

The Constitution

Co-Curricular and Academic Interaction Council

Indian Institute of Technology Delhi



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Preamble

The Co-curricular and Academic Interaction Council (hereafter, CAIC) and its constituent bodies will promote student participation in all academic matters at the institute. CAIC will work towards strengthening academic engagements for students and creating more co-curricular opportunities at the Institute. The Council will also facilitate students to interface with the outside world through academic outreach programs and events.

The Council will uphold and maintain the highest academic standards and principles upon which the Indian Institute of Technology Delhi is founded.

All bonafide students of the Institute shall be members of CAIC.

CAIC shall be subject to all the rules and regulations laid down by the administration. Its mandate comes directly from the Senate of IIT Delhi.

1. Objectives of CAIC

- 1.1. The CAIC will act as a liaison between the administration and the student community on all academic matters.
- 1.2. The Council will provide a forum for students to voice their opinions on classroom pedagogy, curriculum, research, and other matters related to academics.
- 1.3. The Council will systematically plan and execute co-curricular activities for the students.
- 1.4. The Council will organise Tryst - the Annual Technical festival of IIT Delhi.
- 1.5. It shall be the interface between the student community and the world outside through activities conducted via its outreach platform

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2. Definitions

2.1. Class Committee (CC), CAIC

There shall be one Class Committee each for IIIrd, IVth & Vth years for every department/centre/school offering a UG degree (4-year BTech or a 5-year Dual Degree Program).

There shall be one Class Committee for the 1st/IInd year of every PG degree (MTech, MBA, MSc, MSR, MPP, etc.) offered by a department/centre/school.

2.2. Chairperson, CC

The Chairperson of the Class Committee will be a faculty member nominated by the Head of the respective department.

2.3. Convener, CC

The elected CAIC representative from the department for the batch will act as the Convener of the Class Committee.

The convenors will collect feedback from the respective batches on all curriculum and related issues.

2.4. CAIC UG Class Representative

There shall be one nominated CAIC UG Class Representative each from IInd year for every department offering a UG degree (4-year BTech or a 5-year Dual Degree Program)

2.5. CAIC PhD Representative

There shall be one nominated CAIC PhD Representative for every department/centre/school offering a PhD program.

2.6. Co-Curricular Body

The term shall refer to all Departmental Societies, Chapters and technical clubs under CAIC, instituted with the objective of promoting co-curricular and outreach activities among students.

2.7. President, Co-curricular Body

The President of a Co-curricular Body shall be a faculty-in-charge who shall be appointed, in case of a Chapter or Technical Club by the Dean, Academics in consultation with the Associate Dean, Academics (Outreach and New Initiatives) and in case of a Departmental Society, by the Head of the Department in consultation with the Dean, Academics.

2.8. Overall Coordinator (OC), Co-curricular Body

The Overall Coordinator of a Co-curricular Body shall be the student head of that particular body, elected or nominated by the President of that co-curricular body as per the constitution of that Co-curricular body subject to the Institute rules. It would be held accountable for the proper functioning of the body.

2.9. Departmental Society

A Departmental Society shall mean any student society (also a co-curricular body) constituted with the objectives of promoting and coordinating department-specific activities. There can not be more than one society per department.

2.10. Chapter

A Chapter shall mean a new Co-curricular Body proposed by a student, who shall act as its Overall Coordinator, supported by at least 25 other students in writing and approved by the Executive Committee(EC), CAIC and ratified by General Body (GB), CAIC. The Chapter will be reviewed annually and converted to a Technical Club/Departmental Society respectively after a careful review of its performance by the EC and, GB, CAIC.

2.11. Technical Club

A Technical Club shall mean any Co-curricular Body established with the stated objective of promoting co-curricular and academic outreach activities. The Overall Coordinator of a Technical Club is a student who will work under the supervision of a Faculty President.

2.12. Outreach Cell

The Outreach Cell is a composition of members under the council headed by the Secretary of Outreach. It shall be responsible for the end-to-end execution of all outreach events/initiatives, including but not limited to those launched from the office of Associate Dean, Outreach and New Initiatives.

2.13. General Body (GB), CAIC

The General Body has the highest level of authority in terms of making decisions/policies significant for the proper functioning of the council. GB, CAIC will provide valuable feedback to BAP and the senate on all academic and co-curricular matters.

2.14. Executive Committee (EC), CAIC

The Executive Committee, CAIC, will manage the regular affairs of the CAIC, subject to the overall authority of the General Body, CAIC. The



Executive Committee has the authority to make independent decisions in all matters related to co-curricular bodies (except new establishments that need to be ratified by GB).

2.15. Regulatory and Budget Committee (RBC), CAIC

The Regulatory and Budget Committee will regulate the working of all co-curricular bodies and allocate budgets to ensure their proper functioning. This committee shall act as an advisory to the Executive Committee.

2.16. General Secretary, CAIC

The elected student will oversee the functioning of CAIC and its overall administration. General Secretary to CAIC will be responsible for organising Tryst.

In the absence of the General Secretary CAIC, one of the Deputy General Secretaries will be nominated by the Dean of Academics as an interim measure to operate as General Secretary. If significant time (more than two months) is left for the next elections to take place, then Dean Academics may call for interim elections for the General Secretary post.

2.17. Deputy General Secretary (UG Curriculum and Research), CAIC

A student elected to assist the General Secretary, CAIC and ensure the proper administration of curriculum, teaching and research activities in the institute for Undergraduate students.

2.18. Deputy General Secretary (PG Curriculum and Research), CAIC

A student elected to assist the General Secretary, CAIC and ensure the proper administration of curriculum, teaching and research activities in the institute for Postgraduate students.

2.19. Deputy General Secretary (Co-curricular and Outreach), CAIC

A student nominated and appointed to assist the General Secretary, CAIC, in ensuring the proper functioning of all co-curricular bodies and the Outreach Cell.

2.20. Secretary (Technical clubs)

The elected student who will oversee the functioning of all technical clubs and their overall administration.

2.21. Secretary (Departmental Societies)

The elected student who will oversee the functioning of all departmental

societies and their overall administration.

2.22. Secretary (Outreach)

The nominated student who will oversee the Outreach of all CAIC events. Secretary (Outreach) will be the student head of the Outreach cell and would be held accountable for all initiatives launched/undertaken by the cell.

3. Constituent Bodies

The CAIC shall have the following constituent bodies:

1. General Body (GB)
2. Executive Committee (EC)
3. Class Committees (CC)
4. Co-curricular Bodies (CB)
5. Outreach Cell (OC)
6. Regulatory and Budget Committee (RBC)

4. Council Composition and Tenure

4.1. General Body, CAIC

The membership of the General Body of CAIC shall be as under:

4.1.1. The core membership of the General Body, CAIC, shall comprise of

- i. Chairperson (Director, IIT Delhi)
- ii. Dean (Academics)
- iii. Immediate Past Dean (Academics)
- iv. Dean (Students Affairs)
- v. Dean (Research and Development)
- vi. Associate Dean (Academic Outreach and New Initiatives)
- vii. Associate Dean (Curriculum)
- viii. Associate Dean (PG Research)
- ix. Associate Dean (Research and Development)
- x. Associate Dean (Student Events)
- xi. Dean (Alumni Relations)
- xii. Dean (International Programmes)
- xiii. Chairperson, Grades and Registration
- xiv. Chairperson, Timetable Committee
- xv. Deputy Registrar (Academics)
- xvi. Assistant Registrar (Academics)
- xvii. Presidents of all Co-curricular Bodies
- xviii. Overall Coordinators of all Co-curricular Bodies
- xix. Nominees of the Departmental Faculty Boards
- xx. Deputy General Secretary (UG Curriculum and Research), CAIC
- xxi. Deputy General Secretary (PG Curriculum and Research), CAIC
- xxii. Deputy General Secretary (Co-curricular and Outreach), CAIC
- xxiii. Secretary (Technical Clubs), CAIC
- xxiv. Secretary (Departmental Societies), CAIC
- xxv. Secretary (Outreach and New Initiatives), CAIC
- xxvi. UG and PG conveners, CAIC
- xxvii. General Secretary, CAIC (convener)

4.1.2. The following shall be permanent invitees:

- i. Head, Office of Career Services-IIT Delhi or their nominee
- ii. Immediate past General Secretary, CAIC
- iii. General Secretary, SAC
- iv. Two members of the SAC nominated by the General Secretary, SAC
- v. Two nominees of the Alumni Association of IIT Delhi (one of them should preferably be a non-employee of IIT)
- vi. CAIC nominees to the Advisory Committee for the Library, Office of Career Services, and Computer Users Committee if

not a member of the CAIC

- 4.1.3. The Chairperson or General Secretary or Deputy General Secretaries, CAIC, in consultation with the Chairperson, may invite any of the following:
 - i. Course Coordinator of any course
 - ii. Chairperson of any Class Committees (if not already a member)
- 4.1.4. No invitee shall have voting rights.
- 4.1.5. The decisions made at the General Body will be placed before the Senate for ratification.

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4.2. **Executive Committee, CAIC | Constituent Assembly**

4.2.1. The membership of the Executive Committee, CAIC shall consist of

- i. Dean, Academics (Chairperson)
- ii. Dean, Student Affairs
- iii. Dean, Research and Development
- iv. Associate Dean, Research and Development
- v. Associate Dean, Academic Outreach & New Initiatives
- vi. Associate Dean, Curriculum
- vii. Associate Dean, PG Research
- viii. Associate Dean, Student Events
- ix. Chairperson, Grades and Registration
- x. Chairperson, Timetable Committee
- xi. Presidents of all co-curricular bodies, CAIC
- xii. Overall Coordinators of all co-curricular bodies, CAIC
- xiii. Deputy General Secretaries, CAIC
- xiv. Secretaries, CAIC
- xv. UG and PG conveners, CAIC
- xvi. General Secretary, CAIC (convener)

4.2.2. General Secretary, CAIC, in consultation with the Chairperson, CAIC may invite any other person to participate in a meeting of the Executive Committee, CAIC. Such a member shall not have voting rights.

4.2.3. Executive Committee, CAIC shall meet as many times as necessary, with a minimum of two meetings in an academic year.

4.3. **Class Committee(CC)**

4.3.1. Each departmental Class Committee of a year shall consist of

- i. Faculty Chairperson to be nominated by the Head of the Department
- ii. Course Coordinators of all the courses being offered by that department for that academic year for that batch
- iii. A Representative from CAIC of that batch for that academic year, who shall be the ex-officio convener of the Class Committee of the batch.

4.3.2. Convener, CC, in consultation with the Chairperson, CC may also invite any of the following.

- i. Any faculty member taking lecture/lab/tutorial
- ii. Timetable in charge of the department
- iii. Any other person under a particular item on the agenda

4.4. Co-curricular Bodies

- 4.4.1. Each Co-curricular Body shall have a faculty member as a President who shall be appointed, in case of a Technical Club or a Chapter, by the Dean Academics in consultation with the Associate Dean, Academics (Outreach and New Initiatives) and in case of a Department Society, by the Head of Department with Dean, Academics.
- 4.4.2. Each Co-curricular Body shall have an Overall Coordinator who shall be a student elected/nominated as per the relevant provisions of the constitution of that Co-curricular Body.
- 4.4.3. Technical Clubs Secretary, CAIC for Technical Clubs and Chapters or Departmental Society Secretary, CAIC for Departmental Societies shall be the person looking after all the respective Co-curricular Bodies and act as the link between the Executive Committee, CAIC and the Co-curricular Body,

4.5. Outreach Cell

- 4.5.1. The Outreach Secretary will be the head of the Outreach Cell.
- 4.5.2. The members of the outreach cell will be students nominated by the Associate Dean (Outreach and New Initiatives) in consultation with the General Secretary and Secretary (Outreach)

4.6. Regulatory and Budget Committee (RBC)

Composition of Regulatory and Budget Committee:

- i. Chairperson, CAIC (Dean Academics)
- ii. Associate Dean, Outreach and New Initiatives
- iii. Dean, Planning
- iv. Dean, IRD
- v. Deputy General Secretaries (Co-Curricular and Outreach)
- vi. Secretaries (Outreach, Technical Clubs, Departmental Societies)
- vii. Immediate Past Chairperson, Tryst
- viii. Current Chairperson, Tryst
- ix. 2 Past Presidents of Co-Curricular Bodies, invited by the Chairperson, CAIC, in consultation with the Associate Dean, Outreach and New Initiatives
- x. General Secretary (Convener)

Permanent Invitees:

- i. Presidents of all Co-Curricular Bodies.
- ii. Overall Coordinators of all Co-Curricular Bodies

4.7. Tenure of Office

- 4.7.1. The tenure of all office-bearers of the CAIC and its constituent bodies shall be for one year, expiring two weeks before the Summer Vacation starts, according to Institute Academic Calendar.
- 4.7.2. The tenure of office of student nominees of CAIC to other institute bodies shall be one year, expiring two weeks before the Summer Vacation starts, according to Institute Academic Calendar.
- 4.7.3. The tenure of office of Presidents of the Co-curricular Bodies will be automatically renewed every year or terminated at any point as decided by the Dean (Academics).
- 4.7.4. The tenure of office of student members of the CAIC and its constituent bodies can be extended in unusual circumstances by the Dean (Academics).

5. Elections

5.1. Elections for UG Conveners

- 5.1.1. Elections for UG Class Committee student Coordinator shall be held at least four weeks before the end of the academic session as per schedule, notified by Chairperson CAIC.
- 5.1.2. Returning Officer for elections of the Coordinators shall be appointed by Chairperson, CAIC.
- 5.1.3. The nomination should be called for on the floor, and subsequently, voting should be done by secret ballot/online portal. However, the Returning Officer may deviate from this procedure with the consent of the Electorate.
 - i. The candidate for the post of Coordinator of the CC may be any member of the entire Electorate, i.e. Entire batch of the respective department.
 - ii. The entire Electorate shall vote for the election of the Coordinator.

5.2. Elections for PG Conveners

- 5.2.1. Elections for PG Conveners shall be held at least four weeks before the end of the academic session as per schedule, notified by Chairperson CAIC.
- 5.2.2. Chairperson, CAIC, shall appoint a Returning Officer for elections of the PG Conveners.
- 5.2.3. The nomination should be called for on the floor, and subsequently, voting should be done by secret ballot/online portal. However, the Returning Officer may deviate from this procedure with the consent of the Electorate.
 - i. The candidate for the post of Coordinator of the CC may be any member of the entire Electorate, i.e. Entire batch of the respective department.
 - ii. The entire Electorate shall vote for the election of the Representative.

5.3. Nomination of CAIC UG Class Representatives

- 5.3.1. Eligible candidates for UG Class Representatives should be IIInd year students enrolled in that department.
- 5.3.2. The UG Class Representative for each department shall be nominated by the Incoming Deputy General Secretary (UG Curriculum and Research) in consultation with the Head of Department of that department and the elected UG Conveners of that department.



5.4. Nomination of CAIC PhD Representative

- 5.4.1. Eligible candidates for CAIC PhD Representatives should be IInd-year onwards students enrolled in a PhD program in the respective department/centre/school.
- 5.4.2. The CAIC PhD Representation for each department/centre/school shall be nominated by a panel consisting of:
 - 1. Outgoing Deputy General Secretary (PG Curriculum and Research)
 - 2. Incoming Deputy General Secretary (PG Curriculum and Research)
 - 3. Outgoing PhD Convenors
 - 4. Head of that Department/Centre/School

5.5. Election/Nomination of Representatives from Co-curricular Bodies to CAIC

- 5.5.1. Elections or nominations for student representatives shall be held at least four weeks before the start of the Summer Vacation according to Institute Academic Calendar, as per the schedule notified by the Chairperson, CAIC.
- 5.5.2. The President of the concerned Co-curricular Body shall be the returning officer for the election/nomination process of the representatives of the Co-curricular body.
- 5.5.3. Each Co-curricular Body shall have only one Overall Coordinator who will be representative to the General Body and Executive Committee, CAIC.
- 5.5.4. The election/nomination process shall be conducted by the particular co-curricular organisation as a part of its internal process subject to the provisions of Section 12 of this constitution.

5.6. Nomination of Outreach Secretary

- 5.6.1. The Outreach Secretary shall be appointed by the Associate Dean of Outreach and New Initiatives in consultation with the General Secretary and Deputy General Secretary (Outreach) within three weeks of the CAIC elections.
- 5.6.2. Any student having prior experience in any CAIC activities will be eligible for the post of Outreach Secretary if they have held at least one position of responsibility in CAIC.

5.7. Election of Secretary to Technical Clubs

- 5.7.1. The election shall be held at least three weeks before the start of the Summer Vacation according to the Institute Academic Calendar, as per the schedule notified by the Chairperson, CAIC. Any change in this scheme can be brought about by Dean



Academics on approval of the Director.

5.7.2. All incoming and outgoing Overall Coordinators of Technical clubs are eligible to contest the election for the post of Secretary, Technical clubs.

5.7.3. Electorate for Secretary to Technical clubs includes the following members:

- i. Incoming and Outgoing Overall Coordinators of all Technical clubs and chapters registered under CAIC
- ii. Outgoing Secretary to Technical clubs
- iii. Outgoing Deputy General Secretary (Co-curricular and Outreach)
- iv. Outgoing General Secretary, CAIC.

5.8. Election of Secretary to Departmental Societies

5.8.1. The election shall be held at least three weeks before the start of the Summer Vacation according to the Institute Academic Calendar, as per the schedule notified by the Chairperson, CAIC. Any change in this scheme can be brought about by Dean Academics on approval of the Director.

5.8.2. All incoming and outgoing Overall Coordinators of Departmental Societies are eligible to contest the election for the post of Secretary, Departmental Societies.

5.8.3. Electorate for Secretary to Departmental Societies includes the following members:

- i. Incoming and Outgoing Overall Coordinators of all Departmental Societies and chapters registered under CAIC
- ii. Outgoing Secretary to Departmental societies
- iii. Outgoing Deputy General Secretary (Co-curricular and Outreach)
- iv. Outgoing General Secretary, CAIC

5.9. Election of General Secretary, CAIC

5.9.1. The election shall be held at least three weeks before the start of the Summer Vacation according to the Institute Academic Calendar, as per the schedule notified by the Chairperson, CAIC. Any change in this scheme can be brought about by Dean Academics on approval of the Director.

5.9.2. Dean Academics shall appoint a Returning Officer for elections.

5.9.3. (a) Candidates for the post shall be one of the following:

- i. Incoming and Outgoing UG conveners
- ii. Incoming and Outgoing PG conveners
- iii. Outgoing Deputy General Secretaries

(b) The nomination for the post of General Secretary, CAIC,



should be filed in advance, as per the notification issued by the Chairperson, CAIC. The nomination should have a proposer from the electorate, other than the student filing nomination for the General Secretary, CAIC and should be seconded by a student belonging to the electorate, other than the student filing nomination for the post of General Secretary, CAIC and the proposer.



- 5.9.4. The electorate for the election shall be constituted of the following:
- i. Outgoing General Secretary, CAIC
 - ii. Incoming and Outgoing UG conveners
 - iii. Incoming and Outgoing PG conveners
 - iv. Outgoing secretaries
 - v. Outgoing Deputy General Secretaries
- 5.9.5. No student shall serve as General Secretary, CAIC for more than two terms.

5.10. Election of Deputy General Secretary, UG Curriculum and Research

- 5.10.1. The election shall be held at least three weeks before the start of the Summer Vacation according to the Institute Academic Calendar, as per the schedule notified by the Chairperson, CAIC. Any change in this scheme can be brought about by Dean Academics on approval of the Director.
- 5.10.2. Returning Officer for elections shall be appointed by Dean Academics.
- 5.10.3. (a) Candidates for the post shall be one of the following:
- i. Incoming and Outgoing UG conveners
- (b) The nomination for the post of Deputy General Secretary (UG Curriculum and Research), CAIC, should be filed in advance, as per the notification issued by the Chairperson, CAIC. The nomination should have a proposer from the electorate, other than the student filing nomination for the post of Deputy General Secretary (UG Curriculum and Research, CAIC and should be seconded by a student belonging to the electorate, other than both the student filing nomination for the post of Deputy General Secretary (UG Curriculum and Research), CAIC and the proposer.
- 5.10.4. The electorate for the election shall be constituted of the following
- i. Outgoing General Secretary, CAIC
 - ii. Incoming and Outgoing UG conveners
 - iii. Outgoing Deputy General Secretary (UG Curriculum and Research)
- 5.10.5. No student shall serve as Deputy General Secretary (UG Curriculum and Research), CAIC, for more than two terms.

5.11. Election of Deputy General Secretary, PG Curriculum and Research

- 5.11.1. The election shall be held at least three weeks before the start of the Summer Vacation according to the Institute Academic Calendar, as per the schedule notified by the Chairperson, CAIC. Any change in this scheme can be brought about by Dean Academics on approval of the Director.
- 5.11.2. Dean Academics shall appoint Returning Officer for elections.

- 5.11.3. (a) Candidates for the post shall be one of the following:
1. Incoming and Outgoing PG conveners
- (b) The nomination for the post of Deputy General Secretary (PG Curriculum and Research), CAIC, should be filed in advance, as per the notification issued by the Chairperson, CAIC. The nomination should have a proposer from the electorate, other than the student filing nomination for the post of Deputy General Secretary (PG Curriculum and Research), CAIC and should be seconded by a student belonging to the electorate, other than both the student filing nomination for the post of Deputy General Secretary (PG Curriculum and Research), CAIC and the proposer.
- 5.11.4. The electorate for the election shall be constituted of the following:
- i. Outgoing General Secretary, CAIC
 - ii. Incoming and Outgoing PG conveners
 - iii. Outgoing Deputy General Secretary (PG Curriculum and Research)
- 5.11.5. No student shall serve as Deputy General Secretary (PG Curriculum and Research), CAIC, for more than two terms.

5.12. Nomination of Deputy General Secretary, Co-Curricular and Academic Outreach

- 5.12.1. Deputy General Secretary (Co-Curricular and Outreach) shall not be an elected post.
- 5.12.2. Nominations for the post should be called at least three weeks before the end of the academic session.
- 5.12.3. Selection shall be based on an interview by the Dean Academics, Associate Dean (Outreach and New Initiatives), Associate Dean (Curriculum), Associate Dean (PG Research), Outgoing General Secretary CAIC, Incoming General Secretary CAIC, and Outgoing Deputy General Secretary (Co-Curricular and Academic Outreach).
- 5.12.4. Candidates for the post should preferably be one of the following:
1. 3rd, 4th and 5th year UG students
 2. 2nd year MTech/MBA/MDes/MPP/MSc students
 3. 2nd year onwards, PhD/MS (R) students

5.13. General Rules for Elections

- 5.13.1. A student can serve for no more than two terms as a CAIC representative.
- 5.13.2. All office-bearers shall necessarily have a CGPA above 7.0 and should not be under any disciplinary action.
- 5.13.3. A Final year outgoing member is not eligible for nomination for



- any of the positions in the Council.
- 5.13.4. A student elected to the post of a CAIC representative cannot simultaneously contest for the post of General Secretary of any other council (SAC) or board (BRCA, BSA, BSW, BHM, BSP) of the institute other than that of CAIC. If a student does so, they will be barred from contesting for both positions.
- 5.13.5. A student contesting for the post of General Secretary or Deputy General Secretary, CAIC, cannot simultaneously contest for any other elected post. If a student does so, they will be barred from contesting for both positions.
- 5.13.6. The General Secretary, or Deputy General Secretary, CAIC, cannot hold any other elected position of responsibility except those explicitly mentioned in this constitution or delegated to them by the executive committee.
- 5.13.7. Use of institute webmail for electioneering purposes is strictly prohibited.
- 5.13.8. (a) A student cannot propose/second more than one candidate for the same position; a student can either propose or second only one candidate. They cannot propose two candidates or propose one candidate and second another. Violation could invite disciplinary action against the student proposing/seconding more than once.
(b) A proposer or seconder cannot himself/herself be another candidate in the same election. Their nomination shall be invalidated if they attempt to do so.
- 5.13.9. (a) A candidate must secure at least one-half of the valid votes cast to be declared elected. In case no candidate obtains such a majority, there shall be re-election at the same meeting between the two candidates who secured the highest number of votes. An abstention will not count as a valid vote.
(b) The election officer will notify the tie-breaking mechanism in the case of a tie at any stage of the election.

6. Meeting Procedures

6.1. Meeting Procedures of General Body, CAIC

- 6.1.1. The General Body, CAIC, shall convene as often as deemed necessary, subject to a minimum of one meeting in an academic year.
- 6.1.2.
 - i. The meetings of the CAIC shall be convened by the General Secretary, CAIC, in consultation with the Chairperson of the General Body CAIC.
 - ii. The Chairperson may convene a regular meeting of CAIC if the General Secretary, CAIC, is absent from the institute for a period of at least 14 working days. In such an event, one of the Deputy General Secretaries, CAIC, shall act as the Convener for that meeting.
 - iii. The Chairperson of the CAIC may convene an emergency meeting of the CAIC for a specific urgent purpose by giving at least 48 hours notice. In the absence of the Chairperson, their nominee shall preside.
- 6.1.3.
 - i. A written notice of at least 4 working days is required for a regular meeting. The agenda shall be circulated at least 48 hours before the meeting.
 - ii. The agenda for a meeting of the CAIC shall be prepared by the General Secretary, CAIC, in consultation with the Chairperson, CAIC.
 - iii. An item not circulated in advance as per Clause 6.1.3. (i) above may be included in the agenda with the permission of the Chairperson, CAIC.
- 6.1.4.
 - i. The quorum of the General Body, CAIC meeting shall be one-half of its total membership. If a meeting cannot be convened for lack of quorum, it must be reconvened on the same day.
 - ii. The quorum for an otherwise adjourned meeting shall be one-third of the total membership.
- 6.1.5. The Council should attempt to make recommendations by consensus. A simple majority of the member voting shall, however, suffice except where otherwise specified.
- 6.1.6.
 - i. The minutes of the meetings of the CAIC shall be prepared by the General Secretary, CAIC, in consultation with the Chairperson and confirmed at its next meeting.
 - ii. The minutes shall be circulated to all members and any

- invitees within seven days of the meeting.
- iii. Minute points pertaining to academic matters shall be specified for inclusion in the agenda of the next meeting of the BAP.

6.1.7. Accepted parliamentary conduct and discipline shall govern all meetings of the CAIC.

6.2. Meeting Procedures of EC, CAIC

6.2.1.

- i. The committee shall meet as often as deemed necessary, subject to a minimum of one meeting in a semester and as often as required during the off-semester period.
- ii. The meetings of the EC, CAIC shall be convened by the General Secretary, CAIC, in consultation with the Chairperson, CAIC.
- iii. Chairperson, CAIC, may convene a regular meeting of the EC if the General Secretary, CAIC, is absent from the institute for a period of at least 14 working days. In such an event, one of the Deputy General Secretaries shall act as the Convener for that meeting.
- iv. The Dean (Academics) may convene an emergency meeting of the EC for a specific urgent purpose. In the absence of the Dean, Academics, their nominee shall preside.

6.2.2.

- i. The agenda for a meeting of the executive committee shall be prepared by the General Secretary in consultation with the Dean (Academics)
- ii. The agenda shall be circulated at least 24 hours before the meeting
- iii. An item not circulated in advance as per Clause 6.2.2. (ii) above may be included in the agenda with the permission of Dean Academics.

6.3. Meeting Procedures of the Class Committees

- 6.3.1. The CC shall meet as often as deemed necessary, subject to a minimum of one meeting in a semester.
- 6.3.2. Meeting shall be normally convened by the Convener, CC, in consultation with the Chairperson, CC.
- 6.3.3. The quorum for the meetings of the CC shall be one-half of their total membership.
- 6.3.4. Minutes of the proceedings shall be prepared by the Convener, CC, in consultation with the Chairperson, CC and circulated to the concerned bodies, persons, and to its members.
- 6.3.5. Minutes shall be kept safe in records by the convener and the

- general secretary, CAIC.
- 6.3.6. (a) In the absence of the Chairperson, CC, one of the faculty members present may, on the request of the Convener, chair the meeting.
- (b) In the absence of the Convener, CC, the Chairperson CC may ask one of the students present to act as Convener, CC for that meeting.
- 6.3.7. In the event of no meeting of the CC during the entire semester, Convener, CC shall be answerable to the Executive Committee, CAIC

6.4. Meeting Procedures of the Regulatory and Budget Committee

- 6.4.1. The meetings of the RBC, CAIC shall be convened by the General Secretary, CAIC, in consultation with the Chairperson, CAIC.
- 6.4.2. RBC shall meet at least once every semester, including the following minimum:
- i. At the beginning of every odd semester (within the first 3 weeks) and approve a tentative annual plan of co-curricular bodies
 - ii. Within the first 2 weeks of every even semester and evaluate the performance of all co-curricular bodies to decide on budget allocation.
- 6.4.3. RBC may meet any number of times as deemed necessary with notice to all members at least one week before.
- 6.4.4. (a) In the absence of the Chairperson, one of the faculty members present may, at the request of the Convener, chair the meeting.
- (b) In the absence of the Convener, RBC, one of the Deputy General Secretaries present may act as Convener, RBC for that meeting.
- 6.4.5.
- i. The agenda for a meeting of the Regulatory and Budget Committee shall be prepared by the General Secretary in consultation with the Dean (Academics)
 - ii. The agenda papers of the RBC should include documents as per clause 7.4.2
 - iii. The agenda shall be circulated at least 72 hours before the meeting
 - iv. An item not circulated in advance as per Clause 6.4.5. (i, ii, iii) above may be included in the agenda with the permission of the Chairperson, RBC.



7. Functions

7.1. Functions of General Body, CAIC

- 7.1.1. The General Body, CAIC, shall assist the BAP in providing feedback from the students on any academic matter of interest.
- 7.1.2. The General Body, CAIC, has the highest level of authority in the Council.
- 7.1.3. CAIC shall suggest optimum utilisation of and provide feedback on facilities for academics and work. All issues pertaining to academics and co-curricular activities shall be within the purview of CAIC.
- 7.1.4. For the co-curricular bodies, CAIC shall act as an interface with the institute in matters of coordinating, funding and other support mechanisms.

7.2. Functions of the Executive Committee

- 7.2.1. The Executive Committee shall coordinate the overall functioning of CAIC.
- 7.2.2. The Executive Committee will coordinate between the different co-curricular and extra-curricular organisations to ensure effective communication and functioning and prevent overlap of the nature of activities between them.
- 7.2.3. The Executive Committee shall have the power to lay down constitutional and financial guidelines for the various co-curricular bodies under CAIC, subject to the provisions of Section 12 and the rules and regulations of the institute.
- 7.2.4.
 - i. The Executive Committee will take a decision on granting temporary membership to any new Chapter under CAIC and shall lay down the format for application in tune with Section 12 Of this constitution.
 - ii. Request for such membership must be submitted in the prescribed format by a student, who shall act as the Overall Coordinator of the proposed Chapter, and supported by at least 25 other students in writing to General Secretary, CAIC and Deputy General Secretaries, CAIC.
 - iii. The chapter will be reviewed annually and converted to a CAIC-recognised Co-curricular Body only after successful execution and after review by the Executive Committee, CAIC.
- 7.2.5.
 - i. Existing Co-curricular Bodies would be subject to review by the Executive Committee on feedback from the Regulatory and Budget Committee. If their functioning is



deemed unsatisfactory, recognition and membership would be penalised as per 7.4.3. (d)

- ii. The Executive Committee can remove the Overall Coordinator of a Co-curricular Body for a proven violation of the rules and regulations laid down by CAIC or the institute.
- iii. The Executive Committee shall have the power to restructure an existing Co-curricular Body.



7.3. Functions of Class Committee

- 7.3.1. The Class Committee shall solve regular and normal problems relating to classroom/course activities/scheduling of courses
- 7.3.2. The Class Committee shall assist CAIC by providing regular feedback from the student side.
- 7.3.3. Minutes of all the class committee meetings (including attendance) should be kept safe in records after receiving them from all units.

7.4. Functions of the Regulatory and Budget Committee (RBC)

- 7.4.1. The primary function of RBC is to regulate and finance the functioning of all co-curricular bodies and play the advisory role to EC.
- 7.4.2. Evaluation Criteria Guidelines for RBC, CAIC:
All co-curricular bodies are required to share all documents signed by respective presidents with Convener, RBC, at least four days before the meeting
 - a. Report of Events:
 - Quantitative Factors: No of events and number of participants
 - Qualitative Factors: Yearly overall progress and new events or goals organised or accomplished
 - Outreach: Diversity of events
 - Any other item that is under the purview of RBC
 - b. Minutes of meetings held in the presence of the president of the respective body are to be presented.
 - c. Financial sheets signed by the president (if budget allocated)
- 7.4.3. Any decision made by the RBC based on evaluation reports which may be a reward or penalty will go as a ratification item in the EC agenda.
 - 1. Co-curricular Bodies with excellent RBC reports shall be considered and recommended for allocating more budget and resources.
 - 2. Co-curricular Bodies with good or excellent reports shall be nominated for rewards approved by the Executive Committee in consultation with RBC.
 - 3. Co-curricular Bodies having an unsatisfactory or poor report from RBC shall receive a warning after the first evaluation.
 - 4. Co-curricular Bodies receiving two consecutive unsatisfactory or poor reports shall be subject to penalties which may include



- a. Reduction in allocated budget and resources.Reducing the number of Position Of Responsibilities in the particular session for that Co-curricular Body.
- b. Stepping back the body to a chapter for further review.
- c. Discontinuation of the body.
- d. Any other penalty as deemed appropriate by the RBC.

7.5. Functions of a Co-curricular Body

- 7.5.1. A Co-curricular Body shall strive to promote the students' academic interests by actively seeking and resolving their issues while organising events to provide opportunities to all.
- 7.5.2. It shall act as a bridge to ensure effective communication between professors and students.
- 7.5.3. A Co-curricular Body will function to promote its activities as per its constitution and institute rules.
- 7.5.4. The Co-curricular Body shall also ensure that its activities align with the view of the Executive Committee, CAIC.
- 7.5.5. The Co-curricular Body is expected to follow the document "Guidelines for Technical Clubs" or "Guidelines for Departmental Societies."



8. Responsibilities

8.1. Chairperson, CAIC

- 8.1.1. The Chairperson shall ensure that the CAIC and all the members are given all the facilities required for the discharge of their assigned functions.
- 8.1.2. The Chairperson shall ensure that the recommendations of CAIC are communicated to and given consideration by the relevant authorities.
- 8.1.3. The Chairperson shall keep the CAIC informed of any development of interest.

8.2. General Secretary, CAIC

- 8.2.1. The General Secretary shall convene all the meetings of the CAIC General Body, CAIC Executive Committee.
- 8.2.2. The General Secretary shall, in consultation with the Chairperson, Executive Committee, CAIC, invite non-members of CAIC to the meetings of CAIC.
- 8.2.3. On commencement of tenure, the General Secretary shall present a report on their vision and plans for CAIC for the tenure to the Dean (Academics) and Associate Dean (Outreach and New Initiatives) and take feedback from them. After six months of the tenure, the General Secretary shall present a report of the progress made and plans for the latter part of the tenure to the Dean Academics and Associate Dean (Outreach and New Initiatives).
- 8.2.4. The General Secretary shall ensure that all the minutes of the meetings of the CAIC are recorded correctly and completely and that these are given wide publicity among the students.
- 8.2.5. The General Secretary shall be responsible for ensuring that this Constitution is not violated. They must necessarily report to the CAIC General Body any violations of this constitution within their knowledge which may have occurred. The occurrence of the violation, along with an explanation of its occurrence, must be recorded in the minutes of the meeting of CAIC at which it is reported.
- 8.2.6. The outgoing General Secretary, CAIC shall hand over the charge to the incoming General Secretary, CAIC, at the end of the prior's tenure.
- 8.2.7. The General Secretary CAIC shall serve as the Overall Coordinator of the Tryst.

8.3. Deputy General Secretary (UG Curriculum and Research), CAIC

- 8.3.1. Report directly to the General Secretary, CAIC and Dean of



Academics.

- 8.3.2. Regularly audit reports on matters related to academics; Reporting Position to all UG conveners of the current term.
- 8.3.3. Work closely with the General Secretary, CAIC and Head of Departments to handle course slotting and pattern throughout the semesters.
- 8.3.4. End to End execution and implementation of proceedings related to research and development along with professors and various stakeholders.
- 8.3.5. The Deputy General Secretary (Curriculum and Research), CAIC, shall convene all the meetings of the CAIC General Body and CAIC Executive Committee with the General Secretary, CAIC.
- 8.3.6. Synchronising OCS activities with the academic calendar to generate various opportunities for students irrespective of their registered programme.

8.4. Deputy General Secretary (PG Curriculum and Research), CAIC

- 8.4.1. Report directly to the General Secretary, CAIC and Dean Academics.
- 8.4.2. Regularly audit reports on matters related to academics; Reporting Position to all PG conveners of the current term.
- 8.4.3. Work closely with the General Secretary, CAIC and Head of Departments to handle course slotting and pattern throughout the semesters.
- 8.4.4. End to End execution and implementation of proceedings related to research and development along with professors and various stakeholders.
- 8.4.5. The Deputy General Secretary (Academics), CAIC shall convene all the meetings of the CAIC General Body and CAIC Executive Committee with the General Secretary, CAIC
- 8.4.6. Synchronising OCS activities with the academic calendar to generate various opportunities for students irrespective of their registered programme.
- 8.4.7. The Deputy General Secretary (PG Curriculum and Research) will head a team of nominated CAIC PhD Representatives from each Department, Centre and School to address their specific issues.

8.5. Deputy General Secretary (Co-curricular and Outreach), CAIC

- 8.5.1. Head to all Technical Clubs and Operations related to Tryst; Reporting position of responsibility to matters related to all technical events and institute lectures.
- 8.5.2. Devise and maintain structure for all co-curricular bodies to regulate all the Positions of Responsibilities.
- 8.5.3. Aim for Schedule flexibility between semesters to avoid any overlapping events.
- 8.5.4. The Deputy General Secretary (Co-curricular and Outreach) shall



- serve as a Co-Overall Coordinator of the Tryst.
- 8.5.5. Preside over all Core Team Members of Tryst and hold the accountability for every activity under the Tryst.
 - 8.5.6. Head to all Overall Coordinators of Departmental Societies and administer every activity and event for the same.
 - 8.5.7. Aim to increase the outreach of CAIC as a student body among all IITs.

8.6. Convener

- 8.6.1. The CAIC Representative of a batch shall be the ex-officio Convener of the CC for that batch for that academic year.
- 8.6.2. The Convener shall collect feedback from the students of their batch on academics and raise any academic issues in the CC.
- 8.6.3. They shall keep the CAIC General Body informed of all significant decisions taken in their CC.
- 8.6.4. They shall assist the General Secretary, CAIC and Deputy General Secretaries, CAIC, whenever called upon
- 8.6.5. The Convener shall bridge the gap between the students of their department and the allotted course coordinating faculties by answering their queries and catering to any other shortcomings/requirements as and when required by the department.

8.7. CAIC PhD Representative

- 8.7.1. They would collectively help collect and disseminate information about student-related processes and activities to the broader research scholars' pool belonging to different academic units.
- 8.7.2. Student-related matters would involve curriculum changes, placement issues, research profile building through activities and events organised by the Academic Outreach office, teaching experience including those gained through outreach events, alumni matters, etc.
- 8.7.3. An ECA point will be awarded on completion of tenure.

8.8. CAIC UG Class Representatives

- 8.8.1. They will help collect feedback on courses in their batch and raise any academic issues.
- 8.8.2. They shall bridge the gap between students of their batch and the allotted course coordinating faculties by answering their queries and catering to any other requirements as and when required by the department.
- 8.8.3. An ECA point will be awarded on completion of tenure.

8.9. President, Co-curricular Body



- 8.9.1. The President of a Co-curricular Body shall supervise the overall administration and functioning of the Co-curricular Body.
- 8.9.2. They shall act as the returning officer for the election/selection of the Overall Coordinator and other members of the concerned Co-curricular Body.
- 8.9.3. They shall review the annual budget prepared by the Overall Coordinator of the Co-curricular Body.

8.10. Overall Coordinator, Co-curricular Body

- 8.10.1. The Overall Coordinator shall be a student elected/selected by the procedure laid down by the constitution of the Co-curricular Body.
- 8.10.2. The Overall Coordinator of a Co-curricular Body shall be the representative from that body to the General Body, CAIC.
- 8.10.3. The Overall Coordinator shall ensure that the constitution of the Co-curricular Body is not violated, and any violations shall be communicated to the President of the Co-curricular Body in writing.
- 8.10.4. The Overall Coordinator shall prepare the budget for the Co-curricular Body for an academic year and shall communicate the same to the incoming General Secretary, CAIC and Deputy General Secretary(Co-curricular and Outreach), CAIC, after receiving assent from the President of the Co-curricular Body.
- 8.10.5. The Overall Coordinator shall prepare a semester report and submit the same to the Regulatory and Budget Committee, CAIC or Executive Committee, CAIC.
- 8.10.6. The Overall Coordinator shall assist the General Secretary, CAIC and Deputy General Secretary, CAIC (Co-curricular and Outreach) whenever called upon.

8.11. Technical Clubs Secretary:

- 8.11.1. Planning and executing the Technical Club activities efficiently and in accordance with CAIC
- 8.11.2. Organise special events/camps for people on both inter-college level and intra-IIT level
- 8.11.3. Promote participation of all the current students, especially seniors and also alumni, to enrich the Technical Clubs and culture.
- 8.11.4. Ensuring increased participation of IIT Delhi at events held in different colleges and organisations

8.12. Departmental Society Secretary:

- 8.12.1. Planning and executing the Departmental Societies' activities efficiently and in accordance with CAIC.
- 8.12.2. Organise special events/camps for people on both inter-college levels and intra-IIT levels.



- 8.12.3. Promote participation of all the current students, especially seniors and also alumni, to enrich the Departmental Societies and culture.
- 8.12.4. Ensuring increased participation of IIT Delhi at events held in different colleges and organisations.

8.13. Outreach Secretary:

- 8.13.1. Head the Outreach cell and work with Associate Dean (Outreach and New Initiatives) towards information dissemination and awareness amongst the students across all the batches and departments regarding all CAIC-related activities.
- 8.13.2. Actively gather queries from the student community and BSW academic mentors and respond to them timely after due consultation in the General Body. This should be done especially for 1st-year students since they don't have other representatives in CAIC.
- 8.13.3. Assist the general secretary and deputy general secretary (co-curricular and outreach) in executing CAIC processes that are not under any other position holder.



9. Removal of Office Bearers

- 9.1. The General Secretary, CAIC or any Deputy General Secretary, CAIC or a CAIC representative may be removed if two-thirds of their electorate vote for their removal in a vote of no-confidence. A vote of no-confidence shall be considered if at least one-third of the concerned electorate petition in writing to the Chairperson, CAIC, to do so.
 - 9.1.1. A student member of the CAIC/its constituent bodies may lose their membership/office of the CAIC/its constituent bodies if they fail to attend two consecutive meetings of the CAIC, including those which could not be held because of lack of quorum.
 - 9.1.2. If a convener of a Class Committee is unable to hold any meeting of their Class Committee, they shall lose their membership office on the CAIC as well as the concerned Class Committee.
 - 9.1.3. If a CAIC representative/student member of any of the constituent bodies fails to carry out any of their duties as a member of the CAIC, they are liable to lose their membership of the CAIC as per the discretion of the General Secretary and the Deputy General Secretary, in consultation with the Executive Committee.
- 9.2. Members of the CAIC or its constituent bodies removed from office under the above clauses shall also cease to hold the primary membership of the constituent body.
 - 9.2.1. Once removed, an incumbent member/office bearer shall not be eligible for re-nomination/re-election for that academic session.
 - 9.2.2. Vacancies resulting from any cause shall be filled as prescribed within 14 institute days via nomination by the Executive Committee, CAIC.
- 9.3. A vote of no confidence against any member/office bearer of CAIC/its constituent bodies can be moved only once during the term.



10. Nominees to the various bodies

10.1. Nominees to SAC, BAP and Senate

- 10.1.1. General Secretary, CAIC and Deputy General Secretary (CAR and CO), CAIC shall be the ex-officio student representatives of CAIC to SAC, BAP and Senate.
- 10.1.2. The other nominations, if any, to these bodies shall be made by the General Secretary, CAIC and the Deputy General Secretaries, CAIC. The nominees shall be from among the student members of the CAIC General Body.

10.2. Nominees to other bodies

- 10.2.1. The nominees to other bodies - Training & Placement Unit, Computer Users' Committee, and Advisory Committee for Library shall be made by the General Secretary, CAIC and Deputy General Secretaries, CAIC, in consultation with the Executive Committee. The nominees may not be members of the CAIC. However, they shall be permanent invitees to the meeting of the CAIC.

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11. Amending and interpreting the Constitution

11.1. Amending the Constitution

- 11.1.1. The preamble and the provisions of Chapter I, II and XI are subject to amendments only on advice by the authorities of the Institute.
- 11.1.2. (a) Any part of the constitution except the parts specified in clause 11.1.1 can be amended.
(b) The proposed amendment shall be circulated at least seven working days in advance of the meeting called.
(c) The quorum for the meeting shall be two-thirds of the total membership of the General Body. In case of lack of quorum, the quorum for a second and subsequent meeting shall be one-half the total memberships.
(d) In order to get an amendment carried out, it would be necessary to obtain a simple majority of the members present and voting.
- 11.1.3. All amendments and additions to this Constitution shall remain invalid unless ratified by the Senate of the Institute.

11.2. Interpreting the Constitution

- 11.2.1. In the event of a dispute in the interpretation of the provisions of any article of the constitution, the interpretation given by the EC, CAIC, in consultation with Chairperson, General Body CAIC, will be final and binding on all.
- 11.2.2. The particular article of the constitution shall be recorded to remove the ambiguity in light of the interpretation.



12. Guidelines for Co-curricular Bodies

- 12.1. Each co-curricular body shall formulate its own constitution subject to the guidelines laid down in this section and those of the institute.
- 12.2. The constitution of the co-curricular body and any amendments to it shall be ratified by the CAIC Executive Committee for it to become operational.
- 12.3. The constitution of a co-curricular body shall have separate sections on the preamble, terms of reference, objectives, composition, hierarchy, the procedure for election/nomination of members to the various positions and grounds of their removal/disqualification, functions of the co-curricular body, responsibilities against each hierarchical position and rules for amending the constitution.
- 12.4. Institute rules shall apply to all levels of the team hierarchy. The bodies will be open to participation for all students of IIT Delhi. However, all office-bearers shall necessarily have a CGPA above 7.0 and should not be under any disciplinary action.
- 12.5. (a) The student head of the co-curricular body shall be termed the Overall Coordinator of the co-curricular body.
(b) No other titles other than that of Overall Coordinator can be used for designating the student head of a co-curricular body.
(c) There shall not be more than one student Overall Coordinator in a co-curricular body.
(d) The Overall coordinator of the co-curricular body shall be the nominee of that body to the CAIC general body.
- 12.6. There shall be a faculty-in-charge of a co-curricular body who shall be termed as the President of the co-curricular body.
- 12.7. The hierarchical structure of the co-curricular body shall be as follows:
 - (a) One faculty-in-charge termed as President of the co-curricular body
 - (b) One student head of the co-curricular body to be termed as the Overall Coordinator of the co-curricular body.
 - (c) A group of **coordinators (not exceeding 5)** to assist the core team and Overall Coordinator in achieving the objectives of the co-curricular body.
 - (d) A group of activity **executives (not exceeding 10)** to assist the coordinators in achieving the objectives of the co-curricular body
- 12.8. The total number of coordinators shall be fixed for a duration of 2 years and communicated to the EC.
- 12.9. A new co-curricular body can be formed by submitting a proposal for acceptance as an activity under CAIC to the EC through the General Secretary, CAIC or Deputy General Secretary (Co-Curricular and Outreach), CAIC. The necessary conditions for such a proposal to be considered by EC are:
 - (a) There should be a student who shall be the chief proposer and act as Overall Coordinator if the activity is granted by the EC.
 - (b) At least 25 students should support the proposal in writing



- 12.10. Any activity, upon being granted recognition, shall be reviewed every year by the EC for the first two years of operation and every alternate year thereafter. A co-curricular body that fails a review will have its recognition terminated.
- 12.11. (a) Before signing any document pertaining to external sponsorships, either in cash or in kind, the Overall Coordinator of the concerned co-curricular body shall communicate, in writing, all the details of the proposed sponsorships to the concerned President, General Secretary and Dean, Academics for approval.
(b) The approval or rejection shall be communicated to the concerned co-curricular body within two weeks of the receipt of such a request.



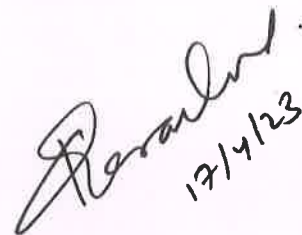
17-04-2023

General Secretary, CAIC
Sahil Chauhan



17/4/23

AD, ONI



17/4/23



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