



IIT PALAKKAD

INDIAN INSTITUTE OF TECHNOLOGY PALAKKAD

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# Students' Constitution

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Board of Students, IIT Palakkad

March 2, 2024

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# Foreword by the Patron

The need for a Student Constitution was felt early on, by the institute. Even as early as 2017, the Students' General Secretary (Prakhar Agrawal) shared a draft with Prof. Valsa Kumar, the Dean (Students). A draft constitution was also shared in 2018 by Chaitanya Khawase (the Students' General Secretary) with Prof. KVG Kutty who was the Dean (Students).

In 2018, the 5th Senate resolved that the Dean (Students) can take an initiative to formulate a roll of honor for students through student counselors. Thus, the "Student code of ethics and honour" was prepared. This was reviewed by Dr. Sarath Sasi. A draft constitution was also presented to the 10th BAC which resolved that "the Dean (Students) and Dean (Academics) will constitute a committee outside BAC for review of the full document and the suggestions arising then be sent to the Student Council for appropriate consideration. The discussion on this document is deferred till then."

A committee was then formed by Prof. KVG Kutty (Dean - Students), consisting of Dr. Krishna Sesha Giri (Chair), Dr. Debarati Chatterjee, Dr. Lakshmi Narasimhan Theagarajan and Dr. Anoop George. In 2019, the committee proposed changes to the preamble, code of ethics and honour, jurisdiction of the code of conduct and violations, and the SAC constitution.

The code of ethics and honour was adopted in July 2019 by the 9th senate.

In June 2020, the SAC led by Muhammad Yaseen presented the draft student constitution to the Dean (Students), Prof. KVG Kutty for review. In July 2020, the SAC also shared the document with Dr. Anand TNC who had taken over as Dean (Students), and followed up on it. Due to the covid situation, it could not be taken up further during the term of the SAC. The new SAC team led by Shrujan Kanabar also requested the Dean (Students) to approve the students constitution.

Meanwhile, the formation of the Board of Students, the separation of the institute and hostel accounts, addition of secretaries to take care of PG and Research affairs, and other changes in the system were pursued. In the case of the messes, the operation was handed over almost entirely to the students, and it is expected that more and more responsibilities in the student sector would be handed over to the students on similar lines, in the coming years.

In light of these and the other procedures which evolved, it was felt that the draft constitution needed to be expanded to reflect these aspirations. The constitution also borrows some sections from other institutes. An updated draft was presented to several former secretaries and also the present secretaries and members of the Board of Student, and was modified to take into account their feedback.

As is evident from the description above, many people have contributed to making the Student constitution. On behalf of the institute, I thank all of them and hope that with the adoption of this Student Constitution, the roles of the student office bearers will be clearer, and lead to students taking up more responsibilities in the student sector.

Prof. P B Sunil Kumar  
Director, IIT Palakkad

# Chapter 1

## Preamble

We the Students of the Indian Institute of Technology Palakkad, hereby resolve to constitute a self-governing democratic organization called the Student Gymkhana and give unto ourselves the Charter called the “Students Constitution”. We firmly resolve to abide by this constitution to:

- PROMOTE the welfare and interest of the students with the aim to achieve excellence in and beyond the classroom,
- PREVENT differences and discrimination among the student community on social, financial, religious, race, caste, gender, department, or any other basis,
- PROSECUTE against the discrepancies, of any sort or scale, and deviations from procedures of functioning stated explicitly or understood implicitly, in relevant cases.

## Chapter 2

# Composition of the Student Gymkhana and Advisory Body

1. All registered students of IIT Palakkad shall be deemed to be members of the Student Gymkhana (SG), and shall constitute the General Student Body (GSB).
2. The Director of IIT Palakkad shall be the Patron of the Student Gymkhana.
3. The Dean (Student Affairs) or a faculty nominated by the Director of the Institute shall be the Chief Advisor of the Student Gymkhana.
4. The Associate Dean (Student Affairs) shall be the Advisor of the Student Gymkhana.
5. The office-bearers of the Student Gymkhana shall, from time to time, in consultation with the Chief Advisor, suggest a panel of names from among the faculty to the Patron for appointment to the positions of the Faculty Advisor (Co-curricular), Faculty Advisor (Extra-curricular), Faculty Advisor (Sports & NSO), Faculty Advisor (NSS), and other Faculty Advisors(s) (FAs) of the Student Gymkhana.
6. All Advisors shall be subordinate to the Chief Advisor in all decision-making powers; the latter shall himself/herself be subordinate to the Patron.
7. The office-bearers of the Student Gymkhana shall, in consultation with the above-mentioned FAs, suggest a panel of names from among the faculty/staff to the Chief Advisor for appointment to the positions of Club Mentors of the Student Gymkhana.
8. The Board of Students (BoS) constituted by the Director of IIT Palakkad shall lay down broad guidelines for the smooth conduct of student affairs. The Board of Students, chaired by the Dean (Student), formulates various student welfare initiatives and provides mentorship to students across multiple domains.
9. Changes to the Students' constitution will be considered if they are proposed by:
  - over one third of the students of the GSB,
  - over half the members of the SAC,
  - a member of the senate.
10. Changes proposed to the Students' Constitution will be considered by the Board of Students. Any amendments to this constitution will be forwarded to the Senate for



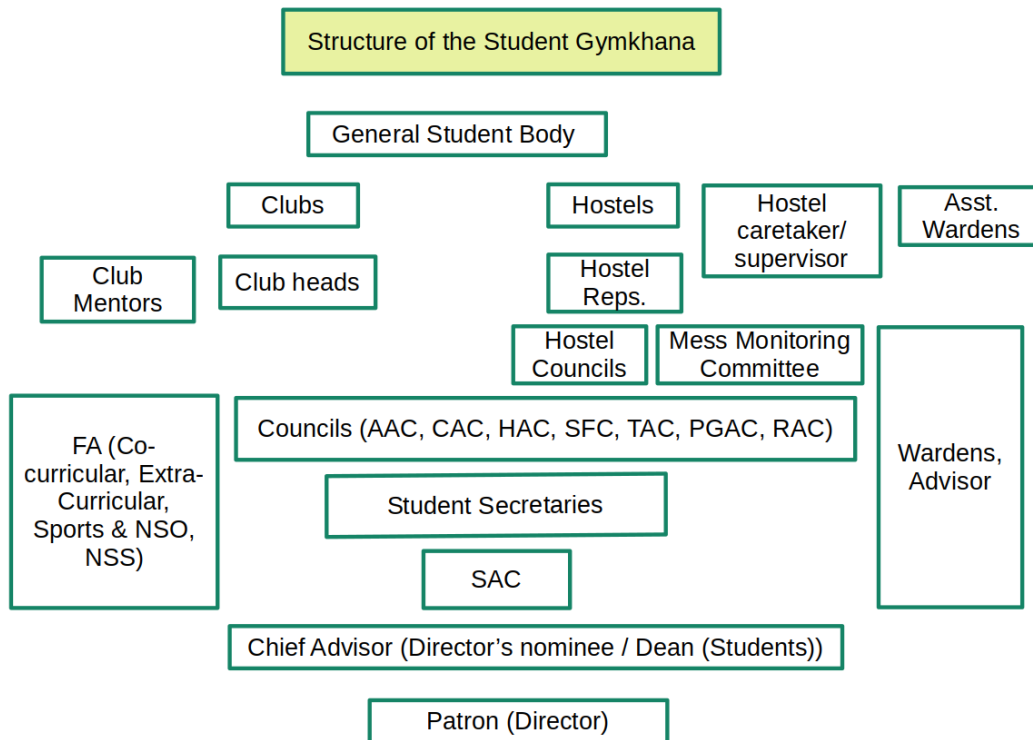


Figure 2.1: Structure of the Student Gymkhana

approval, if deemed necessary by the Patron. Any proposed changes will come into effect only if they are approved by the Patron, or the Senate.

# Chapter 3

## Office Bearers

### 3.1 Student Affairs Council

The duly elected office-bearers of the Student Gymkhana (SG) shall constitute the Student Affairs Council (SAC), which shall be responsible for the functioning of the SG through its constituent councils, namely the Academic Affairs Council, Cultural Affairs Council, Hostel Affairs Council, Sports & Fitness Council, Technical Affairs Council, Post-graduate Affairs Council and Research Affairs Council, and also through any other affiliated clubs and forums formed by these aforesaid councils for the specific purpose of promoting hobby and leisure time activities.

The SAC shall be the apex policy-making student representative body. The policies shall be based upon the experiences, demands and aspirations of the General Student Body (GSB). The SAC shall be accountable to the GSB. SAC members shall always strive for the betterment of the institute and GSB, and work in cohesion with each other and maintain transparency in their work.

The SAC acknowledges the fact that the students have an academic duty towards the Institute, and all its policies shall be motivated by this consideration; all policies formulated by the student body shall be duly perused, amended (if required), and ratified by the Institute administration before they are implemented. The SAC is also accountable for executing the policies.

1. The Student Affairs Council (SAC) shall be the representative body of the students. The objectives of the SAC are to:
  - a. Serve as the main forum of expression of student opinion.
  - b. Be in continuous touch with the General Student Body, identify student issues, promote discussions on them, and act as a feedback system.
  - c. Foster and develop student activities in the Institute
  - d. Facilitate the functioning of the various councils and clubs of the Student Gymkhana by making budgetary allocations and by evolving suitable support mechanisms to offer support for all recognized student activities
  - e. Develop a well-informed, articulate and participative student community life, and increase social awareness
  - f. Develop a sense of belonging with the Institute, foster a symbiotic relationship, and encourage excellence in all activities

2. The SAC shall consist solely of: The Students' General Secretary (SGS), the Academics Affairs Secretary (AAS), the Media and Cultural Affairs Secretary (MCAS), the Hostel Affairs Secretary (HAS), the Sports Affairs Secretary (SAS), the Technical Affairs Secretary (TAS), the Post-graduate Affairs Secretary (PGAS), and the Research Affairs Secretary (RAS), collectively referred to as Student Secretaries.
3. SAC meetings shall have a quorum of half the total strength.
4. The Chief advisor and SAC shall supervise the overall functioning of the Student Gymkhana.
5. The Students' General Secretary shall preside over the SAC. S/he shall also supervise and coordinate the general affairs of the GSB. The Academics Affairs Secretary, the Media and Cultural Affairs Secretary, the Hostel Affairs Secretary, the Sports Affairs Secretary, the Technical Affairs Secretary, the Post-graduate Affairs Secretary, and the Research Affairs Secretary shall supervise and coordinate all the activities of their respective councils.
6. Ordinarily, the general interest of the Student Gymkhana shall prevail over individual interests. Hence, decisions taken by a majority in the SAC, shall be binding on all.
7. In contentious cases, where some decision of the SAC has been carried by a majority but with a substantial minority (i.e., more than 3 of the Secretaries present) voting against it, the General Secretary of the Council may refer the matter to the General Student Body if so requested by at least 5 of the 8 members of Student Affairs Council present and voting.
8. The Students' General Secretary shall be notified of the meeting of all councils under the SAC, at least one day in advance. Meetings of SAC councils may be held at shorter notice, only with the approval of the SGS.
9. The Students' General Secretary shall have the power to convene the meeting of any council. S/he may attend all meetings of all committees of the councils at his/her discretion.
10. The roles and responsibilities of the SGS are given in Appendix B

### **3.1.1 Tenure**

1. The term of office of the elected members of the SAC shall be one year.
2. The official year of working will be from the first week of May, to the last week of April of the ensuing year.

### **3.1.2 Elections**

The student Secretaries shall be elected by the procedure laid out in Chapter 6.

### **3.1.3 Roles and Responsibilities**

1. All the Student Secretaries shall be individually accountable to the SAC for the implementation of the policies in their respective domains.

2. Each Student Secretary will have his/her own council to take care of the concerned activities.
3. The SAC shall form sub-committees with approval from the Chief Advisor on an ad-hoc basis to investigate specific issues (e.g. Sports sub-committee, Mess sub-committee, etc.)
4. The SAC shall nominate an Emergency Council (EC), consisting of a subset of the SAC, to consider urgent issues during vacations, if a majority of the members of the SAC are likely to be unavailable to meet in person and online.
5. The following are the representatives from SAC executives in the official bodies of the Institute:
  - Senate: SGS, AAS, PGAS and RAS
  - Mess Monitoring Committee: SGS, HAS
  - Amenity Center Committee: SGS, HAS
6. The Student Secretaries shall appraise the SAC of all the issues dealt with by the various official bodies of the Institute.
7. The Student Secretaries shall necessarily project the views of the SAC to the official bodies of the Institute.
8. The SAC shall make recommendations to the Patron for resolving any issues arising out of the implementation of any of the provisions of this Constitution.
9. The Student Secretaries 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 in the process of implementation and execution of these policies. They shall be accountable to the SAC for the satisfactory execution of their responsibilities.
10. Any meetings to discuss the policies of the GSB shall invite all the members of the SAC and any decisions taken should be with the knowledge of the SAC members.

# Chapter 4

## Councils of the SAC

1. The Student Secretaries (AAS, MCAS, HAS, SAS, TAS, PGAS, RAS) shall have a council to assist her/him.
2. The Student Secretary of the concerned council shall supervise and coordinate all activities of their respective council.
3. Each council shall consist of the respective Student Secretary, Faculty Advisor of the council, and members admitted to the council, or such structure as shall be decided by the respective Student Secretary under the guidance of the SGS and Chief Advisor.
4. The respective Secretary shall be the Chairperson of each council.
5. The respective Secretaries shall propose, for ratification by the SAC, the names of students to be appointed as members of their individual councils.
6. If, in the opinion of the SAC, a person proposed as a member of a council does not possess the requisite qualifications for the task, it may reject the proposed candidate and call for fresh proposals.
7. The Secretary alone remains accountable to the GSB for the satisfactory performance of functions in her/his domain.
8. Each Council/Committee shall have a quorum of half the total strength.
9. Any complaints or disputes regarding the selection process of the council members or on the conduct of the council members should be addressed by the respective secretary, SGS and the respective faculty advisor (if any, or else, the Chief Advisor).

### 4.1 Formulation of Policies:

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

## **4.2 Aim(s) of the councils:**

The aim(s) of the various Councils shall be as follows:

### **4.2.1 Academic Affairs Council**

Help organize, and look into all academic activities

### **4.2.2 Media and Cultural Affairs Council**

Organize and promote all cultural activities

### **4.2.3 Hostel Affairs Council**

Promote the well-being of students in all hostels and address problems related to hostels

### **4.2.4 Sports and Fitness Council**

Organize and promote all sports and fitness-related activities

### **4.2.5 Technical Affairs Council**

Organize and promote all scientific and technological activities

### **4.2.6 Post-graduate Affairs Council**

Organize and promote activities specific to course-based post-graduate students, and promote the participation of post-graduate students in the activities of the institute.

### **4.2.7 Research Affairs Council**

Organize and promote all activities specific to research scholars, and promote the participation of research scholars in the activities of the institute.

## **4.3 Roles and responsibilities**

The roles and responsibilities of the councils and the student secretaries are given in Appendix [B](#)

# Chapter 5

## Finances

The total funds of the SG shall consist of:

- Contributions from gymkhana fees paid by the students.
- Regular and adhoc contributions made by the Institute.
- Funds from other sources such as membership fees for clubs (if any), sponsorships, etc.

### 5.1 Budget

1. The budget outlay of the Student Gymkhana shall be determined by the Chief Advisor, in consultation with the Faculty Advisors (Extra-curricular, Co-curricular, Sports & NSO, NSS), and notified to the SAC within a week of the new SAC taking office.
2. The SAC shall propose a detailed yearly budget on the recommendation and requirements of various councils.
3. Budgetary provisions for the various councils under the SAC should detail allocations made individually against each club activity, and also other major heads of expenditure, besides estimates of miscellaneous expenses.
4. The budget shall be allocated every year by the Chief Advisor, at a meeting attended by the Advisor, General Secretary and Secretaries (with their budget estimates).
5. If the allocation of the budget does not happen at a meeting of the Board of Students, the SAC shall present the finalized budget to the next Board of Students for ratification.
6. The budget of the Hostel Councils shall be determined by the Dean (Students), in consultation with the Associate Dean (Students) and Wardens.
7. The budget of the Hostel Councils shall be allocated by the Dean (Students), at a meeting attended by the Associate Dean (Students), SGS, HAS, and hostel representatives.

8. Advances may be drawn by the Faculty Advisors and given to the Student Secretaries, or to any person authorized in writing by them.
9. The deadline for submitting/settling advances is within four weeks after withdrawal. All advances shall stand due against the names of the concerned secretary and faculty advisor until satisfactorily accounted for in accordance with the rules in force.

## **5.2 Disciplinary Action**

The SAC shall recommend disciplinary action against any person(s) against whom a case of proven financial mis-management and/or misappropriation has been made out. The decision shall be communicated to the Dean (Students) for implementation.

## **5.3 Annual Report**

The SAC shall present its financial statement as a part of the annual report for approval before the Student Gymkhana. This must include:

- (a) Details of the approved budget
- (b) Details of expenditure
- (c) Any exceptional expenditure

The hostel councils shall also present similar financial statements each year to the hostellers of the respective hostels.



# Chapter 6

## Elections and Impeachment

### 6.1 Eligibility for Contesting

Regular, registered, full-time students of the institute are eligible to stand for election provided they fulfill the following criteria:

1. A candidate should not have invited any disciplinary action from the institute.
2. A candidate should not have any (active) U or W grade in any course.
3. For the post of Students' General Secretary, first year students are not allowed to contest.
4. For the post of Research Affairs Secretary, only registered research students (MS and PhD) of IIT Palakkad are allowed to contest.
5. For the post of Post Graduate Affairs Secretary, only registered post-graduate students (MSc and MTech) of IIT Palakkad are allowed to contest.
6. For the posts of Academic Affairs Secretary and Technical Affairs Secretary, a candidate shall possess a minimum CGPA of 7 out of 10. For the other posts, a candidate shall possess a minimum CGPA of 6.5 out of 10.
7. No candidate is allowed to contest for more than one post.

### 6.2 Electorate for various posts

1. For the post of Research Affairs Secretary, the electorate will consist only of the registered research scholars (MS and PhD) of IIT Palakkad.
2. For the post of Post Graduate Affairs Secretary, the electorate will consist only of the registered students of course-based post-graduate programs (e.g. MSc and MTech) of IIT Palakkad.
3. For all other posts, the electorate will consist of all the registered students of IIT Palakkad.
4. Voting shall be conducted via an online system (typically Moodle) and the voter should have an active IIT Palakkad account. Access to online voting may be through

dedicated computers in specific locations, when all batches of students are on campus. Separate logins and passwords with random characters (unconnected to their name or roll number) will be created and shared with the students for this purpose.

5. The posts for election are:
  - Students' General Secretary
  - Academic Affairs Secretary
  - Media and Cultural Affairs Secretary
  - Hostel Affairs Secretary
  - Sports Affairs Secretary
  - Technical Affairs Secretary
  - Post Graduate Affairs Secretary
  - Research Affairs Secretary

### 6.3 Election Procedure

1. The Student Secretaries shall be elected from the General Student Body.
2. In case a candidate gets  $>50\%$  votes in the first round, he/she will be declared elected. Otherwise, the system of one single transferable preferential voting system will be implemented, i.e., if there are  $n$  candidates, voters shall be required to give  $n$  preferences. Counting shall be done in successive rounds. A voter should not vote for a single candidate for more than one preference in a single post. Such votes shall be deemed void.
3. In the first round, only first preference votes shall be counted, and the candidate with the least first preference votes shall be declared unsuccessful.
4. In the next round, second preference votes of the voters who voted for the unsuccessful candidate shall be added to the first preference count of candidates advancing to the next round. Again, the candidate with the lowest tally shall be declared unsuccessful.
5. While redistributing the votes this time, the following procedure will be observed: the second preference votes of the voters who voted for the candidate being eliminated shall be added, and then, the third preference votes of the voters who voted for the candidate eliminated earlier and the candidate presently being eliminated shall be added. In a similar fashion, the procedure shall be repeated until one candidate, who shall be declared successful, secures  $>50\%$  of the total valid votes cast. The program which will be used for this exercise will be shared with the candidates in advance of the election, and the number of votes of each preference type obtained by each candidate will be made public after the election.
6. NOTA option is also available. In case none of the candidates gets more than  $50\%$  of the votes, all the candidates will be declared as not successful in the election. Hence re-initiation of nominations process and a re-election.

## 6.4 Election Commission

1. The Chief Advisor shall appoint the Returning officer, a Polling officer, and an Observer from among the faculty, for conducting the election, in consultation with the Advisor and present student secretaries. The Chief Advisor, Advisor and the Returning Officer shall appoint a team of 7 Nominees to help conduct the election. The Chief Advisor, Advisor, Returning Officer and 7 nominees (5 faculty and 2 students) will comprise the Election Commission (EC).
2. EC should have at least one girl nominee. The EC shall frame the rules for conducting the election with the approval of the Chief Advisor. The electorate for all posts will be the students, as mentioned in Section 6.2.
3. The election notice should be communicated to all the students at least three days before the date of nomination. The nomination shall be filed with the written consent of the nominee.
4. No candidate can contest for more than one post simultaneously.
5. The candidates should have at least one academic year pending in the institute at the time of elections.
6. All officials shall be elected for a tenure of one year, by a secret ballot on the basis of the procedure mentioned in 6.3.
7. For unopposed candidates, the number of votes in favour of the candidate should be more than the number of votes against the candidate for the candidate to get elected. In case the candidate does not get elected, another nomination will be called for the post and elections will be conducted again. In case of a tie, there will be a re-election.
8. The Returning Officer may declare provisional results immediately after the counting of votes and shall submit the election result to the Chief Advisor for ratification.
9. The EC will decide on all matters pertaining to the election. However, under exceptional circumstances, an appeal may be made to the Chief Advisor.
10. In the event of any post remaining uncontested, or if no candidate is successfully elected for a post which was contested by multiple candidates, nominations will be called again. The Chief Advisor, in consultation with the Patron, Advisor and the SGS, will nominate a student from among the applicants to the post. In case the post is of Students' General Secretary, then elections will be conducted again.

### 6.4.1 Re-Election

1. In case an elected representative resigns, re-election will be conducted within 21 days of the resignation and the result will be declared immediately. For the 21 days of interregnum, the SAC members shall nominate a person from amongst themselves, to take care of the responsibilities for this period.
2. In all cases of dispute, the decision of the Chief Advisor shall be binding.

## **6.5 Impeachment**

1. Any impeachment proceedings can be initiated by either one-third members of the SAC or one-fourth of the total strength of the GSB eligible for a particular post.
2. The SGS shall conduct the impeachment proceedings against members of the SAC within one week of the receipt of the memorandum. The impeachment motion must be approved by the Chief Advisor, to hold.
3. If the Memorandum of Impeachment is against the SGS, it must be submitted to the Chief Advisor who will take forward the proceedings in place of the SGS.

### **6.5.1 Debate**

1. The SGS/Chief Advisor shall call for a meeting of the GSB within 48 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.
2. A person shall be considered impeached if two-thirds of the GSB cast their votes, and a simple majority of these vote in favour of the impeachment.

### **6.5.2 Disciplinary Action**

1. In case a Disciplinary Action is taken against a member of the SAC during his/her tenure, the concerned member will stand impeached and re-election will be held for the concerned post.

# Appendix A

## Rules and Procedures

### A.1 Rules and Procedures

#### A.1.1 Rules and Procedures

The SAC shall be governed by the following rules and procedures:

1. SAC shall have regular meetings and may call emergency meetings to take up special issues.
2. The Students' General Secretary will convene all the meetings of the SAC.
3. Order of Transactions – The SGS shall take items in the following order while conducting SAC meetings:
  - i. Ratification of previous meeting minutes (if necessary)
  - ii. Announcements
  - iii. Status reports by Student Secretaries
  - iv. Unfinished Transactions
  - v. New Transactions on the Agenda
  - vi. Any item not on the Agenda with the support of one-third of the floor strength of SAC.
4. **Agenda:** The agenda of the meetings of the SAC / Student Gymkhana shall be finalized by the Students' General Secretary of Student Gymkhana in consultation with the General Student Body. The agenda shall be circulated to the SAC and GSB by the SGS. The agenda may be modified by a simple majority present and voting at the meeting.
5. **Minutes:** The responsibilities for the recording of the minutes of the sessions of the Student Gymkhana and SAC meetings shall rest with the SGS. The minutes shall be recorded by the General Secretary and shall be circulated among members for corrections. If no corrections are received within one week of circulation of minutes, the minutes shall be deemed final.
6. The Student Gymkhana may appoint as and when necessary a subcommittee to investigate any particular matter and report to it.

7. All ad hoc sub-committees of the Student Gymkhana shall cease to exist when the new SAC takes over.
8. **Frequency of SAC meetings:** A minimum of three ordinary SAC meetings must be conducted every year: at least one in the odd semester and two in the even semester, the last meeting being a joint session of the old and new SAC members.
9. **Quorum:** The quorum for an ordinary meeting of the SAC shall be half the current strength of the SAC. If the floor strength of a SAC meeting falls below the specified quorum during the meeting, any decision taken there will not be valid.
10. **Attendance:** Whenever a SAC executive member expects to be unavailable for a period of ten days or more, the member shall notify the SGS via mail, in advance. However, in cases of emergency, he or she should inform the SGS in writing within five days of the commencement of his or her absence. The executive shall also inform the corresponding faculty advisor of his/her absence. The absentee should hand over the charge to SGS for this period. In the case of absence of SGS, the functions of SGS shall be performed by the Chief Advisor. If any member fails to attend two-thirds of the meetings (integral value), without prior information and/or explanation, the defaulter stands automatically expelled from the SAC.
11. SGS can invite any member of the GSB to an ordinary SAC meeting with prior notification to SAC.
12. **General Body Meetings (GBM):** The SGS is expected to call for a GBM to be held in person or in online mode, at least once in every semester. The quorum for a GBM of the SAC shall be half the number of members. If the floor strength of a GBM falls below the specified quorum during the meeting, any decision taken there will not be valid. The agenda of a GBM should be circulated to GSB at least three days before the date of GBM.
13. Any individual of the GSB can attend the GBM. Any other person may attend the GBM with the permission of the SGS.
14. An individual, a representative of a group of students, a Student Secretary or any other person who has been allowed to attend the GBM, can put forth his/her views on the floor of the SAC with the prior permission of the SGS.
15. **Misbehaviour on the floor of a SAC meeting/GBM:** In the event of misbehaviour by any member of the SAC, the GSB or any other person during a session, the SGS shall have the right to suspend the person from that session with approval from the Faculty Advisors. The Chief Advisor shall have the right to suspend the SGS from the session in the event of misbehaviour by the SGS. Also, repeated misbehaviour or two suspensions can lead to expulsion from further activities.
16. The SGS is empowered, on the advice of the SAC, to convene an Emergency Meeting (EM) of the SAC during the semester or vacations giving three days' notice, should the need for such a meeting arise, to discuss issues of far-reaching importance.
17. **Final annual session of the SAC:** The final session of the SAC for a particular year shall be a joint session of the outgoing and incoming SAC. The SAC completing its tenure shall present through the SGS, an account of the activities during their tenure, hand over all records and the expenditure details of the last year Gymkhana

budget and charge, and suggest a future course of action to their successors.

18. **Resignation by an SAC member:** Any SAC member must submit his/her resignation letter to the Chief Advisor if he/she wishes to step out of the post during the tenure. The resignation should be accepted by the Chief Advisor for it to hold.

### **A.1.2 Change in Rules and Procedures:**

1. Inadequacies in the rules and procedures shall be referred by the Students' General Secretary, to the Chief Advisor.
2. All rules and procedures may be repealed, revised, or amended at any session of the Student Gymkhana provided the following steps have been included in the previously circulated agenda for the same:
  - i. Written notice of the proposed action, giving the text of the desired modification together with a statement of its purpose and effect, and
  - ii. The opinion of the rules and procedures committee (set up by the Chief Advisor) on the desired action
  - iii. Any such modification shall be subject to a two-third majority in the Student Gymkhana.

### **A.1.3 Rules And Procedures - Financial Affairs Of The Students Council**

(The rules and procedures set out below are per the guidelines laid down in the Constitution and spell out in detail the general idea expressed therein.)

1. The financial year of the SAC shall be reckoned as 1st August to 31st July.
2. The SAC proposes a budget at the beginning of every tenure, which shall be approved by the Chief Advisor and ratified by the BoS.
3. The newly elected SAC shall strive to have the budget approved before the start of financial year of the SAC.
4. Each Council can spend up to its budget limit in consent with the Student Secretary of the Council and the Faculty Advisor of the Council/ Chief Advisor
5. Amounts up to some limit (as decided by the Dean (Students)) are to be approved by the Advisor.
6. Any expenditure above the limit of the Faculty Advisor, comes to the Chief Advisor.
7. All remittances towards advertisements/sponsorships shall be received at the Students Section. The parties on whose behalf the advertisements appear must remit the amount due by cheque/draft drawn in favor of IIT Palakkad.
8. All equipment purchase shall be done only with the approval of the Dean (Students). In case the expenditure of equipment(s) exceeds Rs. 25,000/- proper quotations should be called for from at least three authorized firms/dealers. A purchase committee formed by the Dean (Students) shall then give contracts on the basis of quotations received.
9. Expenses on cash purchases are to be made out of advance drawn there against. Such purchases must have the prior approval of the concerned authorities.
10. The Student Secretaries must submit proper accounts for expenditure incurred as early as possible after the amount has been spent and always prior to request for a fresh advance, subject to conditions laid down in the Constitution.
11. As far as possible, all payments shall be made by cheques/bank transfer by Students' Section. Except for conveyance, there should be receipts of all expenditure. Conveyance and TA bills should be submitted only on proper forms available for the purpose (at the Students' Section). In case of train journey money receipts should be attached.
12. Whenever visiting dignitaries are to be entertained, the expenditure on 'hospitality' may be commensurate with the needs of protocol, but only one or at the most two (under exceptional circumstances) persons of the concerned council may accompany the dignitaries.
13. A stock register is to be maintained for each council. It is to be regularly checked, updated and officially handed over to the successor executives by the outgoing executives. (All permanent/semi-permanent/perishable items should be noted. Transfers to other clubs should be noted in the respective register).



14. Wherever objectionable procedures/wasteful expenses are detected by the SAC, it is at liberty to seek satisfactory explanation from the executive concerned.
15. **Relaxation of rules:** The Patron, acting on the advice of the Chief Advisor, may carry out amendments to the constitution, which s/he deems fit.

# Appendix B

## Roles and Responsibilities

### B.1 Students' General Secretary (SGS)

#### B.1.1 Roles and Responsibilities

1. The SGS shall coordinate the work of the SAC.
2. The SGS is responsible for maintaining the Gymkhana budget for student activities in the institute for the year under her/his tenure, under the supervision of the Chief Advisor. The SGS shall submit the budget proposal latest before the beginning of next financial year of SAC and the SAC shall aim to approve the proposal with necessary revisions latest by 31 July of the same year.
3. SGS will compile the decisions taken during the meetings and provide it to the SAC and concerned authorities.
4. The SGS shall convene all SAC Meetings and is responsible to circulate the minutes of the meeting within 7 days from the end of the meeting to the GSB.
5. The SGS shall be the primary point of contact in all matters pertaining to policies and activities for students.
6. The SGS shall represent the GSB and shall handle specific matters (which does not fall under any other secretary, and any urgent items) and monitor the organizations of annual technical and cultural festivals (a team for which shall be formed by the Chief Advisor). The SGS shall monitor the working of such a team and shall report any shortcomings to the Faculty Advisor of the festival, and other members of the SAC. The SGS may also take the help of the other SAC members for the same.
7. The SGS shall liaise with the administration on all matters affecting the general student's welfare.
8. The SGS shall represent the GSB in Inter-IIT student meets and conferences.
9. The SGS shall jointly work with Mitra (the Wellness Centre) as well as the online counselling services of the institute, where required.
10. The SGS shall represent the GSB in the Senate.

11. The SGS shall represent the GSB in all the other places if needed, with the consent of Chief Advisor.
12. The SGS shall be a member of the Mess Committee as well as the Amenity Centre Committee.
13. The SGS shall be a student member of the Career Development Centre.
14. The SGS shall be a member of the Institute Alumni Cell.
15. The SGS shall be responsible for maintaining the SAC portal of the institute.
16. The SGS may invite other members of the institute community to attend meetings of the SAC, as invitees.
17. The SGS shall also look after the welfare of clubs which do not fall under the domain of the secretaries for Cultural, Sports, Technical, PG, or Research affairs.

## **B.2 Academic Affairs Secretary (AAS)**

### **B.2.1 Roles and Responsibilities**

1. The AAS shall represent the academic interests, concerns and aspirations of the GSB and report them to the concerned authorities and ensure the smooth functioning of all academic-related matters in the institute.
2. The AAS shall ensure timely dissemination of information regarding various academic activities and courses, and internship opportunities.
3. The AAS shall be responsible for the smooth conduct of the election of class representatives.
4. The AAS shall represent the academic interests of students in the Senate and raise the concerns of the students.
5. The AAS shall represent the GSB in Inter-IIT Student Meets and conferences if required.
6. The AAS shall be a member of the Institute Alumni Cell.
7. The AAS shall also liaise with the office of International and Alumni Relations to ensure timely dissemination of information about study-abroad programs and internships abroad.

### **B.2.2 Role in Career Development Centre (CDC)**

1. The AAS shall coordinate and manage the student activities of the Career Development Centre.
2. The AAS shall be responsible for the selection of CDC student coordinators of each batch for the year, scheduling and coordinating placement and internship activities in the institute with the help of other coordinators and disseminating information on time, helping students prepare for placement and internship drives.

3. The AAS shall engage with the CDC to hold programs related to career development of students. S/he shall be advised by the Chairperson (CDC), and the CDC in these activities. S/he shall specifically look into career development programs beyond placements.
4. The AAS shall also be the student coordinator of the Industry Academia Conclave.

## **B.3 Media and Cultural Affairs Secretary (MCAS)**

### **B.3.1 Roles and Responsibilities**

1. The MCAS shall represent the cultural interests, concerns, and aspirations of the GSB, and work with the concerned authorities to address / achieve them.
2. The MCAS shall represent the Institute in Inter-IIT Cultural Meets.
3. The MCAS shall formulate policies concerned to Cultural Affairs, in consultation with the SGS, the Faculty Advisor (Extra-Curricular) and the Chief Advisor.
4. The MCAS shall be responsible for the selection of the new club heads for all the cultural clubs of the institute by opening applications to all the respective club members. The process of selection shall be decided by MCAS in consultation with SGS and the Faculty Advisor (Extra-Curricular).
5. The MCAS shall submit the budget proposal, in consultation with the cultural club heads, to the SGS mentioning the planned student cultural activities in the institute.
6. The MCAS shall monitor all the cultural clubs and ensure their smooth functioning.
7. The MCAS shall promote and conduct cultural activities in the institute.
8. The MCAS shall ensure proper participation from the institute for all intra- as well as inter-institute cultural activities.
9. The MCAS is responsible for the conduct of institute cultural programs on special occasions such as International Yoga day, Independence day, EBSB, etc.
10. The MCAS shall liaise with the institute's media cell for maintaining the social media handles of all the cultural clubs under the Cultural Affairs Council.
11. The MCAS shall maintain an inventory of equipment and other material with the clubs, and ensure the judicious use of consumables.

### **B.3.2 Media and Cultural Affairs Council (MCAC)**

1. The Cultural Affairs Council shall comprise of the MCAS, and various Cultural Club Heads elected within the first two weeks of the tenure of the SAC.
2. The MCAC members should assist the MCAS for the smooth conduct of the cultural activities in the institute.
3. The meetings of the MCAC shall be chaired by the MCAS

4. When requested, the MCAC members shall conduct cultural programs in the institute on special occasions as well as on occasions such as the Institute Day without any fail.
5. The MCAC members shall assist the MCAS in matters pertaining to various inter-college or inter-institute cultural events or competitions as the MCAS sees fit.
6. The MCAC shall be advised by the FA (Extra Curricular).

## **B.4 Hostel Affairs General Secretary (HAS)**

### **B.4.1 Roles and Responsibilities**

1. The HAS shall represent the interests, concerns and aspirations of the GSB pertaining to the hostels and look after the issues regarding the maintenance of the hostels.
2. The HAS shall be the primary point of contact for the issues concerning all the hostels and messes in the institute.
3. The HAS shall be a member of the Mess Committee and the Amenity Centre Committee.
4. The HAS shall represent, supervise and coordinate matters of common interest to all hostels such as the purchase and availing of new facilities for each hostel. Any such proposal must be submitted to the Wardens and should be approved by the Dean (Students).
5. The HAS shall formulate policies concerned to Hostel Affairs, in consultation with the SGS, Warden(s) and the Chief Advisor.

### **B.4.2 Hostel Affairs Council (HAC), Hostel Councils (HCs), Mess Monitoring Committee**

1. The HAC comprises the SGS, Hostel Affairs Secretary, and Hostel Representatives from each hostel elected within the first two weeks of the tenure. The HAS shall be the chairperson and the SGS, the student advisor. The HAC shall be advised by the Wardens of the hostels, and the Chief Advisor.
2. The HAC shall assist the HAS in looking into the maintenance problems of all the hostels (Civil and Electrical) and the general cleanliness of all the hostels.

### **B.4.3 Hostel Affairs Council (HAC) and Hostel Councils (HCs)**

1. There shall be a Hostel Council (HC) for each hostel, which comprises of the Hostel Representative(s) of that hostel, members chosen from among the residents of that hostel, the Asst. Warden, and Hostel Caretaker/Supervisor.
2. The hostel representative shall be the chairperson of the HC.
3. The HC shall be advised by the Wardens of the hostel, HAS, and the Chief Advisor.

4. The HC of each hostel shall look after the maintenance and usage of facilities, and common areas in the hostel, and shall supervise the cleanliness and hygiene in the hostel.
5. The HC shall propose rules for the smooth running of the hostel.
6. The HC shall decide on how the budget of the hostel is to be used, in consultation with the Warden. The hostel budget may be used for facilities / activities which benefit the hostellers. These include: sports activities, festival activities, garden maintenance, hostel library, newspaper and magazines, hostel night expenses, water and delivery charges, infrastructure of hostel (water dispenser, washing machine, desktop, TV, etc.), or other expenses decided by the HC. However, staff may not be hired without the permission of the Dean (Students).
7. The HC shall maintain a record of the expenses of the hostel.

#### **B.4.4 Mess Monitoring Committee**

1. The HAS shall form a Mess Monitoring Committee (MMC) consisting of Hostel Council members of all hostels elected by the members of the corresponding hostels.
2. The functions of the Mess Monitoring Committee include discussion on all matters pertaining to messes and canteen facilities in the hostels. The MMC shall promote the sharing of new ideas to improve the quality of food in Hostel Mess and Canteens.
3. The MMC shall form sub-committees for each mess, as required.
4. The MMC shall ensure the smooth and continued operation of the mess.
5. The MMC shall determine the menu for the mess, in consultation with the caterers.
6. The MMC shall also look into any mess complaints and resolve them.
7. The MMC shall be advised by the respective wardens, Advisor (Student Matters), Associate Dean (Students) and Dean (Students).

### **B.5 Sports Affairs General Secretary (SAS)**

#### **B.5.1 Roles and Responsibilities**

1. The SAS shall represent the Institute in Inter-IIT Student Sports Meets.
2. The SAGS shall represent the sports interests, concerns, and aspirations of the GSB, and work with the concerned authorities to address / achieve them.
3. The SAS shall formulate policies concerned to Sports Affairs, in consultation with the SGS, the Faculty Advisor (Sports & NSO) and the Chief Advisor.
4. The SAGS shall be responsible for the selection of the new club heads for all the sports clubs of the institute by opening applications to all the respective club members. The process of selection shall be decided by SAGS in consultation with SGS and the Faculty Advisor (Sports & NSO).

5. The SAS shall submit the budget proposal, in consultation with the sports club heads to the SGS, mentioning the planned student sports activities in the institute.
6. The SAS shall monitor all the institute sports clubs and teams and ensure their smooth functioning.
7. The SAS shall promote and conduct sports and fitness activities in the institute.
8. The SAS shall ensure proper participation from the institute for all sports activities and Inter-IIT Student Sports Meets.
9. The SAS is responsible for the conduct of institute programs related to sports and fitness, on special occasions, such as Independence day, etc.
10. The SAS shall liaise with the institute's media cell for maintaining the social media handles of all the sports clubs under the Sports Affairs Council.
11. The SAS shall maintain an inventory of sports-related equipment and other material, and ensure the judicious use of consumables.

### **B.5.2 Sports and Fitness Council (SFC)**

1. The Sports and Fitness Council shall comprise of Representatives for Sports Affairs from each of the hostels, one representative from staff, one representative from faculty, and various club heads for each sport selected within the first two weeks of the tenure of the SAC. The method of selection may be decided by SAGS in consultation with the Sports Officer / Physical Training Instructor (or any other competent authority), the SGS and the Faculty Advisor (Sports & NSO).
2. The Sports and Fitness Council members should assist the SAS for the smooth conduct of the sports activities in the institute.
3. The SFC should have at least two girl representatives.
4. The SFC members shall assist the SAGS in matters pertaining to various inter-college or inter-institute sports events or competitions as the SAGS sees fit.
5. The SFC shall be advised by the FA (Sports & NSO).

## **B.6 Technical Affairs General Secretary (TAS)**

### **B.6.1 Roles and Responsibilities**

1. The TAS shall represent the technical interests, concerns and aspirations of the GSB, and work with the concerned authorities to to address / achieve them.
2. The TAS shall represent the Institute in Inter-IIT technical meets.
3. The TAS shall formulate policies concerned to Technical Affairs, in consultation with the SGS, Faculty Advisor (Co-curricular), and the Chief Advisor.
4. The TAS shall be responsible for the selection of the new club heads for all the technical clubs of the institute by opening applications to all the respective club

members. The process of selection shall be decided by TAGS in consultation with the SGS and the Faculty Advisor (Co-curricular).

5. The TAS shall submit the budget proposal, in consultation with the technical club heads, to the SGS mentioning the planned student technical activities in the institute.
6. The TAS shall monitor all the Technical clubs and ensure their smooth functioning.
7. The TAS shall ensure the smooth running of the Innovation Lab (C-Square).
8. The TAS shall promote and conduct technical activities in the institute.
9. The TAS shall ensure proper participation from the institute for all inter- and intra-institute technical activities.
10. The TAS is responsible for the conduct of institute technical programs on special occasions (e.g. open day).
11. The TAS shall liaise with the institute's media cell for maintaining the social media handles of all the technical clubs.
12. The TAS shall maintain an inventory of equipment and other material with the clubs, and ensure the judicious use of consumables.

## **B.6.2 Technical Affair Council (TAC)**

1. The Technical Council shall comprise of the TAGS, Student Representatives from each department, and the various Technical Club Heads elected within the first two weeks of the tenure.
2. The Technical Affairs council members shall assist the TAGS for the smooth conduct of the technical activities in the institute.
3. The Technical Council members may also assist TAGS in matters pertaining to various inter-college or inter-institute technical events or competitions as TAGS seems fit.
4. The TAC shall be advised by the FA (Co-Curricular), and the Chief Innovation Officer.

## **B.7 Post Graduate Affairs Secretary (PGAS)**

### **B.7.1 Roles and Responsibilities**

1. The PGAS shall be the primary point of contact for the institute on matters pertaining to policies and activities for postgraduate students in course-based programs.
2. The PGAS shall liaise with the administration on all matters affecting the postgraduate students' welfare.
3. The PGAS shall chair the Post Graduate Affairs Council (PGAC) and shall handle matters specific to the postgraduate students' welfare, and shall monitor seminars, talks, etc., which concern postgraduate students.



4. The PGAS shall ensure the adequacy of support systems for post-graduate students, such as workspace, fellowship, etc.
5. The PGAS shall be the head of the clubs falling under the post-graduate affairs domain.
6. The PGAS shall represent Postgraduate students in the senate and raise their concerns.

### **B.7.2 Post Graduate Affairs Council (PGAC)**

1. The PGAC shall advise the PGAS on various matters pertaining to his or her domain and shall actively assist him/her in the performance of his/her duties.
2. The Composition of the PGAC is determined by the PGAS through a process of opening applications to all postgraduate students within the first two weeks of the tenure, in consultation with the SGS, and the Chief Advisor.
3. The PGAC shall have at least one member each from the various course-based programmes (e.g. 1 member pursuing MSc in any department, 1 member pursuing MTech, 1 member pursuing Dual Degree, etc.).
4. The PGAC shall have at least two girl-students as members.
5. The PGAC shall encourage PG students to participate in cultural, sports, technical, hostel and other student activities of the institute.

## **B.8 Research Affairs Secretary (RAS)**

### **B.8.1 Roles and Responsibilities**

1. The RAS shall be the primary point of contact for the institute on matters pertaining to policies and activities for research scholars.
2. The RAS shall liaise with the administration on all matters affecting the welfare of research scholars.
3. The RAS shall chair the Research Affairs Council (RAC) and shall handle matters specific to the welfare of research students' and shall monitor seminars, talks, etc., of concern to the research scholars.
4. The RAS shall work towards improving the support systems such as journal subscriptions, research colloquia, workspace, fellowship, etc.,
5. The RAS shall be responsible for the organisation of the Research Scholars' Day,
6. The RAS shall represent research students in the senate and raise their concerns.

### **B.8.2 Research Affairs Council (RAC)**

1. The RAC shall advise the RAS on various matters pertaining to his or her domain and shall actively assist him/her in the performance of his/her duties.

2. The Composition of the RAC is determined by the RAS through a process of opening applications to all postgraduate students within the first two weeks of the tenure, in consultation with the SGS, and the Chief Advisor.
3. The RAC shall have at least one member each from the various research-based programmes (e.g. 1 member pursuing MS in any department, 1 member pursuing PhD, etc.).
4. The RAC shall have at least two girl-students as members.
5. The RAC shall encourage research students to participate in cultural, sports, technical, hostel and other student activities of the institute.

# Appendix C

## Election Nominations

### C.1 Instructions for Candidates

1. The nomination form should be duly filled and verified through the Academic Section.
2. For completing the nomination, a candidate must send an email with the following attachments to the Returning Officer
  - Duly filled-in nomination form (as an attachment).
  - An email-note (as an attachment) of satisfactory verification from the Academic Section.
  - This email must be CC'ed to both the supporters, Academic Section, Observers, Advisor and Chief Advisor.
3. Withdrawal forms should also be submitted through email to Returning Officer, Observers, Advisor and Chief Advisor.

### C.2 Important Dates

Dates for important events related to the elections will be announced by the returning officer, when the notice for the election is given. These include the date and time for

- Official announcement of elections: February/March
- Start and end of filing of nominations: February/March
- Announcement of the initial list candidates (after scrutiny)
- Withdrawal of nominations (form attached)
- Announcement of the final list of candidates
- Announcement of the IIT Palakkad Moodle link for online voting
- Campaigning: Until the closing of Meet the Candidate event
- Meet the Candidate event: via in-person or online meeting.

- Voting and counting: March
- Declaration of Results: March

### C.3 Rules of Campaigning

- A Candidate can post his/her manifesto on hostel notice boards with permission of election commission.
- A Candidate can send one mail to students consisting only of his/her manifesto.
- There will be a *Meet the Candidate* event organized to facilitate the candidates to present their manifesto to the voters, where each candidate will get a specified duration for presenting their manifesto and for answering questions from the audience.
- No campaigning is allowed after the closure of the *Meet the Candidate*.
- Use of any unfair means for campaigning may lead to disqualification and may also lead to disciplinary action. Distribution of pamphlets, sloganeering or other activities of campaigning which are disruptive to the atmosphere on campus and in the hostels/messes are strictly prohibited.
- Any appeal made by a candidate on the grounds of region, religion, gender, caste or creed will result in the direct rejection of the nomination of the candidate and may also lead to disciplinary actions.

### C.4 Other Rules Regarding the Election

- The election to all posts are for a tenure of one year, and will be conducted by a secret ballot on the basis listed in Section 6.3. In case of a tie there will be a re-election for that post.
- For an unopposed candidate to get elected, number of votes in favor of the candidate should be more than the number of votes against the candidate. In case an unopposed candidate does not get elected, nomination will be called for the post again and there will be a re-election for that post.
- In the event of any post remaining uncontested, nominations will be called again. The Chief Advisor in consultation with the Patron, Advisor and the newly elected Students' General Secretary will nominate a student to the post from among the applicants. If the post of Students' General Secretary remain uncontested, a re-election would be conducted for that post.
- The Election Commission, appointed by the Chief Advisor, will decide on all matters regarding the election. However, under exceptional circumstances, an appeal may be made to the Chief Advisor. Decisions of the Chief Advisor will be final.

Form

## Nomination Form

### Personal Details of the Candidate

NAME:  
AGE & DATE OF BIRTH:  
GENDER:  
NATIONALITY:  
CONTACT NUMBER:  
E-MAIL ID:  
PERMANENT ADDRESS:

### Academic Details of the Candidate

ROLL NUMBER: COURSE:  
BRANCH OF STUDY: SEMESTER:  
YEAR OF JOINING THE INSTITUTE:  
CGPA (TILL DATE):  
Whether attracted any disciplinary action from the Institute Disciplinary Committee (Yes / No):  
Whether obtained a W grade in any of the previous semesters (Yes / No):  
Are there any (active) U grade in any course (Yes / No):

ENDORSEMENT FROM THE ACADEMIC SECTION:<sup>1</sup>

### Post Competing for

TITLE OF THE POST THE CANDIDATE IS COMPETING FOR:

### Declaration by the Candidate

I declare that the details provided above are correct.

Signature of the Candidate  
(In presence of the returning officer / authorized official)  
Date:

---

<sup>1</sup>The candidate has to get the furnished academic details verified and endorsed by the Academic Section before submission of the nomination.

## Details of Supporters

1. NAME:  
ROLL NO.:  
COURSE:  
BRANCH OF STUDY:  
SEMESTER:

Signature of the First Supporter  
(In presence of the returning officer / authorized official)  
Date:

2. NAME:  
ROLL NO.:  
COURSE:  
BRANCH OF STUDY:  
SEMESTER:

Signature of the Second Supporter  
(In presence of the returning officer / authorized official)  
Date: <sup>2</sup>

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<sup>2</sup>The candidate and the supporters have to present their Institute identity cards for verification at the time of submission of the nomination.

## Nomination Withdrawal Form

(To be submitted to the returning officer or authorized official)

I would like to withdraw my candidature for the post of .....  
.....  
of student affairs council elections to be held on .....

Name:

Roll No.:

Course:

Branch of Study:

Semester:

Signature of the Candidate (In presence of the returning officer / authorized official) :

Date:

# Appendix D

## Clubs / Hobby Groups

1. All clubs or any recognised student groups of the institute shall be open for membership to all the members of the GSB.
2. Any proposal to start a new club should be addressed to SGS, corresponding secretary and the corresponding faculty advisor of the council under which the club is proposed. The club should have been operating as a hobby group for at least 3 months before it is taken up for consideration as a club.

The objectives of the club should be specified very clearly and they should not be the same as the objectives of any other existing clubs. The proposal should contain a plan for club sessions for at least 6 weeks with a club budget if any. These sessions for at least six weeks should have a minimum participation of 15 members from the GSB excluding the club head and mentors. The initial budget allotted to the club will have an upper limit of Rs. 15000. The proposal should also be vetted by a member of the institute faculty who may be appointed as the club advisor if the proposal gets approved. The club will be officially recognised only after the approval of the respective Secretary, SGS, the respective Faculty Advisor, and the Chief Advisor.

3. Once the approval is given, the respective Secretary should invite club memberships from all the students and should select a club head. The procedure for selecting the club head should be decided in consultation with SGS and the respective faculty advisor for the club.
4. The club heads, in consultation with the respective Secretary, should identify possible the club mentors, if necessary.
5. Students with disciplinary action will not be allowed to hold any club head position for one year from the date of their disciplinary action.
6. Any decisions or policies made with respect to the club should be in the welfare of students and should be taken collectively. In case the club head is unable to resolve any dispute within the club, it may be referred to the respective Secretary to consult the members and resolve it, with help from the club mentor and SGS if required. In case the dispute is still not resolved, the decision of the faculty advisor of the club shall be binding. There should not be any kind of discrimination on any basis to any of the club members.



7. The club heads and the mentors shall be jointly responsible to manage the sessions regularly, to maintain club content which is useful for the students, strive to keep up the participation, and should be able to understand students' requirements and proceed accordingly.
8. Any club should get the consent from the respective secretary, respective club advisor, SGS and Dean (Student Affairs) to represent the institute in outside events.
9. The club head can initiate the removal of inactive members of the clubs on the basis of the attendance for club sessions and club activities which has to be approved by the respective Secretary.
10. The SGS / respective secretary may propose to close clubs (especially those which have been inactive for over a year), with the consent of the club mentor, and BoS.
11. The corresponding Secretary shall take the consultation of the SGS and the corresponding club advisor for the removal of a club head if the need arises. The corresponding Secretary may initiate the process of the removal of the club head in the event of any club not having at least two sessions in a semester.
12. The activities done in the previous year shall play a role in the budget allotted to a club in the subsequent year. Active clubs may be allotted a higher budget.
13. There could be independent student bodies under the direct jurisdiction of the Dean (Students). The structure and composition of such bodies may be decided by the SAC in consultation with the Dean (Students).
14. In any exceptional circumstances like a club need to be divided into two or many sister clubs, the following procedure should be followed: (a) The respective SAC secretary will be termed as the secretary of the club. This will be restricted to the signatory powers. (b) Two secretary-level candidates will be elected as the club heads. The position of head will have equivalent powers to that of the secretary and head positions will hold functional powers that will take care of the functionality of the club. Any decisions that a head makes should be approved by the respective SAC Secretary in consultation with the respective faculty advisor of the secretary. (c) In such circumstances, if the club activities and participation seem satisfactory for at least a notice period of three months, the sister clubs that are formed will have the provision to skip the hobby group stage. (d) The club heads should submit a report through the respective secretary to the BoS after three months of incubation. The BoS may discuss the progress in the immediate meeting and decide on formally recognizing the bifurcation and approving the formation of a new club. Upon formation, the then heads will assume the charge of club secretaries. If the performance of any of the sister clubs is not satisfactory, BoS may advise to revert the bifurcation and to work as a single club. In that event, the respective SAC secretary may take the charge of the club secretary or the respective SAC secretary in consultation with the Students' General Secretary, and the respective faculty advisor may start the procedure for selecting a new club secretary. (e) For a temporary period i.e. till the end of a particular tenure, both heads will be considered as a part of the respective council.

The list of approved clubs and their structure is given in Appendix [E](#)

# Appendix E

## List of Approved Clubs

### E.1 Clubs under the SGS

- N/A

### E.2 Clubs under the AAS

- N/A

### E.3 Clubs under the MCAS

- A)Arts Council
- Grafica
- Vadya
- Sync To Beat
- Lifestyle Club
- B)Film and Media Council
- Shutterbug
- Bioscope
- Curtain
- C)Literary Council
- Akshar
- Oratory Club
- Qriosity
- D)Independent Clubs
- Ek Bharat Shreshtha Bharat(EBSB)Club

- Yogshala

## **E.4 Clubs under the HAS**

- Novare
- Horticulture Club

## **E.5 Clubs under the SAS**

- Athletics Club
- Badminton Club
- Basketball Club
- Chess Club
- Cricket Club
- Football Club
- Table Tennis Club
- Volleyball Club
- Gym Club
- PBM Club

## **E.6 Clubs under the TAS**

- Yet Another Coding Club (YACC)
- The Robotics Club (TRC)
- Data Analysis Club (DAC)
- Finance Club
- Astronomy Club
- Y-DYUTHI

## **E.7 Clubs under the PGAS**

- N/A

## **E.8 Clubs under the RAS**

- N/A

## E.9 Autonomous Student Clubs

These are clubs referred to in Point 13 of Appendix D.

- The Fleet Street (TFS)
- Petrichor
- Campus Spotlight

# Appendix F

## The Students' Code of Ethics and Honour

This document outlines the Code of Ethics and Honour (hereafter referred to as the Code) for all students enrolling for the various courses offered at the Indian Institute of Technology Palakkad (hereafter referred to as the Institute), approved by the Senate on xx/xx/xxxx. All students are required to abide by this Code and familiarise themselves with it.

### F.1 Academics and Research

The students of IIT Palakkad, will:

1. Strive to excel in academic pursuits while ensuring holistic development.
2. Be regular and complete all the requirements of the academic programme for which they are enrolled in the Institute.
3. Maintain the highest standards of academic integrity and honesty.
4. Acknowledge all contributors to any given piece of work.
5. Avoid and strongly oppose plagiarism in any form in all academic work undertaken.
6. Generate/obtain data or results or any academic output purely by ethical means and report them accurately without suppressing any results inconsistent with interpretation or conclusions.

### F.2 General Conduct

Be professional and sincere in all aspects. Ensure that the honour and reputation of IIT Palakkad is maintained at all times and everywhere. Exhibit proper decorum and behaviour both on and off-campus

The code of conduct and any violations thereof shall be governed as stated below:

## **F.3 Jurisdiction of the code of conduct**

The Institute shall have the jurisdiction over the conduct of the students associated with/enrolled in the Institute, and to take cognizance of all acts of misconduct including incidents of ragging, social misconduct, or other similar acts which take place in the Institute campus (including academic areas, hostels, messes, common areas as demarcated under the IIT Palakkad campus) or in connection with the Institute related activities and functions. This Code shall apply to all kinds of conduct of students that occur on the Institute premises, including in Institute-sponsored activities and /or functions hosted by any student organization. In addition to on-campus conduct, the Institute may also exercise jurisdiction over the conduct which occurs off-campus (including any event where the student represents the Institute) or through social media violating the ideal student conduct and discipline as laid down in this Code and other regulations, as if the conduct has occurred on campus, which shall include the following:

## **F.4 Violations under the code of conduct**

The following will be considered as violations of the code of conduct by students, and action shall be mandated.

### **F.4.1 Academic Dishonesty**

1. Making documents such as theses, reports, drawings, etc., which involves the deceitful or fraudulent use of unauthorized aid or which are prepared by proxy.
2. Obtaining examination questions or knowledge thereof before an examination, giving or receiving assistance, or any communication between students during an examination.
3. Unauthorized copying, distribution, or possession of examination material via any means including but not limited to cell phones, cameras, computers or other modes of technology; as well as receiving unauthorized aid whether physical, electronic, or otherwise during an examination.
4. Appearing or attempting to appear for examinations in place of another person, where both parties are liable to be charged.

### **F.4.2 Unprofessional Conduct**

In general, any conduct by a student which reflects dishonour upon the institute, or adversely affects the ethical standards of its student body shall be brought to the attention of the Institute. This includes material posted on social network media that associates the student with the Institute. Specific violations considered include:

1. Falsifying any applications, forms, or records to be reviewed by the Admissions Committee for formal admission to the Institute.
2. Knowingly providing false evidence against any other person or giving false statements or charges in bad faith against any other person.

3. Contributing to, or engaging in, any activity which obstructs or disrupts teaching, research, administration, or any other Institute activity on the campuses. This shall include any disruptive activity in a classroom or in an event sponsored by the Institute.
4. Failing to show respect for good order, and the rights and privileges of others.
5. Threatening or committing physical violence against any member of the Institute faculty, staff, students or community.
6. Misusing student status or institute property and facilities.
7. Knowingly publishing or circulating false information concerning any fellow student or faculty member.
8. Knowingly passing worthless cheques or making financial obligations for which satisfactory arrangements have not been made.
9. Stealing, damaging, defacing, or, without authority, making personal use of any property of the Institute, or any public or private property.
10. Participating in illegal drug trade, use or possession of narcotics, or abusing controlled substances with or without a prescription.
11. Falsifying clinical records.
12. Failing to report known violations of professional conduct.
13. Ragging in any form, whether verbal or physical (This will be treated as a criminal offence).
14. Any violations of the sexual harassment policy of the Institute.
15. Possession or use of weapons, explosives, or destructive devices inside or outside of the Institute campus.
16. False or negative propaganda, incitation of schism or strife, sedition, etc. which adversely affect harmony.
17. Conduct unbecoming of students in matters of attire, verbal/written statements that may be deemed to be inappropriate within or outside the campus.
18. Failure to follow acceptable levels of personal cleanliness in classrooms and laboratories.
19. Any act of serious discrimination (physical or verbal conduct) based on an individual's sex, gender identity, sexual orientation, caste, race, religion or religious beliefs, colour, region, language, marital or family status, physical or mental disability.
20. Conduct which has a negative impact or constitutes a nuisance to members of the Institute and the surrounding community.
21. Organizing meetings and processions without permission from the Institute.
22. Accepting membership of religious or terrorist groups banned by the Institute/Government of India.
23. Smoking, chewing betel leaves, pan, etc. on the campus of the Institute.

24. Possessing, consuming, distributing, or selling of alcohol or narcotics in the campus and/or throwing empty bottles, cans, etc. on the campus of the Institute.
25. Parking any vehicle in a no-parking zone or in an area earmarked for parking other types of vehicles.
26. Rash driving on the campus that may cause any inconvenience to others.
27. Theft or unauthorized access to others' resources.
28. Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise, pushing and shoving, inciting or participating in riot or group disruption at the Institute.
29. Usage of mobile phones during the class hours or in meetings or discussions without prior permission leading to disruption of the class or group.
30. Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communication facilities, systems, and services which includes unauthorized entry, use, tampering, etc. of Institute property or facilities, private residences of staff/faculty etc., offices, classrooms, computer networks, and other restricted facilities, and interference with the work of others.
31. Doing video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and expression of consent.
32. Interacting on behalf of the Institute with media representatives or inviting media persons to the campus without the permission of the Institute authorities.
33. Audio- or video-recording lectures, demonstrations or actions of faculty or staff or other students in classrooms, laboratories or workshops without prior permission.
34. Providing audio- or video-clippings of any activity on the campus to media without prior permission.
35. Violating the Institute electronic policy in any manner whatsoever.
36. Violating the Institute Hostel Rules or Lab Rules or any such rules approved by a competent authority of the Institute in any manner whatsoever.
37. The above stated list is not exhaustive and violations not mentioned herein may be acted upon by the Institute with careful consideration of the nature of offence/mal-practice.



# Appendix G

## Students' Section

The students' section includes several staff and faculty who look after the welfare of students (excluding academics), in various capacities. The structure of the students' section is given in Fig. G.1.

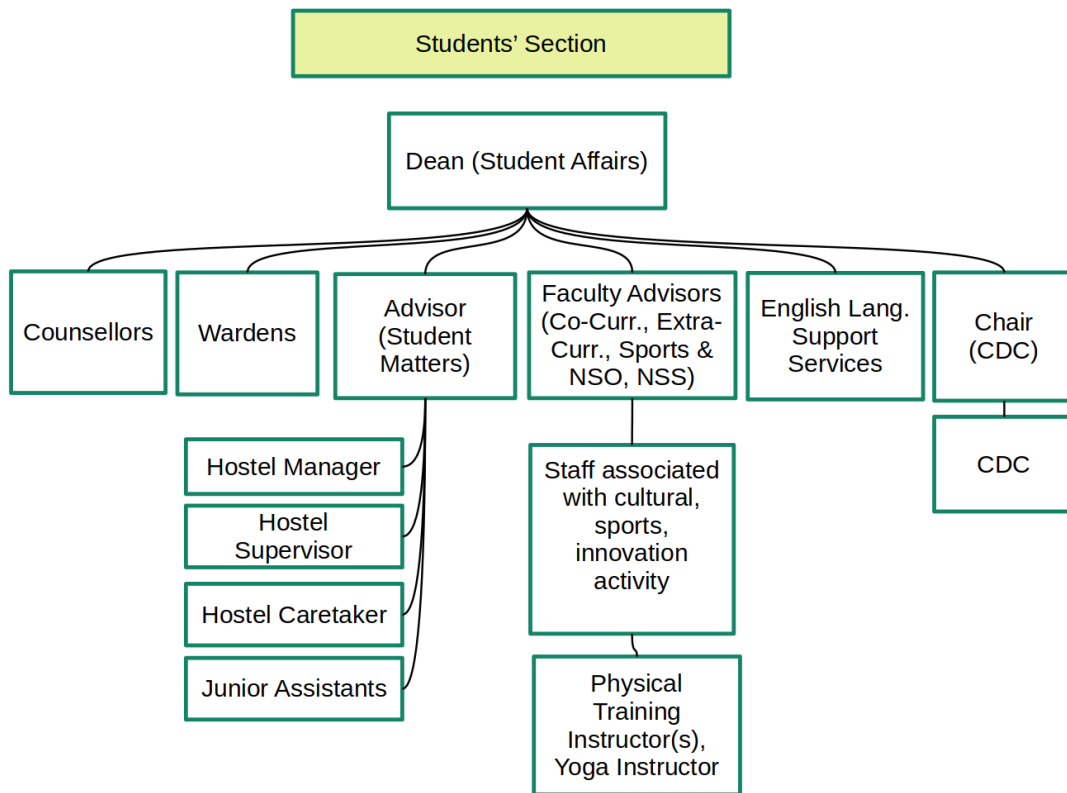


Figure G.1: Structure of the Students' Section