



ELECTION COMPENDIUM 2024

Guidelines governing the Student Gymkhana Council elections at IIT Guwahati



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1. General

This compendium is set up to clearly define how elections should be conducted and to guarantee fairness, maintain order, and protect the legitimacy of the election process. These rules outline the guidelines for election campaigning and help to ensure that the election is carried out in a just and impartial manner.

1.1. Principles

The Elections Committee firmly believes in upholding the following principles for conducting elections:

- **Respectfulness:** All students, candidates, and election staff must be treated with dignity and respect.
- **Fair Play:** Candidates must not engage in any actions that grant them an unfair advantage over others.
- **Consultation:** In the event of uncertainty, candidates should seek clarification from the Elections Team prior to taking any actions.

1.2. Structure

The structure for the student gymkhana is as follows for which general elections will be held:

- Vice President, SGC.
- Institute General Secretary, Cultural Board.
- Institute General Secretary, Hostel Affairs Board.
- Institute General Secretary, Sports Board.
- Institute General Secretary, Students' Welfare Board.
- Institute General Secretary, Technical Board.
- Institute General Secretary, Students' Web Committee.
- Institute General Secretary, Student Alumni Interaction Linkage.
- Senators - Under Graduate (7). (Both Boys and Girls).
- Senators - Girls (3)
- Senators - Post Graduate (7). (Both Boys and Girls).

The procedure for the selection of Club Secretaries and Event managers is as follows:

- Nominations for the club secretaries and event managers can be called after approval from the respective board Chairman and DoSA after the proposal has been made in the following joint senate meeting.
- The students who have sent nominations for a post will be interviewed by a committee consisting of the Chairman and Institute General Secretary of the respective board along with the President (SGC) and two nominated senators for the respective board.
- The Club secretaries and event managers who are nominated by the committee will be ratified in the students' senate.

The structure for each board is as follows:

1.2.1. Technical Board:

- Overall Coordinator, Technical Board
- Events Manager, Technical Board
- Content Writer, Technical Board
- Design Head, Technical Board
- Institute Secretary, Aero modelling Club
- Institute Secretary, Astronomy Club
- Institute Secretary, Coding Club
- Institute Secretary, Consulting and Analytics Club
- Institute Secretary, Electronics Club
- Institute Secretary, Entrepreneurial Development Cell
- Institute Secretary, Finance and Economics Club
- Institute Secretary, Green Automobile Club
- Institute Secretary, IITG.ai
- Institute Secretary, Prakriti Club
- Institute Secretary, Robotics Club
- Institute Secretary, Science and Quiz Club
- Institute Joint Secretary, White Space Design Club
- Overall Coordinator, Entrepreneurial Development Cell

- Overall Coordinator, 4I Labs
- Convener, Techniche
- Convener, Udgam

1.2.2. Hostel Affairs Board:

- Hostel General Secretary, Barak
- Hostel General Secretary, Brahmaputra
- Hostel General Secretary, Dhansiri
- Hostel General Secretary, Dihing
- Hostel General Secretary, Disang Girls Wing
- Hostel General Secretary, Disang Boys Wing
- Hostel General Secretary, Gaurang
- Hostel General Secretary, Kameng
- Hostel General Secretary, Kapili
- Hostel General Secretary, Lohit
- Hostel General Secretary, Manas
- Hostel General Secretary, Married Scholars
- Hostel General Secretary, Siang
- Hostel General Secretary, Subansiri
- Hostel General Secretary, Umiam
- Institute Joint Secretary, Infrastructure
- Institute Joint Secretary, Services

1.2.3. Sports Board:

- Events Manager, Sports Board
- Girl's Representative, Sports Board
- Design Coordinator, Sports Board
- Institute Secretary, Athletics Club
- Institute Secretary, Aquatics Club
- Institute Secretary, Badminton Club
- Institute Secretary, Basketball Club

- Institute Secretary, Bodybuilding Club
- Institute Secretary, Chess and Carrom Club
- Institute Secretary, Cricket Club
- Institute Secretary, Hockey Club
- Institute Secretary, Kho-Kho Club
- Institute Secretary, Football Club
- Institute Secretary, Squash Club
- Institute Secretary, Table Tennis Club
- Institute Secretary, Tennis Club
- Institute Secretary, Weightlifting Club
- Institute Secretary, Volleyball Club
- Spirit Convener, Sports Board

1.2.4. Students' Welfare Board:

- Joint Secretary, Students' Welfare Board
- Events Manager, Students' Welfare Board
- Club Secretary, Academic Initiative Club
- Club Secretary, Red Ribbon Club
- Club Secretary, Rights and Responsibilities Club
- Club Secretary, Saathi Counselling Cell
- Joint Secretary, Saathi Counselling Cell
- Club Secretary, Social Service Club
- Club Secretary, Youth Empowerment Club

1.2.5. Cultural Board:

- Overall Coordinator, Cultural Board
- Events Manager, Cultural Board
- Design Coordinator 1, Cultural Board
- Design Coordinator 2, Cultural Board
- Inter IIT coordinator - Cultural Board
- Institute Secretary, Anchoring Club

- Institute Secretary, Culinary Club
- Institute Secretary, Dance Club
- Institute Secretary, Debating Society
- Institute Secretary, Drama Club
- Institute Secretary, Fine Arts Club
- Institute Secretary, Literary Society
- Institute Secretary, Movie Club
- Institute Secretary, Music Club
- Institute Secretary, Photography Club
- Institute Secretary, Radio G Club
- Convener - Spic Macay
- Student Coordinators (Boy and Girl)- Ek Bharat Shreshtha Bharat

Any inclusion or deletion of posts will be made in the SAC meeting.

1.3. Election Commission

- The Dean, Student Affairs shall appoint the Chief Election Officer (CEO) and 2 Election Officers (EO) for conducting the elections in consultation with the Vice President, SGC.
- The Dean (SA) and the CEO and EOs shall appoint a team of selected nominees to help conduct the elections. The Dean (SA), CEO, EOs and Nominees shall comprise the election commission(EC). The CEO and EOs shall decide the date of election after the start of the even semester.

1.4. Tentative Schedule

Date		Date	
28th February 2024	Nomination Begins	14th March 2024	Debates
3rd March 2024	Nomination Deadline	15th March 2024	
4th March 2024	First List release	16th March 2024	
	Verification begins	17th March 2024	
	Nominations for empty positions begins	18th March 2024	
	Application withdrawal begins	19th March 2024	
6th March 2024	Empty positions deadline	20th March 2024	
	Withdrawal deadline	21st March 2024	Election Silence
9th March 2024	Final list release	22nd March 2024	Election Day
	Official meeting of final candidates with Election Commission	24th March 2024	Election Results
12th March 2024	Debates		
13th March 2024			

2. Nominations

2.1. Eligibility Criteria

2.1.1. Eligibility Criteria for Contestants:

- They must be a bonafide student of IIT Guwahati.
- They must have registered for at least 2 semesters and should have at least 2 semesters of stay remaining.
- They should have CPI greater than 6.0 (in the case of UG) and 6.5 (in the case of PG).
- They must not have any active backlog at the time of contesting. F grade in minor courses or additional learning will not be considered an active backlog.
- A dropped compulsory course shall be considered an active backlog.
- They should have cleared the minimum prescribed credits constituting core courses, institute electives, and departmental electives at the time of contesting.
- A contestant who has resigned from the position of Gymkhana/any representative post previously, during their tenure, is not eligible to contest for any SGC position.
- At the time of application, a contestant should not have been tried and/or convicted of any criminal offence or misdemeanours. The contestant must not have been proven guilty by any disciplinary committee.
- Chief Election Officer will be the authority for any discrepancies in eligibility criteria and Students' Senate will be the Appellate Authority.
- The decision of the Dean of Students Affairs (DoSA) will be binding in all cases of disputes and exceptions to these rules.
- They, who were rejected during the general elections by the electoral body (NOTA getting the maximum votes) cannot contest for the same post at a later time.
- They must not hold a Position of Responsibility in any of the campus fest teams i.e. Alcheringa, Techniche, Udgam, Spirit, or Research Conclave during their tenure.

2.1.2. Eligibility Criteria for the nominated post of Club Secretary and elected posts of Hostel Management Committee:

- They must be a bona fide student of IIT Guwahati.
- They must have registered for at least 2 semesters and should have at least 2 semesters of stay remaining.
- No active backlogs in credit courses.
- A dropped compulsory course shall be considered an active backlog.
- They should have cleared the minimum prescribed credits constituting core courses, Institute electives, and departmental electives at the time of contesting.
- No candidate can hold posts in the Students' Gymkhana Council and Hostel Management Committee simultaneously.
- Candidates who have resigned from the Students' Gymkhana Council cannot contest again.

2.2. Rules for nominations

- The contestants must fill the nomination with detailed agendas, videos, and related credentials on the SWC election portal.
- All the contestants will have to be proposed by one registered student and seconded by one registered student on the nomination form.
- For the post of UG Senator, only UG (boys/girls) can contest. For the post of PG Senator, only PG (boys/girls) can contest. For the post of Girls Senator, only Girls (UG / PG) can contest.
- A student belonging to the corresponding electorate can propose or second the candidate and he/she can propose/second only one candidate.
- A candidate cannot propose/second himself or any other candidate contesting the elections for any post.
- No member of the Election Council can propose or second any candidate.
- No member of the Election Council can contest an election for any post inside the student senate.
- Withdrawals, if any, must be made by the contestants, by writing a mail to the Election Commission at elections@iitg.ac.in until the specified date.

- Candidates contesting for any position in Gymkhana must get their credentials verified on the day specified by the Election Commission.
- The Election commission, along with Dean of Students' Affairs and the Assoc.Deans of Students' Affairs will function as a verification body for each candidate's agenda and manifesto. Recommendations given by this body shall be final, and failure to adhere to them may result in cancellation of candidature.
- The final list of contestants shall be sent to all the students by the CEO soon after closing the date for nomination.

2.3. Filing of nominations

- Nominations for all posts shall be filled here at [Election Portal \(iitg.ac.in\)](http://iitg.ac.in).
- Any student/scholar fulfilling the respective criteria for a post can login to the election portal and submit the details as required.
- Each candidate's nomination should be supported by a Proposer and a Secunder, both of whom shall belong to the electorate represented by the post sought by the candidate
- No one can propose/second more than one candidate for a post.

2.4. Verification of nomination

- Verification of eligibility and declarations submitted during nomination shall be carried out by the Election Commission (in an online or offline mode that will be announced in a future notification).
- In case of doubt, candidate shall submit the Election Commission with relevant documents proving their eligibility when called for. Failing to do so would result in disqualification.

2.5. Re-nomination process

- Re-nominations shall be called if the number of valid nominations filed is less than the number of positions for which nominations have been called.
- All the rules related to the nomination process apply to the re-nomination process as well.
- No nominations shall be filed after the period for re-nominations has ended.

3. Documents to be submitted

- Profile Photo
- Grade card proof (for both candidates and witnesses)
- Pitch video, which will be:
 - 2 minutes long for senators, and
 - 3 minutes long for executive posts
- Manifesto
- Tagline

4. Campaigning

Campaigning is any activity designed to raise an individual's profile as a candidate amongst the whole or part of the electorate.

4.1.1 General Code of Conduct

- Campaigning by or for a contestant including by means of posters, pamphlets, chits, door-to-door or classroom canvassing, public events (other than those organised/authorised by the EC) or any other such sort of venture is not allowed.
- No candidate shall be permitted to carry out processions or in any way canvass or distribute propaganda inside or outside the university/college campus.
- Candidates may campaign only during the published campaigning period, i.e., from the release of the final list to the day of election silence.
- Candidates may not publicly announce their candidacy until the campaigning period opens.
- The election commission encourages discussion of agendas by the general student body. Social media campaigning will take place through the following channels:
 - Instagram: One can only share official unedited EC created content on stories. Creation/sharing of unofficial posts, reels is prohibited. MASS MESSAGING IS STRICTLY PROHIBITED. No negative comments can be expressed against any candidates.

- WhatsApp: One can only share official unedited Election Commission created content on status. Creation/sharing of unofficial posts, reels is prohibited. MASS MESSAGING IS STRICTLY PROHIBITED. No negative comments can be expressed against any candidates.
- Facebook: Campaigning only on the official Election Commission created group is allowed. No other means is permitted.
- E-mails: No means of emailing is permitted.
- It is strictly advised that contestant names should not be mentioned in any of the mails/messages except for those sent by the CEO during the period of election.
- Residential life of campus residents should not be disturbed, and they shouldn't feel any sort of inconvenience.
- There shall be no appeal to hostel, religion, creed, caste, race, gender or communal feelings for securing votes. Places of worship, within or without the campus shall not be used for election propaganda.
- No candidate shall indulge in, nor shall abet, any activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic, or between any group(s) of students.
- Anti-campaigning in any form is strictly prohibited.
- Criticism of other candidates, when made during Election Commission organised/authorised events, shall be confined to their policies and programs, past record and work. Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the other candidates or supporters of such other candidates. Criticism of other candidates, or their supporters based on unverified allegations or distortion shall be avoided.
- All candidates shall be prohibited from indulging or abetting, all activities which are considered to be "corrupt practices" and offences, such as bribing of voters, intimidation of voters, impersonation of voters, canvassing or the use of propaganda within 100 metres of polling stations, and the transport and conveyance of voters to and from polling station.
- Any sort of unofficial/financial/unethical dealings are strictly prohibited.
- Candidates must not combine into slates, which are groups of candidates who endorse each other and/or share campaign materials
- During the period of the elections no person, who is not a student on the rolls of the college/university, shall be permitted to take part in the

election process in any capacity. Any person, candidate, or member of the student organisation, violating this rule shall be subject to disciplinary proceedings, in addition to the candidature being revoked.

- On the day of polling and during public events organised by the EC, student organisations and candidates shall:
 - Cooperate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction,
 - Not serve or distribute any eatables, or other solid and liquid consumables
- Except the voters, no one without a valid pass / letter of authority from the election commission or from the college / university authorities shall enter the polling booths.
- Any individual, who is holding a post in current Gymkhana or current HMC will not be allowed to use his/her post for any sort of campaigning. If found guilty, he/she will be barred from further involvement in 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- SGC, ADoSA or DoSA. If the said individual is contesting for the election as well, in addition to suspension from club/ board activities, his/her candidature is liable to be cancelled.
- No member of the Election Commission shall oppose or support any contestant.
- The election team reserves the right to cancel any candidature if the code of conduct or the rules of election are not followed. In such cases, the Dean of Students' Affairs and the Assoc Deans of Students' Affairs will be the appellate authority. In case of cancellation of nomination by the EC, "3 working days" OR "one day prior to election will be provided to the contestant to appeal to DoSA/ ADoSA, whichever deadline is met first. If the cancellation takes place one day prior to election, and the contestant has less than 24 hours to appeal, the issue must be resolved before declaring the results.
- In case of cancellation of candidature, EC must send a detailed email to stud@iitg.ac.in, rs@iitg.ac.in. The mail should specify the name of contestant, the position contested for and the reason for cancellation of candidature.

- Dean of Students' Affairs and the Assoc. Deans of Students' Affairs will be associated with the Gymkhana General Election process. All the Chairperson of various boards will be the observers during the complete election process, to whom students can immediately report for any unfair activity.
- The Election commission, along with the Dean of Students' Affairs and the Assoc. Deans of Students' Affairs will function as a verification body for each candidate's agenda and manifesto. Recommendations given by this body shall be final, and failure to adhere to them may result in cancellation of candidature.
- Candidates are advised to keep in mind the scope of work of the position they are contesting for before presenting their agendas.
- Any instance of acute lawlessness or the commission of a criminal offence shall be reported to the police by the university / college authorities as soon as possible, but not later than 12 hours after the alleged commission of the offence.

Any contravention of any of the above recommendations may make the candidate liable to be stripped of his candidature, or his elected post, as the case may be. The election commission has the authority to decide the penalty based on the grievousness of the offence. The election commission / college / university authorities may also take appropriate disciplinary action against such a violator.

4.2. Public Events

4.2.1. Election Speech:

- This round will involve giving a public speech to an audience within a designated time frame.
- This round will be applicable to all (both senators and the executive) positions in the Gymkhana.
- Candidates are expected to listen and take note of the points raised by opposing candidates but are prohibited from interjecting or engaging in arguments during this time.
- Candidates will be required to address any doubts or questions raised by the audience as and when necessary.
- The allotted time for each position will be strictly adhered to.

4.2.2. General Debate:

- This round will be held exclusively for the General Secretary and Vice President positions.
- This round will feature all candidates contesting for the respective positions and a panel of adjudicators to oversee the debate.
- Candidates will be required to respond to questions posed by the adjudicators in front of the public audience.
- Candidates will be required to respond to questions posed by the general public audience.
- Candidates will be allowed to question and argue with opposing candidates regarding their answers and agendas.

It is to be noted that a comprehensive run-through and updates regarding the public event proceedings and guidelines will be shared prior to the actual debate.

5. Polling

5.1. Right to Vote

- The privilege of casting a vote in the Gymkhana Election is extended to all bonafide and registered students of the institute.
- Eligible voters who are present on campus on the voting day can exercise their right to vote at the designated polling station during the specified hours. Any instructions to voters, if applicable, will be displayed at the polling station and communicated via the official Mail, Facebook, and Instagram pages.
- The electronic electoral poll form will include a "None of the Above" option in accordance with the provisions specified in the voting system.

5.2. General Voting Norms

- For President and General Secretaries:
 - Voters shall have the option to vote for a candidate or indicate "None of the Above" (NOTA). The winner shall be determined based on the number of votes cast for each candidate. In the event that more than 50% of voters do not vote for any candidate, a selection process for those positions will be conducted after the election.
- For Senators:
 - Undergraduate (UG) students shall select up to seven members from the list of candidates contesting for the UG Senator position, and the top seven will be declared winners.
 - Postgraduate (PG) students shall select up to seven members from the list of candidates contesting for the PG Senator position, and the top seven will be declared winners.
 - Female students (either UG or PG) shall select up to three members from the list of candidates contesting for the Girl Senator position, in addition to the UG/PG Senators, and the top three will be declared winners.
 - However, voters may choose not to vote for any candidate. If more than 50% of voters do not vote for any candidate contesting for the Senator position, the election for those positions will be conducted again.

In the event of any vacant positions, the existing and incoming Senates, in consultation with the Dean of Student Affairs, shall make a joint decision to fill the vacancy.

5.3. Polling Venue

Polling Venues shall be set up and details of the same be made known to the voters in advance. Officers in Polling Booths shall be deputed through authorities concerned.

5.4. Electoral Verification

The booth officers shall obtain the Voter Identity Card from each voter.

5.5. Voting Instructions

Voting instructions will be made available to students in an appropriate format 48 hours before the elections. These shall be displayed in the polling booths.

6. Counting and Results

The results of the election shall be submitted by the CEO/Election Committee to the Dean of Student Affairs (DoSA). The DoSA shall then forward the results to the Director for review and approval. Upon receiving the approval from the Director, the election results will be officially declared to the student body.

7. Grievances

7.1. Complaints

- The Election Commission shall only conduct its investigations in relation to the complaints it has received.
- The Election Commission shall have the right to summon any student for the purpose of investigation.
- No complaints shall be considered by the Election Commission once the period of voting has ended.
- The Election Commission, along with the Associate DEAN of Student Affairs, shall serve as the authoritative body responsible for adjudicating complaints and determining appropriate courses of action.
- The DEAN of Student Affairs will be the final appellate authority.

7.2. Format

- All formal complaints must be made via this [form](#).
- No complaints will be entertained through any other medium (including but not limited to messaging, mailing etc).
- Written testimonies, testimonies of witnesses in front of the committee, photo evidence, video evidence, may be considered as evidence after their credibility has been established. Audio recordings where the person who did the recording or is a part of the recording testifies in favour of the evidence which is recorded may also be considered as evidence.

7.3. Time Limit

- All formal complaints must be submitted within 24 hours of the complainant becoming aware of the incident.
- The Election Commission shall act on all complaints within 24 hours after they are received by either dismissing them or accepting the complaint.
- If the committee accepts the complaint, then the Election Commission shall normally give its decision within an additional window of 48 hours and the written decision shall be communicated to the affected parties.

8. Sanctioning Guidelines

All the sanctions mentioned below will be superseded by the Institute Code of Conduct, and during violation, the perpetrator may face disciplinary action.

8.1. General:

- This article contains guidelines for sanctions based on the level of severity of the campaign violation.
- These are written only as a suggestion; the Election Commission is in no way handicapped or restricted by these guidelines.
- Sanctions shall be imposed in such a way that “the punishment fits the crime.” The purpose of imposing sanctions is to eliminate any unfair advantage the candidate may have gained by committing the violation.
- Repetition of violations may result in increased severity of action against the perpetrators.
- The level of penalty on an offence depends on the seriousness of the offence, intent behind the offence and previous infractions.
- The penalty need not be imposed in the order mentioned i.e it may be imposed in any order, at the discretion of the Election Commission. The same level of penalty may be imposed on a person more than once.

8.2. Sanctions:

The election commission may take independent decisions in case of any dispute related to the election. If any of the students are involved in the violation of the code of conduct, then one or a combination of these actions may be taken against them:

8.2.1. For candidates:

- Warning through the IITG mail-id.
- An email from the Election Commission specifying the offence of the candidate and asking a public apology for the same.

- Restriction on campaigning: Depending on the severity of the offence it might range from removal of the printed material like posters to partial/ complete restriction in campaigning for a few days.
- Removal of candidature and removal of voting rights.
- Case will be forwarded to DoSA for further consideration.

8.2.2. For general students:

- Warning through the IITG mail-id.
- Abolition of voting rights.
- Case will be forwarded to DoSA for further consideration.
- For students with positions of responsibility, Election Commission will recommend the suspension of POR to the DEAN of Student Affairs depending on severity of the violation.

9. Technical Support

Technical partners shall be beneficially engaged for smooth conduct of elections.

10. Coordinators

The Election Commission may select student coordinators to assist in conducting the elections. These coordinators shall not be members of the commission but shall work directly under the supervision of the commission. Applications shall be called for from the General Student Body. Absent applications, the Election Commission can nominate members.