

## **INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI**

### **MINUTES OF THE 14<sup>TH</sup> MEETING OF THE STUDENTS' AFFAIRS COUNCIL (SAC) HELD ON 13<sup>ST</sup> NOVEMBER 2014**

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The 14<sup>th</sup> Meeting of the Students' Affairs Council (SAC) was held on 13/11/2014 at the Board Room of Administrative Building. The following members were present:

• Prof. Gautam Biswas, Director	Chairman
• Prof. S. Nandi, Dy. Director	Member
• Prof. C. Mahanta, Dean of Students' Affairs	Secretary
• Prof. A. Ghoshal, Dean of Academic Affairs Dean	Member
• Dr. K. Mohanty, Chairman, Cultural Board	Member
• Dr. P. Poulse, Chairman, Hostel Affairs Board	Member
• Prof. A. Perumal, Chairman, Sports Board	Member
• Dr. H. B. Kaushik, Chairman, Technical Board	Member
• Dr. K. Pakshirajan, Chairman, Welfare Board	Member
• Dr. V. Prabhu, NCC Coordinator	Invitee
• Dr. D. Maity, NSS Coordinator	Invitee
• Dr. K. Srinivasan, NSS Coordinator	Invitee
• Mr. Om Prakash Reddy Thaduru, VP SGC	Member
• Mr. Kushagra Kushwaha, GS Cultural Board, SGC	Member
• Mr. Suraj Dev Yadav, GS, Sports Board, SGC	Member
• Mr. Bhanu Prakash Yadav, Sports Board, SGC	Member
• Mr. V. R. Narendra Babu Perumalla, GS, HAB	Member
• Mr. Pawan Kumar, GS, Technical Board	Member
• Mr. Parth Sabharwal, GS, Welfare Board, SGC	Member
• Mr. Anupam Anand, Convener, Alcherina 2015	Invitee
• Mrs. Monalisa Kakati, Asst. 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. C. Mishra, Dean of Alumni Affairs and External Relations
- Prof. S. Natesan, Faculty In-Charge, Centre for Career Development

The agenda for the day was taken up as given below:

**Item No. 1: Confirmation of the Minutes of the 13<sup>th</sup> Meeting of the Students' Affairs Council (SAC) of the Institute held on 21/4/2014**

The minutes of the 13<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 except the Item 6 (ii) detailed below.

**R/14/1/2014:** The SAC **RESOLVED** that the minutes of the 13<sup>th</sup> meeting of the SAC held on 21/4/2014 be **CONFIRMED** with following changes.

Item	Resolution	Revised Resolution
<b><u>Item No. 6:</u></b> <b><u>Agenda related</u></b> <b><u>to the Welfare</u></b> <b><u>Board (WB)</u></b>	(ii) Norms for allocation of Students' Welfare Fund <b><u>R/13/6(ii)/2014:</u></b> The SAC <b>DEFERRED</b> the proposal to be considered while budget allocation is done.	(ii) Norms for allocation of Students' Welfare Fund <b><u>R/13/6(ii)/2014:</u></b> The SAC <b>ADVISED</b> to submit a fresh proposal in next SAC Meeting.

**Item No. 2: Follow up action of the decisions of the 13<sup>th</sup> Meeting of the Students' Affairs Council (SAC), IIT Guwahati**

**R/14/2/2014:** The SAC resolved that the actions taken on the decisions of the 13<sup>th</sup> meeting of the SAC held on 21/4/2014 including those pending from the previous meeting be **NOTED** as reported except the above Item 6 (ii) of 13<sup>th</sup> Meeting as detailed under Item 1 above.

**Item No. 3: Agenda related to the Cultural Board (CB)**

The SAC discussed the following matters related to the Cultural Board (CB):

**(i) Proposal to build a Drama Room**

**R/14/3(i)/2014:** The SAC **APPROVED** in principle the proposal to build a dedicated Drama Room on the unused space of second floor in New SAC Building. The SAC further **ADVISED** to come up with a solution for allocation of space among the different Boards in New SAC Building.

**(ii) Provision of Membership Card to the Members of all Clubs**

**R/14/3(ii)/2014:** The SAC **DISAGREED** to the proposal for providing separate Membership Card to the Members of all Clubs to be used as entry tickets to access club facility in New SAC Building, instead **ADVISED** to use the Institute Identity Cards of the members (as per members list availed by the respective Boards in the Security Desk) for the purpose.

**(iii) Clear Distinction between events organized by Alcheringa and Techniche**

**R/14/3(iii)/2014:** The SAC **AGREED** to the proposal of having clear distinction between the major events organized by Alcheringa (Cultural Board) and Techniche (Technical Board) to avoid any conflict and same may be worked out through a Committee consisting of the Chairmen and General Secretaries of Cultural Board and Technical Board along with the Conveners of both the fests.

**Item No. 4: Agenda related to Hostel Affairs Board (HAB)**

The SAC discussed the following matters related to the Hostel Affairs Board (HAB):

**(i) Advance Mess Amount**

**R/14/4(i)/2014:** The SAC **RESOLVED** the following regarding payment of advance mess bill:

1. BTech/BDes/MA/MSc students would pay full amount (four months) of mess bill in advance at the time of registration.
2. All others would pay the amount splitting into two installments, one at the time of registration, and one during the semester.

However, the online fee payment for the January-April 2015 registration being already open, any changes in the fee structure may be difficult to implement this

time. Also, it is realized that it will be difficult for students to raise the amount within short notice. Therefore, it is **DECIDED** to implement this proposal from the coming academic year 2015-2016. Until then, the existing system of payment will be continued.

**(ii) New post of Hostel Affairs Board (HAB) - Joint Secretary**

**R/14/4(ii)/2014:** The SAC **APPROVED** for creation of a new post of Joint Secretary, Hostel Affairs Board with following guidelines.

- a) Joint secretary, HAB shall be a bonafide full time student resident from any one of the hostels of the Institute.
- b) Joint Secretary will be selected through an interview by the following 5 members committee:
  1. General Secretary, HAB (Chairman)
  2. Vice-President, SGC and
  3. Any 3 elected General Secretaries of the hostels (who are also the members of HAB and SGC).
- c) Main duties of the Joint Secretary are the following:
  - i. She/he shall work closely with the MMC convener of individual hostels to make sure that the Mess Catering Service is functioning as per expectation. All matters concerning the hostel mess including up-keeping, maintenance, mess menu and discipline, shall be monitored by the Joint Secretary, who will report any concerns to the Chairman, HAB.
  - ii. She/he shall attend all the GBMs in a hostel, in which agenda items related to the Mess Catering are discussed, and shall obtain a copy of the minutes of those meetings from the Mess Convener of the respective hostel within 7 days of the GBM.
  - iii. In the absence of General Secretary, HAB, the Joint secretary, HAB shall discharge the duties of the General Secretary, HAB in addition to his/ her normal duties.

**(iii) Problem of Stray Dogs in the Hostels**

**R/14/4(iii)/2014:** The SAC **ADVISED** to form a student committee with the General Secretary, Students' Welfare Board as Convener and come up with a feasible solution to overcome this problem.

- (iv) **Extension of general Hostel visiting hour's to visit other boys' hostels till 11 PM for the boarders of Subansiri and Dhansiri hostels**

**R/14/4(iv)/2014:** The SAC **APPROVED** to extend general hostel visiting hour's to visit other boys' hostels till 11 PM for the boarders of Subansiri and Dhansiri hostels to facilitate them with option of mess subscription in all the boys' hostels.

**Item No. 5: Agenda related to the Sports Board (SB)**

The SAC discussed the following matters related to the Sports Board (SB):

- (i) **Travelling of Students participating Inter IIT Sports Meet**

**R/14/5(i)/2014:** The SAC **APPROVED** the proposal for allowing the students participating in the Inter-IIT Sports Meet to travel by third AC class in Train.

- (ii) **Purchase of Sports Items**

**R/14/5(ii)/2014:** The SAC **APPROVED** to follow the procedure of 'Expression of Interest (EOI)' and 'Rate contract' while purchasing the sports items to make the procedure simpler for the indenter as well as to get the items on time.

- (iii) **Engagement of Coaches**

**R/14/5(iii)/2014:** The SAC **RESOLVED** the following related to engagement of Coaches:

1. Vacant posts of Assistant Coach be advertised for recruitment.
2. An additional amount as Travelling Allowance be considered to be paid to the Part-time Coaches/SA Instructors in addition to their monthly remuneration.
3. To call the part time Coaches in the even semester for the NSO classes for practice and improve the performance of the players for Inter-IIT Sports Meet.

- (iv) **Sponsorship for Spirit**

**R/14/5(iv)/2014:** The SAC **ADVISED** the Chairman, Sports Board to work out the feasibility of the proposal related to allowing sponsorship in the event 'Spirit'.

**Item No. 6: Agenda related to the Technical Board (TB)**

The SAC discussed the following matters related to the Technical Board (TB):

**(i) Amendments of Techniche Constitution**

**R/14/6(i)/2014:** The SAC **APPROVED** the amendments made in the Constitution of Techniche. A copy of the Constitution of Techniche with amendment is enclosed as **Annexure – 1** (P.11-14).

**(ii) Construction of small Workshop for Automobile Club**

**R/14/6(ii)/2014:** The SAC **AGREED** to the proposal. The SAC also **ADVISED** to consult the Head of Department of Mechanical Engineering for space allocation.

**(iii) Extension of Internet hours during weekdays**

**R/14/6(iii)/2014:** The SAC **ADVISED** to explore possibility for providing access to selected websites, where online courses are available, during stagnation hours of internet facility for students in hostels.

**(iv) Introduction of an Entrepreneurial Course in HSS**

**R/14/6(iv)/2014:** The SAC **AGREED** to the proposal and **ADVISED** to deliberate the matter with Department of Humanities and Social Sciences.

**Item No. 7: Agenda related to the Students' Welfare Board (WB)**

The SAC discussed the following matters related to the Welfare Board (WB):

**(i) Special Transport Service for Specially-abled Students of the Campus**

**R/14/7(i)/2014:** The SAC **APPROVED** for special arrangement of transport for students suffering from temporary or permanent ailments or handicaps.

**(ii) Creation of new posts in Students' Welfare Fund**

**R/14/7(ii)/2014:** The SAC **APPROVED** the creation of following posts under Students' Welfare Board.

1. Secretary, Academic Initiatives
2. Benevolence Co-ordinator
3. Secretary, Students' Rights and Responsibilities Club

**(iii) Inclusion of Hostel Welfare Secretaries into the Students' Welfare Board**

**R/14/7(iii)/2014:** The SAC **APPROVED** to include the Hostel Welfare Secretaries as Invitees to the Students' Welfare Board. Role of the Hostel Welfare Secretaries will be (1) to inform the Welfare Board about the results of its programs at hostel level, and (2) contribute in the creation and ratification of policies and programs by the Welfare Board.

**(iv) Soft Skills and English Language Classes**

**R/14/7(iv)/2014:** The SAC **APPROVED** the following for proper use of the Soft Skills and English Language Classes.

1. A nominal refundable fee will be collected at the beginning of the semester, which will be returned after the Interactive Mentoring Sessions get over, based on the attendance of the student. The students, who have more than 75% of attendance, the fee will be refunded to their account or else it will go to Welfare Board fund.
2. English Class may be considered to be made compulsory, as a PP/NP course, which has to be compulsory for everyone who fails a general basic test, which has to be taken by everyone. Students usually ignore English language while developing themselves and as a result suffer a lot during intern/placement season unknowingly. Making it a PP/NP course will at least ensure that all the students have some basic level of English education ranging from communication skill to grammar and it will also ensure that students attend the classes to pass the course.
3. As the current running cost and expansion cost of the English Classes is a very sizable sum, the funds of the activity be sourced from the Students' Welfare Fund (project overhead).

The SAC further **AGREED** to the proposal for sending of a list of the low scorers of the quiz-1 for Interactive Mentoring Sessions to be placed before the Senate through Academic Board Institute Undergraduate Programme Committee (IUPC).

**(v) Systematic Way of Campus Welfare Fund Collection Campaign**

**R/14/7(v)/2014:** The SAC **APPROVED** the proposal related to systematic way of campus welfare fund collection drive. The salient features is enclosed as **Annexure – 2** (P.15-16).

**Item No. 8: Agenda submitted by Students' Gymkhana**

The SAC discussed the following matters related to the Students' Gymkhana:

**(i) Request to Include Students Academic Board (SAB) and Students Alumni Interaction Linkage Cell (SAIL) in Students Affairs' Council**

**R/14/8(i)/2014:** The SAC **APPROVED** to include Students Academic Board (SAB) and Students Alumni Interaction Linkage Cell (SAIL) in Students Affairs' Council.

**(ii) Improvement of standards of NCC**

**R/14/8(ii)/2014:** The SAC **APPROVED** the proposal regarding improvement of standards of NCC course and **RECOMMENDED** to initiate the process by the NCC Coordinator.

**(iii) Need to include self-defence classes in Non-Credit curriculum for girl students**

**R/14/8(iii)/2014:** The SAC **APPROVED** the proposal and **RECOMMENDED** to initiate the process by the Chairman, Sports Board for inclusion of self-defence as an event in NSO Course.

**(iv) Removal of Physical Training classes and replace with NCC/NSS/NSO**

**R/14/8(iv)/2014:** The SAC **DISAGREED** with the proposal.

**(v) Updated SAC Statutes**

**R/14/8(v)/2014:** The SAC **APPROVED** the updated SAC Statutes with some more revision. A revised copy of the SAC Statutes is enclosed as **Annexure – 3** (P.17-52).

**(vi) Enhancement of the amount of Institute Merit Scholarship (IMS) and Indian Women's Bonn (IWAB)**

**R/14/8(vi)/2014:** The SAC **REFERRED** the proposal to the Institute Scholarship Committee.

**(vii) Activities of NSS and Social Service Club**

**R/14/8(vii)/2014:** The SAC **RESOLVED** that the Secretary for NSS and Social



Service Club (under Welfare Board) should be different as they are two different entities and **ADVISED** the NSS Coordinators to submit a Constitution of NSS in the next SAC meeting.

**(viii) Security and Cleaning Services in the New SAC and Students' Food Court**

**R/14/8(viii)/2014**: The SAC **RESOLVED** that one additional Security Guard in New SAC Building in the evening be deployed. The Security Guards deployed in the New SAC Building will also look after the Students' Food Court. The SAC also **AGREED** to extend cleaning services in Students' Food Court (common areas, Bathrooms etc.).

**(ix) Formation of a New Club 'Hobby Club'**

**R/14/8(ix)/2014**: The SAC **AGREED** to the proposal that before establishment of a new Club, it will function with a status of a 'Hobby Group' and if the 'Hobby Group' is demonstrably active for 6 months, it will be considered for giving status of a full-fledged club with approval of the respective Board Chairman and DoSA through Students' Senate.

**(x) Revision of Gymkhana Election Rules**

**R/14/8(x)/2014**: The SAC **APPROVED** the changes made in the Gymkhana Election Rule. A copy of the rule with revision is enclosed as **Annexure – 4** (P.53-55).

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

**(C. Mahanta)**  
**Dean of Students' Affairs**  
**IIT Guwahati**



**ANNEXURE – 1**

**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 Students' senate)
  - 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 Creative
  - h. Executive Member: Head, Media Relations
  - i. Executive Member: Head, Account's Management
  - j. Executive Member: Head, National Events Coordinator

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

The members of 'Techniche' must be bonafide students of IIT Guwahati. The Deputy

Chairman, Techniche reserves the right to admit and remove members (who are not appointed by the Students' Senate) on the recommendation of Convener.

5. 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 Deputy Chairman, on recommendation of Convener, will appoint the executive members of Techniche. In case, a suitable candidate for any particular executive member's post is not found, 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, Chairman of Technical Board and General Secretary 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. The appointment of Convener will be done in the month of October.
15. Students having backlog in credit courses or with disciplinary action record are not allowed to contest for any post. (Including executive post).
16. Executive member's post will be an official post under Technical Board, Students' Gymkhana Council, IIT Guwahati.
17. Students are not allowed to contest for more than one post which comes under Technical Board.
18. 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.
19. 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 Creative
  - 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 – 2**

**Salient Features of Campus Welfare Fund**

- **Term Fund**

A fund that is collected once in every three months by Benevolence team. This fund is spent in numerous activities like cyclone/flood relief fund, hospital charges of poor students and towards the scholarships of poor eligible students. The causes for establishing this way is students in the campus are not willing to get regularly disturbed and it is also not easy for a team to meet each and every student in the campus regularly.

- **Monthly Fund**

A help desk will be arranged in the hostel on any particular day (pre-informed or fixed day like first Saturday) where a welfare fund will be collected. This fund will be converted to contingences and will be distributed in the orphanages or old age homes in and around. The motto of this is increase the social responsibility in each and every student, who starts earning/managing money from this stage; to spend a part of their income/ expenditure in welfare activities.

No cash donations will be made to ensure that the money donated by the students reach the needy, which may otherwise be spent in expansion activities like building/ construction etc.

- **Transparency**

The forms with the donor details will be uploaded in the website every time, where one can check the amount they donate. The bills of the contingencies purchased, the documents of money spend in hospitals, and the statements of money transferred to relief funds will be shared on the website regularly. Donors will be issued a receipt when the donation made by them is received by the team.

Volunteers willing to invest their time in the activities will only be involved in the activities. First year students, if involved after due permission from the competent authorities, will have to furnish a declaration that they are getting involved in the activity willingly.

Excess money, if any, will be deposited in the appropriate account, preferably the Welfare Board account, if it is constituted, or the Welfare Fund.





**INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI**

## **STUDENTS' AFFAIRS COUNCIL**



## **STATUTES**

**2007-08**

**(1<sup>st</sup> revision in 2014-15 vide approval of the SAC in its 13<sup>th</sup> Meeting held on 21/4/2014  
and 2<sup>nd</sup> revision in 2014-15 vide approval of the SAC in its 14<sup>th</sup> Meeting held on  
13/11/2014)**



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Appendix I - Rules and Procedures of Students' Senate

Hierarchical Structure of Councils/Cells/Boards

Hierarchical Structure of Posts of Faculty and Student Representatives of Various Councils/  
Cells/Boards

### NOTE:

- 1) A separate document 'Hostels' Affairs Constitution' should be referred to for the various objectives, rules / regulations and practices of the Hostels' management.
- 2) A separate document should be referred to Centre for Career Development and AA&ER for the various objectives and practices of these Cells.



## **1.0**

### **Introduction**

The different Councils and Boards under the Students' Affairs Council are intended to work as an organization for fostering extra-curricular and co-curricular activities including cultural, sports, and other technical and personality developmental activities of the students of the institute.

The Councils/Boards will work towards the overall development of the student community of the Institute for fostering a healthy atmosphere of learning.

The guiding principle shall be the greater well-being of the entire student community.

## **2.0**

### **Definitions and Terms Relevant to the Students' Affairs Council**

#### **Chairman**

The Director of the Institute shall be the Chairman of the Students' Affairs Council.

#### **President**

The Dean of Students' Affairs (DOSA) shall be the Secretary of the Students' Affairs Council and the President of the Gymkhana Council, responsible for the general administration of the Students' Affairs Council. He will report to the Director of the Institute.

#### **Gymkhana Council**

The Gymkhana Council is the body that will promote the objectives of fostering extracurricular and co-curricular activities, welfare of students and their stay on the campus. It comprises of five Boards viz. Cultural Board, Sports Board, Technical Board, Students' Welfare Board and Hostels' Affairs Board.

#### **Cultural Board**

It comprises of Chairman, Cultural Board and elected student representatives.

Its main function is to coordinate and execute all cultural activities through the various clubs and to coordinate and execute all activities related to the annual cultural festival 'Alcheringa'.

#### **Sports Board**

It comprises of Chairman, Sports Board and elected student representatives.

Its main function is to coordinate and execute all sports activities through the various clubs and to coordinate and execute all activities related to the annual sports competitions.

#### **Technical Board**

It comprises of Chairman, Technical Board and elected student representatives. Its main function is to coordinate and execute all activities of technical clubs and to coordinate and execute all activities related to the annual technical festival 'Techniche'.

#### **Students' Welfare Board**

The Students' Welfare Board is the body that addresses, co-ordinates and executes all activities related to the overall welfare and well-being of the students of the institute.

#### **Counselling Cell**

It comprises of Chairman, Students' Welfare Board, and nominated faculty members and student representatives.

It provides counselling to students to help them cope with problems that may arise during their stay at the Institute.

### **Hostels' Affairs Board**

The Hostels' Affairs Board is the body that will coordinate and execute all activities related to the residential stay, boarding and lodging of students in the hostels on the campus.

It comprises of Chairman, Hostels' Affairs Board, Wardens and Associate Wardens of all hostels and concerned student representatives.

Their main function is to coordinate and execute all activities related to hostels and Hostel Management Committees of hostels.

### **Students' Executive Committee**

Students' Executive Committee is elected by Students' general body. The committee shall consists of Vice-president and General Secretaries of Cultural Board, Sports Board, Technical Board, Students' Welfare Board and Hostel Affairs Board.

### **Senator**

The constituent members of Student Senate elected by the general body of students are called Senators. The Senators jointly shall execute the duties of Students' Senate.

### **Bonafide Student**

A bonafide student is a student having a valid roll number and registered for the purpose of pursuing studies in any of the academic programs of the institute during the semester/year under consideration.

### **Members**

All bonafide students of the institute shall constitute the Students' General Body.

### 3.0

## ORGANIZATION OF STUDENTS' AFFAIRS COUNCIL

### 3.1

#### Students' Affairs Council

The Students' Affairs Council (SAC) will be the apex policy making body under whose purview will be matters related to Gymkhana Council, Centre for Career Development and Alumni Affairs & External Relations.

### 3.2

#### Composition

1. Director	Chairman
2. Deputy Director/ Dean of Administration	Member
3. Dean of Students' Affairs	<u>Member</u>
4. <u>Associate Dean of Students' Affairs - 1</u>	<u>Member</u>
5. <u>Associate Dean of Students' Affairs – 2</u>	<u>Member</u>
6. Registrar	Member
7. Dean of Academic Affairs	Member
8. <u>Associate Dean of Academic Affairs</u>	<u>Member</u>
9. <u>Dean of Infrastructure, Planning and Monitoring</u>	<u>Member</u>
10. <u>Associate Dean of Infrastructure, Planning and Monitoring</u>	<u>Member</u>
11. <u>Dean of Alumni Affairs &amp; External Relations</u>	Member
12. Faculty In-Charge, <u>Centre for Career Development</u>	Member
13. Chairman, Cultural Board	Member
14. Chairman, Sports Board	Member
15. Chairman Technical Board	Member
16. Chairman, Students' Welfare Board	Member
17. Chairman, Hostel Affairs Board	Member
18. <u>Chairman, Students' Academic Board</u>	<u>Member</u>
19. Vice President	Jt. Secretary
20. General Secretary, Cultural Board	Member
21. General Secretary, Sports Board	Member
22. General Secretary, Technical Board	Member
23. General Secretary, Hostel Affairs Board	Member
24. General Secretary, Students' Welfare Board	Member
25. <u>General Secretary, Students' Academic Board</u>	<u>Member</u>
26. General Secretary, <u>Centre for Career Development</u>	Member
27. Deputy Registrar/Assistant Registrar, Students' Affairs	Non-Member Secretary



### 3.2.1

It will function with the active participation of nominated members from amongst the members of the faculty and elected student representatives holding designated responsibilities for the different sub-functions.

### 3.2.2

The Students' Affairs Council will make operative various activities of Gymkhana Council including NCC/NSS/NSO, Centre for Career Development, Student Alumni Interaction linkage Cell (SAIL) and Students' Academic Board.

### 3.3

#### **Functions of Students' Affairs Council**

1. To formulate all policy matters concerning students' affairs as a whole.
2. To review the working, and effect constitutional changes of the various student bodies.
3. To review management of the different councils /boards/cells under SAC.
4. To consider and advise on all matters referred to it by the different councils/boards/cells under its purview.
5. To add /delete clubs and committees in the various Councils/Boards under it.
6. To recommend to the Board of Governors amendments in the Statutes of the Council.

### 3.4

#### **Faculty nominations to various Councils / Boards / Cells**

1. The Director in the capacity of Chairman of SAC shall nominate members of the Faculty for heading the different Councils / Boards / Cells operative under SAC.
2. The different Councils / Boards / Cells of SAC shall be headed by Faculty members with the following designations:

<b>Council</b>	<b>Headed by</b>
Gymkhana Council	Dean of Students' Affairs
Sports Board	Chairman, Sports Board
Cultural Board	Chairman, Cultural Board
Technical Board	Chairman, Technical Board
Students' Welfare Board	Chairman, Students' Welfare Board
Hostels' Affairs Board	Chairman, Hostels' Affairs Board
<u>Students' Academic Board</u>	<u>Chairman, Students' Academic Board</u>
<u>Centre for Career Development</u>	<u>Faculty In-charge, Centre for Career Development</u>
<u>Alumni Affairs &amp; External Relations</u>	<u>Dean of Alumni Affairs and External Relations</u>

3. The Centre for Career Development, Alumni Affairs & External Relations and Students' Academic Board will operate as independent functional bodies reporting directly to the

Chairman, Students' Affairs Council. Joint Secretary, Students' Affairs Council will be the Ex-officio member of these independent bodies.

3.5

**Elected Student Representatives of the Bodies under SAC**

Elected students representatives will play an active role in the different designated activities facilitated through:

1. Students' Senate
2. Students' Executive Committee

## **4.0**

### **THE STUDENTS' SENATE**

#### 4.1

The Students' Senate shall discharge its responsibilities mainly through itself and its Standing/Ad-hoc Committees.

#### 4.2

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. Ensure that the executive wings carry out all their functions under the guidance of the Students' Senate.

#### 4.3

The Student's 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:

Serve as the main forum of expression of students' opinion.

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

However, it should not interfere in matters of minor importance in order that the free functioning of the executive wings within the general policy framework defined by the Senate is not affected.

#### 4.4

The Vice-President shall be the Chairman of the Students' Senate. All meetings will be convened and chaired by him / her.

He /she shall also be the Chairman of the Students' Executive Committee and shall supervise and coordinate the general affairs of all the boards.

#### 4.5

The Vice-President shall keep the President informed about the schedule, agenda, and minutes of Students' Senate meetings.

The Vice-President shall direct the appropriate persons, with approval from the President, for the successful implementation of the decisions of Students' Senate.

4.6

Democratic principles shall be adhered to at all levels in decision making.

4.7

- a. In matters of general interest of the Students, the Clubs/ Committees of the different Boards shall be subordinate to the Students' Senate, and Students' Senate shall be subordinate to the General body.
- b. The general interest of the students shall be placed above the interest of any individual student.

4.8

Majority decisions shall be binding on all. Persons holding different views, shall have the right to appeal and report directly to all higher bodies up to and including the general body. But the decisions taken shall be executed until and unless higher bodies undo them.

4.9

The Vice-President of the Students' Senate shall refer a matter to the general body if so requested by at least 1/3 of the total strength of the Students' Senate.

4.10

In case where some decision of the Students' Senate has been passed with a large majority and substantial minority, (more than 1/3 of the Senators present voted against it) the Chairman of the Students' Senate may refer the matter to the General body.

The Students' Senate in such an event shall not be able to table a no-confidence motion against him.

4.11

The Vice-President as the Chief Executive of the Gymkhana shall have the right to attend meetings of representatives of all boards/committees of the Students' Senate as a full-fledged member and over rule any decision taken by them. Any such decision will however have to be ratified by the Students' Executive Committee in its next meeting. In the event of the Vice-President doing so, he shall be obliged, if requested by the concerned body, to requisition a meeting of the Students' Senate and place his decision before it.

4.12

During summer and winter vacations, when many of the Senators are not present, the Vacation Students' Senate (consisting of all Senators present in Campus) shall normally discuss matters of urgent importance.

Other matters if discussed shall require endorsement by the full Students' Senate when it meets next.

4.13

In the handing over session, which shall be jointly attended by the members of both the outgoing and incoming Students' Senate as full-fledged members, the annual Gymkhana report, which shall consist of reports of all boards/committees, shall be presented in writing before the House.

4.14

- a. Every Senator is expected to intimate to the Vice-President the reasons for his /her inability to attend a meeting and take permission prior to the meeting for absenting himself /herself. If a senator is absent without permission for two Students' Senate meetings, consecutive or non-consecutive, the Vice-President shall issue a warning to that senator. Thereafter, if a senator is absent without prior permission from two or more meetings, he /she shall cease to be a senator. A Senator entering the meeting twenty minutes after it is called to order shall be considered to be absent for that meeting if prior permission for delayed attendance is not taken.
- b. Every Executive should intimate to the Vice-President the reasons for his /her inability to attend the meeting and should take permission prior to the meeting for absenting himself /herself. If an Executive is absent without permission from two Students' Senate meetings, consecutive or non-consecutive, the Vice President shall issue a show cause notice to the concerned Executive. Thereafter, if an Executive fails to provide a satisfactory explanation or is absent without prior permission, the Vice-President shall issue a warning. As a result of unsatisfactory explanation to the Students' Senate (according to the 2/3 of the total house) or further absence without prior permission, the senator shall cease to hold the post.

4.15

Amendment to the SAC Statutes may be considered by the Students' Senate and recommended to the Students' Affairs Council for its consideration. Any such recommendation will require the support of three-fourths of the strength of the Senate.

4.16

**Students' Executive Committee**

4.16.1

**Composition**

• Vice President	Chairman
• General Secretary, Cultural	Member
• General Secretary, Sports	Member
• General Secretary, Hostel Affairs	Member
• General Secretary, Technical	Member
• General Secretary, Welfare	Member

4.16.2

The Students' Executive Committee (SEC) shall act on behalf of the Students' Senate. It shall carry out the day-to-day affairs of the Gymkhana Council. It shall also be a body through which the activities of the different Boards of the Gymkhana Council shall be coordinated.

4.16.3

The SEC shall meet regularly, at least once a month.

4.16.4

The SEC shall examine all proposals for consideration of the Senate and it shall take necessary actions if so authorised by the Senate.

## 5.0 COUNCIL/CELLS OF THE STUDENTS' AFFAIRS COUNCIL

### 5.1

#### Gymkhana Council

##### 5.1.1

##### Composition

1. Dean, Students' Affairs	President
2. <u>Associate Dean of Students' Affairs – 1</u>	Member
3. <u>Associate Dean of Students' Affairs – 2</u>	Member
4. Chairman, Cultural Board	Member
5. Chairman, Sports Board	Member
6. Chairman, Technical Board	Member
7. Chairman, Students' Welfare Board	Member
8. Chairman, Hostels' Affairs Board	Member
9. Vice President	Secretary
10. General Secretary, Cultural	Member
11. General Secretary, Sports	Member
12. General Secretary, Technical	Member
13. General Secretary, Hostel Affairs	Member
14. General Secretary, Students' Welfare	Member
15. Deputy Registrar/ Assistant Registrar, Students' Affairs	Non-Member Secretary

##### 5.1.2

The aim of the Gymkhana Council is to help the President in discharging his duties with relation to activities of the Gymkhana. It shall act as the executive wing of the Students' Affairs Council. The Students' Executive Committee (SEC) shall interact closely with the Gymkhana Council. All matters requiring co-ordination among the Boards of the Gymkhana and requiring participation of the faculty members of the Gymkhana shall be discussed and examined in the Council.

##### 5.1.3

It shall review the working of Cultural, Sports, Technical, Students' Welfare and Hostels' Affairs Boards.

### 5.2

#### Cultural Board

##### 5.2.1

##### Composition

• Chairman, Cultural Board	Chairman
• General Secretary, Cultural	Member Secretary

- |  |         |
|--|---------|
| • Secretaries of various subcommittees (clubs/cells/societies) | Members |
| • Convener, Alcheringa   | Member  |
| • Concerned Instructors  | Members |

#### 5.2.2

The aim of the Cultural Board is to organize and promote all extra-curricular cultural activities and any other items referred by the Students' Senate.

#### 5.2.3

Chairman, Cultural Board, shall head the Board.

#### 5.2.4

The General Secretary, Cultural shall be the Secretary of the Board and shall supervise and coordinate all cultural activities.

#### 5.2.5

The Board may call upon the Cultural Secretary of any or all hostels to attend Board meetings and coordinate with it.

#### 5.2.6

The General Secretary, Cultural shall be the Convener of *Manthan*, the intra-IITG cultural festival. The Cultural Board shall be the main organizing Board.

#### 5.2.7

Convener, Alcheringa shall be the convener of *Alcheringa*, the annual cultural festival. The Convener, Alcheringa shall be responsible for planning, organization and execution of all activities for and related to Alcheringa.

#### 5.2.8

The following clubs and committees may be part of the Cultural Board. The General Secretary can resolve changes and execute after approval by respective Board Chairman and DoSA.

- Music Club
- Performing Arts Club
- Movie Club
- Photographic Club
- Literary Club
- Fine Arts Club
- Publication Subcommittee
- Anchoring Club
- Alcheringa Committee
- Choreography Club

### 5.3

#### **Sports Board**

##### 5.3.1

#### **Composition**

- |   |                  |
|---|------------------|
| • Chairman, Sports Board  | Chairman         |
| • General Secretary, Sports                                       | Member Secretary |
| • Secretaries of various sub-committees (clubs/ cells/ societies) | Members          |
| • Concerned Instructors   | Members          |

##### 5.3.2

The aim of the Sports Board is to organize and promote all extra-curricular activities in the field of Sports and any other items referred by the Students' Senate.

##### 5.3.3

Chairman, Sports Board, shall head the Board.

##### 5.3.4

The General Secretary, Sports shall be the Secretary of the Board and shall supervise and coordinate all its activities.

##### 5.3.5

The Board may call upon the Sports Secretary of any or all hostels to attend meetings and coordinate with it.

##### 5.3.6

The General Secretary, Sports shall be the Convener of *Spirit* - the inter-college sports competition. The Sports Board shall be the main organizing Board.

##### 5.3.7

The General Secretary, Sports shall be responsible for coordinating the preparations of inter-IIT sports meet.

##### 5.3.8

The following clubs and committees may be part of the Sports Board. The General Secretary can resolve changes and execute after approval by respective board Chairman and DoSA.

- Cricket Club
- Football Club
- Basketball Club



- Volleyball Club
- Tennis Club
- Athletics and Gymnastics
- Table Tennis Club
- Aquatics Club
- Badminton Club
- Hockey Club
- Weightlifting Club

#### 5.4

##### **Technical Board**

##### 5.4.1

The aim of the Technical Board is to organize and promote all extra-curricular activities including hobbies technical and scientific in nature and any other items referred by the Students' Senate.

This Board shall come into existence whenever two or more technical clubs are started under the Students' Gymkhana.

##### 5.4.2

##### **Composition**

- |  |                  |
|--|------------------|
| • Chairman, Technical Board                                    | Chairman         |
| • General Secretary, Technical                                 | Member Secretary |
| • Secretaries of various subcommittees (clubs/cells/societies) | Members          |
| • Convener, Techniche  | Member           |
| • Concerned Instructors  | Members          |

##### 5.4.3

The Chairman, Technical Board, shall head the Board.

##### 5.4.4

The General Secretary, Technical shall be the Secretary of the Board and shall supervise and coordinate all activities.

##### 5.4.5

Convener, Techniche shall be the convener of the annual technical festival *Techniche*.

##### 5.4.6

The Convener, Techniche shall be responsible for the planning, organization and execution of all activities for and related to Techniche.

#### 5.4.7

The following clubs and committees may be part of the Technical Board. The General Secretary can resolve changes and execute after approval by respective board Chairman and DoSA.

- Robotics Club
- Astronomy Club
- Entrepreneurial Development Cell
- Science and Quiz Club
- Techniche Committee
- Environment Club
- Electronics Club
- Aeromodelling Club
- Coding Club
- RadioG

#### 5.5

##### **Hostels' Affairs Board**

##### 5.5.1

The aim of the Hostels' Affairs Board is to act as the central coordinating authority for all hostels.

Its main function is to coordinate and execute all activities related to hostels through the Hostel Management Committees of all hostels.

##### 5.5.2

##### **Composition**

- |  |   |
|--|---|
| • Chairman, Hostels' Affairs Board     | Chairman                                      |
| • General Secretary, Hostel Affairs    | Member Secretary                              |
| • General Secretaries of all Hostels   | Members                                       |
| • Wardens of all Hostels               | Members                                       |
| • Associate Wardens of all hostels     | Members                                       |
| • Deputy Registrar/Assistant registrar | Non Member, Jt. Secretary (Nominated by DoSA) |

##### 5.5.3

Chairman, Hostels' Affairs Board, shall head the Board.

##### 5.5.4

The General Secretary, Hostel Affairs shall be the Convener of the Hostels' Affairs Board and shall supervise and coordinate all hostel activities.

5.5.5

The concerned Warden/ Associate Warden shall conduct all Elections for hostel representatives.

5.5.6

The rules and regulations for management of the hostels will be as per the "Hostel Affairs' Constitution", a separate document approved by the Board of Governors.

5.6

**Students' Welfare Board**

The Students' Welfare Board shall broadly address the overall well-being of the students of the institute. Its scope of activities shall include among various welfare activities counselling services to students, with Counselling Cell as a sub-committee of the Students' Welfare Board.

5.6.1

**Composition**

- |  |                  |
|--|------------------|
| • Chairman, Students' Welfare Board    | Chairman         |
| • Faculty in-charge, Counselling Cell  | Member           |
| • General Secretary, Students' Welfare | Member Secretary |
| • Hostel Welfare Secretaries           | Members          |

5.6.1.1

The following clubs and committees shall be part of the Welfare Board. The General Secretary can resolve changes and execute after approval by respective Board Chairman and DoSA.

- Youth Empowerment Club
- Social Service Club
- Students' Advisory Council
- Interaction Club

5.6.2

**Functions of the Board**

The Students' Welfare Board will handle matters relating to the welfare of the students. It will oversee the Counselling Cell.

The Students' Welfare Board will facilitate such activities, which shall help students with

- Challenges of initial adjustment to an alien environment.
- Demands of a rigorous academic programme in a highly competitive atmosphere.
- Pressures of graduating into adulthood and apprehensions about the life ahead of them.

This may be achieved by activities such as,

- Fresher's induction programs at the start of each academic year.
  - Invited talks by professional counsellors (Mass Therapy), talks on personality and academic skills development etc.
  - Faculty-staff-student informal get-togethers, or any such similar activities.
1. The Board shall provide counselling and support to students, through the Counselling Cell members.
  2. Decisions about referring a case to professionals shall be made by the coordinators and faculty members, in consultation with the invitees.
  3. The members shall have the responsibility of providing active support to students, and act as a feedback system for the SWB.
  4. The SWB shall also deal with cases of students in need of financial assistance.
  5. It shall also try to help needy students with part-time jobs, or jobs in summer vacations to meet their financial needs.
  6. The SWB shall manage the Students' Welfare Fund.

#### 5.6.3

##### **Nomination of members and coordinators**

- Membership shall be voluntary.
- Student members shall be proposed by the Vice President, in consultation with Students' Senate, and appointed by the President.
- Faculty members shall be appointed by the President in consultation with the Director.
- Members shall be appointed for a two year term.

The President from among the Student Members shall appoint coordinators.

#### 5.6.4

##### **Back-End Support**

The council shall receive back-end support from various sections such as,

- Faculty Advisers of departments
- Academic Section
- Administration Section
- JEE/GATE Cell
- Security

5.6.5

**Counselling Cell**

The counselling cell shall provide personal and psychological counselling to students needing such support during their stay at the Institute campus. The counselling services shall include providing career, personal and psychological, and any other counselling to the students. The council shall have professionals associated with it, who shall be available on call.

5.6.5.1

**Members:**

- Faculty in-charge, Counselling Cell
- 1 faculty member, nominated by the President
- 3 student coordinators, nominated by the President
- Supporting Members
  1. The Students' Welfare Board shall be supported by members from Faculty (8-12) and Students (20 – 25), who shall be responsible for dealing with specific cases, and provide feedback to the Board.
  2. The students shall also be responsible for identifying and reporting to the Board cases of students requiring support well in advance.
  3. These members from faculty and students, and also the Wardens shall undergo periodic training sessions with professional counsellors to train them for counselling. The Students' Welfare Board shall conduct these sessions.

The total number of supporting members may be revised from time to time as the student strength increases.

- Invitees
  - a. 1 campus medical doctor
  - b. 1 Professional counsellor/psychiatrist
  - c. 1 career counsellor

5.6.5.2

**Handling of a case by Counselling Cell**

1. The cell shall operate under an oath of confidentiality. Whenever a case is reported, the case shall be assigned to counsellors from the supporting members.
2. The details of the case shall only be accessible only to these counsellors and coordinators.
3. The coordinators shall periodically review the case, take feedback from various back-end supports, and help the counsellors.
4. The coordinators shall decide, in consultation with invitees, when to refer the case for medical attention.

5.7

**Gymkhana Instructors**

- a. The Gymkhana Instructors shall be involved in the management and conduct of various activities of the Gymkhana including activities related to NCC/ NSO/NSS, and any other duty assigned by the Chairman of the different Boards viz. Cultural/Sports/Technical. They will report to their respective Chairmen.
- b. The instructors shall keep the inventory of all related items.
- c. The instructors shall be responsible for maintenance of facilities like fields, equipment and related items.
- d. The instructors shall be in-charge of coaching and training programs in the areas assigned by the Chairman Cultural/Sports/Technical including activities related to NCC/ NSO/NSS.

**6.0**

**EXTERNAL BODIES AND THEIR ROLE IN GYMKHANA**

**Centre for Career Development**

The Centre for Career Development shall have student representatives from the final year batch. The representatives shall be:

1. General Secretary, Centre for Career Development (final year undergraduate)
2. Representatives of all branches (final year undergraduate)
3. PG representative (final year M.Tech)
4. PG representative (PhD)

These representatives shall be elected by the respective batches, in the second week of March.

The Faculty in-charge, Centre for Career Development shall report to the Director, as the Chairman SAC. The SAC shall review its progress and formulate general policy guidelines for its functioning.

**Alumni Affairs & External Relations (AA&ER)**

The AA&ER will handle all matters concerning with AA&ER. It will be headed by the Dean of AA&ER. He will be nominated by the Director. The Dean shall form a team to assist him as may be deemed necessary. The AA&ER will also interact and co-ordinate Institute interfaces with various Alumni bodies that may exist from time to time.

The Dean of AA&ER shall report to the Director, as the Chairman SAC. The SAC shall review its progress and formulate general policy guidelines for its functioning.

## **7.0**

### **GENERAL ELECTIONS FOR STUDENT BODIES**

#### **7.1**

1. Elections shall be conducted by Election Council headed by the Chief Election Officer to be appointed by committee consisting of DOSA and Vice-President by 1<sup>st</sup> January.
2. The general elections shall be conducted between 15<sup>th</sup> to 25<sup>th</sup> January.
3. The elected members shall take charge after the Handover Ceremony in the first week of March. A joint session of the Students' Senate will be held prior to the hand-over i.e. on 10<sup>th</sup> February.

#### Note:

Student representatives of Gymkhana Council, Student Alumni Interaction Linkage Cell (SAIL), Students' Academic Board (SAB) and Centre for Career Development must have a joint handover ceremony in the first week of March. This will enhance them to work together.

#### **7.2**

The general elections will be held for the following posts:

1. Vice-President, Gymkhana Council
2. General Secretary, Cultural
3. General Secretary, Sports
4. General Secretary, Technical
5. General Secretary, Hostel Affairs
6. General Secretary, Welfare
7. Under Graduate Senators
8. Post Graduate Senators
9. Girls' Senators

#### **7.3**

All bonafide students of the institute shall have a right to vote in general elections.

Post Graduate Senators shall be elected by bonafide post graduate students.

Under Graduate Senators shall be elected by bonafide under graduate students.

The Girls' Senators shall be elected by the bonafide girl students.

#### **7.4**

The Students' Affairs Section shall conduct all elections, except elections for hostel representatives.

The concerned Warden/ Associate Warden shall conduct elections for hostel representatives.



7.5

In the event of a post falling vacant midterm, by-elections shall be held only for the posts of executives and Vice President.

In case of vacancy arising for other posts, the Students' Senate shall propose the name of a candidate, who shall then be appointed by the President.

7.6

No student shall be allowed to contest for more than one post in the elections.

At any point of time, a student may hold only one post in any of the committees/boards.

In very special cases, the President may permit a student to hold more than one post.

7.7

Each candidate, prior to filing of nomination papers for a post, shall have to submit to the President a plan of activities he/she wishes to pursue.

On being elected to a post, they shall have to submit a detailed activity calendar for the entire term, by a date to be decided by the Vice President.

The Students' Senate shall use this document for regular appraisals of the working of the elected representatives.

7.8

**The procedure for selection of Club Secretaries** is as follows:

- After the general elections the General Secretary of each Board shall propose the various positions for clubs as per requirement for smooth execution of the Board activities throughout the year in the joint students' senate meeting on 10<sup>th</sup> February. Nominations for the same can be called after approval from respective board Chairman and DOSA.
- The students who have sent nominations for a post will be interviewed by a committee consisting of Chairman, General Secretary of respective board and Vice-President.
- The Club Secretaries who are nominated by the committee will be ratified in students' senate.

## **8.0**

### **FINANCES OF THE GYMKHANA COUNCIL**

#### **8.01**

##### **Income**

The total funds of the Students' Gymkhana shall comprise of:

- Contributions made by the Students as annual Gymkhana fees, approved by the institute.
- Contribution made by the Institute, as may be deemed necessary by the institute, provided for in the budget estimates for the particular year.
- Funds from other sources such as membership fees of clubs, sale of tickets for professional programmes, sponsorship, ad-hoc contribution from the institute etc.

#### **8.2**

##### **Budget**

##### **8.2.1**

The Boards shall finalize their annual budget and the executive concerned shall present it to the Students' Senate for ratification.

##### **8.2.2**

If the Students' Senate advises some changes in the budget of any Board, the corresponding executive shall meet their Board members to modify the budget proposal, which shall be put up to the Students' Senate for ratification.

##### **8.2.3**

Students' Senate shall pass the Annual Budget, and present it to the Gymkhana Council. The Council may send the budget back to the Senate if it is against Institute policies and norms. The Council will place the Budget to the Director for approval.

##### **8.2.4**

The budget estimate shall be reviewed after six months of working and a revised budget will be prepared.

##### **8.2.5**

The guiding spirit in the expenditure of the Gymkhana shall be economy at all stages and in all possible ways.

8.3

**Annual Report**

The Students' Executive Committee shall present an Annual Report before a joint session of the Students' Senate at the end of a year in April, comprising outgoing and incoming members of the Senate. Each club / committee / Board shall prepare a report of their activities and these shall form part of the Annual Report.

The Annual Report must include:

- a. Report on the Activities of all the constituents of the Students' Gymkhana
- b. A balance sheet (of income/ expenditure)
- c. Recommended actions

## **9.0**

### **BYLAWS**

#### **9.01**

Recommendation for amendment of articles of the Statutes shall require the support of at least three fourths of the total strength of the Students' Senate.

#### **9.02**

Amendment of Rules and Procedures of the Students' Senate (Appendix I) shall require the support of at least 2/3 of the total strength of the Students' Senate.

#### **9.03**

The Students' Senate can terminate any student executive from office by passing a no confidence motion supported by at least 2/3 of its total strength.

#### **9.04**

Any executive, Students' Senate functionary or member of councils/committees can be censured for his action with the support of at least 1/2 of the total strength of the Students' Senate.

#### **9.05**

The Vice-President shall call and chair general body meetings. He/ she shall be obliged to call a general body meeting if requisitioned by the President or at least 1/3 of the total strength of the Students' Senate or at least 1/4 of the total strength of the general body.

#### **9.06**

- a. The Vice-President of the Students' Senate shall be obliged to call a meeting of the Students' Senate within 48 hrs. If requisitioned by the President or by at least 1/3 of the total strength of the Students' Senate.
- b. In case a meeting of the Students' Senate is requisitioned with a public notice under Article 9.06(a) to take up a no-confidence motion against the Vice-President, the Vice-President must have the issue discussed and voted upon by the Students' Senate within 48 hrs. Or within the time limit specified by the President. Failing this 2/3 or more than 2/3 of the total strength of the Students' Senate, may by President's consent and a public notice terminate the Vice-President and appoint a new Vice President.

#### **9.07**

The Chairman/ Convener of any Board/ standing or ad-hoc committee of the Students' Senate shall be obliged to call a meeting of the same if requisitioned by at least 1/3 of its total strength.

9.08

For general students' opinion on a particular issue, the Students' Senate may go for a referendum. All referendums shall be conducted by a referendum-in-charge to be appointed by the President. Referendums can be held only with the approval of the Chairman SAC.

9.09

Notwithstanding any other provisions for a referendum existing in the Constitution, a referendum to impeach an executive can be held only if 1/2 or more of the total strength of the Students' Senate votes in favour of this.

## **Appendix I**

### **STUDENTS' SENATE**

#### **RULES AND PROCEDURES**

#### **1 SESSIONS OF THE STUDENTS' SENATE**

##### **1.1 Frequency**

The Students' Senate shall meet on 10<sup>th</sup> of every month, except in summer and winter holidays.

##### **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.
- c. Every Board general secretary must submit plan of action for upcoming months and report of events held in previous month. The plan of action, report should contain date, time, venue and budget of the event with.
- d. General Secretary, HAB should submit the minutes of GBM, HMC meetings held in all the hostels in previous month.
- e. Event reports of Alcheringa and Udgam should be submitted latest by 10<sup>th</sup> March and Techniche latest by 10<sup>th</sup> October.

##### **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 up to 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

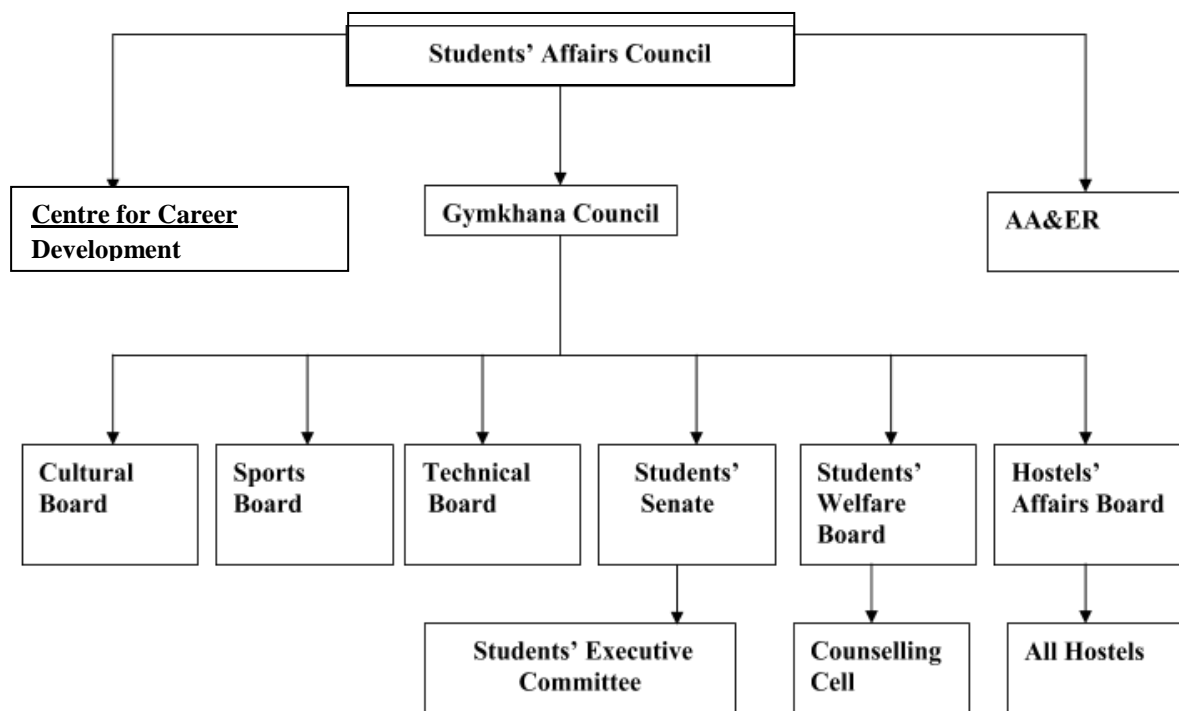
### **4.2 Point of Order**

- 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.

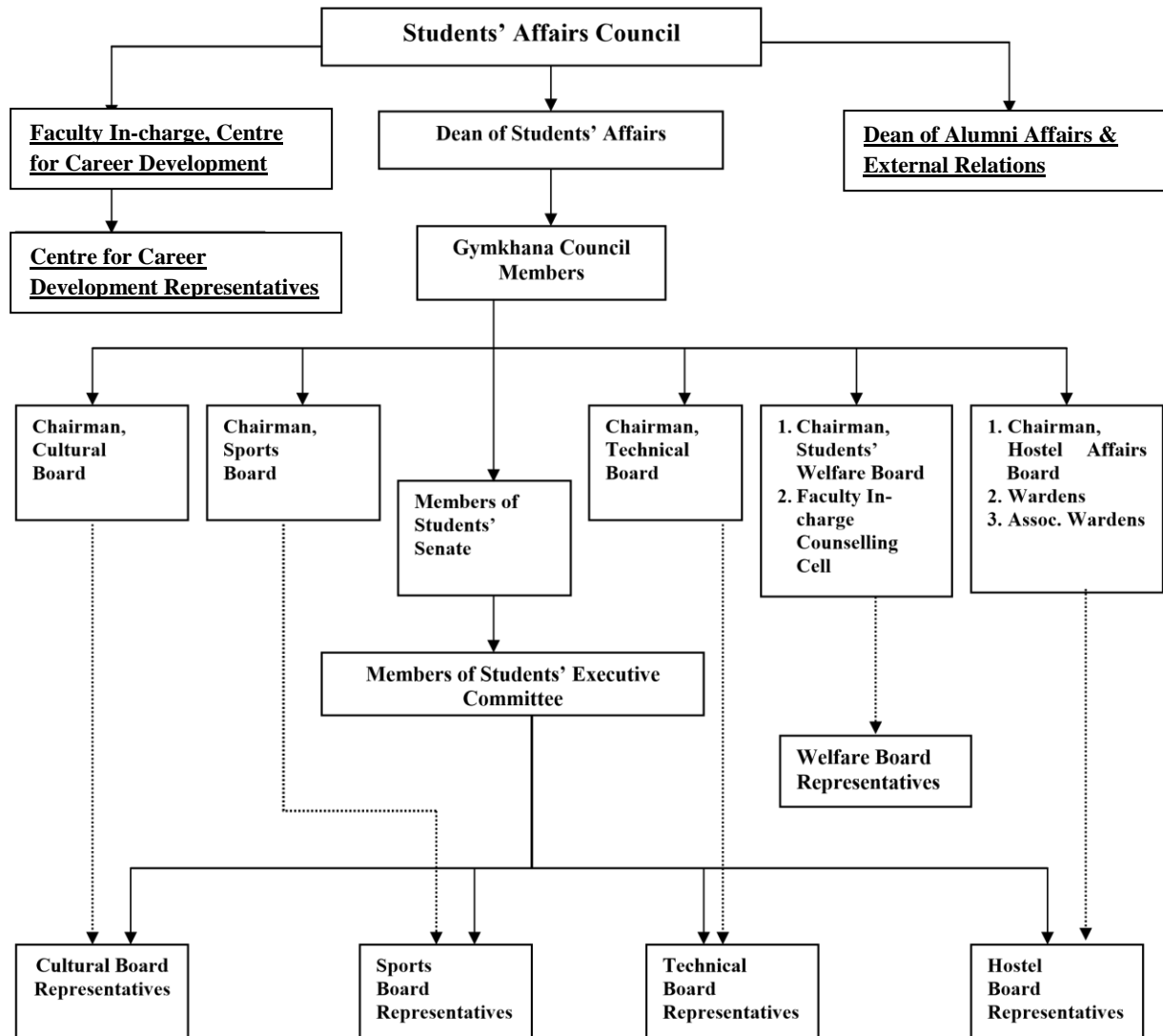
### **4.3 Order of Business**

- 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.

**HIERACHICAL STRUCTURE OF COUNCILS/CELLS/BOARDS**



## HIERARCHICAL STRUCTURE OF POSTS OF FACULTY AND STUDENT REPRESENTATIVES OF VARIOUS COUNCILS/CELLS/BOARDS



**ANNEXURE – 4**

**EXISTING 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 Officer (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.
- 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 in any of the disciplinary / enquiry committee (SDC/IHDC/HDC/DDC etc.).
- The Chief Election Officer 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 nomination day 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.
- Every contestants needs to be part of general debate and he/she must present his/her agenda to general body of students.

### **Right to Vote:**

All bonafide students of the Institute shall have a right to vote in General Elections. The Electronic Electoral Poll form should have "None of the above" option.

**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.

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