

University of Delhi

The guidelines to elect three student members of the Internal Complaints Committee (ICC) in terms of Section 4 (1) (c) of the University Grants Commission (Prevention, Prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015:

Procedure for election:

In view of large number of students, election of 3 students representatives to the ICC with at least **one male student and one female student** shall be held in two tiers. The 1st tier election shall be held at the Departmental/Centre level and the 2nd tier election shall be held at the University level.

Schedule of the Election:

The 1st tier election should be conducted within 2 days from the date of notification, and the 2nd tier election should be conducted within 7 working days. The Proctor shall be the Chief Election Officer for this election and may appoint additional election officers as per requirement.

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| Day 1-2: | 1 st tier election of Class Representatives (CRs) at the Department/Centre level. |
| Day 3: | Submission of the list of elected students (CRs) of the 1 st tier by HoD to the office of the Proctor. |
| Day 4 | Filing of nomination for the 2 nd tier election |
| Day 5 | Withdrawal of the nomination(s) by 5 p.m. and declaration of the list of eligible candidates for the 2 nd tier election. |
| Day 6 | Preparations for 2 nd tier election. |
| Day 7 | Voting for 2 nd tier Election, counting of votes and declaration of result. |

1st Tier Election:

The 1st tier election shall be held at the level of the Department/Centre. The Department / Centre may have students of Under-Graduate, Post-Graduate, M. Phil and Ph.D programmes. In the 1st tier, class representative (CR) may be

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The guidelines to elect class representatives of the Internal Complaints Committee (ICC) in terms of Section 1 (1) of the University Grants Commission (UGC) Regulations, 2015 and students in higher educational institutions (Regulation, 2015)

electd for each academic programme i.e. (i) UG, (ii) PG, (iii) M.Phil & Ph.D run by each Department.

If there are more than one section/class for a particular academic programme, one class representative may be selected from amongst the CRs of each programme. For instance, if there are 2 sections (class) in each year of three-year UG Programme, then $3 \times 2 = 6$ class representatives (CRs) may be elected first. Thereafter, these 6 CRs may then elect one amongst them as the UG-CR. Similarly, one PG-CR may be elected to represent the Post-Graduate students and one Research-CR may be elected to represent the M.Phil & Ph.D. students of the Department/Centre. The election of the respective CRs shall be held by the department after giving due notice to the students.

The election of the class representatives should be conducted by the Department / Centre through a democratic, fair and transparent process and the Head of the Department shall ensure the same.

The Head of the Department/Centre shall forward the list of class representatives of the 1st - tier election, which shall consists of 1 UG-CR representing Under-Graduate students (if any); 1 PG-CR at the Master's / Post-Graduate level (including LLB); 1 Research - CR representing M.Phil (LLM) students & Ph.D. scholars, of which at least one of the CRs should be female.

The following shall be the eligibility criteria for being elected as a C.R:

- He / She should be a student pursuing regular degree course in the University.
- Age limit for contesting 2nd tier election will be: UG:17 to 22 years: PG: 24-25 and M. Phil/Ph.D: 28 years; 23.
- Minimum 75% attendance in the previous year / semester, as applicable;
- No backlog of papers;
- Must have secured at least 55% consolidated marks in the latest final examination;
- Not subjected to any disciplinary action in the past and should not have any criminal record.

Election of student members to the ICC (2nd Tier election)

The names of the CRs sent by the Department / Centre to the Proctor's Office shall be the exhaustive list of electorate as well as probable candidates for the 2nd tier election at the University level. The 2nd tier election shall be conducted by the office of the Proctor of the University. Nominations may be invited from among these CRs separately for each level (UG/PG/M.Phil & Ph.D), wherein at least one of the candidates shall be a female student and all nominees shall satisfy the following eligibility criteria:

1. Each nominee should have at least one semester remaining for obtaining the degree on the date of filing the nomination.
2. Should not have contested 2nd tier election of the ICC in the past.

The 2nd tier of election shall be subject to a maximum of 10 candidates seeking election of three posts of ICC membership. At least one female candidate each from UG, PG and Research programmes should figure in these 10 candidates for the 2nd tier election.

A maximum of five (5) days shall be given for filing the nominations for 2nd tier election and the nominees shall be given 2 days to withdraw their nominations. The final list of candidates for the 2nd tier election may be announced within 24 hours of withdrawal of nominations. The 2nd tier election shall be held within seven (7) working days from the date of announcement of the list of eligible candidates.

The election in the 2nd tier will be on the basis of preferential voting. The candidates receiving maximum number of votes among each category i.e. UG, PG and Research, shall be declared elected, provided that at least one is a female candidate. If all the three candidates who secured the highest votes in 2nd tier election turn out to be male students, then to ensure at least one female student representation in the ICC, the marks secured in class XII by those three candidates (who received highest votes) shall be referred to. Amongst the three candidates, whoever secured the least in the Class XII boards examination shall be eliminated and in his place the woman candidate of the same category who received the highest number of votes shall be the student representative to the ICC for that category.

In case of a tie, the candidate getting higher percentage of consolidated marks in the previous examination shall be declared as elected.

The election result shall be duly notified. The three students so elected shall serve as Student Representatives in the ICC.

Term of the student members to the ICC

The term of the Research Student Representative to the ICC shall be for a period one year or till the result of subsequent 2nd tier election is declared or till he/she is a bonafide student of that course for which he/she was elected as CR, whichever is earlier.

The term for the UG and PG student representatives to the ICC shall be for a period of one academic year or till the declaration of results of the subsequent 2nd tier election in the category, whichever is earlier, provided that

- (i) UG and PG student representatives shall not represent in the ICC from the end of their examination (in May) till the commencement of the subsequent academic session, and
- (ii) UG and PG student representatives to the ICC shall, in no case, have a term beyond one year.

* Grievance redressal:

The Grievance Officer of the 2nd tier election shall be the Dean, Students' Welfare of the University who is also the Nodal Officer, Grievances, in the University. Any grievance relating to the 2nd tier election shall be submitted within 7 days of the declaration of the result of the 2nd tier election.

The Grievance Officer for the 1st tier election shall be the Dean of the concerned Faculty and shall redress the grievance by constituting an appropriate committee consisting of at least a senior faculty member, a non-teaching staff and a student representative. The grievance relating to 1st tier election shall be submitted within 7 days of the declaration of result of 1st tier election.

Any grievance received after the expiry of the limitation period shall be considered as time barred and hence rejected. However, the grievance mechanism including the time limit shall be notified at the time of announcement of the 1st tier election itself.


Deputy Registrar Estab (NT)