



PROPOSED BYE LAWS OF
STAFF GYMKHANA
INDIAN INSTITUTE OF TECHNOLOGY KANPUR

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INTRODUCTION

As per the policy of the Government of India, sports and recreational activities are highly encouraged in every Ministry/Office/Institution to find talented persons and to improve the work culture and personality of the personnel. To implement this policy, the Staff Gymkhana, an association of staff and faculty members of IITK has been established at the Indian Institute of Technology Kanpur, to organize various games and sports activities for the well being of its members.

CONSTITUTION

1.0 Name:

The body shall be known as the Staff Gymkhana, Indian Institute of Technology, Kanpur (hereinafter referred to as the Staff Gymkhana).

2.0 Definitions:

In these Bye-Laws, unless the context otherwise requires,

- 2.1 'Institute'** refers to the 'Indian Institute of Technology, Kanpur', incorporated under the provisions of the Institutes of Technology Act, 1961.
- 2.2 'Employee'** in relation to these Bye-Laws mean all the regular employees of the Institute, who have been allotted a permanent file number. However, the Project employees may be permitted to subscribe membership on annual basis with NO voting rights in Staff Gymkhana Election.
- 2.3 'Member'** implies member of Staff Gymkhana IIT Kanpur by whom subscription is being made for Staff Gymkhana, are classified into following two groups:
 - a) Regular Members:** All the regular employees of the Institute who had subscribed the membership of Staff Gymkhana.
 - b) Annual Members:** The project employees of the Institute whose appointment are not on regular basis but have subscribed membership of Staff Gymkhana on annual subscription basis.
- 2.4 'General Body'** in relation to these Bye-Laws means a body comprising of all members of Staff Gymkhana.
- 2.5 'Patron'** in relation to these Bye-laws means Patron of Staff Gymkhana who shall be The Director, IIT Kanpur, and hereinafter referred to as the Patron.
- 2.6 'Chairperson'** in relation to these Bye-laws is the Chairperson of Staff Gymkhana who shall normally be a faculty member and a member of Staff Gymkhana and hereinafter referred to as the Chairperson.
- 2.7 'Secretary and Joint Secretary'** in relation to these Bye-laws means Secretary/Joint Secretary of Staff Gymkhana who shall be a member of Staff Gymkhana and hereinafter referred to as the Secretary and Joint Secretary.

2.8 'Treasurer-cum-Store Keeper' in relation to these Bye-laws means Treasurer-cum-Store Keeper of Staff Gymkhana who shall be a member of Staff Gymkhana and hereinafter referred to as Treasurer-cum-Store Keeper.

2.9 'Executive Committee' in relation to these Bye-Laws means a committee described in clause 7.2 of these Bye-Laws.

2.10 'Election' in relation to these Bye-Laws means a procedure for election as described in clause 9.0 of these Bye-Laws.

2.11 'Chief Election Officer' in relation to these Bye-Laws means a member officer from Staff Gymkhana, who will be appointed by the Chairperson Staff Gymkhana for smooth conduct of the election of Staff Gymkhana.

2.12 'Election Council' in relation to these Bye-Laws means a council of members of Staff Gymkhana who will function during electioneering under the guidance of the Chief Election Officer.

2.13 "Voter" in relation to these Bye-laws is as described in clause 2.3 (a).

2.14 Notwithstanding to the clauses **2.7 & 2.8** above, the members of the Staff Gymkhana deployed in the Directorate, Registrar Office, Administration Office and emergency services including health services and security services cannot contest in the staff gymkhana elections.

3.0 Office:

Office of the Staff Gymkhana would be located at an appropriate place as approved by the Patron.

4.0 Aims and Objectives:

4.1 To promote interaction among the staff and faculty members of the Institute.

4.2 To foster fraternal friendship and mutual understanding devoid of any political character whatsoever, and promoting goodwill purely through healthy and friendly participation in games and sports activities.

4.3 To project a laudable image of IIT Kanpur and enhance its prestige by dedication and determination in pursuit of success in competitive games and sports activities.

4.4 The Staff Gymkhana shall organize games and sports activities in IIT Kanpur to encourage sportsmanship generally and to promote friendly relations among staff of the IITs and to foster a close association among them. These activities would result in greater harmony, health-consciousness, brotherhood, goodwill, work sincerity, sporting spirit, open mindedness etc. among IIT staff. The sports activities will help the Institute to identify talented and dedicated sports persons from the staff/faculty ranks who will be able to assist the students' sports activities and to provide valuable guidance to the student teams. In turn, this will improve the standard of sports in IITK and develop the character and moral values amongst the staff of IITK through games and sports and other recreational activities.

5.0 Membership:

5.1 All serving regular employees of the Institute may, in the prescribed format along with monthly subscription fees, apply for membership subscription; while the project employees may subscribe membership on yearly basis.

5.2 The membership is purely voluntary.

- 5.3 Individuals as mentioned in clause 5.1, who are eligible to become a member of Staff Gymkhana may apply on the membership form available with the Secretary, or may download it from the web page of Staff Gymkhana. The application should be sent through the Secretary to the Chairperson for approval.
- 5.4 The membership shall start only after the approval of application by the Chairperson. Each member shall pay a prescribed amount of membership fee as may be decided by the Executive Committee from time to time. Members who wish to donate additional amounts may do so through the membership form of Staff Gymkhana. The membership fee shall start from the date of approval of the registration and thereafter beginning of each month. The membership fee shall be deducted every month by Accts Section/R&D office/DOSA office, IIT Kanpur from the salary/ other due of the members. The amount deducted every month shall appear in the pay slip of the individual; no formal receipt will be issued.
- 5.5 On accepting the membership, each member thereby shall automatically become liable to abide by the rules and regulations of Staff Gymkhana.
- 5.6 The withdrawal of the membership by a member shall be through his/her written application to the Chairperson, Staff Gymkhana. The application for the same should be sent through the Secretary. The said person may rejoin the Staff Gymkhana. However, he/she will not be eligible to represent IIT Kanpur for a period of two years after rejoining and from participating in Intra tournaments organized by the Staff Gymkhana for a period of six months.
- 5.7 The participation in the Inter-IIT Staff Sports Meet or any other meet/ event/ competition etc. shall be restricted to only those who have been members of the Staff Gymkhana for the preceding two years without break.
- This restriction shall not be applicable in case an individual has been newly appointed at the Institute and becomes member of Staff Gymkhana.**
- 5.8 The members would be eligible to represent the Staff Gymkhana, IIT Kanpur, if found suitable by the constituted Team Selection Committee, for various tournaments to be held in the country, including Inter-IIT Staff Sports Meet.
- 5.9 The membership of Staff Gymkhana shall cease automatically on default in payment of membership fee for three consecutive months.

6.0 Patron:

The Director IIT Kanpur shall be the ex-officio Patron of the Staff Gymkhana, IIT Kanpur. The Patron shall be empowered to withhold, suspend or terminate the activities or recognition of Staff Gymkhana. The Patron's decision shall be final in all the cases.

7.0 Composition of Staff Gymkhana:

7.1 General Body:

All members who qualify as defined in clause 5.0 above and have paid their subscription up- to-date shall constitute the General Body of the Staff Gymkhana.

7.2 Executive Committee:

It shall consist of:

- (a) A Chairperson,
- (b) A Secretary,
- (c) A Joint Secretary,

- (d) A Treasurer cum Store Keeper, and
- (e) Two Executive Members.

8.0 Functions and Powers:

8.1 General Body:

- a) The General Body shall demand and obtain a report on the working of Staff Gymkhana and Executive Committee for the period of its tenure.
- b) The General Body shall consider and approve the receipts and expenses, assets and liabilities, achievements and reserves of Staff Gymkhana for the preceding period.

8.2 Executive Committee:

- a) Normally, the term of office of the Executive Committee shall be two years which shall be effective from the date of approval by the patron. The Chairperson and the Secretary shall not be appointed for more than two terms on the same post in his/her service career.
- b) The Executive Committee shall hold periodic meetings at least four times in a year to consider the agenda of the meeting. The quorum of a meeting of the Executive Committee shall be more than 50% of the members. Adjourned meeting for want of quorum shall not require any quorum. The minutes of all meetings shall be recorded by the Secretary and considered approved when signed by the Chairperson.
- c) Special invitee(s) may also participate in discussions of the meeting, but shall not have the voting right in any proceedings. The names of all the members including invitee(s) shall be mentioned in the minutes. The Secretaries of the various games shall be special invitees to the meetings of the Executive Committee.
- d) The Executive Committee shall discuss and approve with a simple majority of vote, the items of the agenda of the meeting and approve the expenses incurred on behalf of the Staff Gymkhana.
- e) The Executive Committee shall be responsible jointly to the General Body for all deals/acts performed during the tenure of its office.
- f) The Executive Committee shall consider and approve the reasonable steps taken by the Secretary during the period between the two consecutive meetings.
- g) The Executive Committee shall consider and approve the draft of the annual report of the Staff Gymkhana before it is placed in the Annual General Body Meeting.
- h) The Executive Committee shall exercise control over all members of Staff Gymkhana. The decisions of the Committee shall be applicable to all its members for all purposes.
- i) The Executive Committee shall appoint committees for specific events/games/sports or assignments and also to look into cases of indiscipline, if any, among the Staff Gymkhana members and take necessary decision on the subject.
- j) The Executive Committee shall appoint various sub-committees such as Team Selection Committee, Purchase Committee, Maintenance and Improvement Committee and any other committee as and when deemed necessary.

8.3 Chairperson:

- a) The Chairperson of the Staff Gymkhana shall be appointed by the Patron who shall be a member of Staff Gymkhana.
- b) The Chairperson shall preside over the meetings of the Executive Committee/General Body and shall act as the functional authority of Staff Gymkhana.
- c) Normally, the Chairperson will not participate in voting, but in case of a tie, he shall have casting vote.

8.4 Secretary / Joint Secretary:

- a) The Secretary and the Joint Secretary shall be elected (**by preferential voting, clause 9.0**) through general election. The Joint Secretary shall share the responsibilities of the Secretary and assist him.
- b) After they are elected, the Secretary and the Joint Secretary shall be formally appointed by the Chairperson.
- c) The Secretary shall call, arrange, conduct and maintain the records and Minutes of the meetings.
- d) They shall be responsible for all the correspondence for and on behalf of the Staff Gymkhana with any concerned authority / organization / individuals.
- e) The Secretary shall circulate half yearly reports to the members of the Staff Gymkhana on its activities/achievements.

8.5 Treasurer cum Store Keeper

- a) The Treasurer cum Store Keeper shall be elected (**by preferential voting, clause 9.0**) through general election.
- b) He shall be responsible for collecting membership fee and maintaining its proper records and, for keeping a record of store (receipt and issue of materials).
- c) He shall be responsible to the Chairperson /Executive Committee and function under the supervision of Chairperson and the Secretary.

8.6 Executive Members:

- a) The other two members of the Executive Committee shall be appointed by the Chairperson in consultation with the Secretary, Joint Secretary and Treasurer-cum-Store Keeper. It is suggested that one of the two members should, normally be a faculty member.
- b) The Executive Members shall attend and participate in the meetings of the Executive Committee held from time to time.
- c) The Executive Members shall do all acts to uphold the dignity of the Committee and shall honour the majority decision in the spirit of collective responsibility.

8.7 Handing/Taking Over of Charge:

- a) Taking over charge by the new Executive Committee from the existing Executive Committee shall normally be held in joint meetings of the respective incoming and outgoing committees.

- b) The Convener (Chairperson) of the outgoing Executive Committee shall convene the joint meeting as soon as possible after the final approval of the composition of new Executive Committee and these formalities shall be completed within 15 days from the approval of new committee.
- c) In the above-mentioned joint meeting of Executive Committees, all its members shall present a one-page report on the activities during this tenure. These reports shall be preserved in the official documents.

9.0 Election:

9.1 Staff Gymkhana Election shall normally be held between 15th March and 15th April of every alternate year. However, under exceptional circumstances, Elections can be postponed for a maximum period of fifteen days.

9.2 Election for the post of the Secretary, Joint Secretary and Treasurer-cum-Store Keeper shall be conducted by the Chief Election Officer (CEO) to be appointed by the Chairperson. The CEO shall propose the names of members of the Election Council from General Body.

9.3 The above appointments shall be made from the General Body on the basis of single transferable preferential voting system as explained below.

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 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 more than 50 percent of the total valid votes cast.

9.4 In case, no nomination is received for a position, the Chairperson in consultation with other elected members may appoint a member for the above position.

9.5 The executive members shall be elected on the basis of a preferential voting system.

9.6 When counting is over, the results shall be put up for the Patron's approval. The Chief Election Officer will then declare the results of the election.

9.7 The detailed rules and regulation for Staff Gymkhana Elections are placed in **Appendix A** to these Bye-Laws.

10.0 Meetings/Agenda:

10.1 General Body:

- a) The General Body shall normally meet twice a year. The meetings of General Body shall be called by the Secretary on the advice of the Chairperson.
- b) The meeting just after the constitution of new Executive Committee shall be called the "Annual General Body Meeting".
- c) The notice for Annual General Body Meeting shall be displayed at the notice boards at least one week prior to the date of Annual General Body Meeting. The notice shall also be disseminated to all members via e-mail.
- d) An extra-ordinary meeting to consider emergent item of interest of the Staff Gymkhana can be called by the Executive Committee:

- (a) on its own, or
- (b) on written request of at least one-third of total membership, submitted to the Chairperson.
- e) A notice of 10 days shall be required for ordinary meeting and three days' notice for extra-ordinary meeting.
- f) Agenda of the meeting shall be circulated along with the notice.
- g) The presence, in person, of the Chairperson and Secretary shall be necessary at any regular or extra-ordinary meeting of the executive committee. In addition, the presence of any two members of the Executive committee shall be essential.
- h) If any meeting is adjourned, the next meeting shall be called within a week, after giving usual notice.
- i) Any other item of immediate nature can be raised in the meeting after completion of the circulated/made known agenda, with the permission of the Chairperson.
- j) All the meetings shall be presided over by the Chairperson or the Faculty Executive Committee Member in absence of the Chairperson.

10.2 Executive Committee:

- a) The Executive Committee shall normally meet at least four times in a year.
- b) Extra-ordinary meeting shall be called by the Chairperson /Secretary if more than 50% of the Executive members send written request to the Chairperson /Secretary with the agenda.
- c) Agenda of the meeting shall be circulated/made known with the notice for the meeting.
- d) Quorum for both types of meeting shall be more than 50% and no quorum for adjourned meeting.
- e) The copies of the minutes of all Executive Committee meetings shall be sent to The Director, Deputy Director and the Registrar.

10.3 Order of Business:

- a) The order of business at sessions of the Executive Committee shall be as follows:-
 - (a) Ratification of minutes of previous meeting.
 - (b) Announcements, if any.
 - (c) Remarks by the Secretary and the Chairperson, and reports by all team Captains and Secretaries.
 - (d) Reports by sub-committees.
 - (e) Unfinished business, if any.
 - (f) New business, if any.
- b) A Simple majority of those present and eligible to vote may overrule the order of business in the Staff Gymkhana.

10.4 Amendment in Rules and Procedures:

- a) The procedure for amendment in general rules and procedures shall be as follows:
 - (a) The Executive Committee shall refer any deficiency in the rules or procedure to the Secretary, Staff Gymkhana.

- (b) Proposed amendments may be discussed in any of the meetings of Staff Gymkhana, provided that the text of such proposed amendment along with its purpose and effect has been included in previously circulated agenda for the meeting.
 - (c) Such modification shall be subject to at least a two third majority of all members present and voting, for its passage in the Staff Gymkhana.
 - (d) An official amended copy of the Constitution of Staff Gymkhana shall be present with the office of the Patron at all times for his/her review as and when necessary (e.g., to address disputes/interpretations as described in Clause 12.0).
- b) The executive committee shall present such by-laws as deemed necessary for the efficient operation of the Staff Gymkhana, provided such by-laws are consistent with the Constitution.

10.5 Power of Patron in amending Rules and Procedures:

Notwithstanding the procedure laid down in clause 10.4, the Patron, by its own motion or otherwise, may amend these By-Laws and issue directions to the Executive Committee of the Staff Gymkhana to incorporate such changes in the existing By-Laws. The directions issued in this regard by the Patron shall be binding upon the Executive Committee.

11.0 Finances

11.1 The Staff Gymkhana shall be financed by:-

- (a) Membership fee paid by its constituent members.
- (b) Contributions from the Institute.
- (c) Sponsorship from organizations within and outside the Institute for the purpose of conducting tournaments and the activities of the Gymkhana, and
- (d) Entry fee collected, if any, from teams participating in any tournament conducted by the Staff Gymkhana

The books of accounts of Staff Gymkhana will form part of the Institute's main account and all the above credits will be received in the Institute Main Account. The budget for any given financial year will be approved by the competent authority of the institute.

- 11.2** The Treasurer cum Store Keeper shall be responsible for proper reconciliation of all credits as mentioned in clause 11.1. He/she will also be responsible for reconciling all expenditures with proper sanction before sending it to the Institute Main Account for its payment.
- 11.3** The Treasurer cum Store Keeper shall be responsible for proper maintenance of stock register for purpose of audit in all respect.
- 11.4** The Bank account of Staff Gymkhana will be subsumed in the Institute Main Account and the signatories will be the officer in-charges of the Institute Main Account. The expenditures in all respect will be verified by the Secretary and Treasurer-cum-Store Keeper and approved by Chairperson -Staff Gymkhana before sending it for its payment. In case of absence of any of the above office bearers, the Joint Secretary can sign the along with the other office bearer present. Any transaction through cash is discouraged.
- 11.5** The payments of the Staff Gymkhana shall be checked/audited by the Internal Audit of the Institute.

11.6 The respective team captains and secretaries shall submit a proper account cum report to the executive committee after organizing any tournament/coaching/training camp under the banner of the Staff Gymkhana. This submission must be done within a week of the completion of the activity.

11.7 All the financials can be obtained from the Institute Main Account and written annual financial report along with a balance sheet of revenue and expenditure, duly audited by the auditors, shall be prepared by the Treasurer-cum-Store Keeper at the end of each financial year and same shall be presented to the Executive Committee for its approval in the General Body Meeting. Members desirous of seeing this document may contact the Secretary, Staff Gymkhana, who, in turn will be bound to divulge the information.

11.8 Finance related documents:

11.8.1 The finance related documents shall include the following:

- (a) Summarized annual audit reports of the past years.
- (b) Accounts ledgers.
- (c) All bills and vouchers, submitted to the Staff Gymkhana for payment.
- (d) All dues, if any.
- (e) Complete audit report of the preceding financial year.

11.9 Staff Gymkhana will follow purchase guidelines of Institute Main Account irrespective of source of funding as mentioned in **11.1**.

12.0 Disputes and Interpretation of Rules/Bye-Laws:

In the event of any difference or dispute with regard to interpretation and/or meaning of any provision of these Bye-Laws, the same may be referred to the Patron and the verdict made by the Patron shall be treated as final on all matters of disputes and shall be binding on all parties.

Appendix A**STAFF GYMKHANA****RULES AND REGULATIONS FOR STAFF GYMKHANA ELECTION**

Chief Election Officer: The Chief Election Officer (CEO) shall be appointed by the Chairperson of Staff Gymkhana, who shall normally be an officer and a member officer of Staff Gymkhana. The duties and responsibilities of the Chief Election Officer shall be as follows:

- (a) CEO shall nominate the members of Election Council for smoothly conducting the election.
- (b) At the time of announcement of elections, the CEO shall bring out the salient details about the duties and responsibilities of various office bearers, namely, the Secretary, the Joint Secretary and the Treasurer-cum-Store keeper for the information of the general body.
- (c) CEO shall accept, scrutinize the nomination of candidates and declare final list of candidates for election.
- (d) CEO shall be responsible for the smooth conduct of election and his decision shall be final in all the cases.
- (e) CEO shall declare the result of election after due approval of the Patron.
- (f) CEO is empowered to disqualify a candidate from election on violation of code of conduct at any time till the end of the election process.
- (g) CEO will ensure that all eligible candidates will be provided with the Voter list.
- (h) CEO in consultation with Chairperson, Staff Gymkhana should ensure that once the elections are declared, there should not be any addition in the Voter list.

Code of Conduct during Election:

The following codes of conduct are to be followed by all the members of Staff Gymkhana during the Election:

- (a) Candidates must strictly adhere to the time limits of campaigning. Canvassing support before and after the notified time is detrimental to their candidature.
- (b) All candidates shall be prohibited from indulging or abetting in 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 and the transport and conveyance of voters to and from polling station.
- (c) Candidates as well as general body members are advised to abstain from any prescribed activity in the Institute, especially, the consumption of alcohol, while the electoral process is underway.
- (d) The manifesto, finally approved by the Chief Election Officer, should be strictly adhered to while campaigning. Deviations are not allowed in the posters, banner or during verbal canvassing. **Anti- campaigning in any form or the other is strictly prohibited.**
- (e) No public gathering should be called/organised during the electoral process.
- (f) All Gymkhana activities will remain suspended during electoral process. For any exception to this rule explicit permission from the CEO must be obtained.
- (g) Candidates are not allowed to do canvassing inside public places like Academic Area, Health Centre or other places.

- (h) Anyone who is not a member of Staff Gymkhana, will not be permitted to take part in the election process in any capacity.
- (i) 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 members.
- (j) There shall be no appeal to caste or communal feelings for securing votes. Places of worship, within or outside the campus shall not be used for election propaganda.
- (k) 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:

- (a) Candidates will be nominated by submitting the duly filled nominations to the Chief Election Officer.
- (b) The Candidate should not have been tried and/or convicted of any criminal offence or misdemeanor. The candidate shall also not have been subject to any disciplinary action by the Institute.
- (c) Every candidate for any post will have to be proposed by a member and seconded by two members of Staff Gymkhana on the nomination form.
- (d) A member cannot propose or second more than one candidate.
- (e) A candidate cannot propose or second himself or other candidate contesting the elections for any post.
- (f) No member of the Election Council can propose or second any candidate.
- (g) No member of the Election Council can contest elections for any post.
- (h) The Election Council will scrutinize the nomination and announce the list of candidates. Withdrawals, if any, could then be made by the candidates by writing a letter to the Chief Election Officer before the due date. Chief Election Officer will then announce the final list of candidates.

Campaigning/Voting Guidelines:

- (a) The Election Council may avail the services of as many member volunteers as required.
- (b) The Election Council will specify the modes of campaigning, which must be adhered to as contained in **Annexure III**.
- (c) An original and final list of voters, also known as electoral roll, will remain in the custody of the Chief Election Officer. However, after completion of nomination process, the CEO shall provide a certified copy of the voter list/electoral roll to all such candidates finally announced by the CEO. It is to note that No member can be added in the electoral voters list after proclamation of election schedule by the Competent Authority.
- (d) Envelope voting will be permitted according to the timings announced by the CEO and the rules for envelope voting are contained in **Annexure IV**.
- (e) Voters who are present on 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.

- (f) 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. He will also crosscheck the members name in the list of voters. During the polling operations, when necessary, he or she will take the procedural decision. These will be applied uniformly and shall be final and abided by all.
- (g) Excepting the voters, no one without a valid pass from the Election Council shall enter the polling booth.
- (h) After the polling, the ballot will be placed in locked containers in the custody of the Chief Election Officer.
- (i) Votes will be counted by the members of the Election Council. The Chief Election Officer will invite the candidate representatives as observers.
- (j) A vote will be invalid for the reasons stated in **Annexure I**. Before balloting, the Election Council may decide, upon additional reasons for which the vote will be invalid, consistent with the guidelines in **Annexure II**. 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.
- (k) 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 the polling. Decision to the complaints will be taken by the Chief Election Officer.
- (l) The Election Council will take a decision in case of any dispute connected with the elections. The decision can be challenged only by submitting an appeal to the Grievance Redressal Committee. Violation of any of these rules would result in very strict Grievance Redressal Committee action against the candidate. Election Council may also under extreme circumstances, force harsher measures like disqualification from contesting current/future election(s). 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 that mentioned above is not permitted.

Miscellaneous:

- (a) Notwithstanding the procedure prescribed hereinabove, the Patron, for conduct of free and fair elections, may issue such directions, as deemed fit, to the CEO and/or to the Election Council, and such directions shall be binding upon the CEO/Election Council.
- (b) In addition to the procedure prescribed hereinabove, the CEO in concurrence with the members of the Election Council may take resort to the procedure prescribed by such legislations or rules, for the time being in force, for the conduct of free and fair elections.

Annexure I**VALIDITY AND INVALIDITY OF VOTES**

The Ballot Paper will be considered invalid in the following circumstances:

- (a) The ballot paper does not carry the initials of the Polling Officer.
- (b) If the number of candidates contesting the elections for a particular post is "n", then a voter has to give its vote to n-1 candidates mentioning the order of his/her preference.
- (c) The preference is indicated, but any of the previous preferences is not indicated.
- (d) Same candidate is given more than one preference.
- (e) Same preference is given to more than one candidate.
- (f) Preference is indicated by means other than those specified by the Election Council.

Annexure II**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;

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

Annexure III**RULES FOR CAMPAIGNING**

- (a) No candidate shall be permitted to make use of printed posters, printed pamphlets, or any other printed material for the purpose of canvassing.
- (b) Candidates may only utilise hand-made posters at certain places in the campus, which shall be notified in advance by the Election Council.
- (c) Candidates must not use gum/adhesive to stick their posters. The poster should be fixed using adhesive tapes and board pins.
- (d) The posters must be removed completely at the end of campaigning. The deadline will be specified by the Election Council.
- (e) The Academic Area is to be kept free from any kind of campaigning.
- (f) Institute facilities (like e-mails etc.) and Institute properties should not be used for campaigning.
- (g) Candidates can only commence their campaigning after the time given for withdrawal ends.
- (h) Any documents used for campaigning must be duly stamped by the Election Council before distribution.
- (i) The use of loudspeakers, vehicles and animals for the purpose of canvassing is strictly prohibited.
- (j) Candidates should refrain from making any inappropriate/foul behavior.

Annexure IV**RULES FOR ENVELOPE VOTING**

- (a) Voters must write their preference for a candidate on a blank sheet of paper. Only one individual's vote has to be put in one envelope.
- (b) 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.
- (c) Voters must mention the post(s) for which he has given the preference, on the top of the envelope.
- (d) Voter must write his Name and P.F No. on the back of the envelope.
- (e) Voter must hand over such votes directly to the Chief Election Officer before the deadline as announced in the schedule.