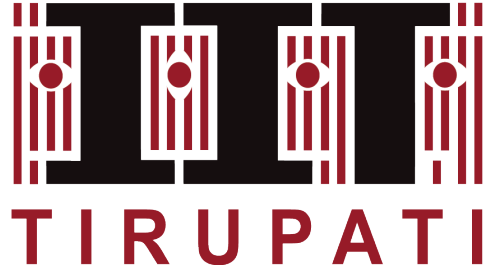


Students' Constitution

भारतीय प्रौद्योगिकी संस्थान तिरुपति



Indian Institute of Technology

Tirupati

(2018)

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Preamble

The structure of the students' constitution is expressed in the formation of Student Affairs Council (SAC). 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 is also accountable to execute the policies. All registered students of the Institute who pay the Gymkhana dues shall be members of the GSB.

The SAC shall remain responsible to the General Student Body.

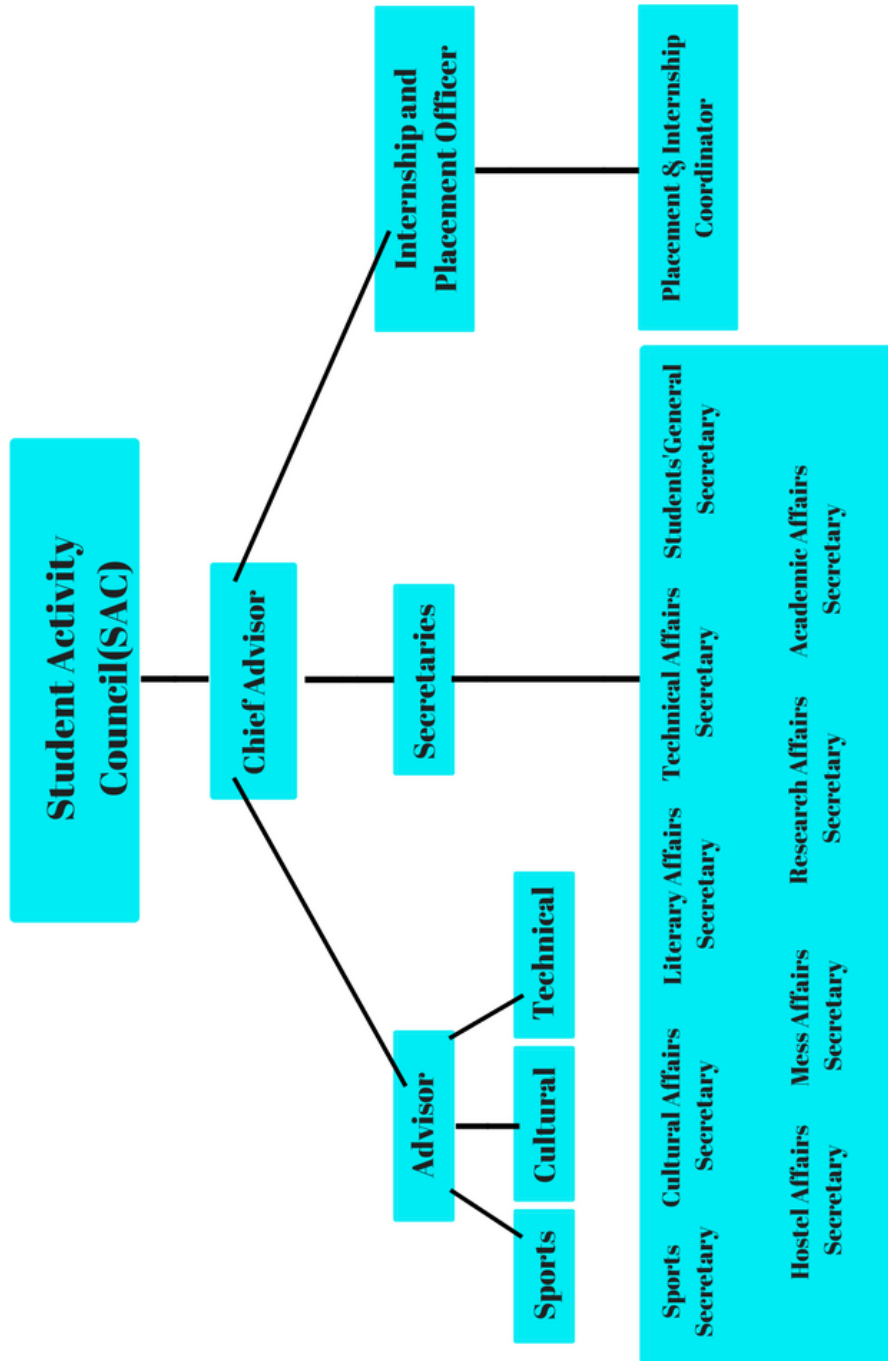
Objectives of the SAC:

1. To foster and develop all student activities in the Institute
2. To Identify student issues and promote discussion on them
3. To develop a well-informed, articulate and participative student community life, and to increase social awareness.
4. To function as the office for all election/nominations of students for gymkhana activities.
5. To offer clerical and office support for all recognized student activities.

The Constitution has been devised keeping in mind the needs and resources for the next 5 years. The SAC must form a committee dedicated for revising the Constitution as per the requirements then.

Chapter – I

Student Affairs Council: Composition & Set-Up



SAC Set-up:

- 1.1 The Director of the Institute shall be the Patron of the SAC.
- 1.2 The Dean, Students' Affairs of the Institute shall be the Chief Advisor of SAC
- 1.3 The Patron shall also appoint the various Faculty Advisors such as Technical Advisor, Cultural Advisor, Sports Advisor, Internship and Placement Officer and Faculty Coordinator of Guidance and Counselling Unit (GCU) to advise their respective councils of the SAC.
- 1.4 All other Advisors shall be subordinate to the Chief Advisor in all decision making powers, who shall himself/herself be subordinate to the Patron.

- 2.1 The Executive Wing (EW) of the SAC shall consist of:
 - 1) Students General Secretary (SGS)
 - 2) Academic Affairs Secretary (AAS)
 - 3) Research Affairs Secretary (RAS)
 - 4) Hostel Affairs Secretary (HAS)
 - 5) Mess Affairs Secretary (MAS)
 - 6) Technical Affairs Secretary (TAS)
 - 7) Cultural Affairs Secretary (CAS)
 - 8) Sports Secretary (SS)
 - 9) Literary Affairs Secretary (LAS)
 - 10) Placements and Internship Coordinator (PIC)

- 2.2 The above posts (except PIC) shall be elected directly by the GSB on a one-man-one-vote basis.
- 2.3 All the Executives shall be individually accountable to the SAC for the implementation of the policies in their respective domains.
- 2.4 Each Executive will have his/her own council to take care of the concerned activities.
- 2.5 The SAC shall form sub-committees on an ad-hoc basis to look into specific issues. (Sports sub-committee, Mess sub-committee etc.)
- 2.6 The SAC shall nominate an Emergency Council (EC) to consider urgent issues during vacations.

- 2.7 Student representation to Official Bodies of the Institute.
- a. Senate: SGS, AAS and RAS
 - b. Board of Academic Programs: SGS, AAS, RAS
 - c. Class Committee: SGS, AAS, Class Representatives
 - d. Library Committee: AAS, RAS
 - e. Mess Committee: SGS, MAS
 - f. Board of Placements: PIC
 - g. Board of Students: All the Secretaries
- 2.8 The Executives shall apprise SAC of all the issues dealt by the various official bodies of the Institute.
- 2.9 The Executives shall necessarily project the views of the SAC to the official bodies of the Institute.
- 2.10 The SAC shall make recommendations to the Director for resolving any issues arising out of the implementation of any of the provisions of this Constitution. These recommendations shall be made through the Board of Students.

3.1 **Composition of SAC**

- a. Chief Advisor
- b. Executive Wing
- c. Respective Council members of each Secretary
- d. Class Representatives

4.1 **Rules and Procedures of the SAC**

SAC shall have regular meetings and may call up emergency meeting to take up special issues.

4.2 The Students General Secretary will convene all the meetings of the SAC.

4.3 **Order of Transactions** – The SGS shall take items in the following order while conducting SAC meetings

- a. Ratification of previous meeting minutes (if necessary)
- b. Announcements
- c. Status reports of Executives

- d. Unfinished Transactions
- e. New Transactions on the Agenda
- f. Any item not on the Agenda with the support of one-third of the floor strength of SAC.

4.4 Frequency of SAC Regular Meetings (RM)

A minimum of three Regular 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.

4.5 Convening of Board of Students meetings

The SGS shall convene BoS meeting within a week of a requisition in writing by a Secretary.

* In the very unlikely scenario where GSB demands an RM and the EW doesn't adhere to it, the GSB can push for an RM by writing to the Chief Advisor with simple majority.

4.6 Quorum

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

4.7 Attendance

Whenever a SAC member expects to be away from the campus or be unavailable for a period of ten days or more, the member shall notify the SGS in writing, 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. 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.

4.8 Any individual of the GSB can attend the RM. Any other person may attend the RM with the prior permission of the SGS.

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

4.9 **Board of Students meetings**

- a. No member of the GSB shall normally be permitted to attend the BoS meeting.
- b. The SGS may exclude any person from the BoS in case discussion pertains to that person.
- c. A simple majority of the BoS shall decide whether the concerned person or any other persons from the GSB may be permitted to attend the meeting without any voting rights
- d. Notice for convening BoS meeting should be sent to BoS at least 5 days prior to the meeting
- e. BoS meeting convened during an RM – A simple majority of the floor strength of the BoS members shall decide whether the rest of a session should be a BoS.

4.10 **Misbehavior on the floor of the SAC**

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

4.11 **Overruling the decision of an individual EW member.**

Any decision of an individual EW member can be overruled by a two-thirds majority of the floor strength of the EW.

4.12 **Final session of the SAC**

The final session of the SAC for a particular year shall be a joint session of the old and the new SACs and EWs. The SAC and the EW completing their tenure through the SGS present an account of the activities during their tenure, hand all records and charge, and shall suggest a future course of action to their successors.

4.13 The term of office of the elected members of the SAC shall be one year.

4.14 The SGS is empowered to convene an Emergency Meeting (EM) of the SAC during the vacation giving three days notice, should the need for such a meeting arise, to discuss issues of far reaching importance.

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

Chapter – II

Executive Wing (EW): Functions and Responsibilities

1.1 Functions and Responsibilities

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

1.2 Relation to the Councils

Every Executive shall have a Council to assist him or her. Any such Council/Committee shall normally consist of councilors to help the Executive and shall have the Executive as the Chairman. The members of such Council shall be nominated by the respective Executives. However, the Executive alone remains accountable for the satisfactory performance of functions in their domain. Note: Each Council/Committee shall have a quorum of half the total strength. The structure of the council shall be decided by the respective Secretary under the guidance of Chief Advisor.

1.3 Formulation of Policies

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

2.1 Students General Secretary (SGS)

a. Functions and Responsibilities

- i. The SGS shall co-ordinate the work of the other Executives
- ii. SGS will compile the decisions taken during the meetings to the concerned authorities, EW and to those who have missed the meetings.
- iii. The SGS shall convene all SAC Meetings and is responsible to circulate the minutes of the meeting within 4 days from the end of the meeting
- iv. The SGS shall be the point of contact in terms of financial matters pertaining to policies and activities for students

- v. The SGS shall represent the GSB and shall handle matters and monitor organizations like Guidance and Counselling Unit (GCU) which do not fall under the purview of other Executives
- vi. The SGS shall liaise with the administration on all matters affecting the general student's welfare
- b. **General Secretary Council (GSC)**
 - i. The GSC shall advise the SGS on various matters pertaining to his or her domain and shall actively assist him/her in the performance of his/her duties. However, its decisions are not binding on the SGS.
 - ii. The Composition of the GSC is determined by the SGS through a process of opening applications to all students.

2.2 Academic Affairs Secretary (AAS)

- a. **Functions and Responsibilities**
 - i. The AAS shall represent the views of the Student Body on academic matters, especially those related to academic courses.
 - ii. The AAS shall help individual students tackle their specific academic problems and shall take up their problems with the respective authorities.
 - iii. The AAS shall co-ordinate with the functioning of all the centralized facilities of an academic nature, such as the Library, the Computer Centre etc., and also with the RAS in a manner that addresses the needs of the Student Body.
 - iv. The AAS shall convey any suggestions or grievances made by the SAC or the members of the GSB regarding matters of an academic nature to the respective authorities, and shall strive to see that action is taken on the above.
 - v. The AAS shall be conversant with all the academic rules of the Institute.
 - vi. The AAS shall periodically report to the SAC regarding the functioning of the AAC.
- b. **Academic Council (AC)**
 - i. The AC is headed by AAS and comprises of RAS, SGS, PIC, Class Representatives and few members appointed by AAS through a process of opening applications to all students.

- ii. The AC shall advise and assist the AAS in matters pertaining to his/her domain. However, its decisions are not binding on the AAS.
- iii. The various official academic bodies of the Institute (like the Board of Academic Programs, Library Committee etc.) shall contain the AAS (or any other member of the AC nominated by the AAS and ratified by the SAC) as a student representative.
- iv. The Class Representatives are members of AC only in the meetings held regarding the Class Committee or as deemed fit by the AAS.

2.3 **Research Affairs Secretary (RAS)**

a. **Functions and Responsibilities**

- i. The RAS shall effectively represent the views of the research scholars on matters related to academic research.
- ii. The RAS shall address specific problems of the research scholars and shall take up these problems with the respective authorities.
- iii. The RAS shall co-ordinate with the functioning of all the centralized facilities of an academic nature, such as the Library, the Computer Centre etc., and also with the AAS in a manner that addresses the needs of the Student Body.
- iv. The RAS shall convey any suggestions or grievances made by the SAC or the members of the GSB regarding matters of an academic nature to the respective authorities, and shall strive to see that action is taken on the above.
- v. The RAS should be conversant with all the academic rules of the Institute.
- vi. The RAS shall periodically report to the SAC regarding the functioning of the RAC.

b. **Research Affairs Council (RAC)**

- i. The Composition of the RAC is determined by the RAS through a process of opening applications to all students.
- ii. The RAC shall advise and assist the RAS in matters pertaining to his/her domain. However, its decisions are not binding on the RAS.
- iii. The various official academic bodies of the Institute (like the Board of Academic Courses, Library Committee) shall contain the RAS (or any other

member of the RAC nominated by the RAS and ratified by the SAC) as a student representative.

2.4 **Hostel Affairs Secretary (HAS)**

a. **Functions and Responsibilities**

- i. The HAS shall look after the issues regarding the maintenance of the hostels.
- ii. The HAS shall look after the issues with the employees of the hostel management and other persons employed in the hostels.
- iii. The HAS shall be one of the student members of the hospital, transport, security and other such committees which may be formed for providing amenities to the students.
- iv. The HAS shall be a member the Hostel Disciplinary Committee (HDC).
- v. The HAS shall periodically report to the SAC regarding the functioning of the HAC.

b. **Hostel Affairs Council (HAC)**

- i. The Composition of the HAC is determined by the HAS through a process of opening applications to all the students.
- ii. HAC must consist of one representative from each hostel.
- iii. The HAC shall advise and assist the HAS in matters pertaining to his/her domain. However, its decisions are not binding on the HAS.
- iv. The HAC shall assist the HAS in looking into the maintenance problems of all the hostels (Civil, Electrical, networking etc.) and the general cleanliness of all the hostels.

2.5 **Technical Affairs Secretary (TAS)**

a. **Functions and Responsibilities**

- i. The TAS shall look after the issues regarding the maintenance of the WiFi in the Institute.
- ii. The TAS shall look after the issues regarding the projects undertaken under Innovation/Tinkering Lab.

- iii. The TAS shall look after the needs of Innovation/Tinkering Lab for proper functioning.
- iv. The TAS shall assist in conducting the Technical Talks in the Institute.
- v. The TAS shall assist in the running of Technical/Club activities.
- vi. The TAS shall look after the participation of students in various technical events at the national and international level.
- vii. The TAS shall be a member of the Governing Council of Techno-Cultural Fest.
- viii. The TAS shall periodically report to the SAC regarding the functioning of the TAC.

b. Technical Affairs Council (TAC)

- i. The Composition of the TAC is determined by the TAS through a process of opening applications to all students.
- ii. The TAC shall advise and assist the TAS in matters pertaining to his/her domain. However, its decisions are not binding on the TAS.
- iii. The TAC shall assist the TAS in looking into the maintenance problems of Wi-Fi, Inter IIT Tech Meet process and functioning of Idea Squared Room.

2.6 Cultural Affairs Secretary (CAS)

a. Functions and Responsibilities

- i. The CAS shall assist and coordinate the activities of all the Cultural Clubs.
- ii. The CAS shall be responsible for organizing various Cultural events in the.
- iii. The CAS along with LAS shall assist the Institute Administration in smooth conduct of Institute Day or any event on similar lines.
- iv. The CAS shall facilitate and coordinate the participation of Institute in various Inter-Institute cultural competitions and interactions. He/she shall coordinate with LAS for the same if it involves domains under LAS.
- v. The CAS shall be responsible for looking after the formation of new Cultural Clubs as per the interests of GSB and shall provide necessary support for the same.
- vi. The CAS shall strive to create an atmosphere which is favourable and supportive of constant cultural development of the GSB.

- vii. The CAS shall be a member of the Governing Council of Techno-Cultural Fest.
- viii. The CAS shall periodically report to the SAC regarding the functioning of the CAC.

b. Cultural Affairs Council (CAC)

- i. The Composition of the CAC is determined by the CAS through a process of opening applications to all students.
- ii. The CAC shall advise and assist the CAS in matters pertaining to his/her domain. However, its decisions are not binding on the CAS.
- iii. The CAC shall assist CAS in matters pertaining to Inter IIT Cultural Meet and other Inter-Institute Cultural competitions and interactions.
- iv. The CAC shall assist CAS in organizing various cultural events in the Institute.

2.7 Literary Affairs Secretary (LAS)

a. Functions and Responsibilities

- i. The LAS shall oversee organization of literary activities in the Institute.
- ii. The LAS shall assist in the drafting and issuing of the Institute Newsletter and Annual Report.
- iii. The LAS shall manage the Student Library.
- iv. The LAS shall assist in holding Extramural Lectures.
- v. The LAS shall ensure a thriving Quizzing, Debating and creative writing culture in the campus.
- vi. The LAS shall facilitate and coordinate the participation of Institute in various Inter-Institute literary competitions and interactions. He/she shall also facilitate the proper preparation of the contingents for the same.
- vii. The LAS shall periodically report to the SAC regarding the functioning of the LAC.

b. Literary Affairs Council (LAC)

- i. The Composition of the LAC is determined by the LAS through a process of opening applications to all students.
- ii. The LAC shall advise and assist the LAS in matters pertaining to his/her domain. However, its decisions are not binding on the LAS.

- iii. The LAC will assist the LAS in conducting literary events, extramural lectures, drafting of college magazines and other tasks under the domain of the Literary Affairs Secretary.

2.8 **Sports Secretary (SS)**

a. **Functions and Responsibilities**

- i. The SS shall look after the issues regarding the sports activities of the students.
- ii. The SS shall maintain an inventory of sports equipment and facilitate sports activities.
- iii. The SS shall, under the guidance of the Sports Advisor, be responsible for the following matters:
 - 1. Coaching
 - 2. Organizing Intra-College or Inter-Institute sports events.
- iv. The SS along with the respective coaches of the sport shall be responsible for selecting Institute Teams to represent at various competitions.
- v. The SS along with the Sports Advisor shall be responsible for the matters regarding Inter IIT Sports Meet.
- vi. The SS shall report periodically to the SAC regarding the functioning of the CSA.

b. **Committee of Sports Activities (CSA)**

- i. The Composition of the CSA is determined by the SS through a process of opening applications to all students.
- ii. The CSA shall advise and assist the SS in members pertaining to his/her domain. However, its decisions are not binding on the SS.
- iii. The CSA – Institute will normally be responsible for Institute level sports activities.

2.9 **Mess Affairs Secretary (MAS)**

a. **Functions and Responsibilities**

- i. The MAS shall look after the issues regarding the maintenance and working of the mess.
- ii. The MAS shall participate in the tender process pertaining to the selection of caterers for the mess facilities.
- iii. The MAS shall be responsible for arranging food requirements, if necessary, during the organization of social events in the Institute.
- iv. The MAS shall periodically report to the SAC regarding the functioning of the MAC.

b. **Mess Affairs Council (MAC)**

- i. The Composition of the MAC is determined by the MAS through a process of opening applications to all students.
- ii. The MAC shall advise and assist the MAS in members pertaining to his/her domain. However, its decisions are not binding on the MAS.
- iii. The MAC shall assist the MAS in reviewing and revising the Menu of the mess every month.
- iv. The MAC shall assist the MAS in taking feedback from the students.

2.10 **Placement and Internship Coordinator (PIC)**

a. **Functions and Responsibilities**

- i. The PIC shall serve as the point of contact between industry and Institution.
- ii. The PIC shall serve as the supervisor of all student representative in Career Development Centre.
- iii. The PIC shall communicate student issues and requirements to the Career Development Centre.
- iv. The PIC shall facilitate the logistics involved with the Internship and Placement process.

Chapter – III

Elections, Impeachment and Referendum

- 1.1 Elections for all the posts (ref. Ch.-III 1.4) must be held and completed on or before the last Wednesday in the month of March.
- 1.2 A student cannot hold a post(s) more than twice.
- 1.3 The New representatives shall take charge from the end of the semester. New Representatives shall be the part of the respective councils as spectators till the end of the semester.
- 1.4 The Chief Advisor shall send a notice to all the GSB regarding the takeover.
- 1.5 Elections for the following posts shall be conducted:
 - a. All the Secretaries
 - b. Class representatives of all branches and batches.
 - c. The elections for the remaining posts (CRs of the I year B. Tech. and M. Tech. programs) of the new SAC shall normally be held within the first six weeks of the reopening of the Institute after summer vacation.
- 1.6 The PIC shall be selected through an interview by a committee consisting of:
 - a. Dean of Student Affairs
 - b. Dean of Academic Affairs
 - c. Career Development Centre Faculty Coordinator
 - d. SGS
- 1.7 If, for any of the posts of the Executive Wing, Class Representatives nominations are not received when called in March of every year, fresh nominations shall be called for, for the same post(s) when elections are held after the reopening of the Institute after the summer vacation. If even at this time nomination are not received, then Chief Advisor shall ask the standing representative to continue. If refused, a committee comprising of the standing secretary, respective counselor and Chief Advisor must resolve the situation. In any case the post must not remain vacant.

1.8 **Mode of Voting**

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

2. Qualifications and Electorate

2.1 The following qualifications hold for all posts:

- a. Any person can contest for a particular post if and only if he/she is a member of the electorate for that post.
- b. No person shall contest for more than one post concurrently
- c. No person can resign from a post to which he/she was elected and contest for another post in the same year
- d. The candidate should continue in the post for whole one year for which he/she has been elected
- e. The candidate should not have been awarded punishment by any of the Disciplinary Committees during the last 12 months.
- f. In the case of M.S. and Ph.D. research scholars, the aspirant should have cleared satisfactorily all the subjects for which he/she has registered for, and should have received the scholarship amount uninterruptedly as evidence of having maintained satisfactory progress in research.
- g. In the case of B.Tech., MS and PhD research students, the candidate must have a minimum CGPA of 6.5 out of 10.

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

- | | |
|--------------------------------|------------------------------------|
| 1) Students General Secretary | : The General Student Body |
| 2) Academic Affairs Secretary | : Students of B. Tech, M. Tech. |
| 3) Research Affairs Secretary | : Students of M.S. and Ph.D. |
| 4) Hostel Affairs Secretary | : The GSB, excluding day scholars. |
| 5) Technical Affairs Secretary | : The General Student Body |
| 6) Cultural Affairs Secretary | : The General Student Body |
| 7) Sports Affairs Secretary | : The General Student Body |
| 8) Mess Affairs Secretary | : The General Student Body |
| 9) Literary Affairs Secretary | : The General Student Body |

2.3 **Election Officer (EO)**

- a. The Election officer shall be appointed by the Dean of Students. He/she shall be a faculty member.
- b. The EO shall be responsible for conducting all elections prescribed in this Constitution
- c. The EO shall ensure fair and free elections
- d. The EO shall announce the dates, times and venues for the following:
 - i. Filing of Nominations
 - ii. Withdrawal of Nominations
 - iii. Elections
- e. The EO shall issue the guidelines for the campaign
- f. The EO shall specify proceedings for filing and withdrawal of nominations
- g. The EO shall announce the list of valid nominations and the results of the elections to the GSB
- h. The EO shall be free to enlist the help of any persons other than the candidates or their representatives to conduct the elections

2.4 **Restrictions Regarding Campaign**

- a. Only posters specified and approved by the EO will be permitted. No candidate shall print or make in any other fashion his or her campaign posters
- b. The posters shall be displayed only at locations pre-specified by the EO
- c. No hand bills or banners shall be permitted
- d. No defacing of Institute property by way of drawing or writing or otherwise shall be permitted.

2.5 The nomination of any candidates found violating the above rules shall be cancelled

2.6 Opportunity shall be provided for candidates standing for the Secretaries Positions to present on a common platform, their vision and plan.

2.7 **Election Procedure**

- a. Between announced date of election and the last date for filing nominations shall be 5 working days.
- b. Between the date for elections and the last date for withdrawal of nominations shall be 2 working days.

- c. For a nomination to be valid, the proposer and seconder must be from the electorate who votes for the particular post.
- d. The list of candidates whose nominations are valid shall be announced within 24 hours from the deadline given for withdrawal of nominations.
- e. The EO shall nominate the Polling Officers (POs) in consultation with the Dean – Students to conduct the elections in the booths.
- f. The POs shall collect the list of voters in their respective booths from the EO.
- g. The POs shall arrange for all the facilities required for voting at their pre-assigned polling booths.
- h. The POs shall ensure free and fair elections in their respective polling booths.
- i. The POs shall take the sealed ballot boxes and deposit them with the EO immediately after the polling is over.
- j. The POs shall assist in the counting of votes.
- k. A candidate has the right to be present during the counting of votes, if he/she cannot be present, he/she may nominate a representative to be present during the counting.
- l. The counting of votes shall commence as soon as the polling is completed for all the posts.
- m. The contestants shall be bound by the written and signed statement and actions of the persons authorized by them to be their representatives during the counting.
- n. The list of successful candidates shall be officially announced by the EO as soon as the counting is over, a notice regarding the same shall be brought out by him/her within 24 hours to reach the GSB.
- o. All complaints regarding the election should be submitted to the EO within 24 hours of the declaration of the results.
- p. The EO shall take any action it deems fit as regards the complaints received.
- q. The EO shall notify the SAC for actions taken by him/her regarding the complaints.
- r. In case of a Tie, at a time specified by the EO between the announcement of the final election results and the date of the election, all the candidates for the concerned posts shall meet the EO and state their consensus regarding the method to be adopted for resolving a tie in writing. If the EO receives no consensus during the time specified,

the EO shall decide on a method, which is equally fair to all candidates for the resolution on a tie.

2.8 **Re-elections**

If any member of the EW resigns or is impeached, re-election for the same post shall be held and completed as per the procedure mentioned for elections.

2.9 **Impeachment**

- a. Any impeachment proceedings can be initiated by either one-third members of the SAC or one-fourth of the total strength of the electorate for a particular post.
- b. The SGS shall conduct the impeachment proceedings against any Councilors, members of the EW within one week of the receipt of the memorandum.
* If the Memorandum of Impeachment is against the SGS, it must be submitted to the Dean of Students who will be taking forward the proceedings in place of the SGS.
- c. Debate: The SGS/Dean of Students shall call for a meeting of the electorate 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.
- d. A person shall be considered impeached if two-thirds of the respective electorate cast their votes and a simple majority of these vote in favor of the impeachment.
- e. In case a Disciplinary Action is taken against a member of the Executive or a Class representative during his/her tenure, the concerned member will stand impeached and re-election will be held for the concerned post.

2.10 **Referendum**

- a. A referendum shall be initiated by the SGS only if more than half the total strength of EW or more than one- fifth the total strength of the GSB asks for it through a signed memorandum addressed to the SGS.
- b. The SGS shall conduct a referendum within 48 hours of receipt of the memorandum
- c. A referendum shall be considered valid if and only if more than two third of the total GSB cast their vote and a motion shall be considered as passed only if a simple majority of these votes is in favor of the motion.

2.11 **Amendments** to the Constitution shall be brought up by the process of Referendum.