

# **VIDYASAGAR UNIVERSITY**

**MIDNAPORE-721102**

**The Revised Regulations**  
*Relating to*  
**The Uniform Constitution of the**  
**Students' Union of the affiliated**  
**Colleges including Government Colleges**  
**(Other than Professional colleges).**

**(Approved in the meeting of the Executive Council dated 01.09.2008)**  
**Vide C.S.R. Notification No. – CSR/02/2008**  
**Dated 01/09/2008**

**VIDYASAGAR UNIVERSITY**  
**Midnapore-721102**

The Revised Regulations  
*Relating to*  
The Uniform Constitution of the Students' Union of the affiliated  
Colleges including Government Colleges  
(Other than Professional colleges).

**01. Short title, Jurisdiction and Commencement:**

- (a) These regulations may be called the Revised Regulations relating to Constitution and function of the Students' Union of all Colleges other than Professional Colleges affiliated to the Vidyasagar University and shall apply to all the students of such colleges.
- (b) The Revised Regulation shall come into force immediately on being passed in the manner prescribed under sub-sections (1) & (2) of Section 53 of the Vidyasagar University Act, 1981 amended up to 1997 and will replace the earlier Regulation relating to the same matter.

- 02.** (a) In these Revised Regulations unless the context requires otherwise, words and expressions used shall have the same meaning as they have in the Act.
- (b) The provisions of the Regulations and the Rules of the University as they affect the matters provided herein, if in conflict with these Revised Regulations, shall stand modified in the light of these Revised Regulations.

**03. Definitions:**

- (i) 'Constitution' means the constitution of the Students' Union of all affiliated colleges.
- (ii) 'Union' means the Students' Union of all Colleges.
- (iii) 'Student' means an enrolled regular student of any of the concerned Colleges.

For a first year U.G./P.G. student, a regular student means the student who has cleared his session charges and tuition fees at least for two months starting from the beginning of the session.

For a 2<sup>nd</sup> year and 3<sup>rd</sup> year U.G. student, a regular student means the student who has taken provisional admission by depositing tuition fees for at least two months.

Similarly for a 2<sup>nd</sup> year P.G. student a regular student means the student who has taken provisional admission by depositing tuition fees for at least two months.

- (iv) 'Session' means the academic session commencing from the First day of July of every year and ending on the Thirtieth June of the year following.
- (v) 'College' means a College or an Institution affiliated to the University where the Students' Union is to be formed under these Regulations.
- (vi) 'Incharge Teacher' means teacher Incharge of each section of the Union to be nominated from amongst the whole time teachers of the college by the Principal/Teacher-in-Charge of the college.

**04.** There shall have a Students' Union for every college. A college having more than one shift/section, affiliated to Vidyasagar University will have only one union representing the students of all shift/section.

#### **05. Aims and Objects:**

The aims and objects of the Union shall be:

- a) to bring unity among the students.
- b) to promote academic, scientific, cultural and social interest and outlook among the students.
- c) to promote discipline, sense of responsibility, integrity and brotherhood among the students.
- d) to safeguard the rights of the students.
- e) to add, help and facilitate the study of needy and poor students particularly coming from the backward classes of society;
- f) to provide scope to develop the tenacity and ability of the students;
- g) to foster healthy and cultural relation with the teachers and the non-teaching members of staff of the college;
- h) to safeguard the democratic rights and encourage participation in fighting against superstition, obscurantism, successionism, communalism, obscenity and to work for the cause of social justice.

- i) to campaign for spreading awareness for preserving environment against all kind of pollution.
- j) to foster tolerance, communal harmony, secularism and national integrity.
- k) to respect democratic norms and to develop scientific attitude.

#### **06. Membership:**

- (a) Every regular student of a college shall be a member of the Union. The definition of a 'Regular Student' is as given in article 03 (iii) of this 'Revised Regulation'.
- (b) A member shall be entitled to cast his/her vote in the election of the executive body of the Students' Union.
- (c) The U.G. students of 2<sup>nd</sup> year and 3<sup>rd</sup> year classes will be considered as eligible voters if they are admitted provisionally by depositing tuition fees for at least two months, provided that the publication results of Part-I and Part-II examination respectively remain pending at the time of election. The unsuccessful students of Part-I and Part-II U.G. examination will cease to be a member of the union after the publication of such results. Similar is the case with 2<sup>nd</sup> year P.G. students of any college.  
In the same analogy the office of any elected office bearer will be vacant, if the concerned student become unsuccessful in the respective examination.

#### **07. Cessation of Membership:**

Unless otherwise provided for in these Revised Regulations, a student will cease to be a member of the Union if he/she –

- (a) is in default of session fees & tuition fees for more than three months
- (b) become unsuccessful or obtain compartmental at any university examination
- (c) appears at the final Part-III examination of the University.
- (d) is found to be admitted in any other college after taking transfer certificate from the parent college.
- (e) is convicted of any criminal offence in any court of law.
- (f) is subject to any disciplinary action taken by the University/College authorities.

In this connection it is to be specifically mentioned that all the members of the students Union for a particular session will cease to be a member of the Union after 30<sup>th</sup> June of that year. Only four outgoing office bearers namely, President, Vice-President, General Secretary and Asstt. General Secretary will act as Caretaker Union under the direct guidance and supervision of the Principal/Teacher-in-Charge of the college till the notification of the date of election of the next Executive Body of the Union is announced.

#### **08. Rights of a Member:**

Unless otherwise provided for in these Revised Regulations

- (a) every member shall have equal rights in the activities of the Union irrespective of caste, creed, race, religion and sex.
- (b) every member shall have the right to cast his vote for the election of the executive body of the union.
- (c) every member of the U.G. Course between the age of 17 and 22 years shall have the right to contest in the election of the executive body of the union.
- (d) For postgraduate student member, the maximum age limit to legitimately contest in the election would be 25 years.

#### **09. Composition of the Executive Body of the Union:**

The Executive Body of the Students' Union shall consist of the following office bearers:

- (a) President;
- (b) Vice-President;
- (c) General Secretary;
- (d) Assistant General Secretary;
- (e) Secretaries of different sections such as Sports, Cultural, Student Welfare, Magazine etc. and
- (f) Class representatives not included in the above heads.

#### **10. Election:**

- (i) The election of the executive body of the Students' Union shall be held between six to eight weeks from the date of commencement of first year

classes as fixed in the academic calendar of the University for U.G. colleges.

- (ii) The election of the executive body of the Union shall be held in accordance with the principle of simple majority voting system and through secret Ballot.
- (iii) The elected members of the executive body of the union shall elect the office bearers from among themselves in the first meeting within seven working days from the date of election of the executive body. The election of office bearers shall also be held in accordance with the principle of simple majority voting system and through secret Ballot. This meetings will have to be convened and presided over by the Principal/Teacher-in-Charge of the concerned college.
- (iv) In the same meeting of the executive body of the union, Sectional sub-committees for all sections shall be formed. Besides the General Secretary and the concerned sectional Secretary, each of such sub-committees shall consist of four other elected members of the Executive Body of the Union of which one shall be a girl student in case of a co-educational college. The functions of all such Sectional sub-committees will have to be supervised by a regular full-time teacher of the college nominated by the Principal/Teacher-in-Charge of the college in consultation with the Teachers' Council.
- (v) In the event of the office of any post of office bearers falling vacant due to any reason whatsoever, the members of the Executive Body of the Union may elect the office bearers in the vacant posts from among themselves in a meeting convened specially for this purpose by the Principal/Teacher-in-Charge will preside over such meeting. The Election will be held according to the procedure laid down in Article 10(iii) of the Revised Regulations.

#### **11. Eligibility Criteria for Candidates Contesting Elections:**

- (a) Undergraduate regular students between the age of 17 and 22 years may contest elections. The maximum age limit for postgraduate regular students to legitimately contest the election would be 25 years.

- (b) The candidates shall in no event have any academic areas in the year contesting the elections.
- (c) The candidate shall have minimum 75% of attendance in his/her classes held as prescribed by U.G.C. regulation (2003).
- (d) The candidate shall not have a previous criminal record that is to say he/she should not have been tried and/or convicted of any criminal offence or misdemeanor. The candidate shall also not have been subject to any disciplinary action by the University/College authorities.
- (e) The candidate must be regular, full-time student of the college and should not be a distance/proximate education/add on course student.

## **12. Election related Expenditure and Financial Accountability:**

- (a) The maximum permitted expenditure per candidate shall be Rs.5,000.00 (Rupees five thousand) only.
- (b) Each candidate shall within two weeks of the declaration of the election result submit complete and certified accounts (to be certified by the candidate) to the college authorities.  
The college shall publish such audited accounts within 2 days of submission of such accounts so that any member of the student union may freely examine the same.
- (c) The election of the candidate will be nullified in the event of any non-compliance or in the event of any excessive expenditure.
- (d) The candidates are specially barred from utilizing funds from any sources other than the voluntary contributions from the student body.

## **13. Code of Conduct for Candidates:**

- (a) No candidate shall indulge in, nor shall abet, any activity which may aggravate existing differences or create mutual hatred between any groups of students.
- (b) Criticism of other candidates, when made, shall be confined to their policies and programmes, 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. Criticism of other candidates or their supporters based on unverified allegations or distortion shall be avoided.

- (c) There shall be no appeal to caste on communal feelings for securing votes.
- (d) 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 meters 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.
- (e) 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 utilise handmade posters at certain places in the campus, which shall be notified in advance by the election commission.
- (f) No candidate shall be permitted to carry out processions or public meetings, or in way canvass or distribute pamphlets outside the college campus.
- (g) No candidate shall, nor shall his/her supporters deface or cause any destruction to any property of the college campus, for any purpose whatsoever. All candidates shall be held jointly and severally liable for any destruction/defacing of any property of the college.
- (h) 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. Further such procession / public meeting may not be held without the prior written permission of the college authority.
- (i) The use of loud speakers, vehicles and animals for the purpose of canvassing shall be prohibited.
- (j) On the day of polling, student organizations and candidates shall co-operate with the election commission to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction.
- (k) They should not serve or distribute any eatables of other solid and liquid consumable except water on the polling day.
- (l) They should not make any propaganda on the polling day.
- (m) Excepting the voters, no one without a valid pass/letters of authority from the election commission or from the college authority shall enter the polling booths.

- (n) The election commission shall appoint impartial observers from among the whole-time teachers of the college for smooth conduction of the election procedure. Observers will also oversee the process of nomination of students.
- (o) All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 48 hours of the conclusion of polling.
- (p) During the period of elections any person who is not a student on the rolls of the college shall not be permitted to take part in the election process in any capacity. Any person, candidate or member of the student organization violating this rule shall be subjected to disciplinary proceedings.
- (q) Any contravention of any of the above rules may make the candidate liable to be stripped of his candidature or his elected post as he case may be. The election commission/ college authority may also take appropriate disciplinary action against such a violator.
- (r) In addition to the above mentioned code of conduct, certain provisions of I. P. C. 1860 (Section 153A of Chapter IX A “Offences relating to election”) will be applicable to this election.

#### **14. Term of office of the Elected Members:**

The term of office the elected members of the Executive Body of the Students’ Union shall be upto 30<sup>th</sup> June of every year. However Caretaker Union comprising of outgoing four office bearers namely, President, Vice-President, General Secretary and Assistant General Secretary will function under the direct guidance and supervision of the Principal/Teacher-in-Charge of the college till the notification of the date of election of the next Executive Body of Students’ Union is announced.

#### **15. Meeting:**

- (i) At least one meeting shall be held ordinarily in every three months for the Executive Body of the Students’ Union as well as for the Sectional Sub-committees. The minutes of each meeting shall be kept by the concerned Secretary.
- (ii) (a) The Budget for the year shall be presented by the General Secretary before the Executive Body of the Students’ Union within fifteen working days of the election of the office bearers.

- (b) The proposal regarding financial matters, if any, not provided for in the Budget must be placed in the same manner as in the case of Budget, through General Secretary.
- (iii) The Executive Body of the Students' Union will decide any matter by vote whenever difference would arise.
- (iv) All the members must abide by the decision of the Executive Body of the Students' Union.
- (v) Any proposal other than Budget and financial matters may be placed by any elected member of the Executive Body of the Students' Union for consideration in the meeting.
- (vi) An elected member must give seventy two hours clear notice to the General Secretary so that his/her proposal may be put up in the agenda papers. Moreover, in emergency circumstances, a proposal may be placed before the Executive Body of the Students' Union even if it is not in the agenda papers, with the consent of the President.
- (vii) All resolutions of the Executive Body of the Students' Union and the Sectional Sub-Committees will be considered as adopted if the majority of the elected members present in that meeting vote for it. It will, however, require the signature of the President before it is declared as passed. The minutes of a meeting of the Executive Body of the Students' Union / Sectional Sub-committee shall be confirmed in the next meeting of the said body.
- (viii) (a) An emergency meeting of the Executive Body of the Students' Union may be called by the President on Twenty four hours notice if he/she consider that an emergency situation has arisen.
- (b) A requisition meeting of the Executive Body of the Students' Union may be called by the President within a week on receipt of a petition signed by at least fifty percent of the total elected members of the Executive Body of the Students' Union.
- (ix) Unless otherwise provided for in these Regulations all meetings of the Executive Body of the Students' Union will be called by the General Secretary and those of Sectional Sub-committees by the concerned Sectional Secretaries with the prior permission of the Incharge Teacher of the respective section of the Union. At least three days' notice shall be

given for ordinary meetings. Extraordinary meetings may be convened on twenty four hours notice by the General Secretary after obtaining the consent of the President.

- (x) 1/3<sup>rd</sup> of the total number of the elected members of the Executive Body of the Students' Union or the Sectional Sub-committee as the case may be should be a quorum for a meetings of the concerned body or Sub-committee.

#### **16. Fund:**

The fund of the Union shall be built up with the amount of fees for Students' Union collected from the students and it shall be limited to the amount so collected for one year only for which the Executive Body of the Students' Union is to function. In no case any fund of the forthcoming Students' Union shall be added to it.

Provided that the Union may, however, seek contribution from any other source for any specific purpose with the approval of the Principal/Teacher-in-Charge of the College.

Any expenditure from the union fund is to be made with the prior approval of the Incharge Teacher of the respective section and the Principal / Teacher-in-Charge of the college.

#### **17. Budget and Accounts:**

The Annual Budget for the years shall be prepared by the General Secretary in consultation with the sectional secretaries for allocating Union fees for meeting proposed expenditure under different heads including emergency expenditure. The unspent amount, if any, shall be transferred to the Students' Aid Fund of the session following.

After the allocation of funds is made for different sections the Sectional Secretary concerned may draw the amount jointly with the General Secretary after getting the approval from the In-Charge Teacher and Principal/Teacher-in-Charge. The sectional secretaries shall keep proper accounts of expenditure of their sections and shall submit the same, supported by appropriate vouchers, duly counter signed by the General Secretary to the Incharge teacher of the respective section, which will be audited by Bursar of the College.

## **18. Function of the Office Bearers:**

### **(a) President:**

The President shall ordinarily preside over all the meetings of the Executive Body of the Union except the first meeting of the Executive Body. A resolution shall not be considered as passed by the Executive Body of the Union unless it is duly signed by the President. He/She shall be elected from amongst the elected members in the first meeting of the Executive Body of the Students' Union convened and presided over by the Principal/Teacher-in-Charge of the College.

### **(b) Vice-President:**

In the absence of President, the Vice-President will preside over the meeting of the Executive Body of the Union. He/She shall be elected from amongst the elected members in the first meeting of the Executive Body of the Students' Union convened and presided over by the Principal/Teacher-in-Charge of the College.

### **(c) General Secretary:**

- (i) The General Secretary shall be the Executive Head of the Union.
- (ii) He/she shall be elected from amongst the elected members in the first meeting of the Executive Body of the Students' Union convened and presided over by the Principal/Teacher-in-Charge of the College.
- (iii) He/she shall carry out the day to day functions of the Union.
- (iv) He/She shall be responsible to the members of the Executive Body in particular and to the students of the College in general for all activities of the Students' Union.

### **(d) Assistant General Secretary:**

- (i) The Assistant General Secretary shall be elected by the Executive Body from amongst its elected members. His/her election shall be taken up after the election of the General Secretary is completed.

- (ii) The Assistant General Secretary shall assist the General Secretary in discharging his/her duties and will perform the duties of the General Secretary in his his/her absence.

**(e) Secretaries:**

- (i) The following shall be the Secretaries of different sections:
  - (1) Cultural Secretary;
  - (2) Games and Athletics Secretary;
  - (3) Magazine and Literature Secretary;
  - (4) BijnanParishad Secretary;
  - (5) Students' Welfare and Social Service (including Students' Aid Fund) Secretary.
  - (6) Common Room secretaries (Two Secretaries: One for Boys and other for Girls in case of a Co-Educational College).
- (ii) The sectional Sectaries shall be elected by the Executive Body of the Students' Union from among the elected members.
- (iii) The Secretaries shall carry out the day to day duties of their respective sections and shall be responsible to the Students' Union in particular and to the Students in general for the activities of their sections.

**(f) Assistant Secretaries”**

There shall be one Assistant Secretary for each section from among the four other elected members of the sectional sub-committee mentioned in the Regulation 10(iv) and they will be elected by the elected members of the Students' Union.

**19. Sectional Sub-Committee:**

- (a) There shall be a Sectional Sub-Committee for each Section to be constituted with the General Secretary, the Sectional Secretary and four other elected members of the Executive Body of the Union including the Assistant Secretary of the Section.

Provided that, at least one of the elected members shall be a girl for a Co-educational College.

- (b) There shall be one In-Charge Teacher for each section of the Union. He will be nominated from amongst the whole time teachers of the College by the Principal/Teacher-in-Charge of the college in consultation with the Teachers' Council. He will supervise the respective section.
- (c) All resolutions of the Sectional Sub-committees shall be duly approved and signed by the In-charge Teacher of the respective section before they are declared as accepted.
- (d) The In-charge Teacher may take part in the deliberations of the Sectional Sub-committee meetings but he/she shall have no right to vote.
- (e) The In-charge Teacher may be invited to take part in any meeting of the Executive Body of the Students' Union but shall have no right to vote.

## **20. Procedure of Election:**

- (a) There shall be an Election Commission in respect of every college consisting of five members to be constituted as under:
  - (i) The Principal or the Teacher-in-Charge of the college who shall be the President of the Commission;
  - (ii) Three members of the whole-time teaching members and one member of the whole-time non-teaching staff of the college to be nominated by the Governing Body of the College. The members of Commission shall hold office for a period of one year from the date of formation of the Election Commission.
- (b) The Commission shall fix up the dates and the time table of election of the Student's Union as per provisions envisaged in this constitution.
- (c) The Commission shall be responsible for the proper conduct of the Election and resolve dispute, if any, regarding the holding of Election by taking appropriate action as it may deem fit and proper.
- (d) The Principal/Teacher in Charge of the college shall be the Returning Officer of the election and the Commission shall appoint Polling Officers for conducting the Polls from amongst the Teaching and Non-teaching members of staff of the college.
- (e) The Returning Officer shall publish through Notification and by displaying the same in the College Notice Board the list of Provisional Voters fifteen working days prior to the date of election.

Provided that the defaulters will be allowed three working days time for clearing tuition fees for being eligible voters (after which no objection shall be entertained), based on which Final Voter list will be published.

- (f) If any difficulty arises in the process, the matter shall be referred by the Returning Officer to the Election Commission whose decision shall be final and binding.
- (g) (i) The Election Commission shall cause the Returning Officer to declare the date of election at least fifteen working days before the election date through Notification and by displaying the same in the College Notice Board.
- (ii) The Election Commission shall cause the Returning Officer to publish the following particulars through Notification and by displaying in the College Notice Board at least ten working days before the date of election with date, time, place and other particulars for:
- (1) Issue of nomination papers.
  - (2) Submission of nomination papers.
  - (3) Scrutiny of nomination papers.
  - (4) Publication of the list of valid nomination papers (class wise), in alphabetical order of the first name in English spelling.
  - (5) Withdrawal of nomination papers.
  - (6) Publication of the list of the contesting candidates (class wise).
  - (7) Date and hours of polling;
  - (8) Date and hours of Counting.
- (iii) The Polling Officers of the concerned constituency shall be responsible for counting of votes in the booth in the presence of the contesting candidates or their agents.
- (iv) Declaration of result of election shall be made immediately after the counting is over.
- (v) The entire process of elections commencing from the date of filling of nomination papers to the date of declaration of results should not exceed 10 working days.
- (h) In case two or more contesting candidates secure equal number of votes and none of them can be declared as elected, the Returning Officer shall, by drawing of lots in the manner he/she deem fit, decide as to which of the contesting candidates would be declared elected.

(i) In case of any dispute arises while conducting the poll and counting of votes, the decision given by the Election Commission shall be final and binding.

(j) Allotment of class Representatives for each class (year) of each stream and of each shift will be as follows:

Number of representatives for each constituency (each class of each stream) shall be calculated in the following manner:

- (a) One representative for upto 25 students.
- (b) Two representatives for upto 50 students.
- (c) Three representatives for up to 75 students.
- (d) Four representatives for upto 100 students.
- (e) Five representatives for above 100 students.

There shall not be more than five representatives for a constituency.

(k) The detailed procedure of election, polling and counting shall be determined by the Election Commission.

(l) In the election envisaged under these Regulations, the forms of Nomination (Form no. 1) and withdrawal of candidature (Form no. 2), appended to the Regulations shall be used. All other necessary forms relating to the holding of elections shall be prescribed by the Election Commission.

(m) All matters relating to any objection raised by any student in regard to election matters will be deposed off in accordance with the procedure mentioned in Article 21 of this Regulation.

(n) The elected members of the Executive Body of the Union will have to take a pledge/oath after election of the office bearers of the Union.

The text of the pledge/oath to be taken is given below:

"I ..... a student of 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> year class of B.A./B.Sc./B.Com./M.A./M.Sc./M.Com. course having been elected a member of the Executive Body of the Students' Union of ..... College/Mahavidyalaya solemnly affirm that I will bear the true faith and allegiance to the Constitution of the Students' Union of the colleges affiliated to Vidyasagar University, that I will uphold the honour and good name of my institution and that I will faithfully discharge the duty for bringing integrity, harmony and feelings of brotherhood among my fellow students upon which I am about to enter."

## 21. Grievances Redressal Mechanism:

- (i) There should be a Grievances Redressal Cell with the Principal/Teacher-in-Charge of the College as its Chairman. In addition, one senior faculty member, one senior administrative staff and two final year students shall constitute the Cell. Students can be nominated on the basis of merit and/or participation in the co-curricular activities in the previous year. 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 elections and complaint relating to election related expenditure. This cell would be the regular unit of the institution.
- (ii) In pursuant of its duties, the grievance cell may prosecute violators of any aspect of the code of conduct or the rulings of the grievance cell. The grievance cell shall serve as the court of original jurisdiction. The Principal/Teacher Incharge of the College shall have appellate jurisdiction over issues of law and fact in all cases or controversies arising out of the conduct of the elections in which the grievance cell has issued a final decision. Upon review, the Principal/Teacher-in-Charge may revoke or modify the sanctions imposed by the grievance cell.
- (iii) In carrying out the duties of the office, the Grievance cell shall conduct proceedings and hearing necessary to fulfill those duties. In executing those duties they shall have the authority –
  - (a) To issue a writ of subpoena to compel candidates, agents, and workers and to request students to appear and give testimony, as well as produce necessary records.
  - (b) To inspect the financial reports of any candidate and make these records available for public scrutiny upon request.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.
- (iv) The Grievance Cell may dismiss a complaint if:

- (a) The complaint was not filed within the time frame prescribed as defined herein above.
- (b) The complainant fails to state a cause of action for which relief may be granted.
- (c) The complainant has not and/or likely will not suffer injury or damage.
- (v) If a complaint is not dismissed, then a hearing must be held. The Grievance cell shall inform, in writing, the complaining party and individuals or groups named in the complaint of the time and place of the hearing. The parties are not considered notified until they have received a copy of the complaint.
- (vi) 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.
- (vii) At the time, notice of hearing is issued, the Grievance cell by majority vote, may issue a temporary restraining order, if it determines that such action is necessary to prevent undue or adverse effects on any individual or entity. 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.
- (viii) All Grievance Cell hearing, proceedings, and meetings must be open to the public.
- (ix) All parties of the Grievance cell hearing shall present themselves at the hearing and may be accompanied by any other student from which they can receive counsel, and have the option to be represented by that counsel.
- (x) 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 an Grievance Cell member designated by the Chair.
- (xi) The Grievance Cell determine the format for the hearing, but must require that both the complaining and responding parties appear physically before the board to discuss the issues through a complaint, answered, 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:

- (a) Complaining parties shall be allowed no more than two witnesses, however, the Grievance Cell may call witnesses as required. If said witnesses are unable to appear at the hearing, signed affidavits may be submitted to the Grievance Cell Chair for the purpose of testifying by proxy.
- (b) All questions and discussions by the parties in dispute shall be directed to the Grievance Cell.
- (c) There shall be no direct or cross examination of any party or witness by complaining or responding parties during hearings.
- (d) Reasonable time limits may be set by the Grievance Cell provided they give fair and equal treatment to both sides.
- (e) The complaining party shall bear the burden of proof.
- (f) 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 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 facts by the Grievance Cell and the conclusion of law in support of it. Written opinions shall set a precedent for a time period of three election cycles for Grievance Cell ruling, 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.
- (g) If the decision of the Grievance Cell is appealed to the Principal/Teacher-in-Charge the Grievance Cell must immediately submit its ruling to the Election Commission.
- (h) The Grievance Cell shall select the remedy or sanction most appropriate to both the type and severity of the infraction as well as the stand of mind or intent of the violator as determined by the Grievance Cell. Possible remedies and sanctions include, but are not limited to, fines, suspension of campaigning privileges and disqualification from the election.

- (i) Any fine or total amount of fines against a candidate in an election cycle may not exceed the spending limit as defined herein above.
- (j) If, after a hearing, the Grievance Cell finds that provisions of the Code of Conduct 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 period, it shall take effect immediately so that after its termination, the candidate is free to campaign in the remaining period including the election days.
- (k) If, after a hearing, the Grievance Cell finds that provisions of either this Code or decisions, opinions, order, or ruling 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.
- (l) Any party adversely affected by a decision of the Grievance Cell may file an appeal with the Principal/Teacher-in-Charge of the College within twenty four (24) hours after the adverse decision is announced. The Principal/Teacher-in-Charge of the college shall have discretionary appellate jurisdiction over the Grievance cell in all cases in which error on the part of the Grievance Cell is charged.
- (m) The decision of the Grievance Cell shall stand and shall have full effect until the appeal is heard and decided by the Principal/Teacher-in-Charge of the College.
- (n) The Principal/Teacher-in-Charge of the college 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 a copy of its written opinion in the case.
- (o) The Principal/Teacher-in-Charge of the college can issue suitable orders to suspend or halt the operation of the ruling issued by the Grievance Cell until the appeals are decided.
- (p) The Principal/Teacher-in-Charge of the college shall review findings of the Grievance cell when appealed. The Principal/Teacher-in-Charge may affirm or overturn the decision of the Grievance Cell or modify the sanctions imposed.

## **22. Maintaining Law and Order on the Campus during the Election Process:**

- (a) Excepting the voters no one without a valid pass/letters of authority from the Election Commission or from the college authorities shall enter the polling booth on the day of election.
- (b) Any instance of acute lawlessness or the commission of a criminal offence shall be reported to the police by the college authorities as soon as possible, but not later than 6 hours after the alleged commission of the offence.

## **23. Suspension / Prorogation / Dismissal :**

The Principal / Teacher-in-Charge with the approval of the Governing Body of the College may suspend, prorogue or dismiss the Executive Body of the Students' Union temporarily or for the whole period of the tenure if he/she is satisfied beyond doubt that

- (i) The Executive Body of the Students' Union has been acting contrary to the provision(s) of the constitution or
- (ii) The Executive Body of the Students' Union is unable to carry out its function owing to internal disturbances.

## **24. Amendment of the Constitution:**

- (a) The proposal for any amendment of the Constitution may be moved by the Executive Body of the Students' Union of any college if it is supported by the 3/4<sup>th</sup> of the elected members of the total strength of the Executive Body of the Students' Union. The proposal so passed shall then be placed within month before the Governing Body of the College by the President of the Executive Body of the Students' Union for consideration. If the Governing Body approves the proposed amendment, it shall then be sent to the University for consideration. The Executive Council of the University, ordinarily after obtaining the recommendations of the Council for Undergraduate Studies in Arts, Science etc. shall examine the matter and decide on whether it should be placed before the Court for approval. The decision of the Court in this regard shall be final and binding in terms of the provision of the University of Sub-section (3) of Section 53 of the Act.

(b) A proposal for amendment of the Constitution may also be initiated and moved by the Governing Body of the College. The proposal is to be disposed of in the manner as at (a) above.

**25. Decision of the Vice-Chancellor shall be final and binding:**

If any doubt or dispute arises as to the interpretation or intention of any of the provisions of these Regulations or if any difficulty arises on an issue not covered by these Regulations, the matter shall be referred by the President of the Union through the Principal / Teacher-in-Charge of the College to the Vice-Chancellor of the University. The decision of the Vice-Chancellor shall be final and binding.

FORM NO. 1  
(Vide article 20 (1) of Revised Regulation)  
NOMINATION PAPER

Election of the Students' Union of \_\_\_\_\_ (College) from  
\_\_\_\_\_ year/class \_\_\_\_\_ Section/Shift.

The Candidate's name (in English and in Block letters)

\_\_\_\_\_ [First name] \_\_\_\_\_ [Surname]

The Candidate's Date of Birth: \_\_\_\_\_

The Candidate's Roll No.: \_\_\_\_\_

The Proposer's Name (in English and in Block letters)

\_\_\_\_\_ [First name] \_\_\_\_\_ [Surname]

The Proposer's Roll No. : \_\_\_\_\_

Declaration by the Proposer

I hereby propose that \_\_\_\_\_  
Be a candidate for the above election,

Declaration by the Candidate

I hereby declare that I Give my \_\_\_\_\_  
consent to be a candidate for the  
above election.

\_\_\_\_\_  
Signature of the Proposer (in full)

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of the candidate (in full)

Date: \_\_\_\_\_

\_\_\_\_\_  
The Nomination Paper is delivered on \_\_\_\_\_ (date) at \_\_\_\_\_  
(hour) and is serially numbered \_\_\_\_\_.

\_\_\_\_\_  
*RETURNING OFFICER*

FORM NO. 2  
(Vide Article 20 (1) of Revised Regulation  
NOTICE OF WITHDRAWAL OF CANDIDATE

Election of the Students' Union of \_\_\_\_\_ (College) from  
\_\_\_\_\_ year/class \_\_\_\_\_ Section/Shift.

I, \_\_\_\_\_ a candidate at the above mentioned  
election do hereby give notice that I withdraw my candidature at the said election.

\_\_\_\_\_  
\_\_\_\_\_

Date:

Candidate's Signature (in full)

The Candidate's Roll No.: \_\_\_\_\_