



## INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No.IIT/Acad/B/320/2017/39

Date: 20<sup>th</sup> April 2017

The undersigned is to convey that the Senate at its 320<sup>th</sup> meeting held on 09<sup>th</sup> March 2017 approved the guidelines for constitution of Students Council and Students Representative in the Senate as follows:

1. *Every Department/Centre/School will elect one student representative in each category as follows:*

- a. UG REPRESENTATIVE - To be elected from 3<sup>rd</sup> / 4<sup>th</sup> / 5<sup>th</sup> year undergraduate (B.Tech/B.Arch/Integrated MSc or 2<sup>nd</sup> year of 2-year MSc) students.
- b. PG REPRESENTATIVE – To be elected from 2<sup>nd</sup> year M.Tech/MCP/MBA/MHRM/LLM students / 5<sup>th</sup> year Dual Degree students, 2<sup>nd</sup> / 3<sup>rd</sup> year LLB/MMST students or a senior MS student who has completed all course work and has given Registration Seminar.
- c. RESEARCH SCHOLAR REPRESENTATIVE – A Research Scholar to be elected who has completed all course work, Comprehensive Viva and completed Registration but not submitted Synopsis.
- d. WOMAN REPRESENTATIVE – Any reasonably senior woman student to be elected.

*These students will be elected by a process arranged by the Head of Department/Centre/School in consultation with the faculty and students. The elected students should have a reasonably good academic record (CGPA not less than 7.0 where applicable) and no disciplinary proceedings or action pending or taken against them.*

2. (a) *The set of UG Representatives will form the UG Student Council which will be headed by Dean, UGS as Chairperson. One among the UG Representatives will be elected by the Council as Vice Chairperson. The Vice Chairperson will be the UG Representative to the Senate.*

(b) *The set of PG Representatives will form the PG Student Council which will be headed by Dean, PGS&R as Chairperson. One among the PG Representatives will be elected by the Council as Vice Chairperson. The Vice Chairperson will be the PG Representative to the Senate.*

(c) *The set of Research Scholar Representatives will form the Research Scholars' Council which will be headed by Dean, PGS&R as Chairperson. One among the RS Representatives will be elected by the Council as Vice Chairperson. The Vice Chairperson will be the RS Representative to the Senate.*

(d) *The set of Women Representatives will form the Women Student Council which will be headed by a woman Dean or woman Associate Dean or a senior woman faculty as Chairperson. One among the Women Representatives will be elected by the Council as Vice Chairperson. The Vice Chairperson will be the Woman Representative to the Senate.*

*HMC Website -  
Lis 24/4/17*

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**The Councils shall meet at regular intervals (at least once every semester) to discuss issues related to academics and research. The term of every student member of these Councils shall be for a period of one year starting from July 01 to June 30 of the following year. The process of election will be completed by the second week of April every year. The names of Departmental Representatives to be sent to Director by March 31<sup>st</sup> every year.**

This procedure of selection of students representatives in the Senate will replace the existing procedure from next Academic Year i.e. 2017-2018. However, Vice-President of Technology Students' Gymkhana will remain as a member in Senate as per existing procedure.

Deputy Registrar (Academic)

To  
All Heads of the Department/Centre/Schools

Copy to:

1. All Deans
2. Chairman, ERP
3. Chairman, HMC
4. President, TSG
5. Vice-President, TSG
6. Assistant Registrar (UGS)
7. Secretary to Director
8. Secretary Dy. Director's Office
9. Secretary Registrar's Office
10. Superintendent Postgraduate Studies

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