

Minutes of the meeting of the Board of Students held on 02nd February 2016 at 4.00 p.m. at the Conference Room, O/o Dean (Students).

The following members were present:

1. Prof. M.S. Sivakumar, Dean (Students) and Chief Advisor (Mitr).
2. Prof. K. Sethupathi, Chairman (CoW).
3. Prof. Umakant Dash, Advisor (Cultural).
4. Prof. Jyotirmaya Tripathy, Chief Coordinator (NSS).
5. Dr. P. Shanmugam, ANO.
6. Prof. Preeti Aghalayam, Advisor (SAC).
7. Prof. P. Chandramouli, Advisor (Internship).
8. Dr. P. Sudarsan, Chairman (CMGFS).
9. Lt Col Jayakumar (Retd), Joint Registrar (Students).
10. Mr. Aroon Narayanan, Speaker (SAC).
11. Mr. Dheeresh Chandra K, Students General Secretary.
12. Mr. Anand Krishnan O.K, Secretary (Research Affairs).
13. Mr. Sashank Vandurangi, Secretary (Academic Affairs).
14. Mr. Shivaprasad T.R, Secretary (Co-Curricular Affairs).
15. Mr. Anand Babu A, Secretary (Hostel Affairs).
16. Mr. Bipin Babu, Secretary (Sports).
17. Mr. Bala Rama Krishna Koushik, Secretary (Cultural Affairs, Literary).
18. Mr. Aditya U, Secretary (Cultural Affairs, Arts).
19. Mr. Mr. Abhishek Sharma, Secretary (IAR).

Others

1. Mr. Venkatraman Ganesh, #163 Ganga.
2. Mr. ShyamSundar Sridhar, #612 Sindhu.

MINUTES

The Dean (Students) welcomed the members of the Board. He appreciated the services rendered by the outgoing members and for handing over their responsibilities to the new members seamlessly.

Agenda wise report by the Student Secretaries is given below.

1. Report on SHAASTRA AND SAARANG 2016.

Respective Student Secretaries briefed the Board on the events held during the period. The Board appreciated the efforts of all the students involved in these festivals despite several roadblocks due to floods.

They were advised to finalise the 'after action report' on the activities, payment of prize money, prizes and gifts where applicable, and statement of accounts at the earliest.

2. Action points from the meetings of the Senate.

Some of the following points from the minutes of the Senate pertaining to students were reported and explained by the Dean (Students) for necessary action.

(a) NSS, NCC and NSO will have the following schedules from July 2015:

- i. Two hours per week (non-credit non-CGPA course) work in the first semester.
- ii. Three hours per week (non-credit non-CGPA course) work in the second semester.

- (b) It was decided based on the suggestion from SAC that the Student Head, CFI and the Mitr Core Student Head will **NOT** be a part of the Institute Student Executive Wing.

3. Amendments/ Additions to the SAC Constitution

a. Duties of Health and Hygiene Secretary.

The duties of Health and Hygiene Secretary (HHS) of Hostels were presented to the Board. The Board appreciated the efforts in consolidation of the activities of HHS.

The Board approved the duties of HHS as in Appendix A.

b. Independent Student Bodies

Guidelines for Creation, Registration and Functioning of Independent Student Bodies (ISB) were presented with proposed edits and amendments to the Board. The Board appreciated the need for such a document especially with reference to the present environment. It was reiterated that the aim of the guidelines is to channelize activities and maintain social harmony in a manner that our students in the campus are benefitted by its activities.

The faculty advisors of each of the ISBs were requested to guide the students in this perspective. There is also the need to check and ensure that the activities do not in any way hinder the belief and actions of any individual or a group.

The Board advised the SAC to deliberate upon the revised guidelines with proposed edits and amendments and submit during the next meeting of the BoS.

c. Students Election Commission

The document relating to the Students Election Commission (SEC) with some of the points for discussion was presented to the Board. There were a few deliberations on some of the points related to the need to make the SEC accountable and responsible for its actions.

The Board approved this as guidelines for students election commission. A copy of the guidelines so approved is in Appendix B. To be reported to the senate

d. Financial Accountability Commission

While it is acknowledged that a lot of work has been done by the students to prepare this document, it was felt that this would need to go through the Council of Wardens (CoW). One of the Chapters relates to the Establishment B Fund which is utilized by the students with the approval of Warden concerned/ CCW depending upon the amount spent.

The Board resolved to pend this item until discussion and comments from the CoW. The student secretaries concerned shall be invited by the CCW to the next meeting of the CoW. On receipt of comments from the CoW, this agenda point will be taken up by the board.

e. Revision of Composition of SAC

It has been observed by the SAC that the hostel councils are better represented by a separate elected member (called the Hostel Legislator) in the Student Affairs Council (SAC) than the current arrangement of Hostel General Secretaries being members of the SAC.

Similarly, it was also felt by the SAC that two elected members from each department (one for taught programs and the other for research programs) should be introduced as members of SAC instead of the current arrangement (currently there are branch councilors and five research scholar councilors – not specific to departments).

The following is proposed as revised composition of SAC:

- Hostel Legislators - one from each hostel.
- Department Legislators (Academic) - representing taught programs of each department.*
- Department Legislators (Research) - representing research programs of each department*
(*To be reported at the BAC and BAR meetings).

The duties of each of these posts have been enumerated in **Appendix C**.

There being no other point, the meeting ended with thanks to the Chair.

Secretary

Chairman

HHS Rules and Regulations

Functions and Responsibilities

1. The Health and Hygiene Secretary (HHS) will be incharge of maintaining cleanliness in and around the hostel premises.
2. He/She will be responsible for the functioning and training of the hostel housekeeping staff.
3. The HHS shall be part of any committee formed to ensure the safety of the students, for example the Disaster Management Committee.
4. The HHS shall be responsible for the proper upkeep of the hostel garden(s).
5. The HHS shall be responsible for arranging food, if necessary, during the organization of social events in the hostel in cooperation with the General Secretary and Social Affairs Secretary.
6. The HHS shall be the person to be contacted in the case of a medical emergency and shall be liable to help in the case of a student falling sick in the hostel.
7. The HHS shall monitor and inspect the water storage, supply and distribution systems to ensure that the hygiene and quality of drinking and nondrinking water is maintained.
8. The HHS shall be responsible for the cleaning and sanitization of the water dispensers and water storage facilities in the hostel.
9. The HHS shall initiate and regulate the necessary actions in a hostel in case of an outbreak of disease.
10. The HHS shall monitor and regulate the issues related to waste bins in the hostel.

Student Elections Commission (SEC)

I. Mandate

1. The Student Elections Commission (SEC) is constitutional body that will be empowered with the full authority to enforce any and all regulations, rules, policies and procedures relating to an SEC-governed election. This includes but is not limited to this document, the Student Elections Code (EC).
2. In the case of a Special Election, the SEC will provide a Special Elections Code specifying the election's rules and procedures at the direction of the SEC Chairperson and the Office of the Dean of Students.

II. Composition

The SEC shall be constituted by:

1. Chief Election Officer (Chairperson)
2. Deputy CEO (In case the DCEO post is vacant, the Secretary (DoSt) shall fill this post)
3. 3 student members
 - a. Senior Member – Junior Member from previous year, cannot hold any other PoR (this post need not be filled if the Junior Member from previous year becomes the Speaker)
 - b. Two Junior Member – New member, cannot be final year, must be available to become Senior member next year, cannot contest elections

III. Coordinators

1. In order to facilitate its smooth functioning, the SEC may select student coordinators to assist it in conducting the elections.
2. These coordinators shall not be members of the SEC, but shall work directly under the supervision of the SEC.
3. Applications to this post should be open to the entire GSB. In case no applications are received, the SEC can nominate members, who must be ratified by SAC.

IV. Finance and Web Operations

1. SEC shall receive funding and logistical assistance for the performance of its duties from the Dean (Students) Office.
2. The Institute WebOps team shall work directly under the SEC during the election period.

V. Appointment

1. The Chief Election Officer shall be a faculty member. He/she shall be appointed by the Dean (Students).
2. 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.
3. The student members of the SEC shall be appointed by the CEO through a selection process conducted by the office of the Dean (Students) represented by the CEO, DCEO, SGS and one SAC representative.

VI. Tenure

1. 2 years for CEO and DCEO
2. 1 years for the Junior member
3. 1 year for the Senior member

VII. Duties

The SEC shall be responsible for:

1. The conduct of all elections prescribed in the Constitution.
2. Issuing and publicizing the Code of Conduct and campaign restrictions
3. Arbitration of complaints through the Grievance Committee

4. Conducting the election
5. Ensuring fair and free elections.
6. Announcing the dates and times for the following:
 - a. Filing of nominations
 - b. Withdrawal of nominations
 - c. Complaints regarding nominations
 - d. Date of elections
 - e. Declaration of results
7. Specifying procedures for filing and withdrawal of nominations.
8. Announcing the list of valid nominations and the results of the elections to the GSB.

VII. Timeline

1. Election notification (including Code of Conduct) to be sent at least a week before Quiz I, detailing vacancies and application procedure and important dates.
2. Filing nominations immediately after Quiz I with a maximum total period (valid nominations, final nomination, grievances) of 6 days
3. Campaign period – 2 weeks
4. Election date – 24 hours after the end of campaign period, at least 3 days before Quiz II.

Article II – Nominations

I. Filing of Nominations

1. The nomination forms shall be prepared by the SEC.
2. The nomination forms must be made available online as well as at all Hostel Offices for all elected posts.
3. The nomination form must be submitted to the SEC. The SEC must announce beforehand where, offline or online, it shall be accepting the forms.

II. Eligibility

The following qualifications hold for all posts:

1. In case of B. Tech., M. Tech., MA, MBA and MSc students, the nominee's CGPA must equal or exceed 7.0 at the date of filing the nomination.
2. The nominee must have obtained an X grade in NCC/NSO/NSS.
3. The nominee must not have a U grade at the date of filing the nomination.
4. The nominee must not have been found guilty of gross misconduct by HDC, CCASH or any similar competent authority.
5. The nominee must be a member of the electorate of the post he/she is contesting for, except in the case of the post of Speaker (SAC).
6. No person shall contest for more than one post concurrently.
7. The nominee must stay as a student for the entire academic year for which he or she has been elected.
8. For MS and PhD research scholars, the nominee should have cleared satisfactorily all the mandatory courses that he/she had registered for, and should have received the scholarship amount uninterruptedly as evidence of having maintained satisfactory progress in research.
9. In case of sponsored candidates, permission of the sponsoring agency must be obtained for contesting any post.

III. Manifesto

1. The SEC must frame guidelines for manifesto preparation and announce the same along with the valid nominations. The candidate must submit his/her manifesto as either a soft copy or a hard copy to the SEC within 48 hours of the announcement of valid nominations.
2. Candidates will have poster space allocated in common spaces and hostels to put up campaign posters.

Article III – Campaigning

I. Campaign Rules

1. The SEC shall specify timings that candidates/campaigns can use to campaign.
2. Campaigning is allowed in common places of the hostel zone. Door to Door campaigning is not permitted to respect freedom and privacy of the students.
3. Campaigning in departments will be carried out as per the directions of the respective HoD. Posters and pamphlets cannot be displayed/distributed in departments.
4. Online campaigning, restricted to the Institute community, is allowed moderated by the SEC or its representatives. Smail outreach is allowed for Institute posts, restricted to twice in the entire campaigning season.
5. The SEC shall designate common areas, such as a section of the poster boards in Himalaya for Institute elections and a section of the hostel notice boards for hostel elections, that the candidates may utilize for poster publicity. Candidates can put up posters only on these designated areas.
6. Defacing of Institute property is strictly prohibited.
7. Use of PA systems for campaigning is strictly prohibited.
8. Use of hand bills and pamphlets for campaigning is strictly prohibited.
9. All campaigning is strictly limited to the campaign period. Any candidate who begins campaigning prior to the start of the campaign period will be deemed in violation of the EC.
 - a. No SAC-approved or Institute Student Body can endorse candidates in an official capacity.
 - b. Any promotion utilizing physical and/or electronic media is prohibited until the start of the campaign period.
10. Negative campaigning is strictly prohibited. A candidate/campaign must not attempt to tarnish the image of the opposing/any other candidate with libelous accusations.
11. Candidates and campaigns may send not more than two general emails (other than the two emails specified in III.I.5) as part of a campaign over the course of the campaign period.
12. The SEC may allow / organize open debates, if required.
13. No gifts, in cash or kind, to the electorate are allowed.

II. SEC Duties

1. The SEC shall be responsible for the conduct of Soap Boxes for all the Executive Wing posts.
2. In case a post is vacant after the elections are held, the Warden/HoD, in consultation with the SEC, can nominate a student to the post until the Special Elections are held.

III. Campaign Finance Rules

1. The campaigns cannot use funds from any source for campaigning.
2. In case of posters / notices, the campaigns shall submit the design and content to the SEC. SEC will get this done through the office of Dean (Students).

Article IV – Voting

1. The SEC must obtain, and verify the validity of, all voter lists at least 3 days before the date of election. This preliminary voter list must be made accessible online, and publicized to the GSB, and request for changes must be entertained till 24 hours before the election.
2. Voting for Institute Elections and Hostel Elections should take place together, and must be conducted for at least 4 hours.
3. Polling stations should be established at the respective hostels, the Institute Computer Center (PG Senapathy Centre for Computer Resources) and the academic zone.
4. Each hostel needs to maintain a voter list of its residents only. The SEC should decide on which voting lists need to be made available at the Computer Centre and academic zone.
5. The SEC shall ensure that there are enough computer systems in every hostel so as finish voting within the stipulated time period.
6. The Identity Card of the voter will be checked outside the polling station to confirm the voters' identity. Every voter will then be issued with one password using which he/she can

log in and cast his/her vote. No password will be issued in case a voter is unable to produce a valid Identity Card.

7. The voter can login using his/her roll number as username and the issued password.
8. After finishing voting, the voters will have to hand over the password slip back to one of the officials of the hostel and then leave the room.
9. The SEC can seek the assistance of the Hostel Warden and the Hostel Staff in conducting elections within the hostel.

Article V – Grievance Committee

1. The Grievance Committee shall constitute:
 - a. All SEC members
 - b. DR (Students)
 - c. Concerned Warden/HoD (When necessary)
2. This committee's term shall be from the announcement of elections to the announcement of final results.
3. All complaints regarding elections must be sent to the SEC. Within 24 hours of the receipt of any complaint, a meeting of the Grievance Committee must be convened. The concerned parties must be allowed to present their case in this meeting.
4. The Grievance Committee may decide to impose the following, based on the severity of the complaint received:
 - a. A written reprimand to the candidate.
 - b. A reduction or complete withdrawal of the candidate's campaign allowance.
 - c. Suspension of the candidate's campaign for an appropriate period of time.
 - d. Cancellation of the candidate's nomination.
5. The minutes of this meeting must include the penalty levied and a dissent note, if any, from any person present in the meeting and must be publicized to the GSB.

Article VI – Impeachment

I. Grounds for Impeachment

Any student representative may be impeached on grounds of

1. Non-performance of duties specified in the Students' Constitution
2. Gross misconduct, as found by HDC, CCASH or any similar competent authority
3. Financial misappropriation

II. Executive Wing Members

1. An impeachment motion against any Executive Wing member can be raised in a regular meeting of SAC, or by letter/e-mail to the SEC, by any GSB member, provided that it is supported by at least 10 SAC Councilors. This support must also be intimated to the SEC in writing or as an e-mail.
1. A SAC Impeachment Sub-Committee shall be formed within 48 hours of the receipt of the letter/e-mail to look into the allegation and the representative shall be presented with the opportunity to defend himself/herself in front of the Committee.
2. A special session of SAC must be convened for the impeachment vote within two weeks of the Committee being set up. The Committee must present a detailed report on the issue to SAC in this meeting. The EW member shall be considered impeached only if at least $\frac{3}{4}$ of the total number of SAC members are present and at least $\frac{3}{4}$ of the total number of SAC members vote in favour of the motion.

III. Elected Hostel and Branch Representatives

1. An impeachment proceeding against any elected hostel or branch representative can be initiated by one-tenth of the total strength of the electorate for a particular post. The impeachment motion must be initiated by writing a letter/e-mail to the SEC and the Warden/HoD (except in the case of the Speaker).
2. The SEC, along with the Warden/HoD (except in the case of the Speaker) shall call for a meeting of the electorate within 5 days of the receipt of the letter/e-mail, where the accusers shall be allowed to present their case and the accused representative shall be allowed to

defend himself. The SEC must ensure that this session is conducted in a fair and balanced manner.

3. If the impeachment motion is against the Speaker, SAC shall nominate a Councilor to conduct the impeachment proceedings. The Speaker must also resign from his/her post in the SEC while impeachment proceedings are being carried out.
4. The impeachment vote must be held by the SEC within 72 hours of the meeting.
5. The representative shall be considered impeached if the number of votes cast in the impeachment vote is equal or greater to the number of votes that were cast in the representative's election to the post, and at least two-third of the votes support impeachment. If the candidate had an unopposed election, then at least two-third of the electorate must vote in the impeachment motion, and at least half of the votes must support impeachment.

Article VII – Amendment

This document is a part of the Student Constitution and its amendment must follow the same procedure as a Constitutional Amendment.

REVISION OF COMPOSITION OF SAC

The revised composition of SAC is as given below:

- A. Each hostel shall elect a Hostel Legislator to represent itself in the Student Affairs Council.
- B. Each Department shall elect two Department Legislators (Academic and Research to represent itself in the Student Affairs Council).
- C. Each Department shall elect a Branch Councillor to take care of activities including, but not limited to, Academics, Placement and other extra and co-curricular activities.
- D. M.Tech students shall elect five M.Tech Councillors to take care of activities including, but not limited to Academics, Placement and other extra and co-curricular activities.
- E. The electorate for the Department Legislator (Academic) shall include B.Tech, Dual Degree, M.Tech, M.Sc, MBA, MA students.
- F. The electorate for the Branch Councillor shall include B.Tech, Dual Degree, M.Sc. MBA and MA students.
- G. Each Department shall elect a Research Councillor to take care of activities including, but not limited to, Research, Placement and other extra and co-curricular activities.

The departments taken for consideration are as follows:

1. Aerospace Engineering
2. Applied Mechanics
3. Biotechnology
4. Chemical Engineering
5. Chemistry
6. Civil Engineering
7. Computer Science and Engineering
8. Electrical Engineering
9. Engineering Design
10. Humanities and Social Sciences
11. Management Studies
12. Mathematics
13. Mechanical Engineering
14. Metallurgical and Materials Engineering
15. Ocean Engineering
16. Physics

Duties and Responsibilities of Legislators

Each Legislator shall:

1. Attend and participate in every meeting of the Student Affairs Council.
2. Represent the interests of their electorate in specific and the Institute in general in the Student Affairs Council.
3. Ensure unfettered access for all members of his or her electorate to voice their concerns to him or her.
4. Ensure the maximum possible level of personal interaction with members/groups of his or her electorate in order to represent them to the best possible extent in the Student Affairs Council.
5. Take an active part in both offline and online discussions and votes.
6. Be a member of one Standing Committee for the course of the entire year. The Speaker may allow Legislators to be part of more than one committee;
7. Be well-versed with the Students' Constitution and legislation passed by the Student Affairs Council.

Duties and Responsibilities of Branch Councillors

The Branch Councillor shall:

1. Represent any academic concerns of students to the Head of the Department and the Department Consultative Committee and shall facilitate interactions between faculty and students.
2. Conduct GBMs at the Department regularly.
3. Help students tackle their specific academic problems and take up their problems with the respective authorities.
4. Attend the Department Consultative Committee meetings and represent the views of the students.
5. Be conversant with all the rules and procedures of the Department.
6. To conduct, coordinate and facilitate placements and internships for the department in coordination with the Office of Placement and Training, and Internship. The Academic Secretary may appoint a person as Placement Core, after due approval from the DSB, in consultation with the Academic Affairs Secretary.

Duties and Responsibilities of Research Councillors

The Research Councillors shall:

1. Represent any academic and research concerns of students to the faculty and shall facilitate interactions between faculty and students.
2. Conduct GBMs at the Department regularly.
3. Help students tackle their specific academic and research problems and take up their problems with the respective authorities.
4. Attend the Department Consultative Committee meetings and represent the views of the students.
5. Be conversant with all the rules and procedures of the Department.

The Research Councillors and the Research Legislators, in consultation with the Head of the Department, can appoint Cores under them to fulfil their responsibilities.