

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES)



STUDENTS' GYMKHANA (SG)



CONSTITUTION 2018-2019

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ABBREVIATIONS

SG	Indian Institute of Technology (Indian School of Mines) Students' Gymkhana
GB	General Body
DSW	Dean Students' Welfare
AD (SW)	Associate Dean (Students' Welfare)
AD (HM)	Associate Dean (Hostel Management)
AD (SA)	Associate Dean (Students' Activities)
CSS	The Chairperson, Students' Senate
FCS	The Finance Convener, Senate
PSG	The President, SG
SMC	The General Secretary, Media and Culture
SGS	The General Secretary, Games and Sports
SST	The General Secretary, Science and Technology
GAC	The General Affairs Council
MCC	The Media and Cultural Council
GSC	The Games and Sports Council
STC	Science and Technology Council
CC	Chief Counsellor
FC	The Finance Committee
NC	The Nominations Committee
SUGC	Senate Undergraduate Committee
SPGC	Senate Postgraduate Committee

1. MEMBERSHIP

- 1.1 All registered students of the Institute who pay SG fees shall be members of the Students' Gymkhana (SG) and shall constitute its General Body (GB).
- 1.2 The Director of the Institute shall be the Patron of the SG.
- 1.3 Dean, Student Welfare shall be the Chief Counsellor (CC) of the SG.
- 1.4 The Patron shall also appoint Faculty members as:
 - (a) Counsellor, Games and Sports
 - (b) Counsellor, Media and Culture
 - (c) Counsellor, Science and Technology
 - (d) Treasurer of the SG
- 1.5 The Counsellors shall advise their respective councils of the SG.
- 1.6 Decisions of the Councils must be forwarded by the respective Counsellors, to Chief Counsellor.
- 1.7 All other Counsellors shall be subordinate to the Chief Counsellor in all decision-making powers, who shall himself/herself be subordinate to the Patron.
- 1.8 SG executives and Senators can appeal the decisions of (i) Counsellors to the Chief Counsellors and (ii) Chief Counsellor to the Patron.
- 1.9 The ruling of the Patron in regard to all questions of procedure and on issues not listed in the Constitution shall be final.

2. ORGANIZATION AND ORGANIZATIONAL PRINCIPLES

- 2.1 The objective of a SG is to give students a role in the administrative and academic governance of the Institute and help them develop leadership and administrative skills.
- 2.2 SG activities will be subordinate to academic activities.
- 2.3 First year students of all programmes will be devoted primarily to academics.
- 2.4 The SG shall function through the Students' Senate (hereafter referred to as the Senate) and its Executive wing.
- 2.5 The Senate shall be the Central Representative, Legislative and Supervisory body of the students. It shall:
 - (a) Serve as the main forum of expression of student opinion.
 - (b) Be in continuous touch with the General Body (GB), consult the students, and act as a feedback system.
 - (c) Act as the central policy making body of the SG.
 - (d) Guide and check the functioning of the Executive wing of the SG.
- 2.6 The Senate shall comprise of Senators representing students from all academic programmes. The number of Senators representing a batch shall be at the rate of one Senator for every 200 students in the batch (or group of batches as given in 3.3), rounded up to the next integer.
- 2.7 The Senate shall elect from amongst the Senators:
 - (a) The President, SG (PSG)
 - (b) The Chairperson, Students' Senate (CSS)
 - (c) The Finance Convener, Senate (FCS)
 - (d) The General Secretary, Media and Culture (SMC)
 - (e) The General Secretary, Games and Sports (SGS)
 - (f) The General Secretary, Science and Technology (SST)
- 2.8 The Executive Wing of the SG shall comprise of the following Executive:
 - (a) The General Affairs Council (GAC)
 - (b) The Media and Cultural Council MCC)
 - (c) The Games and Sports Council (GSC)
 - (d) The Science and Technology Council (STC)
- 2.9 The PSG shall be the Chief Executive of the SG. He/she shall:
 - (a) Be elected by the Senate from amongst Senators.
 - (b) Supervise and coordinate the general affairs of the GB.
 - (c) Be the ex-officio Chairperson of the GAC.
 - (d) Be the *ex-officio* special invitee to the Academic Senate of the Institute.
 - (e) Be a member of various bodies of the Institute whenever a representative of the SG is required.
 - (f) Preside over meetings of the GB, when convened by him/her.
 - (g) Maintain and execute an Office of the SG (hereinafter referred to as the PSG's Office).
 - (h) Have other responsibilities and powers as mentioned in this Constitution or as assigned to him/her by the Senate from time to time.
- 2.10 The Chairperson, Senate shall convene and preside over meetings of the Senate. He/she shall:
 - (a) Be elected by the Senate from amongst Senators.
 - (b) Represent the view of the Senate at all forums of the Institute.

- (c) Be an *ex-officio* special invitee to the Academic Senate of the Institute.
 - (d) Maintain this Constitution and all records of the Senate.
 - (e) Maintain and execute an Office of the Senate.
 - (f) Have other responsibilities and powers as mentioned in this Constitution or as assigned to him/her by the Senate from time to time.
 - (g) Unless specifically assigned by the Constitution or the Senate, he/she shall not have any executive responsibilities.
- 2.11 The SMC shall be the Executive of SG overseeing the Media and Cultural activities. He/she shall:
- (a) Be elected by the Senate from amongst Senators.
 - (b) Supervise and coordinate all Media and Cultural activities of the GB.
 - (c) Be the *ex-officio* Chairperson of the MCC.
 - (d) Be responsible for all executive and financial activities of MCC.
 - (e) Be responsible to the Senate for the activities of the Media and Cultural Festivals (Srijan and Pratibimb), Inter IIT Cultural Meet or any other competition of the SG.
 - (f) Have other responsibilities and powers as mentioned in this Constitution.
- 2.12 The SGS shall be the Executive of the SG overseeing Games and Sports activities. He/she shall:
- (a) Be elected by the Senate from amongst Senators.
 - (b) Supervise and coordinate all Games and Sports activities of the GB.
 - (c) Be the *ex-officio* Chairperson of the GSC.
 - (d) Be responsible for all executive and financial activities of GSC.
 - (e) Be responsible to the Senate for the activities of the Sports Festival (Parakaram), Annual sports, Inter IIT Sports Meet or any other competition of the SG.
 - (f) Have other responsibilities and powers as mentioned in this Constitution.
- 2.13 The SST shall be the Executive of the SG overseeing Science and Technology activities. He/she shall:
- (a) Be elected by the Senate from amongst Senators.
 - (b) Supervise and coordinate all Science and Technology activities of the GB.
 - (c) Be the *ex-officio* Chairperson of the STC.
 - (d) Be responsible for all executive and financial activities of STC.
 - (e) Be responsible to the Senate for the activities of the Techno-Management Festival (Concetto) of the SG.
 - (f) Have other responsibilities and powers as mentioned in this Constitution.
- 2.14 The FCS shall advise the Senate on financial matters. He/she shall oversee the financial affairs of the SG. He/she shall:
- (a) Be elected by the Senate from amongst the Senators.
 - (b) Be responsible to the Senate and through the Senate to the GB for the overall financial affairs of the SG.
 - (c) Be the *ex-officio* Convener of the Finance Committee of the Senate, preside over its meetings and be responsible for its activities.
 - (d) Oversee and check all financial expenditure of the SG.
 - (e) Report to the Senate from time to time the status of the finances of the SG.

- (f) Be an *ex-officio* member of all Executive councils as well as all Committees of Festival Affairs (Srijan, Concetto and Sports Fest).
 - (g) He/She shall not have any executive responsibilities.
- 2.15 The following cells will function under the Senate:
- (a) Entrepreneurship Cell
 - (b) Alumni Affairs Cell
 - (c) Career Development Cell
- The coordinators will be nominated by the NC, ratified by Senate and approved by CC. Entrepreneurship Cell and Alumni Affairs Cell will function under Dean (IRAA) and Career Development Cell will function under Vice-Chairman, CDC.
- 2.16 All festival coordinators and core team members shall be appointed by CC from the nominations received from Senate/NC.
- 2.17 In all decision making bodies of the SG and at all levels, the organizational principles shall be democratic.
- 2.18 In all matters of general interest, the Executive councils and the committees of the Senate, all bodies appointed by the Senate, and all other bodies of the SG except its Advisory Body and GB, shall be subordinate to the Students' Senate, and therein the Senate shall be subordinate to the GB.
- 2.19 The general interest of the students shall be placed above the interest of any individual student.
- 2.20 Majority decisions shall be binding subject to the approval of Chief Counsellor/Patron.
- 2.21 The President may convene a meeting of the GB on his/her own initiative to discuss matters of general importance after approval from Chief Counsellor.
- 2.22 The President or the Chairperson may refer any matter to the GB through a meeting or through a referendum, if so, requested by at least 1/3rd of the total strength of the Senate. Decision of GB must be approved by Chief Counsellor/Patron.
- 2.23 During vacations (as specified in the Academic Calendar of the Institute), the Vacation Senate, consisting of all Senators present on campus, shall discuss matters of urgent importance. Other matters may also be discussed; however any decisions taken must be ratified by the full Senate when it meets next.
- 2.24 Every year, there shall be a handing over session which shall be jointly attended by members of both the incoming as well as outgoing Senate as full-fledged members. The outgoing Office-bearers of the SG and of the Senate shall handover charge to the respective incoming Office-bearers in writing, under the supervision of the Chairperson of the incoming Senate. The annual report of the SG, consisting of the reports of all Office bearers along with the reports of councils, cells, teams and festivals, shall be presented before the House for comments.
- 2.25 If the President, any General Secretary, the Chairperson or the Finance Convener is not on campus due to vacation or on leave from the Institute or otherwise unable to fulfil his duties for a short period of time, then he/she may appoint another Senator as the Acting Office-bearer with the consent of the CC for the duration of his/her absence. The Acting Office-bearer shall take care of all responsibilities of the Office-bearer.
- 2.26 The Students' Senate shall convene for a regular session at least four times during a regular semester.

2.27 The sessions of the Students' Senate convened to discuss emergency matters shall be known as emergency sessions. These may be convened by the Chairperson on his/her own accord or as requisitioned under any relevant clause of the Constitution or these rules and procedures. Such sessions shall have reduced quorum and notice requirements.

3. ELECTIONS

- 3.1 All SG Elections shall be conducted by the Election Commission, which shall be appointed by the Patron. The Chief Counsellor shall propose the name of Chief Election Officer along with maximum of 10 student members to form the Election Commission to the Patron.
- 3.2 General Elections shall ordinarily be held by mid-March each year.
- 3.3 Election Commission shall conduct General Elections annually for all Members of the Senate. The Senate will have representations from the following category of students:
- (a) B.Tech./BE/Dual Degree/Integrated M. Tech (3rd Year)
 - (b) B.Tech./BE/Dual Degree/Integrated M. Tech (2nd Year)
 - (c) B.Tech./BE/Dual Degree/Integrated M. Tech (1st Year)
 - (d) M.Tech. (1st Year) + Dual Degree/Integrated M.Tech (4th Year)
 - (e) 2 Yr. M.Sc (1st Year) + 3 Yr. M.Sc Tech (1st year & 2nd year) + 2 Yr. MBA (1st Year)
 - (f) Ph.D (Full time) (1st year & 2nd year)
- 3.4 The minimum CGPA for contesting SG election is 7.0.
- 3.5 A student should not have any backlog or disciplinary action at the time of contesting elections.
- 3.6 One position will be reserved for a girl student in each of 3.3 (a), (b), (c) & (d).
- 3.7 Senators shall be elected from their respective group of batches by their batch mates on the basis of the preferential voting system:
- (a) If there are more than one post in a particular batch, then posts will be notified as Senator 1, Senator 2, and so on.
 - (b) Each voter of the batch shall cast vote for a maximum number of candidates equal to or less than the number of posts notified by the Chief Election Commission for that batch.
For example: If number of posts in a batch is 3, each voter can cast vote for a maximum of 3 candidates or less.
- 3.8 The President, Chairperson, General Secretaries and Finance Convener shall be elected by the Senate from amongst the Senators. The elections of these posts for the incoming Senate shall be conducted by the Election Commission in the following manner:
- (a) One student can contest for only one of the above-mentioned posts.
 - (b) Any Senator who wishes to contest may propose himself/herself.
 - (c) Each voter shall cast three preferences in favour of different candidates, the first preference carrying 5 points, the second preference carrying 3 points and the third preference carrying 1 point.
 - (d) The candidate with highest points is declared elected.
 - (e) The vote will be considered invalid if:
 - i. Preference 1 is not given.
 - ii. Preference 2 is not given, but 3 is given.
 - iii. Two preferences are same for same candidate.
 - iv. More than three preferences are given.
 - v. Same presences are given for more than one candidate
 - (f) If a tie occurs, a student with the higher CGPA will be elected.

- 3.9 If the post of any Senate Office-bearer falls vacant in the middle of the Senate's term, by-elections shall be called by the Senate for that post for the remainder of the term within a month of vacancy and results declared within a week after election.
- 3.10 Notwithstanding any other Article in this Chapter except Article 3.7, the norms and modalities regarding the elections shall be fixed by the Election Commission after approval of Chief Counsellor.
- 3.11 The outgoing Senate shall handover charge to the incoming Senate by 1st April.

4. STUDENTS' SENATE

4.1 Organization

- 4.1.1 The Senate shall discharge its responsibilities through itself and its Standing Committees.
- 4.1.2 The Standing Committees of the Senate shall discuss matters pertaining to their purpose and shall report to the Senate its recommendation. The recommendations by these Committees shall not be implemented until they have been accepted by the Senate, and approved by the Chief Counsellor (CC).
- 4.1.3 The Standing Committee(s) of the Senate shall be:
- (a) The Finance Committee (FC)
 - (b) The Nominations Committee (NC)
- 4.1.4 Finance Committee (FC)
- (a) The FC shall manage the finances of the SG and shall control and supervise the expenditures incurred by the Executive wing of the SG.
 - (b) It shall report to the Senate the Finances and Accounts of the SG periodically.
 - (c) The Finance Convener of the Senate shall be the Convener of the FC.
 - (d) The FC shall also consist of three members who shall be non-executive members of the Senate elected to this position by the Senate.
 - (e) Each member of the FC will be associated with one council.
 - (f) The Finance report after each festival should be submitted to Senate within one month after its completion and the recommended report shall be forwarded to Treasurer, SG for approval.
- 4.1.5 Nominations Committee (NC)
- (a) The NC shall recommend to the Senate the names of persons for any representation of the Senate, Senate ratified positions or department at Institute level counsellors and body, where it is asked to by the constitution or where there is no recommending authority.
 - (b) Specifically, the NC shall recommend to the Senate the name(s) of Students' Senate Representative(s) to the Standing Committees of the Senate.
 - (c) The NC can call for an explanation, in case its recommended nominee(s) is (are) not found suitable for the assigned task. All its nominations/actions are to be ratified by the Senate.
 - (d) For each selection pertaining to any representation/position, the NC may constitute a panel to interview the various candidates and select from them the names that shall be recommended to the Senate. The panel may not contain anybody who is contesting for the various posts, even if they are a member of the NC.
 - (e) The PSG shall be the *ex-officio* Convener of the NC and the CSS shall be an *ex-officio* member of the NC.
 - (f) In addition, the NC shall consist of five members with it. Three (03) UG students [3.3 (a) – 3.3 (c)], One (01) PG student [3.3 (d) – 3.3 (e)] and One (01) Ph.D student [3.3 (f)]
- 4.1.6 Notwithstanding any of the above, the Senate may appoint, as and when necessary, a subcommittee of the Senate to investigate a particular matter and recommend a course of

action to the Senate. The terms of reference and mandate of any such committee shall be decided by the Senate, and the membership by the CSS.

4.2 *Rules and Procedures of the Students' Senate*

- 4.2.1 The membership, duties, powers and privileges of the Students' Senate are defined in the Constitution of the SG.
- 4.2.2 The notification for sessions of the Senate shall be sent out along with the agenda before the scheduled start of the session to:
- (a) All Members of the Students' Senate
 - (b) The GB of the Students
 - (c) The Faculty Advisory Body, SG
- 4.2.3 The agenda for the session of the Senate shall be finalized by the CSS. Ordinarily, a call for agenda items from the GB shall be made at least seven days, before the scheduled start of the session and the final agenda of the session shall be made available at least 48 hours prior to the scheduled start of the session
- 4.2.4 The Senate shall convene for a regular session at least three times during a regular semester.
- 4.2.5 The Order of Business during Regular sessions of the Senate shall be as follows:
- (a) Ratification of draft minutes
 - (b) Report on the actions taken on the decisions of the Senate
 - (c) Announcements by the CSS and Executives
 - (d) Questions and Remarks allowed by the CSS
 - (e) Reports by all Executive Bodies
 - (f) Reports of Sub-Committees
 - (g) Unfinished business
 - (h) New business
 - (i) Questions and Remarks
- 4.2.6 One-half of the total strength of the Senate shall constitute quorum. The Senate shall convene only after quorum has been achieved. If quorum is absent at any point during a session, the CSS shall adjourn the session for lack of quorum without transacting any further business. Sessions adjourned for lack of quorum shall reconvened within a week and shall require quorum for reconvening.
- 4.2.7 For emergency sessions, one-fourth of the total strength of the Senate along with the presence of at least one Senator from every batch shall constitute quorum. The decisions taken in the emergency session shall be enforced immediately, but will be taken up for ratification by the full Senate in the next full session. The decisions taken during an emergency session may be withdrawn by the full session of the Senate, if situation arises.
- 4.2.8 All Senators and Executives must, as far as possible, attend all sessions of the Senate. However, under special circumstances, they shall be allowed to miss sessions of the Senate with the permission of the CSS. The rules pertaining to the attendance of Senators and Executives in the sessions of the Senate shall be:
- (a) A Senator shall not miss more than 1 session without permission. The CSS shall issue a show-cause notice to a Senator after he/she has missed 2 sessions without permission. He will be further removed from the post if the Senate is not satisfied with his defense or if he misses another session.

- (b) A Senator shall not miss more than 3 sessions with or without permission. The CSS shall issue a show-cause notice to a Senator after he/she has missed 4 sessions with or without permission. He will be further removed from the post if the Senate is not satisfied with his defense or if he misses another session
 - (c) An Executive may not be absent from a session without prior permission. If an Executive is absent from a session without prior permission, the CSS shall issue a show-cause notice to the Executive. If an Executive is absent from a session without prior permission for a second time, he/she shall stand removed from the post
 - (d) A Senator may send a nominee to 20% of the sessions that have as yet occurred rounded down or 2 sessions, whichever is higher. The nominee must be of the same batch as the Senator.
 - (e) The Emergency sessions shall not count towards the total number of sessions of the Senate. However, the sessions adjourned due to a lack of quorum shall count.
 - (f) Written permission is to be sought for absence from a session and for sending a nominee to a session. This permission should be obtained before a deadline which shall be fixed by the CSS, who shall respond as soon as possible.
 - (g) Members shall not leave during sessions without the permission of the CSS. If a Senator leaves the session for more than 20 minutes without permission, he shall be considered absent without permission.
 - (h) All members of the Senate, GB members and special invitees who are present in a session of the Senate shall follow the Code of Conduct, which is as follows:
 - i. Members of the Senate, Members of the GB and Special Invitees shall have to take the permission of the CSS before expressing a viewpoint.
 - ii. Members of the Senate, Members of the GB and Special Invitees speaking on the floor of the house shall address the CSS during the course of discussion.
 - iii. Members of the Senate, Members of the GB and Special Invitees should not make any irrelevant personal comment on the floor of the house or make any coarse remarks of an offensive nature.
- 4.2.9 The sessions of the Students' Senate shall ordinarily be open to the GB of the Students. Members of the GB may express their views either through the members of the Students' Senate or ask for permission to speak themselves. However, the Students' Senate may resolve to hold a closed door session on the basis of a simple majority. The Chairperson shall request all members of the GB of the Students to leave in case any confidential matter comes up for discussion. The Chairperson may request a GB member to leave if found violating the Code of Conduct.
- 4.2.10 The Senate may by consensus invite the Patron, SG, Counsellors of the SG or other Special Invitees as and when thought necessary.
- 4.2.11 The responsibilities for the recording of the minutes of the sessions of the Senate shall rest with the CSS. The actual recording of the minutes shall be done by the Steering Committee of the Senate. The recorded minutes shall constitute a draft and not an official record.
- 4.2.12 The draft minutes shall be published and circulated by the CSS amongst:
- (a) Members of the Students' Senate
 - (b) The GB of the Students.
- within a period of two weeks of the session in question.
- 4.2.13 When the draft minutes have been circulated they shall be placed for confirmation at the first subsequent non-emergency session of the Students' Senate.

- 4.2.14 On confirmation of the minutes, the CSS shall sign the ratified minutes, whereupon they shall become official.
- 4.2.15 Use of offensive language or any form of violence or any act that is unbecoming of a student of IIT (ISM), Dhanbad will attract disciplinary action as per institute 'Disciplinary Rules'.

5. EXECUTIVE WING

5.1 Organization

- 5.1.1 The Executive activities of the SG shall be discharged through the Executive Councils.
- 5.1.2 The Executive Councils shall execute affairs pertaining to a comprehensive purpose.
- 5.1.3 The Executive Council(s) of the SG shall be:
- (a) General Affairs Council
 - (b) Media and Cultural Council
 - (c) Games and Sports Council
 - (d) Science and Technology Council
- 5.1.4 General Affairs Council (GAC)
- (a) The GAC shall assist the PSG in discharging his/her duties.
 - (b) The Council shall look after the affairs of the hostels and other academic and administrative issues pertaining to students.
 - (c) The President, SG shall be the Chairperson of the GAC and shall supervise the Council's activities.
 - (d) The council shall consist of student members of SUGC and SPGC, President and Secretaries of Hostel Executive Committees of all Hostels, the CSS or his/her nominee and the Finance Convener (*ex-officio*).
- 5.1.5 Media and Cultural Council (MCC)
- (a) The MCC shall organize and promote extracurricular activities in the field of media and culture.
 - (b) Clubs and hobby groups in the field of media and culture shall be part of the MCC.
 - (c) The SMC shall be the Chairperson of the MCC and shall supervise the Council's activities.
 - (d) The Council shall consist of Media and Cultural Secretaries of all hostels, the Coordinators of the clubs/hobby groups of the Council, the President or his/her nominee, Finance Convener (*ex-officio*), the Coordinator (*ex-officio*) and members of the Finance Committee (*ex-officio*) associated with Cultural fest (Srijan) and two senators nominated by the Senate.
- 5.1.6 Games and Sports Council (GSC)
- (a) The GSC shall organize and promote extracurricular activities in the fields of games and sports.
 - (b) Clubs and hobby groups in the fields of games and sports shall be part of the GSC.
 - (c) The SGS shall be the Chairperson of the GSC and shall supervise the Council's activities.
 - (d) The Council shall consist of Games and Sports Secretaries of all hostels, Captains of the various sports teams of the Institute, the President or his/her nominee, Finance Convener (*ex-officio*), the Coordinator (*ex-officio*) and members of the Finance Committee (*ex-officio*) associated with Sports fest and two senators nominated by the Senate.

5.1.7 Science and Technology Council (STC)

- (a) The STC shall organize and promote extracurricular activities in the fields of science and technology.
- (b) Clubs and hobby groups in the fields of science and technology shall be part of the STC.
- (c) The SST shall be the Chairperson of the STC and shall supervise the Council's activities.
- (d) The Council shall consist of secretaries of STC of all hostels, the President or his/her nominee, Finance Convener (*ex-officio*), the Coordinator (*ex-officio*) and members of the Finance Committee (*ex-officio*) associated with Techno-Management fest (Concetto) and two senators nominated by the Senate.

5.2 Clubs

5.2.1 The Executive Councils may include Clubs oriented to their purpose.

5.2.2 A Club shall be an association of 50 or more students united by a common activity or interest. Such groups shall be formed with the consent of the respective executive council, and shall be headed by one or more coordinators appointed by the respective council on the recommendation of the General Secretary.

5.2.3 A Club shall organize and promote activities in a specific field of interest. Such entities shall be headed by one or more Coordinators appointed by the respective Executive Council and shall be selected by a call for nominations to the members of the club. Clubs shall receive funding from the Annual SG Budget.

5.2.4 Each club will have a Faculty Advisor who will oversee the activities of the clubs. Any proposals and/or decisions including Annual Budget should be forwarded by the respective faculty advisor to the executive council.

6. FINANCES

- 6.1 The total funds of the SG shall comprise of:
 - (a) Contributions made by students as annual SG fees.
 - (b) Regular contribution made by the Institute.
 - (c) Funds from other sources such as sale of tickets, sponsorship, ad-hoc contribution from the Institute etc.
- 6.2 FC shall finalize the budget on the recommendation and requirements of the Executive councils and cells and shall present it to the Senate for ratification.
- 6.3 In the budget of the Executive councils, separate heads are to be made for various club activities, other major expenses and estimates of miscellaneous expenses.
- 6.4 Estimated income from all sources should be shown in the Budget.
- 6.5 The Senate shall pass the Annual Budget and forward it to the Treasurer SG. After due deliberations with counselors, the Chief Counsellor shall recommend the budget to the Patron for approval. The approved budget will be communicated to the senate through Treasurer SG.
- 6.6 Normally, no budget head should overshoot. However, if reallocation of funds is essential, the concerned Executive shall obtain the permission of the FC and notify the Senate.
- 6.7 The FC shall submit regular reports to senate (at least one in three months) on the status of the SG Finances. The senate shall forward the report to Treasurer for regular monitoring.
- 6.8 The guiding spirit in the expenditure of SG shall be economy at all stages and in all possible ways.
- 6.9 Advances shall be given to the President and the General Secretaries (that is the five executives). All advances shall stand due against the names of the concerned executives unless and until satisfactorily accounted for in accordance with all the rules in force.
- 6.10 Accounts for any expenditure should be submitted as early as possible after the amount has been withdrawn. If more than one advance or a large sum is pending, a further advance should only be sanctioned with the written consent of the Convener of the FC.
- 6.11 If somehow expenditures have been done without taking the advances then the concerned club coordinator(s) or the Executive shall have to give an explanation to the Finance Convener and seek his/her permission to get the bills reimbursed.
- 6.12 Payment for any bill shall be made only after the same has been verified for payment by the concerned overall coordinator or Executive. However, no bill/voucher shall be accepted as valid and adjusted for unless scrutinized and accepted as proper, as per rules laid down by the Senate and by the FC.
- 6.13 Accounts for all expenditure made from the SG funds shall be maintained by the DSW Office.
- 6.14 The Senate shall propose to the respective counsellor(s) disciplinary action against any person(s) against whom a case of any financial mismanagement /mal-appropriation has been reported and accepted as true after the concerned person(s) has (have) been given adequate opportunity to defend himself/herself (themselves). The recommendation of the counsellor(s) shall be referred to the Chief Counsellor for implementation.
- 6.15 Proceedings initiated by one Senate and not completed during its term shall be continued by the next Senate, possibly after re-appraisal of the issue as a result of which the new Senate may extend time limit for clearance of outstanding amounts, mitigate or enhance recommendation of punishment. The reasons for the above must be publically known.

- 6.16 If the FC of a particular year fails to point out cases of any financial mismanagement/mal-appropriation of funds which are subsequently discovered by the succeeding Finance Committee, then disciplinary action shall be initiated against the said FC members as well.
- 6.17 The FC shall present its final report before the joint session of the Senate. This report must include a balance sheet of income and expenditure, any exceptional expenditure and recommended action. Thereafter, the compiled report shall be sent to Chief Counsellor, through Treasurer, SG.
- 6.18 Written annual report of the treasurer, checked and verified by the audit board, should be circulated to the students through the Students' Senate.
- 6.19 All advances must be cleared by the rest of the semester; otherwise it will show up as dues for the respective student, which has to be cleared before registration/graduation.
- 6.20 Use of cash for payment to vendors is strongly discouraged. Payment to vendors should normally be through cheque/online banking through the Office of Dean, Students' Welfare.

7. BYLAWS

- 7.1 The proposal to amend the SG Constitution may only be proposed in a regular Senate Meeting. The proposal of amendment of any Article of the Constitution shall require the support of at least $\frac{2}{3}$ rd of the Senate, present and voting, and not less than half the total strength of the Senate. The proposal may be forwarded to Chief Counsellor for recommendation and then to Patron for final approval.
- 7.2 The Senate can remove the PSG or any General Secretary from office by passing a no-confidence/impeachment motion supported by at least $\frac{2}{3}$ rd of Senate, present & voting, and not less than $\frac{1}{2}$ the total strength of the Senate, subject to approval by the Patron.
- 7.3 The Senate can remove the Chairperson and any person at any other post elected by the Senate from office by passing a no-confidence/ impeachment motion supported by at least half the total strength of the Senate subject to approval by the Patron.
- 7.4 The Senate can remove any other post appointed by the Senate from office by passing a no-confidence/impeachment motion supported by at least $\frac{1}{2}$ the strength of the Senate, present & voting, subject to approval of the Patron.
- 7.5 The Senate may censure any student authority within the SG by a censure motion supported by at least half the total strength of the Senate, subject to approval of the CC.
- 7.6 The Senate may commend or reprimand any student authority within the SG by recording its appreciation or reproach respectively in the minutes of the meeting.
- 7.7 Notwithstanding any Articles of this Constitution, the President shall ordinarily convene meetings of the GB, and shall chair these meetings. He/she shall be obliged to convene such a meeting if requisitioned by at least $\frac{1}{2}$ the total strength of the Senate, or at least $\frac{1}{6}$ th of the total strength of the GB.
- 7.8 The CSS shall be obliged to convene a meeting of the Senate within 48 hours if requisitioned by at least $\frac{1}{2}$ of the total strength of the Senate.
- 7.9 If a meeting of the Senate is requisitioned by a public notice under Article 7.8 to consider a no-confidence/impeachment motion against the CSS, the CSS must have the issue discussed and voted upon by the Senate within 48 hours, failing which half or more than half of the Senate may, by a public notice, remove the CSS and appoint a new CSS, with the approval of the Patron.
- 7.10 The Chairperson/Convener of a body of the SG shall be obliged to call a meeting of the body within 48 hours if requisitioned by at least $\frac{1}{2}$ the strength of the body.
- 7.11 For the opinion of the GB on a particular issue, the Senate may choose to go for a referendum. All referendums shall be conducted by the Chief Election Officer.
- 7.12 Notwithstanding any provision for referendum in this Constitution, referendum to impeach an Executive shall go through only if:
 - (a) Half or more of the total strength of the Senate votes in favour of holding the referendum,
 - (b) $\frac{1}{3}$ rd or more of the total strength of the GB votes for the impeachment, and
 - (c) Approved by the Patron.
- 7.13 A student cannot simultaneously hold executive position in the hostel and SG.
- 7.14 The Patron can remove an SG executive or Senator if he/she indulges in any act that is unbecoming of a student of IIT (ISM), Dhanbad.
- 7.15 The decision of the Patron on all matters not listed in this constitution will be binding on the SG.