

**INDIAN INSTITUTE OF INFORMATION  
TECHNOLOGY BHAGALPUR**

**STUDENTS' AFFAIRS COUNCIL**



भारतीय सूचना प्रौद्योगिकी संस्थान भागलपुर  
**Indian Institute of Information Technology  
Bhagalpur**

**STATUTES**

**2019-20**

**(Placed for approval at director desk)**

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## NOTE:

- 1) A separate document 'Hostels' Affairs Constitution' should be referred to for the various objectives, rules / regulations and practices of the Hostels' management.

## **1.0 Introduction**

The different Councils and Boards under the Students' Affairs Council are intended to work as an organization for fostering extra-curricular and co-curricular activities including cultural, sports, and other technical and personality developmental activities of the students of the institute.

The Councils/Boards will work towards the overall development of the student community of the Institute for fostering a healthy atmosphere of learning.

The guiding principle shall be the greater well-being of the entire student community.

## **2.0 Definitions and Terms Relevant to the Students' Affairs Council**

### **Chairman**

The Director of the Institute shall be the Chairman of the Students' Affairs Council.

### **President**

The Dean/Coordinator of Students' Affairs (DoSA/CoSA) shall be the Secretary of the Students' Affairs Council and the President of the Gymkhana Council, responsible for the general administration of the Students' Affairs Council. He will report to the Director of the Institute.

### **Gymkhana Council**

The Gymkhana Council is the body that will promote the objectives of fostering extracurricular and co-curricular activities, welfare of students and their stay on the campus. It comprises of four Boards Viz. Cultural Board, Sports Board, Technical Board, and Hostels' Affairs Board.

### **Cultural Board**

It comprises of Chairman/Coordinator, Cultural Board and elected student representatives.

Its main function is to coordinate and execute all cultural activities through the various clubs and to coordinate and execute all activities related to the annual cultural festival 'SPANDAN' and 'Ek Bharat Shrestha Bharat (EBSB)'.

### **Sports Board**

It comprises of Chairman/ Coordinator, Sports Board and elected student representatives.

Its main function is to coordinate and execute all sports activities through the various clubs and to coordinate and execute all activities related to the annual sports competitions.

### **Technical Board**

It comprises of Chairman/ Coordinator, Technical Board and elected student representatives. Its main function is to coordinate and execute all activities of technical clubs and to coordinate and execute all activities related to the annual technical festival.

### **Hostels' Affairs Board**

The Hostels' Affairs Board is the body that will coordinate and execute all activities related to the residential stay, boarding and lodging of students in the hostels on the campus.

It comprises of Chairman/ Coordinator, Hostels' Affairs Board, Wardens and Associate Wardens of all hostels and concerned student representatives.

Their main function is to coordinate and execute all activities related to hostels and Hostel Management Committees of hostels.

### **Students' Executive Committee**

Students' Executive Committee is elected by Students' general body. The committee shall consist of Vice-president and General Secretaries of Cultural Board, Sports Board, Technical Board, and Hostel Affairs Board.

### **Senator**

The constituent members of Student Senate elected by the general body of students are called Senators. The Senators jointly shall execute the duties of Students' Senate.

### **Bonafide Student**

A bonafide student is a student having a valid roll number and registered for the purpose of pursuing studies in any of the academic programs of the institute during the semester/year under consideration.

### **Members**

All bonafide students of the institute shall constitute the Students' General Body.

### 3.0 ORGANIZATION OF STUDENTS' AFFAIRS COUNCIL

#### 3.1

##### **Students' Affairs Council**

The Students' Affairs Council (SAC) will be the apex policy making body under whose purview will be matters related to Gymkhana Council.

#### 3.2

##### **Composition**

1. Director	Chairman
2. Dean/Coordinator of Students' Affairs	<u>Secretary</u>
3. Associate Dean/Co-coordinator of Students' Affairs	Member
4. Registrar/Dy. Registrar/Asst. Registrar	Non-Member Secretary
5. Dean/Coordinator of Academic Affairs	Member
6. Chairman/Coordinator, Cultural Board	Member
7. Chairman/Coordinator, Sports Board	Member
8. Chairman/Coordinator, Technical Board	Member
9. Chairman/Coordinator, Hostel Affairs Board	Member
10. Warden of all Hostels	Member
11. Vice President, Students' Gymkhana Council	Jt. Secretary
12. General Secretary, Cultural Board	Member
13. General Secretary, Sports Board	Member
14. General Secretary, Technical Board	Member
15. General Secretary, Hostel Affairs Board	Member

##### 3.2.1

It will function with the active participation of nominated members from amongst the members of the faculty and elected student representatives holding designated responsibilities for the different sub functions.

##### 3.2.2

The Students' Affairs Council will make operative various activities of Gymkhana Council including NCC/NSS/NSO, Centre for Career Development and Students' Academic Board.

#### 3.3

##### **Functions of Students' Affairs Council**

1. To formulate all policy matters concerning students' affairs as a whole.

2. To review the working, and effect constitutional changes of the various student bodies.
3. To review management of the different councils /boards/cells under SAC.
4. To consider and advise on all matters referred to it by the different councils/boards/cells under its purview.
5. To add /delete clubs and committees in the various Councils/Boards under it.
6. To recommend to the Board of Governors amendments in the Statutes of the Council.

### 3.4

#### **Faculty nominations to various Councils / Boards / Cells**

1. The Director in the capacity of Chairman of SAC shall nominate members of the Faculty for heading the different Councils / Boards / Cells operative under SAC.
2. The different Councils / Boards / Cells of SAC shall be headed by Faculty members with the following designations:

<b>Council</b>	<b>Headed by</b>
Gymkhana Council	Dean/Coordinator of Students' Affairs
Sports Board	Chairman/Coordinator, Sports Board
Cultural Board	Chairman /Coordinator, Cultural Board
Technical Board	Chairman /Coordinator, Technical Board
Hostels' Affairs Board	Chairman /Coordinator, Hostel Affairs Board

### 3.5

#### **Elected Student Representatives of the Bodies under SAC**

Elected student's representatives will play an active role in the different designated activities facilitated through:

1. Students' Senate
2. Students' Executive Committee

## **4.0 THE STUDENTS' SENATE**

### 4.1

The Students' Senate shall discharge its responsibilities mainly through itself and its Standing/Ad-hoc Committees.

### 4.2

The Students' Senate shall be the central representative body of students of IIT Bhagalpur and shall guide the activities of all four boards of the Gymkhana Council. It shall:

1. Serve as the main forum of expression of students' opinion.
2. Be in continuous touch with the general body, consult the students and act as a feedback system.
3. Ensure that the executive wings carry out all their functions under the guidance of the Students' Senate.

However, it should not interfere in matters of minor importance in order that the free functioning of the executive wings within the general policy framework defined by the Senate is not affected.

#### 4.3

The Vice-President shall be the Chairman of the Students' Senate. All meetings will be convened and chaired by him / her.

He /she shall also be the Chairman of the Students' Executive Committee and shall supervise and coordinate the general affairs of all the boards.

#### 4.4

The Vice-President shall keep the President informed about the schedule, agenda, and minutes of Students' Senate meetings.

The Vice-President shall direct the appropriate persons, with approval from the President, for the successful implementation of the decisions of Students' Senate.

#### 4.5

Democratic principles shall be adhered to at all levels in decision making.

#### 4.6

- a. In matters of general interest of the Students, the Clubs/ Committees of the different Boards shall be subordinate to the Students' Senate, and Students' Senate shall be subordinate to the General body.
- b. The general interest of the students shall be placed above the interest of any individual student.

#### 4.7

Majority decisions shall be binding on all. Persons holding different views, shall have the right to appeal and report directly to all higher bodies up to and including the general body. But the decisions taken shall be executed until and unless higher bodies undo them.

#### 4.8

The Vice-President of the Students' Senate shall refer a matter to the general body if so requested by at least 1/3 of the total strength of the Students' Senate.

#### 4.9

In case where some decision of the Students' Senate has been passed with a large majority and substantial minority, (more than 1/3 of the Senators present voted against it) the Chairman of the Students' Senate may refer the matter to the General body.

The Students' Senate in such an event shall not be able to table a no-confidence motion against him.

#### 4.10

The Vice-President as the Chief Executive of the Gymkhana shall have the right to attend meetings of representatives of all boards/committees of the Students' Senate as a full-fledged member and over rule any decision taken by them. Any such decision will however have to be ratified by the Students' Executive Committee in its next meeting. In the event of the Vice-President doing so, he shall be obliged, if requested by the concerned body, to requisition a meeting of the Students' Senate and place his decision before it.

#### 4.11

During summer and winter vacations, when many of the Senators are not present, the Vacation Students' Senate (consisting of all Senators present in Campus) shall normally discuss matters of urgent importance.

Other matters if discussed shall require endorsement by the full Students' Senate when it meets next.

#### 4.12

In the handing over session, which shall be jointly attended by the members of both the outgoing and incoming Students' Senate as full-fledged members, the annual Gymkhana report, which shall consist of reports of all boards/committees, shall be presented in writing before the House.

#### 4.13

- a. Every Senator is expected to intimate to the Vice-President the reasons for his /her inability to attend a meeting and take permission prior to the meeting for absenting himself /herself. If a senator is absent without permission for two Students' Senate meetings, consecutive or non-consecutive, the Vice-President shall issue a warning to that senator. Thereafter, if a senator is absent without prior permission from two or more meetings, he /she shall cease to be a senator. A Senator entering the meeting twenty minutes after it is called to order shall be considered to be absent for that meeting if prior permission for delayed attendance is not taken.
- b. Every Executive should intimate to the Vice-President the reasons for his /her inability to attend the meeting and should take permission prior to the meeting for absenting himself /herself. If an Executive is absent without permission from two Students' Senate meetings, consecutive or non-consecutive, the Vice President shall issue a show cause notice to the concerned Executive.



Thereafter, if an Executive fail to provide a satisfactory explanation or is absent without prior permission, the Vice-President shall issue a warning. As a result of unsatisfactory explanation to the Students' Senate (according to the 2/3 of the total house) or further absence without prior permission, the senator shall cease to hold the post.

#### 4.14

Amendment to the SAC Statutes may be considered by the Students' Senate and recommended to the Students' Affairs Council for its consideration. Any such recommendation will require the support of three-fourths of the strength of the Senate.

#### 4.15

### **Students' Executive Committee**

#### 4.15.1

### **Composition**

<input type="checkbox"/> Vice President	Chairman
<input type="checkbox"/> General Secretary, Cultural	Member
<input type="checkbox"/> General Secretary, Sports	Member
<input type="checkbox"/> General Secretary, Hostel Affairs	Member
<input type="checkbox"/> General Secretary, Technical	Member

#### 4.15.2

The Students' Executive Committee (SEC) shall act on behalf of the Students' Senate. It shall carry out the day-to-day affairs of the Gymkhana Council. It shall also be a body through which the activities of the different Boards of the Gymkhana Council shall be coordinated.

#### 4.15.3

The SEC shall meet regularly, at least once a month.

#### 4.15.4

The SEC shall examine all proposals for consideration of the Senate and it shall take necessary actions if so authorised by the Senate.

## **5.0 COUNCIL/CELLS OF THE STUDENTS' AFFAIRS COUNCIL**

### **5.1 Gymkhana Council**

#### **5.1.1**

##### **Composition**

1. Dean/Coordinator, Students' Affairs	President
2. Associate Dean/Co- coordinator of Students' Affairs	Member
3. Dy. Registrar/Asst. Registrar	Non-Member Secretary
4. Chairman/Coordinator, Cultural Board	Member
5. Chairman/Coordinator, Sports Board	Member
6. Chairman/Coordinator, Technical Board	Member
7. Chairman/Coordinator, Hostel Affairs Board	Member
8. Warden/Associate Warden	Member
9. Vice President, Students Gymkhana Council	Secretary
10. General Secretary, Cultural	Member
11. General Secretary, Sports	Member
12. General Secretary, Technical	Member
13. General Secretary, Hostel Affairs	Member

#### **5.1.2**

The aim of the Gymkhana Council is to help the President in discharging his duties with relation to activities of the Gymkhana. It shall act as the executive wing of the Students' Affairs Council. The Students' Executive Committee (SEC) shall interact closely with the Gymkhana Council. All matters requiring co-ordination among the Boards of the Gymkhana and requiring participation of the faculty members of the Gymkhana shall be discussed and examined in the Council.

#### **5.1.3**

It shall review the working of Cultural, Sports, Technical, and Hostels' Affairs Boards.

### **5.2 Cultural Board**

### 5.2.1

#### **Composition**

- Chairman/Coordinator, Cultural Board Chairman
- General Secretary, Cultural Member Secretary
- Secretaries of various subcommittees (clubs/cells/societies) Members

### 5.2.2

The aim of the Cultural Board is to organize and promote all extra-curricular cultural activities and any other items referred by the Students' Senate.

### 5.2.3

Chairman/Coordinator, Cultural Board, shall head the Board.

### 5.2.4

The General Secretary, Cultural shall be the Secretary of the Board and shall supervise and coordinate all cultural activities.

### 5.2.5

The Board may call upon the Cultural Secretary of any or all hostels to attend Board meetings and coordinate with it.

### 5.2.6

The General Secretary, Cultural shall be the Convener of any intra-cultural activity. The Cultural Board shall be the main organizing Board.

### 5.2.7

The following clubs and committees may be part of the Cultural Board. The General Secretary can resolve changes and execute after approval by respective Board Chairman/Coordinator and DoSA/CoSA.

- Music Club
- Performing Arts Club
- Movie Club
- Photographic Club
- Literary Club
- Fine Arts Club
- Publication Subcommittee
- Anchoring Club

- SPANDAN/EBSB Committee
- Choreography Club
- Youth Empowerment Club
- Social Service Club
- Interaction Club

### 5.3 Sports Board

#### 5.3.1

##### Composition

- Chairman/Coordinator, Sports Board Chairman
- General Secretary, Sports Member Secretary
- Secretaries of various sub-committees (clubs/ cells/ societies) Members

#### 5.3.2

The aim of the Sports Board is to organize and promote all extra-curricular activities in the field of Sports and any other items referred by the Students' Senate.

#### 5.3.3

Chairman/Coordinator, Sports Board, shall head the Board.

#### 5.3.4

The General Secretary, Sports shall be the Secretary of the Board and shall supervise and coordinate all its activities.

#### 5.3.5

The Board may call upon the Sports Secretary of any or all hostels to attend meetings and coordinate with it.

#### 5.3.6

The General Secretary, Sports shall be the Convener of the intra-college sports competition. The Sports Board shall be the main organizing Board.

#### 5.3.7

The following clubs and committees may be part of the Sports Board. The General Secretary can resolve changes and execute after approval by respective board Chairman/Coordinator and DoSA/CoSA.

- Cricket Club
- Football Club

- Volleyball Club
- Athletics Club
- Badminton Club

## 5.4 Technical Board

### 5.4.1

The aim of the Technical Board is to organize and promote all extra-curricular activities including hobbies technical and scientific in nature and any other items referred by the Students' Senate.

This Board shall come into existence whenever two or more technical clubs are started under the Students' Gymkhana.

### 5.4.2

#### Composition

- Coordinator, Technical Board Chairman
- General Secretary, Technical Member Secretary
- Secretaries of various subcommittees (clubs/cells/societies) Members

### 5.4.3

The Chairman/Coordinator, Technical Board, shall head the Board.

### 5.4.4

The General Secretary, Technical shall be the Secretary of the Board and shall supervise and coordinate all activities.

### 5.4.5

The following clubs and committees may be part of the Technical Board. The General Secretary can resolve changes and execute after approval by respective board Chairman/Coordinator and DoSA/CoSA.

- Robotics Club
- Astronomy Club
- Entrepreneurial Development Cell
- Science and Quiz Club
- Environment Club
- Electronics Club
- Coding Club
- Automobile Club

## 5.5 Hostels' Affairs Board

### 5.5.1

The aim of the Hostels' Affairs Board is to act as the central coordinating authority for all hostels.

Its main function is to coordinate and execute all activities related to hostels through the Hostel Management Committees of all hostels.

### 5.5.2

#### Composition

- Chairman/Coordinator, Hostel Affairs Board      Chairman
- General Secretary, Hostel Affairs      Member Secretary
- Representative of all Hostels      Members
- Vice President, Students Gymkhana      Member
- Wardens of all Hostels      Members
- Associate Wardens of all hostels      Members
- Dy. Registrar/Asst. Registrar      Non Member, Jt. Secretary

### 5.5.3

Chairman/Coordinator, Hostel Affairs Board, shall head the Board.

### 5.5.4

The General Secretary, Hostel Affairs shall be the Convener of the Hostels' Affairs Board and shall supervise and coordinate all hostel activities.

### 5.5.5

The concerned Warden/ Associate Warden shall conduct all Elections for hostel representatives.

### 5.5.6

The rules and regulations for management of the hostels will be as per the "Hostel Affairs' Constitution", a separate document approved by the Board of Governors.

## **6.0 GENERAL ELECTIONS FOR STUDENT BODIES**

### 6.1

1. Elections shall be conducted by Election Council headed by the Chief Election Officer to be appointed by committee consisting of DoSA/CoSA.
2. The general elections shall be conducted between 15<sup>th</sup> to 25<sup>th</sup> January.
3. The elected members shall take charge after the Handover Ceremony in the first week of March. A joint session of the Students' Senate will be held prior to the hand-over i.e. on 10<sup>th</sup> February.

### 6.2

The general elections will be held for the following posts:

1. Vice-President, Gymkhana Council
2. General Secretary, Cultural
3. General Secretary, Sports
4. General Secretary, Technical
5. General Secretary, Hostel Affairs

### 6.3

All bonafide students of the institute shall have a right to vote in general elections.

### 6.4

The Students' Affairs Section shall conduct all elections, except elections for hostel representatives.

The concerned Warden/ Associate Warden shall conduct elections for hostel representatives.

### 6.5

In the event of a post falling vacant midterm, by-elections shall be held only for the posts of executives and Vice President.

In case of vacancy arising for other posts, the Students' Senate shall propose the name of a candidate, who shall then be appointed by the President.

### 6.6

No student shall be allowed to contest for more than one post in the elections.

At any point of time, a student may hold only one post in any of the committees/boards.

In very special cases, the President may permit a student to hold more than one post.

## 6.7

Each candidate, prior to filing of nomination papers for a post, shall have to submit to the President a plan of activities he/she wishes to pursue.

On being elected to a post, they shall have to submit a detailed activity calendar for the entire term, by a date to be decided by the Vice President.

The Students' Senate shall use this document for regular appraisals of the working of the elected representatives.

## 6.8

### **The procedure for selection of Club Secretaries is as follows:**

- After the general elections the General Secretary of each Board shall propose the various positions for clubs as per requirement for smooth execution of the Board activities throughout the year in the joint students' senate meeting on 10<sup>th</sup> February. Nominations for the same can be called after approval from respective board Chairman/Coordinator and DoSA/CoSA.
- The students who have sent nominations for a post will be interviewed by a committee consisting of Coordinator, General Secretary of respective board and Vice-President.
- The Club Secretaries who are nominated by the committee will be ratified in students' senate.

## **7.0 FINANCES OF THE GYMKHANA COUNCIL**

### **7.1 Income**

The total funds of the Students' Gymkhana shall comprise of:

- Contributions made by the Students as annual Gymkhana fees, approved by the institute.
- Contribution made by the Institute, as may be deemed necessary by the institute, provided for in the budget estimates for the particular year.
- Funds from other sources such as membership fees of clubs, sale of tickets for professional programmes, sponsorship, ad-hoc contribution from the institute etc.

### **7.2 Budget**

#### 7.2.1

The Boards shall finalize their annual budget and the executive concerned shall present it to the Students' Senate for ratification.

#### 7.2.2

If the Students' Senate advises some changes in the budget of any Board, the corresponding executive shall meet their Board members to modify the budget proposal, which shall be put up to the Students' Senate for ratification.



### 7.2.3

Students' Senate shall pass the Annual Budget, and present it to the Gymkhana Council. The Council may send the budget back to the Senate if it is against Institute policies and norms. The Council will place the Budget to the Director for approval.

### 7.2.4

The budget estimate shall be reviewed after six months of working and a revised budget will be prepared.

### 7.2.5

The guiding spirit in the expenditure of the Gymkhana shall be economy at all stages and in all possible ways.

## 7.3 Annual Report

The Students' Executive Committee shall present an Annual Report before a joint session of the Students' Senate at the end of a year in April, comprising outgoing and incoming members of the Senate. Each club / committee / Board shall prepare a report of their activities and these shall form part of the Annual Report.

The Annual Report must include:

- a. Report on the Activities of all the constituents of the Students' Gymkhana
- b. A balance sheet (of income/ expenditure)
- c. Recommended actions

## 8.0 BY LAWS

### 8.01

Recommendation for amendment of articles of the Statutes shall require the support of at least three fourths of the total strength of the Students' Senate.

### 8.02

Amendment of Rules and Procedures of the Students' Senate (Appendix I) shall require the support of at least 2/3 of the total strength of the Students' Senate.

### 8.03

The Students' Senate can terminate any student executive from office by passing a no confidence motion supported by at least 2/3 of its total strength.

### 8.04

Any executive, Students' Senate functionary or member of councils/committees can be censured for his action with the support of at least 1/2 of the total strength of the Students' Senate.

#### 8.05

The Vice-President shall call and chair general body meetings. He/ she shall be obliged to call a general body meeting if requisitioned by the President or at least 1/3 of the total strength of the Students' Senate or at least 1/4 of the total strength of the general body.

#### 8.06

- a. The Vice-President of the Students' Senate shall be obliged to call a meeting of the Students' Senate within 48 hrs. If requisitioned by the President or by at least 1/3 of the total strength of the Students' Senate.
- b. In case a meeting of the Students' Senate is requisitioned with a public notice under Article 9.06(a) to take up a no-confidence motion against the Vice-President, the Vice-President must have the issue discussed and voted upon by the Students' Senate within 48 hrs. Or within the time limit specified by the President. Failing this 2/3 or more than 2/3 of the total strength of the Students' Senate, may by President's consent and a public notice terminate the Vice-President and appoint a new Vice President.

#### 8.07

The Chairman/Coordinator/Convener of any Board/ standing or ad-hoc committee of the Students' Senate shall be obliged to call a meeting of the same if requisitioned by at least 1/3 of its total strength.

#### 8.08

For general students' opinion on a particular issue, the Students' Senate may go for a referendum. All referendums shall be conducted by a referendum-in-charge to be appointed by the President.

Referendums can be held only with the approval of the Chairman SAC.

#### 8.09

Notwithstanding any other provisions for a referendum existing in the Constitution, a referendum to impeach an executive can be held only if 1/2 or more of the total strength of the Students' Senate votes in favour of this.

# **Appendix I**

## **STUDENTS' SENATE**

### **RULES AND PROCEDURES**

#### **1 SESSIONS OF THE STUDENTS' SENATE**

##### **1.1 Frequency**

The Students' Senate shall meet on 10<sup>th</sup> of every month, except in summer and winter holidays.

##### **1.2 Notification**

A minimum notice of three days shall be given before every session of the Students' Senate to:

- a. All members of the Students' Senate and
- b. The General Body of the Students.

##### **1.3 Agenda**

- a. The agenda of the Sessions of the Students' Senate shall be finalized by the Students' Executive Committee. The agenda shall be circulated to the members of the Students' Senate and general body of students by the Vice-President at least three days in advance. Late additions to the agenda are, however, permitted at the discretion of the Vice-President. The agenda may be over-ruled by a simple majority in the Students' Senate.
- b. The agenda cannot be overruled in a requisition meeting called under Article 9.06 of the Constitution.
- c. Every Board general secretary must submit plan of action for upcoming months and report of events held in previous month. The plan of action, report should contain date, time, venue and budget of the event with.
- d. General Secretary, HAB should submit the minutes of GBM, HMC meetings held in all the hostels in previous month.

##### **1.4 Quorum**

One-half of the total strength of the Students' Senate shall constitute the quorum. The quorum shall be required at the commencement of each session. Members shall not leave during sessions without the permission of the Vice-President. If the quorum is not met at the beginning of any session, the Vice-President shall adjourn the session for lack of quorum without transacting any business. In such an eventuality, Vice President shall reconvene a session within a week. For the reconvened meeting, if there is no quorum, the Vice President shall reconvene the session after half an hour and such a session shall not require any quorum. For a requisition meeting called under Article 9.06 of the Statutes, adjourned once due to lack of quorum, the Vice-President will call another meeting within 3 days. For such a meeting if the quorum requirements of Article 1.4(a) of the rules and procedures are not met then the matter shall be referred to the general body.

##### **1.5 Attendance**

In case any member of the Students' Senate is unable to attend a session, he/ she shall communicate the reasons of the same to the Chairman of the Students' Senate in advance of

the Session and this communication shall be read out at the session. Any member who absents himself/ herself without explanation from two consecutive or non-consecutive sessions shall be served a show-cause notice by the Chairman of the Students' Senate. If the member is unable to provide an explanation to the satisfaction of the Students' Senate, the Chairman of the Students' Senate shall propose a censure notice against the defaulting member.

### **1.6 Presence of the General Body**

All sessions of the Students' Senate shall ordinarily be open to the General Body of the Students. However, the Students' Senate may resolve to hold a closed door session on the basis of a simple majority. Members of the General body may express their views either through the members of the Students' Senate or ask for permission to speak themselves. The Chairman of the Students' Senate shall request all members of the general body of the Students to leave in case any confidential matter comes up for discussion. The Chairman of the Students' Senate shall request a General Body member to leave if found violating the code of conduct as per Art. 1.7 below.

### **1.7 Code of Conduct during the presence of the General Body**

- a. Members of the General Body should address the Chairman of the Students' Senate during the course of discussion.
- b. Members of General Body shall have to take the permission of the Chairman of the Students' Senate before expressing a viewpoint for maintaining the order.
- c. Members of the General Body should not make any irrelevant personal comment on the floor of the house or make any coarse remark of offensive nature.

### **1.8 Minutes**

- a. The responsibilities for the recording of the minutes of the sessions of the Students' Senate shall rest with the Chairman of the Students' Senate. The actual recording of the minutes shall be done by a senator present at the meeting. The recorded minutes shall constitute a draft and not an official record.
- b. Circulation:

The draft minutes shall be published and circulated by the Chairman of the Students' Senate amongst:

1. Members of the Students' Senate.
2. DoSA/CoSA
3. The General Body of the Students.

Within a period of two weeks of the session in question, if this has not been done, all subsequent sessions of the Students' Senate shall be compulsorily adjourned if so demanded by even one member of the Students' Senate.

- c. Ratification:

When procedure laid down in Art. 1.9(b) above has been followed the draft minutes shall be placed for ratification at the first subsequent session of the Students' Senate. However, if less than twenty-four hours have elapsed since the circulation of the draft minutes, ratification shall be done in the next session if so demanded by even one member of the Students' Senate. Ratification of the draft minutes shall constitute the first item on the agenda. Changes if any, shall be included in full in the minutes of session in which ratification is done. On ratification, the Chairman of the Students' Senate shall sign the ratified minutes, whereupon they shall become official.

## **2.0 Office of the Students' Senate**

- a. An office of the Students' Senate shall be maintained by the coordinator of the Students' Senate, who shall be responsible for the up to date maintenance of the following:
  1. The Statutes of the Students' Affairs Council with amendments.
  2. Minutes of the sessions of the Students' Senate.
  3. Reports of the sub-committees of the Students' Senate.
  4. All correspondence relating to the convening and functioning of the Students' Senate.
- b. The Chairman of the Students' Senate shall be responsible for the production, on demand, of all the above documents in original to the following:
  1. Members of the Students' Senate.
  2. Members of the General Body of the Students.
  3. Any other person or body authorized by the Students' Senate.
  4. President
  5. Any faculty member who is a member of the SAC.

## **3 Sub-Committees of the Students' Senate**

### **3.1 General Provisions**

- a. The Students' Senate may appoint as and when necessary an investigative subcommittee to investigate any particular matter and report to it. These sub-committees may be either adhoc or standing.
- b. No sub-committees of the Students' Senate shall have any executive function whatsoever unless otherwise explicitly specified in the terms of reference.
- c. Members of all the sub-committees of the Students' Senate shall ordinarily be Senators, but in special circumstances the Students' Senate may, by resolution, also include any other General Body member in a sub-committee.
- d. All adhoc sub-committees of the Students' Senate shall go out of existence when the outgoing Students' Senate hands over charge to the successor Students' Senate. The standing sub-committee however, will continue till charge is handed over to successor committees.

### **3.2 Formation**

- a. Prior to the appointment of any sub-committee, the Students' Senate shall decide by a simple majority the following:
  1. its terms of reference
  2. its strength, and
  3. in the case of an ad-hoc sub-committee, its period of existence.
- b. The Chairman of the Students' Senate shall invite nominations for membership of a sub-committee under formation from senators. Senators shall nominate themselves and no seconding shall be necessary. If the number of nominations received is in

excess of the proposed strength of the subcommittee, the Chairman of the Students' Senate shall call withdrawals, if any. If the remaining number of nominations is still in excess of the proposed strength, the Chairman of the Students' Senate shall hold an election on the basis of one vote for every member of the Students' Senate. The voting shall be by secret ballot if so demanded by even one member of the Students' Senate.

- c. The Chairman of the Students' Senate shall declare the result of the election immediately on conclusion of the same. Unless otherwise resolved in the terms of reference, the sub-committee shall come into existence immediately after declaration of the results of the election.
- d. If the number of nominations received is less than the proposed strength of the sub-committee, the Chairman of the Students' Senate shall make a second call for the same. If the number is in excess of the proposed strength, the procedure laid down in Art.3.2(b) above shall be followed. Otherwise, the Chairman of the Students' Senate shall declare the members of the sub-committee duly elected.
- e. In case no nominations are received even after the second call, the Chairman of the Students' Senate shall officiate as the Convener of that sub-committee and shall appoint one UG and one PG Senator to discharge the functions of that sub-committee. The Students' Senate must ratify the sub-committee thus formed.
- f. The Students' Senate shall elect the Convener of the Sub-Committee from amongst the members of that Sub-Committee as per the procedure specified in Art.3.2(b), (c) and (d) above. No Sub-Committees shall be formed without the specific nominations of a Convener, unless specified in the terms of reference.
- g. In case any post of a Sub-Committee of the Students' Senate falls vacant in the middle of its term, the Convener will call for nominations for that post.

### **3.3 Duties of a Convener**

The Convener of a Sub-Committee shall be responsible for the proper functioning of the same. He/ she shall:

- a. Convene and preside over all sessions of that sub-committee.
- b. Coordinate its activities and ensure its compliance with the terms of reference.
- c. Be responsible for the preparation of the sub-committee's report to the Students' Senate within the time specified in terms of reference.
- d. Ensure that an adequate opportunity has been provided to the general body of the Student to express their views both before and after the preparation of the sub-committee's draft report.
- e. Submit the final report of the sub-committee to the Chairman of the Students' Senate who shall, circulate the entire text of the report as a part of the agenda for a subsequent session of the Students' Senate amongst all those listed in Art.1.9(b). Unless this has been done, the Students' Senate shall not proceed to discuss the report of the committee if so demanded by even by one member of the Students' Senate.

### **3.4 Functions**

- a. The Convener of a sub-committee may ask for a preliminary discussion on the floor of the Students' Senate if he/ she thinks that the same is necessary.

- b. Ordinarily, all recommendations of a sub-committee shall be on the basis of a consensus. In case of dissent the dissenting members shall attach a note of dissent to the report of the sub-committee for the consideration of the Students' Senate.
- c. The Convener of a sub-committee shall be directly responsible for all communications within the subcommittee. He/ she shall route all business with other individuals or bodies through the Chairman of the Students' Senate, who shall be obliged to render the assistance asked for.

## **4 Procedures**

### **4.1 Changes in Rules and Procedures**

- a. Inadequacies in the Rules and Procedures shall be referred by the Chairman of the Students' Senate to the Convener of Rules and Procedures committee for corrections.
- b. Any Rule and Procedure may be amended in any session of the Students' Senate provided the following have been included previously in the agenda for the same:
  - 1. Written notice of the proposed action, giving the text of the desired modification together with
  - 2. the statement of its purpose and effect.

Any such modification shall require approval by 2/3 of the members of the Students' Senate and subsequent approval by the President

### **4.2 Point of Order**

- a. A Member may raise a point of order, if, in the opinion of the member
  - 1. any constitutional provision or rules or procedure is being transgressed.
  - 2. any established convention of the Students' Senate is being transgressed.
  - 3. an objectionable procedure is being followed.
- b. If any member wishes to raise a point of order, the Chairman of the Students' Senate shall permit him/ her to do so immediately.

### **4.3 Order of Business**

- a. The order of business at sessions of the Students' Senate shall be as follows:
  - 1. Ratification of draft minutes.
  - 2. Announcements.
  - 3. Remarks by the Vice-President and reports by all Executives.
  - 3. Reports of sub-committees.
  - 5. Unfinished business.
  - 6. New business.
- b. The order of business may be over-ruled by a simple majority in the Students' Senate.