



**THE MANUAL**  
of the  
**Academic Senate**  
of the  
Indian Institute of Technology Hyderabad

(Adopted by the Senate vide Resolution No. \_\_\_\_ on .....(date)..... (month) 2014)

Approved by the Board of Governors in ....th (number) meeting on .....(date)..... (month) 2014

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## PREAMBLE

The membership and duties, powers and privileges of the Senate are defined by the Institutes of Technology Act, 1961, and the Statutes of the IIT Hyderabad, relevant sections of which are reproduced below and are an integral part of this manual. Reference to these sources are made in the main body of the Manual for completeness and clarity.

## The Institutes of Technology Act, 1961 No. 59 of 1961: CHAPTER II

**Article No. 11:Board of Governors (BoG):**The Board of an Institute shall consist of the following persons, namely :-

- a) the Chairman, to be nominated by the Visitor;
- b) the Director, *ex-officio*;
- c) one person to be nominated by the Government of each of the States comprising the zone in which the Institute is situated, from among persons who, in the opinion of that Government, are technologists or industrialists of repute;
- d) four persons having special knowledge or practical experience in respect of education, engineering or science, to be nominated by the Council; and
- e) two professors of the Institute, to be nominated by the Senate.

**Article No. 14:Senate:**The Senate of each Institute shall consist of the following persons, namely:-

- a) the Director, *ex-officio* who shall be the Chairman of the Senate;
- b) the Deputy Director, *ex-officio*;
- c) the professors appointed or recognized as such by the Institute for the purpose of imparting instruction in the Institute;
- d) three persons, not being employees of the Institute, to be nominated by the Chairman in consultation with the Director, from among educationists of repute, one each from the fields of science, engineering and humanities; and
- e) such other members of the staff as may be laid down in the Statutes.

**Article No.15:Functions of Senate:** Subject to the provisions of this Act, the Statutes and the Ordinances, the Senate of an Institute shall have the control and general regulation, and be responsible for the maintenance, of standards of instruction, education and examination in the Institute and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes.

**Article No. 26: Statues:** Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely;-

- a) the conferment of honorary degrees;
- b) the formation of departments of teaching;
- c) the fees to be charged for courses of study in the Institute and for admission to the examinations of degrees and diplomas of the Institute;
- d) the institution of fellowships, scholarships, exhibitions, medals and prizes;
- e) the term of office and the method of appointment of officers of the Institute;
- f) the qualification of teachers of the Institute;
- g) the classification, the method of appointment and the determination of the terms and conditions of service of teachers and other staff of the Institute;
- h) the constitution of pension, insurance and provident funds, for the benefit of the officers, teachers and other staff of the Institute;
- i) the constitution, powers and duties of authorities of the Institute;
- j) the establishment and maintenance of halls and hostels;
- k) the conditions of residence of students of the Institute and the levying of fees for residence in the halls and hostels and of other charges;
- l) the manner of filling vacancies among members of the Board;
- m) the allowances to be paid to the Chairman and members of the Board;
- n) the authentication of the orders and decisions of the Board;
- o) the meetings of the Board, the Senate, or any Committee, the quorum at such meetings and the procedure to be followed in the conduct of their business;
- p) any other matter which by this Act is to be or may be prescribed by the Statutes.

**Article No. 27: Statutes Promulgation**

- (1) The first Statutes of each Institute shall be framed by the Council with the previous approval of the Visitor and a copy of the same shall be laid as soon as may be before each House of Parliament.

- (2) The Board may, from time to time, make new or additional Statutes or may amend or repeal the statutes in the manner hereafter in this section provided.
- (3) Every new Statute or addition to the Statutes or any amendment or repeal of a Statute shall require the previous approval of the Visitor who may assent thereto or withhold assent or remit it to the Board for consideration.
- (4) A new Statute or a Statute amending or repealing an existing Statute shall have no validity unless it has been assented to by the visitor.

**Article No. 28: Ordinances:** Subject to the provisions of the Act and the Statutes, the Ordinances, of each Institute may provide for all or any of the following matters, namely:-

- (a) the admission of the students to the Institute;
- (b) the courses of study to be laid down for all degrees and diplomas of the Institute;
- (c) the conditions under which students shall be admitted to the degree or diploma courses and to the examinations of the Institute, and shall be eligible for degrees and diplomas;
- (d) the conditions of award of the fellowships, scholarships, exhibitions, medals and prizes;
- (e) the conditions and mode of appointment and duties of examining bodies, examiners and moderators;
- (f) the conduct of examinations;
- (g) the maintenance of discipline among the students of the Institute; and
- (h) Any other matter which by this Act or the Statutes is to be or may be provided by the Ordinances.

**Article No. 29: Ordinance Promulgation**

- (1) Save as otherwise provided in this section, Ordinances shall be made by the Senate.
- (2) All Ordinances made by the Senate shall have effect from such date as it may direct, but every ordinance so made shall be submitted, as soon as may be, to the Board and shall be considered by the Board at its next succeeding meeting.

- (3) The Board shall have power by resolution to modify or cancel any such Ordinance and such Ordinance shall from the date of such resolution, stand modified accordingly or cancelled, as the case may be.

## Relevant sections of the Statutes of IIT Hyderabad

(passed by the Board of Governors in its sixth meeting, held on 11 January 2012)

### 1) Constitution:

**The Senate  
(Section 14  
of the Act.)**      **4**

The Senate is constituted under the provisions of Section 14 of 'The Institutes of Technology Act, 1961' as amended from time to time, shall consist:

Chairman – Director, *ex-officio*;

Member – Deputy Director, *ex-officio*;

Members – Professors appointed or recognised as such by the Institute for the purpose of imparting instruction in the Institute;

Members – Three persons not being employees of the Institute, to be nominated by the Chairman, from among educationists of repute, one each from the fields of science, engineering and humanities;

Member(s) – Such other members of the staff as may be laid down in the Statutes.

In addition to the persons mentioned in Section of 'The Institutes of Technology Act, 1961' as stated above, the following shall be the members of the Senate:

- 1) Heads of the Departments, Schools as may be established by the Institute.
- 2) One or more members of academic from each of the Departments and Schools, nominated by the Chairman of the Senate, for a period of one year, subject to a maximum of two persons from any Department or School.
- 3) Two distinguished persons from the industry, R&D, Financial Institutions and any other comparable organizations, nominated by the Chairman of the Senate, for a period of two years.
- 4) Invitees, with no voting rights, whose presence may be sought during discussion on one or more items of agenda:
  - a) Up to five student representatives nominated by the Chairman of the Senate, for a period of one year.
  - b) The Chairman of the Senate shall have powers to invite such person or persons as may be deemed fit to attend a meeting of the Senate.

## **2) Functions and powers of the Senate:**

The Senate, constituted under Section 14 of the Act as an Authority, shall have, as defined in Section 15 of the Act, the control and general regulation of the Institute, and be responsible for the promotion and maintenance of standards of research, instruction, education and examination and shall exercise such other powers and perform such other duties related to the academic and related activities as may be conferred or imposed upon it by the Statutes.

In addition to the functions laid down in Section 15 of 'The Institutes of Technology Act, 1961' the Senate shall have the following powers:

As the custodian of all academic affairs of the Institute, the Senate is empowered to sanction academic programs and courses, approve their contents and any changes thereof, and oversee their conduct. It shall set the criteria for the award of academic degrees and honors and approve each individual award. It shall set the criteria for the termination of students' programs and approve each termination with due deliberation. In the pursuit of its duties, the Senate is empowered to constitute permanent and other sub-committees, appoint their members and set their powers that shall not equal or exceed the powers of the Senate as a whole. The Senate may invest the Chairman with powers to facilitate speedy decision-making in academic matters. However, all academic decisions of the sub-committees and of the Chairman and functionaries shall be reported to the Senate for confirmation. All academic matters related to the selection of students/participants in academic programs and courses, and periodic information regarding their progress and completion, shall similarly be reported to the Senate for its information and approval. The Senate alone may approve changes in the program of study of students.

The creation of new academic Departments, Schools and Centers, or significant changes in the profile of such entities that are already existing, shall be approved by the Senate and thereby recommended to the Board.

Policy and infrastructural initiatives that have bearing on the research and academic profile of the Institute shall be presented to the Senate on a regular basis for its comments and advice, which shall be non-binding but must be communicated to the Board.

## **3) Meeting of the Senate:**

- (1) The Senate shall meet at least four times during a calendar year.
- (2) Meetings of the Senate shall ordinarily be convened by the Chairman either on his motion or on a requisition signed by not less than 1/3<sup>rd</sup> members of the Senate.
- (3) The meeting of the Senate shall ordinarily be presided over by the

Director, if present. In his absence, the Acting/Officiating Director shall preside over.

- (4) One third of the members shall form quorum for a meeting.
- (5) All the matters considered at the meetings of the Senate shall be decided by a majority of the votes of the members present including Chairman. If the votes are equally divided, the Chairman shall have a second or casting vote.
- (6) A written notice of the meeting shall be sent by the Registrar or any other person authorised by the Chairman in this behalf, to every member at least two weeks before the date of the meeting. The notice shall state the place, the date, and the time of the meeting. The notice may be delivered by post, electronic mail, or FAX at the address of each member as recorded in the Institute and if so sent, shall be deemed to have been delivered.
- (7) Notwithstanding the provisions of the immediately preceding provision, the Chairman may call a meeting of the Senate at short notice to consider urgent matters.
- (8) The Agenda of the meeting shall be circulated by the Registrar or any other person authorised by the Chairman in this behalf, to the members at least seven days before the meeting.
- (9) Notices for inclusion of any item on the agenda must reach the Registrar or any other person authorised by the Chairman in this behalf, at least ten days before the meeting. The Chairman may permit inclusion of any item for which due notice has not been received.
- (10) The ruling of the Chairman in regard to all matters relating to procedure shall be final.
- (11) The minutes of the proceedings of a meeting of the Senate shall be prepared by the Registrar or any other person authorised by the Chairman in this behalf, and circulated to all the members of the Senate. The minutes, along with any amendment suggested, shall be placed for confirmation at the next meeting of the Senate. After the minutes are confirmed and signed by the Registrar, the minutes shall be signed by the Chairman.
- (12) In emergent cases, the Director may exercise the powers of the Senate and report the decisions taken at the next meeting of the Senate.



## **DIVISION – I: BYE-LAWS**

### **PART – I: ORGANISATION OF THE SENATE**

#### **CHAPTER-I: MEMBERSHIP, OFFICERS, MEETINGS**

The Senate is the custodian and supreme decision-making authority of all academic affairs of the Institute encompassing faculty, students and instructional matters.

1. The duties and responsibilities of the Senate are exercised through the following agencies:-

The Senate itself.

The Standing and Special Committees of the Senate.

The Dean Academic Program

The Academic Departments

Of these, the Senate shall remain the sole and supreme authority with power to review and change the decisions and also specify and modify the responsibilities of the other agencies on all academic matters. The duties and responsibilities of these agencies are specified herein.

2. The Director shall ex-officio be the Chairperson of the Senate and shall normally preside over meetings of the Senate. In his/her absence the Deputy/Officiating Director shall preside(Statutes 4.3.3). The Registrar shall act as the Secretary of the Senate (Act clause 19(2)) and be responsible for the preparation of the agenda and for the safe-keeping of the Minutes of the meetings.
3. In accordance with the Statutes (4.1-4.1.3), the members of the Senate shall be (1) all full professors of the Institute, (2) Head of Departments, (3) Two distinguished persons from Academia or Industry nominated by the Chairperson for a period of two years, (4) Other permanent faculty, no more than two per Department, as may be nominated by the Chairperson on the recommendation of the concerned department, for the period of one year.
4. The Senate shall from among its own members elect a Parliamentarian, according to the procedure outlined in Appendix II, whose term of office shall be one year. The Parliamentarian shall advise the Chairperson and the Senate on procedural matters.
5. The Chairperson shall appoint a Senate Recorder, with the approval of the Senate, from among its members, whose term of office shall be one year. The Senate Recorder shall be responsible to preparing and circulating the draft Minutes of the Senate meetings.

6. The Senate shall meet as often as necessary but not less than four times during a calendar year (Statutes 4.3.1) and the gap between two meetings not exceeding 6 months. At the beginning of the academic year in July, the Senate Secretary shall, with the approval of the Senate Chairman, circulate the calendar of these meetings.
7. Other meetings of the Senate shall be convened on the initiative of the Chairperson of the Senate or by a requisition signed by not less than 1/3 of the members of the Senate (Statutes 4.3.2). A requisition meeting is a special meeting that shall be convened by the Chairperson of the Senate within 15 days of such a submission, to discuss only those items of Agenda for which the requisition is made.
8. The notice for every regular meeting of the Senate shall be sent to every member of the Senate by the Secretary at least two weeks before the meeting (Statutes 4.3.6). Regular meetings shall be held on working days of the Institute.
9. The agenda shall be sent to every member of the Senate by the Secretary at least one week before the meeting (Statutes 4.3.8). However, the Chairperson may allow without prior notice any agenda items that need the immediate attention of the Senate.
10. The Chairperson may call a Special ("Emergency") Senate meeting at short notice solely for matters that require the immediate attention of the Senate (Statutes 4.3.7).
11. One-third of the total number of members of the Senate shall form a quorum for all meetings of the Senate (Statutes 4.3.4).
12. If a meeting is adjourned due to any reason, it shall be continued on any such day, time and place as the Chairperson may decide. The quorum for an adjourned meeting shall be the same as the regular meetings.
13. The minutes of a meeting of the Senate shall be drafted by the Senate Recorder and sent to all members of the Senate for their comments and emendations within two weeks of the meeting. Live projection of recorded minutes may also be employed for convenience. The amended minutes shall be circulated with the Agenda and confirmed at the next meeting of the Senate. In case any part of the draft minutes are disputed, these disputes shall be settled by alternative formulations being voted upon by the Senate (Statute 4.3.5). Upon confirmation, it shall be signed respectively by the Recorder, Secretary and Chairperson. The records shall be maintained by the Secretary of the Senate for future reference by the members of the Faculty and the Board of IITH and the IIT Council.
14. The Senate shall nominate two Professors of the Institute as the representatives of the Senate on the Board of Governors (Act 11 (e)), every two years. This shall be done by direct election by secret ballot, with each Senate member being given two votes that have to be cast for two different candidates whose names have been proposed and seconded according to the rules set by the Parliamentarian.

## CHAPTER - 2: COMMITTEES OF THE SENATE

1. The Senate has the sole authority to create and dissolve its committees and define their duties and powers. The Senate shall hold these committees responsible for the performance of their duties and the exercise of their powers, while always retaining with itself the power to review and change any or all of the committees' recommendations or decisions.
2. The Standing Committees of the Senate will help the Senate execute its major responsibilities toward running and monitoring the academic programs, policies and practices of the Institute. A standing committee will exist in perpetuity, with its members changing periodically, until such a time that the Senate sees fit to dissolve it or merge its duties and powers with some other committee. A list of the current Standing committees is given in Appendix I, along with their responsibilities, composition and the mode of selection of their members.
3. The Standing Committees shall comprise members of the Senate, other members of the faculty, and registered students. Student members shall be nominated by the Students Senate. Members of a Standing Committee proceeding on short/long leave from the Institute shall be immediately replaced by a new member.
4. A Standing Committee is empowered to appoint ad-hoc sub-committees to deal with special areas of responsibility within its charge, with members chosen from among its own members, and also from other faculty and registered students. A sub-committee shall be directly and solely responsible to the Standing Committee that appoints it.
5. Normally, members of a Standing Committee shall serve for one year from the first day of October -- or in the case of replacement, from the date of appointment -- till the thirtieth day of September unless (1) a definite term is specified by the Senate, or (2) its formation occurs after the first of March in which case it shall continue for one year beyond the normal expiration date, or (3) it is continued by the action of the Senate.
6. The Chairpersons of the Standing Committees shall be elected according to the procedure outlined in Appendix II, and shall convene and preside over the meetings, for which 50% of the members of the committee shall form the quorum. The Chairpersons of Standing Committees shall report, whenever required, the activities of their respective committees, and seek resolution on any matters that require the Senate's approval. The terminal report shall be submitted by the last week of September.

## **DIVISION – I: BYE-LAWS**

### **Part 2:**

## **CHAPTER - 3: PROCEDURES**

1. The procedures specified in the Senate Manual shall be followed. Any inadequacy shall be referred to the Rules Committee so that proper changes and additions may be made.
2. The Senate Manual shall include:
  - i. The Preamble which contains relevant extracts from the Institutes of Technology Act, 1961 and the statutes of the IIT, Hyderabad.
  - ii. Division I: BYELAWS, comprising
    - Chapter 1: Membership, Officers, Meetings
    - Chapter 2: Committees of the Senate
    - Chapter 3: Procedures
    - Appendices to the Bye-laws
  - iii. Division II: The Ordinances of the Senate
    - Appendices to the Ordinances
3. The term 'legislation' shall comprise only Bye-laws and Ordinances of the Senate, and their appendices.
4. Legislation may be added to, amended or repealed at any meeting of the Senate provided that written notice of the proposed action has been sent to each member of the Senate at least two weeks prior to the meeting at which modification of the legislation is sought. Modification of the Bye-laws shall require a two-thirds affirmative vote of all voting members of the Senate present at such a meeting, while modification of the Ordinances shall require only the approval of a majority of the voting members of the Senate present at the meeting in question. Additions and modifications to an Appendix shall be governed by the rules of the section to which it is appended.
5. All proposed legislation presented to the Senate shall be accompanied by a statement of the purpose and effect of the proposal. The statement shall include the text of any new legislation to be adopted.
6. All modifications of existing legislation and all newly enacted legislation shall normally become effective on the first day of instruction in the next academic year unless the Senate specifies a different date.

7. Any Change in matters concerning curriculum and other academic matters shall not be made until the proposed change has been submitted for the formal consideration by the department or subcommittee concerned and approved by the Senate.
8. All meetings of the Senate shall be governed by the procedures specified below:
9. Order of Business: Normally the order of business at regular meeting shall be as follows:-
  1. Approval of previous Minutes.
  2. Announcements admitted by the Chairperson.
  3. Follow-up actions on previous decisions.
  4. Reports of special committees.
  5. Petitions of students admitted by the Chairperson.
  6. Unfinished business.
  7. New business

The order of business at any special meeting of the Senate shall be as follows:

1. The special business of the occasion.
  2. Any other matter relevant to the special business submitted by the Chairperson of the Senate.
10. At any meeting, decisions of the Senate must be formalized by determining the opinion of the Senate by the procedures listed in Appendix II.

## **Appendices to the Bye-laws**

### **Appendix - I: The Standing Committees of the Senate**

The Senate has the following standing committees:

- 1) Post-graduate Committee
- 2) Under-graduate Committee
- 3) Rules Committee
- 4) Counseling & Discipline Committee
- 5) Scholarships and Prizes Committee
- 6) Nominations and Elections Committee

#### **1) Post-graduate Committee:**

This committee (SPGC) shall be reconstituted every year, and shall include a Chairperson, the convenors of Department Post-graduate Committees (DPGCs) of each of the academic departments and the retiring SPGC Chairperson, as well as two students each from the Ph.D and Masters programs nominated by the Students' Senate.

The Post-graduate committee shall have jurisdiction in all academic matters concerning the post-graduate (including M.Sc.-PhD Dual Degree) programs of the Institute, including *inter-alia*, the formal approval or modification of courses, fixation of their credit value, the admission of post-graduate students and their appointment as research scholars and fellows, determination of the satisfactory meeting of degree requirements and to admission to candidacy for degrees, the termination of students for inadequate academic performance, the grant of long leave for students, and the implementation of all rules governing the academic evaluation and monitoring of Post-graduate students, and other related matters as may be referred to it by the Senate. In the discharge of its responsibilities, the committee shall seek recommendations of the concerned DPGCs, but will aim for a uniform application of the rules approved by the Senate. In its capacity of a senate sub-committee, the SPGC can only make recommendations on each of these matters over which the Senate shall retain the power of final decision. The recommendations of the SPGC will be communicated to concerned students and Departments, so that they may appeal or raise the issues in the Senate meeting when the SPGC recommendations will be discussed.

Each academic department shall have a Departmental Post-graduate Committee (DPGC) consisting of the Head of the Department, a Convenor and 4 to 8 faculty members nominated by the HOD in consultation with faculty, and one student each from the Ph.D and the Masters programs, chosen for one year by the respective students of the department. The tenure of the faculty shall be two years, half of them retiring each year. The student members shall not participate in the academic evaluation of individual students, although their opinion may be sought prior to any decision on the latter.

The Chairperson of the SPGC will be chosen by the Senate from among its members by election, as described in Appendix II.

Just like standing sub-committees for IDCC and APEC, similar sub-committees may also be formed for SPGC. In addition, SPGC may also have a standing sub-committee for Admissions.

## 2) Under-graduate Committee:

This committee (SUGC) shall include a Chairperson, the convenors of Departmental Undergraduate Committees (DUGCs) of each of the academic departments offering undergraduate degrees and the retiring SUGC Chairperson, as well as six students, one student from each year the B.Tech and 2-year M.Sc programs, nominated by the Students' Senate.

The SUGC shall have jurisdiction in all academic matters concerning the under-graduate (including the 2-year M.Sc and the first two years of the M.Sc.-PhD Dual Degree) programs of the Institute, including *inter-alia*, the formal approval or modification of courses, fixation of their credit value, the formal approval of admission of first year students, determination of the satisfactory meeting of degree requirements, the granting of degrees, the conduct of examinations, and evaluation of academic performance, the terminations of students for inadequate academic performance, the grant of long leave for students, and the implementation of all rules governing the academic evaluation and monitoring of undergraduate students, and other related matters as may be referred to it by the Senate. In the discharge of its responsibilities, the committee shall seek recommendations of the concerned DUGCs, but will aim for a uniform application of the rules approved by the Senate. In its capacity of a senate sub-committee, the SUGC can only make recommendations on each of these matters over which the Senate shall retain the power of final decision. The recommendations of the SUGC will be communicated to concerned students and Departments, so that they may appeal or raise the issues in the Senate meeting when the SUGC recommendations are discussed.

Each academic department shall have a Departmental Under-graduate Committee (DUGC) consisting of the Head of the Department, a Convenor and 4 to 8 faculty members nominated by the HOD in consultation with faculty, and two students, from different years, of the undergraduate program (including 2-year MSc and the first two years of the integrated MSc-PhD programs, if existing), chosen for one year by the respective students of the department. The tenure of the faculty shall be two years, half of them retiring each year. The student members shall not participate in the academic evaluation of individual students, although their opinion may be sought prior to any decision on the latter.

Besides other sub-committees, the SUGC shall have a standing sub-committee for the Inter-Departmental Curriculum Committee (IDCC), that shall help identify, develop, set the course contents and coordinate common courses taken by undergraduate students of several departments, and another for Academic Performance Evaluation Committee (APEC) that shall evaluate the academic performances of all under-graduate students, consider and recommend branch-change requests, and make recommendations regarding action to be taken in the case of deficient students. Both these sub-committees shall make their recommendations to the SUGC, which shall take them to the Senate, with proposed modifications, if any.

The Chairperson of the SUGC will be chosen by the Senate from among its members by election, as described in Appendix II.

The Chairperson of SUGC shall nominate the chairpersons of the IDCC and APEC from amongst the SUGC faculty members. These Chairpersons shall, in consultation with the SUGC Chairperson, form their respective committees comprising five additional faculty members each drawn from amongst the SUGC members.

### **3) Rules Committee:**

This committee shall consist of 4 Senate members including the Parliamentarian, who shall be its Chairperson. It shall be the custodian of the Senate Manual and Senate Committee Manuals, and edit and publish them, as necessary. It shall collate proposals for changes in Bye laws and Ordinances suggested by Senate committees, including itself, or by individual members and present them to the Senate. It shall oversee of all changes of Bye-laws and Ordinances by following the proper Senate procedure.

### **4) Counseling & Discipline Committee:**

This committee shall deal with matters relating to students' counseling and discipline. The committee shall consist of a Chairperson appointed by the Senate Chairperson, three members of the faculty, of whom at least one should be a member of the Senate, and in addition one student hostel Warden nominated by the Chairperson of the Council of Wardens, one member of the Academic Performance Evaluation Committee nominated by its Chairperson, the faculty in-charge of the Institute Counseling Service, and four students nominated by the Students' Senate. This sub-committee must report its decisions regarding counseling and discipline to the Senate, which may comment on and modify only the academic aspects of such decisions, the other aspects being under the purview of the Director, IITH.

### **5) Scholarships and Prizes Committee:**

This committee shall propose policies for the award of all academics-related scholarships, stipends, medals and prizes to the Senate. It shall also recommend the names of individual students for all academic awards on the basis of the Senate-approved policies. The committee shall consist of (i) three ex-officio members, namely, the Chairperson of APEC, the Chairperson of the SPGC, and the Faculty in-charge of Students' Affairs; (ii) four nominees of the Senate, from different departments, chosen by voice vote, and (iii) three students nominated by the Students' Senate.



## **6) Nominations and Elections Committees:**

This committee shall consist of 6 Senate members, each from a different department, elected for a 2 years term by the Senate. In turn, every year 3 members shall retire and will be replaced through election by the Senate, by members of departments other than those of the continuing or outgoing members. Elections shall be completed before the last day of November and the committee shall take charge on the first day of January. These elections shall be conducted by the outgoing members of this committee.

The first meeting of the incoming committee after an election shall be convened by the outgoing Chairperson, and shall choose the new Chairperson from among the continuing members of the committee, with the outgoing Chairperson also having a vote.

The committee shall nominate members (excluding departmental and student members, and other cases where the nominating authority is clearly specified) of all other Senate standing committees, when requested by the Senate. Such nominees will subject to the approval of the Senate.

The committee will also conduct elections for Senate officers according to the procedures laid out in Appendix II.

## Appendix - II : Conduct of voting and elections

### **Voting: According to the Statutes (4.3.5):**

All the matters considered at the meetings of the Senate shall be decided by a majority of the votes of the members present including Chairman. If the votes are equally divided, the Chairman shall have a second or casting vote.

The following procedures can be followed in determining the opinion of the Senate:

- (1) **Voice Vote:** Members will call out 'Aye' in response to a call by the Chairperson. This procedure is informal and may be followed when a consensus is evident, or the Chairperson's decision regarding procedures or nominations requires the approval of the Senate.
- (2) **Show of Hands:** This is a more formal procedure to be adopted for matters on which contrary views have been voiced. Any member may request this procedure be followed, instead of a voice vote. The members will be asked to raise their hands, first in favour of the resolution, and then against the resolution. The votes will be counted by the Parliamentarian and the Secretary. The result will be declared by the Parliamentarian, and shall be recorded in the Minutes. After the vote, in case any member wishes to register a formal dissent to the carried decision, his/her name shall be mentioned in the Minutes.
- (3) **Formal vote:** This is the most formal procedure, and must be followed only on the request of three or more members of the Senate. This vote shall be conducted by the Parliamentarian who will distribute signed slips of paper to members to register an anonymous 'yes' or 'no' vote on the tabled resolution. The votes will be counted by the Parliamentarian and the Secretary. The result will be declared by the Parliamentarian, and shall be recorded in the Minutes.

### **Elections:**

The election of Senate officers will be conducted by the Nominations and Elections Committee, excluding those of its members, if any, who may themselves be participating in the election.

The elections will be announced at least two weeks before a Senate meeting, with a call for nominations for the elective posts. At least one week shall be given for such nominations to be received. A valid nomination should have a nominee, with a proposer and a seconder, all of whom are members of the Senate who are not on short or long leave from the Institute. Any additional qualifications required of the nominee, that may be specified by the Senate Manual, shall be communicated with the call for nominations. The valid nominations shall be announced at least three days before the elections. The declared candidates are allowed to withdraw their name within 24 hours of their announcement. The elections shall be conducted during working hours of the Institute, at least one day before the Senate meeting. In case only one valid nomination is

received for an elective post, the candidate shall win unopposed. In case no nomination is received, the Nominations and Elections Committee may itself propose a nominee, with his/her consent, during the Senate meeting, who then will occupy the post after obtaining the approval of the Senate.

**Voting in elections:** All voting will be by secret ballot. Each Senate member will receive one vote for each elective post. In case there are several equivalent posts being filled (e.g., Senate nominees to the Board of Governors), members will receive votes equal to the number of posts, but can cast no more than one vote for any given candidate.

## **DIVISION – II: ORDINANCES**

As provided by Act in Article No.28 and 29, the Ordinances of an IIT shall be made by the Senate and submitted to the B.O.G. The Ordinances may provide for all or any of the following matters, namely:-

- (a) the admission of the students to the Institute;
- (b) the courses of study to be laid down for all degrees and diplomas of the Institute;
- (c) the conditions under which students shall be admitted to the degree or diploma courses and to the examinations of the Institute, and shall be eligible for degrees and diplomas;
- (d) the conditions of award of fellowships, scholarships, exhibitions, medals and prizes;
- (e) the conditions and mode of appointment and duties of examining bodies, examiners and moderators;
- (f) the conduct of examinations;
- (g) the maintenance of discipline among the students of the Institute; and
- (h) any other matter which by the Act or the Statutes is to be or may be provided by the ordinances.

All Ordinances made by the Senate shall have effect from such date as it may direct, but every ordinance so made shall be submitted, as soon as may be to the Board and shall be considered by the Board at the next succeeding meeting.