

# **Constitution of the Student Affairs Council**

(as approved on 25<sup>th</sup> April, 2019)

## **PREAMBLE TO THE CONSTITUTION**

The Student Affairs Council shall derive all its powers from the relevant authorities of the Institute, as defined in the Acts & Statutes of the Institute, and shall be subject to all rules and regulations laid down by these authorities.

## **CHAPTER I Terms of Reference**

### **I-A-I**

- i) Overall policy formulation, co-ordination and review of all student affairs which are of a non-academic nature, e.g. extra-curricular affairs, student housing and student counseling.
- ii) The Council shall represent the views of the student community of IIT Delhi on any issue that may be of collective concern to it, e.g. academic affairs and student discipline, and serve as a forum for discussion on such issues.

## **CHAPTER II Composition and Tenure of the Council Membership**

### **COMPOSITION**

#### **II-A-I**

- i) Director.
- ii) Dean of Students.
- iii) Deputy Directors.
- iv) Dean, Academics & Associate Deans of Student Affairs
- v) Two nominees of the Senate.
- vi) One Housemaster.
- vii) Presidents of all the Boards and Committees recognized by S.A.C.
- viii) Assistant Registrar (Student Affairs) or other Administrative Officer not so designated but working in that capacity.
- ix) Two Wardens.
- x) Immediate past. Dean of Students.
- xi) Head, Counseling Services.
- xii) General Secretaries of the Boards recognized by S.A.C. and of CAIC
  - xiii) Immediate past two General Secretaries, Student Affairs.
  - xiv) Two representatives of all hostels except the married students' hostel.
  - xv) Two representatives of the married students' hostel. 1 each for apartments (IP & Nalanda) and A-type flats.
  - xvi) Six representatives from the general bodies of the research scholars and two from the M. Tech. students.

- xvii) One representative of the combined M.Sc. classes.
- xviii) One representative of PG programs.
- xix) One representative of Day Scholars.
- xx) Secretaries of the committees set up by the S.A.C.
- xxi) Immediate past General Secretaries of the Boards recognized by the S.A.C.
- xxii) Two representatives from CAIC

## **II-A-2**

- i) Membership under Article II.A-1, sub-clauses (i), (ii), (iii), (iv), (vii), (viii), (x), (xi), (xii), (xiii), (xx) and (xxi) is ex officio.
- ii) In case the Dean of Student is the President of the Board for Hostel Management, he shall be represented on the council in terms of article II-A-1 (vii), by the The Associate Dean of Students (Hostel Management).
- iii) For other posts, appointments and elections shall be as detailed in Chapter VII.

## **II-A-3**

Membership under Article II-A-1, sub-clauses (xiii) and (xix) shall be valid only if the past General Secretaries concerned are still bona fide students of the Institute.

## **OFFICE BEARERS**

### **II-B-1**

The Director shall be the Chairman of the Council.

### **II-B-2**

The Dean of Students shall be the Vice-Chairman of the Council.

### **II-B-3**

The Council shall have a General Secretary, Student Affairs, who shall be elected from amongst its student councilors as detailed in Article VII-C-1.

## **TERM OF OFFICE**

### **II-C-1**

- i) The term of office of the elected members of the Council, shall normally be one year, expiring the day the new Council is elected. In case no elections have been held, the same Council shall continue.

### **II-C-2**

The term of office of members as per Article II -A-1, sub- clauses (v), (vi) and (ix) shall normally be one year expiring at the end of an academic session.

### **II-C-3**

The term of office of a member as per Article II-A-1 (xiv), (xv), (xvi), (xvii), (xviii) and (xix) shall terminate if he/she ceases to be a member of the electorate that elected him/her.

## **CHAPTER III**

### **Constituent Bodies of the S.A.C. & rules regarding them**

### **III-A-1**

The S.A.C. shall have as its constituent bodies, boards, committees and cells, as recognized under III-A-2, III-A-3 and III-A-4.

### **III-A-2**

- i) Each Board shall be an Institute level body that shall organize and manage a particular sphere of student activity.
- ii) The Boards currently recognized by the Council are.
  - a) Board for Recreational & Creative Activities.
  - b) Board for Sports Activities.
  - c) Board for Student Publications.
  - d) Board for Hostel Management.
  - e) Board for Student Welfare.
- iii) Each Board shall have a President, who shall be a faculty member of the Institute, appointed by the Director, and a General Secretary, who shall be a student, elected as per the Constitution of the respective Boards.
- iv) The Waiver form for any Institute position of Secretary or General Secretary will be handled and scrutinized only by the Board Presidents (or the returning officer deputed for the elections). The outgoing General Secretary or Secretary may assist the returning officer in verification of eligibility requirements & credentials as claimed in the application form.
- v) The Point Policy of any inter-hostel-competitive Board (& its constituent clubs, if any) will be announced within first 1 month of start of odd semester. It can be amended by majority of the Board's constituent elected members at a later stage with approval from concerned President.

### **III-A-3**

- i) Each Committee shall be an Institute level body that shall organize and implement schemes for the benefit of the students.

- ii) Each Committee shall have a President, who shall be a faculty member of the Institute, appointed by the Chairperson or Vice-Chairperson of the Council, and a Secretary who shall be a student, elected as per the Constitution of the Committee.

#### **III-A-4**

- i) Each Cell shall be a body instituted by the Student Affairs Council for the purpose of handling aspects of student affairs entrusted to it by the Council. It will have an overall student co-ordinator, who will be the convenor for the cell's meetings. The General Secretary, SAC will be an ex-officio member of every cell.
- ii) The composition of a Cell shall be decided by a majority vote of the members of the Council present when the Cell is formed. A Cell may be expected to submit its report by a deadline laid down by the Council. A Cell may be disbanded at the discretion of the Council, by a majority vote of members of the Council present at any meeting of the Council. .
- iii) The terms of reference of a Cell shall be defined by the Council when it is set up. These shall be decided by a simple majority of the members of the Council present when the Cell is formed.

#### **III-A-5**

If any Secretary or General Secretary or co-ordinator of a constituent Board, Committee or Cell of SAC is alleged (with proof) to be engaged in unfair conduct in the discharge of his duties, an enquiry panel (like that constituted in case of electoral disputes as mentioned in the constitution of the respective Boards or as agreed upon by the Council for Committees and Cells) will evaluate the allegations. If proved guilty, the POR holder must be removed from his position of responsibility and/or recommended to Disciplinary Committee by President of the Board, Committee or Cell.

#### **III-A-6**

- a) Election Commission shall be a students' election governing body that shall organize and manage the election of all student constituents in Student Affairs Council, CAIC and the boards mentioned under Article III-A-2 (ii).
- b) Office of ADSE shall be the chairman of the commission.
- c) The Election Commission shall have an Administrative and a Technical Committee.
- d) The Membership of Administrative Committee is as follows:
  - i) Office of ADSE as the Chairman of the Committee under Article VII-B-1 (1).
  - ii) Presidents of the Boards mentioned under Article III-A-2.
- e) The Membership of Technical Committee is as follows:

- i) The technical team would be headed by a professor who will validate the e-voting system.
- ii) 2 Student Subordinates, at least one of which is a pre-final year UG student.

## **CHAPTER IV**

### **Functions and Working of the S.A.C.**

#### **FUNCTIONS**

##### **IV-A-1**

The Council shall make all policy decisions involving more than one constituent body of the Council.

##### **IV-A-2**

- i) The Council shall consider and ratify the Constitutions of its constituent bodies and any subsequent amendment by a 2/3<sup>rd</sup> majority of the "Effective Strength" which means the strength of the entire Council, less the staff members who are present but voluntarily abstain from voting. If no ratification is accorded, the matter will be sent back to the constituent bodies for reconsideration in the light of comments of the Council. Rejection by the Council after resubmission will automatically invalidate the amendment of the portion of the Constitution under consideration.
- ii) The Council shall have the authority to institute and recognize a new Board or/and Committee or to reorganize an existing one. This shall require a 2/3<sup>rd</sup> majority vote from among the Council members present at the Council meeting.

##### **IV-A-3**

- i) The Council shall consider and approve the distribution of student funds, in the form of annual budgetary allocation to various constituent bodies, etc., for each academic year. This shall be provisionally done by the Executive Committee before the end of the previous academic year. These allocations must be considered, if deemed necessary, altered, and approved within twenty-one days of the commencement of the new session.
- ii) Whenever deemed necessary, the Council may audit the accounts of any or all of its constituent bodies.

##### **IV-A-4**

The Council shall, ordinarily, refrain from interfering with the affairs of its constituent bodies. However, if it is felt by the Council that some policy or decision of a particular organization is detrimental to the interests of the student community as a whole, the Council may ask the organization to reconsider these policies/decisions in the light of the comments of the Council. Such policies/decisions should only be

implemented on ratification by the Council. The Council may also consider matters concerning individual Boards directly on reference by any student/faculty. However, such matters must first be referred to the individual Board concerned and should be considered by the Council along with the views of the Board concerned. However, if the concerned Board does not send up its views to the Council within a period of a week of being notified or by the time the Council meets, whichever is later, the Council may consider the matter without its views.

#### **IV-A-5**

The Council shall represent the student community whenever and wherever deemed necessary.

### **THE CO-ORDINATING COMMITTEE**

#### **IV-B-1**

(a) The Council shall have a Co-ordinating Committee whose membership will be as follows:

- i) Director ...Chairman.
- ii) The Dean of Students ...Vice-Chairman.
- iii) Presidents of the Boards.
- iv) General Secretaries of the Boards.
- v) Deputy Registrar (Student Affairs) or any other administrative officer not so designated but working in that capacity.
- vi) General Secretary, Student Affairs ...Secretary-Convener.

b) In case the Dean of Students is the President of the Board for Hostel Management, he shall be represented on the Co-ordinating Committee in terms of the provisions of Article IV-B-1 (a), (iii), by the Associate Dean of Students (Hostel Management) .

#### **IV-B-2**

Any item, forwarded by the Co-ordinating Committee shall necessarily be included in the agenda for a meeting of the Council.

#### **IV-B-3**

The Chairman or the General Secretary, in consultation with the Chairman, may invite non-members to a meeting of the Co-ordinating Committee. These invitees shall not have any voting rights.

#### **IV-B-4**

- (i) The Co-ordinating Committee shall meet as often as it is necessary. Agenda for a meeting shall be prepared by the General Secretary in consultation with the Chairman/Vice-Chairman of the Council.

- ii) Meetings of the Co-ordinating Committee are to be convened by the General Secretary in consultation with the Chairman and Vice-Chairman of the Council. In the event the General Secretary is absent from the Institute for more than 5 days, the Dean of Students may convene a meeting of the Co-ordinating Committee of the Council.
- iii) In an emergency, a meeting of the Co-ordinating Committee may be convened by the Chairman/Vice-Chairman under intimation to the General Secretary, Student Affairs.

#### **IV-B-5**

- i) In the absence of the Director, the Dean of Students shall chair the meeting and also assume all powers of the Chairman for that particular meeting. In case the Dean of Students is absent, the Associate Dean of Students (Hostel Management) shall chair the meeting.
- ii) In the absence of the General Secretary from a give meeting, the Chairman may nominate one of the other General Secretaries present to officiate as the Secretary for that meeting.

#### **IV-B-6**

The Co-ordinating Committee of the S.A.C. shall be the steering committee for coordinating the activities of its constituent bodies.

#### **IV-B-7**

The quorum for a meeting of the Co-ordinating Committee of Council shall be half of its total membership.

### **THE EXECUTIVE COMMITTEE**

#### **IV-C-1**

The Council shall have an Executive Committee whose membership shall be as follows:

- i) The Dean of Students ...Chairman
- ii) The The Associate Dean of Students (Hostel Management) ...Vice-Chairman
- iii) Secretary to statutory and non-statutory bodies constituted by Institute Senate or the Director.
- iv) The Deputy Registrar (Student Affairs) or any other official not so designated but working in that capacity.
- v) General Secretary, Student Affairs ...Convener

#### **IV-C-2**

The Executive Committee shall take executive decisions, which are not considered sufficiently important to require an immediate meeting of the Council. These decisions must later be approved by the Council in its next scheduled meeting failing which they cease to be in operation.

#### **IV-C-3**

The Chairman or the General Secretary, in consultation with the Chairman, may invite non-members to a meeting of the Executive Committee. However, invitees shall not have any voting rights.

#### **IV-C-4**

Any item forwarded by the Executive Committee shall necessarily be included in the agenda for a meeting of the Council.

#### **IV-C-5**

- i) The Executive Committee shall meet as often as is necessary. Items for the agenda shall necessarily be invited by the General Secretary at least once a month. If, however, no items are received then the Committee may not meet. Agenda for a meeting shall be prepared by the General Secretary.
- ii) Meeting of the Executive Committee are to be convened by the General secretary in consultation with the Chairman of the committee. In the event the General Secretary is absent from the institute for more than five days, the Dean of Students may convene a meeting of the Executive committee of the council.
- iii) In an emergency a meeting of the Executive Committee may be convened by its Chairman under intimation to the General Secretary, Student Affairs.

#### **IV-C-6**

- i) One of the members of the Executive Committee vide Article IV-C-1 (iii) will be nominated by the General Secretary, Student Affairs to prepare the minutes of the meetings of the Executive Committee in consultation with the General Secretary.
- ii) In the absence of this member the General Secretary shall nominate one of the other members to record the proceedings of that meeting.

#### **IV-C-7**

In the absence of Dean of Students, the The Associate Dean of Students (Hostel Management) shall chair the meeting of the executive committee and assume all powers of the Dean for the meeting.

#### **IV-C-8**

The quorum for all meetings of the Executive Committee shall be four members.

### **NOMINATIONS FROM SAC TO OTHER BODIES**

#### **IV-D-1**

SAC nominates student members to statutory and non-statutory bodies constituted by Institute Senate or the Director.



#### **IV-D-2**

The students nominated to the statutory bodies (currently namely BUGS, BPGS&R, LUC, CUC) will be student councilors who volunteer and the Council approves their nomination by simple majority. Additionally, the council shall elect from among its members a 'SAC Secretary to statutory bodies of Institute' who shall be an ex-officio nomination to all such bodies wherever he/she is eligible.

#### **IV-D-3**

Students will be nominated to the non-statutory bodies by the General Secretary, SAC and the same must be passed by the Council by simple majority.

### **FUNCTIONS OF ELECTION COMMISSION**

#### **IV-D-3**

- a) The Election Commission will ensure proper planning, structuring and timely execution of the elections for following positions:
  - i) General Secretary, SAC
  - ii) General Secretary, CAIC
  - iii) General Secretaries of Boards mentioned under Article III-A-2 (ii), (except Board for Student Publications)
  - iv) Deputy General Secretary of Board for Sports Activities
  - v) Deputy General Secretary Operations of Board for Students Welfare
  - vi) Secretaries of Board for Students Welfare
  - vii) Secretaries of clubs recognized by the Board for Recreational and Cultural Activities
- b) The Technical team is supposed to be finalized before the first SAC meeting of odd semester every year.

## **CHAPTER V**

### **Meeting Procedures of the S.A.C.**

#### **V-A-1**

The Council shall meet as often as necessary and in any case not less than twice a semester.

#### **V-A-2**

- i) The meetings of the Council shall be convened by the General Secretary, Student Affairs, in consultation with the Chairman/Vice-Chairman of the

- ii) Council. In the event that some emergent work arises after the announcement of a regular meeting by the General Secretary, Student Affairs, the Chairman/Vice-Chairman may ask the General Secretary, Student Affairs to postpone the meeting if they consider it absolutely essential. The postponed meeting shall take place within 3 working days of the originally scheduled date of the meeting.
- iii) The Vice-Chairman may convene regular meetings of the Council in the event the General Secretary, Student Affairs is absent from the Institute for a period of thirty days.
- iv) The Chairman/Vice-Chairman may also convene an emergency meeting of the Council under intimation to the General Secretary, Student Affairs of their intention to call such a meeting.

### **V-A-3**

A meeting of the Council may be requisitioned in writing by its members, not less in number than one-fourth the total Council membership. Notice for such a meeting shall be given by the General Secretary, Student Affairs, within a period of five Institute days (an Institute day being a day on which the Institute is officially open to the students) of his receiving the requisition; and the meeting shall be held within ten Institute days of the issue of the notice, provided no regular meeting is scheduled within that period. The items for which the meeting is requisitioned must necessarily be taken up first in this requisitioned/regularly scheduled meeting (whichever is earlier) before any other items are taken up.

### **V-A-4**

A written notice shall be circulated among the members at least one week before a meeting and the agenda at least 48 hours in advance. In the case of an emergent meeting this rule may not be observed in that a simple notice of its venue and time shall suffice.

### **V-A-5**

The quorum for a meeting shall be half the total membership.

### **V-A-6**

- i) In the absence of the Director from a meeting, the Dean of Students shall chair the meeting and assume all the powers of the Chairman for that meeting. In case the Dean of Students is absent as well, the Associate Dean of Students (Hostel Management) shall chair the meeting. In the event that Associate Dean of Students (Hostel Management) is not present to chair the meeting, any faculty member on the Council who is present may be requested by the General Secretary to chair the meeting, and he shall do so. If no faculty member is present and the General Secretary is satisfied that the absence is coincidental, then the General Secretary, Student Affairs, shall chair the already convened meeting of the Council.

- ii) In the absence of the General Secretary, Student Affairs, the Chairman shall nominate one of the other General Secretaries present to officiate as Secretary for the meeting.

#### **V-A-7**

- i) The Council should attempt to take decisions by consensus. A simple majority of the effective Council strength present shall, however, suffice for a motion to be carried except where indicated otherwise.
- ii) A secret ballot may be held on any issue if requested by a member or at the discretion of the Chairman.
- iii) No member shall have more than one vote even if he is on the Council in more than one capacity.

#### **V-A-8**

Any item which has not been circulated in advance amongst the members as per Article V-A-4 may be included in the agenda with the permission of the Chairman, if a provision is made for such inclusions in the circulated agenda. Such a provision should always be made in the case of regular meetings. Agenda for a Council meeting shall be prepared by the General Secretary in consultation with the Chairman/Vice-Chairman of the council.

#### **V-A-9**

The minutes of the proceedings of a meeting of the Council and its Executive and Co-ordinating Committees shall be prepared by the General Secretary. After the minutes are confirmed in the next meeting, they shall be recorded in two minute books (in duplicate) under signatures of the General Secretary and the Chairman. The Dean of Students shall ensure safe custody of these minute books of the Council.

#### **V-A-10**

Minutes of the meetings of the Council after being approved shall be placed before the Senate for its information. Points requiring approval of the Senate shall be sent separately so that they can be highlighted in the agenda of the Senate for its consideration.

#### **V-A-11**

- i) If a member fails to attend two meetings of the Council (including those which could not be convened for lack of quorum), he shall cease to be a member of the Council, with the provision that the Chairman of the Council may in extraordinary circumstances grant a reprieve to the absentee member on the advice of its Executive Committee. This applies to all members of the Council other than those present in an ex officio capacity.
- ii) The vacancy resulting from the application of the above sub-clause will be filled within 15 Institute days by the same procedure according to which the original incumbent was selected. The absentee member will, however, not be eligible for membership again during the session he was removed for continued absenteeism.

#### **V-A-12**

- (i) The Chairman, and the General Secretary, in consultation with the Chairman, may invite non-members to a meeting of the Council. These invitees shall not have any voting rights.
- (ii) Wardens, who are not already members of the Council under the provisions of Article II-A-I, would be permanent invitees to all the meetings of the Council.
- (iii) House Secretaries of all Hostels other than the married students' hostel, one NSS G Sec, one NSO in-charge, one NCC in-charge, one Training & Placement Cell overall co-ordinator & one Mentorship Review Committee co-ordinator shall be permanent invitees to all the meetings of the Council.

#### **V-A-13**

In the event a meeting tends to prolong beyond a reasonable length of time, as per the discretion of the Chairman, it may be adjourned and reconvened within a week of the adjournment in order to complete the remainder of the items on the agenda. Such a provision would be valid only for a regular meeting of the Council.

#### **V-A-14**

Accepted parliamentary conduct and discipline shall govern all meetings of the Council and its committees.

### **CHAPTER VI**

#### **Responsibilities vis-à-vis the Council**

#### **CHAIRMAN OF THE COUNCIL**

##### **VI-A-1**

The Director shall be the Chairman of the Council and preside over the meetings of the Council and its Co-ordinating Committee. In his absence, Articles IV-B-5 (i) and V-A-6 (i) shall apply.

##### **VI-A-2**

The Chairman of the Council shall exercise a casting vote for breaking the tie in any matter before the Council including the election for the post of General Secretary, Student Affairs.

##### **VI-A-3**

The Chairman shall ensure the implementation of the decisions of the Council on matters within the purview of the Council.

#### **VI-A-4**

It shall be the responsibility of the Chairman of the Council to involve the Council in the making of the decisions that are likely to affect the student community on matters within the purview of the Council.

#### **GENERAL SECRETARY, STUDENT AFFAIRS**

##### **VI-B-1**

The General Secretary, Student Affairs, shall be the secretary & convener of the Council, its Co-ordinating Committee and its Executive Committee. In the event of his absence from the Institute, clauses IV-B-4 (ii), IV-B-5(ii), IV-C-5(ii), V-A-2(ii) and V-A-6(ii) shall apply.

##### **VI-B-2**

The General Secretary, on behalf of the Co-ordinating Committee, shall be responsible for ensuring co-ordination amongst the various constituent bodies of the Council.

##### **VI-B-3**

The General Secretary shall be responsible for ensuring that this Constitution is not violated. He must necessarily report to the Council any violation of this Constitution within his knowledge that may have occurred inadvertently or for reasons beyond his control. Such a violation must be recorded along with an explanation for its occurrence, in the minutes of the meeting in which it is reported to the Council.

##### **VI-B-4**

The General Secretary shall ensure that the minutes of the Council and its Executive and Co-ordinating Committees are recorded correctly.

##### **VI-B-5**

The General Secretary shall take measures to familiarize new members in a particular and the General Body of the I.I.T.D. student in general with this Constitution and with any development concerning the student of the institute.

##### **VI-B-6**

The General Secretary, Student Affairs, shall be the chief representative of the I.I.T.D. student community on matters within the purview of the Council as covered in Article I-A-1. However, in all forums outside I.I.T. Delhi, the General Secretary, Student Affairs, shall be the spokesman of the student community only for matters covered in I-A-1 (i). If the matter pertains to a specific constituent body alone then the General Secretary of that body should normally be the representative of the student community for that matter. The General Secretary, Student Affairs, shall however, be answerable to the Council for any views that he may express on the student community.

#### **VI-B-7**

The General Secretary may be removed if two-third of his electorate in the Council votes for his removal in a vote of no confidence. A vote of no confidence shall be considered if at least one-third of the electorate petition in writing to the Chairman of the Council to do so. The resulting vacancy from a vote of no confidence shall be filled as per Article VII-C- 1. The Council shall have the right to remove a General Secretary, Student Affairs, by a vote of no confidence only once during a Council session.

#### **VI-B-8**

The member holding the office of General Secretary, Student Affairs, may not be removed from his primary membership on the Council notwithstanding the provisions of Articles VII-B-1 (vi) as long as he holds the office of General Secretary, Student Affairs.

#### **VI-B-9**

The General Secretary shall report to the Council on follow-up action taken on the Council's resolutions.

#### **VI-B-10**

The General Secretary, Student Affairs shall call for, compile and release to the general body of the I.I.T. Delhi students the reports obtained from the General Secretaries/Secretaries of the Boards/ Committee recognized by S.A.C. This should normally be done at the end of his/her term of office.

All General Secretaries/Secretaries of the Boards/Committees recognized by S.A.C. shall make a report of activities and expenditures of the concerned Board/Committee during his/her term of office and submit it to the General Secretary, Student Affairs, whenever called for once in a semester.

### **VICE-CHAIRMAN OF THE COUNCIL**

#### **VI-C-1**

The Dean of Students shall be the Vice-Chairman of the Council.

#### **VI-C-2**

The Vice-Chairman of the Council shall ensure that all the officials of the Council are given every facility required for the discharge of their assigned duties as officials of the Council.

### **VI-C-3**

The Vice-Chairman of the Council shall co-ordinate all student elections and ensure that all elections to student organizations are faithfully held as per the time schedule and procedures laid down in the Constitutions of the various organizations.

### **VI-C-4**

The Vice-Chairman of the Council shall communicate the opinion of the Council before the Institute Senate, the Board of Governors and other bodies within and outside the Institute. He shall also be responsible to communicate approved minutes of the Council to the Senate for appropriate consideration as per the provisions of Article V-A-10.

### **VI-C-5**

It shall be the responsibility of the Vice-Chairman of the Council to aid and assist the Chairman in the implementation of the decisions of the Council on matters within the purview of the Council and to involve the Council in the making of decisions that are likely to affect the student community on matters that are within the purview of the Council.

### **VI-C-6**

The Vice-Chairman of the Council shall chair the meetings of the Executive Committee.

### **VI-C-7**

It shall be the responsibility of the Vice-Chairman of the Council to keep the Council informed about any development that may be of interest to it.

## **STUDENT MEMBER, S.A.C.**

### **VI-D-1**

Each student councilor of the Council shall present the majority opinion of his electorate at appropriate forums, whenever such an opinion has been conveyed to him by his electorate.

### **VI-D-2**

A student councilor may be called upon by the General Secretary for assistance in the routine work of the Council.

### **VI-D-3**

A student councilor shall keep in touch with the opinion and grievances of the student community in general and his constituency in particular, by holding one semesterly meeting with all hostel residents & House Secretary (or relevant electorate) discussing students' issues that should be addressed in the next General SAC meeting. If the minutes of the same (with recorded attendance) is not presented to the 2<sup>nd</sup> SAC general body meeting of the semester, the membership of the representative in the council can be withdrawn by the executive committee of SAC.

### **NOMINEE FROM SAC TO OTHER BODIES**

#### **VI-E-1**

Each nominee to the statutory and non-statutory bodies setup by the Senate and the Director must keep in touch with the opinion and grievances of the student community related to the issues under the ambit of their statutory body through interaction with other councilors and must present the majority opinion to their statutory body when requested for the same.

#### **VI-E-2**

A nominee to any statutory or non-statutory body may be called upon to update the Council about the proceedings of their body. Each nominee must submit an annual report to the Council on effect of their committee's salient decisions on the student affairs. If the nominee fails to impart the above duties, the Council may withdraw its nomination of the nominee.

#### **VI-E-3**

The 'SAC Secretary to statutory bodies of Institute' in addition to the responsibilities in VI-E-1 and VI-E-2 shall co-ordinate the efforts of all nominees and bring the council's attention to what student affairs' issues could be better solved by involving the necessary committees or their decisions.

## **CHAPTER VII**

### **Elections of the Office Bearers**

#### **NOMINATIONS TO THE S.A.C.**

##### **VII-A-1**

Members under Article II-A-1 sub-clauses (vi) and (ix) shall be appointed by the Director, in consultation with the Dean of Students.



## **VII-A-2**

- i) Members under Article II-A-1 sub-clause (v) will be nominated by the Senate.
- ii) Members under Article II-A-1 sub-clause (xxii) shall be nominated by the CAIC

## **ELECTIONS TO THE S.A.C.**

### **VII-B-1**

- i) The representatives from the individual hostels who are members under sub-clauses (xiv) and (xv) of Article II-A-1 shall be elected by the resident students of their respective hostels/group of flats from amongst the student residents of that hostel/group of flats, except those ineligible as per clause VII-B-1 (iv).
- ii) Only students moving into 2nd, 3rd year or 4th year (dual only) are eligible to contest for election to post of any UG representative in SAC. i.e. No pre-final year B.Tech/dual students are eligible for position in II-A-1 (xiv).
- iii) The members under II-A-1 (xvi) shall be elected by all full-time students enrolled in any M Tech or PhD programme in the institute from amongst themselves.
- iv) The members under II-A-1 (xvii) shall be elected directly by all full-time students enrolled in any MSc programme in the institute from amongst themselves.
- v) The members under II-A-1 (xviii) shall be elected directly by all full-time students enrolled in any PG programme (other than an MSc or MTech) in the institute from amongst themselves.
- vi) The members under II-A-1 (xix) shall be elected directly by all full-time UG and PG students not residing in the hostels on a regular basis, from amongst themselves.
- vii) Outgoing students, hereby defined as 4th year B. Tech, 5<sup>th</sup> year Dual, 2nd year M.Sc./M. Tech. students and research scholars who have submitted their synopsis or spent more than four years as research scholars in the Institute from the date of their Ph.D. registration (whichever is earlier), P.G. Diploma students, and post-doctoral fellows would be ineligible to stand for elections under VII-B-1 (i), (ii), (iii), (iv), (v) and (vi).
- viii) A vote of no-confidence shall be considered against all members elected under Article VII-B-1 sub-clauses (i), (ii), (iii) and (iv), except the member holding the office of General Secretary (S.A.) if at least one-third of the electorate petition in writing to the Chairman of the Council to do so and two-thirds of the electorate vote to remove him in a vote of no-confidence. The resulting vacancy shall be filled as per Article VII-B-1. Each electorate has the right of recall of their representative only once during a Council session.

## ELECTION OF THE GENERAL SECRETARY, STUDENT AFFAIRS

### VII-C-1

- i) The candidate for the post of General Secretary must be a student councilor as defined under Article II-A-1 sub-clauses (xiv), (xv), (xvi), (xvii), (xviii) & (xix) in an earlier council before year of election. Because of lack of forewarning of change of eligibility, student members of the incoming team (as defined under the above clauses) shall also be eligible for the elections of 2013. For all further elections the candidate must be a member of an earlier council. Exceptional applications not fulfilling the above criteria may be allowed subject to waiver approval by the returning officer of the elections. All such waiver applications must be reviewed by the returning officer with assistance from current General Secretary, Student Affairs.
- ii) In addition to all elected Incoming and Outgoing Council student members, Incoming and Outgoing General Secretaries and incoming House Secretaries (no other permanent invitees), all students who have ever been a part of a previous council during their enrollment at IIT Delhi, will be eligible to vote provided he/she satisfied the requirements of being a representative (eg. CGPA 7 etc) at the end of his term as representative. This effectively gives a SAC representative an IIT-life-time membership of the electoral college for G Sec. Note that the following will not be part of electoral college:
  - a. Those immediate past General Secretaries of the Boards recognized by S.A.C. who are outgoing students as defined under VII-B-1 (v);
  - b. All Secretaries of the committees set up by the S.A.C.; and
  - c. Representatives from A.I.C. (U.G.).
- iii) No member shall have more than one vote even if he is on the Council in more than one capacity.
- iv) No student is eligible to hold the office of General Secretary, Student Affairs, for more than two terms.
- v) The election shall be conducted by the Vice-Chairman of the Council at a special meeting called for this purpose.
- vi) The elected candidate must secure an overall majority of the votes polled. In case no candidate receives such a majority a re-election shall be conducted at the same meeting, between the two candidates securing the largest number of votes.
- vii) In the event of a tie involving two or more candidates at any stage of the election, the Chairman of the Council shall cast his vote to break the tie.
- viii) Student councilors listed in Article VII-C-1 (i) are eligible to stand for the post of General Secretary, Student Affairs, provided they possess the following academic qualifications:
  - a. B. Tech. and M.Sc. students, who have earned credits greater than or equal to 18 times the number of semesters that they have been students of the Institute.

- b. M.Tech. students, who have earned 12 credits or more.
- c. Research scholars, who have successfully completed at least one year of research work.

The provisions under Article VII-C-1 (vii) shall apply to the election of the General Secretaries of all Boards recognized by S.A.C.

## **ELECTION OF THE SAC SECRETARY TO INSTITUTE BODIES**

### **VII-D-1**

- (i) The candidate for the post of ‘SAC Secretary to statutory and non-statutory bodies of Institute’ must be a student councilor as defined under Article II-A-1 sub-clauses (xiv), (xv), (xvi), (xvii), (xviii) & (xix) in the present Council.
- (ii) The electoral college will be all elected student members of SAC as defined under Article II-A-1 sub-clauses (xii) to (xix) & (xxi) but no permanent invitees.
- (iii) The Vice-Chairman of the Council will be the returning officer of the elections and the General Secretary will assist him wherever called for.
- (iv) This election will happen on the day of the first SAC meeting of the new Council but before the meeting actually commences. The quorum for the meeting will be the usual quorum rules as defined in this constitution.
- (v) The eligible candidates may declare their candidature on the floor by being nominated by a member of the electorate. This nomination must be seconded by another member of the electorate. The candidatures shall be verified by the returning officer of the elections after which each of the valid candidates shall deliver a short statement-of-purpose.
- (vi) Next, the electorate shall vote by secret ballot. Each member of the electorate is entitled to exactly 1 vote even if he/she is a member of the council in multiple capacities.
- (vii) The candidate receiving the largest number of votes in the voting shall win the election.

## **TIMING OF ELECTIONS**

### **VII-E-1**

Normally all student elections shall be held during the 2<sup>nd</sup> semester of an academic session and completed at least 4 weeks before the end of the classes for the semester. However, any by-election necessitated on account of Article VII-B-1 (v) shall be held during the first two weeks of the 2<sup>nd</sup> semester of an academic year.

The exact schedule to be followed in each case shall be announced by the Vice-Chairman after discussion with the General Secretary of the Council.

## **CHAPTER VIII**

### **Amending the Constitution**

#### **VIII-A-1**

- (i) Any part of this Constitution except the parts specified in clause VIII-A-2 can be amended.
- (ii) The proposed amendment should have been circulated amongst the members at least seven working days in advance of the meeting called for such a purpose.
- (iii) The quorum for a meeting of the Council called to consider an amendment shall be two-thirds of the Council membership. In case the quorum is not fulfilled, the quorum for a second and subsequent meeting called to consider the same amendment shall be one-half the total membership of the Council.
- (iv) In order for an amendment to be carried it would be necessary to obtain a favourable vote of two-thirds of the effective Council strength present at the meeting when the amendment is being considered.

#### **VIII-A-2**

The preamble and the terms of reference of this Constitution as well as the provisions of Chapter VIII are subject to amendment only on advice by the authorities of the Institute in the light of any modifications in the Acts and Statutes of the Institute.

#### **VIII-A-3**

All amendments and additions to this Constitution shall remain invalid unless ratified by the concerned authorities of the Institute.

#### **VIII-A-4**

- i) In the event there is a dispute in the interpretation of the provisions of any article of the Constitution, which concerns the relationship of the Council vis-à-vis the authorities of the Institute, the interpretation given by the Chairman of the Council shall be final and binding on all concerned.
- ii) In the event there is a dispute in the interpretation of any Article of the Constitution other than that specified in Article VIII-A-4 (i), the interpretation given by two-thirds of the council membership shall be valid. In case there is a stalemate in the Council, the decision of the Chairman of the Council shall be final and binding on all concerned.
- iii) The Chairman of the Council shall determine which dispute is to be decided by him as per the provisions of Article VIII-A-4 (i) and which one is to be put to vote in the Council as per the provisions of Article VIII-A-4.
- iv) The particular Article of the Constitution would be reworded to remove the ambiguity in the light of the interpretation given as per the procedure of Article VIII-A-4, sub-clauses (i) and (ii).