The Constitution
Of
Student Body Government (SBG),
DA-IICT

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Dhirubhai Ambani Institute of Information and Communication Technology

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Contents

1   Preamble

We, the students of DA-IICT, resolve to constitute a self-governing democratic organization called DA-IICT Student Body Government, and hereby adopt this constitution for the purposes of:

- *Monitoring and regulation of all student activities.*

- *Ensuring justice and equality in all aspects of student life and*

- *Enhancing the overall development of all students*

2   Membership

2.1   Membership definitions

2.1.1 All students of DA-IICT constitute the General Body of the Student Body Government.

2.1.2 The student members of the following eight Committees together with the members of different clubs form the Student Body Government.

1. Academic Committee
2. Annual Festival Committee
3. Cafeteria Management Committee
4. Cultural Committee
5. Hostel Management Committee
6. ICT Committee
7. Sports Committee
8. Student Placement Committee

2.2   Elections

2.2.1 **Election Commission -** A set of students, responsible for organizing and conducting general elections of DA-IICT Student Body Government who reports to the Dean (Students). Annual elections of the Student Body Government shall be organized by the Election Commission on a date decided in consultation with the outgoing SBG Core Team, preferably in March-April.

2.2.2 The Election Commission shall be appointed by the Dean (Students). No member from the commission should have an 'F' grade in any course. The commission will be constituted by one student from each UG batch and one from PG. To keep elections fair for all, no member of Election Commission can stand for General Body Elections of Student Body Government.

Participating Batches

2.2.3 1st, 2nd and 3rd year B.Tech batches will take part in the elections. In case some of the elected members from the 3rd year go out for their B.Tech Project (during their one-year term of service), they may resign and the respective committee may co-opt (i.e. appoint) new members via selection so as to maintain the total strength of the committee, if required. In that case, the certificate and the acknowledgement will be given on tenure basis.

2.2.4 All first year Masters program students, and all doctoral students, will participate in the elections.

Selection Process

2.2.5 In case of any committee member leaving the campus for off campus internship or any other reason in the middle of tenure or seats are left vacant after the general elections, new members will be selected from their batch or other batches giving higher preference to their batch. Anyone who is not on either academic or disciplinary probation will be eligible for selection for all the committees. The selection must be done by the committee in consultation with their respective faculty mentor.

Voting system

2.2.6 Elections for all committees will be done using a Preferential Voting system:

For a Committee with 'n' members from a constituency, every voter in that constituency will vote for 'n' persons, specifying these names in order of preference. In case of only one member from a constituency, the mode will automatically become a simple majority vote. The Preferential Voting system is described in Section 2.4 below.

Eligibility

2.2.7 A person can contest in elections for the next term while holding a post in the current term, as long as he/she satisfies the respective eligibility criteria.

2.2.8 A person cannot hold more than one post in a term. Therefore, a person can stand for only one post in an election.

2.2.9 Anyone who is not on either academic or disciplinary probation will be eligible for contesting in elections for all the committees.

For the Academic Committee, the following additional eligibility criteria will be applied:

Undergraduates   Minimum C.P.I. of 7.0

Postgraduates   Minimum C.P.I. of 8.0

The representatives should not have current backlogs (i.e. the representative should not have an 'F' grade currently in any course).

2.3 Representations on Various Committees

2.3.1 The above table shows the distribution of membership for the different Committees for the purpose of election process:

Committee	B.Tech			MSc (IT), MSc (ICT-ARD), MDes	M.Tech, PhD	Selection seats
	1st year	2nd year	3rd year			
Academic	2	2	2	1	1	2 (Refer 2.3.1.3)
Annual Festival	5	5	2			3 (one open to all students, one from UG and one from PG)
Cafeteria	1	1	1	1	1	
Cultural	4	4	3	2		
Hostel Management	Wing-wise, 1 per floor					
ICT	2	1	1	1	1	2 (one each from B.Tech 2nd & 3rd year)
Placement	4	4	8 carry forward			15 (Refer 2.3.1.1)
Sports	2	2	2	1	1	1 (open to all students)

2.3.1.1 Due to the different nature of working of the Placement Committee, it will have members which are selected from particular batches. The composition of the selected members will be as follows:

   i. 2nd year B.Tech Batch: 4

   ii. 1st year M.Tech Batch: 3

   iii. 1st year MSc (IT) Batch: 4

   iv. 1st year MSc (ICT-ARD) Batch: 2

   v. 1st year MDes batch: 2

The tenure of elected Placement Committee members of B.Tech 3rd year and post-graduate students will be 2 years.

2.3.1.2 The Academic Committee will select, from its membership, students who will represent the student body on the following institute committees:

  i. Undergraduate Committee (UGC): 2 Members
     (1 from Btech 2nd year and 1 from Btech 3rd year)
  ii. Post-graduate Committee (PGC): 2 Members
      (1 from MSc + MDes, and 1 from MTech + PhD)

2.3.1.3 The Academic Committee has 2 selection seats, one for B.Tech 3rd year and one for B.Tech 4th year. If both elected members are from ICT, then the selected member must be from Computational Science (CS). But if both elected members are from CS, then the selected member must be from ICT. If one elected member is from ICT and one elected member is from CS, then the selected member must be from ICT.

2.3.2 At-least one member (irrespective of his/her batch) should be retained every year from the previous committee (except HMC) for the next year by the process of -

  i. General election
  ii. If no previous committee member is able to make it to the next committee through election process, then the retention process will be applied, only if the new committee finds it necessary with a 2/3rd majority of the committee.

2.3.3 Retained member will be considered as a selected member.

2.3.4 Retention process will be as follows:

  i. Only the previous committee members can file the nomination
  ii. Interviews of the nominees will be conducted by the faculty mentor and if required in consultation with the Dean (Students) and/or the existing committee.

2.3.5 If any of the Annual Festival, Cultural, Sports or Cafeteria Management Committee don't have any girl member after the general elections, and they wish to have a girl representative in their committee, they can do so by selection process as mentioned in Section 2.2.5.

2.4 Preferential Voting Scheme

Let the number of members to be elected from a constituency be n and let the total number of candidates standing for these n positions be x. Each person of that constituency will vote for a maximum of n out of these x candidates, specifying the order of preference among the candidates voted for. Counting will be done as follows:

1. Make a table with x columns – corresponding to the number of candidates. Count the number of first preference votes received by each candidate and enter them in the first row.

   $p = x$

   $r = 1$

2. While $(p > n)$ {

   (Let the mth candidate be the one who has received the least number of votes in row r)

   Remove the mth candidate

   $r = r + 1$

   Count the next preferences of those who had voted for the mth candidate, add these votes in the remaining (p -1) columns and enter the sum in the rth row.

   $p = p - 1$

   }

3. The n candidates remaining at the end of the above process are the elected candidates.

Tie Breaker

2.4.1 In case of tie between two or more candidates:

   (a) Counting cross-preferences: Look at just the next preference of those tied candidates and distribute those votes amongst tied candidates only. The one with the least number of cross preference votes, gets eliminated.

   (b) After the cross preferential votes are taken into consideration, if the tie still persists, then

       i. If they are from the same batch, the one with the lowest CPI gets eliminated.

       ii. If they are from different batches, then seniority shall be taken into consideration. The junior-most candidate gets eliminated.

       iii. If the tie still persists after the above clause, then the tied candidates shall be allotted a number ranging from 1 to number of tied candidates and a random number will be generated belonging in this range. The one whose number will match this random number gets eliminated. In case of doing counting manually, use coin tossing or some other similar equi-possible event to break the tie.

Note: In case of any discrepancies, Election Commission and the Dean (Students) will make the final decision. All the candidates shall abide by the decision taken by Election Commission and the Dean (Students).

3 Structure And Functions

3.1 Structure

3.1.1 As stated in Section 2.1.2, the student members of the eight Committees together with members of various clubs form the Student Body Government.

3.1.2 The SBG Convener, SBG Deputy Convener, SBG Secretary and SBG Treasurer form the Core Team.

3.1.3 The Student Body Government will elect a Convener, Deputy Convener, Treasurer and Secretary from its elected members, at its first meeting after the annual elections.

Faculty Mentors

3.1.4 Each committee, and the Student Body Government as a whole, will have a mentor who will be either a faculty or a senior staff member.

3.1.5 The following will be the permanent ex-officio mentors of various entities:

   i. Student Body Government: Dean (Students)
   ii. Hostel Management Committee: Hostel Wardens
   iii. Academic Committee: Dean (Academic Programs)
   iv. Placement Committee: Convener of the Institute Placement Committee
   v. ICT Committee: Convener of the Institute ICT Committee

3.1.6 Mentors for all the other committees will be appointed annually by the Director.

3.2 Functions

3.2.1 **Student Body Government -** Serve as the main forum for discussions of student opinions, concerns, plans and activities.

3.2.2 Oversee, and keep a check on, the functioning of the committees and clubs.

3.2.3 Democratically pass budgets proposed by various committees and student clubs, after due consultation of SBG Core Team.

3.2.4 Resolve conflicts among committees and clubs, through an open and frank discussion in the Student Body Government meeting.

3.2.5 Make changes in the existing Constitution through amendments.

   i. Amendments may be suggested by any student, or faculty, to the Student Body Government, through its convener, with a copy to the Dean (Students).
   ii. The Student Body Government is obliged to consider on every amendment suggested to it. But it is not obliged to accept every suggestion.

iii. Amendments must be passed with a two-third majority of the total strength of the Student Body Government.

iv. The procedure for amendments to the constitution can occur at most once per semester.

v. In case of emergencies, any temporary change if required, can be made by Dean (Students) in consultation with the SBG Core Team. The temporary change holds till the next amendment meeting of SBG in which final decision over the issue can be taken.

vi. Minor changes in the constitution can be done by the SBG Core Team in consultation with the Dean (Students).

SBG Core Team

3.2.6 Co-ordinate activities of the various committees and clubs, and ensure that calendar clashes are prevented among these activities and also to organize any other activity that is not directly related to any committee or club but to SBG as a whole.

3.2.7 Act as the judiciary for conflicts.

Convener of Student Body Government

3.2.8 Convene and conduct meetings of the Student Body Government.

3.2.9 Act as the spokesperson of the Student Body Government.

3.2.10 Issue show-cause notices to members who are absent repeatedly in Student Body Government meetings.

Deputy - Convener of Student Body Government

3.2.11 A deputy convener can convene a meeting or part of a meeting if the convener is not available or leaves the meeting. The deputy convener can also carry out the functions of the convener if, at any time other than during a meeting, a convener is unable to act in his or her capacity as a convener.

3.2.12 Monitor and recommend amends for all committee and club operations, functions and responsibilities.

3.2.13 Help in preparing the agenda and finalize the minutes of meeting.

3.2.14 Manage SBG calendar for various events held throughout the year and see to it that all committee/clubs get equal opportunity for conducting their events.

SBG Secretary

3.2.15 Make sure decisions are carried out and receive any relevant paperwork for files.

3.2.16 Arrange a suitable venue for the meeting (taking into consideration disabled access) and help set the agenda with the convener.

3.2.17 Mail the agendas prior to the meeting.

3.2.18 Make sure that all correspondence is dealt with where necessary, obtain replies for the next meeting.

3.2.19 Keep an accurate filing system and maintain inventory log. Ensure its submission to the SBG Secretary of successive year with a copy to Dean (Students). Keep a record meeting attendance, event reports submitted by each committee and club every semester and place the same on the Student Body Government folder.

SBG Treasurer

3.2.20 Keeping up-to-date records for all financial transactions.

3.2.21 Ensuring that funds are spent judiciously.

3.2.22 Presenting an end-of-year financial report to the Dean (Students).

3.2.23 Collect the club and committee budget and present it to the SBG meeting for approval.

3.2.24 Should ensure that following procedure (as approved by Registrar, Chief Accounts Officer and Dean Students) for advance is followed:

   i. Student Convener of the Club/Committee will make the proposal for advance (as per the requirement and amount sanctioned in the budget for that event).

   ii. Student Convener/member of the Club/Committee will get it approved (i.e. signed) from the Faculty Mentor of the particular Club/Committee.

   iii. Student Convener/member of the Club/Committee will give it to the SBG Treasurer for approval (at least 3 days before the date of event).

   iv. SBG Treasurer will get it certified from the Chief Accounts Officer and then get it approved from the Executive Registrar to get the advance sanctioned from the Accounts Section.

   v. SBG Treasurer will hand over the money only to the Student Convener of the Club/Committee (except prize money, if any).

3.2.25 The following procedure has to be followed for Clearance/Settlement:

   i. Student Convener/member of the Club/Committee will collect all the bills (and unspent amount, if any) after the event.

   ii. Student Convener/member of the Club/Committee will get the bills approved (i.e. signed) from the Faculty Mentor of the particular Club/Committee.

   iii. Student Convener/member of the Club/Committee will give it to the SBG Treasurer for approval (not later than 4 days from the event date).

   iv. SBG Treasurer will then get all the bills (along with unspent amount, if any) cleared/settled through Chief Accounts Officer and approved from the Executive Registrar.

3.2.26 Any further advance will not be sanctioned to a Committee/Club if the previous advance is not settled by that particular Committee/Club.

Faculty Mentors

3.2.27 Advise their respective committees or clubs on all matters related to the committee functioning, and its activities.

3.2.28 Prepare budgetary requirements, in consultation with the committee or club, for its domain of activities.

3.2.29 Request, from the Institute Administration, for requirements of space, manpower or other institute facilities, for committee or club activities.

3.2.30 Control and supervise all purchases and expenditures for their respective domains and ensure that all such purchases and expenditures are made according to the rules and procedures laid down by the Institute.

3.2.31 Act as the reporting authority for the staff members assigned to their particular domain of student activities.

3.2.32 Keep an eye on all activities, and report any violation of the rules and guidelines laid down for such activities to Dean (Students).

3.2.33 Endeavour to bring about any improvements needed in the facilities and the support system provided by the institute.

3.3 Responsibilities of committees and clubs to Student Body Government

3.3.1 All Committees and Clubs will be required to submit an annual report to the Student Body Government.

3.3.2 All Committees and Clubs will be required to submit report of every event organized to the SBG Secretary within a fortnight of that event.

3.3.3 The Student Body Government is entitled to ask for information, clarification, or justification, regarding any committee or club activity, and it is mandatory for the committee or club to provide answers for all such questions raised.

4 Meetings

4.1 Attendance and Quorum

4.1.1 The quorum of a Student Body Government meeting will be 50% of the total membership.

4.1.2 It is compulsory for all members (including core-club members) to attend Student Body Government meetings.

4.1.3 If a member is unable to attend a meeting, the reason for being absent should be submitted to the SBG Convener.

4.1.4 The Convener can issue a show cause notice to a member if the member skips 2 consecutive meetings without providing valid reasons.

4.1.5 A member who remains absent consistently, and does not provide sufficient reasons for remaining absent, can be removed from the Student Body Government (and the committee on which he/she serves). The process of such removal will be for the convener to propose such a removal, and a simple majority of the Student Body Government membership must approve the proposal.

4.2 Calling Meetings

4.2.1 The first meeting of the Student Body Government, after the annual elections, will be convened by the Dean (Students). In this meeting, the Convener, the Deputy Convener, the Secretary and the Treasurer of the Student Body Government will be elected.

4.2.2 Subsequently, all meetings of the Student Body Government will be convened by the convener (or the deputy convener, in the absence of the convener).

4.2.3 Meetings can be convened with at least a 24-hour prior notice to the members.

4.2.4 It is recommended that meetings be called at least once a month, during the regular semesters.

4.2.5 Any member of the Student Body Government can ask for a meeting, by contacting the convener, and providing reasons for calling a meeting. The convener is obliged to convene a meeting when such a request is made, within two weeks of the request being made (or whatever time frame the person requesting the meeting recommends).

4.2.6 The minutes of SBG meetings are public documents and any student can request access to them.

4.2.7 Any student of DA-IICT has the right to ask for a meeting of the Student Body Government, if (s)he has concerns regarding any aspect of student activities. Such a student should contact the convener to call a meeting.

i. The convener will call a meeting of the Student Body Government to discuss the questions sent, or concern raised, within two weeks of receiving the request.

ii. If the question is directed against a specific member of the Student Body Government, or a Committee, the convener will forward the question to the respective member/committee, at least one week before the meeting.

iii. The member, or committee, in question must to respond to the questions raised, in the meeting.

4.3   Decision making procedures

4.3.1 Decisions will be made after a due process of consultation.

4.3.2 Consultation will require that members exhibit courtesy, respect and open-mindedness, in their attitudes towards each other.

4.3.3 The purpose of consultation will be to reach the most fair and just decision, and not to insist on one's own opinions.

4.3.4 The convener must ensure that:

i. The process of consultation is well-ordered.

ii. Members always address the convener, and not each other, while expressing their opinions.

iii. Comments are made for the purpose of furthering the decision-making process and not to criticize other members' opinions.

iv. An atmosphere of cordiality is maintained at all times.

4.3.5 When sufficient consultation has occurred on a particular topic, the convener will enumerate the possible options available for making a decision, and ask for a vote for each of the options from the elected and selected committee members. The option with the highest number of votes will be the final decision.

4.3.6 Once a decision is made, all members will abide by, and support the decision, even if they did not vote in favour of it.

4.4   Budget Sessions

4.4.1 The SBG Treasurer will send out calls to all committees, and clubs, to submit their budget requests, at least one week before the budget session of the Student Body Government.

4.4.2 The total student activities budget (op-ex and maintenance) are determined by the Institute's Finance Committee, based on the budget requests sent by the previous Student Body Government.

4.4.3 All committees and clubs needing a budget will submit their budgets to the SBG Treasurer, and present these budgets in the budget session.

4.4.4 The approved budget will be forwarded to the Director, through Dean (Students). The Director will be the final approving authority of the Student Activities budget.

5 Student Clubs

5.1 Definition

A group of students who get together voluntarily to pursue an extracurricular or co-curricular activity, with some broadly defined goals, can be called a Student Club.

5.2 Regulations

5.2.1 New clubs will be proposed in an SBG meeting and will be approved by the SBG Core Team (keeping in view the general interest of the general body of SBG) with consultation of Dean (Students). The process of formation of new clubs should be finalized before the approval of the budget.

5.2.2 A club must have a convener and is decided by its faculty mentor in consultation with the core members of the club.

5.2.3 Clubs are entitled to the following:

   i. An email id (if possible and without group mailing permissions)

   ii. A section of the website

   iii. Use of institute facilities (such as classrooms, lecture theatres, labs, etc.) with prior permissions.

   iv. Budgetary allocation (if needed) from the student activities budget, for activities that would be of broad interest to the entire student community.

5.2.4 Faculty Mentors

   i. A club chooses its own faculty mentor.

   ii. A club must have a faculty mentor.

   iii. The functions of the faculty mentor will be the same as those described in Sec. 3.2 for mentors of committees.

5.2.5 For activities that primarily benefit only club members, a club is expected to be financially self-sufficient.

5.2.6 The clubs are answerable to SBG, and receive part from the SBG budget for its activities. Since there are no elections, they don't enjoy right to vote in the SBG meetings, but are welcome for proposals and suggestions.

5.2.7 SBG Core Team holds the right to call any time any club and review their work, utilization of budget and the club is bound to answer.

6 Constitutions of the committees

The following clauses, relating to regulations regarding various aspects of committee functioning, will be applicable to all committees.

6.1 Meetings

6.1.1 The first meeting of a newly elected committee shall be convened either by the convener of the previous committee, or by the newly elected members themselves.

6.1.2 A convener and a deputy convener will then be elected for the committee, by secret ballot, by a simple majority vote. The voting must be done in presence of at least one member of the SBG Core Team. Selected and Elected Members vote for their respective committee convener and deputy convener.

6.1.3 Timings of committee meeting will be decided in the previous meeting, or, the time should be conveyed to the members through email or through various other media, at least 24 hours in advance.

6.1.4 Emergency meeting may be called at any time, if a majority of the members are available.

6.1.5 Any member of a committee can request a meeting of the committee, by writing to the convener.

6.1.6 Quorum of the committee for any decision making will be 50% of the total strength of the committee.

6.1.7 Preplanned issues that need to be voted upon must be notified by email to the members at least 24 hours prior to the meeting.

6.1.8 Minutes of committee meetings must be maintained, and communicated to the Faculty Mentor or the SBG Core Team, if the latter so desires.

6.2 Absentees at meetings

6.2.1 In case of a member is not able to attend a meeting, (s)he should give advance notice to the convener. The reasons will be included in the minutes of the meeting.

6.2.2 In case of regular absence on part of a member, the issue will be raised before the Faculty Mentor or the SBG Core Team, by the convener, or any other member of the committee.

6.3 Functions of the convener and deputy convener

6.3.1 Convening and conducting meetings.

6.3.2 Sending out an agenda of the meeting at least 24 hours in advance.

6.3.3 Interface between the Committee and the Student Body Government, and the institute administration.

6.3.4 Acts as the official spokesperson of the committee

  i. The deputy convener will take place of the convener in his absence. Apart from this, he will also be involved in decision making equally as the convener and in the discussions with the SBG Core Team and the Faculty Mentor.

6.4 Procedure for withdrawal of the convener from his post

6.4.1 The Convener should send a resignation notice through email at least 4 days in advance, and call a meeting to elect the new convener. He/She should continue to perform his/her duties as the convener until a new one is elected.

6.5 Impeachment of the convener

6.5.1 Any member can raise a no confidence vote. If more than 1/3rd members present support the motion then another meeting is called specially for the purpose of impeachment. In that meeting there shall be a debate on the resolution and voting in the end. If more than 2/3rd of the present members vote for the resolution, then the convener is forced to resign from the post.

6.5.2 After the impeachment of the convener, the existing deputy convener shall become the new convener of the committee and then the committee can elect the new deputy convener from amongst themselves in consultation with the Faculty Mentor and/or the Dean (Students) and/or the SBG Core Team.

6.6 Inactivity/Misuse of position & expulsion

6.6.1 Inactivity or misuse of position of a committee member is defined as -

  i. Not attending committee meetings and showing disinterest in carrying out the activities entrusted to him/her.

  ii. Not abiding by the Constitution.

  iii. Any kind of threatening behavior using the position of committee membership.

  iv. A member is subject to expulsion by the Committee on grounds of any of the aforementioned reasons.

v. Expulsion may be initiated by any committee member, by mailing to the respective committee convener. The process of expulsion shall be carried out in a meeting attended by at least one member of the SBG Core Team and informing the Faculty Mentor. The member shall be expelled by a 2/3rd majority in the committee, with the consent of the Faculty Mentor.

6.7 Conflicts

6.7.1 Any complaint/grievance/conflict against/with any member of a committee shall be addressed to the convener of that committee.

6.7.2 Any complaints/grievances/conflicts against/with a committee shall be addressed to the convener of the Student Body Government, who will then bring the issue up in a Student Body Government meeting.

6.8 Academic Committee

6.8.1 Preamble

The Academic Committee will work as an interface between the student community and the administration of the institute (including Dean Academics, Registrar, Institute committees, and the Director) for the development of the academic environment, and enhancement of academic life in DA-IICT.

6.8.2 Functions

i. Convey the views, concerns, and problems, related to academics, of the student community to the institute administration (specifically, the various academics-related committees of the institute) so as to enhance the quality of academic life and programs, and foster a conducive academic environment in the institute.

ii. Organize activities that will enhance the academic aspects of student life in any and every possible way.

6.8.3 Roles of the Members selected to particular institute committees

To represent the views and decisions of the Academic Committee to their respective institute committees. The representatives will be responsible to convey the decisions of the whole committee, and not their own views.

6.9 Annual Festival Committee

6.9.1 Function

To organize and manage an Annual Festival on the DA-IICT campus.

6.9.2 Responsibilities of committee members

Every member will have to take the responsibility for one important activity in the organization of the festival.

6.9.3 **Activities:** The activities within the paradigm of organizing the Annual Festival comprise the following:

i. *Event Management:* Three members of the committee will take the responsibility of event management, for the following three sub-activities:

a. Management of events being organized during the Festival

b. Hospitality Management relating to accommodation and stay of guests and participants

c. Volunteer Management relating to identification of volunteers for the events and the festival in general.

ii. *Sponsorship Management:* Two members will take the responsibility of interacting with the companies and the faculty (for their contacts within the industry) for obtaining financial support for the organization of the festival. Under any circumstances, no money is provided from SBG budget to the Annual Festival Committee for organizing the fest. They need to generate and organize the festival totally from the revenue generated from the sponsorships.

iii. *Public Relations Management:* Two members will take the responsibility of interacting with other colleges and the media for the publicity of the festival.

iv. *Design Management:* Two members will take the responsibility for the following two teams. a. *Publishing Team* responsible for the design of brochures, posters, certificates and mementos. b. *Web-Design Team* responsible for the design and the continuous update of the website for the festival.

v. *Finance Management:* Three members will take the responsibility for resource allocation and monetary sanctions.

vi. *Inventory Management:* One member will take the responsibility for managing the inventory procured for the festival. Also, once the design of the publishing material is over, the inventory management team will procure the final design and get the requisite designs printed.

vii. *Quality Control:* The convener will take the responsibility of ensuring proper co-ordination of work flow among various committees members and resolve conflicts.

viii. Committee members should take up the responsibilities for the various above mentioned activities as early as possible, and make it public so that any forthcoming requests relating to any of the activities may be dealt by the member in-charge of that activity.

6.10   Cafeteria Management Committee

6.10.1 **Preamble**

The Cafeteria Committee will be responsible for all functions related to the Cafeteria, which will include: decisions regarding menus and prices, maintenance of health and hygiene in the kitchens as well as the eating areas, etc.

6.10.2 Regulations

Any complaints against food quality/quantity, hygiene, or any cafeteria-related issue can be directed to the Cafeteria Committee.

6.10.3 Functions

i. To obtain copies of contracts made between each of the food court vendors and the DA-IICT administration.

ii. To analyse and recommend any proposals (for price hike or otherwise) by the food courts, or any other proposal that they may come up with, to administration.

iii. To visit the various food counters and kitchens frequently, and randomly, to assess the food quality, quantity, hygiene conditions, and overall adherence to the contracts signed by the vendors with DA-IICT.

iv. To ensure that specified brands of products are being used in cafeteria by different vendors.

v. To ensure that proper cleanliness is being maintained in cafeteria by the college employed cleaning staff.

vi. To ensure that products are being sold by the vendors at prices specified in contract.

vii. To conduct surprise checks periodically and present the report to college administration, on which action will be taken by the administration within a week.

viii. To collect complaints out of the complaint box every week and present to concerned person in college administration, who will be supposed to conduct inquiry (if required) and take action on the complaint within one week. The action taken will be conveyed to the complainant by CMC after receiving the response from administration.

6.11 Cultural Committee

6.11.1 Preamble

The goals of the Cultural Committee is to create a culturally rich atmosphere in the institute by organizing literary, dramatic, musical, and other cultural events, and organizing the celebration of festivals.

6.11.2 Functions

i. Formulate a budget for the committee at the beginning of the autumn semester.

ii. Ensure that there is a balance of events catering to the interests of the entire student community.

6.12 Hostel Management Committee

6.12.1 Preamble

The goals of the Hostel Management Committee are:

i. To develop a healthier environment in the hostel lives of all students.

ii. To ensure proper residential facilities in the hostel, reporting all maintenance-related complaints to appropriate personnel, and following up on these complaints until the work is satisfactorily completed.

iii. To make decisions relating to hostel life, and ensure their implementation on behalf of the residents of the hostel.

6.12.2 Functions

i. Act as an interface between the hostel residents & the administration.

ii. Recommend the needs of the hostel to the administration in consultation with the Wardens.

iii. Decide upon rules regulations of the hostel, in consultation with the Wardens.

6.12.3 Responsibilities of members

i. Be visible to their floor occupants and interact with them regularly to understand their concerns.

ii. Be active in encouraging obedience to hostel rules.

iii. To identify the problems faced by their respective floor residents and present them for follow-up to the committee, or the relevant official of the institute.

iv. To ensure the efficient use of the hostel resources by all their respective floor residents.

6.13 ICT Committee

6.13.1 Preamble

The roles and responsibilities of the ICT Committee are:

i. Represent student views and issues related to ICT resources to the concerned authorities (Help Desk, System Admin, Web Committee and ICT Convener) and vice versa.

ii. Conduct and/or coordinate sessions over various tools and technologies (eg. Moodle) which are used in daily life by the DAIICT community.

iii. All the technical assistance required for all the events on campus including sound setup and pack up, maintenance of the technical inventory.

6.14 Sports Committee

6.14.1 Preamble

Sports are an essential part of students' college life and play an important role in their overall development. The roles of the Sports Committee are:

i. To look after the various sporting activities throughout the calendar year

ii. To improve upon the existing facilities, keeping in view the needs of the students.

iii. To maximize student participation in sports

iv. To organize various intra college events

v. To enhance representation of DA-IICT in inter-college events in the state and the country.

6.15 Student Placement Committee

6.15.1 Preamble

The primary goal of the Student Placement Committee is to organize on-campus placements and internships for all Final year students and summer internships for all pre-final year students, in the best possible jobs/internships, with the best possible salaries irrespective of any criteria (batch, CPI etc.).

This is a unique committee in that the students, faculty and staff of the Placement Committee work closely together, as one entity, in all aspects of the processes of placements.

6.15.2 The placement cycle

i. The placement cycle is loosely defined to be from one placement cum internship fair to the next.

ii. During a placement cycle, the committee is responsible for the placements of two sets of batches:

a. The batches whose placement fair is just finished, but which still have unplaced students; and for which niche companies would typically not have come. These batches are henceforth called the graduating batches.

b. The batches whose placement fair will be in the subsequent year. These batches are henceforth called the batches to be placed.

6.15.3 Functions

All functions listed below are for the institute placement committee, and therefore are to be performed by the students in conjunction with the faculty and staff members of that committee.

i. To organize Pre-Placement activities for both graduating batch and batches to be placed.

ii. To regularly organize sessions to keep student community updated about the on-going and past placement cycle.

iii. Formulate a placement policy at the beginning of the placement cycle for the next placement fair.

iv. Compile list of companies (in all areas of interest) to be targeted for inviting for on-campus placements, for the batches to be placed.

v. Compile all student data (10th, 12th, graduation marks, date of birth, gap between certificate/degree exams, CPI, etc.) asked for by companies, for the batches to be placed.

vi. Compile list of companies to be invited for the graduating batches, specifically for the unplaced students, and niche companies.

vii. Contact the compiled list of companies to invite them for on-campus placements. (The process of "contacting" will take various forms, such as writing letters, making phone calls, or making personal visits by a team from the institute, etc.).

viii. Maintain a website for placements.

ix. Maintain a constant line of communication with the student body, regarding all aspects of placement activities.

x. Assist in all aspects of logistics during visits from companies.

xi. SPC will not be responsible for the hospitality of the recruiters coming on campus for placement. This responsibility will lie solely upon the institute and the staff employed by it.

xii. SPC will not supervise any activity during the placement process of any company.

6.15.4 Placement Policy

It is a policy that all the entities involved in any placement cycle have to abide with. Entities include students applying for placement cycle, Student Placement Cell, Faculty members and administration involved in placements.

i. Placement Policy will be reviewed before starting of any placement cycle.

ii. Placement Policy should include the eligibility criteria for student sitting in the placement process of a certain company, division of companies coming to the campus in different categories and guidelines need to follow by all the entities involved in placement cycle. Definition of entities is defined in clause 6.15.4.

iii. Eligibility criteria should not be decided on the basis of CPI and Batch.

iv. Guidelines given to the students should clearly mention the penalty for the violation of the Placement policy.

v. For deciding the placement policy three entities should be involved. Student members of Placement Cell, Placement Officer and Faculty members.

vi. Student Placement Cell will prepare a draft for the placement policy taking suggestions from all the entities. Entities are defined in the above clause. The draft will be put on discussion in the meeting called by Institute Placement Cell Convener.

vii. For accepting the placement policy, the consent of more than 50% members of at least 2 entities is required. Entity is defined in the above clause.

7 Budget and Finance

7.1 Preamble

The budget for the various activities of the Student Body Government is provided by the institute.

Financial and accounting policies of the institute will be strictly observed in all spending of the Student Body Government.

7.2 The Budgetary Cycle

7.2.1 At the starting of academic session each year or at the end of previous year session, committees and clubs wishing for budget allocation from the student activities budget (for the subsequent year) will submit their budget requests to the Treasurer of Student Body Government.

7.2.2 Treasurer will compile these requests and submit a consolidated Student Activities budget (for both operational and capital expenditures) to the Dean (Students) who in turn will forward it to Finance Committee of the Institute.

7.2.3 The Finance Committee then meets and decides on the budget allocation for the institute.

7.2.4 Either in April, or at the beginning of the Autumn semester (August), the budget allocated by the Finance Committee for Student Activities will be informed to the Core Team of Student Body Government.

7.2.5 Meanwhile Student Body Government will debate on the budgetary requests made by various committees, and clubs, and decide on allocations to these entities.

7.2.6 The detailed budget allocation decided by the Student Body Government will be forwarded to the Director for final approval, by the Dean (Students).

7.2.7 Once the budget is approved by the Director, no change in the allocation of monies for various activities can be made. Any requests for change of allocation has to be approved by the Director, on a case by case basis.

7.3   Finance policies

7.3.1 Once the Director approves the detailed budget submitted by the Student Body Government, committees and clubs that are receiving funding from this budget, can spend monies allocated to them, for the specific activities for which budgets have been allocated.

7.3.2 See Sections 3.2.28 and 3.2.30 for the role of the Faculty Mentor in the budgetary and financial processes.

7.3.3 The following purchase policies must be followed by committees and clubs while receiving monies from the Student Activities budget:

   i. Any purchase that can be done through a purchase order and a bill payment, should be done by the Commercial Officer, in conjunction with student members.

   ii. For the above, any large purchase (where "large" is defined as any individual item costing more than Rs. 1000), obtaining quotations, and placing the purchase order must be done by an ad -hoc committee, consisting of the Commercial Officer, and two or more student members from the concerned committee.

   iii. The Administration must be given at least one week's notice for making any purchases.

   iv. Indent forms must be signed by the Faculty Mentor of the concerned committee and the Treasurer of Student Body Government.

   v. Faculty mentors can draw up to Rs. 10,000 cash for various short-term purchases.

   vi. Purchases of small items directly by students (where "small" is defined as any individual item costing less than Rs. 1000) can be authorized by the Faculty Mentor.

   vii. For all monies spent, bills must be produced in original, and submitted to the Accounts section of the institute, for proper accounting and auditing.