for hometown journey (to & fro) - maximum twice a year- that too during summer & winter vacations of the Institute.
Id Card Original Form	<b>Gen/04</b>	Needs to be filled up & submitted by students - (a) For issuing Id cards to the fresh students - following relevant notification after their Registration , (b) For re-issuing Id cards to the fresh / continuing students – if the already issued original Id card is lost / misplaced / damaged or if its valid is over. <i>(While applying for re-issuing (i) on account of lost / misplaced Id cards, the filled in form must be accompanied by a copy of the F.I.R. lodged in this regard with the Police Station, (ii) for damaged Id card , the same needs to be returned )</i>
Provisional ID Form	<b>Gen/05</b>	Applicable until the original Id card is issued / re-issued.
Gymkhana Advance Form	<b>Gen/06</b>	When applying for any financial advance under the allotted budget of a board of the students' gymkhana <i>(Advance must be applied atleast four working days before the relevant event)</i>
Gymkhana Reimbursement Form	<b>Gen/07</b>	When making any financial reimbursement claim under the allotted budget of a board of the students' gymkhana. <i>(Claim must be made within one month of the same financial year from the completion of the relevant event )</i>
Gymkhana Settlement Form	<b>Gen/08</b>	When submitting any financial settlement under the allotted budget of a board of the students' gymkhana. <i>(Settlement must be made within one month of the same financial year from the completion of the relevant event)</i>
Membership for Institute Swimming Pool	<b>Gen/09</b>	Needs to be filled up & submitted to the Gymkhana Sports Office.
Special Athletics Training Session	<b>Gen/10</b>	Needs to be filled up & submitted to the Gymkhana Sports Office.
Special Swimming Pool Enrollment Form	<b>Gen/11</b>	Needs to be filled up & submitted to the Gymkhana Sports Office following relevant notification from them in this regard.
Hostel Shift Form-Old Hostel	<b>Gen/12</b>	To be used based on – (a) Institute order , (b) prior permission of the concerned warden
Hostel Shift Form-New Hostel	<b>Gen/13</b>	To be used based on – (a) Institute order , (b) prior permission of the concerned warden
Hostel Stay Form	<b>Gen/14</b>	To be used by B.Tech/ M.Sc./ MA students only if hostel accommodation is needed during summer & winter vacation of the Institute.
Project Staff Hostel Accommodation Form	<b>Gen/15</b>	To be used by Project Staff only.
McM Form	<b>Gen/16</b>	To be used /applied when it is notified
IWAB Scholarship Form	<b>Gen/17</b>	To be used /applied when it is notified

Hostel Leave Form	<b>Gen/18</b>	To be used when a hostel boarder goes on leave during the semester.
Hostel No Dues Clearance Certificate Form	<b>Gen/19</b>	To be used only when a hostel boarder is shifting from / vacating the hostel fully.
Outside Scholarship Form	<b>Gen/20</b>	To be used when applying for any outside scholarship.
Hostel Registration Form	<b>Gen/21</b>	To be used at the time of getting admitted to a hostel.
Married Scholars Hostel Form	<b>Gen/22</b>	When applying for Married Scholars Hostel
Temporary Hostel Accommodation Form	<b>Gen/23</b>	To be used by summer / winter trainees, Visiting students, Research Scholars, Part time students and other official visitors(QIP/Conferences/Interviews etc.)
Community Hall (Manas) Booking Form	<b>Gen/24</b>	When Manas Community Hall is required to be booked.
Indent for Guest House Accommodation for students' parents etc.	<b>Gen/25</b>	When accommodation is required for students' parents / legal guardians etc. in the Institute guest house.

Students, particularly the Students' Gymkhana Council Office Bearers are quite often required to deal with some purchase works, related to different boards like sports, cultural, technical etc. Then may get acquainted with the prevailing purchase procedure of the Institute by visiting webpage of the Stores & Purchase Section (<http://shiloi.iitg.ernet.in/~snp>). The relevant information can be found under the following pages of the Stores & Purchase Section webpage- Purchase Procedure, Various forms (especially form no.1, 2,3, 8.1 & 9)

Further, students in general, may require to use the following reimbursement forms as per their requirement on medical ground from the webpage of the Finance & Accounts Section of the Institute under the link - <http://shiloi.iitg.ernet.in/~acc/forms/index.html>. These reimbursement forms are- Medical Claim Form (OPD), Medical Claim Form ( Only for Lab Test and Medicines prescribed by IITG Doctor) and Medical Claim Form (Indoor Treatment). These forms ([Reimbursement Form For OPD Treatment by Institute Doctor](#), [Reimbursement Form For OPD Treatment by Outside Doctor](#) and [Reimbursement Form For Indoor - Hospitalised Treatment](#) ) can also be found in the webpage of the Medical Section under the link- <http://shiloi.iitg.ernet.in/~medical>

On the other hand, students - particularly the Students' Gymkhana Council Office Bearers may also require to use the Institute's Travelling Allowance (TA) bill -TA Form-Official from the link- <http://shiloi.iitg.ernet.in/~acc/forms/index.html>, if they are permitted by the Competent Authority of the Institute to undertake official trip /visit for attending meeting /seminar/conference etc. While submitting Travelling Allowance (TA) bill, it is mandatory to attach the proof of travel by attaching boarding pass (for air travel) / ticket (for travel by train/bus) / money receipt (for travel by taxi).

**Rules :** Regarding the rules applicable to the students, the following link should be referred : <http://shiloi.iitg.ernet.in/~sa/rules.html>. Under the same link General rules for hostel residents and Swimming pool rules can also be found.