



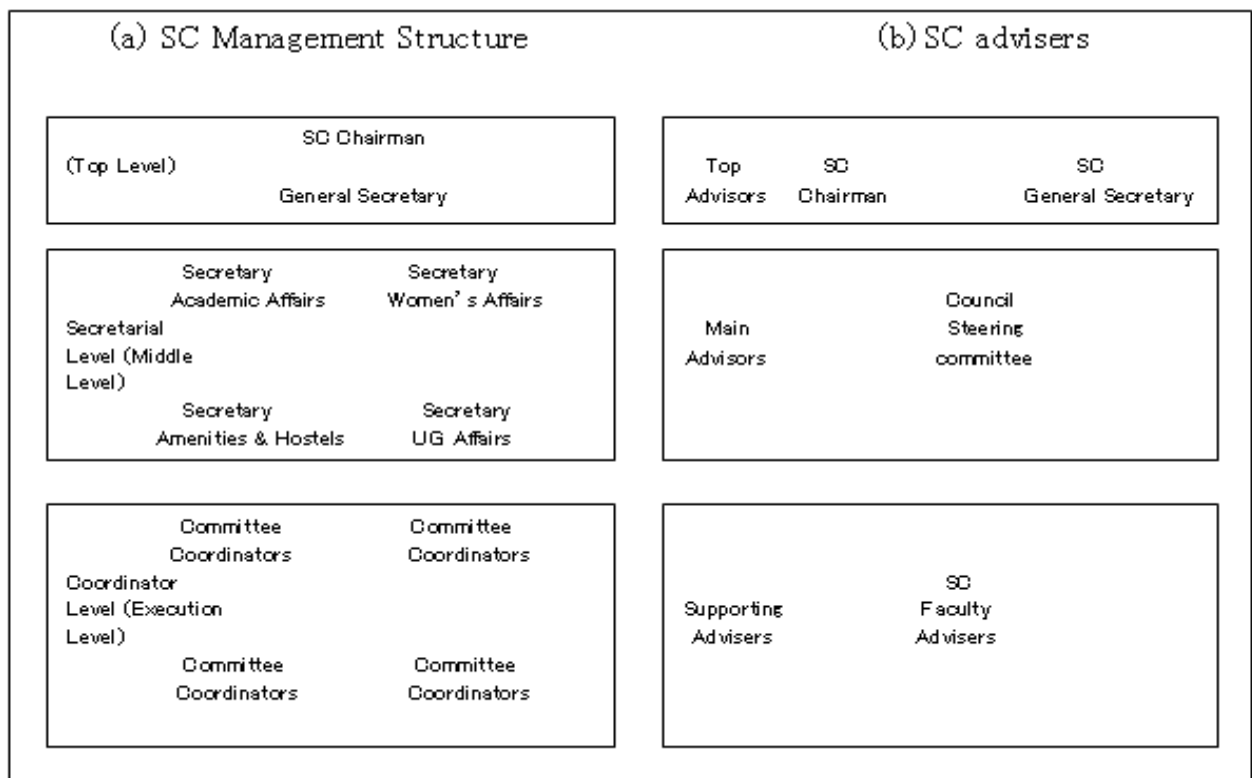
STUDENTS' COUNCIL BY-LAWS

1 Scope of the Students' Council (SC)

The Students' Council, hereafter called as "SC", exists to represent, serve and support the academic and non-academic needs of students, and help the students, work to their maximum ability, to help the institute excel in every field.

2 Various Structures of SC

SC has two major structures: Management structure and Advisory structure. It is shown in fig. 1



3 Objectives

- 1) The primary aim of the SC is to establish an effective channel of communication between the Institute administration, the Faculty and the Students.
- 2) The SC shall deal with all matters that concern students especially those relating to the academic affairs, essential facilities and general amenities like Health-centre, Hostel facilities etc.

- 3) Students' views on matters that affect them shall be finalized by the SC and it shall be responsible to see that the views receive due consideration.
- 4) Committees constituted by the Director concerning matters of relevance to or which concern the student community will take the views of the SC before taking decisions or making recommendations. This will be done by having representatives elected by the SC on the above-mentioned committees.
- 5) The Students' Council shall represent the students in the Chairman of Department [CoD] meeting & Library senate meeting.

4 Constituents

Members of the Students' Council shall consist of regular students [Till completion of open defence], QIP students and external registrants.

Elected Members of the SC

- The student's council shall consist of the elected representatives from the student general body.
- SC shall have **six elected representatives** viz., the Chairman, General Secretary, Secretary Academic Affairs, Secretary-Women's affairs, Secretary-Amenities & Hostels and **Secretary Undergraduate (UG) Affairs**.
- The student general body as a whole will elect the Chairman, General Secretary, Secretary Academic affairs and Secretary Amenities & Hostels. Secretary women's affairs shall be elected from the lady students and **Secretary UG Affairs shall be elected from and by the UG students**.

5 Council Steering Committee [CSC]

The CSC will consist of members nominated by the elected representatives, to advise them in decision making. Out of which, about 50% shall be nominated by the previous Students' Council Members. In any case, if the consensus is not reached about the constitution of the CSC, the decision of the Faculty Advisor will be final and binding.

6 Executive Committee

The coordinators of various committees of SC shall form the executive committee. The committee shall meet once in 3 months.

7 Student Representatives

All the department representatives, hostel representatives, married-apartment representatives and members of the various committees formed by Students' Council are the student representatives.

8 Committees of SC

Various committees shall be formed to oversee the general functioning of most of the matters that relate to and concern the student community of the institute.

8.1 Academic Committee

- This committee shall consist of Chairman, Secretary academic affairs, two student members, Member-women's affairs, and the QIP member/senior student member.
- Shall deal with all academic problems related to course work, as well as issues concerning the research work faced by the students.
- Department Representatives will report all decisions and matters of importance taken up by the DCC committee.
- Will be in-charge of looking into the problems faced by the students availing funds through all external funding agencies.

8.2 Amenities Committee

- Secretary – Amenities and hostel shall head this committee
- This committee will represent the views of the students related to the different campus amenities to the concerned personnel in the administration.
- Shall look after initiatives pertaining to non-academic but essential needs of the students which act as a support to their academic life (like bicycles, laptop etc.).
- This Committee Coordinator will represent the SC in the Institute Facilities & Amenities Committee along with an elected member of the SC.

8.3 Cultural Committee

- Cultural committee shall be responsible for organizing various cultural programs inside the campus.

8.4 Environmental Committee

- Create proper awareness to save the environment in and outside the campus.
- Facilitate the activities intend to save the environment.

8.5 Foreign Students Welfare Committee

- The committee will consist of foreign students to discuss the matters concerned with foreign students in the institute. They shall be in touch with International Relations Cell and assist new foreign students joining in the institute.

8.6 Health Committee

- Interact with the health centre personnel as and when required, for matters related to students, and with a subcommittee monitor the quality of food served in the various outlets within the campus.

8.7 Hostel Committee

- Secretary – Amenities and hostel shall head this committee
- This committee will be in charge of looking after the maintenance and provision of various facilities to the different hostel blocks.
- Look into the procedures/irregularities in the allotment of married students' apartment and oversee guest room allotment and maintenance.
- The lady representative will be in charge of all activities pertaining to the ladies hostel blocks and problem faced by the lady students of the institute.

8.8 Married Students Welfare Committee

- This committee shall consist of married students to represent the married students staying in the campus as well as outside.

8.9 Placement Committee

- This committee shall coordinate with CSIC and various Department Placement representatives to enhance the placement process.

8.10 Students Support Network (SSN)

- This committee will work closely with students and the Centre for Counselling Services to provide required moral support to students in need.

8.11 Communications Committee

- The communications committee communicates all the student related developments occurring in the campus.
- It communicates matters discussed between the SC and the administration and initiatives taken by the SC for the students' community.

8.12 Undergraduate Committee

- **Secretary – Undergraduate (UG) Affairs shall head this committee**
- This committee shall represent UG Students and work closely with issues related to UG students. The committee must include ATLEAST ONE Ph.D student and two UG students.

8.13 Women's Welfare Committee

- Secretary Women's affairs shall head this committee.
- This committee shall look into all issues related to women students.

Note: Students' Council can have additional committees, if needed, with the consent of elected members and steering committee.

9 Roles and responsibilities of position holders

9.1 The Chairman

- Shall head the Students' council.
- Shall have the responsibility for calling SAC meetings
- Shall have the responsibility of calling the CSC meeting
- Shall attend the CoD meeting on behalf of the SC
- Shall be in charge of the academic affairs committee
- Shall preside at all general meetings and all meetings of the SC.
- Shall be an ex-officio member of all committees of the SC.
- Shall perform such other duties as may be specified by the SC.
- Shall be responsible for the publications of the SC, and the financial accounts of the SC.

9.2 General Secretary

- Shall assist the Chairman and in the functioning of the SC, and shall assume the Chairman's duties in the absence of the Chairman.
- Shall be an ex-officio member of all committees of the SC.
- Shall convene and be in-charge of all the committees.
- Shall attend the CoD meeting along with the Chairman of the SC.
- Shall maintain the financial accounts of the SC.

9.3 Secretary academic affairs

- Shall assist the Chairman and General Secretary.
- Shall be an ex-officio member of all committees of the SC.
- Shall convene and be in-charge of academic, placement, students support network and communications committees.
- Shall attend the CoD meeting along with the chairman of the SC.

9.4 Secretary – Amenities & Hostels

- Shall convene and be in-charge of amenities & hostel committees.
- Shall be responsible for the redressal of all issues faced by students pertaining to amenities and hostels
- Shall attend the institute amenities committee meeting, holidays committee meeting & Council-of-Wardens meeting as SC representatives and do the necessary follow-up and update.
- Shall assist the Chairman and General Secretary in volunteer management for various SC activities.

9.5 Secretary-Women's Affairs

- Shall look into problems faced by the lady students of the institute.
- Shall represent the SC in the Women's Cell and Centre for Counselling and Support (CCS)
- Shall head the Women's Welfare Committee
- Shall be in-charge of the ladies hostel block and will co-ordinate the activities to ensure smooth functioning of the hostels.

9.6 Secretary-UG Affairs

- **Shall look into the problems faced by the UG students of the institute.**
- **Shall assist the Chairman and General Secretary in issues related to UG affairs**
- **Shall be in-charge of the Undergraduate Committee**
- **Shall represent the UG students of the institute in forums wherever and whenever necessary**

9.7 Council Steering Committee (CSC)

- Shall review the working of SC
- Important decisions regarding the Students Community will have to be discussed and passed by the CSC
- Shall have the responsibility of fixing the agenda for all CoD meetings.
- Shall review and discuss the functioning of the different sub-committees
- Meetings of the CSC with the director shall be held, as and when required, during the course of one academic year. A report of the same shall be prepared and documented.

[CSC will meet at least once every month]

9.8 Departmental representatives

- Shall be responsible for the departmental student affairs.
- Issues include matters relevant to department /Department faculty student affairs, specifically the responsibility of the departmental representatives is with regard to bringing out these issues before the SC in the SC meetings.
- Shall attend the DCC meetings of respective departments.
- Represent the Department students in the students' council
- Shall report any academic matters that concern the students to the academic committee.

9.9 Married Apartment representative

- Shall coordinate to ensure the smooth functioning of the married apartments and help in providing essential inputs to improve apartment infrastructure.

10 Mode of operation

- The CSC shall meet once a month regularly.
- The SC chairman can convene extraordinary meetings of the CSC when the necessity arises.
- A filed report of the minutes of the meeting should be recorded, and circulated to the student body.
- If a CSC member absents himself/herself from three consecutive meetings, without giving prior notice to the SC chairman, he/she ceases to be a member of the CSC.
- The SC shall keep the general body informed about its activities and other activities relevant to campus affairs. The activities of the SC shall be put up on its home page and updated on a monthly basis.
- A quorum of 50% is required for both SC and CSC meetings
- All the business of the SC shall be conducted on a one-man, one-vote basis, with the chairman's vote resolving the deadlock.
- In case of resignation of the Chairman, the General Secretary shall take over as chairman till the end of its tenure. If the whole CSC resigns, then a new CSC shall be elected and will function till the next scheduled elections.
- In the event of the SC membership falling vacant more than three months before the end of the tenure of the current SC, a new member shall be elected **by the SC Faculty Advisers through interviews from the appropriate electorate.**

- Preceding the transfer of charge to newly elected council, an annual general body meeting (AGM) will be announced by the current Students' Council. The meeting will present to the student body in summary the activities carried out by the SC, accounts and discuss common agenda.

11 Recalling of elected members

In the event of the student body not being satisfied with the functioning of the elected members of the SC, a General Body Meeting (GBM) can be called by anyone comprising the electorate to recall the elected member. Total electoral strength of 1/5th of that electorate that elected the present Students' Council is required to conduct the GBM and a 66% vote is required for removing the elected member. In case of unanimous selection of Students Council members, or when the 1/5th of the electorate is less than 100, then a minimum of 100 students is required to conduct this GBM. The recall process shall be conducted with the approval of the electoral committee.

12 Amendments

A referendum shall be the only method of amending the Constitution. A General Body Meeting may amend the Schedules of this constitution by a two thirds (2/3) majority. The proposed amendments must be clearly advertised, one week prior to the referendum.

13 Minutes

At all meetings of the Students' Council, minutes shall be taken by the meeting convener or person identified by him/her. A copy of the draft minutes of each meeting shall, as soon as possible after the meeting, be made available to members. All minutes after confirmation, shall be filed in the appropriate minute book.

14 Elections

- a) The election of students' council The Chairman, General Secretary, Secretary academic affairs, Secretary Amenities & Hostels, Secretary- Women's affairs, Secretary UG affairs shall be conducted in the last week of January or the first week of February. At the annual general body meeting [AGM] an election committee will be formed, who will be given the responsibility to conduct the SC elections.
- b) Any individual who is a regular student, QIP student can stand for the general election.
- c) The electoral committee shall be valid from its inception, till the AGM, and shall take part in officiating the GBMs for recalling an elected candidate of the students' council.

- d) One year from the date of handing charge shall be the term of office.
- e) Only regular and QIP students may be nominated as candidates for any elective post.
- f) A candidate's nomination paper must clearly specify the post for which she/he is being nominated, the candidate's name, Student Registration (SR) Number and must be signed by the candidate. All candidates filing for nomination must also be full members of the SC.
- g) Nomination papers must be returned to the Elections Committee not later than 1700 hrs on the prescribed day. This day shall be advertised on all council notice boards and website(s) and shall be at least fifteen days (15 days) before the day of the election. Nominations must remain open for five working days.
- h) Withdrawal of nominations must be received by the returning officer no later than 1700 hrs on the prescribed day.
- i) The elections shall take place within ten days, following the close of nominations. **In case of institute holidays, the election will be scheduled on the next possible working day.**
- j) The Elections Committee shall, within 24 hours of the latest date for withdrawal, make available, and a list of all valid candidates.
- k) Voting shall take place at the appropriate polling stations between 1000 hrs and 1700 hrs on the day of the election, excepting in such cases where the Elections Committee deems unnecessary to do so. The Elections Committee shall publish the locations and arrangements of voting stations with the list of candidates.
- l) All full members of the council may vote on production of a current Student Identity Card AND/OR on the provision of valid identification papers.
- m) The votes shall be cast in sealed ballot boxes/electronic ballots.

14.1 Publicity in connection with Elections and By-Elections.

- a) A candidate may only display posters, in such places as may be allowed by the Elections Committee (EC), but such posters shall not be displayed until after the withdrawal of any nominations which may be received by Elections Committee or alternatively until after a date and time decided upon by the Elections Committee. Candidates must also not display these items outside of the Institute campus designated areas and must remove all campaign material within 24 hours of the commencement of elections.
- b) A candidate may not use stickers – in any shape or form, pens/pencils, or any other such materials deemed inappropriate by the Election Committee. A candidate shall not

distribute, nor cause to have distributed, any manifesto, leaflet, or any similar material until after the withdrawal of any nomination which may be received by the Elections Committee or alternatively until after a date and time decided upon by the Elections Committee.

- c) No canvassing or any like activity shall take place in the immediate vicinity of the ballot box, and shall be restricted to 50 meters from the polling areas.
- d) If complaints are received by the Elections Committee regarding the behaviour of a candidate, the Elections Committee shall have the deciding authority, after issuing the candidate with a written warning, to deem that candidate ineligible for election to any post on the Students' Council.
- e) Any candidate who does not comply with the provisions of this Section of the Constitution shall be deemed ineligible for election to any post of the SC.

14.2 Candidature

- 1) A contestant has to clear all dues (hostel, mess, fee, etc.) as on the date of nomination.
- 2) There is no restriction on the minimum duration for a candidate to be a student, to contest any election. However, the remaining period of his stay on the campus till the completion of the course should be more than the term of the office he/she will hold, if elected.

14.3 Canvassing

Office bearers of student bodies SC/Hostel/Mess are allowed to campaign for a candidate provided he/she does not use the official resources of the post they hold for campaigning.

14.4 Election procedure

- 1) The order in which the names of the contestants appear on the voting machine should be decided not earlier than 30 minutes before the election can begin. The machines should be checked for their counting accuracy, sealed and then the order of names be decided randomly. Only the candidates and Election Committee, polling agents must be present in the process. No complaints will be entertained later on.
- 2) Counting will take place in the presence of contestants, polling agents, Election Committee, security personnel and voting machine operating staff. The results will be announced within one hour after finishing the election deadline.

14.5 Meetings

Whenever, the EC calls for a meeting, only the contestants should be present and no representatives are allowed for any meeting. To the extent possible, the EC shall convene meetings at the convenience of all the contestants and electoral officers. At least 3 electoral officers should always be present for the meetings. For some reason, if a contestant cannot appear for a meeting, the meeting shall go on ex parte.

14.6 Others

- In case of the elections to the said post being unanimous or there being no other candidates with at least half the number of votes, a special meeting of the department representatives to the council will be convened to elect the new office bearer from among themselves. The appointment of the new office bearer will be ratified by the Student Advisor.
- If there are no nominations for the post of Secretary – Women's Affairs, the said post will remain vacant for the year. Lady students who are nominated to the Women's Cell by the Council will be representing the students on issues concerning them.
- The office bearers of the previous Students Council will continue to remain members of the new Council for a period of three months. Their participation will be in an advisory and non-executive capacity.
- In all issues, the decision of the electoral committee shall be final and binding on all contestants.