

Constitution of the Board for Student Publications

(As approved by the Student Affairs Council in its Meeting held on 20th Feb 2013)

CHAPTER I Terms of Reference & Objectives

I-A-1

The Board for Student Publications (hereinafter called the B.S.P.) 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

It shall be subject to all decisions, rules and regulations that may be laid down from time to time by the Student Affairs Council.

I-A-3

The Board for Student Publications shall be responsible for:

- (i) Identifying and promoting discussions on any issue of importance to the I.I.T. community;
- (ii) Disseminating information so as to develop well informed, articulate and participant community life and increasing the social awareness of the community/ through responsible and constructive journalistic practice;
- (iii) Providing an outlet for and cultivating literary talent; and
- (iv) Highlighting matters of professional interest within and for the I.I.T.D. community.
- (v) Using print media, online media and physical meet-ups in student interest to fulfill the above roles.

CHAPTER II

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

COMPOSITION

II-A-1

The Board for Student Publications will consist of:

- (i) President, B.S.P.
- (ii) Vice-President, B.S.P.
- (iii) General Secretary, B.S.P.
- (iv) Web Chief Editor (1)
- (v) Media Chief Editor (1)
- (vi) Design Chief Editors (2)
- (vii) Creative Writing & Outreach Chief Editors (2- one each for English and Hindi)
- (viii) Journalism Chief Editors (4)
- (ix) Technical Editors (12)

- (x) Journalists (18)
- (xi) General Secretary, SAC
- (xii) Immediate past General Secretary, Board for Student Publications.
- (xiii) Immediate past President, B.S.P.

II-A-2

Membership under Article II-A-1 (xii) and (xiii) shall only be valid if the past General Secretary is still a bona fide student of the Institute and the past President is still a faculty member of the Institute.

OFFICE BEARERS

II-B-1

The President shall be the Chairperson of the B.S.P.

II-B-2

The General Secretary shall be the Convener-Secretary of the B.S.P.

II-C-1

The term of office of all student members shall normally be one year, expiring at the end of an academic session.

CHAPTER III Publications of the Board

III-A-1

The publications produced by BSP shall be circulated in print and digitally on its website. They shall be divided under the following major categories:

- (i) Newsletters/Newsmagazines which shall aim at promoting journalistic talent and shall be journalism oriented in the best traditions of constructive, responsible journalism; (At least 3 such publications, of at least 8 pages each, must be released each semester, containing relevant news and the views of the student community within IIT. Its end-to-end publication process would be the primary responsibility of the Journalism Chief-editors. They may enlist the help of Design, Media and Web chief- editors for the same.)
- (ii) Magazines which shall aim at promoting creative writing and intellectual discussion on ideas and matters of significance; (At least 1 such publication must be released per semester. Its end-to-end publication process would be the primary responsibility of the Creative Writing and Outreach Chief-editors. They may enlist the help of Design and Web chief-editors for the same.) and
- (iii) Journals which shall aim at highlighting developments in any areas of professional specialization. (At least 1 such publication must be released per semester. Its end-to-end publication process would be the primary responsibility

of the Journalism Chief-editors. They may enlist the help of Design, Media and Web chief-editors for the same.)

III-A-2

Any other type of publication may be taken up, if so decided by the Board for Student Publications.

III-B-1

The technical journal shall not be used for publishing research work but for highlighting interesting facts of science and technology; in a manner which would be generally understood by the I.I.T. community.

CHAPTER IV Functions and Working of the B.S.P.

FUNCTIONS

IV-A-1

The B.S.P. shall take all decisions on policy and any decision which affects more than one of its committees/cells.

IV-A-2

The B.S.P. shall ensure the proper functioning of the organization and for this it will formulate a code of conduct. It shall be responsible for upholding the Constitution of B.S.P. It shall normally refrain from interfering with the working of its committees or cells, but if the President, Vice President and General Secretary feel that the practices being followed by any of the Committees or Cells are detrimental to or inconsistent with the overall aims and objectives of the organization, it may by a 2/3rd majority vote of members present at any meeting of the Board for Student Publications, modify or change these practices.

IV-A-3

The Board for Student Publications shall, at the beginning of the year, decide the schedule for publications, and also allocate the funds available for use on various types of publications. This schedule and allocation shall be reviewed at the end of the first semester and adjusted, if necessary so as to attempt to stay within budget.

THE EXECUTIVE COMMITTEE

IV-B-1

The Board for Student Publications shall have an Executive Committee whose membership shall be as follows:

- (i) President ...Chairperson
- (ii) Vice-president ...Member
- (iii) Chief Editors (10 in total as defined in II-A-1) ...Members

- (iv) General Secretary ...Convener-Secretary

IV-B-2

The Executive Committee shall meet as often as is necessary, shall co-ordinate the work of the committees and shall take all executive decisions, for which no formal minutes need be maintained.

IV-B-3

The Executive Committee shall also award students

- (i) Who have contributed significantly or outstandingly to the Board over multiple years in any technical, writing or organizational capacity
- (ii) Who have contributed an article that is adjudged the 'Best Article', one each in all different publication formats
- (iii) Who have contributed multiple articles across any publication format
- (iv) Who are in the first year of study at IIT and have contributed as per (ii) or (iii) (i.e. Fresher awards)
- (v) Who are adjudged the best Technical Editor or Journalist depending on their work

The prizes shall be awarded before the end of each academic year.

COMMITTEES AND CELLS OF THE BOARD FOR STUDENT PUBLICATIONS

IV-C-1

The committees and cells of the Board for Student Publications shall be as listed under IV-C Articles. The sphere of responsibility of each committee shall be as defined in IV-D Articles.

IV-C-2

The Technical Committee shall consist of:

- (i) The Chief Editors for Web, Media and Design. (They shall nominate from among themselves as the Co-ordinator of this Committee.)
- (ii) The Technical Editors.

IV-C-3

The Content Creation Committee for each language shall consist of:

- (i) The Chief Editor of the Language. (They shall nominate from among themselves as the Co-ordinator of this Committee.)
- (ii) The Journalists.

IV-C-4

The General Secretary and President may attend any of the meetings of the Committees if they consider it to be necessary. For this purpose, they must be kept

informed regarding the time and venue of the meetings. They may also call meetings of any of the Committees, upon giving reasonable notice.

FUNCTIONS OF THE COMMITTEES AND CELLS

IV-D-1

The Content Creation Committee shall

- (i) execute editorial policies within the framework of the code of conduct as laid down by the Board for Student Publications and generate all the content published by the Board both digitally and in print.
- (ii) look after the day-to-day work in so far as the actual matter for publication is concerned.
- (iii) organize at least one writers' meets per semester wherein the writing and journalism community i.e. contributors or students interested in contributing to the Board's publications, may discuss events that can be covered, surveys that can be conducted, issues that can be debated in print or online, themes for creative writing or even, various literary works of prose or poetry. Essentially, this will act as a brainstorming session. This responsibility includes publicity and co-ordination of discussions for this event.

IV-D-2

The Technical Committee shall

- (i) provide necessary technical assistance to the Content Creation Committee , with respect to design and formatting of publications (both in print and digitally), web support for digital publication & outreach and how different forms of graphical or videographic media can be used in executing the Board's publication and outreach responsibilities.
- (ii) decide and execute the Board's digital policy for development, maintenance and regular updation of website and blog.

CHAPTER V

Meeting Procedures of the Board for Student Publications

V-A-1

The Board for Student Publications shall meet as often as is necessary and in any case not less than twice in a semester.

V-A-2

- (i) The meetings of the Board for Student Publications shall be convened by the General Secretary in consultation with the President.
- (ii) The President 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 President may also convene an emergency meeting of the Board under intimation to the General Secretary of his/her intention to call such a meeting.

V-A-3

A meeting of the Board may be requisitioned in writing by one-fourth of its members. Notice for such a meeting shall be given by the General Secretary within a period of five Institute working days of his/her receiving such a requisition and the meeting shall take place within ten Institute days of the issue of the notice, provided no regular meeting is scheduled within that period. The items for which the meeting is requisitioned must necessarily be taken up first in this requisitioned/regularly scheduled meeting (whichever is earlier) before any other items are taken up.

V-A-4

A written notice along with the agenda shall be circulated among the members before a meeting, at least 48 hours before the meeting. In the case of an emergency meeting, such a rule may not be observed in that a simple notice of the time and venue of the meeting shall suffice.

V-A-5

- (i) The quorum for a meeting shall be half the Board membership.
- (ii) In the event that a meeting cannot be convened for lack of quorum, it may be reconvened within three Institute days of the date of the originally scheduled meeting, without any quorum requirements.

V-A-6

- (i) In the absence of the President from a meeting, the Vice-President shall chair the meeting. In case both President and Vice-President are absent from an already convened meeting of the Board, the General Secretary with written permission from the President or Vice President may chair the meeting or convene another meeting within one week of the earlier scheduled meeting.
- (ii) In the absence of the General Secretary, the Chairperson shall nominate one of the other student members of the Board to act as Secretary for that meeting.

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, if requested by a member, or at the discretion of the Chairperson.

V-A-8

- (i) The agenda for a meeting shall be prepared by the General Secretary in consultation with the President.
- (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 a meeting with the

permission of the Chair, if such a provision is made in the circulated agenda for a regular meeting. The provisions of this sub-clause shall not be valid if the meeting is being chaired by the General Secretary.

V-A-9

The minutes of the proceedings of a meeting of the Board for Student Publications shall be prepared by the General Secretary. After the minutes are confirmed in the next meeting, they shall be recorded in a minute book under signatures of the President and the General Secretary.

V-A-10

Minutes of the meetings of the Board for Student Publications, after being approved, shall be placed before the S.A.C. for its information. Points requiring approval of the S.A.C. shall be sent separately so that they can be highlighted in the agenda of the S.A.C. for its consideration.

V-A-11

Except in the case of an ex officio member, if a member fails to attend two consecutive meetings of the Board, including those which could not be convened due to lack of a quorum, without leave of absence from the General Secretary or the President, he shall cease to be a member of the Board. Absence with such permission shall be announced at the time of the meeting. The absentee member shall not be eligible for membership again, during the session for which he was removed for continued absenteeism. This clause applies only to student members of the Board. The General Secretary shall be required to obtain leave of absence from the President in the context of this clause.

V-A-12

The President or the General Secretary in consultation with the President, may invite non-members to a meeting of the Board. These invitees shall not have any voting rights.

V-A-13

- (i) Accepted parliamentary procedures (unless otherwise specified) shall be followed at all meetings of the Board, its Executive and other Committees and Cells.
- (ii) Accepted parliamentary conduct and discipline shall govern all meetings of the Board, its Executive and other Committees and Cells.

CHAPTER VI
Responsibilities vis-a-vis the Board

PRESIDENT

VI-A-1

The President shall be the faculty member overall-in-charge of the Board for Student Publications.

VI-A-2

The President shall ensure that the Board for Student Publications is involved in the making of all decisions on matters within its purview.

VICE-PRESIDENT

VI-B-1

The Vice-President shall assist the President, will look after work delegated to him/her by the President and shall act on his/her behalf during his/her absence.

GENERAL SECRETARY

VI-C-1

The General Secretary shall be the student overall in charge of the Board for Student Publications and shall be the Chief Student Representative of Student Publications, I.I.T. Delhi. He shall be responsible to the Board for Student Publications for any views he may express on its behalf.

VI-C-2

The General Secretary shall:

- (i) Co-ordinate with the chief editors of technical and content creation Committee in delivering the goals of the Board
- (ii) Set deadlines for publication, in consultation with chief editors and provide necessary logistical support to ensure that the Board meets those deadlines
- (iii) Allocate and manage budgets, in consultation with President and Vice President of the Board, for different activities and publications across different Committees of the Board
- (iv) Publicize the activities of the Board within the student community
- (v) Ensure as far as possible, equitable distribution of work by the Chief editors among all Board representatives

CHIEF EDITORS

VI-D-1

The **Chief-editors** shall fulfill the following common responsibilities in addition to the specialized role that each would play as a part of the respective Committee:

- (i) Provide necessary assistance to the General Secretary in their domain of responsibility
- (ii) Assign specific tasks for various publications or parts of publications to representatives
- (iii) Co-ordinate the work of all representatives who are contributing to his/her domain of responsibility.
- (iv) Ensure before publishing, that all articles are not derogatory to IIT

VI-D-2

In addition to VI-D-1, the **Design Chief-editors** shall:

- (i) Ensure preparation of sketches, cartoons, cover design and other art work which is required for the various publications
- (ii) Advise and prepare layouts for both print and online formats of all publications
- (iii) Ensure availability of required software for convenient designing, among all technical editors
- (iv) Train the technical editors and other interested students in the necessary software and skills, by organizing at least 1 workshop per semester.

VI-D-3

In addition to VI-D-1, the **Web Chief-editor** shall:

- (i) Maintain and update BSP's 'InfintyIITD' website with latest online versions of the newsletters, magazines & journals
- (ii) Disseminate information about events and news in the student community and facilitate surveys and discussions through blog, social media and other online channels, as advised by the Journalism chief-editors
- (iii) Train Board members especially technical editors and other interested students in the necessary software and skills, by organizing at least 1 workshop at the start of the odd semester.

VI-D-4

In addition to VI-D-1, the **Media Chief-editor** shall assist the Board with his/her graphic, video and design experience in:

- (i) Managing videographic or photographic recording, editing & sharing of important events in the institute like guest lectures, panel discussion, technical seminar or conference, student weeks' festivals, significant Senate or SAC meetings etc, as requested by the content creation Committee
- (ii) Collaborating with Photography and Films Club of BRCA for outreach, journalism, student competitions and resources
- (iii) Train Board members especially technical editors and other interested students in the necessary software and skills, by organizing at least 1 workshop at the start of the odd semester
- (iv) Seeking necessary permissions from the Board to ensure availability of software & hardware required to discharge the above duties.

VI-D-5

In addition to VI-D-1, the **Outreach & Creative Writing Chief Editors** shall:

- (i) Be responsible for end-to-end collection, compilation and publication of all creative writing magazines
- (ii) Reach out to students of all hostels inviting creative pieces of writing including different forms of prose, poetry, book reviews etc, with help from reporters of each hostel
- (iii) Review, select and edit creative pieces for publication and give necessary feedback to contributors through reporters of the relevant hostel, and train the reporters in these activities
- (iv) Check for plagiarism in creative pieces with help from reporters and spread awareness about the same
- (v) Organize a writers' meet every semester to decide topics, themes or forms of writing that may be specially relevant at the given time or for a relevant

- publication, though a publication may not necessarily have a set theme
- (vi) Collaborate with Literary Club of BRCA in organizing combined literary and writing activities or competitions
 - (vii) Enlist the help of technical chief-editors in fulfilling the above responsibilities

VI-D-6

In addition to VI-D-1, the **Journalism Chief-editors** shall:

- (i) Be responsible all journalistic activities of the Board and for end-to-end collection, compilation and publication of all journalistic newsletters/newsmagazines and journals in print and digitally
- (ii) Collect students' feedback and response to events and rules related to academics and campus life of the students and encourage discussion about the same
- (iii) Report and critique on campus activities, and disseminate news about the same in student interest
- (iv) Conduct surveys and opinion polls among students, faculty or staff, compile the responses & publish results and analysis, as requested by the IIT Delhi Senate, SAC or CAIC
- (v) Check before publishing, that articles and reports for factual correctness, appropriate citing of reference and unbiased reporting. in articles with help from reporters and spread awareness about the same
- (vi) Ensure before publishing, that the opinions, quotes and critical commentaries in articles, do not harm the sentiments of any community inside or outside campus
- (vii) Organize a writers' meet every semester to decide what issues and rules can be reviewed and discussed among students, what events could be reported on, what surveys could be taken to determine student opinion and what important information must be disseminated in student interest
- (viii) Enlist the help of technical chief-editors in fulfilling the above responsibilities
- (ix) Train the reporters in the above-mentioned journalistic activities and assign to each a sphere of student life to focus his/her journalistic activities on. The recommended verticals are Academics, Research, Co-curricular, Cultural, Sports, Hostel life & Careers.

TECHNICAL EDITORS

VI-E-1

Technical Editors shall provide necessary assistance to the Technical Committee by:

- (i) Working to the best of their ability in completing the tasks assigned to them by any of the technical chief-editors
- (ii) Learning at least one skill among designing, web editing or media editing, if not proficient in it already at time of selection
- (iii) Encouraging students from their hostel in learning design or editing-related activities as technical skills especially among first year students.

JOURNALISTS

VI-F-1

Journalists shall provide necessary assistance to the Content Creation Committee by:

- (i) Working to the best of their ability in completing the tasks assigned to them by

- any of the Creative Writing or Journalism Chief-editors
- (ii) Publicizing activities of the Board, disseminating information deemed necessary for broadcast by the Chief-editors, encouraging writing and discouraging plagiarism among their hostel's residents; and organizing a special meeting of the first year students at start of odd semester for the same
 - (iii) Collecting creative and journalistic pieces of writing from hostel residents' and responding to them with appropriate feedback on writing with special attention on plagiaristic activity, if any
 - (iv) Writing journalistic articles and reporting on relevant issues with special focus on the sphere of student life assigned to him/her.

CHAPTER VII

Selections and Nominations

PRESIDENT, B.S.P.

VII-A-1

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

VICE-PRESIDENT, B.S.P.

VII-B-1

The Vice-President, B.S.P. will be appointed by the Director from among the members of the academic staff.

SELECTION PROCEDURE

VII-C-1

The Selection procedure which shall be intimated well in advance with exact dates and timings by President, BSP, will be as follows and in this chronological order:

- a) Selection of Chief Editors & General Secretary
 - (i) Deadline for application submission
 - (ii) Review & Verification of application by Outgoing Chief Editors and General Secretary respectively
 - (iii) Shortlist and Interviews by Faculty panel of odd-number of professors totaling at least 3 in number including Board President, Vice-president & co-opted faculty members as decided by the Chairperson and Vice Chairperson of SAC.
- b) Selection of Technical editors and Journalists
 - (i) Deadline for application submission
 - (ii) Review and Verification of applications by Outgoing Chief Editors
 - (iii) Shortlisting and Interviews by Incoming Chief Editors of Technical Committee in case of Technical Editors and of Content Creation Committee for Journalists. The Chief Editors must ensure that at least 2 and at most 3 Editors or Journalists are selected per (non-married students') hostel and a total of not more than 30 students are selected. The General Secretary must coordinate between the two Committees' selection processes and may

resolve deadlocks in decision-making during selections.

GENERAL SECRETARY

VII-D-1

The candidates for this post, in addition to satisfying the criteria laid down by the constitution, must not be under probation for academic or disciplinary reasons.

VII-D-2

The following eligibility requirements would apply for this position:

- (i) Must be an outgoing 2nd year or 3rd year or 4th year (dual only) UG student or any non-graduating PG or PhD student.
- (ii) Must have served as a Chief Editor in the Board for at least a semester. This eligibility may be waived off for exceptional candidates who have contributed significantly to the Board's activities. Their application must be reviewed by the selection panel and the candidates may be declared as waiver candidates. This eligibility may be waived off for exceptional candidates who have contributed significantly to the Board's activities. Their application must be reviewed by the selection panel and the candidates may be declared as eligible for interviews.
- (iii) Must satisfy all requirements as laid out for a General Secretary of a Board by SAC.

VII-D-3

No student can hold the office of the General Secretary, B.S.P. for more than two terms.

CHIEF EDITORS

VII-E-1

The following eligibility requirements would apply for this position:

- (i) Must be outgoing 2nd year or 3rd year (dual only) UG student or any non-graduating PG or PhD student. No final year students.
- (ii) Must have served as a Technical editor for at least a full semester to be eligible to the post of Technical Chief Editor or as a Journalist for at least a full semester to be eligible to the post of Content Creation Chief Editor. This eligibility may be waived off for exceptional candidates who have contributed significantly to the Board's activities. Their application must be reviewed by the selection panel and the candidates may be declared eligible for interviews.
- (iii) Mandatory technical expertise is an eligibility criteria for Technical Chief Editors. The candidate must present a design and development portfolio to demonstrate the same before/during the interview.
- (iv) Mandatory Language and writing skills are eligibility criteria for Content Team Chief Editors.

TECHNICAL EDITORS & JOURNALISTS

VII-F-1

The following eligibility requirements would apply for this position:

- (i) Must be outgoing 1st year UG students or any non-graduating PG or PhD student.
- (ii) Technical Editors: Technical knowledge and skill in development or design of at least one of the following: formatting; web, video or graphic.
- (iii) Journalists: Capable of reporting in English or Hindi.

FILLING VACANCIES

VII-G-1

In the case of any vacancy arising in the list of any selected posts, the vacancy will be filled by re-selected following the procedure laid out for that post.

OUTGOING STUDENTS

VII-H-1

Outgoing students as defined in the S.A.C. Constitution would be ineligible [*to stand*] for any selection in the B.S.P.

TIME SCHEDULE

VII-I-1

The selections for any year will be completed before the end of the second semester of the previous year, as per the schedule announced by the Dean of Students.

VII-I-2

The appointments from among the academic staff for any year will be made before or at the start of that academic year.

VII-I-3

The President, B.S.P. will be the Returning Officer for the selections.

COMPLAINTS & DISPUTES

VII-J-1

- (i) In the event that there is a dispute regarding an selections, the ruling given by the Returning Officer shall be final and binding on all concerned. After the selections in question is over, and before a successive selection is held, an appeal against the Returning Officer's ruling may be filed with the Dean of Students. The Dean of Students shall then give a decision on the dispute after consultation with the President, B.S.P., the General Secretary, B.S.P. and the General Secretary, S.A.C. He shall ensure that a decision is given before a successive chain selection is held. If necessary, he shall ensure that the successive selection is delayed until such time a decision can be given. There shall be no appeal against this decision.
- (ii) A 2/3rd majority of Chief Editors may complain to the Board in writing about the conduct of any chief editor or editors or journalists. The complaint

may also be registered on grounds of the member not fulfilling his role to the best of his/her capacity. This complaint shall be reviewed by the President, B.S.P., the General Secretary, B.S.P. and the General Secretary, S.A.C. If the complaint is made against the General Secretary, BSP then he/she shall not be a member of the reviewing panel.

CHAPTER VIII

Amending the Constitution

VIII-A-1

Any Article of the B.S.P. Constitution except I-A-1, I-A-2, I-A-3, II-B-1, VI-A-1, VII-A-1 and VII-B-1 can be amended on obtaining a two-third majority of the B.S.P. present at a meeting called specifically for the purpose of amending the Constitution, after having circulated the proposed amendment to the members of the B.S.P. at least a week before the meeting.

VIII-A-2

- (i) The quorum in such meetings will be two-thirds of, the membership of the B.S.P.
- (ii) If such a meeting is postponed due to lack of quorum, the quorum requirements for the reconvened meeting will be one-half of the membership of the B.S.P.

VIII-A-3

No amendment to the B.S.P. Constitution is valid until it is ratified by the Student Affairs Council.

VIII-A-4

- (i) 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.P., the General Secretary, B.S.P. 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.
- (ii) After the particular dispute is settled, any rewording of the Constitution that may be necessary will be done using the same procedure as for any amendment of the Constitution.