



The Constitution of Student Council

Indian Institute of Technology Ropar

(With amendments: April 22, 2022)

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:

STUDENT LEGISLATIVE COUNCIL, 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.
- 1.01.*
- a. All regular full time students of IIT Ropar paying the Gymkhana fees / Student Amenity Fees shall be the members of Students' Gymkhana.*
 - b. The Students Gymkhana shall function through both the Students' Legislative Council (SLC) and its executive wing, namely Executive 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)
 - (g) General Secretary, Board of Academic Activities (BOAA)

STUDENT LEGISLATIVE COUNCIL (SLC)

In addition to the existing executive council there shall be Student Legislative Council: (Proposed Addition)

The Student Legislative Council (SLC) will comprise of following members:

- a. President*
- b. General Secretary, Board of Cultural Affairs (BOCA)*
- c. General Secretary, Board of Sports Activities (BOSA)*
- d. General Secretary, Board of Science & Technology (BOST)*
- e. General Secretary, Board of Literary Activities (BOLA)*
- f. General Secretary, Board of Hostel Activities (BOHA)*
- g. General Secretary, Board of Academic Affairs (BOAA) (already exists)*
- h. Research Secretary (already exists as PhD Representative)*
- i. PhD (4th year & above) - max. 3*
- j. PhD (upto 3rd year) - max. 3*
- k. PhD (Married scholar) - max. 1*
- l. B. Tech - 4th year - max. 3*
- m. B. Tech - 3rd year - max. 3*
- n. B. Tech - 2nd year - max. 3*
- o. B. Tech - 1st year - max. 3*
- p. M. Tech. - 2nd year - max. 2*
- q. M. Tech - 1st year - max. 2*
- r. M.Sc./MS - 2nd Year -max. 2*
- s. M.Sc./MS - 1st Year -max. 2*

- In Student Legislative Council (SLC) (a) to (h) will be the Executive Members, where the Executive Members (a) to (g) will be elected by all the members of Students' Gymkhana and member (h) will be elected by all the PhD students of the Institute.
- From i to s, this will be named as an advisory council who will assist the smooth functioning of the Student Executing Council. Their scope is to extend the advice and assist in activities and to resolve the issues of the Executive council. In case of any dispute on any activity, a decision of consent of more than 50% members is required.
- Research Secretary and 1 member of SLC each from M.Sc. and M. Tech (to be nominated by SLC) will be members of the institute ACRPG committee.

Role of Student Legislative Council (SLC)

- 1.02.1 The Students' Legislative Council shall be the apex representative and policy making body of the student community.
- 1.02.2 In every general matter of students, all committees/subcommittees/clubs and all bodies composed of students shall be subordinate to the Students' Legislative Council.
- 1.02.3 Any policy in the Students' Legislative Council will be formed through consensus.
- 1.02.4 Any policy made by the Students' Legislative Council will stand ratified only after the majority of the Student Legislative Council agrees.
- 1.02.5 A convenor will be elected from the students' Legislative Council, who will not be from the executive wing, will act as a secretary to Student Legislative Council.
- 1.02.6 Any Legislator can raise a matter for discussion in the Students' Legislative Council by sending it to the Convener.
- 1.02.7 Roles and Responsibilities of Convenor:
 - S/he will act as secretary of the Legislative Council.
 - Convene students' Legislative Council meetings
 - Prepare agendas for Legislative Council meetings.
 - Direct the appropriate persons for the **implementation of decisions of the Legislative Council and be responsible to the students' Legislative Council for the same.**
 - The convenor may request a few ex-executives members (depending on agenda items) to attend the meetings if it is required.
- 1.02.8 Students' Legislative Council may constitute subcommittees composed of legislators to discuss any urgent matter.
- 1.02.9 Students' Legislative Council will decide/modify rules and procedures of SLC or any other body subordinate to it, if a majority of the legislators agree and it is recommended by the President. Thereafter it has to be approved by DSA/ADSA
- 1.02.10 Students' Legislative Council may ask for an action report from its subordinate bodies (if any).
- 1.03. The term of office shall be one academic year for each of the Executive Council members.
- 1.04. The **six** elected Executive 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
- (f) Board of Academic Affairs*

- 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 Advisor Board of Hostel Affairs (BOHA)
 - iii. Faculty Advisor of Board of Cultural Activities (BOCA), Faculty Advisor of Board of Technology and Science (BOST), Faculty Advisor Board of Sports Activities (BOSA) and Faculty Advisor Board of Literary Activities (BOLA) (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.

The President shall be the Chairperson of the Students' Legislative 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 students 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 the 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 coordination amongst the various constituent Boards of the Student Executive 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 events 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.
- 2.1.15 *The President will be the representative of the Student's Legislative Council/Executive Council at all levels inside / outside the Institute.*
- 2.1.16 *Any Committee / Sub-Committee formed to arrive at a decision regarding affairs related to students must include the President or Member(s) of the Students' Legislative Council nominated by the President.*

2.2 General Secretary, Board of Cultural Activities (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 the 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 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 the 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 analyze the situation periodically related to matters listed in 2.2.1 and generate an 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 the 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, Board of Sports Activities (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.
- 2.3.2 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.
- 2.3.3 He/she shall convene all meetings of the Board of Sports Activities and prepare their minutes.
- 2.3.4 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.
- 2.3.5 He/she shall provide support to the Institute on matters related to sports and games.
- 2.3.6 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.
- 2.3.7 He/she shall organize activities listed in 2.3.1 through the various in their smooth functioning.
- 2.3.8 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.
- 2.3.9 He/she shall analyze the situation periodically related to matters listed in 2.3.1 periodically and generate Agenda for the meetings of the Board of Sports Activities.
- 2.3.10 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.

- 2.3.11 He/she will be the Convener of the Working Body for the Annual Sports Festival of the Institute.

2.4 General Secretary board of Hostel Affairs (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 Board of Science & Technology (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) Organization 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 analyze 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 categorized 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 activities.
- 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.

2.7 General Secretary, Board of Academic Affairs (BOAA)

- 2.7.1 He/She shall be responsible to represent the academic related issues and to organize Academic Activities raised by the students and given by the Institute Academic Committee.*
- 2.7.2 He/She will be the ex-officio member of the Student Senate.*
- 2.7.3 He/She may not attend the academic forum if he/she feels the absence of any point to discuss there.*
- 2.7.4 He/she may represent the academic issues of the students to institute committees such as ACUGS.*

3. CONSTITUTIONAL BODIES:

The section presents the Organization 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 BOSAI 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 organize activities in their domain. Each club shall have representatives leading the club. They shall prepare a budget for the activities they plan to organize 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 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 organize activities in their domain. Each club shall have representatives leading the club. They shall prepare a budget for the activities they plan to organize 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 the General Secretary BOLA in all matters related to Literary activities.

3.6. Board of Academic Affairs (BOAA):

3.6.1 *Members:*

- a. *Faculty members (max 2) appointed by the Dean/Associate Dean of Student Affairs, IIT Ropar (Advisory).*
- b. *General Secretary BOAA (Chairman).*
- c. *Representatives of various branches under the Board of Academic Affairs (BOAA).*
- d. *Research Secretary.*

3.6.2. *The Board of Academic Affairs would form a new constitutional board comprising student representatives from different departments of different batches. The primary requirement for such a council is to streamline the ongoing academic processes and*

assist in the better organization of the courses and help the General Secretary BOAA in preparing the student agenda in ACUGS and ACRPGS meetings. So far there is an inadequate representation of students in the field of academics and the creation of such a council will give a voice to students' suggestions. Also, the process of conducting academic activities will be simplified with due help from the council representatives.

3.7 Research Secretary

3.7.1 There will be one Research Secretary who will represent PhD scholars from all departments. He/She shall be responsible to represent the issues related to the research scholars.

3.7.2 He/She may represent the agenda items for PhD students in institute academic committees such as ACRPGS committee.

3.7.3 He/she will be the ex-officio member of the Student Legislative Council.

3.7.4 He/she has to follow the rules of the Student Senate.

3.7.5 He/she may be a member of the committee, which discusses or takes action against any malpractice done by Ph.D. students.

3.7.6 He/she is one of the account holders in Research day bank account to be used for organizing Research conclave(if the institute committee allows).

3.7.7 He/she may raise issues related to the working of Central Research Facility (CRF) and Departmental Research Facility (DRF) to the authority.

3.7.8 Authorities of Research Secretary

a. He/she can hold a meeting to discuss issues of Ph.D. students with permission from the administration.

b. All the departmental Ph.D. representatives may raise any relevant issue through the Research Secretary to the institute academic committee.

c. He/she may appoint a Representative (PhD student) in coordination with the placement cell for the placement of PhD students.

4. ELECTIONS:

The elections for the all posts of Executive Council / Student Legislative Council President, General Secretary BOCA, General Secretary BOSA, General Secretary BOHA, General Secretary BOST and General Secretary BOLA shall take place on annual basis i.e. once in every year. 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.

For the vacant posts of Student Executive Council, the president of Student Executive Council will recommend and Associate Dean / Dean SA will nominate from the Student Legislative Council (SLC). In case of Research Secretary, the Dean (Academic & Research) will nominate

any PhD Scholar from the Student Legislative Council (SLC) to act as Research Secretary.

The elections for all posts of Executive Council / Student Legislative Council shall take place once a year. The elections shall take place in two stages, namely Screening and General Elections. The Dean/ Associate Dean of Student Affairs shall constitute an Election Commission to Oversee the whole election process right from the start to the end.

The mode (physical/ online) of the election will be decided by the election commission.

4.1 Screening of Candidature:

- 4.1.1 Candidates for any post must be a member of the General Body (existing/regular students of IIT Ropar).
- 4.1.2 The election commission/ screening committee shall do the screening for executive council and SLC members (h to s) and decide whether the candidate is fit to contest the elections or not.

4.2 General Elections (Executive Council - a to g)

- 4.2.1 Direct voting (if the contestants are more than one for each of the posts) shall take place for each post, where each student of the General Body shall vote for only one of the candidates, whom he/she judges to be best suited for each 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 working days.
- 4.2.3 Elections will be held on a yearly basis.

4.3 Elections of Research Secretary

Research Secretary (SLC- h) will be elected through general elections where direct voting shall take place for the post, wherein all regular Ph.D. Scholars of IIT Ropar shall vote for only one of the candidates, whom he/she judges to be best suited for the position. Project Staff & Post Doc candidates will not be eligible to take part in the elections for contesting the election and casting the vote)

4.4 Election of Student Council Legislators (SLC from i to s)

- 4.4.1 *For SLC (i to s), direct voting (if the contestants are more than one for each of the post) shall take place for each post, where each student of the respective batch shall vote for only one of the candidates, whom he/she judges to be best suited for each post.*
- 4.4.2 *The entire process of elections will start after the result of the new student executive council. The process includes the declaration of elections, filling nominations with manifestos and elections only. Open house is excluded.*

4.5 Eligibility Criteria

- 4.5.1 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.
- 4.5.2 The candidate should have attained minimum CGPA of 6.5 upto previous semester.
- 4.5.3 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 offense or misdemeanor. The candidate shall not have been subject to any disciplinary action by the Institute authorities.

- 4.5.4 The candidate shall not have been subject to any disciplinary action by the institute authorities.
- 4.5.5 The candidate shall not have been reported to have any prohibited items in the institute premises.
- 4.5.6 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.
- 4.5.7 Campaigning with regard to political, religious, regional sentiments etc are strictly prohibited and will invite disqualification.

4.6 *Nomination against vacant posts*

After declaration of results, in case there is no nomination for any post (Executive/ SLC), Dean SA can nominate any member or can ask another elected representative to take over the additional charge either as a stop gap arrangement or for full time.

- 4.7 **Selection of Secretaries of other clubs / Cells:** For other clubs / cells such as ISMP, Ek Bharat Shreshtha Bharat (EBSB), Electoral Club, ODASAC, Girls-Up Club or any other, the concerned Faculty Advisor(s) of the club(s) / cell(s) will nominate the secretaries in consultation with President Student Council and Dean SA.

5. WORKING 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/ Dean SA 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/ Dean SA shall be binding on all students.
- 5.1.6 **Charge in absence of Elected / Selected members:** If any elected member is on leave due to any reason, he /she will assign his / her responsibility to any other elected / selected member of the respective cell.

5.2 Impeachment

If the Director of the institute feels 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.
- d) *If $\frac{2}{3}$ majority of Student Legislative Council (SLC) agrees for impeachment of any member of the Student Executive Council/ SLC then they can recommend to Dean SA regarding the same to take further action.*

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 behavior at any public event/forum or meeting.
- c) The chairman/Dean SA of the body to which he/she is responsible 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.
- 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 representative/ coordinator can be impeached by the Chief Warden 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 SC/ GS BOHA feels that he/she (hostel representative/ coordinator) is not able to perform his/her duties, in such a case, the President SC/ GS BOHA will have to convince the Chief Warden of his/her insincerity by proper evidence.
- d) The Warden is convinced that the person is no longer capable of holding the office.

In case of impeachment of a hostel representative/ coordinator, the Chief Warden/ concerned warden can nominate any person from the Hostel to act as representative/ coordinator, till new selection is 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 aspects 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 worship, 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 institute/ campus.
- 6.7 No candidate shall, nor shall his/her supporters, deface or cause any destruction to any property of the institute/ 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 institute/campus 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. Cooperate 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 Except 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 recommendations 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 violators.

- 6.15 In addition to the above-mentioned code of conduct, it is also recommended that certain provisions of the Indian Penal Code will be applicable.

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/ Student Affairs)/ faculty 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 are declared, students 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 grievances, 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 it receives 2/3rd majority with at least 50% of the Student Affairs Advisory Board casting its vote together .
- 8.2 Any amendment can be implemented only with the approval of competent authority/ Director of the institute.