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# **Constitution**

## Student Government *at* IIT Gandhinagar

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## 1 Preamble

We, the students and student leaders of IIT Gandhinagar, representing the diverse and vibrant student community, adopt this constitution in the spirit of harmony, collaboration and mutual respect. We shall strive to promote the ideals of the honor code, create an environment conducive for academic and humane brilliance. We as student leaders shall show exemplary conduct and work towards diminishing boundaries by establishing constructive dialogue between the students internally and, with the administration. Hence, on the 20th day of February in the year 2021, we adopt this constitution and pledge to abide by it.

## 2 Oath

All the newly elected Senators and Council members are required to take the following oath and abide by it:

*“I, \_\_\_\_\_, shall uphold the values of the IIT Gandhinagar honor code and shall fulfill my duties as, \_\_\_\_\_, by upholding and protecting the core values of the constitution. I shall not misuse my authority for personal agenda and will, with utmost honesty, represent all my constituents without discrimination on the basis of caste, colour, creed, belief, gender or sexuality.”*

## 3 Student Senate

The student senate is a group of elected representatives constituting the Student Council and the Senators. The student senate will hold the primary legislative authority within the student government, and all legislative powers will be vested in this body. The convener will be the chair of the student senate and shall preside all its meetings. The student senate is responsible for representing the students to the college administration and are tasked with advocating at the behest of the student community.

This body is responsible for making amends to the constitution and enacting new policies concerning matters that impact the student community, whether directly or indirectly, at IIT Gandhinagar. The Student Senate is also responsible for maintaining the student groups and positions of responsibilities at IITGN. Student senate will work as a peer collective which will work towards addressing the concerns of the student community as well as increasing cooperation within the student community at IIT Gandhinagar. The ultimate aim of the student senate is to create an increasingly inclusive and safe environment which is conducive for learning and overall development of all students.

### **3.1 Student Council**

The Student Council is the apex executive and decision-making body within the student community. The Student Council is responsible for coordinating student initiatives, motivating students to take up activities and thinking of ways to help the community. Each Council Member is responsible for a particular aspect of student life at IIT Gandhinagar and the Student Council is expected to coordinate amongst themselves and with multiple groups within the institute to improve these specific aspects. Additionally, each Council Member is responsible to represent the student community in these aspects wherever and whenever required, either by the institute or externally.

All members of the Student Council (except the Convener) are elected by the entire student community. The Convener is elected by members of the Student Senate.

#### **3.1.1 Roles and Responsibilities of the Student Council**

##### **Academic Secretary**

1. Lead the Student Academic Council team in coordinating and executing student-driven academic events, programmes like PAL and ADH, CR functions, outreach of academic hobby groups and documentation of these activities
2. Responsible for promoting the academic welfare and concerns of the student body and communicating with the IITGN Administration and faculty accordingly
3. Representing student interests and views on appropriate forums like SAPC.
4. Lead the groups associated with the Academic Council and coordinate their activities.

##### **Convener, Student Senate**

1. Serve as the Head and official spokesperson of the Student Senate.
2. Convene the Student Senate meetings, ensure documentation of all senate meetings.
3. Review and give recommendations to the Student Councils
4. Forms and oversees all the Standing committees of the Student Senate.
5. Responsible for the verification of position of responsibilities
6. Permanent member of the Institute Senate and the Senate Student Affairs Committee (SSAC)

### **Cultural Secretary**

1. Responsible for all the cultural activities that take place in the institute
2. Lead the Cultural Council and the Cultural Clubs (mentioned in Annexure I)
3. Coordinate the activities of Inter IIT Cultural meet and lead the contingent
4. Coordinate with the Club Secretaries and to participate in inter-college activities and external competitions

### **General Secretary**

1. Maintain the integrity of individuals and the institute, and be approachable for all members of the community
2. Lead the student council and oversee their initiatives and regular functionings
3. Represent student community in faculty, SSAC, and senate meetings
4. Represent the institute in pan-IIT conclaves and other university forums
5. Guide and facilitate independent groups for smooth execution of events

### **IR&P Secretary**

1. Responsible to contact and collaborate with industries for projects, and actively work to bring in-semester industrial projects (credited and non-credited) and internships for the students
2. Lead the IR&P Council and groups associated with the IR&P Council and coordinate their activities.
3. Develop an entrepreneurial ecosystem and act as a bridge between IIT Gandhinagar Innovation and Entrepreneurship Center (IIEC) and the students
4. Provide platforms for the recognition of student's innovative work
5. Spread awareness about the industry's vision and the challenges they face

### **PDC Secretary**

1. Responsible to assess the performance of IITGN students in professional aspects and create a platform in order help students improve it
2. Lead the PDC Council and groups associated with the PDC Council and work with the team to plan various sessions and workshops which help students develop their professional skills

3. Act as a medium of communication between the Career Development Services (CDS), CDS student team and the student body

### **Sports Secretary**

1. Responsible for all the sports-related activities that take place in the institute
2. Lead the Sports Council and work closely with the team to organize various leagues, and tournaments
3. Coordinate the activities of Inter IIT Sports meet and lead the contingent
4. Work in coordination with groups associated with the Sports Council to plan and execute their activities.

### **Technical Secretary**

1. Responsible to provide the students with a platform to learn and critically understand the technologies that aid innovation and development, along with providing the resources that facilitates it
2. Lead the Technical Council and the Technical Clubs (mentioned in Annexure I)
3. Closely involved with the activities of groups associated with the Technical Council.
4. Part of the pan IIT initiatives such as Tech Board meetings and Inter IIT Tech meet

### **Welfare Secretary**

1. Ensure proper functioning of mess, laundry, food outlets, hostels, and other infrastructure facilities
2. Lead the welfare council to protect and ensure student welfare
3. Default member of Hostel Facilities Management Committee (HFMC), Commercial Establishments Management Committee (CEMC), and Animal Welfare Committee

## **3.2 Senators**

The Senators are the representatives of a specific batch/group of students. In their tenure as a Student Senate member, their foremost responsibility is to remain available to their constituents for feedback, grievance redressal, and to represent the overall view of their constituents. The senators have a crucial responsibility of ensuring that the Student Council carries out its duties and responsibilities effectively by holding them accountable. In addition to this, the senators, being a part of the student governance, should take part in overall institute building, reforming the structures of the student advisory, and act as an advisor

and facilitator for the Student Council.

The number of Senators elected from every batch is:

S.No	Batch/Student Group	Strength
1	B.Tech 4th Year	4
2	B.Tech 3rd Year	4
3	B.Tech 2nd Year	4
4	B.Tech 1st Year	4
5	M.Sc 2nd Year	2
6	M.Sc 1st Year	2
7	M.A 2nd Year	1
8	M.A 1st Year	1
9	M.Tech 2nd Year	3
10	M.Tech 1st Year	3
11	Ph.D	4
12	Girls (Undergraduate)	1
13	Girls (Postgraduate)	1
Total		34

### 3.2.1 Roles and Responsibilities of Senators

Several specific responsibilities which a Senator is expected to fulfill during their tenure are illustrated below:

1. The Senator should attend all the Student Senate meetings, actively participate in all the discussions, and effectively convey the views of their constituents.
2. The Senator will be assigned to a minimum of one standing committee (Section 4) of the Student Senate and are expected to discharge their duties as a member of the committee.
3. In the spirit of institute building, the Senators are expected to be involved in the formulation and implementation of new policies. They are strongly encouraged to propose ideas and policies regarding student governance and student welfare in the Student Senate.
4. Senators will act as the primary point of contact for the students, student council, and the institute. The Student Council and students can call upon the senators in case any situation demands. In case of emergencies, the senators are expected to assist the institute/student council/student senate as per demand. (Declaration of an emergency situation rests upon the discretion of the Convener.)



5. In order to efficiently represent the students, Senators shall conduct open houses, events aimed at understanding the opinions of their constituents. They are expected to incorporate different aspects while representing the interests of the students in the Student Senate.

## **4 Standing Committees of the Student Senate**

The Senate has the following Standing Committees, chaired by the Convener, for managing various aspects of Senate Operations:

1. **Feedback and Recommendations Committee:** It is responsible for taking periodic feedback from the Student body/Council members/Clubs/Student Groups to understand their concerns and aspirations. They must present a report in the Feedback and Recommendation meeting. This shall include a minimum of 6 senators.
2. **Documentation Committee:** It is responsible for drafting of minutes of the meeting, maintaining a record of discussions that take place in the Feedback and Recommendations meeting. It is also responsible for helping the Convener to work on Action Report and take regular updates from Senate members who have been assigned tasks in the Report. This shall include a minimum of 2 senators.
3. **Media and Outreach Committee:** It is responsible for assisting Convener in establishing Student Senate's presence on online platforms, ensuring information pertaining to institute policies, guidelines, and decisions of the Senate are easily accessible to the student body. This shall include a minimum of 3 senators.
4. **Advisory Committee:** It is responsible for drafting and updating the Constitution (Student Governance), and other related documents. This shall include a minimum of 2 senators.
5. **Senator Feedback Committee:** The committee is responsible for evaluating the overall performance of the Senate members. It shall include a minimum of 2 members, and a minimum of one each from the under-graduate and post-graduate.

## **5 Structure of the Student Senate Meetings**

### **5.1 Student Senate Meetings**

All the Student Senate meetings shall be held in the following predefined format and shall fulfill the following prerequisites:

1. The dates for the meetings shall be decided by the Convener, in advance, after the handover ceremony. The Senators are expected to be present during these meetings.



In case of an emergency<sup>1</sup> if the meeting cannot be held at the specified date, the Convener shall schedule a meeting within two weeks from the date of the scheduled meeting. It is under the Convener's discretion to schedule the meeting earlier or later than the pre-decided date.

2. The agenda shall be prepared based on the suggestions and recommendations of the Senators and Council members. The agenda shall be shared with the student community and the Dean of Student Affairs at least 24 hours before the meeting.
3. During preparation of the agenda, the Convener can discuss the agenda with the Senator and the concerned council member(s) and try to resolve it before the meeting. If the Senator and the Convener are convinced that the agenda is resolved, the agenda shall be excluded from the formal agenda for Senate meetings.
4. The agenda shall be presented by the concerned person in a fixed time that shall be decided by the Convener.
5. There shall be a dedicated time of maximum of 100 minutes for discussion over an agenda which can be extended by 20 minutes by the permission of the Convener. This time limit excludes the presentation of agenda proposal.
6. Anyone who wishes to raise an objection/support/requires clarification over the agenda will be required to ask for permission to speak from the Convener after the agenda is presented.
7. If the permission to speak is granted, 90 seconds shall be allocated to each senator. 60 more seconds can be granted by discretion of the convener. In case, a member forfeits their time or speaks for lesser time than allocated, they shall not be allowed to carry forward their remaining allocated time.
8. After the discussion, the agenda pusher shall answer all the questions by senators and if the senators require further clarification they can request the Convener for another opportunity to speak.
9. The Convener shall decide whether to call for a vote to resolve an impasse at the meeting. Any senator can approach the Convener to call for a vote, if the senator deems necessary.
10. All the discussions in the meeting shall be documented and shared to the student community, Dean of Student Affairs and Assistant Registrar after ratification by the senators, within one week of the meeting. Names of attendees, absentees, late comers, informed late comers and on-leave members should be mentioned in the minutes of the meeting.
11. Any agenda discussed upon by the senate in the previous meeting shall be revisited and a progress report will be demanded from the concerned council members.

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<sup>1</sup>Any event/activity which is of concern to the majority students

## 5.2 Emergency/Vacation Senate Meetings

1. Emergency meetings may only be called by the Convener or the General secretary authorized by the Convener.
2. The emergency meeting may be called only in cases where an urgent issue concerning the student body is to be discussed or any urgent issue pertaining to the student governance raised by the council members or senators.
3. The Emergency senate meeting will require the presence of the General Secretary, Convener of the Student Senate, at least one senator from every undergraduate year/batch, at least one senator from postgraduate year/batch, and at least one girl senator/ representative from girls' hostel. The above conditions can be relaxed on the discretion of the Convener.
4. In case of absence of the Convener, the General secretary will discharge the duties of the Convener. In case of an emergency meeting, the minutes of the meeting needs to be ratified by the Student Senate in its next meeting.

## 6 Resignation or Removal of an Elected Official

All elected positions in the Student Community represent a sizeable number of students. Hence, special care must be taken in a situation while handling vacating a position - either voluntarily or otherwise.

If an elected official wishes to resign from their position, they may request the Convener (and General Secretary in case of a Council member). The Convener (General Secretary) shall decide whether to accept or reject the resignation of the Senator (Council member) after consultation with the Student Senate.

The proposal for the removal of an elected official can be moved by another elected official. In the event of a proposal for the removal of an elected official, the Convener (along with General Secretary in case of council member) must call a meeting to discuss the proposal. The aforementioned meeting to discuss the removal of the elected official must have at least 85% of senate members present. In this meeting, a trial shall be conducted headed by the Convener (General Secretary in case of a Council member). While in case of the proposal of removal of a Council member, the Convener shall head the meeting in the absence of the General Secretary. The proposal shall be clearly explained and the accused elected official would be given a chance to defend their position. The student senate shall vote, at the end of the trial. At least 2/3rd of the present senate members must vote in favour of removal for the motion to pass. Present Student Senate members cannot abstain from voting.

In the event of a senator position falling vacant, the Convener has to inform the members of the Student Senate. The Convener may call an emergency senate meeting (refer 5.2)

to discuss further proceedings. In such situations, election for the vacant position shall be conducted at the earliest, for the interim period, the Student Senate may designate the responsibilities of the vacated senator to another elected official. In case of a council position falling vacant, the General Secretary along with the Convener may call for an emergency meeting. Based on the recommendations of the Student Senate, the General Secretary and Convener may request for elections for the post or the General Secretary may designate the responsibilities to other Council members. It is to be noted that the vacated position shall be treated as absent in case of voting. In the event of the post of the Convener falling vacant, the General Secretary will act as the interim Convener and may initiate the steps mentioned above.

**NOTE:**

1. In case of any removal motion being passed, the Dean (Students' Affairs), shall maintain oversight, suggest an alternate course of action, and ask for a re-evaluation of the proposal. After due diligence and reconsideration the decision taken by the student senate and the student council will be final in any such matter.
2. In the absence of the Convener, the General Secretary shall act as the interim Convener.

## **7 Groups Recognized by the Student Senate**

The students at IIT Gandhinagar are involved in various extra-curricular and co-curricular activities. Most of the students are part of several clubs, independent groups or hobby groups. The details of hobby groups, clubs, and independent groups are written below.

### **7.1 Hobby Groups**

1. These are meant to be a platform for students to explore hobbies, and scope of possible activities. The motive of a Hobby Group is to promote the hobby in college or to organize events for the same.
2. A group of students willing to experiment on an activity can form a hobby group. The group can work on their hobby, participate in activities and may plan to organize events for the community to explore.
3. If a hobby group wishes to plan events for the community, they should be assigned to a council member who can guide them whenever needed. However, the Hobby Group will not be eligible for verification of Position of Responsibility from Senate.
4. Any Hobby Group whose field is vague, multi-field or yet to be defined can be under the responsibility of the General Secretary.
5. The hobby Groups will not be called to Senate in the Feedback and Review meeting.

## 7.2 Clubs

1. They are meant for promoting a hobby, activity or an interest among the student community. A club must actively involve, invite participation from the community and provide a platform for the same. The motive of a club is to promote a hobby within the community.
2. Each club has to be assigned to at least one Council Member. The Council Member may choose to appoint a head of the Club. The Position of Responsibility will be recognized as per recommendation from the Council Member at the end of the tenure.
3. The Clubs are required to attend the Feedback and Review meeting at the end of term.
4. To form a club, a group can request the Convener and bring a proposal to the Student Senate. However, the request can be made only if the group has been functioning as a hobby group for more than 12 months.
5. The Senate will review the proposal while taking into account various factors such as the engagement from the student community. After the discussion, the Student Senate shall decide whether or not the hobby group be converted into a club. If converted into a club, a Council Member should be appointed to the club who will be responsible for its activities and guide them.

## 7.3 Independent Groups

1. Apart from clubs and hobby groups, Independent Student Groups also organize activities in IIT Gandhinagar. These groups function independently i.e. there is no Council member appointed. However, the involvement of the Council member in the Independent Group, if any, is defined in Annexure I.
2. These groups are answerable to the Senate and are also required to attend the Feedback and Review meeting.
3. Independent Groups can form their own teams. However, they must provide the list of Positions of Responsibilities to the Convener, Student Senate at the end of the term.
4. To form a new Independent Group, the student group should discuss the idea with the members of Student Senate, and Dean (Student Affairs). After that, the group is required to present the idea in the Student Senate. If approved, the group will officially be recognized as an Independent Group by the Senate.

A list of existing councils, clubs, and independent groups recognized by the Student Senate is mentioned in Annexure I. If an existing group wishes to restructure the position of responsibilities (including creation of new posts and removal of posts), they are required to bring a proposal to the Student Senate.

## 8 Other Elected Positions

### 8.1 Class Representative

Class representatives (CR) are the primary point of contact between the students and their faculties. The roles and responsibilities of a Class Representative are as follows:

1. A CR will be the primary channel of communication between the class and the instructors. All issues at the class level are dealt with by the CR's and the Academic Secretary shall only intervene if a CR cannot resolve the issue.
2. All CR's will constantly have to take feedback for courses of their discipline as well as other elective courses they might have taken. It might be through branch-wise batch meetings.
3. It is the responsibility of the CR to take care of activities like the industrial trips, faculty-student interaction sessions/dinner for their respective batch.
4. The CR's should also coordinate with the Career Development Services, their discipline and various student groups to encourage students to participate in various talks and seminars. They shall also motivate their batchmates to take up different project, internship, and job opportunities.

## 9 Amendments

Any request for a change in the existing structure, norms or functioning of the student government at IIT, Gandhinagar shall be considered an amendment if it falls under the following criteria:

1. Atleast one senator shall move the motion for the amendment in a well documented format.
2. The motion shall be presented to the convener atleast one week before the designated Senate meeting. It is obligatory for the Convener to add the motion to the agenda of the next scheduled meeting.
3. The motion shall be discussed and debated upon in the meeting and end with a vote.
4. The vote shall be cast by all present members. Any motion shall be passed and adopted if more than half the members vote in favour of accepting it.

## 10 Proposals

All the new initiatives, policies and governance mechanisms, including but not limited to recognition of hobby groups, clubs and independent groups shall be considered as proposals if they fall under the following criteria:



1. Atleast one senator/council member shall move the motion as the proposal in a well documented format.
2. The motion shall be presented to the convener atleast one week before the designated Senate meeting. It is obligatory for the Convener to add the motion to the agenda of the next scheduled meeting.
3. The motion shall be discussed and debated upon in the meeting and end with a vote.
4. The vote shall be cast by all present members. Any motion shall be passed and adopted if more than half the members vote in favour of accepting it.

## 11 Resolutions

All the senators and council members will have a right to move motions which shall represent the collective voice of the student community as a whole. Any resolution will be defined as a formal declaration, recommendation, request, show of solidarity or complaint demanding action. A motion shall be considered a resolution only if it falls under the following criteria:

1. Atleast one senator/council member shall move the motion as the resolution in a well documented format.
2. The motion shall be presented to the convener atleast one week before the designated Senate meeting. It is obligatory for the Convener to add the motion to the agenda of the next scheduled meeting.
3. The motion shall be discussed and debated upon in the meeting and end with a vote.
4. The vote shall be cast by all present members. Any motion shall be passed and adopted if more than half the members vote in favour of accepting it.

## 12 Other Documents

1. **Annexure I:** It contains the details of all the Councils, Clubs, and Groups at the Indian Institute of Technology Gandhinagar. The details include the overview, vision, mission, departments, structure, selection procedure, etc. In addition, this document also contains a list of position of responsibilities (POR's) recognized by the Student Senate. Along with it, the procedure to verify the POR's is also mentioned which is applicable to every student and alumni of IIT Gandhinagar.
2. **Annexure II:** The following document contains alternative structure and governance mechanisms which might be feasible in the future when the senate shall deem necessary. The authority to adopt the following structures/mechanisms shall rest with the Convener and the General Secretary. Any decision made should be unanimous.

3. **Additional Document:** The following document is a collection of all the Standard Operating Procedures, Hostel Norms, and College Committees.

