

RULES AND REGULATIONS

The rules and procedures detailed below shall be followed for the Students' Gymkhana By-Elections, 2014-15

Code of Conduct

- Candidates must strictly adhere to the time limits of campaigning. Canvassing support before and after the notified time is detrimental to their candidature.
- 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, canvassing and/or use of propaganda within 100 meters of polling stations and transport and conveyance of voters to and from the polling station.
- Candidates as well as general body members are advised to abstain from any proscribed activity in the halls, especially consumption of alcohol, when the electoral process is underway.
- The manifesto finally approved by the Chief Election Officer (CEO) should be strictly adhered to while campaigning. Deviations are not allowed in the posters or during verbal canvassing. Anti-campaigning in any form is strictly prohibited.
- Candidates must not be found in any sort of discussion with any other candidate during the electoral process.
- No public gathering should be called/organized during the electoral process. Written permission from the CEO should be obtained for any exception to the rule.
- A candidate should not be seen outside his/her hostel premises during the time when campaigning is not permitted (as per schedule of the election).
- All Gymkhana/Hall activities will remain suspended during the electoral process. For any exception to this rule explicit permission from the CEO must be obtained.
- Cloth banner is not allowed for canvassing.
- No banner/poster should be found at the entrance of any hostel.
- Candidates are not allowed to do canvassing in public places like the Mess, Hall Canteens, Reading Rooms, Hall CC, TV Rooms, etc.
- No person who is not a student of IIT Kanpur shall be allowed to take part in the election in any capacity.
- No candidate shall indulge in, nor shall abate 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.
- 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.
- No candidate shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda outside the campus.

Nomination Procedure

- Candidates will be nominated by submitting the duly filled nominations to the CEO along with a nomination fees of Rs.100/- and a security deposit of Rs.200/-.
- Every candidate for the post of senator will have to be proposed by one registered student and seconded by two registered students on the nomination form.

- Only a person belonging to the corresponding electorate can propose or second the candidate.
- Under Graduate students (including M.Sc. 2 year) between the ages of 17 and 23 may contest elections. For M.Tech and Ph.D students the maximum age limit to contest an election would be 25 years and 28 years respectively.
- A student cannot propose or second more than one candidate.
- A candidate cannot propose or second himself or any other candidate contesting the elections for any post.
- No member of the Election Council (EC) can propose or second any candidate.
- No member of the EC can contest elections for any post.
- Eligibility criterion for various posts is given in chapter III of the constitution of Students Gymkhana (Appendix 3). Additional guidelines for the eligibility are given by the Students governance committee report of the academic senate (Appendix 2). These guidelines will be strictly followed.
- The EC will scrutinize the nominations and announce the list of candidates. Withdrawals, if any, could then be made by the candidates by writing a letter to the CEO. The CEO will then announce the final list of candidates.

Campaigning/Voting Guidelines

- The EC may avail the services of as many student volunteers as required.
- The EC will specify the modes of campaigning, which must be strictly adhered to (Appendix 1C).
- A list of voters will be available with the CEO.
- 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 EC 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 EC shall enter the polling booths.
- After the polling, the ballot will be placed in locked containers in the custody of the CEO.
- Votes will be counted by the members of the EC. The CEO will invite the candidate representatives as observers. The DOSA and a few other faculty members may be invited to supervise the counting. The CEO 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 EC 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 EC. For the purpose of declaration of the result, the decision of the CEO on the validity or invalidity of the vote shall be final.
- All the complaints should be given as soon as possible, in writing to CEO. 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. Decision to the complaints will be taken by the CEO.
- In case a candidate contesting for a Senator receives less than 130 points, his/her security deposit will be forfeited.
- The EC will take a decision in case of any dispute connected with the elections. The decisions can be challenged only by submitting an appeal to the Grievance election. Violation of any of these

rules would result in very strict Redressal Committee (GRC) action against the candidate as specified in Appendix 1E. The EC 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.

APPENDICES

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 other (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.

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 A1 i.e., approximately 594*841 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 must take prior permission from hall authorities regarding the location of posters, banners, etc. An application clearly demarcating this will have to be submitted by the candidates to the Election Council, duly signed by the respective hall president.
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- Candidates must not use gum/adhesive to stick their posters. The poster should be fixed using adhesive tapes and board pins.
 - The posters must 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) 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 complaints in writing with the 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.
- 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.
- Any document 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.
- 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.
- 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 casts envelope vote should be found present near the polling booths on the day of regular polling.
- Direct votes can be cast during the scheduled period of envelope voting. The identity cards of all the candidates who cast envelope votes will be kept by the chief election officer and will be returned only after the elections.
- If any voter is unable to cast his/her vote either during envelope voting or during regular voting, he may give his/her choice in a sealed envelope accompanied with his/her I-card and a copy of leave certificate from the appropriate authority, directed to the Chief Election Officer bearing the following in mind.
- Voters must write their preference for Senators on a blank sheet of paper.
- Only one individual's vote has to be put in one envelope.
- Voters must sign across the seal of the envelope (Signature tally with those on the I-Card) in the presence of the Chief Election Officer.
- Voters must mention the post(s) for which he has given the preference, on the top of the envelope.
- Voter must write his name and roll number on the back of the envelope.
- 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.

- General Body Members
 - o 1st Warning: Rs.500/-
 - o 2nd Warning: Rs.1000/-
 - o 3rd Warning: Case forwarded to SSAC

- Candidates
 - o 1st Warning: Rs.1000/-
 - o 2nd Warning: Rs.2000/-
 - o 3rd Warning: Cancellation of Nomination + Case forwarded to SSAC
- General Secretaries and Election Council Members:
 - o 1st Warning: Rs.1500/-
 - o 2nd Warning: Rs.2000/-
 - o 3rd Warning: Case forwarded to SSAC

The reason for imposing fine will be disclosed only to the floor of the Senate, if solicited and 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.

APPENDIX 2: Relevant Extracts from the Student 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 6.50 (in case of UG) or less than 7.50 (in case of PG).
- The students who from the date of their initial registration have already completed the normal duration of the programme or shall be completing the normal duration during the tenure of the post. The normal duration of various programmes are (Ord. 6); B. Tech. = 8 semesters, M.Sc. (Int.) = 10 semesters, M.Sc. (2 Yrs) = 4 semesters, DIIT = 3 semesters, M.Tech. = 3 semesters, Ph.D. = 8 Semesters, Dual B.Tech./M.Tech. = 10 Semesters and Dual M.Sc./PhD. = 10 Semesters. M.Tech. students admitted in the II 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.
- 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.

APPENDIX 3: Relevant Abstracts from the Students' 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 of January every year. However, under exceptional situations, annual elections can be postponed for a maximum period of one month.

3.03 Counting shall be done in successive round. 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 un-successful 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:

- Undergraduate 4th Year (for students in 5 year program only)
- Undergraduate 3rd Year
- Undergraduate 2nd Year
- Undergraduate 1st Year
- M. Tech (students other than those in the final semester)
- M.B.A. + M.Des + Other Equivalent Masters Programme (students other than those in the final semester)
- M.Sc. 2 Year (students other than those in the final semester)
- All PhD students
- Senators who shall officiate till July only, shall consist of
- Undergraduate 5th Year (for students in 5 year program only)
- Undergraduate 4th Year (for students in 4 year program only)
- M. Tech (students in the final semester)
- 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

3.05 Mid-term elections shall be held in the month of August for Senators from the

- First year UG
- First Semester M.Tech.
- First Semester M.B.A. + M.Des. + Other Equivalent Masters programs
- First Semester M.Sc. 2 year

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

Election Committee

Students' Gymkhana (2014-2015)

3.06 Senators shall be elected on the basis of a preferential voting system. Each voter 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.

3.07 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 got more than 340 first preference points. The requisite number of candidates in order of points obtained will be 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 round 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

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 criteria.

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 Senate 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 Students' Senate falls vacant in the middle of the Senate's term, by-elections will be called by the Senate for the post.

3.11 Norms and modalities regarding the elections are to be fixed by the Elections 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/ or during the election 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.

RENOMINATIONS

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