

DRAFT ORDINANCE - 1

In exercise of the powers conferred by clause (xxi) of Section 37 of the Chhattisgarh Vishwavidyalaya Adhiniyam, 1973 (No. 22 of 1973), the following ordinance is issued relating to Students' Union in colleges and universities and teaching departments/school of studies for the academic session 201~~5~~⁶-16⁷, namely:-

1. **Students' Union and its composition.**- (1) There shall be a Students' Union consisting of (a) Students' Council; and (b) Activity Societies in all University Teaching Departments (hereinafter referred to as UTD)/School of Studies (hereinafter referred to as SOS) and Colleges affiliated to the university.

(2) The Students' Council shall comprise of President, Vice-President, Secretary & Joint Secretary along with all class representatives in all UTDs/SOSs and Colleges, formed by elections. The Activity Societies shall be nominated bodies:

Provided that this will not be applicable to those Colleges which are up to second session of its existence:

Provided further that the Executive Council of the University may, in extra ordinary situations, at the request of any UTD/SOS or College, as the case may be, permit it to be exempted from the operation of this ordinance:

Provided further also that any UTD/SOS or College which is running only course/s of one year duration or less shall, too, be exempted from the operation of this

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less shall, too, be exempted from the operation of this ordinance.

2. **Objectives of the Student's Union.**- The following shall be aims and objectives of the Students' Union, namely: -
- (i) to promote and reinforce the democratic values and principles amongst the students and to educate them about their duties and rights in democracy;
 - (ii) to emerge with value oriented leadership qualities and to inculcate a spirit of discipline and also to foster the spirit of brotherhood;
 - (iii) to promote respect for human rights and dignity for the individuals and to eliminate ragging;
 - (iv) to promote intellectual, social and cultural activities in the campuses;
 - (v) to encourage participation in literary, cultural, artistic, innovative and sports activities to bring out their leadership and creative talents;
 - (vi) to promote scientific temper and awareness on subjects of national and international importance;
 - (vii) to extend social service through mutual cooperation with a view to shaping a generation dedicated towards social, economic, political issues of the society;
 - (viii) to nurture a congenial atmosphere of learning and teaching for the development of the institution with the ultimate aim to build a knowledge society:

Provided that the union,-

- a. will not consider or canvass any matter relating to faculty / employees /individual students;
- b. will not undertake any activity that will disturb the academic calendar approved by the Coordination Committee or is contradictory to the provisions of the Chhattisgarh Vishwavidyalaya Adhiniyam, 1973 (No. 22 of 1973);
- c. will not take up any matter which falls within the jurisdiction of a Statutory Body other than the University;
- d. will not take up any activity that is against the code of conduct prescribed for the students of the College/ UTD/SOS.
- e. will not indulge in any activity that is detrimental to the peace, tranquility and academic environment of the College/ UTD/SOS, as the case may be;
- f. the union shall not identify or associate itself with any political party.

3. **Patron.-** The Kulpati shall be the Patron of the Students' Union in UTD/SOS whereas the Principal of the college shall be the Patron of the Students' Union in the College.

4. **Eligibility.-** (i) Any regular student on the rolls of College or UTD/SOS, as the case may be, on or before 14th August shall be eligible to vote for electing his/her

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Class Representative and the Students' Council, subject to the provisions contained in clause (viii) of Section 20:

Provided that a student, who has indulged in ragging shall not be entitled to vote or contest for the Students' Council.

(ii) An eligible student can, at his/her option, also be a member of any one of the Activity Societies of the Students' Union of the College/ UTD/SOS after completing the prescribed formalities. Such a student can, at his/her option, also become associate member of any other society.

(iii) An associate member will have all the privileges and rights of a member, except that he/she cannot be nominated to any office of the Society.

5. Students' Council.- (i) The Students' Council shall consist of the following members, namely:-

(a) (i) President;

(ii) Vice President;

(iii) Secretary; and

(iv) Joint Secretary.

(b) One Class Representative from each section of every under graduate class (e.g. Part one, two, three) and one representative each from 1st & 2nd semester (combined), one representative from 3rd & 4th semester (combined) of each subject at the post graduate level, elected by the student members of

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the section/subject/class from amongst themselves. Wherever semester system is followed at under-graduate classes, the Class Representative shall be from 1st and 2nd semester (combined), 3rd and 4th semester (combined) and 5th and 6th semester (combined) from each section of undergraduate class. In case of semester courses of one year duration, the Class Representative shall, too, be from 1st and 2nd semester (combined) for each of the course.

(c) If, at least one representative belonging to any of the following categories is not elected under clause (a) and (b) above, as a member of the council, the Patron shall nominate, as nominated members, one student from each of following categories from amongst the students whose name figure in the electoral roll, namely :-

- (i) Scheduled Tribes;
- (ii) Scheduled Castes;
- (iii) Other Backward Classes; and
- (iv) Persons with disability

Note: Nominated members can participate in deliberations at a meeting of the Council but shall not have any voting rights.

(ii) The following shall be the office bearers of the Student Council, namely:-

1. President
2. Vice-President

3. Secretary

4. Joint Secretary.

The office bearers shall be elected by the regular students of the college whose name figure in the electoral roll of the College/ UTD/SOS, as the case may be. Any student, whose name figures in the electoral roll, can contest for the post of Students' Council provided one post of office bearer shall be reserved for a woman candidate in the College/ UTD/SOS where women students are also enrolled.

- (iii) In the first year, the post for women will be determined by lottery after which it will rotate in the descending order, as given in (ii), above.
- (iv) The term of the Students' Council and societies shall commence on the date of its constitution and end on the 30th April of the academic year.
- (v) One third of the total posts of Class Representatives in College/ UTD/SOS shall be reserved for women in those colleges where women students are also enrolled and posts for women will be determined by draw of lots.
- (vi) A teacher not below the rank of assistant professor in a College/ UTD/SOS shall be appointed as professor-in-charge of the Students' Council and the society by the Patron. The professor-in-charge shall also be the treasurer of the Council/Societies and he/she shall have the right to be present at any meeting of the Students' Council or the societies and to offer his/her advice on any matter relating thereto.

6. **Nomination Committee.**- There shall be a Nomination Committee for nominating office bearers of the Activity Societies. The Nomination Committee shall ordinarily comprise up to four members. In case of Government Colleges, the patron shall be the President of the Nomination Committee with the elected President of the Students' Union, the President of Janbhagidari Samiti and professor-in-charge of Students' Union as its members. The vice-president/ Collector's nominee of the Jan Bhagidari Samity shall be the member, wherever the post of President, Janbhagidari Samiti is lying vacant. In U.T.D., the Kulapati shall be President of the Nomination Committee, whereas in a private college, the Chairman of Management Committee shall be the President of the Nomination Committee.
7. **Co- curricular and Academic Activity Societies.**- (i) There shall be, in every College/ UTD/SOS, Co-curricular and Academic Activity Societies like (1) Cultural Society; (2) Social Work Society [This includes Red cross Society, NCC/NSS (wherever it exists)] ; (3) Science club; (4) Physical Activity Society; (5) Society on Gender Issues (6) Knowledge Society; (7) Current affairs club; (8) Computer literacy Society; (9) Book Readers' Society; (10) Dramatics Society and (11) Fine Arts Society, etc. in a manner prescribed here in below.
- (ii) There shall be a Working Committee for each Activity Society. The committee shall comprise of Convener, Co-convener and Nominated Members. The number of nominated members shall depend upon the strength of bona fide students enrolled in College/ UTD/SOS, as

the case may be. Colleges/ UTD/SOS with student strength of up to 1000 shall have 5 nominated members whereas the number of nominated members can be 10 for College/ UTD/SOS with student strength beyond 1000.

- (iii) The Working Committee of each Activity Society shall be responsible for conducting activities assigned to it. The Convener of the Working Committee shall have the right to attend the meeting of the Student Council. He can also offer advice to the Student Council on evolving programs for the Student Council. However, such advice shall not be binding upon the Student Council. The other powers and functions and scope of activities of each Society shall be determined by the Patron.
- (iv) The funds generated from the membership fees of any society and those raised by the members of that particular society, with prior permission of the Professor-in-charge, shall be available to the concerned society to carry out the functions and activities.
- (v) The Activity Society shall be constituted within 21 days from the date of completion of election.

8. **Powers of the Patron.**- The Patron shall have the following powers, namely:-

- (a) To preside and address any meeting of the Students' Council or of the office bearers of the Students' Council and to address the members thereof, as and when the situation so warrants.

- (b) to decide all disputes of Students' Council or societies referred to him and his decision in the matter shall be final.
- (c) to administer the oath of office to members and office bearers of Students' Union.
- (d) to annul any resolution or proceedings of the Students' Council or the Societies, as deemed necessary, wherever such a resolution or the proceeding is found to be beyond the powers of the council or detrimental to the interest of the College/ UTD/SOS.
- (e) to dissolve Students' Council in the event of violation of the provisions of the Ordinance by the Students' Council or the Societies, as the case may be, and to take appropriate action.
- (f) to remove any office bearer of the Students' Council or the Society from his/her office if the said office bearer has directly or indirectly indulged in ragging;

or

is involved in financial embezzlement;

or

has extracted or tried to extract money illegally from some person/institution or business establishment;

or

has intimidated any officer or the employee of the college/University to do an illegal act;

or

indulged in violent activity or have lead violent demonstration or is involved in case of moral turpitude;

or

has indulged in any activity that is detrimental to the reputation of the institution.

- (g) to authorize the arrangement and allocation of funds for the Students' Council and different Societies.
- (h) to decide the membership fees for the members of any of the Societies.
- (i) to call a monthly meeting of student union and the teaching staff.

9. **Powers of the Professor-In-Charge.-** Professor-in-charge of the Students' Council or of the Societies, as the case may be, shall have the following powers with respect to the Council / Societies, namely:-

- (a) to conduct the election to the Students' Council;
- (b) to be present at the meetings of the Students' Council or the Society;
- (c) to exercise general supervision over the affairs of the Council or the Society and if necessary to advise the Students' Council or the Society regarding their activities;
- (d) to be in-charge of the funds of the Council or the Society and to ensure that no part thereof is advanced or spent without the sanction of proper

authority or for purposes other than those for which they are allocated:

- (e) to bring to the notice of the Patron any resolution or proceeding or act of any of the bodies or office bearers of the Council or the Society which is in violation of the provisions of the Ordinance or is likely to be prejudicial to the interest of the college;
- (f) to send to the Adviser-cum-Treasurer of the University, the names of elected President and Secretary, immediately upon the completion of the election.

10. **Power of the President/ Convener to preside over the meeting of the Council or Society.**- The President/Convener of the Council/Societies, as the case may be, shall in the absence of the Patron/Professor-in-charge, preside over the meetings of the Students' Council or Society.

11. **Duties of the President/Convener of the Council/Societies.**- Subject to clause 10 above, President/Convener of the Council/Societies may preside over the meeting of the Council/Societies and shall perform the following duties, namely:-

- (a) Subject to the control of the Students' Council/Societies, to be in charge of the general management of the affairs of the Council/ Society.
- (b) To ensure discipline at the meetings of the Students' Council/Societies or at any meeting or gathering organized by the Council/Societies.

- (c) To ensure that the provisions of the Ordinance are faithfully observed.
- (d) To ensure that any activities organized by the Council/Societies do not become unruly, violent or unlawful nor does it lead to the destruction of the private or public property.
- (e) To discharge any other legitimate functions entrusted to him/her or any legitimate duty imposed on him/her by the Students' Council or the Society subject to the approval of the Patron/ Professor-in-charge.

12. **Duties of the Vice President of the Council.**- the Vice President of the Council shall carry out the legitimate work assigned to him/her by the President of the Council and perform the legitimate functions of the President in his/her absence.

13. **Duties of the Secretary/Co-convener of the Council or Society.**- the Secretary/Co-convener of the Council or Society as the case may be, shall carry out the following functions, namely:-

- (i) to convene meetings of the Students' Council/Society subject to the instructions of the President and approval of the Professor-in-charge;
- (ii) to prepare and maintain the minutes of the meetings of the Students' Council or the Society;
- (iii) to conduct the correspondence of the Council or the Society and keep all records thereof;
- (iv) to ensure that the legitimate decision of the Students' Council or the Society are carried out;

(v) to perform all other legitimate function entrusted to him/her by the President/Convener with the approval of the Professor-in-charge;

Note:- The Co-convener of a Society shall perform the legitimate functions of the Convener, in his/her absence.

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

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

15. Powers of the Students' Council/Societies.-

(i) The Students' Council/Societies, as the case may be, shall have the following powers, namely :-

(a) To lay down the broad pattern of the activities of the Students' Council/Societies.

(b) To approve the budget estimates of the Council/Societies.

(ii) One-third of the total membership of the Students' Council & one-fourth of the total membership of the concerned Society shall constitute the quorum.

(iii) Each member of Students' Council shall have the right of one vote.

16. **Meeting of the office bearers of the Students' Council/Societies.**- (i) The office bearers of the Students' Council/Societies shall meet at least once in every two months. No quorum is required for the meeting of the office bearers.
- (ii) The office bearers shall be given at least three days notice for an ordinary meeting and clear twenty four hours' notice for an emergent meeting. Agenda of the ordinary as well as the emergent meeting shall be sent along with notice. No ex-agenda item shall be admissible in an emergent meeting.
- (iii) The minutes of the meeting of the office bearers of the Students' Council /Societies shall be put up for confirmation at the next following meeting.
17. **Functions of the Students' Council/Societies.**- The office bearers of the Students' Council/Societies, as the case may be, shall:-
- (i) prepare the budget of the Council/Societies under the guidance of the Professor-in-charge and submit it to the General Meeting of the Students' Council/Societies for approval.
- (ii) draw up the programme of work to be undertaken by the Council or Societies during the academic session and make necessary arrangement for the implementation of the programme. Provided that no outsider shall be invited to address the Council/ Societies or any of its bodies without the prior approval of the Patron/Professor-in-charge.

18. **Grievance redressal society and welfare society.-**
- (i) The President of the Students' Council may constitute a Students Grievance Redressal Society and Students Welfare Society.
- (ii) The number of members of these societies shall be determined by the Patron keeping in view the size of the college, number of the students and other relevant factors.
19. **Funds of the council.-** (i) Funds placed at the disposal of the Council by the Patron of the College together with any other funds raised lawfully with the prior permission of the Patron, shall constitute the funds of the Council.
- (ii) The Professor-in-charge shall draw, out of the fund, money sanctioned by the Council and shall have direct control over it.
- (iii) Whenever any amount is advanced to the President or any member of the Council authorized to receive the amount, the account shall be rendered to the Secretary who shall countersign the vouchers, maintain the accounts of the Council and submit the account with the complete set of vouchers to the Professor-in-charge within a week.
- (iv) The Professor-in-charge and the office bearers of the Council/Societies, as the case may be, shall be responsible for appropriate utilization of the allotted amount.
- (v) Absolute transparency shall be required to be maintained in matters pertaining to the maintenance of accounts of the Students' Council/ Societies. Any

Student, who is a member of the Council/Societies, shall have the right to see the accounts of the Council / Societies.

20. **Elections.**- (i) Election shall be held on a date determined in the academic calendar approved by Kuladhipati.

(ii) Election shall be conducted by the Professor-in-charge according to the program announced by the Kulpati.

(iii) The Professor-in-charge, shall notify 7 days in advance, the date and place of election of office bearers of the Students' Council and Class representatives, the time for filing nomination papers, time for scrutiny of nominations, hours of the withdrawal of nomination, the day, place and duration of the poll, time and place for the counting of votes etc.

(iv) The result of the election shall be declared by the Professor-in-charge immediately after the counting of votes is over.

(v) If in the opinion of the patron, exigencies exist for postponement of election and a recommendation to postpone or advance the date of election is forwarded to the Kulpati, the Kulpati shall have the power to postpone or advance the date of the elections.

(vi) The election for the office bearers of the Students' Council and the Class Representatives shall be held simultaneously.

(vii) It shall be, at the discretion of the Professor-in-charge, to give opportunity to candidates contesting for

the post of Students' Council or Class Representative, to speak about his/her plan and programmes to the concerned students, prior to 24 hrs before the commencement of polling.

(viii) A student shall not be eligible to contest the election or to be nominated to any office of the Council/Society of the College if he/she falls in any of the categories listed below,-

- (a) Has ever been found guilty of ragging.
- (b) Has passed 10+2 examination earlier than six years before the commencement of the academic session in which the election is held or has taken more than the prescribed minimum period, for whatever reason, for the course of which he/she is/was a student in the College/ UTD/SOS or has an academic backlog.
- (c) Has failed to pay the tuition fees and any other dues.
- (d) Has been convicted by a court of law for any offence or against whom charges have been framed and the criminal proceedings are in progress for any offence relating to the affairs of the College/UTD/SOS as the case may be.
- (e) Has been punished for use of unfair means at any examination or against whom proceeding is pending.
- (f) Is in employment while studying in the college.

- (g) Has passed the last University examination in more than the minimum period required.
- (h) Has been punished for indiscipline by the College / UTD/SOS authorities.
- (i) Joined any equivalent course after having failed in one or having left one incomplete.
- (j) Has been provisionally admitted.
- (k) Has been expelled from the hostel due to breach of rules.
- (ix) No person shall hold the same office consecutively.
- (x) A candidate seeking election shall be nominated by a Proposer and a Secunder who shall be eligible voters.
- (xi) In addition to the elected and nominated members of Students' Council, any regular student whose name figures in the electoral rolls of the college, can contest the elections of the following, namely:-
 1. President;
 2. Vice-President;
 3. Secretary; or
 4. Joint-Secretary:

Provided that only those students can contest for the post of President of the Students' Council, who have been regular students of the college for one year immediately before the present academic session or he/she is enrolled as the student of the post graduate degree course:

Provided further that any student shall be eligible to contest election and to get elected for the post of Class Representative once during under graduate education and once during post graduate education.

- (xii) Nomination paper shall be filed before the professor-in-charge, as per announced schedule to be displayed on the notice board, for elections to the post of Students' Council/Class Representatives, in the presence of proposer and seconder. In case of Students' Council, the proposer and the seconder can be any student of the College / UTD/SOS, whose name figures in the electoral roll of the College/UTD/SOS; however, for the post of Class representatives, the proposer as well as the seconder shall have to be from the same class/section, as the case may be, of the contestant. Scrutiny of nomination papers, withdrawal etc, shall be done as per the pre-announced schedule to be displayed on the notice board. The nomination paper shall be delivered by the candidate himself, at a place specified for this purpose, in the presence of proposer and seconder.
- (xiii) All the Nominations shall be made in the prescribed form, available with the professor in charge, and a nomination paper shall be declared invalid if:
- (a) The nomination paper was received after the prescribed date and time.

- (b) The nomination is not in the prescribed form and it has not been obtained from the Professor in charge.
 - (c) The nomination paper submitted is, in any way, incomplete.
 - (d) The candidate is disqualified to seek election under the provisions of this ordinance.
 - (e) No addition or alterations shall be permitted once the nomination is submitted by the candidate and received by the Professor-in-charge.
- (xiv) (a) If in an election all the nominations are found invalid or no nomination paper is filed, the patron shall nominate a student/students not disqualified under sub-para (ix), from amongst the voters concerned, to fill the seat remaining vacant due to the invalidation or for want of nomination.
- (b) If the number of validly 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 up by Patron by nomination as in (a) above.
 - (c) Voting shall take place if the number of validly nominated candidates, after the withdrawals of candidature, is greater than the number of members to be elected, for a particular post.

- (d) The voting shall be done by secret ballot and the candidate securing highest number of votes shall be declared as elected.
 - (e) In case of two or more candidates securing equal number of highest votes, for a particular post, the winner shall be decided by draw of lots, by the Professor-in-Charge.
- (xv) Every student shall have to abide by the following code of conduct, during the course of election, namely:-
- (a) 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.
 - (b) Criticism of other candidates, when made, shall be confined to their policies and programs, past record and work. Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the other candidates or supporters of such other candidates.
 - (c) Criticism of other candidates, or their supporters based on unverified allegations or distortion shall be avoided.
 - (d) There shall be no appeal to caste or communal feelings for securing votes. Places of worship,

within or without the campus shall not be used for election propaganda.

- (e) All candidates shall be prohibited from indulging or abetting, all 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 metres of polling stations, holding public meetings during the period of 24 hours ending with the hour fixed for the close of the poll, and the transport and conveyance of voters to and from polling station.
- (f) No candidate shall be permitted to make use of printed posters, printed pamphlets, or any other printed material for the purpose of canvassing. Candidates may only utilize hand-made posters for the purpose of canvassing, provided that such hand-made posters are procured within the expenditure limit set out herein above.
- (g) Candidates may only utilize hand-made posters at designated places in the campus, which shall be notified in advance in writing by the university/college authority.
- (h) No candidate shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda outside the university/college campus.

- (i) No candidate shall, nor shall his/her supporters, deface or cause any destruction to any property of the university / college campus, for any purpose whatsoever, without the prior written permission of the college / university authorities, as may be designated for the purpose. All candidates shall be held jointly and severally liable for any destruction / defacing of any university / college property.
- (j) During the election period the candidates may hold processions and / or public meetings, provided that such processions and / or public meetings do not, in any manner, disturb the classes and other academic and co-curricular activities of the college / university. Further, such procession / public meeting may not be held without the prior written permission of the college / university authority as may be designated for this purpose.
- (k) The use of loudspeakers, vehicles, animals or any other undesirable things for the purpose of canvassing shall be prohibited.
- (l) No candidate shall exceed the limit of expenditure, for the purpose of election that is fixed by the Professor-in Charge, for this purpose.
- (m) On the day of polling candidates 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 annoyance or obstruction;
 - (ii) not serve or distribute any eatables either in solid or liquid form whatsoever on the day of polling.
- (xvi) Where a candidate fails to observe the code of conduct or instigates or supports breach of the code of conduct as given above, the Professor-in-Charge may declare his/her election invalid and may also recommend for disciplinary action.
- (xvii) A ballot paper shall be rejected if:
- (a) 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 the mark of the prescribed seal placed for the purpose, provided by the College/ UTD/SOS; or
 - (c) a mark of the seal, indicating the vote, is placed in such a manner as to make it doubtful or uncertain as to which candidate the vote has been given; or
 - (d) a voter has given more votes than the number of seats to be filled; or
 - (e) a ballot paper is signed by the voter. Provided that where there is an uncertainty in respect of any vote/votes but not in respect of all the

votes given by the voter, the ballot paper shall be void to the extent of the uncertainty only.

21. **Election dispute resolution committee.**- The Patron, at the beginning of the academic session, shall constitute a Election Dispute Resolution Committee. Dispute relating to elections that cannot be resolved by the Professor-in-Charge could be referred by the patron to the Committee. The decision of the committee shall be binding.
22. **Ceasing to be in office.**- If a student elected to an office does not take oath within the prescribed period, the right to the office shall cease and the office shall be deemed to be vacant.
23. **Debar from continuing in office.**- When a person elected to any office or body of the Council/Societies incurs any of the disqualification listed under sub-Para(ix) of Para 20 above, he/she shall be debarred from continuing in such office or body by the order passed by the Patron, and the position held by him/her shall become and remain vacant.
24. **Resignation.**- An office bearer of the Council/Societies or a member of the Students' Council or the Society may resign by a letter addressed and submitted in person to the Professor-in-Charge and the resignation shall take effect as soon as the resignation letter is accepted by the Professor-in-Charge.
25. **Assistance of district administration.**- The Vice-chancellor/ College Principal may call upon the district

administration and police to assist in the conduct of elections.

26. **Powers of Kulpati.**- In the Ordinance or under this Ordinance, wherever date and time are specified, they could be changed by the Kulpati.
27. **Power to remove difficulties.**- Not with standing anything contained hereinabove, the Kulpati shall be the authority to clarify matters relating to interpretation of this Ordinance.
28. **Repeal.**- This Ordinance shall be in the supersession of the previous Ordinance.

ORDINANCE No. 2

UNIVERSITY STUDENTS' UNION

1. The University Students' Union, at the head-quarters of the University, shall be a federation of Students' Union of UTDs / SoS and Colleges (hereinafter referred to as College Union) affiliated to the University. President and Secretary of Students Union of every College Union shall be Members of the University Students' Council. The Members of the University Students' Council shall, unless disqualified under any provisions of the Adhinyam, the Statutes or the Ordinances, have the right to participate in the activities of the University Students' Union and to vote to elect or to get elected to the post of office bearers of the University Students' Council.
2. The objectives of the University Students Union shall be :
 - (a) to promote intellectual, cultural and social life of the students;
 - (b) to foster activities to bring out and develop the creative talents of the students and to promote their welfare;
 - (c) to develop a tradition of service and to inculcate in the students, the sense of social responsibility;
3. (i) In order to achieve these objectives the University Students' Union may :
 - (a) Organise and participate in debates, symposia, study circles, lectures, conduct scientific and cultural exhibitions, science and literary clubs;
 - (b) Promote social service activities and students welfare programmes;
 - (c) examine and determine the nature and extent of the difficulties of students, such difficulties being of a general nature and not relating to any individual student, in the conduct of their academic, cultural and social life and place them before University authorities for their solution.
- (ii) The activities of the University Students' Union may extend to such areas as may be the territorial jurisdiction of the University and the University Students' Union may avail of assistance of College Unions as may be required. The University Students' Union shall not identify or associate itself with any political party.
4. Every College Union shall contribute at the rate of one rupee for each of its members towards the funds of the University Students' Union. The total amount of such contribution payable from out of the Amalgamated Fund/Composition fee, collected every year, shall be sent by the Principal of the College or the Head of the Teaching Department/School of Studies to the Registrar of the University as soon as possible.

5. If a College fails to remit the prescribed amount of contribution due from its Students' Union, such Union of the College/UTDs/SoS may be debarred from membership of the Student's Union.
6. The Kulapati shall be the Patron of the University Students' Union and the Dean Students' Welfare or where ever there is no Dean. Students' Welfare, a teacher not below the rank of Associate Professor to be nominated by the Patron shall be its Adviser-cum-Treasurer. If no officer of the rank of Associate Professor is available, then the patron may nominate an officer of the rank of Assistant Professor for the post.
- (i) The **University Students' Union** shall have a **Council** and an **Executive Committee**.
 - (ii) The **Council** shall be composed of:-
 - (a) The Presidents of College Unions and
 - (b) The Secretaries of College Unions.
 - (iii) The **Council** shall elect, by simple majority vote, from amongst its members, the following **office bearers** of the University Students' Union:-
 - (a) President
 - (b) Vice-President
 - (c) Secretary
 - (d) Joint- Secretary

Provided that no candidate shall contest the election for more than one office or seek re-election to an office which he has held once.
 - (iv) The office bearers, so elected, together with two members of the College Union from each district, within the territorial jurisdiction of the University, to be nominated by the Kulapati on the basis of draw of lots from amongst all members of the University Students' Union electoral roll of that District, shall constitute the Executive Committee.
7. (a) Every professor in-charge of College Union shall send, every year, the names of the President and the Secretary of the College Union so as to reach the Adviser-cum-Treasurer of the university Students' Union immediately after the declaration of the results of the College Union as per the election schedule.
- (b) The Adviser-cum-Treasurer shall compile the names of the President and Secretary of all College Councils, within its jurisdiction, for the purpose of constituting the University Students' Union and also for

preparing the electoral roll of University Students' Union. A list of the University Students' Council members shall be notified and sent to all its members and the respective Colleges/U.T.D./SoS under the signature of Adviser cum Treasurer. All elections shall be held by secret ballot.

(c) The members of the Council shall cast their votes, for the election to the posts of office bearers, on specified date and time, as announced by the Adviser cum Treasurer, at their respective colleges/U.T.D./SoS only, to be held under the supervision of Patron/ Professor in charge of that College/U.T.D./SoS

(d) Vacancies in the electoral roll arising out of resignation, removal etc. shall not be filled up in any manner, once it is finally published.

Provided that once the date for the election of the office-bearers of the University Students' Union is notified by the Adviser cum Treasurer, the election will be held notwithstanding the fact that a College/U.T.D./SoS have not held the election to the College Union before the day specified under clause (a) above. Nomination papers shall be filed before the designated authority as per announced schedule.

(e) All nominations shall be made in the prescribed form, available with the designated authority and a nomination paper shall be rejected if:

(i) The nomination paper was received after the time prescribed or announced as per schedule;

(ii) the nomination is not in the prescribed form;

(iii) the nomination paper submitted is, in any way, incomplete;

(iv) the candidate is disqualified to seek election under the provisions of the Ordinance;

(f) A ballot paper for the election of an office bearer shall be rejected if :-

(i) it bears any mark or writing by which the elector can be identified, or

(ii) it bears no mark to indicate the vote or bears a mark other than the mark of the prescribed seal placed for the purpose, or

(iii) a mark of the seal, indicating the vote, is placed in such a manner as to make it doubtful or uncertain as to which candidate the vote has been given, or

(iv) the elector has given more votes than the number of seats to be filled, or

(v) the ballot paper is signed by the voters.

Provided that where there is uncertainty in respect of any vote/votes but not in respect of all the votes given by the elector, the ballot paper shall be void to the extent of uncertainty only.

(g) The voting shall be done by secret ballot and the candidates securing highest number of votes shall be declared as elected.

(h) In case of two or more candidates securing equal number of highest votes, for a particular post, the winner shall be decided by draw of lots, by the Adviser cum treasurer.

(i) Every student shall have to abide by the following code of conduct, during the course of election, namely:-

(a) 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.

(b) Criticism of other candidates, when made, shall be confined to their policies and programs, past record and work. Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the other candidates or supporters of such other candidates.

(c) Criticism of other candidates, or their supporters based on unverified allegations or distortion shall be avoided.

(d) There shall be no appeal to caste or communal feelings for securing votes. Places of worship, within or without the campus shall not be used for election propaganda.

(e) All candidates shall be prohibited from indulging or abetting, all 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 metres of polling stations, holding public meetings during the period of 24 hours ending with the hour fixed for the close of the poll, and the transport and conveyance of voters to and from polling station.

(f) No candidate shall be permitted to make use of printed posters, printed pamphlets, or any other printed material for the purpose of canvassing. Candidates may only utilize hand-made posters for the purpose of canvassing, provided that such hand-made posters are procured within the expenditure limit set out herein above.

- (g) Candidates may only utilize hand-made posters at designated places in the campus, which shall be notified in advance in writing by the university/college authority.
- (h) No candidate shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda outside the university/college campus.
- (i) No candidate shall, nor shall his/her supporters, deface or cause any destruction to any property of the University / College campus, for any purpose whatsoever, without the prior written permission of the college / university authorities, as may be designated for the purpose. All candidates shall be held jointly and severally liable for any destruction / defacing of any university / college property.
- (j) During the election period the candidates may hold processions and / or public meetings, provided that such processions and / or public meetings do not, in any manner, disturb the classes and other academic and co-curricular activities of the College / University. Further, such procession / public meeting may not be held without the prior written permission of the College / University authority as may be designated for this purpose.
- (k) The use of loudspeakers, vehicles, animals or any other undesirable things for the purpose of canvassing shall be prohibited.
- (l) No candidate shall exceed the limit of expenditure, for the purpose of election that is fixed by the Adviser-cum-Treasurer, for this purpose.
- (m) On the day of polling candidates 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 annoyance or obstruction;
 - (ii) not serve or distribute any eatables either in solid or liquid form whatsoever on the day of polling.
- (j) Where a candidate fails to observe the code of conduct or instigates or supports breach of the code of conduct as given above, the Adviser-

cum-Treasurer may declare his/her election invalid and may also recommend for disciplinary action.

8. (i) The Council shall start functioning from the date of its constitution, as notified by the Adviser cum Treasurer, in accordance with 7(b) above. The term of office of the members of the Executive Committee of the University Student's Union shall commence from the date of its notification and continue till the end of April of the academic session. The Council, too, shall continue till the end of April of the academic session.
 - (ii) The Council shall meet at least twice in the academic session on dates to be fixed by the President in consultation with the Adviser-cum-Treasurer. The President shall, upon a requisition in writing signed by not less than one third of the total number of members of the Council, convene a special meeting of the Council within 20 days of the receipt of such a requisition. Members shall be given at-least 15 days notice of every meeting and the agenda shall be sent to the members with the notice of the meeting.
 - (iii) One third of the members of the Council shall constitute a quorum,
9. The **Council** shall have the following powers and perform the following duties, namely :
- (i) to lay down the broad programme of work to be undertaken by the Union.
 - (ii) to approve, with or without modifications, the annual report and the budget estimates of the Union submitted by the Executive Committee.
 - (iii) to approve the matters to be placed before the University authorities by the Union.
 - (iv) to prepare a guideline necessary to regulate the activities of the Union.
 - (v) to exercise all other power conferred on it by the ordinances.
10. (i) The Executive Committee comprising of the office bearers and the nominated members shall remain in office so long as the Council functions unless the member/s of the Committee or the office bearer/s are removed by an order of the Patron after a no-confidence motion against the Executive Committee or the office bearers is passed by the Council.
- (ii) The Executive Committee shall meet at-least once in two months on a date to be fixed by the President in consultation with the Adviser-Cum-Treasurer. A special meeting of the Executive Committee, if

requisitioned in writing by one third of its members, shall be called by the president with-in fifteen days of the receipt of such requisition.

(iii) Members shall be given at least ten days notice of an ordinary meeting or a special meeting & four days notice of an emergent meeting. The proposal for holding an emergent meeting shall be accepted if at least two third of the members of the Executive Committee give in writing to this effect. Agenda of an ordinary meeting or a special meeting shall be sent to the members with the notice of the meeting. No other topic other than mentioned in the agenda shall be discussed in the special / emergent meeting.

(iv) Half of the members of the Executive Committee shall constitute a quorum.

11. The **Executive Committee** shall :

- (a) draw-up detailed schemes to be implemented and take steps to implement them;
- (b) prepare the budget and submit it to the Council for approval;
- (c) study students problems and bring them before the Council with its suggestions;
- (d) allot duties to its members and may constitute sub-committee for specific purpose as may be required in consultation with Advisor-cum Treasurer;
- (e) prepare the annual report of the Union and submit it to the Council for approval;
- (f) have such other powers and duties as may be assigned to it by the Council.

Note:- The activities of the Council/Executive Committee/Sub-Committee, as the case may be, shall be uploaded by the Adviser-Cum-Treasurer in the web site specifically launched for this purpose.

12. The **Patron** shall have the following powers, namely -

- (a) to be present at any meeting of the Council or the Executive Committee and to address the members there of,
- (b) to decide all disputes arising out of elections of the office-bearers and others members of the Executive Committee referred to him within five days following the day of the declaration of the result of election. His decision in the matter shall be final.
- (c) to administer the oath of office to the members of the Executive Committee.
- (d) to annul any resolution or proceedings of the Council or the Executive Committee if he deems such resolution or proceeding to be beyond the

legitimate function or power of the Union or are detrimental to the interests of the University/Students in general;

- (e) to give direction to the Council or the Executive Committee in the interest of proper functioning of the Council/ Executive Committee, as the case may be, and the Council/ Executive Committee shall act in accordance with such direction;
- (f) to suspend the Council or the Executive Committee in the event of violation of the provisions of this Ordinance by the Council or the Committee;
- (g) such other powers as are vested in the Patron under this Ordinance and /or by the Government .

13. The **Adviser-cum-Treasurer** shall :-

- (a) notify the constitution of the University Students' Council;
- (b) conduct the elections to the Executive Committee;
- (c) have the power to be present at any meeting of the council or the Executive Committee and to advise the Council and the Executive Committee in regard to their activities;
- (d) 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;
- (e) bring to the notice of the patron any resolution or proceedings or any act of any of the bodies or office bearers of the Union which is violative of the provisions of this Ordinance or likely to be prejudicial to the interest of the University/Students in general;

14. (i) The **President** of the Union shall preside at meeting of the Council and the Executive Committee;

- (ii) The President shall have the following powers and perform the following duties, namely -
 - (a) subject to control of the Executive Committee to be in charge of the general management of the affairs of the Union;
 - (b) to ensure discipline at meeting of the Council and the 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 lawful function entrusted to him or any other legitimate duty imposed on him by the Council or

the Executive Committee subject to overall provisions of the Ordinance and keeping in view the larger interest of the University/Students in general.

15. The **Vice President** shall carry out the work assigned to him by the President and in the absence of the President, shall perform his functions.
16. The **Secretary** shall perform the following functions, namely -
 - (i) to issue notice of every meeting of the Council and the Executive Committee subject to the instructions of the President;
 - (ii) to prepare and maintain the minutes of the meeting of the Council and the Executive Committee;
 - (iii) to maintain the accounts of the Union, conduct the correspondence of the Union and keep all records thereof;
 - (iv) to ensure that the discipline of the Council and the Executive Committee are properly carried out;
 - (v) to perform all other lawful functions entrusted to him by the Council or the Executive Committee;
17. 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 Adviser-cum-Treasurer.
18.
 - (i) The University Students' Union fee collected from the College Unions together with any other lawful receipts from any source, if any, shall constitute the fund of the University Students' Union;
 - (ii) Whenever any expenditure is authorised by the Executive Committee, the Adviser-cum-Treasurer shall obtain the required funds from the Registrar and make it available to the person authorised by the Committee to receive the same;
 - (iii) Whenever any amount is paid to any office-bearer or members of the Union by the Adviser-cum-Treasurer, accounts shall be rendered to the Secretary who shall maintain the accounts of the Union and submit at the end of each month the accounts with complete vouchers (duly countersigned by the Secretary) to the Adviser-cum-Treasurer.
 - (iv) The Accounts of the Unions shall be audited every year by such agency as the Patron may appoint.
19.
 - (i) The Council may pass a motion expressing no-confidence in the President or any other office bearer or the entire Executive Committee if it is moved by not less than one-third of its total members and supported by a majority of at least two-thirds of the members present and voting at the meeting and constituting not less than half of the total membership of the Council. Such motion can be moved only

on the ground that the office bearer or Committee has disregarded the provisions of this Ordinance or failed to perform his/its duties or has acted in any manner which is detrimental to the interests of the University/ students in general and a meeting of the Council shall be convened to consider the no-confidence motion after the Adviser-cum-Treasurer decides that the motion is sought to be moved on admissible ground/grounds. The meeting at which such a motion is considered shall be presided over by the Adviser-cum-Treasurer.

(ii) The member of the Executive Committee or an office bearer shall not be removed except by the order of the Patron in pursuance of the Council resolution to this effect.

20. A Student who is also a member of the University Council, shall cease to hold office in the University Students' Union from the date of his expulsion or rustication by the Principal of his College or the Kulapati, as the case may be.

21. (i) An office bearer of the University Students' Union or a member of the Executive Committee may resign by a letter addressed to the Adviser-cum-Treasurer and the resignation shall take effect as soon as a decision, to this effect, is taken by the Adviser-cum-Treasurer.

(ii) Where any membership of the Executive Committee or an office of the University Students' Union falls vacant, the same shall continue to remain vacant for the entire session. The Adviser-cum-Treasurer shall, in such cases, have the power to re-allocate the work earlier entrusted to the person whose office has fallen vacant, as deemed suitable for the purpose, in consultation with the patron, for smooth functioning of the Union.

22. Powers to remove difficulties- Notwithstanding anything contained herein above, the Kulpati shall be the authority to clarify matters relating to interpretation of this Ordinance.

23. Repeal - This Ordinance shall be in supersession of the previous Ordinance pertaining to this subject matter.