



# The Constitution of Student Council

Indian Institute of Technology Ropar

## PLEDGE

For the purpose of:

(a) Nurturing a sense of unity and equality among students, irrespective of the differences on the basis of their caste, gender, race, religion, place etc.

(b) Ensuring comprehensive and versatile development of students.

(c) Encouraging and sustaining the growth of Innovation among the students.

(d) Creating an amicable environment conducive for physical and mental development of students on the campus.

(e) Stimulating students to be responsible and better citizens of the country;

We, the students of the Indian Institute of Technology Ropar, resolve to constitute a democratic self organization, called the Student Council Of IIT Ropar, and do hereby adopt this Constitution on this day, the **DATE TO BE SPECIFIED**.

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## **1. GENERAL BODY, EXECUTIVE COUNCIL, ADVISORY BOARD:**

- 1.01. All regular full time students of IIT Ropar shall constitute its General Body. All the elected representatives shall constitute the Student Council.
- 1.02. The General Body shall elect the following persons as its Executive Council at the beginning of each academic year:
  - (a) President
  - (b) General Secretary Board of Cultural Activities (BOCA)
  - (c) General Secretary Board of Sports Activities (BOSA)
  - (d) General Secretary Board of Hostel Affairs (BOHA)
  - (e) General Secretary Board of Technology and Science (BOST)
  - (f) General Secretary Board of Literary Activities (BOLA)

In addition, president of Girls Hostel will be the invitee member to the Executive Council.

To lead, organize and coordinate the General Body on the various fronts of student-related matters.

- 1.03. The term of office shall be one academic year for each of the Executive Council members.
- 1.04. The five elected Executive Council members shall be supported by the following Bodies consisting of representation from across the General Body as well as the faculty of the institute:
  - (a) Board of Hostel Affairs;
  - (b) Board of Cultural Activities;
  - (c) Board of Sports Activities;
  - (d) Board of Technology and Science;
  - (e) Board of Literary Activities
- 1.05. The Student Affairs shall have an Advisory Board consisting of the following persons:
  - i. Dean/Associate of Student Affairs (Chairperson), IIT Ropar,
  - ii. Chief of Warden/Faculty I/c Board of Hostel Affairs
  - iii. Faculty Advisor of Boards of Cultural Activities, Faculty I/c Board of Technology and Science, Board of Sports Activities and Board of Literary Activities (members)
  - iv. Deputy Registrar/Assistant Registrar, Student Affairs (member secretary)

The following can be special invitees:

- a) Sports Officer for advice relating to sports activities
- b) Security Officer of the Institute (Member), to offer critical advice and support towards the well-being and safety of the General Body of students.
- c) Any other person with the permission of the Chairperson

## **2. EXECUTIVE COUNCIL:**

The roles, responsibilities and duties of the elected Executive Council members of the Student Council are described in the sub-sections below.

The Executive Council shall meet atleast once every month pertaining issues and new proposals for the welfare of the Students.

## **2.1 President**

- 2.1.1 The President shall lead, organize and coordinate matters concerning the General Body.
- 2.1.2 The President shall be the Chairperson of the Student Council and the Executive Council.
- 2.1.3 He/she shall liaise with the Institute's Administration on all matters concerning the academics, well-being and safety of the General Body. The President will be the representative of student who will participate in every administrative decision regarding students.
- 2.1.4 The President will be a UG/PG representative for attending meetings of the Institute Academic Bodies.
- 2.1.5 The President will participate in every disciplinary Committee .
- 2.1.6 The President shall represent the General Body in all matters relating to the Student discipline and academic. He/she shall participate in the discussion of every Academic/ discipline rule which comes up in Institute.
- 2.1.7 He/she shall analyse the situation of the General Body and generate the Agenda for the next meeting of the Student Council and Executive council.
- 2.1.8 He/she shall convene meetings of the elected Executive Council and of the General Body as and when the need may arise.
- 2.1.9 The President shall ensure that the minutes of the GBMs and its Executive committees are recorded correctly.
- 2.1.10 The President shall be responsible for ensuring co-ordination amongst the various constituent Board of the council.
- 2.1.11 He/she shall ensure, together with Secretaries of the respective boards, funding for the Student council.
- 2.1.12 The President, shall call for, compile and release to the general body of the IIT Ropar, the reports of activities and event obtained from the Secretaries of Boards/Committee recognized by the Student Council. All Secretaries of the Boards/Committees recognized by the student council shall make a report of the concerned Board/Committee during his/her term of office and submit it to the President, Student Affairs, once in a semester.
- 2.1.13 He/she shall work closely with the other Executive Council members in relation to the Student Council events.

2.1.14 He/she shall be reported by the House Captains of each hostel on all hostel issues.

## **2.2 General Secretary BOCA**

2.2.1. The General Secretary BOCA shall promote and address Arts and Cultural skills, including but not limited to

- (a) Music
- (b) Dance
- (c) Arts & Crafts
- (d) Theatre
- (e) Audio-visuals (including Movie and Photography)
- (f) Formal and Informal events related to Arts and Culture and
- (g) Workshops for arts and culture

2.2.2. He/she shall plan a schedule of arts and cultural activities to be held during his term along with budgetary requirements, and present the same to the Faculty Advisor, Board of Cultural Activities for discussion and coordination with the other student events.

2.2.3. He/she shall convene all meetings of the Board of Cultural Activities and prepare their minutes.

2.2.4. He/she shall seek advice from Faculty Advisor, Board of Cultural Activities of the Institute on all matters related to Arts and Cultural activities of the students.

2.2.5. He/she shall provide support to the Institute on matters related to Arts and Cultural activities.

2.2.6. He/she shall work with the Faculty advisor, Board of Cultural Activities of the Institute to liaise with matters external agencies regarding matters related to Arts and Culture.

2.2.7. He/she shall organize activities related to Arts and Culture in the institute.

2.2.8. He/she shall work with Faculty Advisor, Board of Cultural Activity of the Institute regarding all matters listed 2.2.1. He/she is to plan a schedule for the list of activities to be held throughout each semester.

2.2.9. He/she shall analyse the situation periodically related to matters listed in 2.2.1 and generate agenda for the next meeting of Arts & Culture Committee.

2.2.10. He/she shall coordinate the arts & cultural activities related to Inter-Collegiate events held by Student Council of IIT Ropar, or by the other Institute, Universities and Colleges across the country.

2.2.11. He/she will be the Ex-officio President of the Working committee for the annual cultural festival of the institute.

### **2.3 General Secretary BOSA**

- 2.3.1. The General Secretary BOSA shall promote and address sports and games among students, including but not limited to:
- (a) Inter-Departmental Events,
  - (b) Inter-Hostel Events,
  - (c) Inter-Collegiate (National) Events,
  - (d) Inter-IIT Sports Meet,
  - (e) State and National Games and Sports, and
  - (f) Maintenance of all the sports equipment and facilities of the institute.
- 2.4.1. He/she shall plan a schedule of games and sports activities to be held during the year along with budgetary requirements, and present the same to the Faculty Advisor, Board of Sports Activities for discussion and coordination with other student events.
- 2.4.2. He/she shall convene all meetings of the Board of Sports Activities and prepare their minutes.
- 2.4.3. He/she shall seek advice from the Faculty Advisor, Board of Sports Activities of the Institute on all matters related to sports and games of students.
- 2.4.4. He/she shall provide support to the Institute on matters related to sports and games.
- 2.4.5. He/she shall work with the Faculty advisor, Board of Sports Activities of the Institute to liaise with external agencies regarding matters related to sports and games.
- 2.4.6. He/she shall organize activities listed in 2.3.1 through the various in their smooth functioning.
- 2.4.7. He/she shall work with the Faculty Advisor, Board of Sports Activities of the Institute, like the Inter- IIT sports meet. He/she is to plan a schedule for the list of activities to be held throughout each semester.
- 2.4.8. He/she shall analyse the situation periodically related to matters listed in 2.3.1 periodically and generate Agenda for the meetings of the Board of Sports Activities.
- 2.4.9. He/she shall coordinate the Sports activities related to Inter-Collegiate events held by Student Council of IIT Ropar, or by the other Institute, Universities and Colleges across the country.
- 2.4.10. He/she will be the Convener of the Working Body for Annual Sports Festival of the Institute.

### **2.4 General Secretary BOHA**

- 2.4.1. The General Secretary BOHA shall be responsible for the overall functioning of the Hostels, which shall include, but not limited to,

- (a) Hostel maintenance
- (b) Mess management
- (c) Misc. Hostel Activities

- 2.4.2. He/she shall be supported by Presidents of each hostels and mess secretary (to selected at hostel level), for all matters related to hostels.
- 2.4.3. He/she shall plan the budgetary requirements for the hostel in consultation with the hostel presidents and Mess Secretary and discuss it with the President who will forward it to the Chief Warden.
- 2.4.4. He/she shall seek advice from the Chief Warden on all matters related to the hostels.
- 2.4.5. He/she shall provide support to the institute on all matters related to the mess.
- 2.4.6. He/she shall work with the Faculty advisor, Mess Committee of the institute to liaison with external agencies regarding matters related to mess activities.
- 2.4.7. He/she shall present detailed account of all expenditure to the President for all expenditures related to hostels at the end of his term.

## **2.5 General Secretary BOST**

- 2.5.1. The General Secretary BOST shall promote and address Science & Technology activities including but not limited to :
  - (a) Proper Functioning of the technical clubs of the institute.
  - (b) Organisation of Technical Activities in the campus.
  - (c) Conduct of lectures by eminent people across the world for intellectual development of the students.
- 2.5.2. He/she shall plan a schedule of Science and Technology activities to be held during the next year along with budgetary requirements, and present the same to the Faculty Advisor, Board of Technology and Science for discussion and coordination with the other student events.
- 2.5.3. He/she shall convene all meetings of the Board of Technology and Science and prepare their minutes.
- 2.5.4. He/she shall seek advice from the Faculty Advisor, Board of Technology and Science of the Institute on all matters related to science and technology activities of the students.
- 2.5.5. He/she shall provide support to the Institute on all matters related to science and technology activities.
- 2.5.6. He/she shall work with the Faculty Advisor, Board of Technology and Science of the Institute to liaise with external agencies regarding matters related to science and technology activities.
- 2.5.7. He/she shall organize activities listed in 2.5.1 through clubs and ensure their smooth



functioning.

- 2.5.8. He/she shall work with Faculty Advisor, Board of Technology and Science on all matter listed in 2.5.1. He/she she is to plan a schedule for the list of activities to be held throughout each semester.
- 2.5.9. He/she shall analyse the situation periodically related to matters listed in 2.5.1 and generate Agenda for the next meeting of the Board of Technology and Science.
- 2.5.10. He/she shall coordinate the science and technology activities related to Inter-Collegiate events held by Student Council of IIT Ropar or by the other Institute, Universities and Colleges across the country.
- 2.5.11. He/she will be the Ex Office Convener of the Working Committee for the Annual Technical Festival of the Institute.

## **2.6 General Secretary, Board of Literary Activities(BOLA)**

- 2.6.1 The Board of Literary Activities shall be responsible for following and these are categorised as literary activities for the all the further clauses as such -
  - a) Promoting the art of speaking on various platforms
  - b) Identifying and promoting discussions on important issues
  - c) Celebrating cinema and identifying the talent in the field
  - d) Providing an outlet for and cultivating literary talent
  - e) Increasing awareness on general affairs through quizzing
  - f) Using print media, online media responsibly and providing acceptable journalism
  - g) Workshops for debating, writing, quizzing and other literary fields
- 2.6.2 He/she shall plan a schedule of literary activities to be held during his term along with budgetary requirements, and present the same to the Faculty Advisor, Board of Literary Activities for discussion and coordination with the other student events.
- 2.6.3 He/she shall convene all meetings of the Board of Literary Activities and prepare their minutes.
- 2.6.4 He/she shall seek advice from Faculty Advisor, Board of Literary Activities of the Institute on all matters related speaking, quizzing, literary activities and media and publications.
- 2.6.5 He/she shall provide support to the Institute on matters related to literary activities in accordance with the bulletins under the clause 2.6.1
- 2.6.6 He/she shall work with the Faculty advisor, Board of Literary Activities of the Institute to liaise with matters external agencies regarding matters related to literary activites.
- 2.6.7 He/she shall organize activities related to the activities mentioned under clause 2.6.1 in the institute.

- 2.6.8 He/she shall work with Faculty Advisor, Board of Literary Activities of the Institute regarding all matters listed in 2.6.1
- 2.6.9 He/she is to plan a schedule for the list of activities to be held throughout each semester.
- 2.6.10 He/she shall analyse the situation periodically related to matters listed in 2.6.1 and generate agenda for the next meeting of Committee for Literary Activities.
- 2.6.11 He/she shall coordinate the literary activities related to Inter-Collegiate events held by Student Council of IIT Ropar, or by the other Institute, Universities and Colleges across the country.
- 2.6.12 He/she will be the Ex-officio President of the Working committee for any inter-collegiate event promoting Literary activities as such.

### **3. CONSTITUTIONAL BODIES:**

The section presents the Organisation of the Bodies supporting each member of the Executive Council.

All the constitutional bodies shall meet atleast once every month pertaining issues and new proposals for the welfare of the Students.

#### **3.1. Board of Cultural Activities (BOCA):**

##### **3.1.1. Members:**

- a. Faculty Member(max 2) Nominated by the Dean / Associate Dean of Student Affairs, IIT Ropar (Advisory)
  - b. General Secretary BOCA (Chairman).
  - c. Representatives of various clubs under the Board of Cultural Activities (BOCA).
- 3.1.2. Various clubs shall be established under Board of Cultural Activities (BOCA) which shall be funded by the BOCA account and by the Institute/Dean/Associate Dean Students affairs. These clubs shall promote and organise extracurricular activities related to a Arts and Culture. Each club shall have representatives leading the club. They shall prepare a budget for the activities they plan to organise and discuss it with the Chairman and Head of the BOCA.
- 3.1.3. The clubs can be created at any time of the year with the consent of the Board of Cultural Activities. Regular evaluation of the clubs will be undertaken by the Chairman and in case of inactivity of the club over a period of upto 3 months, he may request the Faculty Advisor, Board of Cultural Activities to either change the representatives or dissolve the club with the consent of the Board.
- 3.1.4. The Board shall assist the General Secretary BOCA in all matters related to Arts and Cultural Activities of the Institute.

### **3.2. Board of Sports Activities (BOSA):**

#### **3.2.1. Members:**

- a. Faculty members (max 2) appointed by the Dean/Associate Dean of Student Affairs, IIT Ropar (Advisory).
- b. General Secretary BOSA (Chairman).
- c. Representatives of various clubs under the Board of Sports Activities (BOSA).
- d. Sports Officer

3.2.2. Various clubs shall be established under Board of Sports Activities (BOSA) which shall be funded by the BOSA account and by the Institute/Dean/Associate Dean, Student Affairs. These clubs shall promote and organise activities related to their sport. They shall also be responsible for maintenance of the institute facilities for their sport. They shall prepare a budget for the activities they plan to organise and discuss it with the Chairman and Faculty Advisor of the BOSA.

3.2.3. The clubs can be created at any time of the year with the consent of the Board of Sports Activities. Regular evaluation of the clubs will be undertaken by the Chairman and in case of inactivity of the club over a period of upto 3 months, he may request the Faculty Advisor, Board of Sports Activities to either change the representatives or dissolve the club with the consent of the Board.

3.2.4. The Council shall assist the General Secretary BOSA in all matters related to sports and games for the year.

### **3.3. Board of Hostel Affairs:**

#### **3.3.1 Members:**

- a. Chief Warden and Hostel Wardens, IIT Ropar (Advisory).
- b. Mess Secretary I
- c. Mess Secretary II
- d. Hostel Presidents from each hostel.

3.3.2 The committee shall assist the General Secretary BOHA in all matters related to the Mess.

### **3.4. Board of Technology and Science (BOST):**

#### **3.4.1 Members:**

- a. Faculty Member (max 2) nominated by the Dean/Associate Dean of Student Affairs, IIT Ropar (Advisory).
- b. General Secretary BOST (Chairman).
- c. Representatives of all clubs under the Board of Technology and Science (BOTS).

- 3.4.2 Various clubs shall be established under the Board of Technology and Science (BOST) which shall be funded by the BOST account and by the Institute/Dean/ Associate Dean. These clubs shall promote and organise activities in their domain. Each club shall have representatives leading the club. They shall prepare a budget for the activities they plan to organise and discuss it with the Chairman and Faculty advisor of the BOST.
- 3.4.3 The clubs can be created or dissolved at any time of the year with the consent of the Board of Technology and Science. Regular evaluation of the clubs will be undertaken by the Chairman and in case of inactivity of the club over a period of upto 3 months, he may request the Faculty I/c, Board of Technology and Science to either change the representatives or dissolve the club with the consent of the Board.
- 3.4.4 The Council shall assist of the General Secretary BOST in all matters related to science & technology.

### **3.5. Board of Literary Activities (BOLA):**

#### **3.5.1 Members:**

- a. Faculty members (max 2) appointed by the Dean/Associate Dean of Student Affairs, IIT Ropar (Advisory).
- b. General Secretary BOLA (Chairman).
- c. Representatives of various clubs under the Board of Literary Activities (BOLA).

3.5.2 Various clubs shall be established under the Board of Literary Activities (BOLA) which shall be funded by the BOLA account and by the Institute/Dean/ Associate Dean. These clubs shall promote and organise activities in their domain. Each club shall have representatives leading the club. They shall prepare a budget for the activities they plan to organise and discuss it with the Chairman and Faculty I/c of the BOLA.

3.5.3 The clubs can be created or dissolved at any time of the year with the consent of the Board of Literary Activities (BOLA). Regular evaluation of the clubs will be undertaken by the Chairman and in case of inactivity of the club over a period of upto 3 months, he may request the Faculty I/c, Board of Literary Activities (BOLA) to either change the representatives or dissolve the club with the consent of the Board.

3.5.4 The Council shall assist of the General Secretary BOLA in all matters related to Literary activities.

### **4. ELECTIONS:**

The elections for the posts of President, General Secretary BOCA, General Secretary BOSA, General Secretary BOHA, General Secretary BOST and General Secretary BOLA shall take place once a year at the beginning/end of the even semester. The elections shall take place

in two stages, namely Faculty Screening and General Elections. The Dean/ Associate Dean of Students Affairs of the Institute shall be the Election Officer and responsible for the entire procedure of Elections. The Dean/ Associate Dean of Students Affairs shall constitute an Election Commission to Oversee the whole election process right from the start to the end.

#### **4.1 Screening of Candidature:**

- a) Candidates for each post must be a member of the General Body.
- b) A Board of faculty members (max 4) shall be appointed by the Dean// Associate Dean of Student Affairs of the institute.
- c) The Board shall decide if the candidate is fit to contest the elections or not.
- d) The candidates who qualify this stage shall be eligible for General Elections.

#### **4.2 General Elections:**

- 4.2.1 Direct voting (if the contestants are more than one for each of the post) shall take place for each post, where in each student of the General Body shall vote for only one of the candidates, whom he/she judges to be best suited for the post.
- 4.2.2 The entire process of elections, commencing from the date of filing of nomination papers to the date of declaration of results, including the campaign period, should not exceed 10 days.
- 4.2.3 Elections will be held on a yearly basis.

#### **4.3 Eligibility Criteria**

- 4.3.1. The candidate should in no event have any academic arrears/backlog and shall not be under academic probation etc. in the years of contesting the election.
- 4.3.2. The candidate should have attained the minimum percentage of attendance as prescribed by the university or 75% attendance, whichever is higher.
- 4.3.3. The candidate shall not have a previous criminal record, that is to say he should not have been tried and/or convicted of any criminal offence or misdemeanor. The candidate shall not have been subject to any disciplinary action by the Institute authorities.
- 4.3.4. The candidate must be a regular, full time student of the IIT Ropar and should not be a distance/proximate education student. That is to say that all eligible candidates must be enrolled in a full time course, the course duration being at least one year.
- 4.3.5. Campaigning with regard to political, religious, regional sentiments etc are strictly prohibited and will invite for disqualification.

### **5. FUNCTIONING OF THE STUDENT COUNCIL:**

#### **5.1 Decision making by the Student Council:**

- 5.1.1 Consensus shall be attempted in all decision making. Only when consensus building

fails, voting shall be resorted to.

5.1.2 To decide on any matter in executive council by voting, the following shall be required:

- a) Presence of Chairman and Dean/ Associate Dean of Student Affairs of the Body in discussion.
- b) Presence of at least 50% of the strength of the executive body and the Advisory Board in discussion .
- c) The announcement for the voting should be made at least 1 week prior to the elections.

5.1.3 To decide on any matter in a Board recognized by the Student Council by voting, the following shall be required:

- a) Presence of Chairman and the Faculty Advisor of the Body in discussion.
- b) Presence of at least 50% of the strength of the concerned Body in discussion.
- c) The announcement for the voting should be made at least 1 week prior to the elections.

5.1.4 In case of a tie, the decision of the Chairman of the Body shall be binding.

5.1.5 The Student Council recognizes that on serious matters related to the safety and well-being of students, academics and discipline, the decision of the Director or Deans shall be binding on all students.

## **5.2 Impeachment**

If the Director of the institute feel at any time of the year that a person is not capable of holding an office of responsibility, he/she can be impeached and all his responsibilities would by default be passed on to the President to which he/she is responsible till somebody replaces the person. In case of the impeachment of the President, the Dean/Associate Dean of Student Affairs can nominate any person from the Executive Council or any member of the General Body to act as President till fresh elections are announced.

5.2.1 An Executive Council Member of the Student Council can be impeached only by the Dean/ Associate Dean of Student Affairs, IIT Ropar under the following conditions:

- a) If any disciplinary action is taken by the Institute against him/her.
- b) The Faculty Advisor/s of his/her supporting bodies or the Chairman feels that he/she is not able to perform his/her duties. In such a case, The Chairman or the Faculty Advisor/s shall have to convince the Dean of his/her insincerity by proper evidence.
- c) If he/she resorts to objectionable behaviour at any public event/forum or meeting.

5.2.2 The Club Representatives can be impeached only by the Dean/Associate Dean of the Student Affairs only under the following conditions:

- a) If any disciplinary action is taken by the institute against him/her.
- b) If he/she resorts to objectionable behaviour at any public event/forum or meeting.
- c) The chairman of the body to which he/she is responsible feel that he/she is not

able to perform his/her duties. In such a case, the chairman or the Faculty Advisor/s shall have to convince the Dean of his/her insincerity by proper evidence.

- d) The Faculty Advisor/s of the responsible body is convinced that the person is no longer capable of holding the office.

5.2.3 The Hostel Presidents can be impeached by the Chief Wardens under the following conditions:

- a) If any disciplinary action is taken by the institute against him/her.
- b) If he/she resorts to objectionable behaviour at any public event/forum or meeting.
- c) The President feels that he/she is not able to perform his/her duties. In such a case, the President will have to convince the Chief Warden of his/her insincerity by proper evidence.
- d) The Chief Warden is convinced that the person is no longer capable of holding the office.

In case of impeachment of a Hostel Presidents, the Chief of Wardens can nominate any person from the Hostel to act as President till fresh elections are conducted.

## **6. Code of Conduct for Candidates and Elections Administrators.**

- 6.1 No candidate shall indulge in, nor shall abet, any activity, which may aggravate existing differences or create mutual hatred or cause tension between caste and communities, religious or linguistic, or between any group(s) of students.
- 6.2 Criticism of other candidates, when made, shall be confined to their policies and programs, past record and work. Candidates shall refrain from criticism of all aspect of private life, not connected with the public activities of the other candidates or supporters of such other candidates. Criticism of other candidates, or their supporters based on unverified allegations or distortion shall be avoided.
- 6.3 There shall be no appeal to caste or communal feelings for securing votes. Places of worships, within or without the campus shall not be used for election propaganda.
- 6.4 All candidates shall be prohibited from indulging of abetting, all activities which are considered to be "corrupt practice" and offences, such as bribing of voters, intimidation of voter, impersonation of voter, canvassing or the use of propaganda within 100 meters of polling station, holding public meetings during the period of 24 hours ending with the hour fixed for the close of the poll, and the transport and conveyance of voters to and from polling station .
- 6.5 No candidate shall be permitted to make use of printed posters, printed pamphlets, or any printed material for the purpose of canvassing.
- 6.6 No candidate shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda outside the university/college campus.
- 6.7 No candidate shall, nor shall his/her supporters, deface or cause any destruction to any

property of the university/college campus, for any purpose whatsoever, without the prior written permission of the Institute authorities. All candidates shall be held jointly and severally liable for any destruction/defacing of any university/college property.

- 6.8 During the election period the candidates may hold procession and/ or public meetings, provided that such processions and/or public meetings do not, in any manner, disturb the classes and other academic and co curricular activities of the Institute. Further, such procession/public meeting may not be held without the prior written permission of the Institute authority.
- 6.9 The use of loudspeakers, vehicles and animals for the purpose of canvassing shall be prohibited.
- 6.10 On the day of polling, student organizations and candidates shall -:
- i. Co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction;
  - ii. Not serve or distribute any eatables, or other solid and liquid consumable, except water on polling day;
  - iii. Not hand out any propaganda on the polling day.
- 6.11 Excepting the voter, no one without a valid pass/letter of authority from the election commission or from the Institute authorities shall enter the polling booths.
- 6.12 The election commission/Institute authorities shall appoint impartial observers. In the case of deemed universities and self- financed institutions, government servants may be appointed as observers. If the candidate has any specific complaint or problem regarding the conduct of the elections they may bring the same to the notice of the observer. Observer shall also be appointed to oversee the process of nomination of students in institutions that are following the nomination model of student representation.
- 6.13 All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 48 hours of the conclusion of polling.
- 6.14 Any contravention of any of the above recommendation may make the candidate liable to be stripped of his candidature, or his elected post, as the case may be. The election commission/Institute authorities may also take appropriate action against such violator.
- 6.15 In addition to the above-mentioned code of conduct, it is also recommend that certain provisions of the Indian Penal Code, 1860.

## **7. Grievance Redressal Mechanism (Strictly as per Lyngdoh Committee recommendations and Hon'ble Supreme Court directions)**

- 7.1 There should be a Grievance Redressal Cell with the Dean (Student Welfare)/ teacher incharge of student affairs as its chairman. In addition, one senior faculty member, one senior administrative officer and two final year students –one boy and one girl (till the



election results declared, student can be nominated on the basis of merit and/or participation in the co-curricular activities in the previous year). The grievance cell shall be mandated with the redressal of election-related grievance, including, but not limited to breaches of the code of conduct of elections and complaints relating to election-related expenditure. This cell would be the regular unit of the institution.

- 7.2 In pursuit of its duties, the grievance cell may prosecute violators of any aspect of the code of conduct or the rulings of the grievance cell. The grievance cell shall serve as the court of original jurisdiction. The institutional head shall have appellate Jurisdiction over issues of law and fact in all cases of controversies arising out of the conduct of the election in which the grievance cell has issued a final decision. Upon review, the institutional head may revoke or modify the sanctions imposed by the grievance cell.
- 7.3 In carrying out the duties of the office, the Grievance cell shall conduct proceedings and hearings necessary to fulfill those duties. In executing those duties they shall have the authority:
  - (i) to issue a writ of subpoena to compel candidates, agents, and workers, and to request students to appear and give testimony, as well as produce necessary records; and
  - (ii) to inspect the financial reports of any candidate and make these records available for public scrutiny upon request.
- 7.4 Members of the Grievance cell are prohibited from filing complaints. Any other student may file a complaint with the Grievance cell, within a period of 3 weeks from the date of declaration of results. All complaints must be filed under the name of the student filing the complaint. The Grievance cell shall act on all complaints within 24 hours after they are received by either dismissing them or calling a hearing.
- 7.5 The Grievance cell may dismiss a complaint if:
  - (i) the complaint was not filed within the time frame prescribed in Recommendation 7.4 above;
  - (ii) the complaint fails to state a cause of action for which relief may be granted;
  - (iii) the complainant has not and / or likely will not suffer injury or damage.
- 7.6 If a complaint is not dismissed, then a hearing must be held. The Grievance cell shall inform, in writing, or via e-mail, the complaining party and all individuals or groups named in the complaint of the time and place of the hearing. The parties are not considered notified until they have received a copy of the complaint.
- 7.7 The hearing shall be held at the earliest possible time, but not within twenty-four (24) hours after receipt of the notice described above, unless all parties agree to waive the 24-hour time constraint.
- 7.8 At the time notice of a hearing is issued, the Grievance cell, by majority vote, may issue a temporary restraining order, if it determines that such action is necessary to prevent undue or adverse effects on any individual or entity. Any restraining order, once issued, will remain in effect until a decision of the Grievance cell is announced after the hearing or until rescinded by the Grievance cell.

- 7.9 All Grievance cell hearings, proceedings, and meetings must be open to the public.
- 7.10 All Parties of the Grievance cell hearing shall present themselves at the hearing, may be accompanied by any other student from which they can receive counsel, and have the option to be represented by that counsel.
- 7.11 For any hearing, a majority of sitting Grievance cell members must be in attendance with the Chair of the Grievance cell presiding. In the absence of the Chair, the responsibility to preside shall fall to an Grievance cell member designated by the Chair.
- 7.12 The Grievance cell shall determine the format for the hearing, but must require that both the complaining and responding parties appear physically before the board to discuss the issues through a complaint, answered, rebuttal, and rejoinder format. The purpose of the hearing is to gather the information necessary to make a decision, order, or ruling that will resolve an election dispute. To effectuate this purpose, the following rules should prevail at all hearings:
- Complaining parties shall be allowed no more than two witnesses, however the Grievance cell may call witnesses as required. If said witnesses are unable to appear at the hearing, signed affidavits may be submitted the Grievance cell Chair for the purpose of testifying by proxy.
  - All questions and discussions by the parties in dispute shall be directed to the Grievance cell.
  - There shall be no direct or cross-examination of any party or witness by complaining or responding parties during hearings.
  - Reasonable time limits may be set by the Grievance cell, provided they give fair and equal treatment to both sides.
  - The complaining party shall bear the burden of proof.
  - Decisions, orders, and rulings of the Grievance cell must be concurred to by a majority of the Grievance cell present and shall be announced as soon as possible after the hearing. The Grievance cell shall issue a written opinion of the ruling within 12 hours of announcement of the decision. The written opinion must set forth the findings of fact by the Grievance cell and the conclusions of law in support of it. Written opinions shall set a precedent for a time period of three election cycles for Grievance cell rulings, and shall guide the Grievance cell in its proceedings. Upon consideration of prior written opinions, the grievance cell may negate the decision, but must provide written documentation of reasons for doing so.
  - If the decision of the Grievance cell is appealed to the institutional head , the Grievance cell must immediately submit its ruling to the commission.
  - The Grievance cell shall select the remedy or sanction most appropriate to both the type and severity of the infraction, as well as the state of mind or intent of the violator as determined by the Grievance cell. Possible remedies and sanctions include, but are not limited to, fines, suspension of campaigning privileges, and disqualification from the election.
  - Any fine or total amount of fines against a candidate in an election cycle may not exceed the spending limit as defined herein above.
  - If, after a hearing, the Grievance cell finds that provisions of this Code were violated by a candidate, or a candidate's agents or workers, the Grievance cell may restrict

the candidate, or the candidates agents or workers, from engaging in some or all campaign activities for some or all of the remainder of the campaign. If an order is issued covering only part of the remaining campaign period, it shall take effect immediately so that after its termination, the candidate will have an opportunity to resume campaigning during the days immediately prior to and including the election days.

- If, after a hearing, the Grievance cell finds that provisions of either this Code or decisions, opinions, orders, or rulings of the Grievance cell have been willfully and blatantly violated by a candidate, or a candidate's agents or workers, the Grievance cell may disqualify the candidate.
- Any party adversely affected by a decision of the Grievance cell may file an appeal with the institutional head within twenty-four (24) hours after the adverse decision is announced. The institutional head shall have discretionary appellate jurisdiction over the Grievance cell in all cases in which error on the part of the Grievance cell is charged.
- The decision of the Grievance cell shall stand and shall have full effect until the appeal is heard and decided by the institutional head.
- The institutional head shall hear appeals of Grievance cell rulings as soon as possible, but not within twenty-four (24) hours after the Grievance cell delivers to the Appellant and the institutional head a copy of its written opinion in the case. Appeal may be heard prior to this time, but only if the Appellant waives the right to a written opinion and the institutional head agrees to accept the waiver.
- The institutional head can issue suitable orders to suspend or halt the operation of the ruling issued by the Grievance cell until the appeals are decided.
- The institutional head shall review findings of the Grievance cell when appealed. The institutional head may affirm or overturn the decision of the Grievance cell, or modify the sanctions imposed.

## **8. CONSTITUTIONAL AMENDMENT:**

8.1 This constitution can be amended as decided by the Student Affairs Advisory Board or in case any faculty member/member of the General body expresses the need in writing to the Dean/Associate Dean of Students Affairs of the Institute which shall have to be passed by the Student Affairs Committee. The Amendment shall be deemed to have passed, if receives 2/3<sup>rd</sup> majority with at least 50% of the Student Affairs Advisory Board casting its vote together.