

# INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), STUDENTS' GYMKHANA



# ELECTION MANUAL

## CONTENTS

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1.	SG ELECTIONS	3
2.	LIST OF SENATOR POSITIONS AVAILABLE FOR 2019-2020	4
3.	ELECTION SCHEDULE	5
4.	ELIGIBILITY CRITERIA AND PROCESS FOR NOMINATION	6
5.	ELECTION OF SENATORS	6
6.	GUIDELINES REGARDING CONDUCT OF ELECTIONS	6
7.	RULES AND REGULATIONS	7

## 1. SG ELECTIONS

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- 1.1 All SG Elections shall be conducted by the Election Commission, which shall be appointed by the Patron. The Chief Counsellor shall propose the name of Chief Election Officer along with maximum of 10 student members to form the Election Commission to the Patron.
- 1.2 General Elections shall ordinarily be held by mid-March each year.
- 1.3 Election Commission shall conduct General Elections annually for all Members of the Senate.

The Senate will have representations from the following category of students:

  - (a) B.Tech./BE/Dual Degree/Integrated M. Tech (3<sup>rd</sup> Year)
  - (b) B.Tech./BE/Dual Degree/Integrated M. Tech (2nd Year)
  - (c) B.Tech./BE/Dual Degree/Integrated M. Tech (1st Year)
  - (d) M.Tech. (1st Year) + Dual Degree/Integrated M.Tech (4th Year)
  - (e) 2 Yr. M.Sc (1<sup>st</sup> Year) + 3 Yr. M.Sc Tech (1<sup>st</sup> year & 2<sup>nd</sup> year) + 2 Yr. MBA (1<sup>st</sup> Year)
  - (f) Ph.D (Full time) (1st year & 2nd year)
- 1.4 The minimum CGPA for contesting SG election is 7.0.
- 1.5 A student should not have any backlog or disciplinary action at the time of contesting elections.
- 1.6 One position will be reserved for a girl student in each of 1.3 (a), (b), (c) & (d).
- 1.7 Senators shall be elected from their respective group of batches by their group mates:
  - (a) If there are more than one post in a particular batch, then posts will be notified as Senator 1, Senator 2, and so on.
  - (b) Each voter of the batch shall cast one vote.
- 1.8 The President, Chairperson, General Secretaries and Finance Convener shall be elected by the Senate from amongst the Senators. The elections of these posts for the incoming Senate shall be conducted by the Election Commission in the following manner:
  - (a) One student can contest for only one of the above-mentioned posts.
  - (b) Any Senator who wishes to contest may propose himself/herself.
  - (c) Each voter shall cast three preferences in favor of different candidates, the first preference carrying 5 points, the second preference carrying 3 points and the third preference carrying 1 point.
  - (d) The candidate with highest points is declared elected.
  - (e) The vote will be considered invalid if:
    - i. Preference 1 is not given.
    - ii. Preference 2 is not given, but 3 is given.
    - iii. Two preferences are same for same candidate.
    - iv. More than three preferences are given.
    - v. Same preferences are given for more than one candidate
  - (f) If a tie occurs, a student with the higher CGPA will be elected.
- 1.9 If the post of any Senate Office-bearer falls vacant in the middle of the Senate's term, by-elections shall be called by the Senate for that post for the remainder of the term within a month of vacancy and results declared within a week after election.

## 2. LIST OF SENATOR POSITIONS AVAILABLE FOR 2019-2020

**Table 1:** List of Senators. No of Senators in a group =  $\frac{\text{Total no. of students in a group}}{200}$  (rounded up):

Group Name	Group description	Senators	Reservation	Code
Group A [Number of Senators = 6]	3 <sup>rd</sup> Year B.Tech./BE/Dual Degree/Integrated M. Tech	Senator 1	Gender neutral	BT3S1N
		Senator 2	Gender neutral	BT3S2N
		Senator 3	Gender neutral	BT3S3N
		Senator 4	Gender neutral	BT3S4N
		Senator 5	Gender neutral	BT3S5N
		Senator 6	Girl reserved	BT3S6G
Group B [Number of Senators = 6]	2 <sup>nd</sup> Year B.Tech./BE/Dual Degree/Integrated M. Tech	Senator 1	Gender neutral	BT2S1N
		Senator 2	Gender neutral	BT2S2N
		Senator 3	Gender neutral	BT2S3N
		Senator 4	Gender neutral	BT2S4N
		Senator 5	Gender neutral	BT2S5N
		Senator 6	Girl reserved	BT2S6G
Group C [Number of Senators = 6]	1 <sup>st</sup> Year B.Tech./BE/Dual Degree/Integrated M. Tech	Senator 1	Gender neutral	BT1S1N
		Senator 2	Gender neutral	BT1S2N
		Senator 3	Gender neutral	BT1S3N
		Senator 4	Gender neutral	BT1S4N
		Senator 5	Gender neutral	BT1S5N
		Senator 6	Girl reserved	BT1S6G
Group D [Number of Senators = 5]	M.Tech. (1st Year) + Dual Degree/Integrated M.Tech (4th Year)	Senator 1	Gender neutral	MT1S1N
		Senator 2	Gender neutral	MT1S2N
		Senator 3	Gender neutral	MT1S3N
		Senator 4	Gender neutral	MT1S4N
		Senator 5	Girl reserved	MT1S5G
Group E [Number of Senators = 2]	2 Yr. M.Sc (1st Year) + 3 Yr. M.Sc Tech (1st year & 2nd year) + 2 Yr. MBA (1st Year)	Senator 1	Gender neutral	MS1S1N
		Senator 2	Gender neutral	MS1S2N
Group F [Number of Senators = 2]	Ph.D (Full time) (1 <sup>st</sup> year & 2 <sup>nd</sup> year)student only	Senator 1	Gender neutral	PH1S1N
		Senator 2	Gender neutral	PH1S2N

### 3. ELECTION SCHEDULE

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**Table 2:** The tentative Schedule for SG election:

<b>Poll Events</b>	<b>Schedule</b>
Publication of Voters List	13 <sup>th</sup> March 2019
Last date for Corrections/Additions/ Updating	15 <sup>th</sup> March 2019
Publication of Final Voter List	18 <sup>th</sup> March 2019
Notification Date	18 <sup>th</sup> March 2019
Nominations Start	25 <sup>th</sup> March 2019
Nomination End	26 <sup>th</sup> March 2019 7 PM
Last date for withdrawal of Nominations	27 <sup>th</sup> March 2019 7 PM
Publication of Final list of contestants after Scrutiny	27 <sup>th</sup> March 2019
Student campaign through addressing near central library on scheduled time (No other form of canvassing is allowed)	28-29 <sup>th</sup> March 2019
<b>Date of polling</b>	30 <sup>th</sup> March 2019, 8 AM - 1:00 PM
Date of Counting	31 <sup>st</sup> March 2019 3 PM onwards
Results	31 <sup>st</sup> March/1 <sup>st</sup> April 2019
Venue for the polling	SAC, OLHC, NLHC, or any other venue as per CEO's notice.

**\*Note:** Working Hours of CEO's office (Room NO: 207) SAC building  
Office Timing: **06:30 PM - 08:00 PM**, (Except on Voting and Counting days)

#### **4. ELIGIBILITY CRITERIA AND PROCESS FOR NOMINATION**

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- 4.1 All registered regular students of the Institute who pay SG, student activity fees shall be members of the Students' Gymkhana (SG) and shall constitute its General Body (GB). However, only those students who fall in various groups as given in **Table 1 (Section 2)** are eligible to cast their vote.
- 4.2 The following are the eligibility for applying for a Senator's post:
1. A student can apply only for a post under the same group as given in **Table 1**.
  2. An applicant should not have any disciplinary action **taken** against them.
  3. Should have a minimum CGPA of 7.0.
- 4.3 Students who wish to contest the Senator Election should submit the following in the office of the Dean Students' Welfare as per the date mentioned in **Table 2**.
1. Filled in Nomination form as per **Annexure – 1**.
  2. Proof for the payment of nomination fee of Rs. 500.00 (Five Hundred rupees), which will be a refunded only if the candidate gets at least 10% vote of the total votes polled.
  3. A self-attested photocopy of their ID card issued by the IIT (ISM) Dhanbad.

#### **5. ELECTION OF SENATORS**

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- 5.1 The candidates with maximum vote in his/her name shall be elected for the senator's post in the following manner:
1. If there are 'x' 'Gender-neutral' senator posts in a batch, then the top 'x' candidates in descending order of the vote count out of total candidates will be the final elected gender-neutral senators from that group.
  2. Once the 'Gender-neutral' posts are filled, then the next top Girl-candidate as per votes received will be elected for the 'Girl-reserved' post, if any, in the batch.
  3. In case of any vacancy after the elections or during mid-term, the said post will be filled by the Chief Counselor by nominating a student to that post under the same group.

#### **6. GUIDELINES REGARDING CONDUCT OF ELECTIONS**

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- 6.1 The Director nominates Chief Election Officer every year to conduct the SG elections.
- 6.2 The Election Officers, returning officers, deputed staff for election shall work in coordination with the Chief Election Officer.
- 6.3 The Chief Election Officer may appoint number of Returning Officers as they may deem necessary.
- 6.4 All Elections will be held by Secret Ballot.
- 6.5 The Chief Election Officer shall issue a complete schedule of elections giving therein the date and time all activities.
- 6.6 Forms for nominations will be prescribed by the Chief Election Officer.
- 6.7 Nominations for senators shall be invited by and filed with the Election Officers for various groups and put up on the Notice Board of DSW, Departments, Hostels, etc.
- 6.8 Nominations along with all documents as per section 4.3 of this manual will be filed at the Office of the Chief Election Officer, who will scrutinize the nominations at his office and put up the final list of candidates on the Notice Board.
- 6.9 The Chief Election Officer will arrange for the counting of votes for the senators of the SG and also announce the results.
- 6.10 The Election Petition, if any, may be made to the CEO/chief counselor by a candidate or candidates within 48 hours after the declaration of results by the Chief Election Officer. No election petition shall be entertained after the expiry of 48 hours of the declaration of results.
- 6.11 The Chief Election Officer may issue necessary directions to the Election Officers for the smooth and orderly conduct of elections.

## 7. RULES AND REGULATIONS

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- 7.1 The Head of the Departments, chief warden/wardens will be requested to give adequate publicity in their respective departments or hostels for all sorts of information related to SG election, so that the candidates and voters know the arrangements so made.
- 7.2 No candidate contesting SG election will be allowed to enter any class room or Hostel premises for the purpose of canvassing without any order issued by the Office of the Chief Election Officer (CEO).
- 7.3 An election Manifesto is to be submitted by all candidates as per the format given in **Annexure – 2**, which will be used for publicity by the election office through website etc.
- 7.4 For such visits, if allowed, a schedule will be announced by CEO to address in common place with all the voters.
- 7.5 No other form of canvassing is allowed. Violation will invite cancellation of candidature.
- 7.6 Each supporter of a candidate, if any, accompanying the candidate should also carry his/her institute Identity Card while canvassing in a common place.
- 7.7 Supporters of the candidate who are not students of IIT(ISM) will not be allowed to enter the campus. If such instances are found, the candidature of that candidate will be cancelled and strict disciplinary action will be initiated against the student.
- 7.8 No candidate or supporters will indulge in any act of indiscipline such as (but not limited to):
  - a) Physical assault or threat to use physical force, against any member of the teaching and non-teaching staff of the institute or against any student within the IIT(ISM).
  - b) Carrying or use of or threat of use of any weapons;
  - c) Any practice whether verbal or otherwise derogatory of women;
  - d) Any attempt at bribing or corruption in any manner;
  - e) Willful destruction of institutional property;
  - f) Creating ill-will or intolerance on religious or communal grounds;
  - g) Causing disruption in any manner of the academic functioning of the IIT(ISM).If such instances are found, the candidature of that candidate will be cancelled and strict disciplinary action will be initiated against the student.
- 7.9 On the day of polling, if a candidate requests to visit the Polling booths, the Election Officer or other staff deputed by the CEO may take him/her around the Polling booths for his/her satisfaction before the polling has already begun.
- 7.10 Adequate security personnel should be provided in each Polling booth by the Sr SEO, IIT(ISM). If required SEO may request Jharkhand police force for assistance.
- 7.11 The Campus maintenance section or authorities should ensure uninterrupted Electric Supply on the day of polling and counting at the designated locations.
- 7.12 DSW office will make adequate arrangements for Emergency lights, etc. to cope up with any emergency situation.
- 7.13 For each group of students at IIT(ISM) there would be separate polling setups that would be provided by the office of chief Election Officer.
- 7.14 Necessary ballot papers (see **Annexure – 3** for model ballot paper) will be dispatched to the polling booths on 30<sup>th</sup> March, 2019 one hour before the conduct of elections. The polling hours are from 8.30 a.m. to 1.00 p.m.
- 7.15 Every bonafide student belonging to the groups mentioned in Table 1 should be allowed to cast his/her vote after checking his/her Institute Identity Card. No other identity cards (including library card) will be allowed/verified for authenticity.
- 7.16 Each election officer should ensure that all ballot papers are properly sealed in packets before these are dispatched to the Counting Centre.
- 7.17 The statement showing the number of votes polled should be sent in a sealed cover along with the ballot papers.
- 7.18 Security persons should be made available for transportation of ballot papers from the polling booths to the Counting Centre.

**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD**

**STUDENT'S GYMKHANA ELECTION FOR 2019-20**

**NOMINATION FORM**

Date:

Group	Candidate Name	Admn No	Senator Code	Proposer(s) Name	Admn No(s)

**Proposer(s) Declaration:**

I/we propose the candidate as above for the post as above to Student's Gymkhana, IIT(ISM) Dhanbad for the year of 2019-20. The photocopy of my/our ID card is/are submitted herewith.

**Candidate Declaration:**

I declare that, (1) I do not have any disciplinary action **taken** against me and (2) my CGPA is 7.0 or above. If found incorrect, I understand that my candidature can be canceled and disciplinary action may be initiated against me.

Signature of proposer(s):

Signature of Candidate

**OFFICE PURPOSE**

<b>Signature of the Scrutiny Officer</b>	
<b>Signature of the Election Officer</b>	
<b>Remarks:</b>	

**Chief Election Officer**

Note: Nominations in absentia will not be considered, contestant along with proposer should submit the nomination form in person only.



### Template for ELECTION MANIFESTO (for Publicity purpose)

Submitting your manifesto in this template means that it's easier for voters to compare candidates' manifestos. This makes it more likely that they will cast their vote based on your policies. Your manifesto and slogan will be published on our website/notice boards, if they are received by 12 mid-day on 25<sup>th</sup> March, 2019. A recent photo has to be included in the manifesto itself.

Please email completed manifestos in this template to **Chief Election officer** ([ceo-sg@iitism.ac.in](mailto:ceo-sg@iitism.ac.in)) as a word document by 12 midday on 25<sup>th</sup> March, 2019. Hard copies will not be accepted. Please do not include special characters such as &, !, @, ', ~, etc. in the manifesto. Candidates are not allowed to include details like region, religion, cast, political affiliation, etc. in your slogan/manifesto.

**If you don't stick to this format, it will not be uploaded to our website.**

<b>YOUR PHOTO HERE</b>	<b>YOUR FULL NAME</b> (as it appears in ballot/Nomination form)
<b>Your maximum 6 word slogan</b>	
<b>Your manifesto</b> <i>Maximum 200-300 words for Senator</i>  <b>1. Brief intro about the candidate and your experience:</b> <ul style="list-style-type: none"><li>• <b>Your first manifesto point</b></li><li>• <b>Your second manifesto point</b></li><li>• <b>Your third manifesto point</b></li><li>• <b>Any other manifesto points</b></li></ul>	

The focus should be on what your **key messages** are, together with what *causes* you can identify to encourage voters to agree with you and recognize that you're the person to change things (eg. Currently the canteen is not in a good shape. Vote for me and I will lobby the institute to make it better."). Remember to ensure you inform voters of the following:

- *Why do you stand for and what can you offer that no-one else can?*
- *How would you represent Students Gymkhana?*
- *What you would like to achieve if elected?*
- *What do you think is the biggest issue facing IIT (ISM) facing?*
- *What do you think is the biggest issue facing the Students' Gymkhana?*
- *Please tell us about a priority campaign that you would run if elected?*
- *Why does your campaign matter to students?*
- *Sum up your election campaign in less than 200 words.*
- *Any relevant experience you have*
- *What are the key areas of problems you have identified that you want to change?*

## SAMPLE BALLOT PAPER FOR VOTERS

### Student Gymkhana Election -- Group A



**IIT (ISM) Dhanbad**  
**Student Representative Council 2019**

<input type="checkbox"/>	1. Candidate Name	<input type="checkbox"/>	11. Candidate Name	<input type="checkbox"/>	21. Candidate Name
<input type="checkbox"/>	2.Candidate Name	<input type="checkbox"/>	12.Candidate Name	<input type="checkbox"/>	22.Candidate Name
<input type="checkbox"/>	3.Candidate Name	<input type="checkbox"/>	13.Candidate Name	<input type="checkbox"/>	23.Candidate Name
<input type="checkbox"/>	4.Candidate Name	<input type="checkbox"/>	14.Candidate Name	<input type="checkbox"/>	24.Candidate Name
<input type="checkbox"/>	5.Candidate Name	<input type="checkbox"/>	15.Candidate Name	<input type="checkbox"/>	25.Candidate Name
<input type="checkbox"/>	6.Candidate Name	<input type="checkbox"/>	16.Candidate Name	<input type="checkbox"/>	26.Candidate Name
<input type="checkbox"/>	7.Candidate Name	<input type="checkbox"/>	17.Candidate Name	<input type="checkbox"/>	27.Candidate Name
<input type="checkbox"/>	8.Candidate Name	<input type="checkbox"/>	18.Candidate Name	<input type="checkbox"/>	28.Candidate Name
<input type="checkbox"/>	9.Candidate Name	<input type="checkbox"/>	19.Candidate Name	<input type="checkbox"/>	29.Candidate Name
<input type="checkbox"/>	10.Candidate Name	<input type="checkbox"/>	20.Candidate Name	<input type="checkbox"/>	30. NOTA

Note: Put tick mark 'X' to the candidate you are voting for in the respective box. Above ballot is valid for counting.

Following are the invalid votes and automatically become invalid for counting:

1. More than one tick mark 'X' found.
2. Not given any option including 'NOTA' which means **none of the above**.
3. Written something on the ballot paper other than printed matter.