



ELECTION CODE

Student Election Commission IIT Gandhinagar

Approved by the Students' Senate on March 12, 2018

Constitution Bench of the Honourable Supreme Court of India in T.N. Seshan v Union of India and Ors [(1995) 4 SCC 61]:

'Democracy being the basic feature of our constitutional set up, there can be no two opinions that free and fair elections to our Legislative bodies alone would guarantee the growth of a healthy democracy in the country. In order to ensure the purity of the election process, it was thought by our Constitution-makers that the responsibility to hold free and fair election in the country should be entrusted to an independent body which would be insulated from political and/or executive interference.'

Election Commission IIT Gandhinagar has drafted the entire Election Code, keeping in mind the above mentioned statement of the Honourable Supreme Court of India.

The current version of this Code will supersede and nullify all previous versions of the Election Code.

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[NOTE: Documents containing Right to Recall, Right to Reject, Election Commission structure and formation, Internal Code for Election Commission members are also part of the Election Code, and these have been included towards the end of this document.]

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A General Provisions

A.1 Role and Authority

Role of Election Commission:

1. To conduct free and fair student body elections at IIT Gandhinagar.
2. To document all the activities related to elections.
3. To innovate new methods or technology to improve the experience of voters and candidates regarding elections.
4. To research and spread awareness amongst voters and candidates about the democratic process.
5. To implement the Election Code effectively.

Authority of Election Commission:

1. In order to ensure free and fair elections, Election Commission will take decisions related to elections.
2. Election Commission can issue notice/warning to any student of IIT Gandhinagar interfering/disturbing the peace during election process after the announcement of elections, till the results are declared for that election.
3. Recognising that the establishment and strengthening of democratic process and institutions is the common responsibility of institute administration, student councils, student senate, voters and candidates. Hence all must support the Election Commission in terms of resources.

A.2 Definitions

1. “CANDIDATE” refers to any student consenting and/or endeavouring to be elected as expressed by filing nomination.
2. “POLLING BOOTH” refers to any publicly accessible on-campus polling location designated for the use of voting in the campus-wide elections by the Election Commission.
3. “STUDENT” refers to any individual who is registered as a student of IIT Gandhinagar.
4. A “MANIFESTO” is a published verbal declaration of the intentions, motives, or views of the candidate.
5. “NOMINATION FORM” is a document, filed by a candidate with the Election Commission declaring all the information asked, true to the best of his/her knowledge.

When there is lack of clarity in definitions /make inadequate provision to deal with a given situation in the conduct of elections, the Election Commission will act appropriately, under the Election Code as per its discretion.

A.3 Election protocol

The superintendence, direction and control of the elections vest in the Election Commission therefore Election Commission holds the right to delay elections till the atmosphere is conducive for conducting free and fair elections. Elections, in the context of democratic institutions, mean free and fair elections and not merely a ritual to be gone through periodically.

The Election Commission shall ask the Student Senate for the list of posts and vacancies for which elections are to be conducted. After getting the list of posts and vacancies, Election Commission shall declare the election for posts in the student body.

A.3.1 Declaration of Elections and Tentative Schedule

1. Election Commission must call a preparatory meeting before every Student Council election to discuss the election schedule and campaigning related matters. Student Council members, Senators, aspiring candidates and voters may attend the meeting. The Election Commission will consider suggestions made during the meeting, but will take the final call on all matters.
2. Election Commission will declare the elections through their official email ID and by other possible means.
3. Election Commission shall declare the tentative schedule for elections in the same mail as the declaration of elections. Election Commission shall announce the dates for elections in consultation with the Student Senate. However the decision of the Student Senate shall not act as a binding on the Election Commission in any way whatsoever. Election Commission may change the tentative schedule under circumstances the Election Commission deems fit.
4. The Election Commission should preferably conduct the Student Council elections over a period of two weeks, and provide a period of 6-8 days for campaigning.
5. As soon as elections are announced, the Model Code of Conduct (MCC) comes into effect.
6. Candidates who aspire to file their nominations come under MCC with immediate effect. The regulations stated in MCC govern the actions of aspiring candidates.

Note: Candidates, who have already filed their nominations, can be penalised for any violation that they have conducted even before filing their nomination. Consequently, a candidate comes under MCC even before he/she has filed his/her nomination.

A.3.2 Filing nominations, manifesto submission, withdrawal of nominations and declaration of list of eligible candidates

1. After the declaration of elections, students can file their nomination within sufficient days. Election Commission will specify the format of nomination. Election Commission reserves the right to extend the nomination deadline under special circumstances.
2. Students may or may not submit their manifestos. Election Commission shall not accept any manifesto after the filing of nominations is closed. Election Commission shall share the manifestos with the student body through IITGN e-mail. Election Commission can't be held responsible for the promises made by any candidate or any other information provided in the manifesto.
3. Election Commission will give a chance to candidates to withdraw their nominations. In this period, Election Commission will only consider withdrawal requests.
4. After completion of all the above procedures and scrutiny of each and every document, Election Commission shall declare the list of eligible candidates through means that they prefer.

Note: Campaigning period starts as soon as the list of eligible candidates is declared and shall remain in effect till the Period of No Campaigning starts.

A.3.3 Voter Awareness Activities

Election Commission has to conduct at least one activity for increasing awareness in Student Council Elections. Election Commission may think of new substitutes as they feel the need. Examples of such activities and norms for conducting them are as follows:

A.3.3.1 Video Recording of SOP's:

1. Election Commission shall record the video of candidates, with a specified time limit equal for all candidates, at a time and venue declared to the candidates well in advance.
2. Election Commission expects candidates to read and explain their manifestos. Speaking against other candidates in the video shall be considered as a violation of MCC.

A.3.3.2 Poster Submission:

1. Election Commission shall allow candidates to submit their campaigning poster in a format specified by the Election Commission (same for all the candidates).
2. Election Commission shall share posters of all candidates on an official social media platform (such as the Election Commission's Facebook page). Further, Election Commission shall allow candidates to share the same poster on other Social Media platforms with prior permission of the Election Commission.

A.3.3.3 Open House session:

1. Election Commission shall also conduct a Candidate Open House. A moderator who is not a member of Election Commission shall moderate in the open house.
2. Election Commission shall set the agenda for open house. The agenda may include explanations of the Election Code, review of the election timetable, and answering questions of student body which shall constitute the audience.
3. Election Commission must leave at least one day of campaigning for the candidates after conclusion of the Open House session.
4. A candidate may choose to attend or not to attend the Open House session.

A.3.4 Declaration of Period of No Campaigning

1. Election Commission will declare the Period of No Campaigning, preferably 24 hours before the polling starts.
2. During Period of No Campaigning all the campaigning rights of candidate shall remain suspended.
3. Period of No Campaigning will end as soon as the results are announced for that election.

A.3.5 Announcement of Guidelines for polling day and reserved areas

1. Election Commission will announce guidelines for candidates as well as voters to be followed on polling day, 24 hours before the elections.
2. Election Commission shall announce the reserved areas 24 hours before the election. Students may access the reserved area with permission of Election Commission. Reserved areas will become free once results are announced for that election.

A.3.6 Polling Venue

1. Election Commission shall announce the polling venues well in advance. In the larger interest of integrity of elections, Election Commission can change the polling venue. In case of change of polling venue within 3 hours of start of polling, the Election Commission must extend the polling time as per their discretion.
2. Election Commission shall choose the polling venues in a way to increase the voter turnout.
3. Election Commission shall have complete control over all polling venues on the days of elections. Election Commission shall maintain decorum in and around the polling venue by means they consider fit.

A.3.7 Polling hours

1. Election Commission will announce the polling hours well before the elections through different means.
2. Election Commission can extend the voting hours under special circumstances.
3. Election Commission may set limitations on the hours of operation for the polling venues but it may not deny the right to vote to any person standing in line to vote at the time the polling venue closes.

A.3.8 Verification of Voting System

1. Any student can request to check and verify the 'voting method', database, and other records. However EC shall disclose such items only after consultations with their Faculty Advisors

A.3.9 Declaration of Results

1. Election Commission shall declare the results at a time and place already notified to all.
2. Election Commission shall also declare the results through IITGN email.
3. Election Commission is expected to declare the results within 12 hours of the completion of polling. Even so, this point shall not act as a binding on the Election Commission.

A.3.10 Location of Results

1. Election Commission will decide the location of results.
2. Election Commission shall announce the location of results along with the tentative schedule but it may change under certain circumstances.
3. Election Commission shall have complete control at the venue and its surroundings while the results are announced.

B Requirements for Candidacy

B.1 Filing nominations with the Election Commission

For becoming a candidate in any elections, candidate must file nominations with the Election Commission in the format prescribed by the Election Commission and in accordance with the schedule declared by Election Commission for that election.

B.2 Eligibility

The general eligibility to file nominations for any election is as follows:

- a He/she must be a student of IIT Gandhinagar who graduates only after the tenure of the Council and the Senate for the corresponding academic year is complete.
- b He/she is not barred by the Chairman, Senate (on recommendation of the Senate Student Affairs Committee) to hold any positions of responsibility related to curricular or extracurricular activities.
- c He/She must have knowledge of all the rules that govern him/her on becoming a candidate and should abide by all the rules and regulations as prescribed in the MCC.
- d Academic criteria as per Institute Senate Guidelines (Including CPI and GPS)

Note: Eligibility may be different for different posts. Please refer to the specific rules for specific posts when elections for such posts are declared.

C Campaigning

Manifestos of the candidate are open for public scrutiny during the Open House session or on any other public platform provided by the Election Commission. If the candidates have any specific complaint or problem regarding the conduct of elections they may bring the same to the notice of the Election Commission.

C.1 Fundamental principles of Campaigning

Election's campaigning at IIT Gandhinagar is based on some fundamental principles which gives utmost importance to the ethics. Any amendment in the Election Code must not violate the fundamental principles of campaigning and all campaigning related laws should be made in accordance with the fundamental principles mentioned below :

- a. Use of money in any form for campaigning purpose is strictly prohibited. Use of money not only includes direct use but also includes expenses made for campaigning purpose.
- b. Election Commission will provide all resources for campaigning purpose. Candidates are prohibited to use their own resources.
- c. Negative campaigning, use of muscle power, spreading false rumours or any unethical behaviour violating the rules of the institute would be considered as violation of fundamentals of the campaigning.
- d. All candidates must get equal opportunity to campaign.
- e. Any violations based on the fundamental principles come directly under the MCC and shall attract penalties as described in Section E.1.

C.2 Model Code of Conduct (MCC)

Election Commission has laid down the **Model Code of Conduct** which is a set of norms and regulations to govern the conduct of candidates contesting for elections as well as their supporters who are involved in campaigning. MCC helps Election Commission to implement fundamental principles of campaigning mentioned in the above section. Election Commission shall make the MCC public before each and every election starts. Complete Model Code of Conduct is given below.

Note: Model Code of Conduct, by no means is exhaustive. Any voter or candidate needs to follow the other rules of our Institute and the rules laid down in the Indian Constitution.

General Guidelines:

1. The following norms and regulations are meant to ensure fairness, keep order, and preserve the integrity of the election.
2. In general, candidates should try to maintain the “spirit of the campaigning” which is an atmosphere of friendly competition with others and respect for the election process.
3. All candidates are responsible for their campaigns. It is the responsibility of all candidates to be aware of the campaigning norms and regulations.

Norms and Regulations:

1. All the fundamental principles of campaigning are included in MCC as regulations that the candidate has to adhere to.
2. No candidate shall include in any activity which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic.
3. No candidate can ask for votes based on caste, creed, sex, religion, region or any other issue which has the tendency to break the unity of our institute.
4. During the campaigning period, there should not be any slander/vilification of candidates.
5. Any sort of anti-campaigning is strictly prohibited starting from the commencement of campaigning till the end of elections.
6. A candidate must not disturb the regular academic and/or administrative activities of IITGN while campaigning.
7. A candidate cannot involve any IITGN faculty/staff member in the campaigning.

8. A candidate is supposed to respect the privacy of students of IITGN while campaigning.
9. The right of every individual for peaceful and undisturbed life shall be respected. Hence, during door-to-door campaigning, candidates need to take the permission from every member present in the room before entering.
10. Candidates can't publish manifestos directly on any public platform; candidates need to send the manifesto to the Election Commission and then, the Election Commission will publish the manifestos on available public platforms or through e-mail.
11. Name or reference of any students/faculty/staff members of IITGN is not allowed in the manifesto.
12. Candidates may not use any email or social media platforms (including personal or group messaging platforms) for campaigning related purposes – unless authorized by the Election Commission to do so (in which case the candidate must obey the rules laid down by the Election Commission for using these platforms).
13. Candidate is not allowed to mail to more than 4 students at a time without prior permission of the Election Commission. Election Commission will allow the candidate to mail, if the candidate explains the purpose satisfactorily. Additionally, the candidate must take prior permission of the Election Commission to post messages on any forum consisting of more than 4 members of his/her voter base.
14. A candidate cannot use classrooms for campaigning or any other public platform except which is provided by the Election Commission. A public platform is defined as a gathering of more than 20 people at a time. In all ambiguous cases related to this matter, the decision of the Election Commission shall be final.
15. No printed/photocopied or hand written material of any sort should be used by a candidate for campaigning other than that provided by the Election Commission. However, candidates may carry a suitable medium for making notes (for personal reference), which must not be shared with anyone else.
16. A candidate cannot become a part of an organizing team of any event after declaration of elections till the voting period ends, without taking permission from the Election Commission.
17. In case, if a candidate is already a part of the organizing team of an event or holds any other position of responsibility then he/she should hand over the task of communication with student community to other members of organizing team who are not candidates in the ongoing elections.
18. Candidates as well as their supporters should ensure that they do not create any tension or obstruction in any other candidate's campaigning.

19. A candidates must avoid activities such as bribing of voters, intimidation of voters, impersonation of voters, holding public meetings during the period of campaigning, ending with the hour fixed for the close of the poll, and the transport and conveyance of voters to and from polling venue.
20. Candidates are not allowed to form groups near polling venue on polling day (polling venue area will be defined by the Election Commission and will be announced in advance). However, candidates can come to cast their votes as a voter.
21. All candidates shall:
 - a. co-operate with the members of Election Commission on election duty to ensure peaceful and orderly polling so that voters can exercise their right without being subjected to any annoyance or obstruction.
 - b. not allow unnecessary crowd to be collected near the polling booth so as to avoid confrontation and tension among sympathizers of the candidate .
22. Except for the voters, no one without prior permission from the Election Commission shall enter the polling booths.

Violation of Model Code of Conduct

In case of violation of Model code of conduct, following actions will be taken by the Election Commission :

1. Election Commission will send a notice to the candidate regarding violation of Model Code of Conduct, through an e-mail. Candidate will have to respond to the notice, within 24 hours through an e-mail. Based on the response, Election Commission may apply violation of appropriate level on the candidate as mentioned in Section E.1. If the candidate does not respond to the notice within the time limit stipulated, Election Commission shall assume that the candidate has nothing to say in the matter and apply violation of appropriate level as mentioned in Section E.1 .
2. In case where Election Commission recommends cancellation of candidature, Dean of Student Affairs holds the right to consider, or not to consider the recommendation of the Election Commission.
3. Decision of Dean of Student Affairs will be final and binding on all candidates concerned to the cancellation of the Candidature.

D Voting

D.1 Method of Voting

Election Commission is free to upgrade its technology or use ballot paper for conducting elections but in any case Election Commisson must ensure following method of voting :

- a. Voter's anonymity must be maintained.
- b. Voting should be conducted in a polling booth.
- c. Voter must get separate space for casting his/her vote.
- d. Each voter gets only single vote to cast for a particular post.

D.2 Voting Rights

Anyone who is a declared student according to the record maintained by the Registrar Office of IIT Gandhinagar has the right to cast vote. Being said so, in no way does it mean that everyone shall be allowed to cast a vote for each and every post. Some posts require only a particular set of voters to cast their vote. The electorates for the posts are as follows:

- a. Council Election: Every student of IIT Gandhinagar is allowed to cast one vote for each post of council.
- b. Senate Election: Every student is allowed to cast one vote for post of senator of their respective batch.
- c. Class Representative Election: Every student is allowed to cast one vote for post of CR for their respective branch in their respective batch.
- d. Girls Senate elections: Every female voter is allowed to cast only one vote for Girls senator post.

E Violations

E.1 Violation procedure

Anything considered a violation by MCC comes directly under Section E and all the rules defined in Subsections E.1. , E.2. apply on such cases. Please refer to the Model Code of Conduct. Following are the three levels of violation as recognized by the commission.

- a. Level 1: Violations at this level do not violate the 'spirit of campaign' and give the candidate little if any unfair advantage. Examples include unintentional minor violations, reporting and apologizing for one's own violation, etc. Penalty may include an official warning or restricting some of the candidate's campaigning rights.
- b. Level 2: Violations at this level somewhat violate the 'spirit of campaign' and give the candidate unfair advantage. Examples include negative campaigning, undisciplined supporters, etc. Penalty may include termination of complete campaigning rights with immediate effect.

- c. Level 3: Violations at this level blatantly violate the 'spirit of campaign' and give the candidate considerable unfair advantage. Examples include tampering with the ballot, severe indiscipline, intentionally campaigning against others, giving favours in the form of money or material, etc. Penalty may include recommending Dean of Student Affairs for cancellation of candidature.

Note: Election Commission reserves the right to place any violation at any level and may chose any penalties that the commission deems fit to impose.

E.2 Complaint procedure

1. Students should report any violation of norms/regulations they witness to the Election Commission
2. To file a complain, one should write a complaint email to the official email id of Election Commission.
3. Election Commission shall maintain the complainant's anonymity.

F Re-Elections

F.1 Conditions for re-elections

Re-elections for a post can be held only under the following circumstances:

- a. Person holding the post is terminated from the institute.
- b. Person holding the post resigns prematurely or is barred by the Chairman, Senate (on recommendation of the Senate Student Affairs Committee) to hold any positions of responsibility related to curricular or extracurricular activities.)
- c. Person holding the post is recalled.
- d. The post is vacant.

F.2 Re-elections procedure

Procedure for re-election shall remain exactly the same as the procedure of elections for that post.

G Amendments

There shall be two types of amendments:

G.1 Senatorial Amendments

Section B, C (except C.1.), D.2. and F come under Senatorial Amendable Sections and can only be amended by a majority vote of the Student Senate. Some other senatorial amendable documents include

1. Election Commission structure and formation
2. Internal Code of conduct for the Election Commission
3. Right to Recall

G.2 Internal Amendments

Section A, D.1. And E comes under internally amendable sections and can be amended by a majority of votes within the commission. Some other internally amendable documents include

1. Declaration of elections and campaigning rules
2. Right to Reject

Note:

1. Section C.1. Shall not be changed under any circumstances. However, it can be expanded by adding more points only after securing majority vote in student senate.
2. Election Commission and the Student Senate have the veto in amending Section G. It cannot be amended even if one of them votes against it. Both commission and the senate need to vote in favour of the amendment.

Right to Recall

Norms to recall a Senator and Student Council Secretary

Right to Recall serves as a tool to empower the student body to vote whether to remove or not, a student from the post he/she is occupying. However, to ensure that the students exercise this right responsibly, student wanting to exercise his/her right to recall must follow the below mentioned steps -

1. Before initiating a petition to recall a Student Council / Senate member, the student/group of students have to inform the Convener, Student Senate about their dissatisfaction with the concerned Student Senate member.
2. The Convener, Student Senate should coordinate a meeting between the student(s) intending to file a petition and the concerned Student Senate member to resolve the issues concerning the petitioner amicably. The meeting should be held within a period of 10 working days of the student(s) expressing their dissatisfaction with the Student Senate member.

3. In case students wish to recall the individual serving the post of Convener, Student Senate either as a Senator of the batch he/she is representing or as the Convener, Student Senate, the student/group of students must inform the General Secretary about their dissatisfaction with the individual holding the position of Convener, Student Senate. The General Secretary will coordinate the meeting between students and the individual holding the position of Convener, Student Senate.
4. If the meeting fails to resolve the issues concerning the students, they can initiate a petition to recall the Student Senate member. The petitioner must clearly state the reasons for recalling the elected representative. At least a certain percent of the total voters for that post should appeal to the Election Commission with signed petitions. The percentages for different types of posts are specified below:
 - a. **Student Council Secretary** (except Convener, Student Senate) - 15% of the eligible voter strength.
 - b. **Convener, Student Senate** - 30% of the eligible electorate (only Student Senate members)
 - c. **Senator and Girls Senator** - 30% of the eligible electorate.
5. Students may approach the Election Commission regarding the format for the petition.
6. The Election Commission is responsible for verifying the authenticity of the petition and may take appropriate steps for checking the same. The Election Commission should complete all steps necessary for ensuring authenticity of the petition within period of 10 working days after the petition is filed.
7. After the Election Commission has verified the authenticity of the petition, they will pass it on to the Student Senate.
8. The Student Senate shall take up this issue. The issue must be discussed in the Student Senate and a conclusion must be reached within a month of the petition being passed to the Student Senate. However, in case the petition is filed in the summer/winter vacations (end-semester break), this must be done within two weeks from when the regular session starts.
9. Based on the conclusion reached, the Student Senate shall or shall not recommend the Election Commission to conduct recall elections. The results of the recall elections will be decided by a simple majority. However, the Student Senate can change the criteria considering unforeseen situations to ensure the criteria remains fair for both the petitioners and the Senate member. The change in criteria must be conveyed to the voters before the recall elections and proper justification must be provided if the criteria is changed. In case the Student Senate recommends Election Commission to conduct recall elections, the Election Commission should conduct recall elections within a period of 10 days.

10. For recalling the individual holding the position of Convener, Student Senate, (as a Convener or as a Senator) the Senate meeting will be chaired by the General Secretary, Student Council. If a Convener, Student Senate is being recalled (not as Senator), then a minimum of 2/3rd of the Student Senate members that are present must vote in favour of recalling, to recall the Convener, Student Senate. The General Secretary will serve as the interim Convener, Student Senate if the Convener, Student Senate is recalled (not as Senator).

Norms to Recall a Class Representative

The same procedure that is stated above will be followed for recalling a class representative except that the group of students wanting to recall a class representative will inform the Academic Secretary and the meeting will also be coordinated by the Academic Secretary.

At least 30% of the voters corresponding to the electorate for the respective CR position should appeal to the EC with signed petitions.

Right to Reject

NOTA is only applicable in elections where the electorate size is more or approximately 50 for a particular post. Election Commission has full right to take a final decision on NOTA option in matters where electorate size is less than 50 for a particular post.

NOTA option enables a voter to officially register a vote of rejection of all contesting candidates for a particular post. Regarding NOTA or (None of the above) option: Re-elections are announced, if NOTA secures the highest number of votes cast for a particular post. In simple words, NOTA will be considered as a winner if, it gets highest number of votes cast for a particular post and that post will remain vacant till the re-elections are announced.

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Election Commission Structure and Formation

Structure of the Election Commission:

| Post | Number of Posts |
|-----------------------------------|--------------------------------|
| Chief Election Commissioner (CEC) | 1 |
| Election Commissioner(s) (EC) | 1 to 4 |
| Election Officer(s) (EO) | As per the requirement (max 9) |
| Technical Officer(s) (TO) | As per the requirement (max 3) |

Appointment of the Election Commission:

The existing Chief Election Commissioner/Election Commissioner will send an email to the whole student body through Election Commission's official e-mail ID in the month of November inviting applications for the following posts :

1. Chief Election Commissioner and Election Commissioner(s)
2. Election Officer
3. Technical Officer

Note : Applicant may apply for multiple posts mentioned above.

A.1. Eligibility criteria for applying for the post of Chief Election Commissioner (CEC) and Election Commissioner(s) (EC):

1. He/she must be a student of IIT Gandhinagar who graduates only after the tenure of the Council and the Senate for the corresponding academic year is complete.
2. Applicants facing any disciplinary action shall not be considered during the selection process.
3. Applicants must submit a Statement of Purpose (SOP) and their resume to the interview panel.

A.2. Interview panel for the selection of Chief Election Commissioner (CEC) and Election Commissioner(s) (EC):

1. Faculty Advisor to the Election Commission.
2. Existing Chief Election Commissioner (CEC).
3. Existing Election Commissioner(s) (EC).

Once the new Chief Election Commissioner (CEC) and the new Election Commissioner(s) (EC) are selected, the procedure for formation of the remaining Election Commission starts.

B.1. Eligibility criteria for applying for the post of Election Officer (EO):

1. He/she must be a student of IIT Gandhinagar who graduates only after the tenure of the Council and the Senate for the corresponding academic year is complete.
2. Applicants facing any disciplinary action shall not be considered during the selection process.
3. He/She must have basic idea about the structure and functioning of Election Commission.
4. Applicants must submit a Statement of Purpose (SOP) and their resume to the interview panel.

B.2. Interview panel for the selection of Election Officer (EO):

1. Newly selected Chief Election Commissioner.
2. Newly selected Election Commissioner(s)
3. Existing Chief Election Commissioner
4. Existing Election Commissioner(s)

C.1. Eligibility criteria for applying for the post of Technical Officer (TO):

1. He/she must be a student of IIT Gandhinagar who graduates only after the tenure of the Council and the Senate for the corresponding academic year is complete.
2. He/She must possess intermediate/impressive coding skills and basic idea about the structure and functioning of Election Commission.
3. Applicants must submit a Statement of Purpose (SOP) and their resume to the interview panel.

C.2. Interview panel for the selection of Technical Officer (TO):

1. Same as explained in B.2.
2. Any former Technical Officer as preferred by the existing Chief Election Commissioner .

*Note : In case the applicant is under **GPS**, Election Commission shall ask for approval from the GPS advisor before considering the application.*

*All the appointments must be done by at least **January 15** of the following year.*

Example : For the appointment process started in November 2015, the complete selection process should be completed latest by January 15, 2016.

Once, the selection for all the posts are done, the new Election Commission is formed for one year tenure ending in the month of November of that year.

The existing Chief Election Commissioner will inform the whole student body, of the appointment and handover, of the new Election Commission by e-mail. This will be the final e-mail sent by the existing Chief Election Commissioner while in office.

Internal Code of Conduct for Election Commission Members

Institutions such as the Election Commission need to be above suspicion. It takes years upon years to build these credible democratic institutions, but they can be demolished in no time. Entire image of the Election Commission is dependent on the conduct of the Election Commission members. Internal code has been formulated to ensure high ethical standards of the Election Commission as well as to build trust and respect among voters towards Election Commission.

1. Election Commission member must report every case of violation of the Model Code of Conduct best to his/her knowledge, within the Election Commission.
2. Election Commission members are not allowed to show support to any candidate contesting in the elections.
3. Election Commission members are not allowed to share any internal talks (such as within the commission) with the public.
4. Members are expected to maintain decorum at and around the polling venue. Anyone (voter/candidate) violating this point shall be asked to leave the polling venue.
5. In case of any unlikely event, that the member learns the outcome of results before formal announcement of results, he/she is bound to remain silent and do not convey the result prematurely. If violated, he/she may face disciplinary action within the Election Commission's rules.
6. Chief Election Commissioner is not allowed to be part of any committee/organization formed by elected representatives. CEC is also not allowed to be part of any other committee/organisation which are formed for more than one month period. He/She cannot hold any position of responsibility. However he/she can be a member of clubs.
7. EOs/TOs are allowed to take part in any other club/committee/organization only after getting clearance from the Chief Election Commissioner. EOs/TOs are expected to ensure that their association with particular fests or clubs do

- not influence how they deal with various candidates. In short, their actions should not compromise their roles as EC members.
8. Members of the Election Commission are not allowed to contest any elections. A person can't be the member of Election Commission as well as an elected representative simultaneously.
 9. If any Election Commission member is already an elected representative before joining, then he/she must resign from an elected post within five days of joining the Election Commission.
 10. Election Officers/Technical Officers should not bow down to any unlawful demands and/or favours, in public or in person, from the time elections are declared till the results are announced, in order to avoid any unnecessary controversy afterwards.
 11. Since elections are just a tiny part of Election Commission's work throughout the year. Hence, an EO/TO should be active within the Commission throughout the year. Inactivity or incompleteness of assigned work is highly discouraged.
 12. EO's/TO's are requested to consult everyone within the commission while taking any regular decision. He/She should take instant decisions only when it is highly necessary and is in the bigger interest of EC.
 13. Personal opinion should not be preached as a decision/opinion of the commission. Members are advised to state it beforehand whether they are speaking for the commission or themselves.
 14. If any of the contesting candidates is/are in close relationship with the member, he/she is expected to involve other members while taking decisions in their regard.
 15. Members cannot accept any verbal request from any voter/candidate. He/She should request for a written email/letter. Telephonic conversations are advised only in case of lack of time and if the situation demands immediate action.
 16. No major decision can be taken in commission's meeting in which more than one-third of its members are absent.
 17. If any EO/TO is found to violate the rules that govern them, a show-case notice shall be issued to him/her and he/she may defend himself/herself in a meeting attended by every member of EC.
 18. In case of violation of Internal code by EO/TO, he/she could be removed from his post by Chief Election Commissioner after consultation with Election Commissioner (s).
 19. EOs/TOs should strictly follow Model Code of Conduct and take decisions following it regardless of his/her own feelings.
 20. Members of the Election commission shall not be part of any recall petition.

G.3 Accountability of the Election Commission

1. The Election Commission is directly accountable to the students.
2. Any student can send any suggestion regarding elections anytime by mailing to the official id of Election Commission.
3. Election Commission must send an annual report of its work to the student body before the end of its tenure.
4. Election Commission may hold an open meeting inviting all students to give their suggestions for improving voter experience and working of Election Commission.
5. If any student has any complaints against Election Commission, he/she may voice his/her concerns by mailing to the official id of Election Commission. Election Commission must setup a meeting with the complainant within a period of 3 days. If the concerns are not resolved, the complainant may mail to the faculty advisor of Election Commission.

Impeachment of CEC and/or EC(s)

Chief Election Commissioner/Election Commissioner can be removed pre-maturely from his/her post if his/her dignity becomes questionable because of some of acts he/she did while being a member of commission. Following rules shall govern the impeachment procedure:

1. Only Student Senate has the right to consider a complaint against the CEC and/or EC and decide whether the existing CEC/EC shall continue or not. At least 2/3 rd of Senate members present must vote in favour of impeachment, to impeach the existing CEC/EC.
2. After taking the decision student senate must report the removal to faculty advisor of the Election Commission.
3. Senate meeting related to Impeachment of CEC/ EC must be open meeting and should be declared in advance.

[DEFINITION OF IMPEACHMENT: **Impeachment** is a formal process in which an official is accused of unlawful activity, the outcome of which is the removal of that official.]