

SENATE MANUAL

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INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE - 247 667, UTTARAKHAND

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SENATE MANUAL

CHAPTER - I

The Senate : Constitution, Duties and Responsibilities, Meetings

1.1 Preamble

The Institutes of Technology Act, 1961 (hereinafter referred to as the Act) and the Statutes of the Indian Institute of Technology, Roorkee [hereinafter referred to as the 'Statutes'] define and delineate the duties, powers and privileges of the Senate [Sections 14, 15, 28, 29 of the Act and Statute 5: - Membership: Section 14 of the Act and Statute 5(1); Functions and Powers: Section 15 of the Act and Statute 5(2)]. Relevant sections of the Act and Statutes have been extracted and provided as Appendices I and II to this Manual, for ready reference. Provisions from the Appendix are frequently repeated and quoted in the main body of the text of this Manual for completeness and clarity.

The Senate is primarily concerned with the academic affairs of the Institute encompassing faculty and such Research Scientists as are engaged in teaching/ research, and instructional matters (Section 15 of the Act).

1.2 The Ordinances of the Institute

In accordance with Section 29 of the Act, the Ordinances of the Institute shall be made by the Senate and individual Ordinances shall become effective on dates specified by the Senate for such purpose. However, all Ordinances enacted by the Senate shall be submitted, as early as possible, for the consideration of the Board of Governors (BOG) which shall have the power by resolution to cancel or modify any such Ordinances, and such Ordinances shall stand cancelled or modified, as the case may be, from the date of such resolution. Vide Section 28 of the Act the Ordinances may provide for all or any of the following matters, namely:-

- (a) the admission of the students to the Institute;
- (b) the courses of study to be laid down for all degrees and diplomas of the Institute;
- (c) the conditions under which students shall be admitted to the degree or diploma courses and to the examinations of the Institute, and shall be eligible for degrees and diplomas;
- (d) the conditions of award of the fellowships, scholarships, exhibitions, medals and prizes;

- (e) the conditions and mode of appointment and duties of examining bodies, examiners and moderators;
- (f) the conduct of examinations;
- (g) the maintenance of discipline among the students of the Institute; and
- (h) any other matter which by this Act or the Statutes is to be or may be provided for by the Ordinances.

1.3 The duties, responsibilities and powers of the Senate and the procedure to conduct Senate Meetings:

1.3.1 The duties, responsibilities and powers of the Senate are given in Section 15 of the Act and amplified in the Statute 5(2). These duties, responsibilities and powers are exercised by the Senate itself and/or through the following bodies/committees, namely:-

- (i) The Executive Committee of the Senate;
- (ii) The Academic and Research Committees, Standing Committees and Advisory Committees of the Senate; and
- (iii) The Academic Departments and Centres, including their Committees.

1.3.2 The Director shall be the ex officio Chairman of the Senate and, if present, shall preside over all meetings of the Senate. In his absence the Deputy Director shall preside and in the absence of both the Director and the Deputy Director, the senior-most Professor amongst the Deans present shall preside at the meeting (Statute 5(6)). The Registrar shall act as the Secretary of the Senate (Section 19(2) of the Act).

1.3.3 The Senate shall meet as often as necessary but not less than four times during a calendar year (Statute 5(3)).

1.3.4 Meetings of the Senate shall be convened by the Chairman of the Senate either on his own initiative or on a requisition signed by not less than 20% of the members of the Senate.

A requisitioned meeting shall be a special meeting to discuss only those items of Agenda for which requisition is made. The requisitioned meeting shall be convened by the Chairman of the Senate on date and time convenient to him within 15 days of the notice given for such a requisition (Statute 5(4)).

1.3.5 One third of the total number of members of the Senate shall form a quorum for a meeting of the Senate (Statute 5(5)).

1.3.6 A written notice for every meeting, together with the agenda shall be circulated by the Registrar to the members (excluding those currently away from the

Institute on lien/leave ex-India) of the Senate at least a week before the meeting. The Chairman of the Senate may permit inclusion of any item for which due notice could not be given (Statute 5(7)).

- 1.3.7** Notwithstanding the provisions of sub-Statute 5(7), the Director may call an emergency meeting of the Senate at short notice to consider urgent special issues.
- 1.3.8** The ruling of the Chairman of the Senate in regard to all questions of procedure shall be final.
- 1.3.9** The minutes of the proceedings of a meeting of the Senate shall be drawn up by the Secretary of the Senate with the approval of the Chairman of the Senate and circulated to all the members of the Senate present in India inviting their comments/ amendments to the same. The minutes along with amendments, if any suggested, shall be placed for confirmation at the next meeting of the Senate. After the minutes are confirmed and signed by the Chairman of the Senate, they shall be recorded in the minute book which shall be kept open for inspection of the members of the Senate, the Board of Governors and the Council of the IITs at all times during office hours. (Statute 5(10)).
- 1.3.10** The Senate shall nominate two professors of the Institute who shall serve as representatives of the Senate on the Board of Governors (Section 11 (e) of the Act). The professors absent from the Institute on 'lien/leave' shall, however, not be considered for nomination. The procedure for nomination to the Board by the Senate is outlined in Chapter IV of the Senate Manual.

CHAPTER II

THE EXECUTIVE COMMITTEE, ACADEMIC AND RESEARCH COMMITTEES AND STANDING COMMITTEES OF THE SENATE - GENERAL PROVISIONS

- 2.1** Subject to its overall superintendence and control, the Senate shall define and delineate the duties and powers of its Executive Committee (ECS), Academic and Research Committees, Standing Committees and Advisory Committees and shall hold these Committees answerable and responsible for the performance of their duties and the exercise of their powers.
- 2.2** Ordinarily, the Executive Committee, Academic and Research Committees, Standing Committees and Advisory Committees are responsible to the Senate. However, the Chairman, Senate may assign additional duties to any of the Committees, and in the discharge of such additional duties, the Committees shall be answerable only to the Director.
- 2.3** The Executive Committee, Academic and Research Committees, Standing Committees and Advisory Committees currently recognized by the Senate are as follows:-
- (1) The Executive Committee of the Senate (ECS);
 - (2) The Academic and Research Committees:-
 - (i) Institute Academic Programme Committee (IAPC)
 - (ii) Institute Research Committee (IRC)
 - (iii) Sponsored Research & Industrial Consultancy Committee (SRICC);
 - (3) Advisory Committees:
 - (i) Library Advisory Committee (LAC);
 - (ii) Students Affairs Council (SAC).

Besides, the Academic Departments/Centres running or contributing in running academic programmes shall have the following committees:

- (i) Departmental/Centre's Faculty Committee (DFC/CFC)
- (ii) Departmental/Centre's Research Committee (DRC/CRC)
- (iii) Departmental/Centre's Academic Programme Committee (DAPC/ CAPC)
- (iv) Departmental/Centre's Administrative Committee (DAC/ CAC)
- (v) Departmental Faculty Search Committee (DFSC)
- (vi) Departmental Professorial Committee (DPRC)

The DRC/CRC and DAPC/CAPC shall be the sub-committees of the DFC/CFC and shall have faculty members serving as their members.

- 2.4** The Executive Committee, Academic and Research Committees, Standing Committees and the Advisory Committees shall be composed of members of the Senate, other members of the Faculty of the Institute, duly registered students of the Institute and experts from outside the Institute, who may be nominated by the Senate or nominated/ elected by different bodies of the Faculty/ Students in accordance with procedures that may be laid down by it from time to time.
- 2.5** For the purpose of the Senate procedure a member of the Faculty/Teacher/ Scientific and Design Staff shall mean a “person” belonging to the teaching and/ or research staff working full-time in the Institute. In the case of a “person” holding a position not clearly identifiable as above, the Senate shall decide whether he will be a member of the Faculty for the purposes of Senate procedures.
- 2.6** The Senate may appoint such other committees (both permanent and adhoc) as may be necessary, to carry out specific tasks that may be laid down by the Senate (sub-Statute 5(2) (d) & (e)). The members of such committees shall be nominated from amongst the members of the Senate, other teachers of the Institute, duly registered students of the Institute, and experts from outside the Institute in accordance with the procedures that may be laid down by the Senate from time to time.
- 2.7** The constitution and tenure of members of the Academic and Research Committees and other Advisory Committees of the Senate shall be such as may be specified in Chapter III of the Senate Manual. The terms of office of all members, except student- members, on Academic and Research Committees / Advisory Committees of the Senate shall commence on the first day of July of the academic year in which they are nominated. A replacement, if any, in any vacancy for any reason whatsoever, shall serve from the date of his/her appointment on the Academic and Research Committees / Committee concerned until the end of the tenure of the member he/she has replaced. The term of office of student-members on Academic and Research Committees / Advisory Committees of the Senate shall commence from the date of their nomination/ election till the 30th June of the next Calendar year or till he is registered in the Institute, whichever is earlier. The membership to any Committee shall be coterminous with that of the Committee.
- 2.8** The Chairmen and members of the Committees of the Senate shall be appointed according to the procedure outlined in Chapter IV of the Senate Manual for each Committee. The Chairman shall preside over the meetings of their respective Committees.
- 2.9** The Secretaries of all Committees, except Departmental/ Centre’s Committees, shall submit to the Senate the minutes of the proceedings of the meetings of their respective Committees after they have been confirmed by the concerned Committees. Any recommendation requiring specific consideration/ approval of the Senate shall be submitted as a separate item highlighting the recommendations of the concerned Committee.

CHAPTER III

THE EXECUTIVE COMMITTEE / ACADEMIC AND RESEARCH COMMITTEES / OTHER COMMITTEES CONSTITUTION, DUTIES AND RESPONSIBILITIES

3.1 The Executive Committee of the Senate (ECS)

3.1.1 The Executive Committee of the Senate (ECS) shall consist of the following, namely: -

- (a) The Director (ex officio), Chairman;
- (b) The Deputy Director (ex officio);
- (c) All Deans of the Institute (ex officio);
- (d) All Heads of the Departments/ Academic Centres/ Service Centres/ Centres of Excellence (ex officio);
- (e) The Chairman, Library Advisory Committee (LAC) (ex- officio);
- (f) The Librarian (ex- officio);
- (g) Chairman, JEE (ex- officio);
- (h) Chairman, GATE (ex- officio);
- (i) Associate Dean, Academic Studies (ex-officio);
- (j) Associate Dean, Academic Research (ex-officio)
- (k) The Registrar (ex-officio), Secretary.

3.1.2 Duties & Responsibilities

3.1.2.1 The ECS has the following duties and responsibilities, namely:-

- (i) to assist the Director in formulating mechanism for executing policy decisions taken by the Senate;
- (ii) to discuss matters within the purview of the Senate on which the Director desires its advice;
- (iii) to make recommendations on matters that are referred to it by the Committees of the Senate for the consideration and approval of the Senate;
- (iv) to act as the "Nomination Committee" to recommend to the Senate the names of Senate members who shall serve as Senate nominees on its various Academic and Research Committees, Standing Committees and Advisory Committees. The ECS shall also recommend the names of such eminent persons to the Senate, who may be considered for the conferment of the Doctorate (Honoris Causa) degree and the Distinguished Alumnus Award.

3.1.2.2 The ECS shall meet as and when necessary at the discretion of the Chairman. Fifty percent of its members shall form the quorum for its meetings.

3.2 Academic and Research Committees

3.2.1 Institute Academic Programme Committee (IAPC)

3.2.1.1 There shall be an Institute Academic Programme Committee, which shall consist of the following, namely:-

- (i) The Dean, Academics, Chairman;
- (ii) The immediate past Dean, Academics;
- (iii) The Associate Dean, Academic Studies;
- (iv) The Associate Dean, Academic Research;
- (v) Chairman, Institute Time-Table
- (vi) Two Senate nominees;
- (vii) One representative of each Academic Department/ Academic Centre organizing Undergraduate or (and) Postgraduate programme(s) nominated by the Department/ Centre's Faculty Committee and also the Departments/ Academic Centres contributing regularly to UG/ PG Teaching but not having an UG/PG Programme;
- (viii) The Chairman, JEE;
- (ix) The Chairman, GATE;
- (x) Chairman, PG Admission;
- (xi) Three Students Representatives (nominated by the Dean of Students' Welfare);
- (xii) Deputy Registrar (Academics)
- (xiii) Assistant Registrar (Academic Studies), Secretary (ex officio).

3.2.1.2 The Institute Academic Programme Committee shall normally have a term of two years, commencing from the first day of July of the year it has been constituted. The term of office of the nominated members on Institute Academic Programme Committee shall be co-terminus with that of the Institute Academic Programme Committee.

3.2.1.3 The term of membership of the student representatives under 3.2.1.1 (xi) above shall commence from the date they have been nominated till 30th day of June following or one year, whichever is earlier.

3.2.1.4 In case of any vacancy in the membership, the nominating authority shall nominate a person for the remainder of the term of the vacancy.

3.2.1.5 The Institute Academic Programme Committee shall continue to function on the expiry of its term until a new Committee is constituted by the Senate provided that the period of extension shall, in no case, exceed three months.

3.2.1.6 The Institute Academic Programme Committee shall meet as and when necessary but not less than two times in a Semester and that 50% of its members shall form a quorum for its meetings.

3.2.1.7 Duties & Responsibilities of Institute Academic Programme Committee

Subject to the approval and overall superintendence and control of the Senate, the Institute Academic Programme Committee shall:-

- (i) have power and jurisdiction on all matters concerning the Academic Studies i.e. UG, 5-year integrated (dual degree and single degree Master's) and PG Programmes of the Institute:
- (ii) consider and make recommendations to the Senate/ or the Director, as the case may be, on :-
 - (a) the starting of new academic programmes and courses of instruction, including modification/ deletion/addition, if any, in the course structure and the course contents already approved;
 - (b) the credit valuation of courses;
 - (c) the conduct of all the examinations, of UG, Honours, Minor Specialization, 5-year integrated (dual degree and single degree Master's) and PG programmes, evaluation of academic performance and the granting of degrees; and
 - (d) such other matters as may be referred to it by the Senate or the Director.

3.2.2 Institute Research Committee (IRC)

3.2.2.1 There shall be an Institute Research Committee, which shall consist of the following, namely:-

- (i) The Dean, Academics (ex officio), Chairman;
- (ii) The immediate past Dean, Academics;
- (iii) The Associate Dean, Academic Studies;
- (iv) The Associate Dean, Academic Research;
- (v) Chairman, Institute Time-Table;
- (vi) The Chairman, PG Admission;
- (vii) Two Senate Nominees;
- (viii) Two Director Nominees for Sponsored Research;
- (ix) One representative of each Academic Department/ Centre organizing research programmes nominated by the Department/Centre's Faculty Committee;

- (x) Three Students (Research Scholar Representatives) nominated by the Dean of Students' Welfare;
- (xi) Deputy Registrar, Academics;
- (xii) Assistant Registrar (Academic Research), Secretary (ex officio).

3.2.2.2 The Institute Research Committee shall normally have a two year term commencing from the first day of July of the year it has been constituted. The term of office of all the members on Institute Research Committee shall be co-terminus with that of the Institute Research Committee.

3.2.2.3 The term of membership of the student representatives under 3.2.2.1(x) above shall commence from the date they have been nominated till 30th day of June following or one year, whichever is earlier.

3.2.2.4 In case of any vacancy in the membership, the Director shall nominate a person for the remainder term of the vacancy.

3.2.2.5 The Institute Research Committee shall continue to function on the expiry of its term until a new Committee is constituted by the Senate provided that the period of such extension shall, in no case, exceed three months.

3.2.2.6 The Institute Research Committee shall meet as and when necessary but not less than two times in a Semester and that 50% of its members shall form a quorum for its meetings.

3.2.2.7 Duties and Responsibilities of Institute Research Committee

Subject to the approval and overall superintendence and control of the Senate, the Institute Research Committee shall:-

- (i) have power and jurisdiction on all matters concerning research programmes of the Institute;
- (ii) consider and make recommendations to the Senate/ or the Director, as the case may be, on:
 - (a) the admission of Research students;
 - (b) evaluation of Ph.D. thesis/dissertation, the evaluation of academic performance and the granting of degrees; and
 - (c) such other matters as may be referred to it by the Senate or the Director.

3.2.3 Sponsored Research & Industrial Consultancy Committee (SRICC)

3.2.3.1 There shall be a Sponsored Research & Industrial Consultancy Committee (SRICC), which shall consist of the following, namely:-

- (i) The Dean, Sponsored Research & Industrial Consultancy (Dean, SRIC)(ex officio) Chairman;

- (ii) Immediate Past Dean, SRIC (ex officio);
- (iii) One nominee (Professor/ Associate Professor/ Assistant Professor/ Scientist) of each Academic Department/Centre to be nominated by the Departmental/ Centres' Faculty Committee;
- (iv) Two nominees of the Senate;
- (v) Two representatives of the Industry (to be nominated by the Director);
- (vi) One representative of the Funding Agencies (to be nominated by the Director);
- (vii) The Assistant Registrar (SRIC), Secretary (ex officio).

3.2.3.2 The SRICC shall have a term of two years commencing from the first day of July of the year in which the Committee has been constituted. The term of office of all the members shall be coterminous with that of the Committee. In case of any vacancy in the membership, the Director shall nominate a person for the remainder term of the vacancy.

3.2.3.3 The Committee shall meet as and when necessary but not less than two times in a Semester and that 50% of its members shall form a quorum for its meetings.

3.2.3.4 The SRICC shall continue to function on the expiry of its term until a new SRICC is constituted by the Senate provided that such an extension shall, in no case, exceed three months.

3.2.3.5 Duties & Responsibilities of Sponsored Research & Industrial Consultancy Committee

Subject to the approval and over all superintendence and control of the Senate, the SRICC shall

- (i) have jurisdiction on all matters pertaining to sponsored research and consultancy in the Institute;
- (ii) advise the Dean, SRIC on policy matters and shall make recommendations on any matter referred to it by the Director and the Senate;
- (iii) prepare, review and update the regulations and guidelines needed for the implementation and administration of sponsored research, training programmes and intellectual property rights, and to make its recommendations to the Senate.

3.3 Advisory Committees

3.3.1 Library Advisory Committee (LAC)

3.3.1.1 There shall be a Library Advisory Committee (LAC), which shall consist of the following, namely:-

- (i) A Senior Professor to be nominated by the Director as Chairman;
- (ii) One faculty representative/ Scientist from each Academic Department/ Centre;
- (iii) Three representatives each from the Undergraduate (UG), Postgraduate (PG) programmes, and research scholars to be nominated by the Students Affairs Council (SAC);
- (iv) Dean Academics;
- (v) The Librarian – Member Secretary (ex officio).

3.3.1.2 The LAC shall have the term of two years commencing from the first day of July of the year it has been constituted. The membership of the LAC shall be conterminous with that of the LAC. However, the student members shall serve from the date they have been nominated for a term of one year or till the following June 30, whichever is earlier. In case of any vacancy, the nominating authority shall nominate a person for the remainder term of the vacancy.

3.3.1.3 The committee shall meet at least four times in an academic year and that 50% of its members shall form a quorum for its meetings.

3.3.1.4 Duties and Responsibilities of Library Advisory Committee

Subject to the approval and overall superintendence and control of the Senate, the LAC shall

- (i) consider policy matters regarding Central Library / Departmental Libraries to make the Central Library and the Departmental Libraries knowledge repositories for smooth and quick access to and retrieval of knowledge and data bases either available freely or on subscription. The LAC shall also formulate the policy for procurement of books and journals including e-journals, databases, software, etc. and to render advice to the Purchase Committee for Library procurements;
- (ii) look into the problems of the library users and library staff, and take such actions as it deems necessary including the making of recommendations to the Senate / the Director for consideration and direction.
- (iii) supervise the allocation and utilization of funds for different Academic Departments/ Centres for the purchase of books and journals for the Central and Departmental Libraries;
- (iv) maintain liaison between Central Library and various Academic Departments/ Centres for the networking of the Departmental Libraries with the Central Library;
- (v) consider the views of the faculty members regarding knowledge accessibility, and transfer, selection, subscription and purchase of books/ journals, etc. and to take such actions as are deemed necessary;

- (vi) consider the views of the students, including research students regarding the functioning of the Library and their problems, if any, and to take remedial and corrective actions thereon;
- (vii) consider and make recommendations on all such matters as are referred to it by the Senate and/or its various Committees, or the Director and to take actions thereon, if any.

3.3.2 Students' Affairs Council (SAC)

3.3.2.1 There shall be a Students' Affairs Council of the Institute which shall function under the overall supervision and control of the Senate of the Institute.

3.3.2.2 The Students' Affairs Council shall be a joint student-faculty Standing committee, which shall be governed by its own constitution subject to such conditions as may be imposed by the Senate or the Board of Governors. The SAC shall derive all its powers from the relevant authorities of the Institute.

3.3.2.3 The Students' Affairs Council (SAC) shall consist of the following, namely:

- (i) The Director, who shall be the Chairman, ex-officio;
- (ii) The Deputy Director, ex-officio;
- (iii) The Dean of Students' Welfare (DOSW), ex-officio;
- (iv) The Immediate Past DOSW;
- (v) The Dean, Academics, ex-officio;
- (vi) The Associate Dean, Academic Studies (ex-officio);
- (vii) The Associate Dean, Academic Research (ex-officio);
- (viii) The Associate Dean of Students' Welfare (Bhawan), ex-officio;
- (ix) The Associate Dean of Students' Welfare (Discipline), ex-officio;
- (x) The Associate Dean of Students' Welfare (International Students), ex-officio;
- (xi) The Faculty Advisor SC/ST Cell, ex-officio;
- (xii) The Liaison Officer OBC; ex-officio;
- (xiii) The Chief Advisors of Functional Bodies, ex-officio;
- (xiv) The Secretaries of Functional Bodies, ex-officio;
- (xv) The Member Secretaries of Bhawan Councils, ex-officio;
- (xvi) The Mess Secretaries, ex-officio;
- (xvii) The Representatives of Married Students Hostels (2);
- (xviii) Two Chief Wardens to be nominated by the Director on the recommendations of the Dean of Students' Welfare;
- (xix) Two nominees of the Senate of the Institute;

- (xx) The General Secretary of the Students Affairs Council who shall be nominated out of the elected SAC executive committee members;
- (xxi) The Deputy/ Assistant Registrar (Students' Affairs).

3.3.2.4 The term of appointment of members other than ex-officio members, i.e. elected and nominated members, shall commence from the date of their appointment to the SAC and shall expire on June 30 of the next Calendar year or till the date of continuous registration of the student, whichever is earlier.

3.3.2.5 The Functions and Responsibilities of the SAC

- (a) The SAC shall be a collective forum for the presentation of the views of the students of IIT, Roorkee on any issue which may be of collective concern to them i.e. welfare, discipline, etc. The SAC shall discuss such issues and make its recommendations to the relevant authorities and the officers of the Institute for consideration and decision, if any.
- (b) The SAC shall oversee the overall policy formulation, coordination and review of all students affairs which are of co-curricular nature, students housing and related matters in terms of the powers vested in the Senate vide Statute 5 (2) (j). The SAC shall derive its powers from the delegation of powers by the Senate subject to its approval and overall superintendence and control;
- (c) The Council shall consider and ratify the constitutions of its constituent bodies and subsequent amendment by a 2/3rd majority of the 'Effective Strength' which means the strength of the entire Council, excluding the faculty members who may participate in the discussion but shall abstain from voting. If no ratification is accorded, the matter will be referred back to the constituent bodies for reconsideration in the light of the comments of the Council.
- (d) The Council shall have the authority to institute and recognize a new functional body and/or a committee or to reorganize an existing one. This shall require a 2/3rd majority vote of the Council members present at the Council meeting.
- (e) The finalization of the annual Budget and allocation of budget to various functional constituent bodies shall be done by the Executive Committee of the SAC at the end of the previous academic session. These allocations, if deemed necessary, may be modified and approved within twenty one days of the commencement of the new session.
- (f) Whenever deemed necessary, the Council may audit accounts of any or all of its constituent's bodies/ Committees.
- (g) The Council shall normally refrain from interfering in the affairs of its constituent bodies, but may consider and review some policies or decisions of a particular body which seem to be detrimental to the interest of the student community.

3.3.2.6 The Executive Committee of the SAC

The SAC shall have an Executive Committee which shall consist of the following, namely:-

1. the Dean of Students' Welfare, ex-officio, who shall be the Chairman;
2. the Associate Dean of Students' Welfare (Discipline), ex-officio;
3. the Associate Dean of Students' Welfare (Bhawan), ex-officio;
4. the Associate Dean of Students' Welfare (International Students), ex-officio;
5. two Chief Wardens of Bhawans, ex-officio;
6. the Chief Advisors of concerned activities , ex-officio;
7. three students (nominees of SAC Executive Committee);
8. the Deputy/ Assistant Registrar (Students' Affairs), ex-officio;
9. the General Secretary (Students' Affairs), who shall be the Convener.

Functions of the Executive Committee

3.3.2.7 The Executive Committee shall take executive decisions on matters which are not considered sufficiently important to require an immediate meeting of the SAC: Provided that such decisions must be reported to the next meeting of the SAC for its consideration and approval. Any decision taken by the Executive Committee shall cease to be in operation if it is not approved or if it is modified by the SAC.

3.3.2.8 The Executive Committee (EC) of the SAC shall oversee the functions of the Students Senate and other constituent bodies of the SAC. At present the following committees are recognized by the EC of the SAC, namely:-

- (i) the Discipline Committee (DC);
- (ii) the Students' Senate (SS);

DISCIPLINE COMMITTEE

3.3.2.9 The Students' Affairs Council shall have a committee on students discipline, which shall consist of the following, namely:-

1. the Associate Dean of Students' Welfare (Discipline), ex-officio, who shall be the Chairman;
2. the Associate Dean (International Students) , ex officio;
3. Three Faculty Advisors to be nominated by the Dean of Students' Welfare, ex officio;
4. Two Chief Wardens to be nominated by the Dean of Students' Welfare, ex officio;

5. Three Student Nominee of the SAC, to be nominated by the Students' Senate of SAC;
6. the Deputy / Assistant Registrar (Students' Affairs), ex officio;
7. the General Secretary (Students' Affairs), ex officio

Functions

3.3.2.10 The Discipline Committee shall enquire and investigate any matter involving students discipline and suggest suitable actions and submit the report to the Executive Committee of the SAC for further necessary actions as per existing regulations of the Institute.

STUDENTS' SENATE

3.3.2.11 The Students' Senate for UG, PG and Ph.D. students/ candidates shall consist of the following, namely:-

- (1) All elected members (5) and nominated (2) members at the Institute level
- (2) All elected members (6) of each Bhawan and Asst. Wardens (residential) of IIT Roorkee and Saharanpur campuses;
- (3) All Secretaries of other Functional Bodies of SAC.

Functions of the Students' Senate

3.3.2.12 The Students' Senate shall perform the following duties and functions, namely:-

- (a) to prepare budget and present audited accounts through its Executive Committee for consideration and approval of the SAC;
- (b) to organize activities of common interest of students community;
- (c) to suggest amendments to the constitution for consideration of the SAC through General Body of the Students;
- (d) to constitute study groups to consider matters pertaining to students' welfare;
- (e) to promote and maintain good behaviour and discipline amongst students' community;
- (f) to consider any matter referred to it by the SAC and other authorities of the Institute.

Tenure of the Students' Senate

3.3.2.13 The tenure of the Senate shall commence from the date it has been constituted and shall last on June 30 following.

3.3.2.14 (a) The Executive Committee of the Students' Senate shall consist of the following members elected from amongst the members of the Students' Senate, namely:

- (i) the General Secretary of the Senate;
- (ii) the General Secretary Finance;
- (iii) the General Secretary Academic Affairs (UG);
- (iv) the General Secretary Academic Affairs (PG);
- (v) the General Secretary Technical Affairs;
- (vi) the General Secretary Alumni Affairs;
- (vii) the General Secretary Cultural Affairs;
- (viii) the General Secretary Sports Affairs;

The General Secretary of the Senate will be nominated out of SAC Executive committee members elected by voting.

(b) The Dean of Students' Welfare or his nominee and the Associate Dean of Students' Welfare (Discipline) shall be the Advisers to the Students' Senate.

Formation of the Students' Senate

3.3.2.15 Formation of the Students' Senate and its Executive Committee for a given academic session shall be constituted at the earliest and latest by September 15. The Academic Session means the period from July 1 to June 30 following year.

FUNCTIONAL BODIES OF THE SAC

3.3.2.16 The Students' Affairs Council (SAC) shall have the following functional bodies, namely:-

- (i) the Coordinating Committee of Bhawans (CCB);
- (ii) the Students' Sports Organization;
- (iii) the Students' Club;
- (iv) the Students' Hobbies Club;
- (v) the Students' Cultural Society;
- (vi) the Students' Cinema Club;
- (vii) the Himalayan Explorers Club.

3.3.2.17 Each institute level functional body shall be governed by its own constitution as approved by the SAC. Whereas SAC works within a rather broad framework, these functional bodies will concentrate on specified spheres of student activities, as per existing norms prevailing in the Institute so as

to maintain a healthy and vibrant ambience for the overall development of the students' personality.

OTHER ASPECTS

3.3.2.18 Besides the constitutional structure of various bodies, the other important components of students affairs, such as infra-structure, supporting staff requirements, service conditions and financial supports for smooth functioning of the Students' Affairs at this residential institute shall be such as may be decided by the Institute from time to time.

Appendix to para 3.3.2

(i) COORDINATION COMMITTEE OF BHAWANS

There shall be a Coordination Committee of Bhawans which shall consist of the following, namely:-

1. the Dean of Students' Welfare or his nominee; ex-officio, Chairman;
2. the Associate Dean of Students' Welfare (Bhawan), ex-officio;
3. the Chief Wardens of Bhawans, ex-officio;
4. the Wardens of Bhawans, ex-officio;
5. one Mess Manager /Stores in-charge (by rotation), ex-officio;
6. the Accounts Officer/ Accounts in-charge (by rotation), ex-officio;
7. the Member Secretaries (all Bhawans) , ex-officio;
8. the Mess Secretaries (all Bhawans) , ex-officio;
9. the Asst. Wardens (Residential) (all Bhawans), ex-officio.

A Member Secretary shall be nominated by the Chairman.

(a) Bhawan Council (For each Bhawan)

There shall be a Bhawan Council for each Bhawan/ Students' Hostel of the Institute. The Bhawan Council shall consist of the following, namely:-

1. the Chief Warden, ex-officio; Chairman
2. the Warden, ex-officio;
3. the Asstt. Warden (Residential), ex-officio;
4. the Bhawan Member Secretary, ex-officio;
5. the Mess Secretary, ex-officio

6. the Sports Secretary; ex-officio
7. the Social and Cultural Secretary; ex-officio;
8. the Technical Secretary; ex-officio;
9. the Maintenance Secretary-I; ex-officio;
10. the Maintenance Secretary-II; ex-officio;

Member Secretary of the Bhawan Council will be nominated out of the elected bhawan council members

(b) Mess Working Committee (for each Bhawan)

There shall be a Mess Working Committee for each Bhawan, which shall consist of the following, namely:-

1. the Warden, Chairman, ex-officio;
2. Asstt. Warden (Residential), ex-officio;
3. the Mess Manager /Store in-charge, Member;
4. the Bhawan Member Secretary, Member;
5. the Mess Secretary, Member Secretary .

(ii) STUDENTS SPORTS ORGANISATION

There shall be a Students Sports Organization which shall be managed by the Sports Council. The Sports Council shall consist of the following, namely:-

1. the Chief Advisor, ex-officio; Chairman;
2. the Deputy Chief Advisor, ex-officio;
3. the Faculty Advisors - one for each activity, ex-officio;
4. the Sports Officers, ex-officio;
5. the Secretary (One for each activity) , ex-officio;
6. one Member from the Married Students' Hostels (to be nominated by the Dean of Students' Welfare).
7. one Member from the International Students (to be nominated by the Dean of Students' Welfare)

(iii) STUDENTS' CLUB

There shall be a Students' Club which shall be managed by the Club Council. The Club Council shall consist of the following, namely:-

1. the Chief Advisor, Chairman, ex-officio;
2. the Deputy Chief Advisor, ex-officio;
3. the Faculty Advisors (for each unit), ex-officio;

4. the Secretaries, ex-officio;
5. one member nominated by the Bhawan Council;
6. one Member from the Married Students' Hostel (to be nominated by the Dean of Students' Welfare).
7. one member from the International Students (to be nominated by the Dean of Students' Welfare)

(iv) STUDENTS' HOBBIES CLUB

There shall be a Students' Hobbies Club which shall be managed by a Hobbies Club Council. The Hobbies Club Council shall consist of the following, namely:-

1. the Chief Advisor, Chairman, ex-officio;
2. the Deputy Chief Advisor, ex-officio;
3. the Faculty Advisors (one for each activity), ex-officio;
4. the Secretaries (one for each activity), ex-officio.
5. one member from the International Students (to be nominated by the Dean of Students' Welfare)

(v) STUDENTS' CULTURAL SOCIETY

There shall be a Students' Cultural Society which shall be managed by the Cultural Society Council. The Council shall consist of the following, namely:-

1. the Chief Advisor, ex-officio, Chairman;
2. the Deputy Chief Advisor, ex-officio;
3. the faculty Advisor(s) (one for each activity), ex-officio;
4. the Secretaries (one for each activity or group of activities), ex-officio;
5. one Member from the Married Students' Hostel (to be nominated by the Dean of Students' Welfare).
6. one Member from the International Students (to be nominated by the Dean of Students' Welfare)

(vi) STUDENTS' CINEMA CLUB

There shall be a Students' Cinema Club which shall be managed by the Cinema Club Council. The Cinema Club Council shall consist of the following, namely:-

1. the Chief Advisor, ex-officio, Chairman;
2. the Deputy Chief Advisor, ex-officio;
3. the Secretary, ex-officio;
4. one Member from the Married Students' Hostel (to be nominated by the Dean of Students' Welfare).

(vii) HIMALAYAN EXPLORERS' CLUB

There shall be a Himalayan Explorers' Club which shall be managed by a Himalayan Explorers Club Council. The Council shall consist of the following, namely:-

1. the Chief Advisor, Chairman, ex-officio;
2. the Deputy Chief Advisor, ex-officio;
3. the Secretary (one for each activity or group of activities), ex-officio;
4. one Member from the Married Students' Hostel (to be nominated by the Dean of Students' Welfare).
5. one Member from International Students (to be nominated by the Dean of Students' Welfare)

Note:

1. The Secretaries of various functional bodies shall be nominated by the respective Chief Advisors. The Secretaries shall be from amongst the actively participating and willing members with a minimum of two years of activity at U.G. level or one year at P.G. level (prior to Semester for nomination). CGPA may also be considered along with any other criteria suggesting healthy and disciplined personality of the student.
2. Each Council, excluding Bhawan Councils, shall have one Council, Secretary to be nominated by the respective Chief Advisors.
3. The duties of the Secretaries and Councilors of various Functional Bodies shall be such as may be decided by the Dean of Students' Welfare from time to time.

3.4 The Academic and Research Committees of the Departments / Centres

3.4.1 The Departmental/ Centre's Faculty Committee (DFC/CFC)

3.4.1.1 Each academic Department/Centre shall have a Faculty Committee called as Departmental/ Centre's Faculty Committee (DFC/CFC) consisting of all full-time faculty members of the Department/ Centre. All the joint faculty/ Professors shall also be the members of the DFC/ CFC.

3.4.1.2 The Head of the Department/Centre shall be the ex officio Chairman of the DFC/CFC.

3.4.1.3 A member of the faculty of the Department/Centre shall be nominated by the DFC/ CFC to act as its Secretary for a term of two years.

3.4.1.4 The DFC/CFC shall meet as and when necessary, but twice in a semester and that 50% of its members shall form a quorum for its meetings.

3.4.1.5 For an interdisciplinary programme, a Programme Faculty Committee (PFC)

shall be constituted by the Dean Academics in consultation with the Heads of the concerned Departments/ Centres and the Programme Coordinator. The Programme Coordinator shall be appointed by the Director in consultation with the Dean Academics, and the Heads of the concerned Departments/ Centres.

3.4.1.6 Duties and Responsibilities of DFC/CFC:

- (i) The DFC/CFC shall be responsible for considering all the policy issues concerning academic and research programmes of the Department/ Centre.
- (ii) The DFC/CFC shall consider and review the existing courses and propose and formulate new academic programmes and courses as recommended by the DAPC/CAPC or DRC/CRC in case of pre Ph.D. courses to it and send its recommendations to IAPC/IRC, for its consideration and action, if any.
- (iii) The DFC/CFC shall consider and distribute teaching load to the faculty members.
- (iv) The DFC/CFC shall nominate one faculty representative of the Department to the Institute Academic Programme Committee, Institute Research Committee, SRICC and the LAC. The nominees on Institute Academic Programme Committee and Institute Research Committee shall be members of the DAPC/CAPC and DRC/CRC, respectively.
- (v) The DFC/ CFC of a Department/ Centre shall constitute two sub-committees, namely:-
 - (a) The Departmental/ Centre's Research Committee, DRC/ CRC, and
 - (b) The Departmental/ Centre's Academic Programme Committee (DAPC/ CAPC)
- (vi) A copy of the minutes of the meetings of the DFC/CFC shall be sent to Dean, Academics and all the members of the DFC/ CFC, and the record of the minutes shall be maintained.

3.4.2 The Departmental /Centre's Professorial Committee (DPRC/CPRC)

3.4.2.1 There shall be a Professorial Committee in each Department/ Centre consisting of all the full-time Professors/Joint Professors of the Department/ Centre. In those Departments/Centres where the number of Professors/ equivalent Scientists is less than five, the Director may nominate such number of Professors from other Departments/Centres as may be necessary to make the Professorial Committee a Five member committee. The tenure of such nominees shall be of two years from the day of their nomination.

3.4.2.2 The Head of the Department/ Centre shall be the Chairman of the Professorial Committee.

3.4.2.3 Duties and Responsibilities of the DPRC/CPRC

The Professorial Committee shall be responsible for faculty recruitment, short listing criteria, panel of experts, voluntary retirement, appointments after superannuation, appointment of Visiting Professors, Guest Faculty, etc.;

3.4.3 The Departmental /Centre's Administrative Committee (DAC/CAC)

3.4.3.1 There shall be a Departmental Administrative Committee/ Centre Administrative Committee (DAC/CAC) in each Department/ Centre consisting of the full-time faculty of the Department/ Centre.

3.4.3.2 The Head of the Department/ Centre will propose the names of the members of the DAC/CAC to the Director, for approval.

3.4.3.3 DAC/CAC will not exceed 30% of the strength of the faculty in position in the Department / Centre with almost equal representation at all cadre levels.

3.4.3.4 The members of the DAC/CAC will be nominated on the basis of their seniority at their respective cadre level i.e. as Professors or Associate Professors or Assistant Professor, as applicable.

3.4.3.5 The DAC/CAC members will be nominated for a period of two years. If a faculty member is promoted during his/her tenure as a member of the DAC/CAC, he/she will vacate the position and the next faculty member at the same cadre level (Professor/ Associate Professor/ Assistant Professor) in the order of seniority will be invited to be a member of the DAC/CAC. The tenure of such member shall be of two years from the date of nomination.

3.4.3.6 The Head of the Department/Centre shall be the Chairman of the Department/ Centre Administrative Committee.

3.4.3.7 Duties and Responsibilities of the DAC/CAC

- (i) The Administrative Committee shall be responsible for all the administrative matters of the Department/ Centre which may include:-
 - (a) Allocation of allotted manpower (technical and ministerial) to different laboratories/ office, etc.;
 - (b) Allocation of administrative responsibilities to the faculty members;
 - (c) Construction and space allocation within Department/ sections including faculty office rooms, office, laboratory, library, etc.;
 - (d) Policies (long-term and short- term) for the academic development of the Department;

- (e) Security, maintenance and upkeep of the Department/ Centre including Laboratories, building(s), lawns, etc.;
 - (f) Budgetary allocations of Departmental Operating Expenses (DOE) and other plan allocations and funds received by the Department/ Centre to various sections/ Laboratories, facilities, etc.;
 - (g) General discipline of the students/ staff in the Department / Centre etc.;
 - (h) Management of Department Develop Fund;
 - (i) Invited Lectures from India/ Foreign Experts;
 - (j) Processing proposals of faculty for attending International Conferences and availing long leave for various purposes;
 - (k) Any other item on which Head of the Department/ Centre may like to seek advice/ opinion of the Department/Centre Administrative Committee.
- (ii) The Department/ Centre Administrative Committee shall take all decisions in a collegiate manner with due care to improve the academic and research ambience and academic and research output of the Department/ Centre.
 - (iii) The Department/ Centre Administrative Committee shall meet as and when required and 50% of its members shall form a quorum for its meetings. The agenda item of the DAC/CAC meeting may be sent by any faculty which shall be taken up by the Committee in its next meeting and shall be disposed off in a collegiate fashion. The confirmed minutes of the meeting shall be sent to the Director and all the faculty members of the Department/ Centre.

3.4.4 The Departmental Faculty Search Committee (DFSC)

3.4.4.1 There shall be a Faculty Search Committee in each Department consisting of full-time Professors, Associate Professors and Assistant Professors of the Department.

3.4.4.2 The Head of the Department will propose a Faculty Search Committee (DFSC) from the existing full time faculty members of the Department for the approval of the Director.

3.4.4.3 There shall be four or five members in the DFSC. The search committee shall be composed of individuals from diverse research and teaching backgrounds, and at various cadre levels. Preferably it should have at least one Professor, one Associate Professor and two Assistant Professors of the Department. There shall be one member from each of the other related Department(s) in the search committee.

3.4.4.4 One member of the committee shall act as Convener and shall be a faculty member with leadership ability who can deal with conflicting situations.

3.4.4.5 Active involvement of every member of the committee is a must. Search committee members must agree to participate in the recruitment effort, including personal outreach to the candidates.

3.4.4.6 Responsibilities of DFSC

The main tasks of the DFSC are:

- (a) Assisting in inviting applications from prospective candidates.
- (b) Reducing the overall time of the recruitment process.
- (c) The Committee will keep track and get in touch with prospective candidates.
- (d) Processing the applications as they are received (a few applications at regular intervals).
- (e) Reviewing applications with the help of other faculty members.
- (f) Collecting the feedback.
- (g) Making arrangements for research presentation and interview.
- (h) Hosting the candidates during the research presentation and interview.
- (i) Arranging a mentor/ escort whenever a prospective candidate visits the Department.
- (j) Maintaining confidentiality.

3.4.5 The Departmental/ Centre's Research Committee (DRC/CRC):

3.4.5.1 There shall be a DRC/CRC in a Department/ Academic Centre consisting of full-time faculty members of the department/centre nominated by DFC/CFC and all faculty cadres are represented with a minimum of 7 and maximum of 12 members. The membership of the DRC shall be such that all major specializations as approved by DFC/CFC are represented. Such specialization should have at least 3 faculty members of the department. If faculty strength of a department/centre is less than seven, short fall shall be made up by the members nominated by Dean Academics from the Institute. The membership shall be rotated among various faculty members at all cadres. The faculty representative of the Department/Centre in the Institute Research Committee shall also be a member of the DRC/CRC.

3.4.5.2 A Professor from amongst the members of the DRC/CRC nominated by the DFC/CFC shall be its Chairman. The constitution of the DRC/ CRC shall be recommended by the DFC/ CFC and shall be approved by the Dean Academics.

3.4.5.3 The DRC/CRC shall have a term of two years from the date of its constitution by the DFC/ CFC. The term of office of the members of the Committee shall be co-terminus with that of the committee. Any vacancy in the committee shall be filled up by another faculty member to be nominated by the DFC/ CFC and approved by the Dean Academics for the remainder of the term of the member in whose vacancy the nomination is being made.

3.4.5.4 Duties & Responsibilities of the DRC/CRC:

- (i) The DRC/CRC shall be responsible for all the academic matters pertaining to all research programmes of the Department/ Centre and the pre-Ph.D courses as specified in the Ordinances and Regulations for Ph.D. programmes.
- (ii) The DRC/CRC shall be responsible to coordinate the process for the selection of students for Ph.D. programmes, conduct of Ph.D. programmes, and the allocation of Ph.D. students to faculty members for their Ph.D. work as per Ph.D. regulations.
- (iii) The DRC/CRC shall consider and make its recommendation on all the issues referred to it by the DFC/CFC and/or the Dean Academics.
- (iv) The DRC/CRC shall meet as often as necessary but there should be a minimum of 3 meetings in a semester and its minutes shall be sent to the Dean Academics. The minutes shall also be sent to all the faculty members of the Department/ Centre for information and necessary action.

3.4.6 The Departmental/Centre's Academic Programme Committee (DAPC/CAPC)

3.4.6.1 There shall be a DAPC/CAPC in each Department/ Centre which shall consist of full-time faculty members. There should be minimum 7 and maximum 12 members. All major sections and all the faculty cadres shall be represented in the DAPC/CAPC and the membership shall be rotated every two years in a staggered manner. The faculty representative of the Department in the Institute Academics Programme Committee shall also be a member of the DAPC/CAPC. If faculty strength in a department/centre is less than seven, short fall shall be made up by the members nominated by Dean Academics from the Institute.

3.4.6.2 A Professor from amongst the members of DAPC/CAPC nominated by the DFC/CFC shall be its Chairman. The constitution of the DAPC/CAPC shall be recommended by the DFC/CFC and approved by the Dean Academics.

3.4.6.3 The DAPC/CAPC shall have a term of two years from the date of its constitution by the DFC/CFC. The term of office of the members of the DAPC/CAPC shall be co-terminus with that of the committee. Any vacancy in the committee shall be filled up by another faculty member to be nominated by the DFC/CFC and approved by the Dean Academics for the remainder of the term of the member in whose vacancy the nomination is being made.

3.4.6.4 Duties and responsibilities of the DAPC/CAPC

- (i) The DAPC/CAPC shall be responsible for all academic matters pertaining to Academic Studies i.e. UG, PG, IDD and Integrated (M.Sc./M.Tech.) Masters Programmes being run by the Department

as specified in the Ordinances and Regulations for UG, PG, IDD, Integrated (M.Sc./ M.Tech.) Master's Programmes.

- (ii) For interdisciplinary programmes, the PFC shall perform the duties of the DAPC/CAPC. The Programme Coordinator shall perform such duties and exercise such powers of Head of the Department as may be necessary for such a programme.
- (iii) The DAPC/CAPC shall nominate Programme Coordinators from amongst the Professors/ Associate Professors for each programme of the Department/ Centre. The Programme Coordinator shall coordinate the programme and assist the DAPC/CAPC and the Head of the Department/ Centre in the running of the programme.
- (iv) The DAPC/CAPC shall meet as often as necessary but there should be a minimum of 3 meetings in a semester to consider the conduct of programmes, the progress of the students and any other matter concerning the programmes.
- (v) The DAPC/CAPC shall consider and make its recommendation on all issues/ matters referred to it by the DFC/CFC to Dean Academics.
- (vi) The minutes of the meeting of DAPC/CAPC shall be sent to the Dean Academics and all the faculty members of the Department for information and necessary action.

CHAPTER IV

Procedure for Nomination of persons by the Senate, the Departments/Centres and the Students' Senate of the Students' Affairs Council, etc.

4.1 Senate Nominees

4.1.1 The Senate shall nominate its representatives to serve on the Board of Governors (BOG) and the following Academic and Research Committees / Standing Committees —

- (i) Institute Academic Programme Committee (IAPC);
- (ii) Institute Research Committee (IRC);
- (iii) Sponsored Research and Industrial Consultancy Committee (SRICC);
- (iv) Library Advisory Committee (LAC); and
- (v) Students Advisory Council (SAC).

4.1.2 Nomination of Professors as the Representatives of the Senate on the Board of Governors (BOG)

4.1.2.1 The Senate of the Institute shall nominate two Professors as its representative to the Board of Governors (Section 11 (e) of the Act.

4.1.2.2 The procedure to be followed for nomination shall be as under:

- (a) A panel of three/five (for one or two nominees) senior-most Senators, who meet the under-mentioned criteria, will be prepared:
 - (i) They should have attended at least 60% meetings of the Senate during the last five years. The number of meetings of the Senate for this purpose will include regular as well as special meetings. All types of absence including leave, deputation, sickness and EOL abroad etc. will be reckoned against 40% absence permitted during the period of five years.
 - (ii) They should not be holding the position of the Deputy Director at the time of his/her nomination.
 - (iii) They should have at least two years of service remaining in the Institute from the date of nomination to enable him or her to complete the full two year term in terms of Section 12 (3) of the Act.
 - (iv) They should not have been members of the BOG representing the Senate on an earlier occasion for whatever duration.

- (b) The panel so prepared, on the basis of above eligibility criteria, would be circulated to the members of the Senate in a confidential cover by the Chairman, Senate for their suggestions on nominating the Senator(s) on the Board of Governors. Based on the feedback received from the Senators, the Chairman, Senate, on behalf of the Senate will nominate the Senator(s) for membership of the Board of Governors.
- (c) If a nominee of the Senate on the Board of Governors proceeds on leave of the kind due for a period exceeding six months, he would cease to be the member representing the Senate on the Board of Governors and the resultant vacancy would be filled as per the provisions of the Act and the procedure laid down by the Senate.

4.1.3 For all other Academic and Research Committees/ Standing Committees listed under sub-section 2.3 of Chapter II of the Senate Manual, the ECS shall act as the 'Nomination Committee' and shall send its recommendations to the Senate for its consideration and approval. The Member-Secretary of the Executive Committee shall invite nominations to various Committees from the members of the Senate at least 60 days before the end of the tenure of the functional Committees. The Senate members absent from the Institute on lien/leave shall not be considered for such nominations. All the nominations received from the members shall be put to the ECS by the Member-Secretary in a special meeting of the ECS which shall be held at least 30 days before the end of the tenure of the members on the Committees. The Senate shall meet in the month of June to consider and approve its nominees. For any vacancy in the nominees on the Committees, the ECS shall take steps to fill the vacancy within three months from the date of the vacancy.

4.1.4 No Nominations shall be made by the Senate to any other Committee in the Institute unless it is decided by the Senate otherwise.

4.2 Representatives of Departments/ Centres

4.2.1 The Departments/Centres are required to nominate their representatives to serve in the Institute Academic Programme Committee (IAPC), Institute Research Committee (IRC), Sponsored Research & Industrial Consultancy Committee (SRICC), and the Library Advisory Committee (LAC) in accordance with the Constitution of these bodies (refer to Chapter III).

4.2.2 The actual procedure to select the representatives from the Departments/ Centres shall be decided by the individual DFC/CFC.

4.3 Student Representatives

4.3.1 The SAC is required to nominate student-representatives to serve on the following Boards/ Committees, viz

- (i) Institute Academic Programme Committee (IAPC);
- (ii) Institute Research Committee (IRC); and
- (iii) the Library Advisory Committee (LAC).

4.3.2 Three student representatives in Institute Academic Programme Committee (IAPC) and Institute Research Committee (IRC) shall be nominated by the Dean of Students' Welfare.

4.3.3 The nine student-representatives on the Library Advisory Committee (LAC) shall be nominated by the Senate of the SAC (excluding the faculty members on the Senate). Three of the representatives shall be undergraduate students; Two M.Tech. students from Engineering Departments; one student from M.Sc./ M.Tech. (3 year programme)/MCA/ MBA etc. streams, run by non-Engineering Departments; one research student/ candidate from Engineering Departments and one research student/ candidate from the Sciences, Humanities and Social Sciences, and Management Departments. There shall be no academic criteria for eligibility to be nominated as a student-representative on the LAC. These nominations shall be made at the first meeting of the Senate of the SAC in an academic year.

4.4 Student Members of the SAC

- (i) All student-members of the SAC listed in Chapter III under sub-section 3.3.3.3 of the Manual shall be elected / nominated as per the procedure outlined in the respective constitutions of the student bodies/ councils.

4.5 Departments/ Centres/ Service Centres/ Centres of Excellence (Statutes 21 (1) & (2))

1. The Institute currently has the following Departments, namely:-
 - (a) Applied Science and Engineering
 - (b) Architecture and Planning
 - (c) Biotechnology
 - (d) Chemical Engineering
 - (e) Chemistry
 - (f) Civil Engineering
 - (g) Computer Science and Engineering
 - (h) Earth Sciences
 - (i) Earthquake Engineering
 - (j) Electrical Engineering
 - (k) Electronics and Communication Engineering
 - (l) Humanities and Social Sciences
 - (m) Hydrology
 - (n) Paper Technology

- (o) Management Studies
- (p) Mathematics
- (q) Mechanical and Industrial Engineering
- (r) Metallurgical and Materials Engineering
- (s) Physics
- (t) Polymer and Process Engineering
- (u) Water Resources Development & Management

Provided that the Board may, on the recommendation of the Senate, create or modify or abolish any Department or merge it with another Department.

2. The Institute shall have the following Academic Centres, Service Centres, and Centres of Excellence namely :-

- | | |
|--------------------------------------|--------------------------|
| (a) Alternate Hydro Energy Centre | Academic Centre |
| (b) Central Library | Academic Services Centre |
| (c) Centre for Continuing Education | Academic Services Centre |
| (d) Institute Instrumentation Centre | Academic Services Centre |
| (e) Institute Computer Centre | Academic Services Centre |
| (f) Information Superhighway Centre | Academic Services Centre |

Centre of Excellence:

- (a) Centre for Nanotechnology
- (b) Centre for Disaster Mitigation and Management
- (c) Centre for Transportation System (CTRANS)

Provided that the Board may, on recommendation of the Senate, establish or abolish any Centre/Service Centre/ Centre of Excellence or merge it with another Centre/Service Centre/ Centre of Excellence or a Department or convert it into a Department.

4.6 The Deans (Statute 11)

- (1) The Director may appoint Deans and Associate Deans to assist him in discharging his duties and responsibilities, in consultation with the Chairman of the Board of Governors.
- (2) The Deans and Associate Deans shall be appointed by the Director from amongst the teachers for a period not exceeding three years. They shall hold their offices at the pleasure of the Director.
- (3) The Deans and the Associate Deans shall be deemed to be the officers of the Institute and will enjoy such powers and perform such duties as may be delegated to them by the Director with the prior approval

of the Board. The Associate Deans shall normally assist the respective Deans in the performance of their duties.

- (4) The Dy. Director, Deans, Associate Deans, Chief Wardens, Associate and Assistant Wardens shall be entitled to additional monetary benefit as approved by BOG by virtue of holding their respective Offices.

4.7 Head of the Department (Statute 22)

- (1) Each Department of the Institute shall be placed in charge of a Head who shall be selected by the Director from amongst the Professors and Associate Professors in such manner as may be laid down by the Board from time to time.

Each Centre/School/Service Centre of the Institute shall be placed in charge of a Head who shall be selected by the Director from amongst the Professors/ Associate Professors, Chief Scientific Officers/ Principal Scientific Officers, Chief Design Engineers/ Principal Design Engineers in the Centre/School/Service Centre or in a cognate Department/Centre/School in such manner as may be laid down by the Board from time to time.

Provided that when in the opinion of the Director the situation so demands, the Director may himself take temporary charge of any Department/Centre/School/Service Centre or place it under the charge of the Deputy Director or a Professor from another Department/Centre for a period not exceeding six months.

- (2) The Head of the Department/ Centre/ School/ Service Centre shall be responsible for the entire working of the Department/ Centre/School/ Service Centre, subject to the general control of the Director.
- (3) It shall be the duty of the Head of the Department/Centre/ School/ Service Centre to see that the decisions of the authorities of the Institute and of the Director are faithfully carried out. He/ She shall perform such other duties as may be assigned to him/her by the Director.

4.8 Other Faculty Officers serving on Senate Boards/ Standing Committees

The Chairman of the LAC shall be nominated by the Director from the eligible faculty members of the Institute.

CHAPTER V

Procedures of operation of the Senate Manual and the Procedures to be followed for Senate Meetings

- 5.1** The procedures for nomination and operation specified in the Senate Manual shall be followed. Any inadequacy in the operation of the Manual shall be referred by the Secretary of the Senate to the Chairman of the Senate to effect proper changes, additions, and/or deletions. In case of any discrepancy or any dispute arising out in following the Senate Manual, the decision of the Chairman of the Senate shall be final and binding.
- 5.2** The provisions in the Senate Manual may be added to, amended or repealed at any meeting of the Senate, provided that the written notice of the proposed action has been sent to each member of the Senate at least two weeks prior to the meeting at which a particular provision is to be considered. Modification of the said provision shall require the approval of a majority of the members of the Senate present at the meeting in question and shall become effective on the date specified by the Senate.
- 5.3** All meetings of the Senate shall be governed by the procedure specified below:
- 5.3.1** The members of the Senate/Secretaries of the Senate Committees should communicate to the Secretary of the Senate the items together with notes for inclusion in the agenda at least 15 days before the date of the meeting. Items submitted later than the above stipulated dead-line should be submitted directly to the Chairman of the Senate. The reasons for the delay in submission must invariably be stated in a covering note. The inclusion of an item submitted late shall, however, be at the discretion of the Chairman.
- 5.3.2** The agenda papers should be in the hands of the members at least a week before the date of the meeting of the Senate.
- 5.3.3** Once the members, who have sent written comments to the Chairman, have expressed their views on the floor of the Senate, the Chairman may like to invite additional comments. Thereafter, he shall summarize the discussion along with his own views on the matter. A decision on the item will then be arrived at and a resolution to this effect shall be passed.
- 5.3.4** A decision once taken should not normally be re-opened within one year from the date of the decision. However, the Chairman may move to re-consider the matter within one year under exceptional circumstances.
- 5.3.5** Normally, the order of business at regular meetings of the Senate shall be as follows :
- (i) Announcements by the Chairman;
 - (ii) Confirmation of minutes of previous meeting;

- (iii) Follow-up action on previous decisions;
- (iv) Reports of the ECS, Academic and Research Committees and other Advisory Committees of the Senate;
- (v) Unfinished business from the previous meeting; and
- (vi) New business.

The order of business at any special or requisitioned meeting of the Senate shall be as follows :

- (i) The special business of the occasion; and
- (ii) Any other business that may be admitted by the Chairman of the Senate under special circumstances.

5.3.6 At any meeting of the Senate, the decisions must be formalized by means of a consensus or an affirmative vote. Questions of order not covered in the Senate Manual shall be governed by rulings of the Chairman of the Senate at that time. Subsequently, the Senate may consider the matter and frame guidelines for future.

5.3.7 The Chairman of the Senate shall nominate the Experts as the nominees of the Senate to serve on the Selection Committees for various academic staff positions (Statute 13 (3)) from the panels of Experts approved by the Senate. The Senate shall consider the panels of experts in different specializations/ groups of a Department/ Centre or in interdisciplinary areas submitted by the Professorial Committees of the Departments/ Centres or the interdisciplinary Professorial Committees for the interdisciplinary areas constituted by the Chairman of the Senate, and may approve the panels with additions/ deletions. The panels of Experts shall be valid for a period of two years from the date of approval by the Senate or till such date a new panel is constituted.

**Excerpts from the Institutes of Technology Act, 1961
which are relevant to the Senate Manual**

Section 10:

The following shall be the authorities of an Institute, namely :

- (a) a Board of Governors;
- (b) a Senate; and
- (c) such other authorities as may be declared by the Statutes to be the authorities of the Institute.

Section 11:

The Board of an Institute shall consist of the following persons, namely: -

- (a) the Chairman, to be nominated by the Visitor;
- (b) the Director, ex officio;
- (c) one person to be nominated by the Government of each of the States comprising the zone in which the Institute is situated, from among persons who, in the opinion of that Government, are technologists or industrialists of repute;
- (d) four persons having special knowledge or practical experience in respect of education, engineering or science to be nominated by the Council; and
- (e) two professors of the Institute, to be nominated by the Senate.

Explanation: In this section, the expression “zone” means a zone as for the time being demarcated by the All India Council for Technical Education for the purposes of this Act. In case of IIT, Roorkee, the ‘zone’ comprises of the States of Uttarakhand and Haryana (vide MHRD letter F. No. 7-18/2001-TS.I dated 6th July 2010).

Section 12(3):

The term of Office of a member nominated under Clause (e) of Section 11 shall be of two years from the 1st day of January of the year in which he is nominated.

Section 14:

The Senate of each Institute shall consist of the following persons, namely:-

- (a) the Director, ex officio, who shall be the Chairman of the Senate;
- (b) the Deputy Director, ex officio,

- c) the professors appointed or recognized as such by the Institute for the purpose of imparting instructions in the Institute;
- (d) three persons, not being employees of the Institute, to be nominated by the Chairman in consultation with the Director, from among educationists of repute, each from the fields of science, engineering and humanities; and
- (e) such other members of the staff as may be laid down in the Statutes.

Section 15:

Subject to the provisions of this Act, the Statutes and the Ordinances, the Senate of an Institute shall have the control and general regulation, and be responsible for the maintenance of standards of instruction, education and examination in the Institute and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by Statutes.

Section 26:

Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely:-

- (a) the conferment of honorary degrees;
- (b) the formation of departments of teaching;
- (c) the fees to be charged for courses of study in the Institute and for admission to the examinations of degrees and diplomas of the Institute;
- (d) the institution of fellowships, scholarship exhibitions, medals and prizes;
- (e) the term of office and the method of appointment of officers of the Institute;
- (f) the qualifications of teachers of the Institute
- (g) the classification, the method of appointment and the determination of the terms and conditions of service of teachers and other staff of the Institute;
- (h) the constitution of pension, insurance and provident funds for the benefit of the officers, teachers and other staff of the Institute;
- (i) the constitution, powers and duties of the authorities of the Institute;
- (j) the establishment and maintenance of halls and hostels;
- (k) the conditions of residence of students of the Institute and the levying of fees for residence in the halls and hostels and of other charges;
- (l) the manner of filling vacancies among members of the Board;
- (m) the allowances to be paid to the Chairman and members of the Board;

- (n) the authentication of the orders and decisions of the Board;
- (o) the meeting of the Board, the Senate, or any Committee, the quorum at such meetings and the procedure to be followed in the conduct of their business;
- (p) any other matter which by this Act is to be or may be prescribed by the Statutes.

Section 27:

- (1) The first Statutes of each Institute shall be framed by the Council with the previous approval of the Visitor and a copy of the same shall be laid, as soon as may be, before each House of Parliament.
- (2) The Board may, from time to time, make new or additional Statutes or may amend or repeal the Statutes in the manner provided hereafter in this section.
- (3) Every new Statute or addition to the Statutes or any amendment or repeal of a Statute shall require the previous approval of the Visitor who may assent thereto or withhold assent or remit it to the Board for consideration.
- (4) A new Statute or a Statute amending or repealing an existing Statute shall have no validity unless it has been assented to by the Visitor.

Section 28:

Subject to the provisions of this Act and the Statutes, the Ordinances of each Institute may provide for all or any of the following matters, namely :-

- (a) the admission of the students to the Institute;
- (b) the courses of study to be laid down for all degrees and diplomas of the Institute;
- (c) the conditions under which students shall be admitted to the degree or diploma courses and to the examinations of the Institute, and shall be eligible for degrees and diplomas;
- (d) the conditions of award of the fellowships, scholarships, exhibitions, medals and prizes;
- (e) the conditions and mode of appointment and duties of examining bodies, examiners and moderators;
- (f) the conduct of examinations;
- (g) the maintenance of discipline among the students of the Institute; and
- (h) any other matter which by this Act or the Statutes is to be or may be provided for by the Ordinances.

Section 29:

- (1) Save as otherwise provided in this section Ordinances shall be made by the Senate.
- (2) All Ordinances made by the Senate shall have effect from such date as it may direct, but every Ordinance so made shall be submitted as soon as may be, to the Board and shall be considered by the Board at its next meeting.
- (3) The Board shall have power by resolutions to modify or cancel any such Ordinance and such Ordinance shall from the date of such resolution stand modified accordingly or cancelled, as the case may be.

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