



# **STUDENTS' REPRESENTATIVE COUNCIL IISER MOHALI**

## **CONSTITUTION PREAMBLE**

We, the students of Indian Institute of Science Education and Research (IISER) Mohali, hereby organize ourselves into a students' council named as "Students' Representative Council, IISER Mohali", henceforth known as the SRC, adopt and give to ourselves the following constitution. Many of the provisions in the constitution have been inspired by the recommendations of the Lyngdoh Committee (May 23, 2006), constituted by the Ministry of Human Resource Development, Govt. of India as per the direction of the Hon'ble Supreme Court of India to frame guidelines on students' union elections in colleges/ universities. The SRC shall have the following aims and objectives:

1. To represent the students' concerns and needs to the administration, address their grievances, and safeguard the students' common interests.
2. To foster an academic atmosphere in building scientific temper among the students and the society at large.
3. To uphold diversity, inclusivity, social justice, and egalitarianism within the campus community.
4. To align and shape the students' interests with the democratic movements across the country.



# PART I

## Article 0: Directive Principles

1. The Council will foster diversity and inclusion by encouraging the representation of marginalized groups in the Council.
2. The Council will play a proactive role in engaging with the Institute administration and strive for a greater say in the policies that affect the student community of IISER Mohali.

## Article 1

1. The Students' Representative Council shall work as an executive body where all matters concerning the IISER Mohali student community will be discussed and decisions are taken thereon.
2. The Council shall have a tenure of 1 year, post the elections after the notification of the election results by the Dean Students Office.

## PART II

### Definitions

#### Article 2: Definitions

1. Student: Any person who has registered as a bona fide student in any degree programme as defined by the Academic Senate of IISER Mohali.
2. Students' Representative Council (or, Council): The Student Representative Council has the following office-bearers:
  - (a) Convener
  - (b) General Secretary
  - (c) Academic Secretary
  - (d) Cultural Secretary
  - (e) Sports Secretary
  - (f) Two Class Representatives from BS-MS core year (first year)
  - (g) Five Batch Class Representative one from each department from pre-major year and each major year (third year, fourth year)
  - (h) Two MS-Thesis Batch Class Representatives from BS-MS final year (fifth year)
  - (i) One Int-Ph.D. Representative from each department
  - (j) One Ph.D. Representative from each department
  - (k) Two Hostel Representatives from each hostel (one from each wing)
3. As and when a new degree programme is instituted by IISER Mohali, new posts will be created in the Students' Representative Council accordingly.
4. Member: A student who is elected to be a part of the Students' Representative Council in General Elections, as mentioned in Article 2.6(a). Each member has one casting vote in sessions of the Council, as defined in Article 10.
5. Committees of the SRC: A committee which is constituted by members of the SRC or is under the purview of a member of the SRC.
6. Types of Elections:
  - (a) General Elections: Elections conducted by the Election Committee, as defined in Article 3, wherein the electorate votes for their candidates to constitute a new SRC.
  - (b) Interim Elections: Elections other than the General Elections, as defined by Article 2.6(a), to fill vacancies in the SRC post General Elections.
    - i. By-Elections: Elections conducted by the Election Committee, as defined in Article 3, wherein the electorate votes for their candidates to fill vacancies in the SRC for the following posts, as defined by Article 2.2: Convener, Academic Secretary, Cultural Secretary and Sports Secretary.
    - ii. Internal Elections: Elections conducted by the SRC for fulfilling vacancies in the SRC, as mentioned in Article 12, other than the posts mentioned in Article 2.6(b).i.
7. Nominated Member: A student who is elected to be a part of the Students' Representative Council in Internal Elections, as mentioned in Article 2.6(b).ii.
8. Extraordinary Matters:
  - (a) Special Amendments to the constitution
  - (b) Decisions involving direct action by all students
  - (c) Impeachment of any Council member
  - (d) Recognition of a Nominated Member, as defined by Article 2.7, as a Member, as defined by Article 2.4 of the SRC.

## PART III

### Elections

#### Article 3: Election Committee

1. The Election Committee will consist of regular faculty members of IISER Mohali presided by the electoral officer. The election committee will be nominated by the Dean Students from among the faculty members.
2. Election for new members of the Students' Representative Council will be conducted by the Election Committee on a suitable weekend.

#### Article 4: Election Procedure

1. An open house will be conducted by the Election Committee before the election, where each candidate gets a chance to canvass for their candidacy in the SRC.
2. Except for the post of Convener and General Secretary, all other posts of the Students' Representative Council are directly elected by the students through the election.
3. The voting will be by secret ballot, with each person having one vote for each post of the office bearer they are eligible to vote for. Each ballot will have a NOTA option. Objection during the voting procedure, if raised, has to be brought to the notice of officers of the Election Committee before the declaration of result.
4. Every student (as defined in Article 2.1) is eligible to vote for the post of Cultural, Academic, and Sports Secretary.
5. The BS-MS, Int-Ph.D., and Ph.D. Department Representatives will be elected by the students belonging to that particular department and programmes.
6. The Class Representatives of each class will be elected by the students enrolled in that particular class.
7. The students residing in a particular hostel shall elect the Hostel Representatives of their respective gender.
8. The General Elections as defined by Article 2.6(a) must be scheduled within two weeks after the 1st mid semester examination of the fall semester.

#### Article 5: Eligibility

1. Students with a CPI of 7.0 and above. This applies to Nominated Members also as defined by Article 2.7.
2. In case of a student who has been subject to disciplinary action of the institute, the Dean Students shall look into the gravity of the situation and use their discretion. If a student is convicted of sexual harassment or ragging, their appeals will not be considered and they will be strictly prohibited from contesting in the elections. After the nominations have been received, clearance needs to be obtained from each of the Institute's committees (such as DISCO, PAMC, Anti-Ragging Committee, ICC) and the final list of eligible contestants will be forwarded to the Election Committee by the Dean of Student Affairs.
3. Students in the first or final year of their Ph.D. or Int. Ph.D. program, or students on extension in their respective programs, are not eligible to be an office bearer in the SRC.
4. Students opting for an early exit from their respective program, cannot be an office bearer in the SRC.
5. Club conveners, co-conveners, SRMC, SRM Audit, or SRM Advisory can contest for the Students' Representative Council. However, if elected, they must resign from the other posts.
6. Once elected to the council, members can nominate themselves only to be part of committees that come under the purview of the SRC as defined by Article 8.
7. Students who have already been a member of the SRC, cannot contest in any subsequent General Elections, as defined in Article 2.6(a). However they can contest in Interim Elections. as defined in Article 2.6(b).
8. Eligibility for contesting the post of the Convener or General Secretary:

- (a) Second, Third or Fourth-year BS-MS students elected to the Students' Representative Council.
  - (b) Int-Ph.D. and Ph.D. students who have completed at least one year of coursework/research and not in their final year or on extension in the Institute.
  - (c) The three secretaries cannot contest for the post of the Convener or General Secretary.
9. Eligibility for contesting the post of Secretaries:
- (a) Second, Third or Fourth-year BS-MS students.
  - (b) Int-Ph.D. and Ph.D. students who have completed at least one year of coursework/research and not in their final year or on extension in the Institute.
10. Eligibility to contest the post of the Hostel Representative:
- (a) Any student who is not in the first or final year of their program or on extension, residing in that particular hostel, as ratified by the Dean Students' Office of IISER Mohali.
11. Eligibility for contesting the post of the BS-MS Batch Class Representative:
- (a) Second, Third, and Fourth-year BS-MS students belonging to that particular department.
12. Eligibility for contesting the post of the BS-MS Class Representative:
- (a) First-year BS-MS students.
13. Eligibility for contesting the post of MS-Thesis Representative:
- (a) Final-year BS-MS students.
14. Eligibility for contesting the post of the Int-Ph.D./Ph.D. Department Representative:
- (a) Students who are enrolled in the Int-Ph.D. program/Ph.D. program and not in their first or final year or on extension are eligible to contest for the post of Int-Ph.D. Representative/Ph.D. Representative of their department, respectively.

#### **Article 6: Nomination**

1. The nomination shall be accepted in the proforma prescribed by Article 5.
2. A student is eligible to serve for only one post. In the event a candidate filing nominations for more than one post after the date of withdrawal, their nominations to all posts shall be invalidated.

#### **Article 7: Campaign rules**

1. The only form of campaigning allowed is through the open house, moderated by the Election Committee.
2. No form of campaigning other than the aforementioned is allowed.

#### **Article 8: Committees of the SRC**

1. Mess Monitoring Committee
  - (a) The committee will comprise of all Hostel Representatives.
  - (b) The committee is responsible for conducting fortnightly checks pertaining to the hygiene and quality of food served in the contractual mess(es) and canteen(s) that do not fall under the purview of SRMC.
2. Inter INCI (IISER-NISER-CEBS-IISc) Cultural Meet Coordination Committee
  - (a) The committee will comprise of the Cultural Secretary and two members nominated by the Dean of Student Affairs.
  - (b) The committee is responsible for overlooking the activities and preparations of the contingent members.
3. Inter IISER Sports Meet Coordination Committee
  - (a) The committee will comprise of the Sports Secretary and two members nominated by the Dean of Student Affairs.
  - (b) The committee is responsible for overlooking the activities and preparations of the contingent members.

## PART IV

### Responsibilities

#### Article 9: Responsibilities

##### 1. Convener of the Students' Representative Council

- (a) The Convener shall be the chief executive of the Council. They shall chair the meetings of the Students' Representative Council and shall participate in its deliberations and will have only one casting vote. The Convener shall ensure the execution of the mandate given by the Council. All office bearers of the Council shall report to the Convener.
- (b) The Convener shall be representing the students of IISER Mohali in the Academic Senate.
- (c) The Convener shall be a member of the Disciplinary Committee, Grievance Committee and Prevention of Academic Misdemeanor Committee (PAMC).
- (d) The Convener shall coordinate with the Dean Students Office to address all matters concerning the student body of IISER Mohali.
- (e) The Convener, in consultation with the General Secretary may delegate responsibilities to other Council Members at their discretion.
- (f) The Convener, upon consultation with the Council Members can recognize a Nominated Member (Article 2.7) as a Member (Article 2.4) in the SRC, based on the performance/internal assessment of the Nominated Member as per Article 11.2.
- (g) Convener shall be part of the tendering process for all hostel assets owned by the institute. This includes the tendered mess that is independent of the Student Run Mess Committee, as defined in Article 8.

##### 2. General Secretary of the Students' Representative Council

- (a) The General Secretary shall be the chief advisor of the council. In consultation with the Convener, they will be responsible for calling the regular meeting of the Council and keeping the record of minutes of the meetings.
- (b) The General Secretary shall be representing the students of IISER Mohali in the Academic Senate.
- (c) The General Secretary shall be a member of the Disciplinary Committee, Anti-ragging Committee and Prevention of Academic Misdemeanor Committee (PAMC).
- (d) The General Secretary shall coordinate with the Dean Students Office to address all matters concerning the student body of IISER Mohali.
- (e) In the event of absence of the Convener for specific meetings or brief periods, the General Secretary will execute the responsibilities of the Convener.
- (f) General Secretary shall be part of the tendering process for all institute-owned assets of the hostel. This includes the tendered mess that is independent of the Student Run Mess Committee, as defined in Article 8.

##### 3. Academic Secretary

- (a) The Academic Secretary will look into the academic matters related to Interdisciplinary (IDC), and Humanities and Social Sciences (HSS) courses offered to BS-MS and Int. Ph.D. students. They must analyze the feedback and report it to the respective Heads of the Department and Dean Academics.
- (b) They shall collect feedback from students in the form of feedback forms from aforementioned IDC and HSS courses.
- (c) They will coordinate with all academic clubs, as defined by Dean Students Office of IISER Mohali.
- (d) The Academic Secretary will coordinate with the Cultural Secretary and conduct regular meetings with all the office-bearers of the Clubs, as defined by the Dean Students Office of IISER Mohali.
- (e) The Academic Secretary will coordinate with the Cultural Secretary, under the supervision of the Dean of Student Affairs, to conduct the elections of all official clubs as defined by the Dean Students Office of IISER Mohali.

#### **4. Cultural Secretary**

- (a) The Cultural Secretary shall be responsible for all the cultural activities held on the campus. They will coordinate with all cultural clubs, as defined by Dean Students Office of IISER Mohali.
- (b) The Cultural Secretary shall coordinate with the Inter-INCI Cultural Meet (IICM) organizing committee. The cultural secretary, along with the IICM Coordination Committee, shall head the contingent representing IISER Mohali at IICM.
- (c) The Cultural Secretary shall coordinate with the Faculty in-charge Cultural Activities (FICA) to avail financial aid for all clubs as defined by the Dean Students Office of IISER Mohali.
- (d) The Cultural Secretary will coordinate with the Academic Secretary and conduct regular meetings with all the office-bearers of the Clubs, as defined by the Dean Students Office of IISER Mohali.
- (e) The Cultural Secretary will coordinate with the Academic Secretary, under the supervision of the Dean of Student Affairs, to conduct the elections of all official clubs as defined by the Dean Students Office of IISER Mohali.

#### **5. Sports Secretary**

- (a) The Sports secretary shall be responsible for all sports activities held on campus.
- (b) They shall coordinate with the institute's sports instructors to organize sports events, avail funds, and regularly monitor the gym equipments.
- (c) The Sports Secretary shall coordinate with the Inter-IISER Sports Meet (IISM) organizing committee. The Sports Secretary, along with the IISM Coordination Committee, shall head the contingent representing IISER Mohali at IISM.

#### **6. Class Representatives, MS-Thesis Batch Class Representative**

- (a) They shall look into the matters/issues of students of their particular class/batch.
- (b) They shall act as the first level of communication between the students of the batch and any authority.
- (c) They shall collect feedback from students in the form of feedback forms. They must analyze the feedback and report it to their respective Heads of the Department and Dean Academics.

#### **7. BS-MS Batch Class Representatives, Int-Ph.D./Ph.D. Department Representatives**

- (a) They shall look into all the matters/issues of students of their electorate.
- (b) They shall coordinate with heads of the respective departments to resolve issues.
- (c) They shall collect feedback from students in the form of feedback forms. They must analyze the feedback and report it to their respective heads of the department and Dean Academics.

#### **8. Hostel Representatives**

- (a) They shall resolve issues concerning their electorate in coordination with the hostel caretakers and wardens.
- (b) In the presence of tendered mess that is independent of the Student Run Mess Committee, they shall be a member of the Mess Monitoring Committee.

#### **9. Responsibilities of the Council**

- (a) The council shall aid the Dean Students Office in conducting regular elections for posts in the Internal Complaints Committee (ICC), ethics committee and SC-ST-OBC Cell.
- (b) The council shall nominate three members (one each from BS-MS, Int-Ph.D., and Ph.D.) to the Library Committee.
- (c) The agenda items for the Senate are to be discussed in a session of the council and proposed to the student body. The SRC is to note down any and all objections to the proposal, raised in the GBM and offer a suitable explanation for the same. They will then be sent to Dean Students and Dean Academics, who will then forward them for inclusion in the agenda for the Senate meeting. In the event of the council unable to meet, the Convener and the General Secretary will send the demands on the behalf of the council after informing the council about the demands.



- (d) The Nominated Members, as mentioned in Article 2.5, may be recognized as Member after being an office bearer for at least 2 months, as per Article 9.1(f).
- (e) The council shall present the issues of their electorate in the Wardens' Meetings, after due consultation within the SRC.
- (f) Nominated members bear the same responsibilities as borne by members elected to the post.

These responsibilities of the council shall be fulfilled by the Convener and General Secretary of the Students' Representatives Council in coordination with all members of the council.

## PART V

### Sessions and Decisions

#### **Article 10: Sessions of the Council**

1. The Students' Representative Council will be in session at least once a month. However, the General Secretary, in consultation with the Convener, can call special sessions when they feel it necessary with a 12 hours notice. A similar meeting can also be called on-demand by one-third of the total members of the Council. The demand should be presented via email to the official email ID of the SRC, and such a meeting will be called within 48 hours of receipt of such a demand.
2. One-third of the total members of the Council will constitute the Quorum for the meetings, with at least one member from each degree programme (Core/Pre-major/Majors/Int-Ph.D./Ph.D.) present.
3. The Convener shall chair the meetings of the Council. In the absence of the Convener, the General Secretary shall chair the meeting. In the absence of both Convener and General Secretary, the council will elect a chairperson from amongst themselves. The chairperson shall have only one casting vote.
4. The minutes of the meeting will be made public to the students within a week of the meeting, along with the list of attending members. The agenda items of sensitive nature which may threaten the privacy and well-being of individual student(s) shall be kept confidential.

#### **Article 11: Decisions of the Council**

1. In ordinary matters, the decision will be taken by a simple majority present and voting.
2. In extraordinary matters as defined in Article 2, half of the total members of the council need to be present in the session and the decision will be taken by a two-thirds majority of the council members present in that session as defined by Article 10.1.

## PART VI

### Tenure

#### Article 12: Tenure

1. The tenure of office-bearers of the Students' Representative Council will be of one year.
2. In the event of the impossibility of holding elections within the above specified period because of reasons beyond the control of the Election Committee, the existing Students' Representative Council will continue in their positions for one month, until the elections can be held, in accordance with the procedure specified in Article 4.
3. In the event of the office of Convener falling vacant before the expiry of the tenure, the General Secretary will officiate as the Convener for an interim period of one month, within which a by-election, as specified by Article 16.1, will be conducted to fill up the vacancy unless general elections are scheduled within three months. Notwithstanding this, the General Secretary will be promoted to the post of Convener; and thus the vacancy created shall be filled according to Article 12.4.
4. In the event of the office of the General Secretary falling vacant before the expiry of the term, the Convener will nominate a General Secretary from amongst members of SRC for an interim period of one month within which an internal election, as specified by Article 16.2, must be conducted to fill up the vacancy.
5. In the event of the office of any of the Secretaries (Academic/Cultural/Sports) falling vacant before the expiry of the term, it will be occupied by a person elected from amongst the other members for an interim period of one month within which by-election, as specified by Article 16.1, must be held unless general elections are scheduled within three months. Notwithstanding this, the interim Secretary can continue to hold office if the regular elections cannot be held for reasons beyond the control of the Election Committee.
6. In the event of any other representative post falling vacant before the expiry of the term, a internal election, as specified by Article 16.2, to fill up that vacancy must be conducted.
7. In the impossibility of conducting elections within one month of the completion of the tenure of the current SRC due to circumstances beyond the control of the Election Committee, the current Students' Representative Council will nominate an interim body of 10 members comprising students who have had previous experience serving in the Council (not necessarily members in the existing Council), that will hold office until elections take place.
8. In case of any seat remaining vacant after the election, the SRC should ask the students from the respective electorate to file nominations to the Dean Students. The SRC members shall then vote and elect the members from the nominated candidates.
9. In the event that the office of the Convenor or General Secretary falls vacant before the expiry of the tenure, only members of the SRC as defined by Article 2.4 who have been elected through General Elections as defined by Article 2.6(a) can contest for the vacancy.

#### Article 13: Impeachment/No-confidence

1. A motion of impeachment may be brought against any of the members of the Students' Representative Council by at least 1/2 of the total members of the Council and shall be decided upon by 2/3 majority of the council members present in that session as defined by Article 10.
2. Impeachment/ No-confidence notice must be given to the particular person and the Council 10 days in advance of the decision-making meeting.

#### **Article 14: Resignations**

1. Any letter of resignation of a member must be addressed to the Council. The resignation will have to be approved by the Convener, in consultation with the Council.
2. The resignation of the Convener will have to be approved by the Dean Students, in consultation with the Council.

#### **Article 15: Recall**

1. It is the responsibility of the members of the Council to report to their electorate on their work and the work of the Council's sub-committees that they are part of, and they are liable to be recalled upon the decision of a majority of their electorates.
2. A motion of recall may be brought against any of the members of the Students' Representative Council, except the Convener and the General Secretary, by at least 1/4 of the total members of the respective electorate. The motion to recall the Academic Secretary, the Cultural Secretary, and the Sports Secretary can be moved by any student.
3. The first motion can be initiated only after three months after the member assumes office. A successive motion of recall against the same member can be initiated only after at least three months from the date of completion of the previous voting process.
4. The motion to recall can be moved against a member in the following events:
  - (a) absence from three consecutive Council meetings without leave of absence.
  - (b) unsatisfactory performance in their capacity as a representative.
5. A letter must be submitted to Dean Students stating the member's name, post, and the reason for recall to initiate the motion. The Dean Students will inform the Students' Representative Council, the Election Committee (as specified in Article 3), and the concerned electorate of the same. The concerned member may issue a public statement to the electorate in response to the charges against them.
6. Extraordinary situations: A motion of recall against maybe any members of the Students' Representative Council convicted of ragging, sexual harassment, or involvement in abuse/distribution of narcotic substances can be initiated, in accordance with Article 15.2. In case a member is alleged of involvement in such activities, the due process to deal with such grievances must be followed, and the motion to recall can be initiated, in accordance with Article 15.2, only after the member is convicted of the same by the competent committee. Unless due process is followed, the motion will be considered null and void. Under such extraordinary situations, the member will be barred from issuing a public statement and will be removed the post with immediate effect. No voting will be conducted in such extraordinary situations.
7. The Convener and the General Secretary are elected by the Council. They can be recalled from their respective offices of Convener and General Secretary by the Council members. Such a motion can be initiated by 1/4 of the total Council members and decided by a simple majority of the members present and voting.

#### **Article 16: Interim Elections**

1. By-elections, as defined in Article 2.6(b).i, must be conducted within one month of vacancy of the vacant post unless the General Election, as defined in Article 2.6(a), is within three months of the start of the vacancy period.
2. Internal Elections, as defined in Article 2.6(b).ii, must be conducted within one month of the start of the vacancy period. The nominations for each post shall be voted upon by the members of the SRC in a Council Session when Quorum is achieved, as defined in Article 10. The members shall be elected based on a simple majority.

## PART VII

### General Body Meeting

#### Article 17: Procedure for Conducting General Body Meeting (GBM)

1. The Convener will chair the General Body Meeting. In the Absence of the Convener, the General Secretary and in the absence of both, a Chairman elected by the members of the council from amongst themselves shall chair the meeting.
2. The General Secretary shall take the quorum and write the minutes of the meeting and make them public to the student community. In the absence of the General Secretary, someone from the members will be elected by the Chairman to write the minutes.
3. The Chairman shall open the meeting and announce the items of the agenda, which must be made public to the students at the time of notification of the GBM.
4. All requests for the addition of items to the agenda shall be given to the Chair in writing and supported by one-third of the members of the general body present at the opening of the meeting.
5. If any issue is raised in the GBM other than the agenda items enlisted, the issues will be noted down and will be taken up in the Council meetings for discussion and taken up in the next GBM.
6. Such additions to the agenda shall be put to discussion after all the items initially on the agenda have been resolved through simple majority present and voting. Any change in the priority of the agenda can be moved by half the quorum of the meeting and passed by a simple majority immediately after the opening of the meeting. All such motions may be moved only once and discussed and voted upon simultaneously.

## **PART VIII**

### **Amendments**

#### **Article 18: General Amendments**

1. Any amendment made to the Constitution must be in the spirit of the preamble.
2. Amendments to Part I, Part III and Part VII of the Constitution can only be made twice in a tenure, as defined in Article 12.
3. Any amendment shall first be formulated by the SRC, and then sent to the student body at least a week before a GBM, as mentioned in Article 17, is held.
4. The SRC is to note down any and all objections to the amendment, raised in the GBM and offer a suitable explanation for the same.
5. The amendment shall then be passed within the SRC as per Article 11.1 and then sent to the Dean Students' Office of IISER Mohali.
6. A list of all versions of the constitutions has to be maintained by the SRC and made publicly accessible.

#### **Article 19: Special Amendments**

1. Amendments to the Preamble, Part II, Part IV, Part V, Part VI, and Part VIII of the Constitution can only be made once in a tenure, as defined in Article 12.
2. Any amendment shall first be formulated by the SRC, and then sent to the student body at least a week before a GBM, as mentioned in Article 17, is held.
3. The SRC is to note down any and all objections to the amendment, raised in the GBM and offer a suitable explanation for the same.
4. The amendment shall then be passed within the SRC as per Article 11.2 and then sent to the Dean Students' Office of IISER Mohali.
5. A list of all versions of the constitutions has to be maintained by the SRC and made publicly accessible.