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ORDINANCE No. 1*

STUDENTS' UNION IN COLLEGES AND TEACHING DEPARTMENT

(REFER SECTION 37 (XXI))

There shall be a Students' Union in every College and one Student's Union for all the Teaching Departments/Schools of Studies of the University in accordance with the provisions of this ordinance except in Model.

Professional Colleges other than law colleges, colleges of oriental language studies;

Provided that the Executive Council of the University at the request of any college may permit it to be exempted from operation of this ordinance.

The aims and objectives of the Students' Union shall be -

- (i) to promote disciplined, corporate, intellectual, civil and cultural life amongst the students;
- (ii) to foster activities to bring out the creative talents of the students;
- (iii) to promote the study and discussion of subjects of national and international importance.
- (iv) to encourage amongst students awareness of the responsibilities of an individual in a democratic society.
- (v) to promote social activities.

The Principal of the college shall be the patron of the Students' Union in the college and in case of the Students Union in the Teaching Departments/School of Studies the Kulapati or a senior Professor of U.T.D nominated by Kulapati shall be the Patron.

- (i) Every regular student on the rolls upto 31st July of the College or Teaching Deptt./School of Studies as the case may be shall be a member of Students' Union of the Institution concerned and whose name is included in the list sent to the University by 7th August.
- (ii) Every regular student on the roll of the College, Teaching Deptt./ School of Studies as the case may be shall be eligible voter in the Students' Union of the Institution concerned. The students, admitted provisionally, shall have no right to vote or to be a candidate for any office of the Students' Union.

* E.C. item 46 dated 25.08.87.

- (i) The Union shall have-
 - (a) A General Council, and
 - (b) An Executive Committee.
- (ii)(a) The General Council shall consist of-
 - one representative of each section of every under graduate class (e.g. I, II, III) and one representative each of previous and final year classes, at the post graduate level in each subject /class from amongst themselves.

Provided that where the total number of elected representatives of all class is less than eight, the Patron shall nominate the General Council in such number as to bring the total membership of the General Council to eight.

- (b) One Girl student, one schedule cast student and one schedule tribe students shall be nominated by the Patron if no representative under these categories are elected under (a) above.
- (c) The Patron shall nominate from amongst the regular students of the college one student each of the following activities :
 1. Sports and Games
 2. Literary
 3. Cultural
 4. N. S. S. (Wherever this activity exists)
 5. N. C. C. (Where the activity exists)
- (d) The members nominated from this category must have participated and represented their institution in the preceding year at the Inter School Level/Inter Divisional Level/Inter Collegiate Level/Inter University Level/Inter State Level or at the National Level.

Provided that in case in any or all the activities listed in para (d) above no one fulfils the prescribed qualifications the patron shall have the right to nominate any candidate whom he feels that from the available records and certificates, for the concerned activity/activities.

- (e) Students obtaining the highest marks in the last examination passed will be nominated by the patron. One student each shall be nominated from each year of under graduate and post graduate classes.

(iii) Executive Committee of Students' Union in the College/ University Teaching Department shall consist of the following-

- 1. The Patron
- 2. The General Council, or the
- 3. The Executive Committee, or the
- 4. The Patron, or the
- 5. The Patron, or the

(a) Office bearers elected directly by the students eligible voters of the institution; namely :-

President
Vice-President
Secretary
Joint Secretary.

(b) Eight Executive Members elected by the members of the General Council of the College / University Teaching Department Students' Union from amongst themselves Provided that atleast two of these members must necessarily be from amongst the members indicated in (ii)(b), (ii)(c) and (ii)(e) above.

(iv) The term of the General Council as also of the Executive Committee shall commence on the date of its constitution and on the last day of April in the academic session in which they are constituted:

(v) A Teacher not below the rank of Assistant Professor in a College or a Reader in a University Teaching Department/School of Studies shall be appointed as the Professor-in-charge of the Union by the Patron. The Professor-in-charge shall also be the Treasurer of the Union and he shall have the right to be present at any meeting of the General Council or the Executive Committee and to offer his advice on any matter relating to the Union.

6. The Patron shall have the following powers, namely :-

- (a) to be present at any meeting of the General or the Executive Committee and to address the members thereof;
- (b) to decide all disputes arising out of elections to the General Council or the Executive Committee referred to him within two days of the declaration of the result of election and his decision in the matter shall be final;
- (c) administer the oath of office to the members of the Executive Committee.
- (d) to annul any resolution or proceeding of the Executive Committee if he deems such resolution or proceeding to be beyond the legitimate functions of the Union or detrimental to the interests of the College/Teaching Departments/School of Studies.
- (e) to give direction to the General Council or the Executive Committee, in the interest of proper functioning of the Union and General Council or the Executive Committee, as the case may be, shall act in accordance with such direction.

- (f) to dissolve the General Council or the Executive Committee in the event of violation of the provision of this ordinance respectively by the General Council or the Executive Committee.

7. The Professor-in-charge shall have following powers; namely-

- (a) to conduct the elections to the General Council and the Executive Committee.
- (b) to be present at the meetings of the General Council and the Executive Committee.
- (c) to exercise general supervision over the affairs of the Union and to advise the General Council and the Executive Committee in regard to their activities.
- (d) to authorise meetings of the General Council and the Executive Committee.
- (e) to be in-charge of the funds of the Union and ensure that no part thereof is spent without proper authority or for purpose other than those for which they are allocated.
- (f) to bring to the notice of the Patron any resolution or proceedings or act of any of the Bodies of office bearers of the Union which is violative of the provisions of this ordinance or is likely to be prejudicial to the interests of the College/Teaching Department/School of Studies.

8. (i) The President of the Union shall preside at meetings of the General Council and the Executive Committee.

(ii) The President shall have the following powers and perform the following duties; namely-

- (a) Subject to the control of the Executive Committee to be in charge of the general management of the affairs of the Union.
- (b) to ensure discipline at meetings of the General Council and Executive Committee or at any meeting or gathering organised by the Union.
- (c) to ensure that the provisions of this ordinance are faithfully observed;
- (d) to discharge any other function entrusted to him or any duty imposed on him by the General Council or the Executive Committee.

9. The Vice President shall carry out the work assigned to him by the President and in the absence of the President perform his functions.

10. The Secretary shall carry out the following functions, namely-

- (i) to convene meetings of the General Council and the Executive Committee subject to the instruction of the President and the approval of the Professor-in-charge;
- (ii) to prepare and maintain the minutes of the meetings of the General Council and the Executive Committee;
- (iii) to conduct the correspondence of the Union and keep all records thereof ;
- (iv) to ensure that the decisions of the General Council and the Executive Committee are properly carried out ;
- (v) to perform all other functions entrusted to him by the Executive Committee.

11. (i) The Joint Secretary shall assist the Secretary in the discharge of his duties and shall have such powers as may be assigned to him by the President with the approval of the Professor-in-charge.

(ii) The Joint Secretary shall, in the absence of the secretary discharge the duties of the secretary.

12. (i) The General Council shall have the powers -

(a) to lay down the broad pattern of the activities of the Union ;

(b) to approve the budget estimates of the Union ;

(c) to pass a motion of no confidence in the President or any other office bearer or the entire Executive Committee in the manner laid down hereafter.

(ii) The General Council shall meet atleast twice in an academic year and also when a meeting is requisitioned by atleast one third of the total number of members of the Council. Atleast seven days notice of a meeting shall be sent with the agenda.

(iii) One third of the total membership of the General Council shall constitute the quorum.

13. (1) The Executive Committee shall meet atleast once in every two months. Five members of the Executive Committee shall constitute the quorum. No quorum shall be required at the meeting held after adjournment for want of quorum.

(ii) Members of the Executive Committee shall be given atleast three days notice of an ordinary meeting and twenty four hours notice of an emergent meeting. Order of the ordinary meeting shall be with the notice.

- (iii) The minutes of the meeting of the Executive Committee shall be put up at the next meeting for confirmation.
14. (1) The Executive Committee shall -
- (a) prepare the budget of the Union and submit to the General Council for approval;
 - (b) draw up the programme of work to be undertaken by the Union during the academic year and make necessary arrangements for implementing the programme.
- Provided that no outsider shall be invited to address the Union or any of its bodies without the prior permission of the Patron.
15. (1) Funds placed at the disposal of the Union by governing body of the college or the Executive Council of the University together with any donations raised by the members of Patron shall constitute fund of the Union.
- (ii) The Professor-in-charge shall draw out of the fund money as sanctioned by the Executive Committee for the purposes of the Union.
 - (iii) Whenever any amount is paid to the President or any member of the Executive Committee authorised to receive the amount from the Treasurer, account shall be rendered to Secretary who shall countersign the Vouchers, maintain the accounts of the Union and submit at the end of each month.
16. (1) Elections to the General Council and the Executive Committee shall be by secret ballot.
- (ii) Elections to the General Council shall be held by the Professor-in-charge ordinarily in the second half of August every year. The Professor-in-charge shall notify at least ten days before the date of election the last date and hour for filing nominations, the date and time for scrutiny of nomination papers, the last date and hour for withdrawal of nomination, the day, place and duration of the poll and the date, time and place for the counting of votes. Provided further that a candidate contesting for any post can send his/her nomination paper through Registered post, the procedure for which shall be determined by the Professor in charge.
 - (iii) Six members of the Executive Committee shall be elected in the meeting of the General Council as soon as the General Council is formed and shall be presided by the Professor-in-charge, Students' Union.

- (iv) A student shall not be eligible for election or nomination in the Union of the College or University Teaching Department if he falls in any or all the categories below :
- (a) has passed the 10+2 Secondary or his intermediate examination earlier than five years (or old eleven year Higher Secondary Examination earlier than six years) before the opening date of academic session in which the election is held or has taken more than the prescribed minimum period of time for whatever reason for the course of which he is a student.
 - (b) has failed to pay the tuition and other fees due.
 - (c) has been convicted by a Court of Law for any offence or against whom charges have been framed and proceedings are in progress.
 - (d) has been punished for use of unfair means at any examination or against whom proceedings are pending.
 - (e) is in employment while studying in the College or Teaching Department.
 - (f) has passed the last examination in more than the minimum period required.
 - (g) has not submitted and got audited the accounts of any advance outstanding against him.
 - (h) has been punished or has pending against him a disciplinary case in the institution.
 - (i) joins any equivalent course after having failed in one or having left one incomplete.
- (v) No person shall hold the same office more than twice during his academic career in the College/Teaching Department/School of Studies.
- (vi) For election of eight members of the Executive Committee nomination papers shall be filed by a proposer and seconder who are members of the Council.

For election of four members of Executive Committee nomination papers shall be filled in the meeting of the class representatives called for the purpose the proposer and seconder shall be the class representatives. Scrutiny of the nomination paper, withdrawal and voting where necessary shall take place in the meeting.

- (vii) All nominations shall be made in the form prescribed by the Professor-in-charge and a nomination paper shall be declared invalid if -
- (a) the nomination paper was received after the prescribed last date and time;
 - (b) the nomination is not in the prescribed form;
 - (c) the nomination is in any way incomplete; the candidate is disqualified to seek election under the provisions of this Ordinance.
- (viii)(a) If in an electoral constituency all the nominations are found invalid or no nomination paper is filled the patron shall nominate a student/students not disqualified under sub-para iv-A section 16.
- (b) If the number of validity nominated candidates, is less than or equal to the number to be elected, all such nominated persons shall be declared elected and the vacancy thereafter, if any, shall be filled by patron by nomination as in (a) above.
 - (c) If the number of validity nominated candidates, after all withdrawal of candidature, is greater than the number of members to be elected voting shall take place. The candidate/candidates, as the case may be, getting the highest number or votes shall be declared elected.
 - (d) The voting in constituencies shall be by secret ballot.
- (ix) In the matter of elections every student shall abide by the following code of conduct -
- (a) no attempt shall be made at character assassination;
 - (b) indecent expression and words shall not be used in the course of electioneering;
 - (c) none shall be run down on the ground of caste creed or religion;
 - (d) indecent and obscene posters shall not be displayed and no disfiguration of the walls shall be made;
 - (e) in course of the elections no body shall be intimidated or subjected to physical violence nor shall the discipline of the institution be undermined.

- (x) Where a candidate fails to observe the code of conduct or instigates or supports breach of the code of conduct as given above, the Patron may on the recommendation of the Professor in-charge declare his election invalid.
- (xi) (a) Ballot paper shall be rejected if it bears any mark or writing by which the elector can be identified, or
- (b) it bears no mark to indicate the vote or bears a mark other than cross (x) placed for the purpose, or
- (c) the cross mark indicating the vote is placed in such a manner as to make it doubtful as to which candidate the vote has been given, or
- (d) elector has given more votes than the number of the seats to be filled, or
- (e) the ballot paper is signed by the elector, or
- (f) Where there is uncertainty in respect of any vote/votes but not in respect of all votes given by the elector the ballot paper shall be void to the extent of uncertainty.
17. (1) The General Council may consider a motion expressing no confidence in the President or any office bearer or the entire Executive Committee if it is sponsored by not less than one third of total membership of the General Council. The motion shall be deemed to be passed if a majority of at least two thirds of the members present and voting at meeting, and constituting not less than half of the total membership of the Council vote in favour of the motion. Such motion can be moved only on the ground that the office bearer of the committee has disregarded the provisions of the Ordinance or failed to perform his/its duties. The meeting at which such a motion is considered shall be presided over by the Professor in charge.
- (11) The Executive Committee or an Office bearer shall not be removed except by an order of the Patron passed after the resolution passed by the General Council in accordance with the provisions of the para has been submitted to the Patron.
18. When a person elected to any office or body of the Union or as a representative of University Students' Union incurs any disqualification under clause (a),(b),(c),(d) and (e) of sub-para 16 above, he shall be disabled from continuing in such office or body or as representative on the

University Students' Union by the order passed by the Patron and the position held by him shall become vacant.

19. In this ordinance or under this ordinance, wherever dates and time is specified, could be changed by the Kulapati.