



Students' Gymkhana General Elections 2013

Rules & Regulations





Students' Gymkhana General Elections 2013 (January 17th – January 26th)



Mode of Election:

Direct Elections will be held for the posts of Office Bearers (“Executives”) and Class Representatives (“Senators”).

Eligibility Criteria for Candidates:

- UG (including M.Sc. 2 year) students between the ages of 17 to 23 years may contest the elections.
- M.Tech./M.B.A./M.Des. or equivalent Masters Degree students less than the age of 25 years may contest the elections.
- Ph.D. students more than 28 years of age will not be allowed to contest the elections.
- The candidate should not have any outstanding backlog at the time of contesting for elections.
- A candidate shall have only one opportunity to contest for the post of “Executive”.
- A candidate shall not have a previous criminal record, that is to say he/she should not have been tried and/or convicted of any criminal offence or misdemeanor. The candidate should not have been under any disciplinary probation (DP) by the institute at any point of time.
- The candidate must be a regular, full time student of the institute and should not be a distance/proximate education student, that is to say that all eligible candidates must be enrolled in a full time course, the course duration being at least one year.
- The CPI requirement for contesting in elections is 6.5/10 for UG students and 7.5 for PG Students

Election-related Expenditure and Financial Accountability

- Maximum permitted expenditure per candidate shall be Rs. 1000 for the post of “Executive” and Rs. 300 for the post of “Senator”.
- Each candidate shall within one week of the declaration of the results, submit complete accounts of expenditure (duly signed by the student) to the Election Council.
- The election council will display these accounts within the two days of submission through a suitable medium so that any general body member can freely examine the same. The election of the candidate will be nullified in the event of any non-compliance or in the case of any excessive expenditure.
- With the view to prevent the inflow of funds from political parties into the election process, the candidates are specially barred from utilizing funds from any other sources than voluntary contributions from the student body.

Code of conduct

- No candidate shall indulge in, nor shall abet, any activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic, or between any group(s) of students.
- Anti-Campaigning in any form is strictly not allowed.



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- There shall be no appeal to caste or communal feelings for securing votes. Places of worship, within or without the campus shall not be used for election propaganda.
- All candidates shall be prohibited from indulging or abetting, all activities which are considered to be "corrupt practices" and offences, such as bribing of voters, intimidation of voters, impersonation of voters canvassing or the use of propaganda within 100 meters of polling stations, holding public meetings during the period of 24 hours ending with the hour fixed for the close of the poll, and the transport and conveyance of voters to and from polling station.
- No candidate shall be permitted to make use of printed posters, printed pamphlets, or any other printed material for the purpose of canvassing other than those allowed by the Election Council.
- Candidates may only utilize hand-made posters for the purpose of canvassing, provided that such hand-made posters are procured within the expenditure limit set out herein above with the prior permission and stamp of CEO.
- No candidate shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda outside the campus.
- No candidate shall, nor shall his/her supporters, deface or cause any destruction to any property of the campus, for any purpose whatsoever, without the prior written permission of the institute authorities. All candidates shall be held jointly and severally liable for any destruction/defacing of any institute property.
- During the election period the candidates cannot hold processions and/or public meetings.
- The use of loudspeakers, vehicles and animals for the purpose of canvassing shall be prohibited.
- On the day of polling, student organizations and candidates shall - (i) Co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction; (ii) Not serve or distribute any eatables, or other solid and liquid consumables, except water on polling day; (iii) not hand out any propaganda on the polling day.
- Excepting the voters, no one without a valid pass/letters of authority from the CEO shall enter the polling booths.
- Candidates are not allowed to do canvassing inside academic area and public places like mess, TV Rooms, Hall CC, Reading Rooms, Hall Quadrangle etc.
- All gymkhana/ hall activities will remain suspended during electoral process. For any exception to this rule explicit permission from CEO must be obtained.
- No public gathering should be called/ organized during the electoral process. Written permission from CEO should be obtained for any exception to this rule.
- Candidate must not be found in any sort of discussion with any other candidate.
- Candidates as well as General body members are advised to abstain from any proscribed activity in campus especially consumption of alcohol, while the electoral process underway.
- The manifesto finally approved by CEO strictly adhered to while campaigning. Deviations are not allowed in the posters, banners or during verbal canvassing.
- Candidates must strictly adhere to the time limit of the campaigning. Canvassing support before and after the notified time is detrimental to their candidature.



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- Candidates are advised to remain in their rooms and should not be seen in the residential blocks or in other hostels during the time when campaigning is not permitted.
- For leaving campus during electoral process or leaving hall premises during the time when campaigning is not permitted, candidate should obtain the prior permission from CEO.
- After campaigning time, general secretaries are not allowed outside their respective hostel premises. Even during the campaigning hours, they are not allowed inside or around other halls.
- Cloth Banners are not allowed for canvassing.
- No banners / posters for publicity should be found at the entrance of any hostel.
- No person, who is not the student of IIT Kanpur, shall be permitted to take part in election process in any capacity.
- Any contravention of any of the above rules may make the candidate liable to be stripped of his candidature, or his elected post, as the case may be. The election council/institute authorities may also take appropriate disciplinary action against such a violator.

Nomination Procedure

- Candidates will be nominated by submitting the duly filled nominations to the Chief Election Officer along with the requisite deposit and a copy of the latest grade sheet. The Chief Election Officer reserves the right to verify the authenticity of the document through official grades sheet given by DOAA office.
- No other verification would be taken into account except for the official grade sheet by the DOAA office and the CPI/SPI indicated in the grade sheet would be considered final for all the decisions regarding validity of the nominations of a candidate.
- The candidate should not have any outstanding academic backlogs (i.e. except fresh backlogs) at the time of contesting the elections. A certificate to this effect issued by the Dean, Academic Affairs should be submitted.
- Every candidate for executive post will have to be proposed by two registered students and seconded by five registered students on the nomination form.
- Every candidate for the senator post will have to be proposed by one registered student and seconded by two registered students on the nomination form.
- A Person belonging to the corresponding electorate can only propose or second the candidate.
- Two or more candidates cannot be proposed or seconded by the same student.
- A candidate cannot propose or second himself or other candidate contesting the elections for any post.
- No member of the election council can propose or second any candidate.
- No member of the election council can contest elections for any post.
- Candidates should strictly follow the instructions as given on nomination form and provide relevant documents when desired. Any discrepancy in nomination form may lead to the rejection of nomination by the Election Council.
- Additional Eligibility criterion for various posts is given in chapter III of the constitution of Students Gymkhana (Appendix 2). Additional guidelines for the



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eligibility are given by the Students governance committee report of the academic senate (Appendix 3). These guidelines will be strictly followed.

- Withdrawals, if any, could be made by the candidates by writing a letter to the Chief Election Officer. The Chief Election Officer will then announce the final list of candidates.

Re-nominations

- Re-nomination would be called only if the numbers of nominations submitted for a post are less than the number of corresponding vacant posts.

Campaigning / Voting Guidelines

- The election council may avail the services of as many student volunteers as required.
- The election council will specify the modes of campaigning, which must be strictly adhered to (Appendix 1C).
- A list of voters will be available with the Chief Election Officer.
- Envelope voting will be permitted according to the timings announced by the CEO.
- Voters who are present on the campus on the date of voting can cast their votes at the polling station during the prescribed hours.
- Instructions to the voters, if any, will be pasted at the polling station. A member of the election council will be present at the polling station as the polling officer. He will put his initials on the ballot paper before issuing it to the voter. During the polling operations, when necessary, he or she will take the procedural decision. These will be applied uniformly and shall be final and abiding by all.
- Excepting the voters, no one without a valid pass from the Election Council shall enter the polling booths.
- After the polling, the ballot will be placed in locked containers in the custody of the Chief Election Officer.
- Votes will be counted by the members of the election council. The Chief Election Officer will invite the candidate representatives as observers. The DOSA may be invited to supervise the counting. The Chief Election Officer will then declare the results after the counting is over.
- A vote will be invalid for the reasons stated in Appendix 1A. Before balloting the Election council may decide, upon additional reasons for which the vote will be invalid, consistent with the guidelines in Appendix 1B. All such reasons already decided upon shall get passed as instruction to the voters at polling stations. If any further defect is noticed, the vote shall be valid if the intention of the voter is clear to the Election Council. For the purpose of declaration of the result, the decision of the Chief Election Officer on the validity or invalidity of the vote shall be final.
- All the complaints should be given as soon as possible, in writing to the Chief Election Officer. No complaints regarding the campaigning will be entertained after eight hours of the end of campaigning. No complaints related to the polling will be entertained twenty-four hours after the completion of polling.
- The security deposit for a candidate for the post of Senator will be Rs.200/- and



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for the post of Executives Rs.1000/-. In case a candidate for the post of an Executive receives less than 10% of the total valid votes cast or a candidate for the Senator receives less than 130 points, his/her security deposit will be forfeited.

- The election council will take a decision in case of any dispute connected with the election. The decisions can be challenged only by submitting an appeal to the Grievance Redressal Committee. Violation of any of these rules would result in very strict action against the candidate as specified in Appendix 1E. Election council may also under extreme circumstances, force harsher measures like disqualification from contesting the elections with forfeiture of security deposit, etc. Candidates are advised to take the election in the right spirit and refrain from activities, which vitiate the atmosphere of the election process. Any form of campaigning other than mentioned above is not permitted.



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APPENDIX - 1A: VALIDITY AND INVALIDITY OF VOTES

The ballot paper will be considered invalid in the following circumstances:

- The ballot paper does not carry the initials of the polling officer.
- The preference is indicated, but any of the previous (n-1) preferences is not indicated.
- Same candidate is given more than one preference.
- Same preference is given to more than one candidate.
- Preference is indicated by means other than those specified by the Election Council.
- **No preference is marked but other preferences are also indicated.**

APPENDIX - 1B: GUIDELINES FOR THE ELECTION COUNCIL

If the intention of the voter is clear to the Election Council then the ballot paper should not be rejected only because:

- More than one mark appears for a particular candidate in the particular preference box.
- A duplicate impression due to folding appears.
- The mark clearly indicates a preference for a particular candidate, but a small part of the mark appears in the adjacent row or column.

APPENDIX - 1C: RULES FOR CAMPAIGNING:

- Each candidate will be allowed to put up only one poster (largest permitted size A3 i.e., approximately 297 mm * 420 mm) in each hall and SBRA. This may be changed later, only at the discretion of the Election Council.
- No candidate shall be permitted to make use of printed posters, printed pamphlets, or any other printed material for the purpose of canvassing. Candidates may only utilize **hand-made** posters for the purpose of canvassing, provided that such hand-made posters are procured within the expenditure limit set out herein above. Candidates may only utilize hand-made posters at certain places in the campus, which shall be notified in advance by the Election Council.
- **Candidates shall obtain no objection letter from CEO for putting up posters inside residential halls**
- Candidates should not use gum/adhesive to stick their posters. The poster should be fixed using adhesive tapes and/or board pins.
- The posters should be removed completely at the end of campaigning. This deadline will be specified by the Election Council.
- The academic area is to be kept free from any kind of campaigning.
- Institute facilities (like e-mails, etc.) and hall properties (like hall CC, etc.) should not be used for campaigning.
- Social Networking sites (like facebook etc.) should not be used for campaigning.
- Candidates are also advised to conform to the unwritten code of conduct that has governed Gymkhana Elections in the past. General body members can file



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complaints in writing with the Chief Election Officer (CEO) against any candidate(s) not conforming to the norms of the election process.

- Candidates can only commence their campaigning after the time given for withdrawal ends.
- **Only one slip-in per registered student per candidate will be allowed.** The design of the slip-in must be submitted to the EC. The EC shall print the requisite number of slip-ins (6 per A4 sheet) and return it to the candidate with the stamp of the EC.
- **The Election Council shall upload a copy of the manifesto of each candidate contesting for the post of Executive on an internal server. Other than this, internet should not be used for purposes related to campaigning.**
- Not more than 15 copies of a candidate's manifesto shall be used in campaigning. Each page of each manifesto shall bear the stamp of the Election Council.
- Gatherings of not more than **30** are allowed for the purpose of campaigning by the candidates.
- Election Council must be fully informed of the means of campaigning used by a candidate. This includes any publicly distributed material e.g. manifesto, brochures, pamphlets etc. Samples of these must be given to the CEO and consent taken before any such material can be distributed.
- **All documents used for campaigning must be duly stamped by the Election Council before distribution.**
- All candidates are required to submit a list of campaigners (duly signed by all the campaigners) to the Election Council. There is no restriction on the number of campaigners per candidate. No campaigner will be allowed to campaign for more than one candidate. Any attempts to hide a campaigner may be looked at very suspiciously by the Election Council.
- Each campaigner including the candidate should carry his/her Institute Identity Card during campaigning.
- The use of loudspeakers, vehicles and animals for the purpose of canvassing shall be prohibited.

APPENDIX - 1D: RULES FOR ENVELOPE VOTING

- Envelope voting is only for the electorate who cannot vote on the scheduled day.
No member of the electorate who exercises envelope voting option should be found in campus on the day of regular polling.
- In case of envelope voting, the voter has to give his/her choice in a sealed envelope along with his/her I-card, directed to the Chief Election Officer bearing the following in mind:
 - a) Voters must write their preference for Executive and/or Senators on a blank sheet of paper.
 - b) Only one individual's votes have to be put in one envelope.
 - c) Voters must sign across the seal of the envelope (the signature must tally with those on the I-Card) in the presence of the Chief Election Officer.
 - d) Voters must mention the post(s) for which he has given the preference, on the top of the envelope.
 - e) Voter must write his name and roll number on the back of the envelope.



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- f) Voter must hand over such votes directly to the Chief Election Officer before the deadline as announced in the schedule.

APPENDIX 1E: VIOLATION OF RULES

The election council may take independent decisions in case of any dispute related to the election. This decision is final and can be challenged only by filing an appeal with the Grievances Redressal Committee.

If any of the students are involved in the violation of the above rules then the following action may be taken against them in general.

Failure to produce Identity card while campaigning will amount to violation of rule and will be liable to penalty, which may also include cancellation of his candidature along with fines.

General Body Members

1st Warning: Rs. 500/-

2nd Warning: Rs. 1000/-

3rd Warning: Case forwarded to SSAC

Candidates

1st Warning: Rs. 1000/-

2nd Warning: Rs. 2000/-

3rd Warning: Cancellation of Nomination + Case forwarded to SSAC

Election Council Members and General Secretaries

1st Warning: Rs. 1500/-

2nd Warning: Rs. 2000/-

3rd Warning: Case forwarded to SSAC

The reason for imposing fine will be disclosed only to the Grievances Redressal Committee if solicited.

It must be noted that under special circumstances these guidelines may be changed at the discretion of the Chief Election Officer.



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APPENDIX 2

RELEVANT EXTRACTS FROM THE STUDENTS GOVERNANCE REPORT

Every student is expected and encouraged to participate in co and extra-curricular activities. Every student is expected to cooperate and participate in furthering the objectives of the student bodies and Institute Committees. However, it should be understood that the primary goal of students in the Institute is his/her studies and pursuit of academic achievements. Participation in student bodies and in the Institute Committees should be viewed as complementary to the academics and not as its substitute. It is believed that in general the quality of participation would be better if a student is comfortable with his/her academic performance. It is feared that participation by academically deficient students may bring deviations from the long cherished traditions and distinct characteristics of the Students Gymkhana of this

Institute. Article 3.09 of the Students' Gymkhana Constitution stipulates the conditions of eligibility for the candidates contesting the Gymkhana Elections in terms of the guarantee of stay for the period of stay and academic performance. Keeping the spirit of the Constitution of the Students Gymkhana and observations made by the Senate in its meeting held on 01.01.1996, the Committee recommends that the students registered in the semester and residing on the campus and who satisfy the guarantee of stay requirements, are eligible for election and nomination except:

- The students who are academically deficient (listed under the categories Warning, AP, AP*) in the semester when the elections are to take place or the nominations are to be made.
- The students who are debarred from participation in students activities by election and/or nomination on disciplinary grounds.
- The students whose CPI is less than 6.5 (in case of UG) or less than 7.5 (in case of PG).
- **Dual degree students who have not obtained the CPI of PG part should fulfill the criteria according to UG part.**
- The students who from the date of their initial registration have already completed the normal duration of the program or shall be completing the normal duration during the tenure of the post. The normal duration of various programs are (Ord. 6)
 - B.Tech. 8 semesters
 - Dual B.Tech./M.Tech. 10 semesters
 - M.Sc. (Int.) 10 semesters
 - M.Sc. (2 Year) 4 semesters
 - DIIT 3 semesters
 - M.Tech. 3 semesters
 - Ph.D. 8 semesters
 - Dual M.Sc./Ph.D. 10 semesters
- M.Tech. students admitted in the IInd semester of an academic year will not be eligible for contesting for Gymkhana Executive posts. They shall, however, be eligible for nominations on committees and will be treated for such purposes like final year B.Tech./M.Sc. (Intg.) students.



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- A PG student in the advanced stage of research should seek the approval of the thesis supervisor before filing the nominations.

In view of the above, a student interested in accepting a post should make a conscious decision about the time management for his/her studies and the responsibilities expected of the post. It has been noticed that sometimes students are not aware about the duties and responsibilities of the post. Further, it has been observed that some candidates indulge sometimes in making statements, which are redundant, false and derogatory to individuals and the Institute. In order to circumvent the above, it is recommended that:

- At the time of announcement of elections, the chief election officer will bring out the salient details about the duties and responsibilities of various office bearers for the information of the general body.
- The Chief Counselor, after the finalization of the list of candidates by the election committee, will call a meeting of candidates to apprise about their role and responsibilities.
- The incumbent office bearer will prepare the interim report of their respective offices stating their achievements, plans under consideration, etc. and will display on the notice boards of Halls for the information of students.
- Each interested student filing the nomination for a post will be given a copy of the updated Students Gymkhana Constitution.

The act of making baseless and false statements will be viewed as an act of indiscipline and will be dealt with seriously. In addition of the above, it is emphasized that the handing over the charge to the newly elected body should be carried out within the stipulated period without any delay.



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APPENDIX 3

RELEVANT ABSTRACTS FROM THE GYMKHANA CONSTITUTION

3.01 Elections shall be conducted by the Chief Election Officer to be appointed by the Senate. He shall propose the names of members of the Election Council for ratification by the Senate.

3.02 Annual Gymkhana Election shall normally be held around 20th January every year. However, under exceptional situations, annual elections can be postponed for a maximum period of one month.

3.03 (a) The President and General Secretaries of Cultural Council, Games and Sports Council, Science & Technology Council and Films and Media Council respectively shall be elected from the General Body on the basis of the following system – if there are n candidates, voters shall be required to give either a no preference vote or $(n-1)$ preferences. However in the case of a single candidate, the voter will either give a no preference vote or a vote in favor of the contesting candidate.

(b) If the number of no preferences is greater than 50% of the total valid votes cast, then the election of that post stands void and each of the candidates shall be barred from further nominations to the post of President or General Secretary.

A re-election would be held with no option of a no preference vote i.e. for n candidates voters shall be required to give $(n-1)$ preferences. Counting shall be done as per 3.03 (d).

(c) However if the number of no preferences is less than 50% of the total valid votes cast then the no-preference votes would be discarded and counting of the rest of the votes would be held in following manner.

(d) Counting shall be done in successive rounds. In the first round first preference votes only shall be counted and the candidate with the least first preference votes shall be declared unsuccessful. In the next round, second preference votes of the unsuccessful candidates shall be added to the first preference count of continuing candidates and again the candidate with the lowest tally shall be declared unsuccessful. This procedure shall be repeated until all but one candidate, who shall be declared successful, secures 50 percent of the total valid votes cast.

3.04

- a. Senators who shall continue till the Senate hands over charge, shall be elected from the students of
- i. Undergraduate 4th Year (for students in 5 year program only)
 - ii. Undergraduate 3rd Year
 - iii. Undergraduate 2nd Year
 - iv. Undergraduate 1st Year
 - v. M.Tech. (students other than those in the final semester)
 - vi. M.B.A. + M.Des. + Other Equivalent Masters Program (students other than those in the final semester)



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- vii. M.Sc. 2 Year (students other than those in the final semester)
 - viii. All PhD students
- b. Senators who shall officiate till July only, shall consist of
- i. Undergraduate 5th Year (for students in 5 year program only)
 - ii. Undergraduate 4th Year (for students in 4 year program only)
 - iii. M.Tech. (students in the final semester)
 - iv. M.B.A. + M.Des. + Other Equivalent Programs (students in the final semester) M.Sc. 2 year (students in the final semester)

The number of senators in each group shall be at the rate of one senator for every hundred students rounded off to a non-zero integer

- 3.5** Mid-term elections shall be held in the month of August for Senators from the
- i. First year UG
 - ii. First Semester M.Tech.
 - iii. First Semester M.B.A. + M.Des. + Other Equivalent Masters programs
 - iv. First Semester M.Sc. 2 year

The ratio of Senators to each group will remain as in Article 3.04

3.06 Senators shall be elected on the basis of a preferential voting system. Each voter shall have three preferences to be cast in favour of different candidates, the first preference vote carrying 5 points the second preference vote carrying 3 points and the third preference vote 1 point.

3.7 Senators for each class will be declared elected in the following way.

- The names of Senators will be listed according to first preference points.
- If the requisite number of candidates get more than 340 first preference points, the requisite number of candidates in order of points obtained will be declared elected.
- If otherwise, those getting above 340 points will be elected and the rest will be listed again according to first and second preference points and candidates getting above 500 points will be considered for election in order of points obtained.
- If the requisite number of candidates are still not elected the rest of the senators will be elected on the basis of combined first, second and third preference points.

3.08 The Convener and the Parliamentarian of the Senate will be elected from among the non-executive members of the Senate through an interactive process, wherein, in successive rounds of voting the candidate with least number of votes, shall be eliminated until

- a. Either a candidate gets more than 50 percent votes of those present and voting and is declared elected, or
- b. All, but one candidate, who shall be declared elected, gets eliminated.

The Convener and parliamentarian of outgoing Senate will conduct the election for Convener of new Senate



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3.09

- a. For the post of all Gymkhana executives, the candidate should have a guaranteed stay in the institute (going by registration record) from the date of election to March 1 of the following year.
However, under exceptional circumstances, the Senate may relax the criterion
- b. For senators (elected for 1 gymkhana year), the candidate must have guaranteed stay in institute till December 1 of that year.
- c. For the Senate posts of Convener, Students' Senate, Parliamentarian and Convener, Finance Committee, the candidates contesting should have a guaranteed stay in the Senate from the date of election to December 1 of that year.
- d. A Student who has been placed on Academic Probation or Warning by the SUGC shall not be allowed to stand for any elected post of the Gymkhana.
- e. If a person holding an elected/nominated post of the Gymkhana is put under academic probation or warning during his tenure he will cease to be a Gymkhana representative. Fresh elections will be held thereafter in accordance with article 3.10 of the constitution.

3.10 In case any post of the Students' Senate falls vacant in the middle of the Senate's term, Bi-Elections will be called by the Senate for the post.

3.11 Norms and modalities regarding the elections are to be fixed by the Election Council, which can be challenged only in the Senate.

3.12 In case, no girl senator is elected, the Girls' representative election should be held just after/during the General Elections and the same Election Council should conduct it.

3.13 Charge shall be handed over to the next Senate around 1st March. However, under exceptional circumstances, it can be postponed for a period of two weeks.