

**ACADEMIC COUNCIL**

Indian Institute of Technology Bombay

Constitution of Department Student Council

(July 2026)

Article 1 — Preamble

We, the students of the academic departments, centres and schools offering degree programmes at the Indian Institute of Technology Bombay, in order to ensure effective, transparent, and equitable student representation in departmental affairs, hereby establish this Constitution for Department Student Councils.

This Constitution aims to formalize student representation within departments, strengthen communication between students, faculty and Institute authorities, and create a structured mechanism for addressing academic and administrative concerns within departments.

The Department Student Councils shall function as an extension of the Student Gymkhana Constitution and operate within the institutional framework of IIT Bombay, subject to the statutes and ordinances of the Institute and the authority of the Senate.

Article 2 — Definitions

For the purposes of this Constitution:

2.1 Bonafide Student

A bonafide student is a student having a valid roll number and currently registered in a degree programme of the Institute during the semester under consideration.

2.2 Department

Any academic unit such as a department, centre or school of IIT Bombay offering academic degree programmes.

2.3 Head of Department (HoD)

A faculty member appointed by the Institute to administer the academic and administrative functioning of an academic unit. The HoD shall act as the supervising authority for the Department Council.

2.4 Department General Body (DGB)

The body comprises all bonafide students enrolled in the academic unit.

2.5 Department Council

The executive body of elected and nominated student representatives responsible for the functioning of the Department Student Council.

2.6 Department General Secretary (DGSec)

The chief elected representative of the department student body.

2.7 DPGC, DUGC and Equivalent Academic Committees

The Department Postgraduate Committee and Department Undergraduate Committee responsible for academic matters within the department.

2.8 D-ADAC

Department Academic Disciplinary Action Committee responsible for disciplinary matters pertaining to academic conduct.

Article 3 — Nature and Jurisdiction

3.1 The Department Student Council shall function as a recognized student governance body under the Student Gymkhana of IIT Bombay.

3.2 This Constitution shall govern student representation in all academic departments and centres offering degree programmes.

3.3 The Department General Body shall be sovereign in matters concerning student representation within the department.

3.4 The Department Council shall act as the executive body of the Department General Body.

3.5 This Constitution shall not override the authority of the Senate, Institute Academic Council, or Institute statutes and ordinances in academic matters.

3.6 The Department Council may propose recommendations and resolutions related to departmental matters but shall not frame academic regulations or create new positions.

Article 4 — Department General Body

4.1 Composition

The Department General Body shall consist of all bonafide students enrolled in the department.

4.2 Functions

The Department General Body shall:

1. Provide a forum for discussion of departmental issues involving students.
 2. Question and review the functioning of the Department Council.
 3. Approve or reject proposals placed before it by the Department Council.
 4. Initiate impeachment proceedings against Council members.
 5. Request responses from departmental authorities on matters involving students.
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4.3 General Body Meetings (GBM)

1. At least one General Body Meeting shall be held every semester. All GBMs shall be conducted offline.
 2. The Department General Secretary shall convene the meeting in consultation with the HoD.
 3. The quorum for a General Body Meeting shall be 33% of the department's total student strength. In the absence of a quorum, the meeting may be reconvened after 30 minutes, and proceedings may take place without a quorum.
 4. The agenda must be communicated to all members at least two weeks in advance.
 5. Decisions shall normally be taken by a simple majority among those present, unless specified otherwise.
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4.4 Extraordinary General Body Meeting (EGBM)

1. An Extraordinary General Body Meeting may be called by:
 - (a) By the Department Council, whenever deemed necessary; or
 - (b) Upon a written request signed by at least one-fifth of the Department General Body.
 2. The agenda must be communicated to all members at least one week in advance.
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Article 5 — Department Council

5.1 Structure

The Department Council shall consist of the following members.

Common eligibility rule: Students with $CPI \geq 7$ with at most one active backlog are eligible. Students with $CPI < 7$ and no active backlogs are eligible. Students with any record of disciplinary action or any non-academic fines ever imposed are not eligible to apply for any position. Gymkhana rules apply.

Mode of Selection	Position	Eligibility
Head of the Department Student Council (Elected)	Department General Secretary [1]	<ul style="list-style-type: none"> • UG completing at least 5 semesters • PG completing at least 1 semester
Nominated Members	UG Representative [1] or PG Representative [1]	<ul style="list-style-type: none"> • UG completing at least 5 semesters • PG completing at least 1 semester
	Academic Secretary [1]	<ul style="list-style-type: none"> • UG completing at least 3 semesters • PG completing at least 1 semester
	Industrial Outreach Secretary [1]	<ul style="list-style-type: none"> • UG completing at least 3 semesters • PG completing at least 1 semester
	Events Secretary [1]	<ul style="list-style-type: none"> • UG completing at least 3 semesters • PG completing at least 1 semester
	Web and Design Secretary [1]	<ul style="list-style-type: none"> • UG completing at least 3 semesters • PG completing at least 1 semester
Elected Members	Class Representatives [1/section]	Must be a student of the corresponding batch.

Please refer to Article 6.3 for further information.

- For academic units with only a PhD programme, PG/UG Representatives and Class Representatives shall not be included in the structure of the Department Council.
- Each department must appoint one Academic Unit Representative for Academic Affairs (AURAA). In case when AURAA is not appointed, the concerned PG Representative or Academic Secretary in academic units with only a PhD programme of the Department Council shall perform the duties of the AURAA until the position is duly filled.
- These are the only positions recognised by Gymkhana IIT Bombay pertaining to a department. The Department General Secretary can call for volunteers from the department in case they feel additional help is required for organising events of the department. No Inter-Departmental events are allowed.

5.2 Role of the Head of Department

1. The Head of Department shall act as the supervising authority of the Department Council.
 2. All decisions and initiatives of the Council must be approved by the HoD.
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5.3 Meetings of the Department Council

1. The Department Council shall meet at least once every month.
 2. The Department General Secretary shall prepare the agenda and convene the meeting.
 3. The agenda must be communicated to all members at least one week in advance.
 4. Minutes of the meeting shall be recorded, signed and archived in the department office.
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Article 6 — Elections and Tenure

6.1 Department General Secretary

1. The Department General Secretary shall be elected by the electorate comprising all students enrolled in the department.
2. The election shall be conducted through the Institute Gymkhana Election Commission under the supervision of the Dean of Student Affairs. A department-level Election Commission shall be constituted in consultation with GSAA (PG/UG) and HoD.

6.2 Class Representatives

1. Class Representatives shall be elected by the respective batches of the department.
2. Elections shall be conducted after the election of the Department General Secretary and at the beginning of the academic year in consultation with HoD.

6.3 Nominated Positions

All remaining council positions shall be filled through nominations made by the Department General Secretary in consultation with the HoD. The process of nomination and selection followed must be approved by the HoD, and shall necessarily consist of at least 1 interview with a panel consisting of at least 3 faculty members as chosen by the HoD.

A department can nominate a UG representative only if the Department General Secretary is a PG student and vice versa.

6.4 Tenure

1. The tenure of the Department Council shall align with the tenure of the Student Gymkhana Council and should necessarily begin by 1st April.
2. Elections shall normally be conducted in the months following the Institute general elections.

6.5 Term Limits

The Department General Secretary shall not be eligible to hold the office for two consecutive terms and shall not hold any other Position of Responsibility (PoR) concurrently during their tenure.

Article 7 — Powers and Functions

The Department Council shall:

1. Act as the primary channel of communication between students and the department administration.
 2. Have the DGSec represent student concerns in departmental committees such as DPGC and DUGC; also refer to Article 13.1.
 3. Coordinate with institute-level representatives, including the GSAA (PG/UG).
 4. Facilitate academic and career-related initiatives within the department.
 5. Organize department-level activities and events that are academic as well as non-academic in nature.
 6. Collect feedback from students on academic and administrative matters.
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Article 8 — Financial Provisions

8.1 The Department Council shall not maintain independent financial accounts.

8.2 Any expenditure related to departmental activities shall require approval from the Head of Department.

8.3 Financial records related to departmental student activities shall be maintained by the Council.

Article 9 — Accountability and Impeachment

9.1 Any elected or nominated member of the Department Council may be impeached for:

- Misconduct
- Dereliction of duty
- Violation of this Constitution
- Financial irregularities

9.2 Impeachment Procedure

The procedure shall be conducted by the HoD in consultation with the Dean (Student Affairs) office, as mentioned in the SAC Constitution.

Article 10 — Records and Transparency

The Department Council shall maintain:

1. Minutes of all council meetings.
 2. Records of all General Body Meetings.
 3. Documentation of all departmental initiatives and activities.
 4. Annual reports of the Council.
 5. Handover documents for future councils.
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Article 11 — Escalation and Dispute Resolution

In case of disputes:

1. An effort should be made to resolve the issue at the departmental level through the HoD.
 2. If unresolved, the matter may be escalated to the Dean of Student Affairs via General Secretary, Academic Affairs (PG/UG).
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Article 12 — Amendments

12.1 Amendments to this Constitution may be proposed by any member of the DGSC or SAC.

12.2 Any proposed amendment must receive:

1. Ratification from the GSAA(PG/UG) and a majority in the DGSC.
 2. Forwarding to SAC for consideration. SAC evaluates the amendment and has the authority to approve or reject it.
 3. Upon approval, the amendment is formally incorporated into the constitution.
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Article 13 — Academic Representation

13.1 DUGC, DPGC and Equivalent Academic Committees

The Department General Secretary (DGSec) shall serve as the student representative in the DUGC if they are an undergraduate student, or in the DPGC if they are a postgraduate student.

For the category to which the DGSec does not belong, the nominated PG/UG Representative shall serve as the student representative.

Only one student representative shall be present in each of the DPGC and DUGC.

These representatives shall communicate academic concerns and feedback from the student body to the respective committees.

13.2 D-ADAC Representation

The student representative on the Department Academic Disciplinary Action Committee (D-ADAC) shall be the Department General Secretary.

This is intended to ensure that the student representative participating in disciplinary proceedings possesses adequate familiarity with the Institute's regulations and academic policies.

13.3 Lack of Department General Secretary

In case a department finds itself without a department general secretary for any reason, the Dean of Student Affairs, in consultation with the GSAA (PG/UG) and HoD of the concerned department, can appoint a member of the Undergraduate Academic Council or Postgraduate Academic Council as the interim Department General Secretary.

The HoD would then call for nominations to fill the position of Department General Secretary.

The process of nomination and selection followed must be approved by the Dean of Student Affairs, and shall necessarily consist of at least 1 interview with a panel consisting of at least 3 faculty members as recommended by the HoD and approved by Student Affairs.

Article 14 — Departmental Awards

14.1 Nomenclature of Awards

Organisational Awards

- Outstanding Leadership Award [max of (3 or 0.5% of student strength of department)]
- Organisational Recognition [max of (3 or 0.5% of student strength of department)]

Non Organisational Awards

- Sports Recognition [max of (3 or 0.5% of student strength of department)]
 - Tech Recognition [max of (3 or 0.5% of student strength of department)]
 - Cultural Recognition [max of (3 or 0.5% of student strength of department)]
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14.2 Eligibility Criteria for Awards

1. Should be a bonafide student of the respective department.
2. Should have no record of disciplinary action or non-academic fines imposed throughout the duration of their degree program at IIT Bombay.

3. For organisational awards the applicant must have been part of the Department Council, or should have contributed in a voluntary capacity.
 4. Awards for each of the respective categories should only be given from the purview of contribution to the department and/or participation in the department.
 5. Contribution to the Institute should not be a criteria for these sets of awards.
 6. All awards should only consider activities from the preceding year.
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14.3 Jurisdiction of Awards

1. The DGSec shall call for Nominations for Department Awards in April.
 2. The DGSec shall then call for a meeting of the Department Council with departmental awards as one of the agendas.
 3. The Department Council should then, after careful consideration of all applications make recommendations for the awards to the HoD.
 4. The HoD has the final verdict on whom to give the award.
 5. No other awards can be given other than those described above.
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Annexure 1 — Timeline & Election Guidelines

1. Structure of Proposed Department Election Commission

1. Department Election — Professor in Charge [count 1 per department] as nominated by the HoD.
2. Election officers [count 2 per department] as nominated by the GSAA (PG/UG) in consultation with the HoD.
3. GSAA (PG), GSAA (UG), ISAAs.

2. Timeline (After Mid-Semester Examinations of Spring Semester)

Event / Process	Timeline (Voting Day taken as Day 0)
1. Filing of Nominations	Day (-21)
2. Withdrawal of Nominations	Day (-19)
3. Manifesto Submission	Day (-14)
4. Soap Box Day	Day (-9) to Day (-7)
5. Campaigning Period	Day (-6) to Day (-2)
6. Silent Day	Day (-1)
7. Voting Day	Day 0

Annexure 2 — Functions of Office Bearers

Department General Secretary

The Department General Secretary shall:

- Represent the department student body in departmental and institute-level committees.
 - Attend departmental meetings such as DUGC/DPGC, as aforementioned.
 - Coordinate departmental student activities.
 - Act as the primary liaison between students, faculty and Institute authorities.
 - Coordinate with the Placement Cell for core internships/placements.
 - Oversee the functioning of the Department Council.
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UG Representative

The UG Representative shall:

- Represent undergraduates from the department.
 - Attend departmental meetings such as DUGC.
 - Assist the Department General Secretary in coordinating departmental student activities.
 - Help oversee the functioning of the Department Council.
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PG Representative

The PG Representative shall:

- Represent postgraduates from the department.
 - Attend departmental meetings such as DPGC.
 - Assist the Department General Secretary in coordinating departmental student activities.
 - Help oversee the functioning of the Department Council.
 - Temporarily perform the duties of the AURAA until the position is duly filled.
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Academic Secretary

The Academic Secretary shall:

- Assist in the smooth conduct of academic processes such as registration.
 - Coordinate with the department office regarding academic matters involving students.
 - Assist in maintaining departmental academic information resources.
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Events Secretary

The Events Secretary shall:

- Organise departmental events and activities which are academic as well as non-academic in nature.
 - Coordinate volunteers for departmental initiatives.
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Industrial Outreach Secretary

The Industrial Outreach Secretary shall:

- Facilitate interaction between the department and relevant industries.
 - Assist in organising industry interaction events.
 - Support initiatives such as industry seminars, and outreach programmes.
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Web and Design Secretary

The Web and Design Secretary shall:

- Maintain design and web assets required for the daily functioning of the council.
 - Upkeep the functioning of the social media handles of the council.
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Class Representatives

Class Representatives shall:

- Act as the primary point of contact between their batch, course instructors, and the Department Council.
- Communicate departmental announcements to students.
- Collect and present feedback from students to relevant stakeholders.