

Universities of Bihar

Draft Statute for Students' Union

These statutes shall come into force with immediate effect and shall supersede any other statutes/rules framed in the past regarding the conduct of election of the students union.

1. Preamble:

There shall be a Students' Union, of which all enrolled full time regular students (except students studying in distance/proximate education, foreign language courses and those enrolled in Diploma/Certificate courses of less than one year duration) of the University Department and the Constituent Colleges in the University shall be members.

2. Jurisdiction:

Area shall be the area which is under the jurisdiction of the University

3. Office :

The office of the Union will be located at the headquarter of the University in the main campus.

4. The Vice Chancellor shall be the Patron-in-chief and the Pro-Vice Chancellor shall be the Patron of the Students' Union. Principals of respective colleges shall be Co-Patron of the College Students' Union.

5. Aims & Objectives :

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

- 5.1 To strive for the promotion of discipline and decorum in the University.
- 5.2 To promote mutual contact, a democratic outlook and a spirit of oneness among the students of the University.
- 5.3 To promote social harmony among all sections of the student community and cultural and academic development of the students of the University.
- 5.4 To promote leadership quality, consciousness among students of the University and equip them to become responsible and educated citizens of the country.
- 5.5 To promote among the students, a sense of self-reliance and service to the people and duty towards the development of the nation.

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5.6 To meet, discuss and make representation, to the Central, State and University authorities, on matters concerning the common interest of the students.

6. Activities:

The Union may assist the University for organizing the following activities related to students:

- 6.1 Debates, lectures, discussion, study circle, essay competition etc.
- 6.2 Cultural performance and contests.
- 6.3 Indoor and outdoor games in collaboration with the Sports Committee/ Board of the University.
- 6.4 Publication of magazine, bulletin and wall newspapers.
- 6.5 Trips and tours to places of historical and educational importance.
- 6.6 Social Service and Social Relief Activities.
- 6.7 Organizing and running co-operatives.
- 6.8 Organize poor Boys Fund and Book Bank to help needy Students.
- 6.9 Such other activities as well further the realization of the above aims and objects.

7. Central Council of the Union:

1. There shall be a central council of the union which shall consist of the following
 - i. All the office bearers of the University Union.
 - ii. All the office bearers of the college
 - iii. All the college representatives or council members of the college
 - iv. All faculty representatives or council members of the Faculty.
2. The central council will be the supreme authority of the union and shall carry on the activities of the union in accordance with this constitution.
3. Subject to the provisions of the constitution the central council shall have the power to give such directions to the executive committee of the union or sub-committees appointed by it and the office bearers of the union as it may consider necessary.

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Disqualifications for students Members of the Central Council

Disqualifications for students Members of the Central Council no students shall be entitled to be a member of the Central Council if, (i) He/she is not a member of the Union ; or (ii) He/she has completed the age of 26 years, if he/she is a student in day classes or 30 years, if he/she is a student in the evening classes, at the beginning of the first term of the year in which he/she is likely to become a member of the Central Council ; or (iii) He/she has completed 7 years in a University or (iv) He/she has been convicted of a criminal offence including moral turpitude or (v) He/she has been punished by the University/College for an act which is coercive in nature and constitutes a threat to life and property or (vi) He/she has been found guilty of and punished for the use of unfair means in any of the examination of a college, University or Board.

8. The Executive committee of the union

1. There shall be an executive committee of the union which shall consist of the following
 - i. All the office bearers of the university union.
 - ii. 11 Members of the central council elected by its members in accordance with the system of proportions representation by means of single transferable vote from among themselves provided that not less than two out of 11 members will be girls.
 - iii. The executive committee may elect cultural secretary and sports secretary from among its own members.
2. The executive committee will function within the framework of the policies laid down by the central council and in accordance with its constitution.
3. The Executive Committee may appoint such sub-committees as may be necessary for the conduct of its business. A sub-committee, if appointed, will be subordinate and responsible to the Executive Committee.
4. Subject to the provisions of this Constitution the Executive Committee may give such directions to the Office-bearers of the Union as it may deem necessary in the discharge of their duties.
5. The Executive Committee will be responsible to the Central Council.

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10. Election :

- (i) There shall be University union, College Union, council member of the college and council members of the faculty in the University.
- (ii) The following shall be the office bearers of the College Union, and University Union:
 - i. **President**
 - ii. **Vice-President**
 - iii **General Secretary**
 - iv **Joint Secretary**
 - v. **Treasurer**
- (iii) Office bearers of College Union, council members of the colleges and council members of the faculty will be elected directly by the students of the Colleges and faculty of the University respectively. There will be minimum one College representative or council member from each college and faculty. The maximum number of College representative and faculty representative will be decided on the basis of the strength of the students and it will be in the proportion of 1:1000 (one representative for 1000 students). The number of representative can be increased by one on the every next strength of 501 or more where next strength is less than 1000.
- (iv) College representatives or council members of the colleges and council members of the faculty will elect the office bearers of the University Union. There will be indirect election for office bearers of the university union.
- (v) The Elections to the posts of President, Vice-President, General Secretary, Joint Secretary and Treasurer for College Union and council members of the colleges and faculty shall be held by single transferable votes by means of secret ballot cast by all the electorate mentioned in the section 1 of the Statute. These posts shall be filled by direct election.
- (vi) The Patron-in-Chief will appoint every year a Chief Election Officer and other Election Officers, who shall make arrangements for the conduct of the election for that year.

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11. Electorate

All bonafide regular whole time students of the university department and constituent colleges except (+2) level students shall be entitled to vote for election of students union.

12. Electing Unit

1. Each constituent college shall be one unit of the union.
2. Each faculty will constitute one unit of the union .

13. Election Process :

- a. The entire process of election, commencing from the date of filing of nomination papers to the date of declaration of results, including the campaign period, shall not exceed 10 days.
- b. The elections to the Students' Union shall be held for an academic session, preferably between 6 to 8 weeks, from the commencement of the academic session.
- c. Entire election process should be divided into two phases, i.e., in 1st phase (ten days) for election process of office bearer of college students union as well as representation from college and the faculties of the university departments. In another ten days, i.e., in second phase election of office bearer of university students union.

14. Eligibility to Contest:

- i. Only those who are covered under Section 1 of this statute shall be eligible to exercise franchise as voters in the Union election.
- ii. The Maximum age-limit to contest the Union election, as on the day of filing nomination, shall be as under –
 - a. For Undergraduate students 17 to 22 years,
 - b. For Postgraduate students 25 years,
 - c. For LL.B. students 25 years,
 - d. For LL.M. students 27 years,
 - e. For B.Ed. students 25 years,
 - f. For registered full time research students (Ph.D. students) 28 years.
- iii. No Student who has been found guilty of using unfair means at any examination held by any college or university or who has been expelled from the Hostel or the college on disciplinary grounds or charge

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- sheeted/trailed or convicted by any court of law shall be eligible to contest election of the Students' Union.
- iv. No Student who has been in the same class for more than one academic session shall be entitled to file nomination.
 - v. No Student who is simultaneously in the employment of any University or College or of any private or public sector shall be eligible to file nomination or to hold any Office in the Students' Union. The candidate has to submit affidavit issued from 1st class executive magistrate in this regard at that time.
 - vi. No Student shall be eligible to file nomination to any office of the Students' Union after a period of 5 years of first admission in the University/College.
 - vii. The candidate should in no event have any academic arrears in the year of contesting election at the time of filing nomination. Any pending paper/papers in the annual examination of the preceding session shall be construed as academic arrear(s).
 - viii. Candidates promoted to the current academic session/failed in the preceding academic year and/or re-admitted in the current academic session shall not be eligible to contest the election.
 - ix. The candidate should have attained the minimum percentage of attendance as prescribed by the University i.e. 75% attendance as on the date of filling of nomination papers and will submit a certificate from the Head of the Institution to that effect at the time of nomination.
 - x. The candidate shall have one opportunity to contest for the post of office-bearer, and two opportunities for contesting for the post of an executive member.
 - xi. No candidate can contest simultaneously for more than one post.

15. Tenure of Union :

- a. The Students' Union will officially be functional with taking the oath of office. The Vice-Chancellor or his representative will administer the oath of office.

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- b. The duration of the office of the Union shall be from the 16th of August of every year to the 15th of August of the following year..
- c. The office bearers of the Union will not remain in office beyond the specified period as defined in sub-clause (11.2) of this clause.
- d. An office-bearer of the Union may in writing resign his/her office before the expiry of the term. This must be addressed and delivered to the Patron-in-Chief.

16. **Filing of Nomination Papers :**

16.A The nomination paper of the candidate for election shall be submitted to

- (i). Chief Election officer (nominated by the Vice Chancellor) for the office bearer of the university students' union.
- (ii). Dean of respective faculties (Election officer) for the council members of the respective faculties.
- (iii). Principal of the college (Election officer) for the office bearers and the council member of the respective colleges.
- (iv). The respective election officer shall receive the nomination paper of the candidate on the date and time fixed for the purpose on a prescribed form giving the name, name of parents/guardian, class, course, roll no., date of birth etc. (prescribed form is enclosed)

16.B The candidate shall also submit the following:

- (i) Self-attested copy of the High School certificate as valid proof of the date of birth;
- (ii) A certificate of 75 percent of attendance duly signed by the Principal/Head of the Institution/University in the current session, as the case may be;
- (iii) A certificate from the Controller of Examinations declaring that the candidate has no academic arrears in the year of contesting the election;
- (iv) An affidavit stating that he has no previous criminal record and has not been subjected to any disciplinary action by the Proctor/Principal/Head of the Institution.
- (v) A declaration, duly signed by the candidate, to the effect that he/she has not availed more than one opportunity to contest for the P.U. Students' Union executive and has not contested even once for the posts of office bearers of the Students' Union.

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- (vi) An affidavit stating that he/she has not been convicted by any court of law; no criminal cases pending against him/her in any court of law; he/she has not been charge sheeted in any criminal case.

There shall be a prescribed format of (a) Nomination Paper (b) Affidavit and (c) Declaration. The office of the Chief Election Officer shall supply these forms to the candidates. The Chief Election Officer shall have the right to determine the eligibility or otherwise of the proposer, the seconder as well as the contestant. If it is found that the candidate is not eligible as per these regulations, his nomination paper shall be rejected. The decision of the Chief Election Officer in the matter shall be final.

16.C. The election shall be through secret ballot, polling shall take place at the College and Faculty level for a University Department and the Dean of the Faculty shall be the Election Officer for his/her Faculty. For colleges, the Principal shall be the Election Officer. The ballot boxes shall be locked and sealed by the Election Officer in presence of the contestant or his representative who should also be a bonafide whole-time student. The election shall be by simple majority vote. The Chief Election Officer can change the venue of the voting and counting after due notification, if the election and academic exigencies so dictate.

16.D. In the matter of interpretation of these Statutes, the decision of the Chief Election Officer shall be final after the approval of the Vice-Chancellor.

17. Undertaking/Declaration:

Every candidate is required to furnish an affidavit to the effect:

- i. That I do not have any previous criminal record, that is to say that I have not been charge sheeted/tried and/or convicted of any criminal offence or misdemeanor and have not been subjected to any disciplinary action by the University/College/Department/Institute.
- ii. That I have no academic arrear/s in the annual examination of the previous academic session. I have not been promoted to the current academic session but have clearly passed the annual examination of academic session.

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- iii. That I have not failed in the preceding academic year and/or been re-admitted in the current academic session.
- iv. That I have not availed more than one opportunity to contest for the University Students' Union executive and have not contested even once for the post of office bearer.
- v. That I shall never indulge in any activity which may adversely affect the academic interest of the University.

18. Expenditure:

- i. The maximum permitted expenditure for contesting elections per candidate shall be Rs.2000/- for College and University representative and Rs.5000/- for office bearer.
- ii. Each candidate shall, within two weeks of the declaration of the result, submit complete and audited accounts of expenditure to the university authority. The university shall publish such audited accounts within 2 days of the submission of such accounts, through a suitable medium so that any member of the student body may freely examine the same.

19. Code of Conduct :

- i. No candidate shall indulge in nor shall abet, any activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic, or between any group(s) of students.
- ii. All candidates shall be prohibited from indulging in or abetting activities which are considered to be 'corrupt practices' and offences, such as bribing of voters, intimidation of voters, impersonation of voters; canvassing or the use of propaganda within 100 meters of polling centers, holding public meetings during the period of 24 hours ending with the hour fixed for the close of the poll, and providing transport and conveyance facilities to voters to and from polling centers.
- iii. No canvassing shall be allowed after 10.00 P.M. in the Boys Hostels of the University and Colleges and after 6.00 P.M. in the Girls Hostels on any day.
- iv. No candidate shall be permitted to make use of printed posters, printed pamphlets, or any other printed material for the purpose of

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- canvassing. Candidates may only utilize handmade posters and their photocopies for the purpose of canvassing.
- v. No Candidate shall nor shall his/her supporters, deface and write on walls or cause any destruction to any property of the University/ College/Institute. All Candidates shall be held jointly and severally liable for any destruction/defacing of any University/College property.
 - vi. There shall be no appeal to caste or communal feelings for securing votes. Places of worship, within or outside the campus, shall not be used for election propaganda.
 - vii. Candidates may only utilize hand-made posters at certain places in the campus, which shall be notified in advance by the Chief Election Officer.
 - viii. No candidate shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda outside the University campus.
 - ix. During the election period, the candidates holding processions/or public meetings should not, in any manner, disturb the classes and other academic and co-curricular activities of the University. Further, such procession/public meeting may not be held without the prior written permission of the Proctor/Principal.
 - x. The use of loud speakers, vehicles and animals for the purpose of canvassing shall be prohibited.
 - xi. On the day of polling, candidates, their agents & supporters shall :
 - (i) Co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction;
 - (ii) Not serve or distribute any eatable, or other solid and liquid consumable, except water on polling day;
 - (iii) Not hand out any propaganda on the polling day.
 - xii. Excepting the voters, no one without a valid Identity proof for the current session shall enter the polling booths.
 - xiii. The Vice-Chancellor shall appoint observers. If the candidates have any specific complaint or problem regarding the conduct of the election, they may bring the same to the notice of the observer.

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- xiv. All candidates shall be jointly responsible for ensuring the cleaning up of the University particularly polling area within 48 hours of the conclusion of polling.
- xv. Any contravention of any of the above rules may make the candidate liable lose his/her candidature, or his elected post, as the case may be. The University may initiate appropriate disciplinary action against such a violator.
- xvi. In addition to the above, the provisions of the Indian Penal Code, 1860 (section 153 A and Chapter IXA – "Offences relating to Election) shall also be applicable to the student election.

20. Disassociation of Student Elections and Student Representation from Political Parties:

During the period of the election, no person, who is not a student on the rolls of the University, shall be allowed to take part in the Students' Union election process in any capacity. Any person, candidate, or member of the student organization, violating this rule shall be subject to disciplinary proceedings, in addition to the candidature, as the case may be, being revoked.

21. Maintaining Law and Order on the Campus during the Election Process:

Any instance of acute lawlessness or the commission of a criminal offence shall be reported to the police by the Proctor as soon as possible, but not later than 6 hours after the alleged commission of the offence.

22. Grievance Redressal Mechanism:

There shall be a Grievance Redressal Cell, constituted by the Vice-Chancellor with the Dean Students' Welfare as its Chairman in addition to one senior Principal, one Senior Dean, Proctor & Registrar of the University as members. The Grievance Cell shall be mandated with the Redressal of election-related grievances, including but not limited to breaches of the Code of Conduct of Election and complaints

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relating to election-related expenditure. This cell would be the regular unit of the University.

- (a) In pursuit of its duties, the Grievance Cell may prosecute violators of any aspect of the Code of Conduct or the ruling of the Grievance Cell. The Grievance Cell shall serve as the court of original jurisdiction. The Vice-Chancellor shall have appellate jurisdiction over issues of law and fact in all cases or controversies arising out of the conduct of the election in which the Grievance Cell has issued a final decision. Upon review, the Vice-Chancellor may revoke or modify the sanctions imposed by the Grievance Cell.
- (b) In carrying out the duties of the office, the Grievance Cell shall conduct proceedings and hearing to fulfill those duties. In executing those duties, they shall have the authority:
 - (i) to issue a writ of subpoena to compel candidate, agents, and workers, and to request students to appear and give testimony, as well as produce necessary records; and
 - (ii) to inspect the financial reports of any candidate and make these records available for public scrutiny upon request.
- (c) Members of the Grievance Cell are prohibited from filing complaints. Any other student may file a complaint with the Grievance Cell, within a period of 3 weeks from the date of declaration of results. All complaints must be filed under the name of the student filing the complaint. The Grievance Cell shall act on all complaints within 24 hours after they are received by either dismissing them or calling a hearing.
- (d) The Grievance Cell may dismiss a complaint if:
 - (i) the complaint was not filed within the time frame prescribed above;
 - (ii) the complaint fails to state a cause of action for which relief may be granted.
 - (iii) the complaint has not and/or likely will not suffer injury or damage.
- (e) If a complaint is not dismissed, then a hearing must be held. The Grievance Cell shall inform, in writing, or via e-mail, the complaining party and all individuals or groups named in the complaint about the time and place of the hearing. The parties shall not be considered as notified until they have received a copy of the complaint.

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- (f) The hearing shall be held at the earliest possible time, but not within twenty-four (24) hours after receipt of the notice described above, unless all parties agree to waive the 24-hours time constraint.
- (g) At the time notice of a hearing is issued, the Grievance Cell, by majority vote, may issue a temporary restraining order, if it determines that such an action is necessary to prevent undue or adverse effects on any individual. Any restraining order, once issued, will remain in effect until a decision of the Grievance Cell is announced after the hearing or until rescinded by the Grievance Cell.
- (h) All parties of the Grievance Cell hearing shall present themselves at the hearing and shall have the option to be represented by a counsel but the counsel must be a bonafied student of the University.
- (i) For any hearing, a majority of sitting Grievance Cell members must be in attendance with the Chair of the Grievance Cell presiding. In the absence of the Chair, the responsibility to preside shall fall to a Grievance Cell member designated by the Chair.
- (j) The Grievance Cell shall determine the format for the hearing, but must require that both the complaining and responding parties appear physically before the cell to discuss the issue through a complaint, answer, rebuttal, and rejoinder format. The purpose of the hearing is to gather the information necessary to make a decision, order or ruling that will resolve an election dispute. To effectuate this purpose, the following rules should prevail at all hearings:
- (i) Complaining parties shall be allowed no more than two witnesses; however the Grievance Cell may call witnesses as required.
 - (ii) All questions and discussions by the parties in dispute shall be directed to the Grievance Cell.
 - (iii) There shall be no direct or cross-examination of any party or witness by complaining or responding parties during hearings.
 - (iv) Reasonable time limits may be set by the Grievance Cell, provided they give fair and equal treatment to both sides.
 - (v) The complaining party shall bear the burden of proof.
 - (vi) Decisions, orders, and rulings of the Grievance Cell must be concurred to by a majority of the Grievance Cell present and shall be announced as soon as possible after the hearing. The Grievance Cell

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shall issue a written opinion of the ruling within 12 hours of announcement of the decision. The written opinion must set forth the findings of fact by the Grievance Cell and the conclusions of law in support of it. Written opinions shall set precedence for a time period of three election cycles for Grievance Cell rulings, and shall guide the Grievance Cell in its proceedings. Upon consideration of prior written opinions, the Grievance Cell may negate the decision, but must provide written documentation of reasons for doing so.

- (vii) If the decision of the Grievance Cell is submitted for appeal to the Vice-Chancellor, the Grievance Cell must immediately submit its ruling to the Vice-Chancellor.
- (viii) The Grievance Cell shall suggest the remedy or sanction punishment that is most appropriate to both, the type and severity of the infraction, as well as the state of mind or intent of the violator as determined by the Grievance Cell, possible remedies and sanctions included, but are not limited to fines, suspension of campaigning privileges, and disqualification from the election.
- (ix) Any fine or total amount of fines against a candidate in an election cycle may not exceed the spending limit as defined herein above.
- (x) If, after a hearing, the Grievance Cell finds that provisions of this Code were violated by a candidate, or a candidate's agent or workers, the Grievance Cell may restrict the candidate, or the candidates agents or workers, from engaging in some or all campaign activities for some or all of the remainder of the campaign. If an order is issued covering only part of the remaining campaign period, it shall take effect immediately so that after its termination, the candidate will have an opportunity to resume campaigning during the days immediately prior to and including the election days.
- (xi) If, after a hearing, the Grievance Cell finds that provision of this code or decisions, opinions, orders, or rulings of the Grievance Cell have been willfully and blatantly violated by a candidate, or a candidate's agents or workers, the Grievance Cell may disqualify the candidate.
- (xii) Any party adversely affected by a decision of the Grievance Cell may file an appeal with the Vice-Chancellor within twenty-four (24) hours after the adverse decision is announced. The Vice-Chancellor shall

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have discretionary appellate jurisdiction over the Grievance Cell in all cases in which error on the part of the Grievance Cell is charged.

- (xiii) The decision of the Grievance Cell shall stand and shall have full effect until the appeal is heard and decided by the Vice-Chancellor.
- (xiv) The Vice-Chancellor shall hear appeals of Grievance Cell rulings as soon as possible, but not within twenty-four (24) hours after the Grievance Cell delivers to the appellant and the Vice-Chancellor a copy of its written opinion in the case. Appeal may be heard prior to this time, but only if the Appellant waives the right to a written opinion and the Vice-Chancellor agrees to accept the waiver.
- (xv) The Vice-Chancellor can issue suitable orders to suspend or halt the operation of the ruling issued by the Grievance Cell until the appeals are decided.
- (xvi) The Vice-Chancellor shall review findings of the Grievance Cell when appealed. The Vice-Chancellor may affirm or overturn the decision of the Grievance Cell, or modify the sanctions imposed.

23. Election Related Expenditure and Financial Accountability:

23.1 The maximum permitted expenditure per candidate for office bearer shall not exceed Rs.5000/- and Rs.2000/- for college and faculty representative or council member in any circumstance whatsoever.

23.2 Each candidate shall, within two weeks of the declaration of the result, submit complete and certified accounts (to be certified by the candidate), of his expenditure to the University. The University shall publish such certified accounts within 2 working days of the submission of such accounts, through a suitable medium, so that any member of the student body may freely examine the same. The election of the candidate will be nullified in the event of any non-compliance or in the event of any excessive expenditure.

23.3 With a view to prevent the inflow of funds from political parties into the student election process, the candidates are specially barred from utilizing funds from any other sources than voluntary contributions from the student body.

24 Limitation :

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No faculty member nor any member of the University Administration or an officer of the University shall be permitted to hold any post on the Executive of the Students' Union nor shall be allowed to be a member of university student Union except Adviser without right to vote in the meeting of the Executive Committee.

25 Functions of the Office Bearers of the Union :

25.1

- (i) The President of the Union will be the Chief Executive Head of the Union and will function in all matters relating to the Union in accordance with this Statute.
- (ii) The General Secretary of the Union will act in consultation with the President and will function in all matters relating to the Union in accordance with this Statute.
- (iii) In the absence of the President, the Vice-President of the Union will perform all the functions of the President in accordance with this Statute.
- (iv) In the absence of the President and the Vice-President, the General Secretary will discharge the functions of the President in addition to his duties as the General Secretary of the Union.
- (v) In the absence of the General Secretary, the Joint Secretary of the Union will perform all the functions of the Secretary in accordance with this Statute.

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- (i) The President of the Union shall preside at the meetings of the Central Council and the Executive Committee and it shall be his duty to conduct these meetings in an orderly and peaceful manner in accordance with this Statute.

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- (ii) It shall be the duty of the General Secretary of the Union to prepare the minutes of all the meetings of the Central Council and the Executive Committee and to keep the records of these meetings properly and in safe custody.
- (iii) The General Secretary of the Union will also carry on correspondence on behalf of the Union and will keep and maintain all records.

26 Disqualification for office-bearers:

26.No member of the Union shall be entitled to hold any post of office bearers, if

- (i) He has exceeded age mentioned in the Lyngdoh Committee recommendation as approved by Supreme Court of India;
- (ii) He has completed 7 years from 1st July of the calendar year of passing +2 examination taken together the examinations in one or more than one Universities;
- (iii) He has been convicted of a criminal offence including moral turpitude or he has been punished by the University/College for an act which is coercive in nature and constitutes a threat of life and property or
- (iv) He has been found guilty of and punished for the use of unfair means in any examination of a University or Board or any Govt. Organization.

27 Meetings:

The Central Council will meet at least thrice a year, but the Executive Committee will meet as often as may be necessary, but at least once in a month.

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- a. The meetings of the Central Council or Executive Committee will be convened by the Secretary of the Union by giving at least 7 days notice. An emergency meeting of the Executive Committee, may, however, be convened in consultation with the Adviser by giving at least 24 hours notice.
- b. All the meetings of the Central Council and the Executive Committee shall be held at the Union office.
- c. An agenda of the meeting will be issued along with the notice of the meeting except for an emergency meeting.
- d. The notice of a meeting and a copy of the agenda (except for an emergency meeting) for the meeting will be duly served on all the members; the notice of the meeting would be served as under:
 - (i) For the Central Council and the Executive Committee by Registered Post.
 - (ii) For an emergency meeting by SMS/Phone Call.
- e. The attendance and the minutes of the meetings of the Central Council and the Executive Committee shall be confirmed in the subsequent meeting. A copy of the confirmed minutes shall be furnished to the Adviser immediately thereafter.
- f. A register of attendance of the members at the meetings of the Central Council and the Executive Committee shall be maintained by the General Secretary and signed by the Adviser or in his absence by the Treasurer at each meeting.
- g. A meeting of the Central Council or the Executive Committee may be requisitioned, by not less than 25% of the vote. They can submit such a requisition in writing to the General Secretary, who thereupon shall call such a meeting within a period of one week from the date of the receipt of the requisition. The Adviser may call the meeting on the failure of the Secretary in doing so.

28 Quorum:

In all ordinary as well as emergency meetings of the Central Council or the Executive Committee one-third of the total membership of the body will constitute the quorum.

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29 Vacancy:

In the event of the office of any major post of office bearer falling vacant within two months of elections, re-elections should be conducted; otherwise, the Vice-President may be promoted to the post of President and the Joint Secretary to the post of General Secretary, as the case may be.

30 Vote of No-confidence:

- a. Not less than one-third of the members of the Central Council of the Union may move a resolution of no-confidence against any of the elected office bearers.
- b. Such a resolution cannot be moved before the first of December of the year.
- c. A notice of a minimum of 15 days will be required for such a resolution to be moved.
- d. Such a resolution in order to be effective will be required to have been passed by a majority of not less than two-thirds of the total membership of the Central Council.
- e. In case no-confidence motion over directed against the President, the Adviser shall preside over the meeting.

31 Budget & Accounts:

A meeting of the Central Council shall be convened within two weeks of the formation of the Executive Committee and the budget estimates proposed by the Executive Committee shall be placed before the Central Council for consideration.

A copy of the budget as approved by the Central Council shall be filed with the Patron within 2 days after its approval.

- 32 Funds:** Each member (both boys and girls) of the union shall pay Rs.100/-(one hundred only) as annual subscription to students union funds which will be collected along with the fees collected at the time of admission by the respective colleges and departments.75% of the amount collected shall be transferred into the students' union account fund and the remaining 25% shall be transferred to the university in

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separate account which shall be spent during Students' Union Election each year.

Funds Utilization:

- a. Funds of the Union will be utilized for the welfare of the students in accordance with the approved budget.
- b. No expenses out of the Union funds will be incurred, unless provision with regard to them is made under a specific head of the duly approved budget.
- c. Each item of expenses of more than Rs.1000/- will be made by the Union only after it is duly authorized by a specific resolution of the Central Council of the Union. A sum of Rs.1000/-, however, will be advanced to the Treasurer as imprest money. Ordinarily no other cash advance will be permitted. Should it be necessary to advance cash to the Union the total amount thus advanced at a time shall not exceed Rs.5000/-.
- d. All expenses out of the Union fund will be incurred in accordance with the rules made in this regard duly approved by the Adviser.
- e. The Treasurer will regulate the disbursement of Union funds in accordance with the rules framed in this regard from time to time with the approval of the Adviser.
- f. The accounts of the Union shall be subject to audit by the Internal Auditor of the University as well as by the Chartered Accountant approved by the University. The accounts of the Union will be audited twice in a year at half yearly intervals.
- g. Unspent balance of the Union funds of a year, if any, will be credited to a special fund of the Union. The money under this fund may be spent for student welfare purposes in accordance with the rules framed by the University in this behalf.

33 Rule Making:

The Patron may appoint a Committee for framing such rules as may be necessary for the working of the Constitution. The rules so framed will come into effect from a date to be notified by the Patron.

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