Mid-Term Report

Major Initiatives:

- **Addressed the issue of increased drug usage among the students community:** The Security unit has been requested to be more vigilant against drugs being brought and sold inside the campus. The Counselling Service has been requested to create awareness about drug addiction by organizing sessions, circulating posters etc. Discussions are being held with the institute authorities regarding possible measures that can be carried out at the level of students.

- **Incorporated Cells as independent bodies under the Students' Gymkhana:** An independent entity, called cell has been introduced under the umbrella of Students' Gymkhana. The cells shall conduct activities which are diversified in nature and may affect the student community in a significant manner. The Senate shall appoint Overall Coordinators who shall be responsible for carrying out the activities of a cell and be answerable for it.

- **Mandated Terminal Reports from the Students' Senate Nominees to the Standing Committees of the Academic Senate:** The student nominees have now been mandated to submit at least two reports during the tenure of their committee, providing updates on the work being carried out by their committee to be made available for the general body. The reports shall help in dissipating information which might concern the student community in general and further help in ensuring that the student nominees are appropriately handling their responsibility.

- **Re-evaluated the eligibility criteria for the ratified positions under the Students' Gymkhana:** The eligibility criterion was relooked into and changes have been incorporated to ensure that the eligibility criterion is applicable throughout the tenure and not just at the time of nominations. The eligibility criterion that is applicable during the tenure is slightly relaxed from the original eligibility criterion and the eligibility for all the positions ratified at that time shall be ensured by the office of the Students' Senate at the every semester.

- **Formulated a 5 pool structure for the General Championship of the Students' Gymkhana:** For the first time, 5 pools are participating in the events of the General Championship consisting of a separate pool for girls. Keeping in mind the lower strength of students in the 5th Pool, the participation criterion has also been relaxed for that pool.

- **Incorporated new measures to ensure better handling of the Finances:**

o Mid-term no dues declaration has been introduced to ensure that all bills beyond a specific date have been cleared and no previous bills would now be introduced, so that the mid-term re-allocation can be done accordingly.

o All the clubs/councils are mandated to provide the Finance Committee with the details of all the income received and their sources so that the same shall be included in the reports submitted by the Finance Convener.

o Online banking platform has been set up for collecting money from the students so that it is directly transferred into the account of Students' Gymkhana and no cash handling is involved.

o It has been mandated to issue formal receipts even when collecting refundable caution money to ensure better record keeping and the Executives have been directed to implement a well-formulated refund process, providing all the details of the same at the time of collecting the caution money.

o It has been mandated for the Finance Convener to submit at least three reports during his tenure: annual Budget report of the previous Gymkhana year and the mid-term and end-term reports of his tenure. This shall ensure that the records of each Gymkhana year are properly presented before finally closing the account.

- **Remodeled DUGC/DPGC elections:** The elections for the student members to the DUGC/DPGC were conducted simultaneously along with the mid-term elections for the members of the Students' Senate. Video manifestos of the candidates were recorded and shared with the student community. Both these measures resulted in a significant increase in the participation in these elections and further helped in creating general awareness about the system.

- **Conducted Pre-Senate Meeting:** A Pre-Senate Meeting was conducted to carry out informal discussions and collect opinions on agenda items that may address a major issue or introduce a significant change in the current system. Based on the response received from the members of the Senate who attended the Pre-Senate meeting, more such meetings shall be carried out in the future.

- **Incorporated a Red Book of the Students' Senate:** The Red book shall have records of the important decisions taken by the Senate, particularly reflecting upon the situation under which the decisions were taken. Its purpose shall be to act as a reference for the Senate to reflect upon the decisions of the Senate in the past and it shall in no way be binding on the Senate.

- **Reviewed the services offered by the Health Center:** An online review of the services offered by the Students' Gymkhana was conducted and a strong negative response was recorded. A report based on the online review has been submitted by the President, Students' Gymkhana to the institute authorities and a request to implement an online complaint management system has been submitted, and that shall help the entire community in general.

- **Limited Academic activities on gazetted holidays:** It has been noted in the Academic Calendar for 2016 that no classes should be conducted on gazetted holidays.

- **Revived the policy framework for Senator Seed Fund (SSF):** The amount allocated to SSF has been reduced and reallocated among the clubs based on their history of SSF usage. The mandate has been stated clearly to support the hobby groups and other new activities which may be organized by the clubs for which no funds were allocated from the budget. In order to allow the hobby groups to make effective use of SSF, clubs are not allowed to use SSF for first half of the Gymkhana year for any activity.

- **Compiled and limited the set of ratified positions under the Students' Gymkhana:** In order to introduce uniformity in the positions that are ratified under the Students' Gymkhana, an exhaustive list of such positions has been incorporated. Under this provision, each authority is entitled to recommend to the Senate the list of students for only a fixed set of positions. Apart from introducing clarity and uniformity, it shall help in a better record management of the ratified positions and further help the SPO with the process of resume verification.

Office of the Students' Senate and the Steering Committee:
- Regular Attendance record has been maintained by the office.
- At least 4 show-cause notices have been issued to various members of the Senate and 7 Senators have been removed for not complying with the Attendance policy.
- Up-to-date list of all positions ratified by the Senate during this Gymkhana year as well as last Gymkhana year has been compiled.
- A mechanism to ensure that the students appointed at various ratified positions satisfy the eligibility criteria throughout their tenure has been devised and the office shall be responsible for ensuring the same at the start of every semester.
- A consolidated agenda booklet (including all the supporting documents) is being published for all the meetings.
- A process has been initiated to keep verified hard copies of the records of all the Senate meetings in the SAC Office, starting from the last Gymkhana year.
- Automation of the LHC Booking Form is being implemented to ease out the process of booking Lecture Halls.
- Action Taken Report (ATR) is being updated regularly and has been presented at least once every month during the regular session, with the number of items in the ATR reducing from over 80 to around 35.

Issues faced:
- The circulation of agenda items often gets delayed with most of the documents not getting submitted even before 24 hours.
- There is a lack of uniformity in the way nominations are called for various ratified positions. In most of the cases eligibility criteria and the work description is not mentioned properly. Further, many a times the interview schedule is not shared on the Senate list. New issues would be come up now that the set of ratified positions has been significantly reduced. All this further introduces a lot of randomization in the way agenda items concerning various ratifications are itemized.
- Some Senators tend to leave rather early after the start of the Senate meeting or arrive quite late due to various commitments, which results in a reduced strength of the Senate during the meeting.

Recommendations:

- Pre Term reports: It should be mandated for all the Executives and office-bearers of Students' Senate to present a pre-term report at the start of their tenure, highlighting their plans and initiatives towards their work. This shall allow a better management of activities under the Students' Gymkhana and enable more accountability in terms of the work done, particularly when the mid-term/end-term reports are presented.

- Faculty members should be regularly invited to Senate meetings, to address the student representatives on various issues concerning the student community, in order to address the lack of interaction between the students and the faculty.

- A notice of the meeting shall be circulated at least 4 days before the meeting. The agenda items shall be finalized and circulated at least 48 hours before the meeting. If any agenda item or its supporting documents are not uploaded in due time before the meeting, the Senate may still choose to discuss these agenda items, However, in such cases, the final decision, if any, shall be provisional and the discussion shall be opened again in case any new comments are received from the general body within 48hrs after the meeting. In case no new comments are received, the decision shall stand finalized.

- A uniform online portal for calling nominations can be implemented if some Senators volunteer for it or else find volunteers from their electorate.

- As a preliminary measure, the Senators are encouraged to closely follow the various calls for nominations and ensure that the names of the positions, eligibility criteria etc. are properly mentioned. The Senators can further raise issues in the Senate if they come across the ratification of a position for which the due procedure for calling nominations was not followed.

- No member of the Senate shall be allowed to come to the meeting after 90 minutes from the scheduled start of the meeting and no member of the Senate shall be allowed to leave before 180 minutes from the scheduled start of the meeting. In case a member has genuine commitments due to which he cannot adhere to these guidelines, he/she shall be marked absent with permission.