

STUDENTS AFFAIRS COUNCIL

(Approved by the Senate of NITC in its 19th meeting held on 11.02.08)

Introduction

Students are the life and blood of any educational institution. They form the vast majority of the campus inmates and the success of any institution depends, to a large extent, on the proper administration of the requirement of the student community. The students in turn have the boundan duty to acquire the knowledge and skills as laid out in the curriculum to become socially useful and productive citizens. The students' council, popularly called '**Student's Affairs Council**' is the voice of the student community. It acts as the bridge between the students and the administrations of the institution. It also provides a platform for the students to tone up their leadership and communication skills. It shall conduct in a democratic manner honouring dignity and freedom of all who would associate with it.

The most prominent role of the Student's Council, however is its endeavor to ensure student satisfaction and academic progress in the institution, without which no educational institution can progress. It acts as the representative body of the student community to bring forth duly the requirements of the student to the authorities. A Students' Affairs Council, which has powers delegated on it, can go a long way if the general welfare of the student community is properly taken care of. It would in turn organize activities for the overall development and academic excellence of students.

A new constitution which aims at providing the students opportunities for overall personality development, with emphasis on leadership qualities and the spirit of service based on the spirit of mutual co-operation among the various sections of the campus community in the National Institute of Technology Calicut is proposed in the pages to follow, including the bye-laws of the various Councils, responsibilities and functions of the representatives and the framework for the election of candidates to the Council.

Constitution

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PREAMBLE

For the purpose of

Providing the students opportunities for overall personality development, based on equality of status and sound moral judgement;

Developing all round extra - curricular activities to supplement education with emphasis on leadership qualities and the spirit of service;

and

based on the spirit of mutual co-operation among the various sections of the campus community;

We, the students of National Institute of Technology Calicut resolve to constitute a self governing democratic organization called Student Affairs Council and do here by adopt this Constitution.

CHAPTER 1

The structure of this Constitution has been expressed in the formation of a **Student Affairs Council (SAC)** and an **Executive Council (EC)**. The nature of their interaction with each other and with the **General Student Body (GSB)** is defined below.

All registered students of the Institute shall be members of the General Student's Body (**GSB**) and shall constitute its general body.

The **Director** of the Institute shall be the **Patron** of the GSB

The **SAC** shall function as the central policy making body and these policies shall be based upon the experiences, demands and aspirations of the **GSB**.

The **EC** shall function as a body accountable to the SAC to execute and implement the policies of the SAC. However, the EC can put forth suggestions to, and advise the SAC as and when it deems necessary.

Both the SAC and the EC shall remain responsible to the General Student Body – the supreme power.

The functional manifestation of the spirit of the Constitution depends mainly on the integrity and the wisdom of the SAC Councilors and the Executives.

The various sections of the campus community shall, together, strive towards building an atmosphere imbued with warmth and the spirit of objective analysis, to attain the culture of a truly educated community.

CHAPTER II

STUDENT REPRESENTATIVE SET-UP

1. The Student Affairs Council (**SAC**) shall be the apex policy making representative body.
2. A. The members of the SAC will be elected from and by specific constituencies of the GSB.
(Ref: Chap III, 2 A)
B. A faculty member shall act as an advisor to the SAC. The Dean of Students, in consultation with the Speaker and the Deputy Speaker of the SAC and the General Secretary, will suggest a panel of names to the Director for choice of a Staff Advisor to the SAC. The Staff Advisor shall guide the SAC in framing its policies, guidelines and resolutions, without participating in its voting.
3. The EC shall function as a body accountable to the SAC to execute and implement the policies of the SAC. However, the EC members shall execute and implement these policies independent of SAC. (Ref: Chap IV, 1)
4. A. The EC shall consist of:
 - General Secretary (**GS**)
 - Academic Affairs Secretary (**AAS**)
 - Research Affairs Secretary (**RAS**)
 - Hostel Affairs Secretary (**HAS**)
 - Sports Secretary (**SS**)
 - Cultural Affairs Secretary (**CAS**)
 - Science & Technology Affairs Secretary (**TAS**)
 - Joint Secretary (**JS**)
 - Chief Student Editor (**SE**)
B. The above members of EC shall be elected directly by the Student Body(**GSB**) on a **one-man one-vote** basis.
5. A. The SAC shall set policies and guidelines towards the working of the EC.
B. All the Executives shall be individually, jointly and severally accountable to the SAC for the implementation of the policies in their respective domains.
C. The SAC Councilors shall actively help the Executives in discharging their duties.
6. The SAC shall form sub-committees on an ad-hoc basis to look into specific issues.
(E.g. A library sub-committee to look into the library affairs)

7. The SAC shall nominate an Emergency Council (**ECL**) to consider urgent issues during the vacations.

8. Student Representation to the Official Bodies of the Institute

A. The GS, the AAS and CAS shall represent the GSB in the Senate.

B. The student representatives to all the official bodies of the Institute (such as the Hostel Management, Library Committee, Hospital Committee, etc.) shall be proposed by the respective Executives and ratified by the SAC within 2 weeks of the formation of SAC in an academic year

C. The student representatives shall apprise SAC of all the issues dealt by the various official bodies of the Institute.

D. The student representatives shall necessarily project the views of the SAC to the official bodies of the Institute.

9. Campus Publications

A. The Campus Publications shall strive to act as a forum for exchange of ideas on science and technology, national integration and social justice etc.

B. The Campus Publications shall focus on the matters related to the GSB only.

10. Consultative Committee

A. The Dean of Students will nominate a Consultative Committee consisting of three faculty members and three students. The student members will be nominated in consultation with the Speaker and the Deputy Speaker of the SAC, the General Secretary and the Joint Secretary.

B. The Consultative Committee shall be nominated soon after the initial formation of the SAC. (Ref: Chap VII, I A, Note 1)

C. The Consultative Committee shall advise the SAC on the interpretation of the Constitution, when called for by the Speaker. However, the final interpretation of the Constitution rests entirely with the SAC.

D. The tenure of this Committee shall be the same as that of the corresponding SAC.

11. The SAC shall interact with all the official bodies and offices of the Institute as shown in the "Interaction Chart".

12. The Speaker, all members of the EC as well as the Hostel Secretaries have to present individual written reports covering their respective activities during each semester. (Ref: Chap III, 4 A (b), 9)

13. General Guideline to SAC

The SAC shall make recommendations to the Director for resolving any issues arising out of the implementation of any of the provisions of this Constitution. These recommendations shall be made through the Board of Students (**BS**), which shall in turn, recommend these to the Senate.

CHAPTER III

THE STUDENT AFFAIRS COUNCIL (SAC)

1. Scope and Responsibilities

A. The SAC shall be the central and principal policy making body for the whole General Student Body (GSB). Its policies and guidelines shall be binding on all members of the Executive council (EC) and the GSB, unless the GSB overrules them by a referendum. (Ref: Chap VIII, 10)

B. The members of the SAC shall be in continuous touch with the GSB. They shall apprise the GSB of issues of general or particular interest and shall implement the most representative view of the GSB in arriving at the policies, decisions and guidelines of the SAC.

C. The SAC shall form ad-hoc sub-committees to look into specific issues concerning the students.

D. The SAC shall recommend students to the Senate/Senate Standing Committee as and when required. The SAC may also withdraw the nomination for valid reasons (not presenting the view of the SAC). The procedure will be by impeachment. (Ref: Chap VIII, 9)

2. Composition of the SAC

A. Constituency Number from each constituency

a. Hostel

(i) Hostel Secretaries-One each from a Hostel – 11 (9 UG + 2 PG)

b. Day Scholars

One representative each for boys and girls – 2 (B.Tech)

c. B. Tech Councilor

(i) Class Councilors from the first year (2 boys & one girl) – 3

(ii) One Branch Councilor from each branch /year – 21

d. B. Arch Councilor

(i) One Class Councilor from the first year - 1

(ii) One Councilor from each year – 4

e. M.Tech. Councilor

One Councilor from each Department – 5

f. M.Sc. Tech

One Councilor - 1

g. M.C.A

One Councilor from each year - 3

h. PhD

(i) One Councilor from the Engineering program 1

(ii) One Councilor from the Sciences program 1

Total number of SAC Councilors 53 (UG 40,PG 13)

Note: When a new course is introduced additional councilors shall be included.

B. One Staff advisor (Ref: Chap II, 2B)

Note: A member of the EC cannot be a member of the SAC.

3. Interaction with the EC

A. The SAC shall set the policies for the EC.

B. The EC shall report to the SAC and shall be accountable to the SAC for the execution of these policies.

C. All members of the EC shall attend the SAC meetings. (Ref: Article 5 G of this chapter).

D. The EC shall be free to put forth suggestions in the making of SAC policies.

E. Every member of the EC shall review his or her manifesto and activities twice a year at the SAC meetings that will be held for this purpose, in November and in March. The EC shall be answerable to the GSB, and the opinion of the GSB shall be reflected in the decisions.

4. Office Bearers of the SAC

A. Speaker

a) The Speaker shall be the Presiding Officer on the floor of the SAC and he or she shall be elected by the Councilors of the SAC. He or she cannot hold any elected post outside the

b) SAC. He or she must be from the GSB and should not be a SAC Councilor.

b) **Duties:**

1. The Speaker shall convene and conduct the meetings of the SAC.
2. The Speaker shall normally prepare the agenda for every SAC meeting and shall inform the members, the EC and the GSB at least 48 hours in advance, except for Special Meetings **(SM)** (Ref: Article 5 J of this chapter) or Emergency Meetings **(EM)** (Ref: Articles 5 Q, R, S of this chapter).
3. The Speaker shall prepare and be responsible for communicating the approved minutes of each Regular SAC Meeting **(RM)** to the GSB within four days after approval. The minutes of a Special Meeting shall be put forward to the GSB within the next three days.
4. The Speaker shall send the minutes of Regular Meetings to all Councilors within three days of the meetings and if, within four days of the despatch, no objection is received, the minutes shall be treated as approved
5. The Speaker shall be responsible for the maintenance of the following documents and for keeping them up to date:

The minutes of the SAC sessions held in the immediate past five years.

The reports of all committees, sub-committees, Institute and Editorial Boards and executives submitted in the past five years.

All correspondence from any individual or group of individuals of the GSB for the past five years.

A copy of the Constitution and amendments.

6. The Speaker shall be responsible for the production of the above documents when demanded by any of the following:

- Councilors of the SAC with in 72 hours
- The Staff Advisor with in 24 hours
- Members of the EC with in 48 hours
- Campus Press within 72 hours

- The representatives of at least 25 signatories of the GSB within 4 days
- Any other person or body authorized by SAC within 5 days.

7. The Speaker shall keep a check on the membership of the Councilors and the Executives to the various committees, sub-committees, boards, etc.

8. The Speaker shall have a copy of the Constitution and its amendments during every SAC meeting and Emergency Council meeting.

9. The Speaker shall call for, compile and release to the GSB reports from:

Individual members of the EC, covering the activities of the various subcommittees, Institute Standing Committees, Campus Editorial Board, Hostel Secretaries, SAC, SAC sub-Committees

This should be done twice every year, in the first weeks of December and April.

10. The Speaker shall be fully conversant with the Constitution, and shall, at the end of his or her tenure, recommend a course of action to his her successor.

B. Deputy Speaker (DS)

a) The DS shall be nominated by the Speaker subject to ratification by the SAC. The DS is a Councilor who holds no other elected post outside the SAC. He or she shall be the Presiding Officer on the floor of the SAC in the absence of the Speaker.

b) Duties

1. When the Speaker is present

- The DS shall assist the Speaker in all matters concerning the SAC

2. In the absence of the Speaker

- The DS shall act as the Speaker
- The DS shall appoint any other Councilor as Deputy

Note: The SAC shall elect an interim Speaker in the event of the absence of both the Speaker and the Deputy Speaker during any session.

5. Rules and Procedures in the SAC

All the SAC meetings shall be Regular Meetings unless declared Special Meetings. (Ref: Article 5 J of this chapter)

A. Order of Transactions

a) The Speaker shall take items in the following order while conducting SAC meetings:

1. Ratification of draft minutes if necessary
2. Announcements
3. Unfinished transactions
4. Reports of the Executives
5. New transactions on the Agenda
6. Any item not on the Agenda with the support of one-third of the floor strength of the SAC or at least 10% of the GSB.

b) The order of transactions may be modified by a simple majority of the SAC.

B. Frequency of SAC meetings

The interval between two successive meetings shall not exceed five weeks so as to make up a minimum of three meetings a semester, starting from the day of enrolment. The meetings shall be distributed evenly throughout the semester.

C. Convening of extraordinary SAC meetings

The Speaker shall convene Regular Meetings within a week of a requisition in writing by:

1. At least one-third the strength of SAC or
2. At least a minimum of 10% of the existing strength of GSB.

D. Quorum

- a) The quorum for an RM of the SAC shall be half the current strength of the SAC
 - b) The quorum for any SM of the SAC shall be two-thirds of the current strength of the SAC
- c) If the floor strength of a SAC meeting falls below the specified quorum during the meeting, any decision taken thereafter will not be valid.

E. Attendance

Whenever a Councilor expects to be away from the campus or be unavailable for a period of ten days or more, the Councilor shall intimate the Speaker in writing, in advance. However, in cases of emergency, he or she should inform the Speaker in writing within five days of the commencement of his or her absence. If any Councilor fails to attend two consecutive meetings and/or a total of three meetings a semester without prior information and/or explanation, then the defaulter stands automatically expelled from the SAC. (Ref: Chap VII, 8 C)

A written explanation for absence from a SAC meeting shall normally be passed on to the Speaker within five days after the SAC meeting by the absentee. The Speaker shall read out

the explanation in the next SAC meeting and the SAC may accept or reject the explanation by a simple majority. The Speaker shall notify in writing, the defaulter about the decision on expulsion within five days of the expulsion and inform the GSB through the minutes.

F. Presence of an individual of the GSB in the RM

Any member of the GSB can attend the RM.

Any other person may attend the RM, with the prior permission of the Speaker.

G. Presence of the EC in the RM

The Executives shall attend all the SAC meetings but may absent themselves with the prior permission of the Speaker. They will state the reasons to the Speaker in writing, who in turn will seek the approval of the SAC. In such an eventuality, the Executive should depute a member of the GSB (who is not a Councilor/EC member) to represent him or her on the floor of the SAC. The Executives shall be answerable to the GSB with regard to the non-attendance of SAC meetings. (Ref: Article 3 E of this chapter).

Note : An individual, a representative of a group of students, an Executive, or any other person who has been allowed to attend the RM, can put forth his/her views on the floor of the SAC with the prior permission of the Speaker.

H. Special Meeting (SM) of the SAC

- a) No member of the GSB shall normally be permitted to attend the SM.
- b) The Executive Council and the Faculty Advisor are free to attend the SM.
- c) The Speaker may exclude any person from the SM in case discussion pertains to that person .
- d) A simple majority of the SAC shall decide whether the concerned person or any other persons from the GSB may be permitted to attend the SM.
- e) **SM convened in advance** – A simple majority of the floor strength of that shall decide whether the next meeting should be a SM.
- f) **SM convened during an RM** – A simple majority of the floor strength of the SAC shall decide whether the rest of a session should be a SM.

I. Misbehavior on the floor of the SAC

In the event of misbehavior by any member of the SAC, the EC, the GSB, the CP or any other person during a session, the Speaker shall have the right to suspend the person from that session. Also, repeated misbehavior or two suspensions can lead to expulsion.

J. Motions in the SAC Meetings

Any motion can be moved only with the permission of the Speaker.

a) Adjournment Motion

1. An adjournment motion may be moved by any member of the SAC while the session is in progress.
2. The Speaker shall put the adjournment motion to vote immediately after proposal..
3. Adjournment motions shall be passed by a simple majority of the SAC.

b) Censure Motion

The censure motions can be passed against the Councilors, the Speaker, the EC and others accountable to the SAC.

1. A censure motion shall be submitted in writing to the Speaker at least two days in advance.
2. In case the Speaker is the defendant, he or she shall vacate the chair and the DS shall chair the session. If the DS is the defendant, he shall vacate the chair and the Speaker shall appoint a Councilor to act as the DS for the session.
3. All censure motions shall be duly proposed in writing and shall be seconded by at least one Councilor in writing, this Councilor being other than the proposer
4. A censure motion may be discussed in the absence of the defendant.
5. No censure motion shall be put to vote unless the defendant has been given adequate opportunity to defend himself or herself before the SAC, and an adequate discussion has been had.

K. Overruling the decision of the Speaker.

Any decision of the Speaker can be overruled by a two-thirds majority of the floor strength of the SAC.

L. Final session of the SAC

The final session of the SAC for a particular year shall be a joint session of the old and the new SACs and ECs. The SAC and the EC completing their tenure through the Speaker

present an account of the activities during their tenure, hand all records and charge, and shall suggest a future course of action to their successors.

M. Tenure of the SAC

The term of office of the members of the SAC (including the Faculty Advisor), and the EC shall be one year. (Ref: Chap VII, 4 A d).

N. Representatives to the Board of Students

The student representatives of the Board of Students shall be all the members of the EC, the Speaker and two other students nominated by the GS.

O. The Emergency Council (ECL)

- a) The ECL shall be a sub-council of the SAC formed during the last meeting of the SAC before every vacation, to represent the SAC on issues which require immediate attention during the vacation.
- b) The ECL shall consist of:
 - The Speaker/DS as convener
 - The GS or one other EC member nominated by the GS

 - Five councilors representing diverse interests suggested by the Speaker and ratified by the SAC.
- c) The ECL is free to enlist the assistance of any students. However, these students shall have no vote in the SAC and shall not be accountable to the SAC for the action of the EC.
- d) The ECL shall consult the EC member concerned, regarding matters under the purview of a particular Executive.
- e) The ECL is not empowered to take decisions on far reaching policy matters. The ECL shall gather information regarding all issues and forward its recommendations to the SAC. Such recommendations may or may not be ratified by the SAC.
- f) The minutes of the ECL meetings shall not be made public unless and until they have been ratified by the SAC.
- g) The members of the ECL should make themselves readily available so that an ECL meeting can be convened at short notice.

P. Emergency Meeting (EM) of the SAC during vacation

The speaker is empowered to convene an EM of the SAC during the vacation giving three weeks notice, should the need for such a meeting arise, to discuss issues of far reaching importance.

Q. Emergency Meeting of the SAC during a semester

The Speaker is empowered to convene an EM of the SAC during the semester giving short notice should the need for such a meeting arise, to discuss issues of far reaching importance.

R. Finance Committee (FC)

The Primary aim of the Finance Committee is to manage the finances of the Students' General Body, and it shall control and supervise the expenditures incurred by the executive wings of the GSB. It shall report to the SAC of Finances and Accounts periodically, as prescribed by the SAC

1. It consists of **three** members including its Convener.
2. All members of FC will be SAC members and one of them will be elected as convener of the FC by the SAC.
3. The FC will function as a team, but for administrative convenience the responsibilities can be distributed.
4. Every FC Member will be an ex-officio member of the council/committee he is attached to **and the convener FC shall be ex-officio member of all councils/ committees.**
5. Finance Committee will finalize the budget on the recommendation and requirements of various councils/committees and will present to the SAC for ratification.
6. In the budgets presented by the councils/committees, separate heads and allocation are to be made for various club activities, other major expenses and estimates of miscellaneous expenses.
7. If the SAC advises some changes in the budget of any council/committee the corresponding executive shall meet his council/committee members to modify the budget proposal, which he or she will put to SAC for ratification.
8. The FC shall submit regular reports (at least once in three months) on the status of SAC finance at the moment.

9.The finance committee will present its final report before the joint session of the SAC.

This report must include :

- (a) A balance sheet (of income /expenditure)
- (b) Any exceptional expenditure
- (c) Recommended action.

10.Written annual report of the treasurer, checked by the audit board, constituted by the DOS should be circulated to the students.

CHAPTER IV

THE EXECUTIVE COUNCIL (EC)

1. Functions and Responsibilities

The members of the EC shall be responsible for the execution of the tasks entrusted to them and shall execute and implement the policies of the SAC. However, they shall function independently of one another and the SAC in the process of implementation and execution of these policies. They shall be accountable to the SAC for the satisfactory execution of their responsibilities.

2. Composition of the EC

The EC shall consist of:

- A. The General Secretary
- B. The Academic Affairs Secretary
- C. The Research Affairs Secretary
- D. The Hostel Affairs Secretary
- E. The Sports Secretary
- F. The Cultural Affairs Secretary
- G. The Science & Technical Affairs Secretary
- H. The Joint Secretary
- I. The Chief Student Editor

3. Relation to the Councils

Every Executive shall have a Council to assist him or her. Any such Council/Committee shall normally consist of councilors to help the Executive and shall have the Executive as the Chairman. The members of such Council shall be nominated by the respective Executives as specified by the Constitution. However, the Executive alone remain accountable for the satisfactory performance of functions in their domain.

Note: Each Council/Committee shall have a quorum of half the total strength.

4. Formulation of Policies

The Executive along with the members of the Council/Committee under him or her can recommend policies regarding the matters under his or her purview. These policies, however, have to be ratified by the SAC to officially become the policy of the GSB.

5. The General Secretary (GS)

A. Functions and Responsibilities

The Gs shall co-ordinate the work of the other Executives.

The GS shall represent the GSB and shall handle matters in any area not under the purview of other Executives and shall liaise with the administration on all matters affecting the general student's welfare.

The GS shall be involved in projecting the image of the students of NIT Calicut to the public through the media highlighting the academic and professional achievements.

The GS shall be one of the student members of the hospital, transport, canteen, security and other such committees which may be formed for providing amenities to the students.

The GS shall assist the Deans in organizing lectures of general interest.

The GS shall look after the interests of the weaker sections of the students.

The GS shall periodically report to the SAC regarding the functioning of the GSC.

B. General Secretary's Council (GSC)

Composition

The General Secretary's Council shall consist of:

1. representative from SAC
2. representative from the weaker sections of the students
3. 2 representatives from the GSB
4. Convener FC (ex-officio member)
5. Joint Secretary

These names shall be proposed by the GS and ratified by the SAC

a) Functions and Responsibilities

1. The GSC shall advise the GS on various matters pertaining to his or her domain and shall actively assist him or her in the performance of his or her duties.
2. The GSC shall meet at least twice a semester and the interval between two successive meetings shall be at least 30 days.
3. An extraordinary meeting of the GSC for emergency situations can be called for by a signed requisition of at least four members of the GSC.

6. The Academic Affairs Secretary (AAS)

A. Functions and Responsibilities

The AAS shall effectively represent the views of the Student Body on academic matters, especially those related to academic courses.

The AAS shall help individual students tackle their specific academic problems and shall take up their problems with the respective authorities.

The AAS shall co-ordinate with the functioning of all the centralised facilities of an academic nature, such as the Library, the Computer Centre, the Placement Office, etc., and also with the RAS in a manner that addresses the needs of the Student Body.

The AAS shall convey any suggestions or grievances made by the SAC or the members of the GSB regarding matters of an academic nature to the respective authorities, and shall strive to see that action is taken on the above.

The AAS shall be conversant with all the academic rules of the Institute.

The AAS shall periodically report to the SAC regarding the functioning of the AAC.

B. Academic Affairs Council (AAC)

a) Composition: The AAC shall consist of:

1 representative from each branch of the B.Tech program (i.e. all B.Tech Branch Councilors)

1 representative from the 1st year of the B.Tech program

1 representative from the M.Tech program

1 representative from the M.C.A program

b) All members of the AAC shall be SAC councilors.

c) The various official academic bodies of the Institute (Library Committee, Placement Committee, Board of Under graduate programmes, etc.) shall contain the AAS (or any other member of the AAC nominated by the AAS and ratified by the SAC) as a student representative.

d) The interval between successive meetings of the AAS shall not exceed 30 days.

e) An extraordinary meeting of the AAC for emergency situations can be called for by a signed requisition of at least 4 members of the AAS.

f) The AAC shall advise and assist the AAS members pertaining to his/her domain. However, its decisions are not binding on the AAS.

7. The Research Affairs Secretary RAS

A. Functions and Responsibilities

a) The RAS shall effectively represent the views of the research scholars on matters related to academic research.

b) The RAS shall address specific problems of the research scholars and shall take up these problems with the respective authorities.

c) The RAS shall co-ordinate with the functioning of all the centralised facilities of an academic nature, such as the Library, the Computer Centre, the Placement Office, etc., and also with the AAS in a manner that addresses the needs of the Student Body.

d)The RAS shall convey any suggestions or grievances made by the SAC or the members of the GSB regarding matters pertaining to research to the respective authorities, and shall strive to see that action is taken on the above.

e)The RAS shall be conversant with all the academic rules of the Institute.

f)The RAS shall periodically report to the SAC regarding the functioning of the RAC.

B. Research Affairs Council (RAC)

Composition: The RAC shall consist of:

- 2 representatives from the M.tech. program
- 2 representatives from the PhD (Engineering program)
- 1 representative from the PhD (Sciences) program and MSc.Tech

All members of the RAC shall be SAC councilors.

The various official academic bodies of the Institute (Library Committee, Placement Committee, Board of Under graduate programmes, Board of Post graduate Programmes, etc.) shall contain the RAS (or any other member of the RAC nominated by the RAS and ratified by the SAC) as a student representative.

The RAC will aid the RAS in addressing academic problems of common interest that arise in the course of research. They may also help in organizing workshops, seminars and newsletters pertaining to subjects of research interest.

The interval between successive meetings of the RAC shall not exceed 30 days.

An extraordinary meeting of the RAC for emergency situations can be called for by a signed requisition of at least 3 members of the RAC.

The RAC shall advise and assist the RAS members pertaining to his/her domain. However, its decisions are not binding on the RAS.

8. Students' Placement Council (SPC)

The primary aim of Students' Placement Council is to express the students' opinion regarding placements and it will act as part of the students' central advisory body for the Professor in charge of placement.

SPC shall consist of one placement representative from B.Tech and M.Tech programs of each department, MCA, MSc.Tech and Research Scholars. It shall also consist of the HOD/ Nominee of all the departments. The Director/ nominee and the Professor in charge of Placement shall be the chairman and convener respectively. A Placement Secretary shall be elected from the student representatives.

9. The Hostel Affairs Secretary (HAS)

A. Functions and Responsibilities

The HAS shall look after the issues regarding the maintenance of the hostels.

The HAS shall look after the common issues concerning all hostels, including the messes.

The HAS shall be the principal representative of student body in the Hostel Management.

Note: Student Representatives to the Hostel Management

The 4 representatives to the Hostel Management shall be:

- The HAS
- The GS
- 2 other student members, one from the UGs and one from the PGs, both being SAC Councilors. These 2 student representatives will be nominated by SAC.

The HAS shall look after all other issues regarding the hostels.

The HAS shall periodically report to the SAC regarding the functioning of the HACs.

B. Hostel Affairs Committees (HACs)

The HAS shall form a Committee for the Maintenance of the Hostels (CMH) consisting of the Secretaries of all hostels. The CMH shall look into the maintenance problems of all the hostels (Civil and Electrical) and the general cleanliness of all the hostels. The HAS shall select a student from the CMH to represent the Maintenance Committee (Institute body).

The HAS shall form a Mess Committee (MC) consisting of the Mess Secretaries of all hostels. The MC shall look into the issues regarding the hostel messes, and shall assist the HAS in discharging his duties.

The HAS shall form a Garden Secretaries Council (GDSC) consisting of the Garden Secretaries of all hostels. The GDSC shall manage all hostel gardens.

Note:

1. The CMH, MC and GDSC shall meet at least twice a semester with an interval of at least 30 days between successive meetings.
2. Extraordinary meetings of the CMH, MC and GDSC for emergency situations can be called for by a signed requisition of at least 4 members of the respective Committees/Councils.

10. The Sports Secretary (SS)

A. Functions and Responsibilities

The SS shall look after the matters regarding the sports activities of the students.

The SS shall, with the guidance of the Sports advisor, be responsible for the following matters:

1. Selection of Institute Teams
2. Coaching
3. Organizing inter-hostel, inter NIT and inter-university matches.

The SS shall help the Institute Sports Advisor in maintaining an inventory of sports equipment and shall consult him or her on sports activities.

The SS shall prepare and present the statement of expenditure of special tournaments (eg: Monsoon Cup) to the respective CSAs and to the SAC.

The SS shall be solely responsible for the decision to change schedules of inter-hostel matches.

The SS shall be responsible for the signing and submission of all bills and vouchers to the Sports Advisor.

The SS shall report periodically to the SAC regarding the functioning of the CSAs.

B. Committees of Sports Activities (CSAs)

a) The CSAs shall assist the SS in discharging his or her duties.

b) The CSA – Institute will normally be responsible for Institute level activities. The CSA Inter-hostel will be responsible for the inter-hostel sports activities.

c) Composition of the CSAs

1. CSA – Institute:

- The SS
- The captains of the Institute teams
- The student secretaries of the various Sports Clubs. Eg: Tennis Club, Cricket Club, etc.
- The Sports Advisor

2. CSA – Inter-hostel:

- The SS
- The Sports Secretaries of all hostels
- The Sports Advisor

d) The interval between 2 successive meetings of the CSA (Institute and Inter-hostel) shall not exceed 30 days.

e) The CSA – Institute shall apprise the Sports Advisor regarding the purchase of sports equipment, and the sports activities

f) The accounts of all expenditure incurred in sports activities shall be presented in the next CSA – Institute meeting.

C. Selection of Captains and sports Club Secretaries

The selection of the Institute Team Captains and the various sports Club Secretaries for the succeeding academic year shall be finalized in the final session of the CSA – Instituted during a particular academic year. The SS of the succeeding year shall be invited

to attend the meeting and his or her suggestions regarding selection shall be taken into consideration.

D. Selection of Institute teams

The captains of the Institute teams, in consultation with the faculty I/C of physical education and Coaches, shall be in charge of the selection of their respective teams. They will be required to give the seeding for the inter-hostel matches in their respective events.

E. Duties of Sports Club Secretaries

The Club Secretaries shall supervise the functioning of their respective approved clubs with the help of the concerned Faculty in charges.

11. The Cultural Affairs Secretary (CAS)

A. Functions and Responsibilities

The specific events under the purview of the Cultural Affairs Secretary shall be Literary & Debate, Elocution, Quizzes, Writing events, Musical events, Fine arts, Photography, Dramatics, etc.

Other events not specifically mentioned above shall be managed by CAS or TAS in consultation with Staff Advisers.

The CAS together with the Staff Advisor(Cultural) and other members of the faculty shall organize the annual cultural festival of the Institute.

The CAS shall be responsible for the organization and conduct of inter-hostel cultural events.

The CAS shall present the annual budget for cultural affairs to the SAC for its ratification.

The CAS shall call for selections and select coordinators from applicants based on criteria's defined by the SAC for respective events, and for the organization of other cultural events, and the names of these coordinators shall be made public. These nominations need not be ratified by SAC.

The CAS shall decide all matters concerning internal and external cultural events.

The CAS shall bring to the notice of the students body, information regarding the cultural festivals of other Institutions and shall be responsible for forming teams of students which will represent NIT Calicut in these festivals.

The CAS shall be responsible for the functioning & upkeep of Institute and equipments for the cultural activities.

B. Cultural Council (CC)

1. The aim of the Cultural Council is to organize and promote all cultural extra-curricular activities and any other duty assigned by the SAC
2. The Staff Advisor(Cultural) shall be an ex-officio member.
3. The Council shall consist of the CAS, the GS or his/her nominee, HAS or his /her nominee, Coordinators and Secretaries for different areas of Cultural activity, **Finance Convener (ex-officio) and one more member of the Finance Committee.**
4. The coordinators shall be responsible for the organization of all cultural programmers whereas the secretaries shall promote club activities.
 - The CC shall assist the CAS in discharging his or her duties.
 - The CC shall decide all issues pertaining to the various inter-hostel arts events.
 - The CC shall meet at least 3 times during a semester. These meetings shall be spread evenly.

The audited accounts for the expenditure incurred due to special cultural activities (e.g. Ragam) shall be presented by the CASs (old and or/new) to their respective Councils and to the SAC (old and /or new).

12. The Technical Affairs Secretary (TAS)

A. Functions and Responsibilities

The specific events under the purview of Technical Affairs Secretary are:

Technical events like workshops, lectures, seminars and any other technical event conducted by departmental associations and technical clubs.

The TAS together with the Staff Advisor-Technical (preferably would also be the convener of Tathva) and other members of the faculty shall organize the annual technical festival of the Institute.

The TAS shall be responsible for the organization and conduct of inter-hostel technical events.

The TAS shall present the annual budget for technical affairs to the SAC for its ratification.

The TAS shall call for selections and select coordinators from applicants based on criteria's defined by the SAC for respective events, and for the organization of other technical events,

and the names of these coordinators shall be made public. These nominations need not be ratified by SAC.

The TAS shall decide all matters concerning internal and external technical events.

The TAS shall bring to the notice of the students body, information regarding the technical festivals of other Institutions and shall be responsible for forming teams of students which will represent NIT Calicut in these festivals.

The TAS shall be responsible for the functioning & upkeep of Institute and equipments for the technical activities.

B. Science & Technology Council (STC)

- a. The aim of the science and technology council is to organize and promote the scientific and technological activities and any other duty assigned by SAC.
- b. The Staff Advisor (Technical)shall be an ex-officio member.
- c. The TAS shall be the chairman of the council and shall supervise and coordinate all its activities.
- d. The council shall consist of TAS, the GS or his nominee, coordinators and secretaries of various activities. Finance convener (ex-officio) and one more member of the finance committee and one nominee of HAC.
- e. The coordinators shall be responsible for the organization and shall promote club activities. The STC shall assist to organize the technical activities organized by the student chapter of approved national and international professional societies such as, IEEE, ISTE, CSI, SSI etc approved by the director.
- f. The STC shall decide all matters pertaining to the various inter-hostel technical events.
- g. The STC shall meet at least 3 times during a semester. These meetings shall be spread evenly.

13. Every Executive shall make a report of his or her activities for the semester and submit it to the Speaker, SAC when called for. (Ref: Chap III, 4 A (b), 9).

CHAPTER V

HOSTEL COUNCILS

1. Each Hostel shall have a Hostel Council (HC). The general body of the hostel shall, in conformity with the decisions of the Hostel Management, decide policies with respect to their own hostel. The Hostel Council (**HC**) shall be responsible for taking decisions consistent with the policy set by the general body of the hostel, and their implementation. The Hostel Council shall be in continuous touch with the general body of their hostel. The Hostel Council shall apprise the general body of their hostel, of issues of interest to the hostel.

Election of HC: The Chief Warden along with the warden of a Hostel shall nominate floor representatives. Floor representatives of a Hostel along with the wardens Council shall nominate the Hostel secretaries of each Hostel. These Hostel floor secretaries and Hostel secretary shall elect / nominate the following:

Mess Secretary, Sports Secretary, Cultural secretary, Technical Secretary, Garden secretary, Student Amenities Centre Secretary etc.

2. Composition of the HC

Chief Warden (Chairman) || Ex-officio

Warden (s) || members

Hostel Secretary

Mess Secretary

Sports Secretary

Cultural secretary

Technical Secretary

Garden Secretary

Student Amenities Centre Secretary

3. Hostel Secretary (HSec)

- A. The HSec shall act as the Secretary of the HC and shall record and circulate within the hostel, the minutes of every HC meeting.
- B. The HSec shall ensure the proper maintenance of the hostel and its precincts.
- C. The HSec shall co-ordinate the activities of the other Hostel Secretaries.
- D. The HSec shall convene the Hostel General Body Meeting as and when required.
- E. The HSec shall help and Assistant Warden and/or the Warden in keeping an account of procuring or condemning of hostel furniture.
- F. The HSec shall be responsible for the conduct of all hostel celebrations.
- G. The HSec shall ensure adequate security provision for the hostel.
- H. The HSec shall be representing the hostels in the SAC.
- I. The HSec shall represent the views of the hostel in the SAC.

Note: If the HSec is disqualified or impeached from SAC, the HC to which he or she belongs shall nominate another member of the HC to represent the hostel in the SAC.

4. Mess Secretary (Mess Sec)

- A. The Mess Sec shall ensure that food of proper quality is provided at reasonable rates to the inmates.
- B. The Mess Sec shall ensure the proper maintenance of all equipment, utensils and furniture of the mess.
- C. The Mess Sec shall ensure the cleanliness of the mess.
- D. The Mess Sec shall strive to ensure the repair/replacement of all damaged equipment, utensils and furniture of the mess.
- E. The Mess Sec shall form a Hostel Mess Committee.

F. The Hostel Mess Committee (HMC)

- 1. The HMC may be either elected or nominated.
- 2. The membership, excluding the Mess Sec shall be between 4 and 6.
- 3. The HMC shall assist the Mess Sec in the discharge of his duties.

5. Sports Secretary (SSec)

- A. The SSec shall be responsible for the procurement of sports equipment for use by the hostel residents.
- B. The SSec shall appoint the various hostel team captains.

C. The SSec shall be responsible for the conduct of various intra- and inter-hostel sports tournaments.

6. Cultural Secretary (Cul Sec)

- A. The Cul Sec shall be responsible for the conduct of the various literary activities of the hostel.
- B. The Cul. Sec shall be responsible for the conduct of the various arts activities of the hostel.
- C. The Cul. Sec shall be responsible for the procurement of magazines and newspapers for the hostel common room.
- D. The Cul. Sec shall be responsible for the procurement and proper upkeep of musical instruments for use by the residents.

7. Technical Secretary

- A. The Technical Secretary shall be responsible for organizing Co-curricular activities in the hostel.
- B. The Technical Secretary shall be responsible for the procurement and proper upkeep of books meant for the hostel library
- C. The Technical Secretary shall strive towards the repair/replacement of faulty audio/video equipment.
- D. The Technical Secretary shall be responsible for the procurement of records and cassettes for entertainment.
- E. The Technical Secretary shall in consultation with the CAS and TAS, will initiate activities of the Hobby Club and also organize intra-hostel technical competitions.

8. Garden Secretary (GDSC)

The Garden Secretary shall be responsible for the proper upkeep the hostel garden(s).

9. Student Amenities Center Secretary (Sac Sec)

- A. The Sac Sec shall be responsible for the procurement of consumer goods (i.e. toiletry, stationery, etc.) through the co-op stores branch in each hostel for the students.
- B. The Sac Sec shall be responsible for maintaining proper accounts of the stores and a proper inventory of the items in the stores.

The decisions of HC for the items to be sold through the Hostel Co-Operative stores shall be implemented through the Sac Sec.

10 The General Body Meeting (GBM)

- A. There shall be at least one GBM convened by the HSec every semester.
 - B. There shall be one special GBM to pass the budget allocations obtained out of the fee collected at the time of admission. The general policies of the hostel shall also be formed during the GBM.
 - C. The quorum for any GBM shall be 20 percent of the total current strength of the residents of the hostel.
 - D. An extraordinary GBM shall be called if 25 percent of the residents sign a requisition for the same. The GBM shall be held within 72 hours of the requisition.
 - E. All the Secretaries shall attend the GBM. In the case of his or her absence, a Secretary shall depute another resident of the hostel.
 - F. The minutes of all GBM shall be communicated to the hostel residents within 72 hours of holding the GBM.
12. The Hostel Secretaries will present a brief report about their hostel activities and future plans twice a year, when called for by the Speaker, SAC (Ref: Chap III, 4(b), 9).

CHAPTER VI

CAMPUS PUBLICATIONS

1. Campus Publications (Students) - CP

Note: All Publications mentioned in this Constitution refer only to the Campus Publications for and by the students of NITC.

A. Introduction

- a) The CP shall be responsible for the publication of the institute Annual and other technical publications through the editorial boards appointed.
- b) Any new campus publication may be started only after obtaining the prior approval of the SAC.
- c) The Editorial Board of each campus publication has to declare its editorial policy in its first issue.
- d) The Dean – Students, The chief Student Editor, The Staff Editor for Institute Magazine, the Cultural Advisor and the Sports Advisor shall be the publishers and the executives and staff advisors of various relevant clubs as editors respectively.

B. Appointment of Editors

Each CP will have its own Editorial Board.

The SAC shall, through the Speaker, invite applications for the posts of the Editors of the CPs. Each CP may have individual editors or editorial teams with a maximum of three members.

There shall be a publication committee consisting of two representative of each CP and the Chief student Editor and representatives of SAC for the selection of the Editorial Boards.

The SAC shall, after deliberations on the recommendations of the publication committee, appoint the various Editorial Boards of the CP.

Note: The members of the Editorial Boards shall not hold any elected/nominated post in any of the Institute/Senate standing committees, SAC committees/sub-committees and Councils of the EC. They shall not hold any elected post in the hostels or in the Institute.

C. a) The editors of the CPs must show the manuscripts to the publishers before publishing them.

b) The editors will be free to publish a critical assessment of a policy decision or an executive action towards the implementation of a policy. However no material that will reflect groupism among the student and with the intension of character assassination shall be published.

c) In case of a dispute between the editors and the publishers (i.e. the Dean – Students, the Cultural Advisor or the Sports Advisor, as the case may be), the matter shall be referred to the Director.

d) No publication reflecting the ideologies of any political or religious organization shall be published

D. Editorial Boards shall function independently of each other and the SAC.

E. All complaints regarding the non-publishing of articles and deliberate tampering of articles shall be filed to the SAC through the Speaker. The SAC may take appropriate action such as a censure motion or an initiation of impeachment against the editors if necessary.

F. Control power of SAC

a) The SAC can censure a member or members of the Editorial Board of any CP by a simple majority of the SAC voting for the censure motion.

b) The SAC can initiate impeachment proceedings against a member or members of the Editorial Board of any CP if a two-thirds majority of the SAC votes on favour of such a move.

2. Reports at the end of each semester

The Editorial Boards of all CPs and the FCS will present brief reports about their activities once a semester, when called for, to the Speaker, SAC. (Ref: Chap III, 4 A, 9)

CHAPTER VII

ELECTIONS, IMPEACHMENT AND REFERENDUM

1. A. The elections for the following posts shall normally be held and completed on or before the third Monday of September of every academic year. The new representatives shall take over after 14 days and within 21 days of completion of the following elections and the Dean – Students shall send a notice to all concerned regarding the take-over.
 - a. Branch Councilors from each branch of B. Tech
 - b. Day Scholars Councilor
 - c. Class Councilors from M. tech
 - d. Class Councilors from Msc. Tech
 - e. Class Councilors of MCA
 - f. Class Councilors from PhD Programme
 - g. All Hostel Secretaries.

Note:-. The Councilors elected above (a to f, and all Hostel Secretaries) shall be members of the new SAC. The Executive Committee consisting of the following shall be elected by the GBS.

- h. The General Secretary
- i. The Academic Affairs Secretary
- j. The Research Affairs Secretary
- k. The Hostel Affairs Secretary
- l. The Sports Secretary
- m. The Cultural Affairs Secretary
- n. The Technical Affairs Secretary
- o. The Joint Secretary
- p. The Chief Student Editor.
- q. The Placement Secretary (co-opted)

Placement Secretary will be elected from the SPC by its members. Placement Secretary shall attend meetings of EC. Placement Secretary shall also attend the SAC meeting and shall be answerable to any questions regarding placements. However, Placement Secretary shall not have any voting right.

B. The election of the Speaker, SAC shall be held within 10 days of the election of the above posts. The SAC Councilors elected above (a to f and all Hostel Secretaries) shall elect the Speaker.

C. The election for the following remaining posts shall normally be held and completed within the two six weeks of the SAC assumes charge.

1. Association Secretaries and executives
2. Club Secretaries and Executives

2. The Mode Voting

A. Ordinary System of Voting

Each voter gets one vote for a particular post and can cast it in favour of any one candidate. The candidate obtaining the highest number of votes shall be considered elected.

3. Electoral Categories

The following categories of SAC shall be elected by the ordinary system of voting, since only a single person may be elected to these posts:

- a) B.Tech Branch/Year Councilors
- b) B.Arch Councilors/year
- c) M Tech. Branch Councilors
- d) MCA Class Councilors /year
- e) M.Sc. Tech Councilors
- f) PhD –one Councilor

Other Categories

The following EC members shall be elected by the ordinary system of voting with the electorate as GSB

- a) The General Secretary
- b) The Academic Affairs Secretary
- c) The Hostel Affairs Secretary
- d) The Research Affairs Secretary
- e) The Sports Secretary
- f) The Cultural Affairs Secretaries
- g) The Science & Technical Affairs Secretary
- h) The Joint Secretary
- i) The chief student Editor

4. Qualifications and Electorate

A. The following qualifications hold for all posts:

All class councilors for each class /section will be directly elected from among students who are on the nominal roll of each class/section at the time of election. The electoral roll shall be prepared from a list of students registered for the core courses for the first time. Students who are on academic probation shall have voting rights in class of highest semester in which they are undergoing a core course.

In case there is no nominations for Class Councilors for any class / section from among the eligible students of that class/section the Dean Students in consultation with the concerned HOD will nominate the class councilor for that class /section from among the eligible students of that class on the day of election itself.

At the time of election candidates contesting for class councilors must not have any back log subjects. *i.e.* the candidate must have cleared all subjects of previous semesters.

For B.Tech/B.Arch students, the candidate must have a minimum CGPA of 7.0 out of 10 and should have completed credits at the average rate specified by the senate.

For M.Tech. and PhD Scholars the aspirant should have cleared satisfactorily all subjects with a CGPA of 7.0 for which he or she has registered for, and should have received the scholarship amount un interruptedly (except for self supporting candidates) as evidence of having maintained satisfactory progress in their work/research

No person shall contest for more than one post concurrently.

No person can resign from a post to which he or she was elected and contest for another post in the same year.

The candidate should stay as a student for whole one year for which he or she has been elected (Note: This qualification does not apply to the II M.Tech Branch Councilor)

In case of QIP and other sponsored candidates, permission of the sponsoring agency must be obtained for contesting any post.

The Hostel Council: All student residents who are not salaried employees of Institute who have a right to stay in the hostel, and who expect to have a minimum period of residence in the hostel of two academic semesters.

B. For the posts of the Hostel Council, the following will be eligible to contest:

1. All UG students residing in the hostel.
2. All PG students residing in the hostel and who will not absent themselves for more than one month at a stretch during the vacation.
3. **Note:** These candidates must in addition, satisfy all requirements mentioned in 4 above.

C. The electorates for the various posts shall be as mentioned below:

Speaker SAC: The elected members of the SAC

The General Secretary: The GSB

The Academic Affairs Secretary: The GSB

The Research Affairs Secretary: (All Students of M.tech, MCA, Msc. Tech and PhD only)

The Hostel Affairs Secretary: The GSB

The Sports Secretary: The GSB

The Cultural Affairs Secretaries: The GSB

Science & Technical Affairs Secretary: The GSB

The Joint Secretary: The GSB

The Chief Student Editor: The GSB

SAC Councilors: The members of the respective constituencies from which the SAC Councilor has contested.

5. The Election Officer (EO)

A. Appointment

The Election Officer shall be appointed by the Dean – Students. He or she shall be a Faculty member.

B. Duties and Responsibilities

- a) The EO shall be responsible for the conduct of all elections prescribed in this constitution.
- b) The EO shall ensure fair and free elections.
- c) The EO shall announce the dates and times for the following:
 1. Filing of nominations
 2. Withdrawal of nominations
 3. Complaints regarding nominations
 4. Elections
 5. Complaints regarding elections.

- d) The EO shall specify proceedings for filing and withdrawal of nominations.
- e) The EO shall announce the list of valid nominations and the results of the elections to the GSB.
- f) The EO shall specify the guide lines for campaigning.

C. A Deputy Election Officer shall be appointed from among the faculty by the Dean – Students. The Deputy Election Officer shall assist the EO and shall take over the EO’s duties in the event of the EO’s absence

D. The EO shall be free to enlist the help of any person other than the member of GSB or their representatives to conduct the elections.

E. Grievances Committee (GC)

The GC shall consist of the Dean-Students, the EO, the Speaker of the existing SAC, and a member nominated by the SAC. It shall look into all the complaints regarding the conduct of the elections and take appropriate decisions. The decisions of this Committee shall be final.

Note: In the case of the Hostel Council elections, the Warden of the hostel shall be the EO.

6. Restrictions regarding campaign

A. The following restrictions apply to all the posts

No PA system shall be used for campaigning.

1. The candidates shall not provide any form of transport to the voters.
2. Only posters and banners specified and approved by the EO will be permitted. No candidate shall print or make in any other form his or her campaign posters.
3. The posters shall be displayed only at locations specified by the EO.
4. No defacing by way drawing or writing or otherwise of the institute properties shall be permitted.
5. The campaigning shall end 24 hours before commencement of the election.

Note: a) The candidature of any candidate will be cancelled if the candidate or his/her approved nominees found violating any of the above rules

b) A special election bulletin shall be brought out by the Dean – Students giving equal opportunities for all the candidates to project their plans explicitly.

c) Opportunity will be provided for candidates standing for the GS, AAS, RAS, HAS, SS, CASs, TAS, JS, and SE to present their program of action on a common platform.

7. Election Procedure

A. Minimum Intervals

- a) Between announcement of the date of election and the last date for filing nominations shall be 5 days.
- b) Between the last date for filing of nominations and the last date for withdrawal of nominations shall be 2 days.
- c) Between announcement of valid nominations and complaints regarding nominations shall be 2 days.
- d) Between the last date for complaints regarding nominations and the date of election shall be 5 days.

B. Announcement of valid nominations

- a). For a nomination to be valid, the proposer and seconder must be from the electorate which votes for the particular post.
- b). The list of candidates whose nominations are valid shall be published within 24 hours after the time given for the withdrawal of nominations.

C. Polling Officers

a).Appointment: The EO will nominate the Polling Officers (Pos) in consultation with the Dean – Students to conduct the elections.

b).Duties and Responsibilities

- 1. The POs shall collect the sealed and empty ballot boxes and the list of voters in their respective booths from the EO and take to their pre-assigned polling booths.
- 2. They shall ensure free and fair elections in their respective polling booths.
- 3. They shall allow only one representative of each candidate to stay within the polling booth during the polling.
- 4. They shall take the sealed ballot boxes and deposit them with the EO immediately after the polling is over.
- 5. They shall assist in the counting of votes.
- 6. They shall assist the EO when called for, in the conduct of a computerized system of election.

D. Counting of votes

- a) A candidate has the right to be present during the counting of votes. If he or she cannot be present, he or she may nominate a representative to be present during the counting.
- b) The counting of votes shall commence as soon as the polling is completed for all the posts.
- c) The contestants shall be bound by the written and signed statement and actions of the persons authorized by them to be their representatives during the counting.

E. Results

The list of elected candidates shall be published by the EO as soon as the counting is over.

Note: The Election Officer can conduct electronic (computerized) voting and the results can be announced the same day of election if possible.

E. Complaints

All complaints regarding the election should be submitted to the Grievances Committee (GC) within 24 hours of the declaration of the results.

The GC shall take any action it deems fit as regards the complaints received by it.

The GC shall be answerable to the SAC for actions taken by it regarding the complaints.

F. Tie

At a time specified by the EO between the announcement of the final list of nominations and the date of the election, all the candidates for the concerned posts shall meet the EO and state their consensus regarding the method to be adopted for resolving a tie in writing. If no consensus is received by the EO during the time specified, the EO shall decide an appropriate method for the resolution on a tie.

8. Re-elections

A. Speaker, Deputy Speaker of the SAC

- a) If the Speaker or the DS of the SAC resigns or is impeached, and hence or otherwise the post falls vacant, a new Speaker/DS shall be elected/appointed in the next session of the SAC.

- b) If the Speaker's post falls vacant, the DS shall discharge the duties of the Speaker in the intervening period. He or she shall co-ordinate the election of the new Speaker by the intervening of the SAC.
- c) If the post of the DS falls vacant the Speaker shall appoint a Councilor as DS.
- d) If both the Speaker and the DS vacate their posts concurrently due to any reason whatsoever, then one of the members of the EC (decided by a consensus of the EC) shall immediately:
 - Function as the Speaker until a new Speaker is elected in the next session of the SAC, and
 - Nominate any member of the SAC to function as the DS until a new DS is appointed in the next session of the SAC

B. Members of the EC

If any of the member of the EC resigns or is impeached, and hence or otherwise the post falls vacant, re-election for the same post shall be held and completed as per the procedure mentioned in Articles 5, 6 and 7 of this chapter. After November 1st the Dean – Students shall nominate a member to the vacant post in consultation with the other member of the EC and the Speaker, SAC.

C. SAC Councilors

- a) Re-election to any Councilor's post, after the SAC has attained the full possible strength, shall be held only if the strength of the SAC falls below 30, or if all posts in any one constituency become vacant within 20 days of such an event.
- b) The Speaker shall call for nominations from the respective electorate and shall conduct the election.
- c) If the Hostel General Secretary resigns or is impeached from SAC, there shall be no re-election. (Ref: Chap V, 3I).

Members of the Hostel Council

The Chief Warden shall call for nominations for any post falling vacant in the HC.

The Chief Warden shall conduct the election within a fortnight of the day on which the post falls vacant.

In case of a dispute concerning the hostel elections, the matter will be referred to the GC referred to in Article 5E of this chapter. The Chairman Council of Wardens (CCW) and the

General Secretary will be co-opted into the GC, provided the CCW is not the Warden of the concerned hostel.

Staff Advisors (Cultural Adviser and Technical Adviser)

The Dean – Students shall nominate two new staff Advisors from a panel of names suggested by SAC.

9. Impeachment

A. Initiation

Any impeachment proceedings can be initiated by one third members of the SAC or one-fourth of the total strength of the electorate for a particular post.

Note: Only one-third of the total strength of the hostel can initiate impeachment proceedings against a member of the HC.

B. Procedure

The Speaker shall conduct the impeachment proceedings against any Councilors, members of the EC, or the DS within one week of the receipt of the memorandum.

Note: In the case of the HC members, the Chief Warden shall conduct impeachment proceedings within one week of receipt of the request for impeachment.

Debate: The Speaker/The Chief Warden shall call for a meeting of the electorate within 72 hours of the receipt of a valid impeachment notice. Opportunities will be given for the representatives of the signatories of the impeachment as well as the person against whom the impeachment is initiated to present their sides of the case.

If an impeachment is initiated against the Speaker, the DS shall conduct the impeachment proceedings within one week of the receipt of request for impeachment.

C. A person shall be considered impeached if two-thirds of the respective electorate cast their votes and a two-third majority of these vote in favour of the impeachment.

D. For impeachment of student members of the Senate Sub-Committees and the Institute Standing Committees, the electorate shall be the SAC.

E. For impeachment of editors of the Editorial Boards of the CP, the electorate shall be the GSB.

10. Referendum

A. a) **Initiation:** A referendum shall be initiated by the Speaker only if more than half the total strength of SAC or more than one-fifth the total strength of the GSB asks for it

through a signed memorandum addressed to the Speaker.

- b) **Procedure:** The Speaker shall conduct a referendum within 72 hours of receipt of the memorandum.
- c) A referendum shall be considered valid if and only if more than half the total councilors of SAC cast their vote and a motion shall be considered as passed only if a simple majority of these votes is in favour of the motion.

Note: In a semester only one referendum shall be moved. ?

B. Referendum for hostels

- a) A referendum shall be initiated by the Chief Warden only if more than one-fourth of the total strength of the hostel asks for it through a signed memorandum addressed to the Chief Warden.
- b) The Chief Warden shall conduct a referendum within 72 hours of receipt of the memorandum.
- c) A referendum shall be considered valid if and only if more than two-thirds of the total strength of the hostel cast their vote, and a motion shall be accepted as passed by the Chief Warden only if a simple majority votes in favour of the motion.

Note: In a semester only one referendum shall be moved.

CHAPTER VIII

AMENDMENTS TO THE CONSTITUTION

1. A. There shall be no amendments to any particular clause of the Constitution for 2 years from the date of its approval in the Senate.

B. **Amendments after this period**
 - a. **Initiated by the GSB:** An amendment to any clause of this Constitution can be initiated if more than one-fourth of the total strength of the GSB seeks it through a signed memorandum addressed to the Speaker.
 - b. **Initiated by the SAC:** An amendment to any clause of this Constitution can be initiated if more than half the total strength of SAC seeks it through a signed memorandum addressed to the Speaker.
 - c. **Initiated by a Senate member:** A Senate member who wishes to amend any clause of this Constitution shall put forward his proposal to the Dean – Students in writing. The Dean – Students shall forward the proposal to the Speaker, SAC. The procedure will then be as laid down Articles 1 B (b), 2 D, and 4 of this chapter.
2. **Amendment Procedure**
 - A. The Speaker shall inform the GSB of the amendment 72 hours of the receipt of the signed memorandum, and shall request the GSB to give their opinions/suggestions, if any, on the proposed amendment within one week.
 - B. The Speaker shall convene a RM of the SAC within 3 weeks of the date of receipt of the signed memorandum, in order to discuss the proposed amendment.
 - C. a) In the case of a memorandum initiated by the GSB, the Speaker shall conduct a referendum within 7 days of the discussion on the proposed amendment, after stating the final version(s) of the amendment to the GSB.
 - b) The referendum shall be considered valid if and only if at least one-third of the GSB vote on it.
 - c) The proposed amendment shall be put forward to the Senate only if a simple majority votes in favour of it.
 - D. a) If the memorandum seeking amendment is initiated from within the SAC, the proposed amendment will be put to vote in SAC at the end of the RM. (Ref: Clause 2B above).

- b) The vote shall be considered valid only if at least two-thirds of the total current strength of SAC votes on the proposal.
- c) The proposed amendment shall be treated as passed only if at least two-third of the votes is in favour of the amendment.
- d) The Speaker shall make known to the GSB the final decision of the SAC on the proposed amendment within 72 hours.
- e) If at least 10% members of the GSB make a signed request to the Speaker within 15 days of the announcement of the decision to reconsider the decision, the Speaker shall convene a RM for this purpose. (Ref: Chap III, 5 C ii). Such a request for reconsideration will be entertained only once by the Speaker.

E. If the request for amendment is initiated by both the GSB and the SAC, the procedure laid out in Clause 2C above will be followed.

3. Amendments to this chapter (Chapter VIII) of the Constitution can only be made on a signed requisition initiated by the GSB. (Read Clause 1 B(a) above)

4. NOTE TO STUDENTS

Notwithstanding any of the provisions of any of the above clauses of this Chapter, amendments to this Constitution shall come into force only after the Institute Senate approves the amendments.