

Constitution of the Board for Student Welfare

(as passed by the S.A.C. at its Meeting held on 13th February, 2013,
incorporating)

CHAPTER I

Terms of Reference and Objectives

TERMS OF REFERENCE

I-A-1

The Board for Student Welfare (hereinafter called the B.S.W.) is a constituent body of the Student Affairs Council (S.A.C.), as recognized under Article III-A-2 of the S.A.C. Constitution.

I-A-2

The B.S.W. shall be subject to all policies, rules and regulations which may be laid down from time to time by the S.A.C. and the authorities of the Institute.

OBJECTIVES

I-B-1

The B.S.W. shall provide financial aid to the needy students as per the rules decided by the B.S.W. from time to time.

I-B-2

The B.S.W. shall organize welfare activities from time to time and look into other aspects of student welfare.

CHAPTER II

Composition of the Board for Student Welfare and Tenure of Office Bearers

COMPOSITION

II-A-1

The Board will consist of:

- (i) President, B.S.W (Ex officio, Associate dean, Welfare)
- (ii) Vice- President, B.S.W
- (iii) General Secretary, B.S.W.
- (iv) Immediate past President, B.S.W. (Ex officio, if the incumbent is still

- a faculty member)
- (v) General Secretary, S.A.C. (Ex officio)
- (vi) Two elected representatives of each hostel (except Nalanda Hostel).
- (vii) Finance Secretary
- (viii) Public Relation Secretary
- (ix) Mentorship Committee (MRC)
- (x) Immediate past General Secretary, B.S.W. (Ex officio, if the incumbent is still a bona fide student of the Institute)
- (xi) Counsellor
- (xii) Advisers of S.C. /S. T. and foreign students

OFFICE BEARERS

II-B-1

The President or Vice President shall chair all the B.S.W. meetings.

II-B-2

The General Secretary shall generally be the Convener of the Board meetings.

TERM OF OFFICE

II-C-1

The term of office of all the elected student members shall normally be one academic year, expiring on the day the new Board is formed.

II-C-2

The term of office of vice president shall normally be 2 years.

II-C-3

The Board shall continue until the newly constituted Board takes over.

CHAPTER III

Constituent Bodies of the Board

III-A-1

The constituent bodies of the B.S.W. shall be the permanent committees and cells as recognized under Articles III-A-2.

III-A-2

- (i) Each permanent committee shall be a permanent body, which is assigned a particular sphere of activities as defined in its individual terms of reference vide Articles IV-B-1, IV-B-2, IV-B-3, IV-B-4.
- (ii) The permanent committees are:
 - (a) The Executive Committee
 - (b) The General Committee
 - (c) The Administrative Committee
 - (d) The Mentorship Committee (MRC)
- (iii) Each permanent committee shall be headed by the President/Vice-President, B.S.W, and the General Secretary.

CHAPTER IV

Functions and Working

THE BOARD FOR STUDENT WELFARE (B.S.W.)

IV-A-1

The B.S.W. shall frame policies regarding welfare activities and financial assistance to students.

IV-A-2

The B.S.W. shall consider and approve or reject the recommendations, financial and/or otherwise made by members and secretary.

IV-A-3

The Board shall be responsible for upholding the Constitution.

IV-A-4

The Board shall implement policies framed under Article IV-A-1 by allotting funds for different uses in a manner that is beneficial to the student community as a whole.

IV-A-5

The Board shall be responsible for the overall organization of all its events and welfare activities and shall set guidelines for the same.

IV-A-6

The Board should have at least two meetings every semester.

PERMANENT COMMITTEES

IV-B-1

THE EXECUTIVE COMMITTEE

The B.S.W. Executive Committee will consist of:

- (i) President, B.S.W.
- (ii) Vice-President, B.S.W
- (iii) Overall Coordinator, Mentorship Committee (MRC)
- (iv) General Secretary
- (v) Finance Secretary
- (vi) Public Relation Secretary

WORKING OF THE EXECUTIVE COMMITTEE

- (a) The Executive Committee shall co-ordinate all the activities of the board and review every activity of the board.
- (b) The Committee shall meet once every semester and evaluate the performance of the board in every sphere and come up with new ideas to promote genuine welfare.

IV-B-2

THE GENERAL COMMITTEE

The B.S.W General Committee will consist of:

- (i) President, B.S.W.
- (ii) Vice-President, B.S.W
- (iii) General Secretary
- (iv) Finance Secretary
- (v) Public Relation Secretary
- (vi) Mentorship Secretary
- (vii) Two Student representative from every hostel, stated in II-A-1-(vi).

WORKING OF GENERAL COMMITTEE

- (a) The General committee shall discuss on events proposed and different issues of the student community.
- (b) The President/ Vice President & General Secretary shall take feedbacks, suggestions from the Secretaries and representatives and include them in the working of the board.

IV-B-3

THE ADMINISTRATIVE COMMITTEE

The B.S.W Administrative Committee will consist of:

- (i) President, B.S.W.
- (ii) Vice-President, B.S.W
- (iii) General Secretary
- (iv) Immediate past General Secretary, B.S.W. (as in II-A-1-(x))
- (v) General Secretary S.A.C, (as in II-A-1-(v))
- (vi) The immediate past President, B.S.W (as in II-A-1-(iv))

WORKING OF THE ADMINISTRATIVE COMMITTEE

- (a) The Administrative Committee shall address any complaints against the board or any of its members, secretaries or General Secretary.
- (b) The Committee shall help/ give suggestions to the Vice President, B.S.W in framing the point policy of the board.
- (c) Any member of the committee can request a meeting as and when required.

IV-B-4

THE MENTORSHIP COMMITTEE & ITS WORKING

- (i) The Committee shall implement and run the Student Mentorship Program (SMP) of the Institute, as approved by SAC.
- (ii) The Committee's and its constituents' functions shall be as per those laid down in Annexure – 1 i.e. the Constitution of the Student Mentorship Program, as approved by SAC and BSW.

CHAPTER V

Meeting Procedures

THE GENERAL COMMITTEE

V-A-1

The General Committee shall meet as often as necessary but at least once a semester.

V-A-2

- (i) The meetings shall normally be convened by the General Secretary in consultation with the Vice-President, B.S.W.
- (ii) The Vice-President, B.S.W. may convene a regular meeting of the Board, if the General Secretary is absent from the Institute for a period exceeding thirty days.
- (iii) The Vice-President, B.S.W. or General Secretary may also convene an emergency meeting of the Board after intimating to others of this intention to call such a meeting.

V-A-3

A meeting of the Board may also be requisitioned if at least one-third of the members so indicate in writing and submit the necessary agenda. Notice for such a meeting shall be given by the General Secretary within a period of four Institute days (as defined in Article V-A-3 of the S.A.C. Constitution) of his receiving the requisition notice, and then the meeting shall be held within five Institute days of the issue of the notice, provided no regular meeting is scheduled within that period. The item or items for which the meeting was requisitioned will be taken up before any other items, in case the matter is referred to a regular meeting.

V-A-4

A written notice along with the agenda shall be circulated amongst the members at least forty eight hours before a meeting. For emergency meetings the circulation of agenda is not necessary; a simple notice indicating the time and venue shall suffice.

V-A-5

The quorum for a meeting shall be one-half of the total membership. If a meeting cannot be held due to lack of quorum, another meeting shall be called within a week to discuss the same agenda. The quorum for such a meeting shall be one-third of the total membership.

V-A-6

- (i) In the absence of the Vice president. If the vice president is not available and the General Secretary is satisfied that their absence is coincidental, then the General Secretary may himself chair the meeting or convene another meeting within one week if it is urgent.
- (ii) If Vice-president, B.S.W, and the General Secretary are all absent, the meeting shall not be held.

V-A-7

- (i) The Board shall attempt to take decisions by consensus. A simple

majority of the Board membership present shall, however, suffice for a motion to be carried except where indicated otherwise.

- (ii) A secret ballot may be held on any issue either at the request of a member, or at the discretion of the chair.

V-A-8

- (i) The agenda for a meeting shall be prepared by the General Secretary in consultation with the Executive Committee, B.S.W.
- (ii) Any item which has not been circulated in advance amongst the members as per Article V-A-4 may be included in the agenda for the meeting with the permission of the chair, if such a provision has been made in the circulated agenda. Such a provision shall always be made in the case of a regular meeting. The provisions of this sub-clause shall not be valid if the meeting is chaired by the General Secretary.

V-A-9

The minutes of the meetings of the Board shall be prepared by the General Secretary, or the nominated Secretary for that meeting, who shall circulate them to each member of the Board under his signature within two weeks of the meeting. After the minutes are confirmed in the following meeting, they shall be filed in the minute book under the signatures of the General Secretary and the Vice President, B.S.W. The Vice President, B.S.W. shall ensure the safe custody of this minute book.

V-A-10

Items from the minutes requiring approval by the S.A.C. shall be sent to the S.A.C. for inclusion in their agenda.

V-A-11

If a student member fails to attend two consecutive meetings of the Board (including those which could not be convened for lack of quorum) without leave of absence from the President, B S. W, Vice President, B.S.W or the General Secretary, he shall cease to be a member of the Board. The General Secretary shall obtain leave of absence from the President, B.S.W. The names of members absent after obtaining due permission will be announced and recorded at the meeting. Any vacancy arising out of the application of this clause shall be filled within fifteen Institute days.

V-A-12

The President, B.S.W, Vice President and the General Secretary (in consultation with the President, B.S.W.) may invite nonmembers to a meeting of the Board. These invitees shall not have any voting right.

V -A-13

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

THE EXECUTIVE COMMITTEE

V-B-1

The agenda for the Executive Committee meetings shall be prepared by the General Secretary in consultation with the President, B.S.W, and Vice President and circulated well in advance to the concerned members.

V-B-2

The Executive Committee shall meet as often as is necessary and at least twice in a semester. The General Secretary in consultation with the President, B.S.W and Vice President, B.S.W shall convene the meetings of the Committee.

V-B-3

The President, B.S.W or Vice President, B.S.W may convene emergency meetings of the Executive Committee by notifying his/her intention to the General Secretary.

V-B-4

The formal minutes of the meetings shall be prepared and circulated to the members by the General Secretary. After approval in the next meeting, the minutes shall be filed under the signatures of the President, B.S.W or Vice President, B.S.W and the General Secretary.

V-B-5

There shall be no quorum requirements for the meetings.

THE ADMINISTRATIVE COMMITTEE

V-C-1

The agenda for the Administrative Committee meeting shall be prepared by the General Secretary in consultation with the President/ Vice- President, B.S.W and the member who has called the meeting.

V-C-2

The Administrative Committee shall meet only when required.

V-C-3

The General Secretary shall minute the meeting and make sure that the decisions made by the committee are followed.

MENTORSHIP COMMITTEE

V-D-1

The Committee shall meet as per rules laid down in Annexure-1 Constitution of the Student Mentorship Program, as approved by SAC and BSW.

CHAPTER VI **Responsibilities vis-à-vis the Board**

PRESIDENT, B.S.W.

VI-A-1

The President shall advise the Vice President in any matters he/she requires help.

VI-A-2

The President, B.S.W. shall communicate the opinion of the Board to the Student Affairs Council and the authorities of the Institute.

VI-A-3

It shall be the responsibility of the President, B.S.W. to obtain the necessary approval from the Director of the recommendations of the Board on the grant of scholarships or loans to the students from the funds administrated by the Board.

VI-A-4

The President BSW shall scrutinize all the applications for the financial assistance forwarded by the finance secretary and sanction loans/ grants accordingly.

VI-A-5

The President, B.S.W. shall ensure that proper accounts of the funds of the Board are maintained and that the money is disbursed to the students in time as decided by the Board. He/she shall also keep a watch over the recovery of loans in consultation with the President and Secretary of the Financial.

VI-A-6

In case of emergency, President, B.S.W. may sanction short-term recoverable loan up to the maximum limit as prescribed by B.S.W. from time to time.

VI-A-7

The President, B.S.W will act as the head of the counselling cell and monitor the developments in the same for the student community. The President B.S.W should look after the accounts and functioning of the Student Cooperative society (SCOOPs) running under the B.S.W

VI-A-8

The President, B.S.W will act as the Vice-Chairman of Student Teacher Interaction Committee (STIC) to promote healthy student teacher relations

VICE PRESIDENT, B.S.W.

VI-B-1

The Vice President, B.S.W. shall chair the meetings of the Board.

VI-B-2

The Vice President, B.S.W., shall act on behalf of the Board in an emergency as well as on routine matters for which the policy has already been laid down. The Board shall, however, be informed about any decisions taken on these matters.

VI-B-3

The Vice President, B.S.W. shall ensure implementation of all the decisions of the Board on matters within its purview.

VI-B-4

The Vice President, B.S.W. shall request the Departments, Units, Sections etc. to employ the needy students and shall conduct all official correspondence on behalf of the Board.

VI-B-4

In the event of a tie in any vote (except an election ballot) the Vice President, B.S.W. shall vote to break the tie.

VI-B-5

The Vice President, B.S.W. shall be the Returning Officer for all elected positions under this Constitution, and shall ensure that the elections are held in accordance with the time schedule intimated by the Dean of Students and the procedures laid down in this Constitution.

VI-B-6

The Vice President, B.S.W. shall keep the Board informed of any developments of interest to it.

VI-B-7

He/She will look after all the bookings required for all the B.S.W activities.

GENERAL SECRETARY

VI-C-1

The General Secretary shall be the Convener-Secretary of the Board.

VI-C-2

The General Secretary shall be responsible for taking the necessary measures to obtain the formal approval of the S.A.C. to all amendments of this Constitution approved by the Board as per the procedure given in Chapter VIII.

VI-C-3

The General Secretary shall be the chief student representative of the Board. He shall be answerable to the Board for any views that he might express on its behalf. He shall report to the Board on the follow-up action taken on Board decisions.

VI-C-4

The General Secretary shall report to the Board any violations of this Constitution within his knowledge, which may have occurred inadvertently or for reasons beyond his control. The nature of the violation along with an explanation of its occurrence must be recorded in the minutes of the meeting in which it is reported to the Board.

VI-C-5

The General Secretary shall, co-ordinate the activities of the Secretaries of

the permanent committees and shall advise them wherever necessary on all problems which may arise or are brought to his notice.

VI-C-6

The General Secretary shall prepare the annual report of the B.S.W. and present it at the Prize Distribution function. He will record the minutes or the Board and Executive committee meetings and file them in the minute book after confirmation.

VI-C-7

He/She should look after the accounts and functioning of the Student Cooperative society (SCOOPS) running under the B.S.W.

FINANCE SECRETARY

VI-D-1

The secretary shall help the President, B.S.W to look after all aspects of financial aid, recoverable and non-recoverable, out of the B.S.W. funds, and its payment and recovery.

VI-D-2

The secretary shall normally invite applications for financial assistance at the beginning of each semester from the bona fide students and forward it to the President, B.S.W. after proper scrutiny of all sources of income of the student, including scholarship and the liabilities of the student while considering the case.

Vi

VI-D-3

The secretary assists the deserving and bona fide students in securing summer/winter jobs during vacations as well as identifying part-time jobs throughout the year.

VI-D-4

The secretary shall monitor the performance of the students who take up summer/winter or part-time jobs.

VI-D-6

The Finance Secretary shall be responsible for maintaining the accounts

of the stock held by the B.S.W. for all its activities as well as for the consumption of stationery.

PUBLIC RELATION SECRETARY

VI-E-1

The secretary shall assess and evaluate new schemes which may be introduced for the benefit of the student community. He/She may operate these schemes as a permanent activity of the board, if needed, after approval from the B.S.W., such as procurement and distribution of the registers.

VI-E-2

The secretary may organize special activities such as charity shows, donation drives, etc. for making additional funds available for student welfare.

VI-E-3

The secretary shall have liaison with the counseling unit, and render its services as and when desired for the benefit of the student community.

VI-E-4

The secretary shall handle all aspects of publicity for the permanent committees and the B.S. W.

VI-E-5

The secretary, in consultation with the President, B.S.W., and the General Secretary, B.S.W., will bring out an annual report of all activities of the Board.

VI-E-6

The secretary shall conduct various surveys in the student community to get a better understanding of the student needs. He/She will report the result of the surveys to the executive committee.

MENTORSHIP SECRETARY

VI-F-1

The Secretary's responsibilities shall be as per rules laid down in Annexure-1 which is the Constitution of the Student Mentorship Program, as approved by SAC and BSW.

CHAPTER VII

Nominations and Elections

NOMINATION TO THE BOARD

VII-A-1

The President, B.S. W. will be appointed by the Director from amongst the members of the academic staff.

VII-A-2

The Vice-President, B.S.W will be appointed by the Director.

VII-A-3

The members of Mentorship Committee (MRC) and the Mentorship Secretary shall be selected/nominated as per rules laid down in Annexure-1 i.e. the Constitution of the Student Mentorship Program, as approved by SAC and BSW.

ELECTION TO THE BOARD

VII-B-1

- (i) Two B.S. W. representatives shall be elected by the student residents of each hostel from amongst themselves.
- (ii) Outgoing students as defined under Article VII-B-1 (iv) of the S.A.C. Constitution will not eligible to contest for the post of Hostel Representative.

VII-B-2

- (i) The General Secretary will be elected from amongst the hostel representatives, or from those students who have served as a part of a B.S.W. in the past for a minimum of one semester, provided he is still a resident of any of the hostels. A waiver candidate may be considered if in interest of the President of the board, provided that the candidate is still a resident of any of the hostels
- (ii) Apart from the above, the candidate for General Secretary should fulfill all the criteria laid down for the post of General Secretary,

S.A.C. in the S.A.C. Constitution.

- (iii) The students who are in the S.R.C. shall not be allowed to contest for any post.

VII-B-3

- (i) The Finance and Public Relations Secretaries shall normally be elected from amongst the elected hostel representatives who have served on the Board or any of its committees in the past for a minimum of one semester. However, in exceptional cases other senior students, those who have spent at least three semesters in the institute, and are known for their participation and interest in BSW can also be considered for the post of Secretary. Nomination committee consisting of President, BSW; Vice President, BSW and General Secretary, BSA must consider the waiver application and may nominate at the maximum one such candidate per Club.
- (ii) The same person may not hold the post of two Secretaries.

VII-B-4

The newly elected Hostel Representatives to the Board and the Hostel Representatives, the Outgoing Secretaries & General Secretary of the outgoing Board shall form the Electoral College for the posts of General Secretary and Secretary of a permanent committee.

VII-B-5

- (i) All elected members of the Board are eligible to become members of the permanent committees. However, a person shall not be a member of more than two permanent committees.

VII-B-6

- (i) The elected candidates for the post of General Secretary and Secretary of a permanent committee must secure an overall majority of the votes polled. In case no candidate receives such a majority, a re-election shall be conducted at the same meeting between the two candidates securing the largest number of votes. In the event of a tie at any stage of the election, a chance mechanism shall be adopted to break the tie.

REMOVAL OF AN OFFICE BEARER

VII-C-1

- (i) The General Secretary and the Secretary of a permanent committee may be removed from office by a vote of no-confidence. Such a motion will be considered only if at least one-third of the electoral college as specified in Article VII-B-4 petition for it in writing, and the motion will be carried if supported by at least two-thirds of the electoral college.
- (ii) The electorate has the right to remove the General Secretary or the Secretary of any permanent committee from office only once during the session.
- (iii) A vacancy in the post of General Secretary or Secretary of a permanent committee or Hostel Representative due to any reason shall be filled by the same procedure by which the original incumbent was elected. The election for filling a vacancy shall be held within fifteen days of its occurrence.
- (iv) A member of the Board whose seat has fallen vacant is ineligible for membership of the Board for the rest of the academic session.

ELECTION DISPUTES

VII-D-1

Any election dispute may be referred to the Dean of Students who shall give a ruling on the case in consultation with the President, B.S. W., the General Secretary, S.A.C., and the General Secretary, B.S. W. There shall be no appeal against this ruling.

CHAPTER VIII Amendments to the Constitution

VIII-A-1

- (i) Any part of this Constitution except Chapter I and Chapter VIII may be amended by the B.S.W.
- (ii) The proposed amendment should have been circulated amongst the members at least one week before the meeting at which it is to be considered.
- (iii) The quorum for a meeting called to consider an amendment will be two-thirds of the Board members. In case the quorum is not fulfilled, the quorum for the second and subsequent meetings called to consider the same amendment shall be one-half of the Board membership.
- (iv) In order for an amendment to be carried, it shall be necessary to obtain a favourable vote of at least two-thirds of the members present at the meeting when the amendment is considered.

VIII-A-2

All amendments and additions to this Constitution shall remain invalid unless ratified by the Student Affairs Council.

VIII-A-3

Chapters I and VIII may be amended by the Student Affairs Council.

VIII-A-4

In case of dispute in the interpretation of an Article or Articles of the Constitution, the matter will be referred to a Committee consisting of the President, B.S.W., the General Secretary, B.S.W. and the General Secretary, S.A.C. This Committee shall give its recommendations to the Dean of Students whose decision will be final and binding. The committee shall also recommend to the B.S.W. any amendments which may be required to avoid a similar dispute arising in future.

ANNEXURE-1

CONSTITUTION OF THE STUDENT MENTORSHIP PROGRAM (SMP)

I. TERMS OF REFERENCE AND OBJECTIVES

TERMS OF REFERENCE

I-A-1

The Student Mentorship Program (hereinafter called SMP) is a program under the aegis of the Board for Student Welfare (B.S.W) implemented and ran by the Mentorship Committee as defined in article IV-B-4 of the B.S.W constitution.

OBJECTIVES

I-B-1

The SMP shall function with the following objectives:

- (i) To assist incoming first year undergraduate students in adjusting with the academic and social environment of IIT Delhi.
- (ii) To identify major issues and problems faced by undergraduates during their stay at IIT Delhi, and work proactively in coming up with ways of solving those.

II. STRUCTURE OF THE SMP

COMPOSITION

II-A-1

The SMP shall be composed of:

- (i) Associate Dean, Student Welfare (Ex officio)
- (ii) Vice-President, B.S.W (Ex officio)
- (iii) Head, Student Counselling Services (Ex officio)
- (iv) Immediate past Faculty Coordinator (Ex officio, if the incumbent is still a faculty member)
- (v) Members of the Mentorship Committee (hereinafter called MRC)
- (vi) The Mentorship Secretary
- (vii) Mentors

II-A-2

The MRC shall consist of:

- (i) Faculty Coordinator
- (ii) Overall Coordinator
- (iii) A team of four or five Coordinators

II-A-3

Each mentor will be assigned a group of up to 10 first year undergraduate students as per the procedure mentioned in Article V-F-1 and V-F-2. A first year undergraduate student shall be referred to as a **mentee** hereinafter.

II-A-4

A separate committee, called the Mentorship Review Committee (hereinafter called MRRC), shall comprise of the following:

- (i) President, B.S.W
- (ii) Vice President, B.S.W
- (iii) Mentorship Committee (MRC)

TERM OF OFFICE

II-B-1

- (i) The term of Faculty Coordinator, MRC shall be 3 years.
- (ii) The term of members as per Article II-A-1 (v), II-A-2 (ii) and (iii) shall be one year, expiring at the end of the academic year.
- (iii) The term of members as per Article II-A-1 (vii) shall officially be one year. However, the member should continue performing the duties as listed in Article IV-E-1 till he/she is a student of IIT Delhi.

III. FUNCTIONS AND WORKINGS

SMP

III-A-1

The SMP shall be responsible for upholding the constitution.

III-A-2

The SMP shall be responsible for conducting a set of Mandatory Activities, as defined in Article III-A-3 and Other Activities, as defined in Article III-A-4.

III-A-3

- (i) Mandatory Activities contains all those activities that the incoming SMP team shall implicitly agree to organize upon its formation. These include:
 - a) Organizing the Mentor Orientation
 - b) Reaching out to newly admitted students with contact details of their mentors before the start of the academic session.
 - c) Year-long Mentoring
 - d) Selection of the student members of the SMP mentioned in Article II-A-1
 - e) Performance monitoring as elaborated in Chapter VI

- (ii) In case the MRC deems it necessary to remove or add to any of the Mandatory Activities as mentioned in Article III-A-3 (i), the constitution shall be required to be amended first. This shall have to be done as per the procedure stated in Chapter VII.

III-A-4

Other Activities shall contain all those activities and programs that the MRC might deem necessary in achieving the objectives set in Article I-B-1. These may include activities and programs such as Language and Computer Classes, Mentee Orientation, Academic Mentorship, Career Counselling, Lectures, online outreach activities etc.

MRC

III-B-1

The MRC will act as the main policy making and executive body for the Student Mentorship Program.

III-B-2

The MRC shall be responsible for selecting the new batch of mentors and the mentorship secretary.

III-B-3

The MRC shall devise and carry out programs and events that aid in

achieving the objectives set in Article I-B-1. It shall also be responsible for finalising the set of activities and programs coming under Other Activities as defined in Article III-A-4. This shall have to be done two weeks into the odd semester.

III-B-4

The MRC shall be responsible for evaluation and appraisal of the performance of mentors and the mentorship secretary during the course of their tenure.

III-B-5

- (i) The MRC shall meet whenever necessary and at-least twice a semester.
- (ii) The MRC shall present a review of its activities to all faculty members of the SMP at-least once a semester.
- (iii) The MRC shall meet the mentors and their allotted mentees at-least once a semester to regulate the mentoring process.
- (iv) The MRRC shall meet once a semester to discuss various aspects of the program and review the progress.

IV. RESPONSIBILITIES VIS-À-VIS THE PROGRAM

FACULTY COORDINATOR, MRC

IV-A-1

The Faculty Coordinator shall oversee all activities of the SMP and guide the student members of the SMP for smooth functioning of the program.

OVERALL COORDINATOR, MRC

IV-B-1

The Overall Coordinator, MRC will act as the point of contact between the MRC and other heads such as the Director, DoS, Deans, Head (SCS), Presidents of all boards etc.

IV-B-2

The Overall Coordinator, MRC shall be responsible for the overall functioning of the SMP.

IV-B-3

The Overall Coordinator shall convene all meetings mentioned in Article III-B-5.

IV-B-4

All other responsibilities are same as that of a Coordinator, MRC, as mentioned in Articles IV-C-1 to IV-C-3.

COORDINATOR, MRC

IV-C-1

The Coordinator, MRC shall be responsible for carrying out the functions and workings of the MRC as described in Articles III-B-1 to III-B-5.

IV-C-2

The Coordinator, MRC shall be responsible for ensuring his/her presence in various Board meetings in which it has non-voting representation.

IV-C-3

The Coordinator, MRC shall be responsible for ensuring the Mentorship Secretary and the Mentors are discharging their responsibilities as mentioned in the constitution.

MENTORSHIP SECRETARY

IV-D-1

The Mentorship Secretary shall act as the point of contact between the Board of Student Welfare and the MRC.

IV-D-2

The Mentorship Secretary shall carry out all responsibilities given by the MRC which aid in the smooth functioning of an SMP activity.

MENTOR

IV-E-1

The Mentor shall be responsible for the following:

- (i) Before Mentee Orientation
 - a) To provide accurate contact details to the MRC throughout their term.
 - b) To address any communication initiated by his/her mentee.
- (ii) During Mentee Orientation
 - a) Welcoming the first year students in their orientation week.
 - b) Holding talks, meetings with the first year students to introduce them to the IITD system – academic, co-curricular, extra-curricular and sports activities.
- (iii) Initial 2 weeks
 - a) Ward them against the prevalent misconceptions/notions.
 - b) Ensuring the comfort of the incoming students and that no first year student is put through any kind of stressful interaction with the seniors.
 - c) General tips to adjust to the rigors of IIT system.
- (iv) Exam period (pre and post Minor (I & II) week, pre major week)
 - a) General guidelines to prepare for exams.

- b) Monitoring the performance along with the course advisor and provide proper counselling; followed by interaction with respective course Instructors.
- c) Submission of a report assisted with an objective feedback form by each mentor of the performance of students under his supervision.

(v) Through the semester

- a) Assisting the MRC in organizing events and programs.
- b) Holding talks, meetings with the first year students regularly to discuss their problems or share their success
- c) Ensuring that their interaction with seniors/hostel in general is pleasant and does not get intimidating – giving mentors the power to approach concerned anti-ragging bodies.
- d) Regular interaction with course advisors and hostel wardens.
- e) Help students with personal problems – can advise/arrange to take help from the IIT counsellor if need be.

V. SELECTION TO THE SMP

FACULTY COORDINATOR, MRC

V-A-1

The Faculty Coordinator, MRC shall be appointed by the Director in consultation with Dean of Students, Associate Dean of Student Welfare, Vice-President (B.S.W), and the MRC.

COORDINATOR, MRC

V-B-1

The incoming MRC coordinators shall be selected based on a written application and interview process conducted by the outgoing MRC team.

V-B-2

Only 3rd year B.Tech and 3rd or 4th year Integrated M.Tech or Dual Degree students shall be eligible to apply for the position of Coordinator, MRC.

V-B-3

Selection shall be based on merit alone and the parameters for evaluation will be decided by the outgoing MRC team. A team of five or six shall be selected, the exact number depending on the quality of candidates.

V-B-4

The selection process should be held after the student elections according to a schedule that leaves sufficient time for the selections of the Mentorship

Secretary and the mentors and also for mentor and mentee orientation preparations.

OVERALL COORDINATOR, MRC

V-C-1

Among the five or six students selected for the incoming MRC team, one shall be nominated by the outgoing MRC team to be the Overall Coordinator of the incoming MRC team and in effect the SMP.

MENTORSHIP SECRETORY

V-D-1

The incoming Mentorship Secretary shall be selected based on a written application and interview process conducted by the incoming MRC team. The incoming MRC team may take the assistance of the outgoing MRC team in conducting the interviews if it so deems necessary.

V-D-2

Only 2nd year B.Tech, Integrated M.Tech or Dual Degree students shall be eligible to apply for the position of Mentorship Secretary.

V-D-3

The selection of the Mentorship Secretary should be conducted after the incoming MRC team has been appointed but before the selection of the Mentors.

If the incoming MRC is unable to reach a decision regarding the selection of the Mentorship Secretary, the power of decision shall go to the outgoing MRC.

MENTOR

V-E-1

The Mentors shall be selected based on a written application and interview process conducted by the incoming MRC team. The incoming MRC team may take the assistance of the outgoing MRC team in conducting the interviews if it so deems necessary. The interview panel should consist at all times a minimum of two MRC members.

V-E-2

Nominations from Course advisors and responsible senior students can also be accepted.

V-E-3

The applicant for the position of Mentor should have completed a year in IIT Delhi as a B. Tech, Integrated M.Tech or Dual degree student. The

selection criteria shall be decided by the MRC team and will be based on merit as well as requirement.

ALLOCATION OF MENTEES

V-F-1

The allocation of mentees to the selected mentors shall be done by the MRC.

V-F-2

The allotment should be done keeping in mind that the mentors should preferably be of the same department and hostel as the mentees, however, cross-hostel or cross-department mentors can be allocated in exceptional cases.

REMOVAL FROM THE SMP

V-G-1

Any student member of the MRC can be subject to removal if found in violation of the SMP constitution on more than two occasions. The removal process can be initiated only by the faculty members of the SMP and only after the member concerned has been made aware of his/her violation and warned against repeating it at least twice. The process of re-selection, if deemed necessary by the faculty members of SMP, will be carried out by the remaining MRC team and the old MRC team (if possible) and will follow a procedure similar to that mentioned in Articles V-B-1 to V-B-4. Data of previous selection process can and should be used to simplify the process.

V-G-2

In case the Overall Coordinator, MRC has been removed, a new Overall Coordinator will be selected from the remaining Coordinators of the MRC.

V-G-3

The Mentorship Secretary or any Mentor can be removed by the MRC in cases of failure in discharging the duties set by the constitution or misusing the power endowed by the constitution. The removal process should be initiated only after an initial warning. The re-selection of the Mentorship Secretary and mentor (if required) should be carried out using the data of the previous selection process.

VI. PERFORMANCE MONITORING PROCEDURES

MENTOR EVALUATION

VI-A-1

The MRC shall monitor the performances of all Mentors during their tenure. This shall be done as per the following procedure:

- (i) In the initial phase (first two weeks and the orientation week), the MRC shall convene on a weekly basis to ensure that everything is going as per schedule.
- (ii) The Mentors shall be required to make reports on their mentees after completion of the first minor. Once completed, the MRC shall meet at the following times:
 - a. For review of reports submitted by the Mentors.
 - b. Mid semester informal meeting to follow up on the actions taken on the reports.
- (iii) Mid-term feedback will be taken from the Mentees by the MRC to assess the work being done by the mentors.
- (iv) Feedback from the course advisor shall also be taken into account.

VII. AMENDING THE CONSTITUTION

VII-A-1

- (i) Any article in the SMP constitution can be amended.
- (ii) Only a member of the existing MRC or the immediate past MRC can propose a change.
- (iii) Any proposed change shall need to be brought to the notice of the Overall Coordinator, MRC, who shall then convene a meeting between the current and the immediate past MRC to discuss the change. The minutes of the meeting shall be circulated by the Overall Coordinator.
- (iv) In order for an amendment to be carried, it shall be necessary to obtain a favourable vote of at least three-fourths of the current and the immediate past MRC. It will be the responsibility of the Overall Coordinator to ensure that the vote of all members is taken into consideration in a fair manner.

VII-A-2

In the event of a dispute regarding the interpretation of any article of this Constitution, the matter shall be referred to a Committee consisting of the Dean of Students, the President, B.S.W. and the MRC team. The decision of this committee shall be final and binding on all concerned. The committee shall also recommend to the MRC any amendments which may be required to avoid a similar dispute arising in future