



दिल्ली विश्वविद्यालय  
UNIVERSITY OF DELHI

स्थापना शाखा-II(i)

Establishment Branch-II(i)

कमरा नंबर- 212, पुराना परीक्षा खंड,  
Old Examination Block

दिल्ली विश्वविद्यालय, दिल्ली-110007

University of Delhi, Delhi-110007

☎ 27001168 Extn. 1168

Ref. No. Estab.II(i)/ICC/2006/37/634

Dated : 16<sup>th</sup> May, 2024

The Proctor /  
Heads of the Department / Centre

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University of Delhi  
Delhi

Sir/Madam,

Kindly find enclosed herewith copy of guidelines for election of three student members to 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.

The undersigned is directed to request you to conduct the 1<sup>st</sup> tier and 2<sup>nd</sup> tier elections respectively at an early date accordingly.

Yours faithfully,

  
16/5/2024

Joint Registrar – Estab. (NT)

Encl: As above

Copy to:

- i. The Presiding Officer, Internal Complaints Committee, C/o Women's Students & Development Centre, Academic Research Centre, Opp. S.G.T.B. Khalsa College, North Campus, University of Delhi, Delhi-110007.



# दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

## Guidelines for Election of Three Student Members - (ICC)

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:

### 1. 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 1<sup>st</sup> tier election shall be held at the Departmental/Centre level and the 2<sup>nd</sup> tier election shall be held at the University level.

### 2. Schedule of the Election:

The 1<sup>st</sup> tier election should be conducted within 2 days from the date of notification and the 2<sup>nd</sup> 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.

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

### 3. 1<sup>st</sup> Tier Election:

The 1<sup>st</sup> 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 1<sup>st</sup> tier, class representative (CR) may be elected for each academic programme i.e. (i) UG, (ii) PG, (iii) M.Phil & Ph.D run by each Department.

*Rkai*  
16/5/2024



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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 1<sup>st</sup> tier election, which shall consist 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:**

(a) He/She should be a student pursuing regular degree course in the University.

(b) Age limit for contesting 2<sup>nd</sup> tier election will be:

UG	:	17 to 22 years
PG	:	22 to 25 years
M. Phil/Ph.D	:	28 years

(c) Minimum 75% attendance in the previous year / semester, as applicable;

(d) No backlog of papers;

(e) Must have secured at least 55% consolidated marks in the latest final examination;

(f) Not subjected to any disciplinary action in the past and should not have any criminal record.

*Rai*  
16/5/2024



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### 4. 2<sup>nd</sup> 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 2<sup>nd</sup> tier election at the University level. The 2<sup>nd</sup> 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:

- i. Each nominee should have at least one semester remaining for obtaining the degree on the date of filing the nomination.
- ii. Should not have contested 2<sup>nd</sup> tier election of the ICC in the past.

***The 2<sup>nd</sup> 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 2<sup>nd</sup> tier election.***

A maximum of five (5) days shall be given for filing the nominations for 2<sup>nd</sup> tier election and the nominees shall be given 2 days to withdraw their nominations. The final list of candidates for the 2<sup>nd</sup> tier election may be announced within 24 hours of withdrawal of nominations. The 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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.

RKhai  
16/6/2024



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**5. 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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.

**6. Grievance redressal:**

The Grievance Officer of the 2<sup>nd</sup> 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 2<sup>nd</sup> tier election shall be submitted within 7 days of the declaration of the result of the 2<sup>nd</sup> tier election.

The Grievance Officer for the 1<sup>st</sup> 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 1<sup>st</sup> tier election shall be submitted within 7 days of the declaration of result of 1<sup>st</sup> 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 1<sup>st</sup> tier election itself.

*Raj*  
16/5/2024

Joint Registrar - Estab. (NT)