

## CHAPTER I

### MEMBERSHIP, OFFICERS, MEETINGS, ROLE

1. The membership and duties, powers and privileges of the Senate are defined by the Institutes of Technology Act, 1961 and the Statutes of the IIT Delhi\*#. (For membership, refer to Section 14 of the Act and Statute 4(1); for functions and powers, refer to Section 15 of the Act and Statute 4(2), respectively). Relevant sections of these documents have been added to this Manual as Appendix. Provisions from Appendix are frequently repeated in the main body of the text of this Manual for completeness and clarity.

The Senate is primarily concerned with the academic affairs of the Institute encompassing faculty, students and instructional matters (for functions, refer to Section 15 of the Institutes of Technology Act).

In accordance with Section 29 of the Act of the IITs, the Ordinances of an IIT shall be made by the Senate of the Institute and individual Ordinances shall become effective on dates specified by the Senate. However, all Ordinances enacted by the Senate shall be submitted as early as possible for the consideration of the Board of Governors who shall have the power by resolution to cancel or modify any such Ordinances, and such ordinances shall stand cancelled or modified, as the case may be, from the date of such resolution. Further, Section 28 of the Act of the IITs indicates that Ordinances may provide for all or any of the following matters, namely:

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**\*In addition to the specified membership in the relevant Acts & Statutes, three Alumni-representatives and four student-representatives (vide Resolution No. S/8/84) shall be permanent invitees to the deliberations of the Senate. General Secretary AIC-UG be one of the 4 students representatives - vide Resolution No. S/1/86. All invitees shall however, be excluded from confidential meetings of the Senate unless otherwise decided on special considerations. Methodology of the nomination of these representatives is indicated in Chapter IV of this Manual.**

**# Further the membership of the Senate has also been extended to Scientific & Design staff having equivalent pay scale as that of Professor vide Board Resolution No. BG/13/2007.**

- (a) the admission of the student to the Institute;
- (b) the courses of study to be laid down for all degrees and diplomas of the Institute;
- (c) the conditions under which students shall be admitted to the degree or diploma courses and to the examinations of the Institute, and shall be eligible for degrees and diplomas;
- (d) the conditions of award of the fellowships, scholarships, exhibitions, medals and prizes ;
- (e) the conditions and mode of appointment and duties of examining bodies, examiners and moderators;
- (f) the conduct of examinations;
- (g) the maintenance of discipline among the students of the Institute; and
- (h) any other matter which by this Act or the Statutes is to be or may be provided for by the Ordinances.

2. The duties and responsibilities of the Senate are exercised through the following agencies:

- (i) The Senate;
- (ii) The Boards and Standing Committees of the Senate; and
- (iii) The Academic Departments and Centres.

The duties and responsibilities of the first two of these agencies are specified in this Manual.

3. The Director shall *ex officio*, be the Chairman of the Senate and, if present, shall preside all meetings of the Senate. In his absence the Deputy Director shall preside and in the absence of both the Director and the Deputy Director, the senior-most of the Professors present shall preside at the meeting (Statute 4(6)). The Registrar shall act as the Secretary of the Senate (Section 19.2 of the Act).

4. The Senate shall meet as often as necessary but not less than four times during a calendar year (Statute 4.3). At the last scheduled meeting of any calendar year, the Senate shall decide the schedule of meetings for the next calendar year.

5. Meetings of the Senate shall be convened by the Chairman of the Senate either on his own initiative or on a requisition signed by not less than 20% of the members of the Senate. A requisitioned meeting shall

be a special meeting to discuss only those items of Agenda for which the requisition is made. The requisitioned meeting shall be convened by the Chairman of the Senate on a date and time convenient to him within 15 days of the notice given for such a requisition (Statute 4.4).

However, the Director may call an emergency meeting of the Senate at short notice to consider urgent special issues. (Statute 4.8)

6. A written notice for every regular and special meeting of the Senate together with the agenda shall be sent to every member (excluding those currently away from the Institute on lien / leave ex-India) of the Senate by the Secretary at least a week before the meeting. The Chairman may, however, permit inclusion of any item for discussion without prior notice (Statute 4.7).

Senate members absent from the Institute on lien / leave should not be counted as continuing to be members of the Senate and that notice for Senate meetings should not be sent to such members. The minutes of the Senate meetings will, however, be sent to them.

7. One third of the total number of the members of the Senate shall form a quorum for a meeting of the Senate (Statute 4.5). However, Senate members absent from the Institute on 'leave / lien' shall not be counted towards quorum for the meeting.

8. The minutes of the proceedings of a meeting of the Senate shall be drawn up by the Secretary and sent to all members of the Senate present in India (unless under special circumstances the Senate rules otherwise) inviting their comments to the same. The minutes along with the comments from members shall be placed for confirmation at the next meeting of the Senate and, upon confirmation, shall be signed by the Chairman. The record of minutes shall be maintained by the Secretary of the Senate for future reference and inspection during office hours by members of the Senate, the Board of Governors and the Council of the IITs (Statute 4.10).

9. The Senate shall nominate two professors of the Institute who shall serve as representatives of the Senate on the Board of Governors (Section 11(e) of the Act). Professors absent from the Institute on 'lien / leave' shall however not be considered for nomination. The procedure for nomination of the Senate nominees is outlined in Chapter IV of the Senate Manual.

## CHAPTER II

### BOARDS AND STANDING COMMITTEES OF THE SENATE - GENERAL PROVISIONS

10. The Senate shall define and limit the duties and powers of its Boards and Standing Committees and shall hold these Boards and Standing Committees responsible for the performance of their duties and the exercise of their powers.
11. Ordinarily, each Board and Standing Committee is responsible to the Senate which appoints it. However, the Director may assign additional duties to any Board / Standing Committee and in the discharge of such additional duties, the Board / Standing Committee shall be answerable only to the Director.
12. The Boards and Standing Committees currently recognized by the Senate are:
  - (i) Board for Undergraduate Studies (BUGS);
  - (ii) Board for Postgraduate Studies and Research (BPGS&R);
  - (iii) Advisory Committee for the Library (ACL);
  - (iv) Board for Education & Research Planning (BERP);
  - (v) Board for Industrial Research and Development (BIRD);
  - (vi) Executive Committee of the Senate (ECS);
  - (vii) Student Affairs Council (SAC);
  - (viii) Boards for Departments / Centres.
  - (ix) Computer Users Committee (CUC)
  - (x) Advisory Committee for Continuing Education Programme (CEP)
  - (xi) Student-Teacher Interaction Committee (STIC)
  - (xii) Alumni Affairs Committee and
  - (xiii) Overall Curriculum Development Committee (OCDC)
13. The Boards and Standing Committees shall be composed of members of the Senate, other members of the Faculty of the Institute, duly registered students of the Institute and experts from outside the Institute, nominated by the Senate in accordance with procedures that may be laid down by it from time to time. For purposes of the Senate procedure a member of the Faculty shall mean a “person” belonging to the teaching and / or research staff of the Institute and having the rank of not less than Assistant Professor or its equivalent. In the case of a “person” holding a position not clearly identifiable as above, the Senate shall decide whether he will be a member of the Faculty for the purpose of the Senate procedures.
14. The Senate may appoint other committees (both permanent and ad hoc) to carry out specific tasks that may be laid down by the Senate (sub-statute 2(d) & (e) of Statute 4 refers). The members of such

committees shall be chosen from amongst the members of the Senate, other members of the Faculty of the Institute, duly registered students of the Institute, and experts from outside the Institute in accordance with procedures that may be laid down from time to time by the Senate.

15. The constitution and tenure of members of the Boards and Standing Committees shall be as specified for each Board / Standing Committee in Chapter III of the Senate Manual. The terms of office of all members except student-members on Boards / Standing Committees of the Senate shall commence on the 1<sup>st</sup> of September of every year for which they are nominated. A replacement, if any, shall serve from the date of his appointment on the Board / Committee concerned until the end of the tenure of the member he has replaced. The term of office of student-members on Boards / Standing Committees of the Senate shall commence from the date of their nomination/election.
16. The members and Chairman of the Boards / Standing Committees of the Senate shall be appointed according to the procedure outlined in Chapter IV of the Senate Manual for each Board / Standing Committee. The Chairman of each Board / Standing Committee shall preside over the meetings of their respective Boards / Standing Committees.
17. The Secretaries of all Boards / Standing Committees excepting Boards for Departments / Centres shall submit to the Senate the minutes of the meetings of their respective Boards / Standing Committees after they have been confirmed by the concerned Board / Standing Committee. Any recommendation requiring specific consideration / approval of the Senate shall be submitted as a separate item highlighting the recommendations of the concerned Board / Standing Committee.

## CHAPTER III

### BOARDS AND STANDING COMMITTEES; THEIR COMPOSITION, DUTIES AND RESPONSIBILITIES

#### 18. Board of Undergraduate Studies (BUGS)

- (i) The Board shall consist of the following members:
  - (a) One representative of each academic department with at least 50% of the nominees being Senate members;
  - (b) Two members of the Senate with a tenure of two years and with 50% nominees retiring each year.
  - (c) Dean of Postgraduate Studies & Research or his nominee from amongst the members of the Board of Postgraduate Studies & Research (BPGS&R);
  - (d) Chairman of Admissions (ex-officio);
  - (e) Three student representative(s) two from AIC and one from SAC, be made permanent invitees to the BUGS meetings.
  - (f) Associate Dean (Academic), (Ex-officio)
  - (g) Chairman, Grades & Registration (UGS)
- (ii) The Director shall appoint an Administrative Officer of the Institute to serve as a non-Member-Secretary of the Board.
- (iii) The representatives of the Departments shall be nominated by the respective Boards for the Departments. Senate nominees shall be nominated by the Senate. The Chairman of admissions shall be appointed by the Director. The student-representatives, shall be nominated by the Student Affairs Council.
- (iv) In addition to the composition specified in Section 18(i) of this Manual, the Chairman of the Senate may make one additional nomination to the Board.
- (v) Faculty members on the Board other than its Chairman and those in an ex-officio capacity shall serve on the Board for two years with half of them, retiring each year. However, student members shall serve for one year only.
- (vi) The Board shall meet at least four times in a semester with 50% of its membership serving as a quorum. If a member representing Department / Centre / Senate fails to attend three consecutive meetings without leave of absence from the Board of UG Studies / Dean UG Studies, he shall ceased to be a member of the Board of UGS and the Department / Centre / Senate represented by him shall be requested to nominate another representative in his place.
- (vii) The Chairman of the Board shall be chosen by the Director from amongst the professors. The Chairman so appointed shall be assigned additional administrative responsibility by the Director and designated as Dean, UG Studies. The tenure as Dean, UG Studies shall not exceed three years.

- (viii) The Board shall continue to function on the expiry of its term until a new Board is constituted by the Senate. However, the period of extension shall in no case exceed three months.
- (ix) The duties and responsibilities of this Board shall be to formulate Institute level policy and to co-ordinate as well as review undergraduate curricular activity including (a) Scholarships; (b) Courses and their curricula; (c) Time tabling; (d) Evaluation of academic performance of students; (e) Academic awards' and (f) Practical training.
- (x) The student-representatives on the Board shall be present only for items that are not of confidential nature.
- (xi) If need arises, the Chairman Senate may on behalf of the Senate approve any minor deviations / adjustments in the requirement that atleast 50% of the nominees of the Departments / Centres on the Board, be Senate Members.

**19. Board of Postgraduate Studies & Research (BPGS&R)**

- (i) The Board shall consist of the following members:-
  - (a) One representative of each Academic Department and Centre having a strength of more than 10 faculty members as well as a representative from half of the other Centres by rotation with at least 50% of the nominees being Senate members;
  - (b) Two members of the Senate with a tenure of two years and with 50% nominees retiring each year.
  - (c) Dean of Undergraduate Studies or his nominee from amongst the members of the Board of Undergraduate Studies (BUGS);
  - (d) Three student-representative(s) one each from Ph.D., M.Tech. & M.Sc. Programmes be made permanent invitees to BPGS meetings.
  - (e) Chairman, GATE, (Ex-officio)
  - (f) Chairman, Grades and Registration (PG)
  - (g) Associate Dean, (Academic), (Ex-officio)
- (ii) The Director shall appoint an Administrative Officer of the Institute to serve as a non-Member-Secretary of the Board.

- (iii) The representatives of the Departments / Centres shall be nominated by the respective Boards for the Departments / Centres. The Senate nominee shall be nominated by the Senate. The student-representatives shall be nominated by the Student Affairs Council. A faculty member registered for a degree at the Institute is ineligible to serve on the Board as long as he is registered for the degree.
- (iv) In addition to the composition specified in Section 19(i) of this Manual, the Chairman of the Senate may make one additional nomination to the Board.
- (v) Faculty members on the Board other than its Chairman and those in an ex-officio capacity, shall serve on the Board for two years with half of them retiring each year. However, student members shall serve for one year only.
- (vi) The Board shall meet at least four times in a semester with 50% of its membership serving as a quorum. If a member representing a Department / Centre / Senate fails to attend three consecutive meetings without leave of absence from the Board of PG Studies / Dean PGS&R, he shall cease to be a member of the Board of PGS&R and the Department / Centre / Senate represented by him shall be requested to nominate another representative in his place.
- (vii) The Chairman of the Board shall be chosen by the Director from amongst the Professors. The Chairman so appointed shall be assigned additional administrative responsibility by the Director and designated as Dean, PGS&R. The tenure as Dean, PGS&R shall not exceed three years.
- (viii) The Board shall continue to function on the expiry of its term until a new Board is constituted by the Senate. However, the period of extension shall in no case exceed three months.
- (ix) The duties and responsibilities of the Board shall be to formulate Institute level policy and to co-ordinate as well as review postgraduate curricular activity including (a) Admissions and scholarships; (b) Courses and their curricula; (c) Evaluation of academic performance of students; and (d) Research activities of students.
- (x) The student-members shall be present only for items that are not of a confidential nature.



**20. Advisory Committee for the Library (ACL)**

- (i) The Committee shall consist of the following members:
  - (a) One representative of each Academic Department/Centre with at least 50% of the nominees being Senate members;
  - (b) Two members of the Senate with a tenure of two years and with 50% nominees retiring each year.
  - (c) Four students of the Institute;
  - (d) Librarian (ex-officio)
  - (e) Officer Incharge Hindi Cell as special invitee (Ex-officio).
- (ii) In addition to the composition specified in Section 20(i) of this Manual, the Chairman of the Senate may make an additional nomination to the Committee.
- (iii) The Chairman of the Committee shall be appointed by the Director from amongst the professorial members of the Committee. The tenure of the Chairman shall not exceed three years.
- (iv) The Librarian shall act as Member-Secretary of the Committee.
- (v) The representatives of the Departments / Centres shall be nominated by the respective Boards for the Departments / Centres. Senate nominees shall be nominated by the Senate. The student representatives shall be nominated by the Student Affairs Council. The Librarian shall serve as a member in an ex-officio capacity.
- (vi) Faculty members on the Committee other than its Chairman shall serve on the Committee for two years with half of them retiring each year. However, student-members shall serve for one year only.
- (vii) The Committee shall meet at least four times in a semester with 50% of its membership serving as a quorum. If a member representing a Department / Centre / Senate fails to attend three consecutive meetings without leave of absence from the Advisory Committee of the Library / Chairman Advisory Committee of the Library, he shall cease to be a member of the Advisory Committee of the Library and the Department / Centre / Senate represented by him shall be requested to nominate another representative in his place.
- (viii) The Committee shall continue to function on the expiry of its term until a new Committee is constituted by the Senate. However, the period of extension shall in no case exceed three months.
- (ix) The duties and responsibilities of this Committee shall be to act as a "Library Users Advisory Committee" and to advise the Senate and the Director on policy matters pertaining to the Library.

## **21. Board for Education & Research Planning (BERP)**

- (i) The Board shall consist of the following members:
  - (a) Chairman of the Senate (ex-officio);
  - (b) Dy. Directors (ex-officio);
  - (c) All Deans of the Institute (ex-officio);
  - (d) Three nominees of the Executive Committee of the Senate from amongst Senate members who have served as a Head of Department or Dean, one each from; (i) Engineering Departments; (ii) Science and Humanities Departments and (iii) Centres, chosen in such a way that they belong to Departments / Centres, other than those to which the incumbent Deputy Director / Deans of the Institute belong.
- (ii) An Administrative Officer / Professor of the Institute shall be nominated by the Director as Secretary of the Board. In the event the person nominated as Secretary is a Professor he shall serve as Member-Secretary.
- (iii) The Chairman of the Senate, the Deputy Directors and the Deans of the Institute shall serve as members in an ex-officio capacity.
- (iv) The ex-officio members shall serve on the Board as long as they continue to hold the particular office by virtue of which they are members of the Board. The nominees of the Executive Committee of the Senate shall serve a concurrent term of two years. They shall continue to serve on the Board until new nominations have been made by the Executive Committee of the Senate. However, the period of extension shall in no case exceed three months.
- (v) The Board shall meet atleast four times in a semester with 50% of its membership serving as a quorum. If a member representing Department / Centre / Senate fails to attend three consecutive meetings without leave of absence from the Board for Education & Research Planning, he shall cease to be a member of the Board for Education & Research Planning and the Department / Centre / Senate represented by him shall be requested to nominate another representative in his place.
- (vi) The Chairman of the Senate shall be the Chairman of the Board in an ex-officio capacity.
- (vii) The duties and responsibilities of this Board are:-
  - (a) Formulation of educational policy at the Institute level;
  - (b) Academic planning with regard to new activities and review of existing departments and centres;
  - (c) General policy for the allocation of intra-IIT budget; and
  - (d) Faculty development and specialized training.

## **22. Board for Industrial Research and Development (BIRD)**

The Board shall consist of the following members:

- (a) Dean, Industrial Research and Development (ex-officio) - Chairman;
  - (b) Three nominees of the Senate;
    - (i) Ex- Dean (IRD)
    - (ii) Dy. Director (Faculty)
    - (iii) Associate Dean (IRD)
  - (c) Outside Technical Experts from Industry not exceeding eight to be nominated by the Director.
  - (d) One representative of each academic Department/Centre.
  - (e) MD, FITT
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- (ii) AR (IRD) shall act as a non-Member-Secretary of the Board.
  - (iii) The Senate nominees shall be nominated by the Senate. The eight outside Technical experts shall be nominated by the Director.
  - (iv) All the members other than ex-officio members shall serve the concurrent terms of two years with half by them, retiring each year.
  - (v) The Board shall meet at least four times in a semester with 50% of its membership serving as a quorum. If a member representing Department/ Centre / Senate fails to attend three consecutive meetings without leave of absence from the Board for Industrial Research & Development, he shall cease to be a member of the Board for Industrial Research & Development and the Department/ Centre / Senate represented by him shall be requested to nominate another representative in his place.
  - (vi) The Chairman of the Board shall be the Dean, Industrial Research & Development who shall be appointed by the Director from amongst the Professors of the Institute and shall serve for a period not exceeding three years.
  - (vii) The Board shall continue to function on the expiry of its term until a new Board is constituted by the Senate. However, the period of extension shall in no case exceed three months.
  - (viii) The duties and responsibilities of the Board shall be to liaise with Industry and to regulate consultancy projects, sponsored R&D projects, workshops etc. and Inter institutional collaborative links abroad.

### **23. Executive Committee of the Senate (ECS)**

- (i) The Committee shall consist of the following members:
  - (a) Director (ex-officio);
  - (b) Deputy Directors (ex-officio);
  - (c) Heads of Departments/Centres (ex-officio);
  - (d) Deans of the Institute (ex-officio);
  - (e) Librarian (ex-officio);
  - (f) Registrar (ex-officio)
  - (g) Prof.-incharge (Planning) as Special Invitee
- (ii) The Registrar shall act as Member Secretary of the Executive Committee of the Senate.
- (iii) The Chairman, ACL be invited to attend the meetings of the ECS as Special Invitee when Library matters are discussed.
- (iv) All members of the Committee shall serve in an ex-officio capacity.
- (v) The Committee shall meet as and when necessary at the discretion of its Chairman. There shall be no quorum for its meetings.
- (vi) The Director shall be the Chairman of the Committee in an ex-officio capacity.
- (vii) The duties and responsibilities of the Committee shall be to assist the Director in formulating mechanism for executing policy decisions, to discuss matters within the purview of the Senate on which the Director desires advice and to make recommendations to the Senate on matters that are referred to the Senate for approval by its other Boards and Standing Committees. The committee shall also act as the “Nomination Committee” to recommend to the Senate the names of the Senate members who shall serve as Senate nominees on its various Boards and Standing Committees.
- (viii) The list of items on the agenda of every meeting of the Committee shall be sent to the General Secretary, Student Affairs Council. He may then request for background papers on any specific item, which he considers to be of interest to the student community, and to be invited to that meeting to present the students’ viewpoint on that specific item.
- (ix) Confirmed minutes of all meetings of the Committee shall be provided to the General Secretary, Student Affairs Council, for the information of the student community.

## **24. Student Affairs Council (SAC)**

- (i) The Council shall consist of the following members:
- (a) Director (ex- officio);
  - (b) Dean of Students (ex-officio);
  - (c) Presidents of all the Boards recognised and named in the Constitution of the SAC (ex-officio);
  - (d) Presidents of the Committees recognized and named in the Constitution of the SAC (ex-officio);
  - (e) Immediate past Dean of Students (ex-officio);
  - (f) Deputy Registrar (Student Affairs) or other administrative officer not so designated but working in that capacity (ex-officio);
  - (g) Deputy Directors (ex –officio);
  - (h) One Housemaster;
  - (i) Two Wardens;
  - (j) Two members of the Senate with a tenure of two years and with 50% nominees retiring each year.
  - (k) General Secretaries of Boards recognized and named in the Constitution of the SAC and AIC-UG (ex-officio);
  - (l) Secretaries of the Committees recognized and named in the Constitution of the SAC(ex-officio);
  - (m) Immediate past General Secretaries of Boards recognized and named in the Constitution of SAC(ex-officio);
  - (n) Two immediate past General Secretaries of the Student Affairs Council (SAC) (ex-officio);
  - (o) Two representatives of the Research Scholars;
  - (p) Two representatives of M.Tech. Students.
  - (q) One representatives of the Married Students Hostel;
  - (r) Two representatives of each Hostel.
  - (s) One representative of combined M.Sc class.
  - (t) Dean, PGS&Rp
  - (u) Dean, UGS
  - (v) Head, Counseling Service
  - (w) Associate Dean, of students
  - (x) One representative of PG programmes
  - (y) One representative of Day Scholars
  - (z) Secretaries of the committees set up by the SAC
  - (aa) Two represtative from AIC(UGS)
  - (bb) General Secretary NSS
- (ii) One of the Student members of the Council other than those in an ex-officio capacity shall serve as Convenor-Secretary of the Council and shall be designated as General Secretary, Student Affairs Council (SAC);
- (iii) Faculty members on the Council under Clause 24(i), (h, i) shall be nominated by the Director in consultation with the Dean of Students. All student members of the Council other than those in an ex-officio capacity shall be elected by their respective constituencies as per the election procedure provided in the Constitutions of the SAC and the Board for Hostel Management. Faculty members on the Council under Clause

- 24(i) (j) shall be nominated by the Senate. Student-members in the Council in an ex-officio capacity as General Secretaries/ Secretaries of the Boards / Committees recognised by the SAC shall be elected in accordance with procedures provided in the Constitutions of the concerned Boards / Committees. Immediate past General Secretaries of Boards/SAC shall be members of the Council only if they are still bonafide students of the Institute.
- (iv) The tenure of all student – members including those in an ex-officio capacity shall be as provided in the Constitution of the Student Affairs Council. The tenure of all faculty members other than those in an ex-officio capacity shall be one academic year extendable in the event they are re-nominated.
  - (v) The Council shall continue to function on the expiry of its term, in the event a new Council has not been constituted for any reason. However, the maximum period of such extension shall be three months.
  - (vi) The Council shall meet at least four times in a semester with 50% of its membership serving as a quorum. If a member representing the Senate fails to attend three consecutive meetings without leave of absence from the Student Affairs Council, he shall cease to be a member of the Council and the Department / Centre represented by him shall be requested to nominate another representative in his place.
  - (vii) The Director shall be the ex-officio Chairman of the Council. The Dean of Students, nominated by the Director from amongst the Professorial faculty of the Institute, shall be the ex-officio Vice-Chairman of the Council. He shall serve for a period not exceeding three years.
  - (viii) The duties and responsibilities of the Council shall be over-all policy formulation, co-ordination and review of all student affairs which are of a non-academic nature e.g. co-curricular affairs, student housing, student counselling and student discipline. The Council shall also serve as a forum for discussion on all other aspects of student life including curricular affairs.
  - (ix) The Council shall have an Executive Committee which shall meet as and when necessary and shall take day-to-day decision (on matters within the purview of the Council) on behalf of the Council. The membership of the Executive Committee shall be as provided in the Constitution of the SAC.
  - (x) The Council shall have a Co-ordinating Committee which shall meet as and when necessary and shall co-ordinate the activities of the recognised Boards / Committees of the SAC. The membership of the Co-ordinating Committee shall be as provided in the Constitution of the SAC.
  - (xi) In the event the Dean of Students acts as the President BHM, the Co-ordinating Warden shall serve on the SAC and its Co-ordinating Committee against the slot of President BHM.

- (xii) In the event there is no Deputy Director at the Institute, one of the other Deans of the Institute shall be nominated by the Director in consultation with the Dean of Students to serve on the SAC.

## **25. Boards for Departments / Centres**

- (i) Each Department / Centre shall have a Board consisting of the entire faculty of the Department / Centre and three faculty members from allied Departments / Centres.
- (ii) The Head of the Department / Centre shall be the ex-officio Chairman of the Board.
- (iii) A member of the faculty of the Department / Centre nominated by the Board shall act as its Secretary. His tenure shall be at the discretion of the concerned Board.
- (iv) The faculty members from allied Departments / Centres shall be nominated by the faculty of the Department/Centre if they consider such representation as desirable. The faculty from allied Departments / Centres so nominated shall serve on the Board for a period of two years.
- (v) The Board shall meet at least four times in a semester with 50% of its membership serving as a quorum. If a member representing allied Department / Centre / Senate fails to attend three consecutive meetings without leave of absence from the Board / HoD / Centre, he shall cease to be a member of the Board of that Department / Centre and the allied Department / Centre / Senate represented by him shall be requested to nominate another representative in his place.
- (vi) The duties and responsibilities of the Board shall be over-all policy formulation, co-ordination and review of all activities of the Department / Centre.
- (vii) Each Board shall have an Executive Committee or a Professorial Committee, as may be decided by the individual Boards, to assist the Head of the Department/Centre in executing policies formulated by the Board. The composition of the Professorial / Executive Committee shall be decided by the concerned Board. Meetings of this Committee shall be chaired by the concerned Head of Department / Centre. Minutes of all meetings of this Committee shall be circulated to all members of the concerned Board for information.

The Faculty Boards in the Departments and the Centres, could constitute any other committees which should function for the matters, which fall within the purview of the Senate.

**26. Computers Users Committee (CUC)**

The Committee shall consist of the following members:

- (a) Chairman (To be nominated by the Director)
- (b) One representative of each academic Deptt. / Centre and Centre having a strength of more than 10 faculty members to be represented by one member each and half of the other Centres to be represented by rotation every year.
- (c) Three incharges of the Operation Systems and Users Support Service in Computer Centre.
- (d) Head, Counseling Service
- (e) Four student members
- (f) Head of the Computer Services Centre or his nominee – Member-Secretary

**27. Advisory Committee for Continuing Education Programme (CEP)**

The Committee shall consist of the following members:

- (a) Chairman - Dy. Director (Faculty) - (ex-officio)
- (b) Dean, IRD (Ex-officio)
- (c) Two nominees of the Senate (To be nominated by the Director) with a tenure of two years and with 50% nominees retiring each Year.
- (d) Two non-professorial members of the faculty to be nominated by the Director.
- (e) Three representatives of the Industry to be recommended by the Co-ordinator CEP and approved by the Director.
- (f) Head, Training & Placement Unit, IIT Delhi. (ex-officio)
- (g) Two members of the faculty who happen to be serving on the Executive Committee of any National Professorial Society (To be nominated by the Director).
- (h) Chairman of the local Chapter of ISTE. (Ex-officio)
- (i) Managing Director, FITT (Ex-officio)
- (j) Convener, Co-ordinator CEP (Ex-officio)

**28. Student-Teacher Interaction Committee (STIC)**

The Committee shall consist of the following members:

- (a) Chairman – Director - (Ex-officio)
- (b) Vice Chairman (To be nominated by the Director).
- (c) Member
- (i) Nominees of BHM, one each from each Hostel i.e. House Secretary of each Hostel.
- (ii) General Secretary, BHM
- (iii) General Secretary, BSW
- (iv) Three faculty members nominated by the Vice-Chairman, STIC.
- (d) Member-Convener – Nominee of SAC.



## **29. Alumni Affairs Committee**

The Committee shall consist of the following members:

- (a) Chairman – Dean, AA&IP (ex-officio)
- (b) Members
  - (i) Dean of Students (ex officio)
  - (ii) One faculty representative of each academic Department / Centre / School – nominated by the HoD/C.
  - (iii) General Secretaries of BRCA, BSA, BSP, BHM, BSW, SAC & AIC (Ex-officio).
  - (iv) House Secretaries / Co-ordinators of all Hostels looking after Alumni related activities (Ex-officio).
- (c) Secretary – Asstt. Registrar, AA&IP (Ex-officio)

## **30. Overall Curriculum Development Committee (OCDC)**

The Committee shall consist of the following members:

- (a) Chairman – Director (ex-officio)
- (b) Co-Chairman – Deputy Director (Faculty) (Ex-officio)
- (c) Convener-Co-ordinator, QIP / CEP / OCDC (Ex-officio)
- (d) Immediate past Co-ordinator QIP / CEP (Ex-officio).
- (e) Programme Director, ISTE
- (f) Advisor (Faculty Development), AICTE
- (g) Chairman (Education Committee) Confederation of Indian Industry (CII)
- (h) Chairman, FICCI Committee on Human Capital Development Federation of Indian Chambers of Commerce and Industry
- (i) Dean, PGS&R, IITD (Ex-officio).
- (j) Dean, UGS, IITD (Ex-officio)
- (k) Three members from different Deptts / Centres
- (l) One member from OCDC Standing Committee

## CHAPTER IV

### BOARDS AND STANDING COMMITTEES NOMINATION PROCEDURE

#### 31. Representatives of Departments/Centres

- (i) Departments / Centres nominate representatives to serve on the Board of Undergraduate Studies (BUGS), the Board of Postgraduate Studies & Research (BPGS&R), Advisory Committee for the Library (ACL); Board for Industrial Research and Development (BIRD) and Computer User Committee (CUC). In accordance with the Constitution of these bodies (refer to Chapter III) half of the nominees must be members of the Senate and at least half of the nominees must retire each year.

Deptts / Centres / Schools shall nominate representatives to serve on Alumni Affairs Committee.

- (ii) In order to ensure that 50% of the nominees are Senate members, every alternate representative of each Department / Centre shall be a Senate member.
- (iii) The actual procedure to select the representatives shall be decided by the individual Boards for Departments / Centre.
- (iv) If need arises the Chairman, Senate may on behalf of the Senate approve any minor deviations / adjustments in the requirement that atleast 50% of the nominees of the Departments / Centres on the Board of Post-Graduate Studies & Research or other Boards / Committees of the Senate be Senate Members.

#### 32. Senate Nominees

- (i) The Senate nominates representatives to serve on the following Boards / Standing Committees – (i) Board of Undergraduate Studies (BUGS); (ii) Board of Post Graduate Studies & Research (BPGS&R); (iii) Advisory Committee for the Library (ACL); (iv) Board for Industrial Research & Development (BIRD) (v) Student Affairs Council (SAC); (vi) Continuing Education Programme (CEP) and (vii) Board of Governors.
- (ii) The Senate nominees to the Board of Governors shall be decided by seniority which for this purpose shall be determined by the date a person takes charge as a Professor at the Institute. Any period spent as an Associate Professor shall not count towards the seniority in the above sense. However, in the event two persons take charge as Professors on the same date, any period served as an Associate Professor shall count towards the determination of the seniority for the above purpose. In the event of a further tie the seniority will be determined on the basis of their total length of service in the Institute. Each representative shall have a

concurrent tenure of 2 years with effect from 1<sup>st</sup> day of January of the year in which he is nominated. At the meeting of the Senate previous to the start of the tenure, the Chairman, of the Senate shall formally notify to the Senate the names of the two nominees for the subsequent term. Senate members absent from the Institute on lien / leave shall, however, not be considered for nomination. No Senate member shall serve as the Senate nominee to the Board of Governors for more than one term. Vacancies, if any, shall be filled in the same manner as the original incumbent. In the event the duration of the vacancy being less than 12 months the person who fills the vacancy shall also serve the next complete term.

- (iii) Procedure adopted for selection of two nominees on the Board of Governors w.e.f. 1.1.2001 is as under:-

A panel of 3 senior most Senators who meet the under-mentioned criteria be prepared:-

- (a) He or she should be an ex-officio member of the Senate continuously for at least 15 years irrespective of the title.
- (b) He or she should have attended at least 60% meetings of the Senate during the last five years. The number of meetings of the Senate for the purpose will include regular as well as special meetings. All types of absence including leave, deputation, sickness and EoL abroad etc. will be against 40% absence permitted during the last 5 years.
- (c) He or she should not be holding the position of the Deputy Director at the time of nomination.
- (d) He or she should have at least two years of service remaining in the Institute from the date of the nomination to enable him or her to complete the full two year term in terms of Section 12(3) of the Act.
- (e) No Senate member shall serve as the Senate nominee to the Board of Governors for more than one term. Vacancies, if any, shall be filled in the same manner as the original incumbent. In the event the duration of the vacancy being less than 12 months the person who fills the vacancy shall also serve the next complete term.

- (iv) The panel so prepared, on the basis of above eligibility criteria, would be circulated to the members of the Senate in a confidential cover by the Chairman, Senate for their suggestions on nominating Senator(s) on the Board of Governors. Based on the feed-back received from the Senators, Chairman, Senate, on behalf of the Senate will nominate the Senator(s) for membership of the Board of Governors.

- (v) If a nominee of the Senate on the Board of Governors proceeds on leave of the kind due for a period exceeding six months, he would cease to be the member representing the Senate on the Board of Governors and the resultant vacancy would be filled as per provisions of the Act and the procedure laid down by the Senate.
  
- (vi) For all other Boards / Standing Committees listed under 32(i), the Member-Secretary of the Executive Committee of the Senate which acts as the “Nomination Committee” to recommend to the Senate the names of Senate members who shall act as Senate nominees (see Section 23(vi), shall invite suggestions for the various position from the members of the Senate at least 60 days prior to the start of the tenure. Senate members absent from the Institute on lien / leave shall not be considered for such nominations. Suggestions, if any, from members shall be sent to the Member-Secretary in a sealed envelope marked “Senate Nominations” within 15 days of the request being made by the Member-Secretary of the Executive Committee of the Senate. The various suggestions as well as those made by the Committee themselves shall be considered at a special meeting of the Executive Committee of the Senate to be held at least 30 days prior to the start of the tenure. A final list of nominations for each position shall be prepared at this meeting and then presented to the Senate for approval at a meeting to be held in the month of June.

A Senate member serving on the ECS could nominate himself on any Boards / Committees of the Senate.

- (vii) Nominations to be made by the Senate to any other Committee(s) e.g., Advisory Committee for Centre of Energy Studies, shall also be in accordance with the procedure laid down in Section 32 (iii) of this Manual.

### **33. Student Representatives**

- (i) The SAC nominates student-representatives to serve on the following bodies – (i) Senate (ii) BUGS; (iii) BPGS&R; (iv) the Advisory Committee for the Library; (v) STIC; (vi) CUC and (vii) Alumni Affairs Committee.
  
- (ii) The four student-representatives to serve on the Senate shall (i) General Secretary, SAC (ex-officio) (ii) General Secretary – AIC-UG, (iii) Two postgraduate student – representatives one each from amongst the M.Tech. students and the Research Scholars to be nominated by the SAC. M.Tech. students having a CGPA of 7.5 and above and Research Scholars who have spent a minimum of one year as a Research Scholar at the Institute are eligible to be representatives. The undergraduate student-representative shall be nominated by the SAC from amongst the 5th Year B.Tech. and combined M.S. & M.Sc. representatives on the SAC.

- (iii) The representatives of the students on BUGS shall be nominated by the SAC from amongst the students of the undergraduate class having a minimum CGPA of 7.5.
- (iv) The student – representatives on BPGS&R shall be nominated by the SAC from amongst the M.Tech. students of the Institute having a CGPA of 7.5 or above and the Research Scholars who have spent a minimum of one year as a Research Scholar at the Institute.
- (v) The four student-representatives on the Advisory Committee for the Library shall be nominated by the SAC. Two of the representatives shall be undergraduate students, one an M.Tech. student and one a Research Scholar. There shall be no academic criteria for eligibility to be nominated as student – representative on the Advisory Committee for the Library.
- (vi) Student representative(s) on any other Committee(s), e.g. Computer Users Committee (CUC), shall be nominated by the SAC as per the provisions specified in the Constitution of the concerned Committee(s).
- (vii) The representatives on STIC shall be nominees of BHM, one each from each hostel, Genl. Secretary, BHM, Genl. Secretary, BSW & nominee of SAC (Member – Convenor).
- (viii) The seven student representatives to serve on the Alumni Affairs Committee shall be the General Secretaries of BRCA, BSA, BSP, BHM, BSW, SAC, AIC in ex-officio capacity.
- (ix) House Secretaries / Coordinators of all Hostels looking after the Alumni related activities shall serve on Alumni Affairs Committee in ex-officio capacity.

#### **34. Alumni Representatives**

The alumni Representatives on the Senate shall be nominated by the Director from a panel of 5 names recommended by the Executive Committee of the Alumni Association from amongst the Alumni.

#### **35. Student Members of the SAC**

All student-members of the SAC listed in Section 24 of the Manual shall be elected as per the procedure outlined in the respective constitutions of the student organizations.

**36. Deans of the Institute**

- (i) The Director shall appoint the Dean of Undergraduate Studies, the Dean of Postgraduate Studies & Research, the Dean of Students, Dean of Industrial Research & Development & the Dean Alumni Affairs and International Programmes from amongst the Professorial faculty of the Institute.
- (ii) All Deans shall have a tenure not exceeding 3 years.

**37. Other Faculty Officers serving on Senate Boards / Standing Committees**

Faculty members to serve as Chairman, Admissions, Chairman, Advisory Committee for the Library, Presidents of the recognized Boards / Committees of the SAC, and the Co-ordinating Warden shall be nominated by the Director from the eligible faculty of the Institute for a tenure not exceeding 3 years.

**38. Other nominations for Senate Boards/Standing Committees**

Other nominations such as technical experts on the Board for Industrial Research & Development, representatives of the Wardens / Housemaster / Deans (in the event the post of Deputy Director is vacant) on the SAC shall be made by the Director.

## CHAPTER V

### PROCEDURES

39. The procedures for nomination and operation specified in the Senate Manual shall be followed. Any inadequacy shall be referred by the Secretary of the Senate to the Chairman so that proper changes and additions may be made.
40. The provisions in the Senate Manual may be added to, amended or repealed at any meeting of the Senate, provided that written notice of the proposed action has been sent to each member of the Senate at least two weeks prior to the meeting at which modification of the particular provision is sought. Modification of the said provision shall require the approval of a majority of the members of the Senate present at the meeting in question and shall become effective on the date specified by the Senate.
41. All meetings of the Senate shall be governed by the procedure specified below:
  - (a) Members of the Senate / Secretaries of the Senate, Committees should communicate to the Secretary, Senate items together with notes for inclusion on the agenda at least 2 weeks before the date of the meeting. Items submitted later than the above stipulated deadline should be submitted directly to the Chairman. The reasons for the delay in submission must invariably be stated in a covering note. On consideration of the reasons for delay, the Chairman may give approval for inclusion of the item in the supplementary agenda.
  - (b) The agenda papers should be in the hands of the members at least one week before the date of the meeting.
  - (c) The Chairman would invite comments from the members who have definite ideas about the proposal ahead of the meeting. Those who have given comments will be allowed to speak first on the Senate floor.
  - (d) Once persons who have given written comments have expressed their views on the floor of the Senate, the Chairman may like to invite additional comments. Thereafter, he shall summarise the discussion along with his own views in the matter. A decision on the item will then be arrived at and a resolution passed to this effect.
  - (e) A decision once taken should not normally be re-opened within one year from the date of the decision; however, the Chairman may move to re-consider the matter within the year under exceptional circumstances.

42. Normally, the order of business at regular meetings of the Senate shall be as follows:

- (i) Confirmation of minutes of previous meeting;
- (ii) Announcements by the Chairman;
- (iii) Follow-up-action on previous decisions;
- (iv) Reports of Boards and other Committees appointed by the Senate;
- (v) Unfinished business from the previous meeting; and
- (vi) New Business

The order of business at any special or requisitioned meeting of the Senate shall be as follows:

- (i) The special business of the occasion; and
- (ii) Any other business that may be admitted by the Chairman of the Senate under special circumstances.

43. At any meeting of the Senate, decisions must be formalised by means of a consensus or an affirmative vote. Questions of order not covered in the Senate Manual shall be governed by rulings of the Chairman of the Senate at that time. Subsequently, the Senate may consider the matter and indicate guidelines for future usage.

44. Experts to be nominees of the Senate to serve on Selection Committees (Statute 12.3) shall be chosen by the Chairman of the Senate, on behalf of the Senate, on the recommendation of the Head of Department / Centre concerned who shall in turn consult the Executive Committee / Professorial Committee of the Department / Centre before making their recommendations.

\* \* \* \* \*



## **APPENDIX**

### **Relevant Extracts from the Act and Statutes of the Institute**

## **Sections relevant to the Manual as contained in the Institutes of Technology (Amendment) Act, 1963**

*Section 10:* The following shall be the authorities of an Institute, namely:

- (a) a Board of Governors;
- (b) a Senate; and
- (c) such other authorities as may be declared by the Statutes to be the authorities of the Institute.

*Section 11:* The Board of an Institute shall consist of the following persons, namely:

- (a) the Chairman, to be nominated by the Visitor;
- (b) the Director, ex officio;
- (c) one person to be nominated by the Government of each of the States comprising the zone in which the Institute is situated, from among persons who, in the opinion of that Government, are technologists or industrialists of repute;
- (d) four persons having special knowledge or practical experience in respect of education, engineering or science to be nominated by the Council; and
- (e) two professors of the Institute, to be nominated by the Senate.

*Explanation:* In this section, the expression “zone” means a zone as for the time being demarcated by the All-India Council for Technical Education for the purposes of this Act.

*Section 14:* The Senate of each Institute shall consist of the following persons, namely:

- (a) the Director, ex officio, who shall be the Chairman of the Senate;
- (b) the Deputy Director, ex officio
- (c) the professor appointed or recognised as such by the Institute for the purpose of imparting instructions in the Institute;
- (d) three persons, not being employees of the Institute, to be nominated by the Chairman in consultation with the Director, from among educationists of repute, each from the fields of science, engineering and humanities; and
- (e) such other members of the staff as may be laid down in the Statutes.

*Section 15:* Subject to the provisions of this Act, the Statutes and the Ordinances, the Senate of an Institute shall have the control and general regulation, and be responsible for the maintenance of standards of instruction, education and examination in the Institute and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by Statutes.

*Section 26:* Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely:

- (a) the conferment of honorary degrees;
- (b) the formation of departments of teaching;
- (c) the fees to be charged for courses of study in the Institute and for admission to the examinations of degrees and diplomas of the Institute;
- (d) the institution of fellowships, scholarship exhibitions, medals and prizes;
- (e) the term of office and the method of appointment of officers of the Institute;
- (f) the qualifications of teachers of the Institute;
- (g) the classification, the method of appointment and the determination of the terms and conditions of service of, teachers and other staff of the Institute;
- (h) the constitution of pension, insurance and provident funds for the benefit of the officers, teachers and other staff of the Institute;
- (i) the constitution, powers and duties of the authorities of the Institute;
- (j) the establishment and maintenance of halls and hostels;
- (k) the conditions of residence of students of the Institute and the levying of fees for residence in the halls and hostels and of other charges;
- (l) the manner of filling vacancies among members of the Board;
- (m) the allowances to be paid to the Chairman and members of the Board;
- (n) the authentication of the orders and decisions of the Board;
- (o) the meetings of the Board, the Senate, or any Committee, the quorum at such meetings and the procedure to be followed in the conduct of their business;
- (p) any other matter which by this Act is to be or may be prescribed by the Statutes.

*Section 27:* (1) The first Statutes of each Institute shall be framed by the Council with the previous approval of the Visitor and a copy of the same shall be laid as soon as may be before each House of Parliament.

- (2) The Board may, from time to time, make new or additional Statutes or may amend or repeal the Statutes in the manner hereafter in this section provided.
- (3) Every new Statute or addition to the Statutes or any amendment or repeal of a Statute shall require the previous approval of the Visitor who may assent thereto or withhold assent or remit it to the Board for consideration.
- (4) A new Statute or a Statute amending or repealing an existing Statute shall have no validity unless it has been assented to by the Visitor.

*Section 28:* Subject to the provisions of this Act and the Statutes, the Ordinances of each Institute may provide for all or any of the following matters, namely:

- (a) the admission of the students to the Institute;
- (b) the courses of study to be laid down for all degrees and diplomas of the Institute;
- (c) the conditions under which students shall be admitted to the degree or diploma courses to the examinations of the Institute, and shall be eligible for degrees and diplomas;
- (d) the conditions of award of the fellowships, scholarships, exhibitions, medals and prizes;
- (e) the conditions and mode of appointment and duties of examining bodies, examiners and moderators;
- (f) the conduct of examinations;
- (g) the maintenance of discipline among the students of the Institute; and
- (h) any other matter which by this Act or the Statutes is to be or may be provided for by the Ordinances.

*Section 29:* (1) Save as otherwise provided in this section Ordinances shall be made by the Senate.

- (2) All Ordinances made by the Senate shall have effect from such date as it may direct, but every Ordinance so made shall be submitted as soon as may be, to the Board and shall be considered by the Board at its next meeting.
- (3) The Board shall have power by resolutions to modify or cancel any such Ordinance and such Ordinance shall from the date of such resolution stand modified accordingly or cancelled, as the case may be.

## **Provisions of the Statutes of the I.I.T. Delhi, relevant to the Manual**

### **Para 4 – The Senate**

- (1) In addition to the persons mentioned in section 14 of the Act, the following shall be the members of the Senate, namely:
  - (a) Heads of the departments, centres, schools or divisions other than professors.
  - (b) The Librarian of the Institute;
  - (c) One Warden by rotation in order of seniority in service as Warden, for a period of one year.
  - (d) Workshop Superintendent of the Institute;
  - (e) Not more than six other members of the staff for their special knowledge appointed by the Chairman after consultation with the Director for such period as may be specified by the Chairman.
  
- (2) Subject to the provisions of the Act, the Senate shall have power to:
  - (a) frame and revise curricula and syllabi for courses of studies for the various departments.
  - (b) make arrangements for the conduct of examinations; appoint examiners, moderators, tabulators and the like.
  - (c) declare the results of the examinations or to appoint committees or officers to do so and to make recommendations to the Board regarding conferment or grant of degrees, diplomas and other academic distinctions or titles;
  - (d) appoint Advisory Committees or Expert Committees or both for the Departments of the Institutes to make recommendations on academic matters connected with the working of the Department, the Head of the Department concerned shall act as convener of such Committees;
  - (e) appoint Committees from amongst the members of the Senate, other teachers of the Institute and experts from outside to advise on such specific academic matters as may be referred to any such committee by the Senate;
  - (f) consider the recommendations of the Advisory Committee attached to various departments and that of Expert and other Committees and take such action (including the making of the recommendations to the Board) as circumstances of each case may require;
  - (g) make periodical review of the activities of the departments and take appropriate action (including the making of recommendations to the Board);
  - (h) supervise the working of the Library;
  - (i) promote research within the Institute and require reports on such research from the persons engaged thereon;

- (j) provide for the inspection of the classes and the Halls of Residence in respect of the instructions and discipline therein, supervise the co-curricular activities of the students of the Institute and submit reports thereon to the Board;
- (k) award stipends, scholarships, medals and prizes and make other awards in accordance with the Ordinances and such conditions as may be attached to the awards;
- (l) make recommendations to the Board with regard to:
  - (i) the creation of posts of the academic staff and the abolition thereof; and
  - (ii) the emoluments and duties attached to such posts.
- (3) The Senate shall meet as often as is necessary but not less than four times during a calendar year.
- (4) Meetings of the Senate shall be convened by the Chairman of the Senate either on his own initiative or on a requisition signed by not less than 20% of the members of the Senate. Requisitioned meeting shall be a special meeting to discuss only those items of agenda for which requisition is made. The requisitioned meeting shall be convened by the Chairman of the Senate on date and time convenient to him within 15 days of the notice given for such a requisition.
- (5) One-third of the total number of members of the Senate shall form a quorum for a meeting of the Senate.
- (6) The Director, if present, shall preside at every meeting of the Senate. In his absence, the Deputy Director shall preside and in the absence of both the Director and the Deputy Director, the senior most of the Professors present shall preside at the meeting.
- (7) A written notice of every meeting, together with the agenda, shall be circulated by the Registrar to the members of the Senate at least a week before the meeting. The Chairman of the Senate may permit inclusion of any item for which due notice could not be given.
- (8) Notwithstanding the provisions of sub-statute (7), the Director may call an emergency meeting of the Senate at short notice to consider urgent special issues.
- (9) The ruling of the Chairman of the Senate in regard to all questions of procedure shall be final.
- (10) The minutes of the proceedings of a meeting of the Senate shall be drawn up by the Registrar and circulated to all the members of the Senate present in India, provided that any such minute shall not be circulated if the Senate considers such circulation prejudicial to the interests of the Institute. The minutes, along with amendments, if any, suggested shall be placed for confirmation at the next meeting of the Senate. After the minutes are confirmed and signed by the Chairman of the Senate, they shall be recorded in a minute book which shall be kept open for inspection by the members of the Senate, the Board and the Council at all times during office hours.

\* \* \* \*

**24. Student Affairs Council (SAC)**

- (i) The Council shall consist of the following members:
- (a) Director (ex- officio);
  - (b) Dean of Students (ex-officio);
  - (c) Presidents of all the Boards recognised and named in the Constitution of the SAC (ex-officio);
  - (d) Presidents of the Committees recognized and named in the Constitution of the SAC (ex-officio);
  - (e) Immediate past Dean of Students (ex-officio);
  - (f) Deputy Registrar (Student Affairs) or other administrative officer not so designated but working in that capacity (ex-officio);
  - (g) Deputy Directors (ex –officio);
  - (h) One Housemaster;
  - (i) Two Wardens;
  - (j) Two members of the Senate with a tenure of two years and with 50% nominees retiring each year.
  - (k) General Secretaries of Boards recognized and named in the Constitution of the SAC and AIC-UG (ex-officio);
  - (l) Secretaries of the Committees recognized and named in the Constitution of the SAC(ex-officio);
  - (m) Immediate past General Secretaries of Boards recognized and named in the Constitution of SAC(ex-officio);
  - (n) Two immediate past General Secretaries of the Student Affairs Council (SAC) (ex-officio);
  - (o) Two representatives of the Research Scholars;
  - (p) Two representatives of M.Tech. Students.
  - (q) One representatives of the Married Students Hostel;
  - (r) Two representatives of each Hostel.
  - (s) One representative of combined M.Sc class.
  - (t) Dean, PGS&R
  - (u) Dean, UGS
  - (v) Head, Counseling Service
  - (w) Associate Dean of Students
  - (x) One representative of PG programmes
  - (y) One representative of Day Scholars
  - (z) Secretaries of the committees set up by the SAC
  - (aa) Two representatives from AIC(UGS)
  - (bb) Secretary, NSS
  - (cc) General Secretary, SAC
- (ii) One of the Student members of the Council other than those in an ex-officio capacity shall serve as Convenor-Secretary of the Council and shall be designated as General Secretary, Student Affairs Council (SAC);
- (iii) Faculty members on the Council under Clause 24(i), (h, i) shall be nominated by the Director in consultation with the Dean of Students. All student members of the Council other than those in an ex-officio capacity shall be elected by their respective constituencies as per the election procedure provided in the Constitutions of the SAC and the Board for Hostel Management. Faculty members on the Council under Clause

- 24(i) (j) shall be nominated by the Senate. Student-members in the Council in an ex-officio capacity as General Secretaries/ Secretaries of the Boards / Committees recognised by the SAC shall be elected in accordance with procedures provided in the Constitutions of the concerned Boards / Committees. Immediate past General Secretaries of Boards/SAC shall be members of the Council only if they are still bonafide students of the Institute.
- (iv) The tenure of all student – members including those in an ex-officio capacity shall be as provided in the Constitution of the Student Affairs Council. The tenure of all faculty members other than those in an ex-officio capacity shall be one academic year extendable in the event they are re-nominated.
  - (v) The Council shall continue to function on the expiry of its term, in the event a new Council has not been constituted for any reason. However, the maximum period of such extension shall be three months.
  - (vi) The Council shall meet at least four times in a semester with 50% of its membership serving as a quorum. If a member representing the Senate fails to attend three consecutive meetings without leave of absence from the Student Affairs Council, he shall cease to be a member of the Council and the Department / Centre represented by him shall be requested to nominate another representative in his place.
  - (vii) The Director shall be the ex-officio Chairman of the Council. The Dean of Students, nominated by the Director from amongst the Professorial faculty of the Institute, shall be the ex-officio Vice-Chairman of the Council. He shall serve for a period not exceeding three years.
  - (viii) The duties and responsibilities of the Council shall be over-all policy formulation, co-ordination and review of all student affairs which are of a non-academic nature e.g. co-curricular affairs, student housing, student counselling and student discipline. The Council shall also serve as a forum for discussion on all other aspects of student life including curricular affairs.
  - (ix) The Council shall have an Executive Committee which shall meet as and when necessary and shall take day-to-day decision (on matters within the purview of the Council) on behalf of the Council. The membership of the Executive Committee shall be as provided in the Constitution of the SAC.
  - (x) The Council shall have a Co-ordinating Committee which shall meet as and when necessary and shall co-ordinate the activities of the recognised Boards / Committees of the SAC. The membership of the Co-ordinating Committee shall be as provided in the Constitution of the SAC.
  - (xi) In the event the Dean of Students acts as the President BHM, the Co-ordinating Warden shall serve on the SAC and its Co-ordinating Committee against the slot of President BHM.
  - (xii) In the event there is no Deputy Director at the Institute, one of the other Deans of the Institute shall be nominated by the Director in consultation with the Dean of Students to serve on the SAC.

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### **33. Student Representatives**

- (i) The SAC nominates student-representatives to serve on the following bodies – (i) Senate (ii) BUGS; (iii) BPGS&R; (iv) the Advisory Committee for the Library; (v) STIC; (vi) CUC and (vii) Alumni Affairs Committee.
- (ii) The four student-representatives to serve on the Senate shall (i) General Secretary, SAC (ex-officio) (ii) General Secretary – AIC-UG, (iii) Two postgraduate student – representatives one each from amongst the M.Tech. students and the Research Scholars to be nominated by the SAC. M.Tech. students having a CGPA of 7.5 and above and Research Scholars who have spent a minimum of one year as a Research Scholar at the Institute are eligible to be representatives. The undergraduate student-representative shall be nominated by the SAC from amongst the 5th Year B.Tech. and combined M.S. & M.Sc. representatives on the SAC.
- (iii) The representatives of the students on BUGS shall be nominated by the SAC from amongst the students of the undergraduate class having a minimum CGPA of 7.5.
- (iv) The student – representatives on BPGS&R shall be nominated by the SAC from amongst the M.Tech. students of the Institute having a CGPA of 7.5 or above and the Research Scholars who have spent a minimum of one year as a Research Scholar at the Institute.
- (v) The four student-representatives on the Advisory Committee for the Library shall be nominated by the SAC. Two of the representatives shall be undergraduate students, one an M.Tech. student and one a Research Scholar. There shall be no academic criteria for eligibility to be nominated as student – representative on the Advisory Committee for the Library.
- (vi) Student representative(s) on any other Committee(s), e.g. Computer Users Committee (CUC), shall be nominated by the SAC as per the provisions specified in the Constitution of the concerned Committee(s).
- (vii) The representatives on STIC shall be nominees of BHM, one each from each hostel, Genl. Secretary, BHM, Genl. Secretary, BSW & nominee of SAC (Member – Convenor).
- (viii) The seven student representatives to serve on the Alumni Affairs Committee shall be the General Secretaries of BRCA, BSA, BSP, BHM, BSW, SAC, AIC in ex-officio capacity.
- (ix) House Secretaries / Coordinators of all Hostels looking after the Alumni related activities shall serve on Alumni Affairs Committee in ex-officio capacity.

### **34. Alumni Representatives**

The alumni Representatives on the Senate shall be nominated by the Director from a panel of 5 names recommended by the Executive Committee of the Alumni Association from amongst the Alumni.