

**SHYAM LAL COLLEGE (EVENING) STUDENTS UNION**  
**CONSTITUTION**  
**CHAPTER-I**

**Name**

The Union will be called “Shyam Lal College (Evening) Students’ Union”

**Office**

The office of the Union will be located in the College premises

**CHAPTER-II**

**Aims and objects**

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

1. To promote mutual contact, a democratic outlook and a spirit of oneness among the students of the College.
2. To promote the social, cultural and intellectual development of the students of the College.
3. To promote consciousness among the students of the College of the events taking place around them with a view to better equipping them as responsible and educated citizens and to build up a healthy students’ movement.
4. To promote among the students of the College a sense of service to the people and duty towards Society and the State.
5. To promote harmonious relations among all sections of the College community.
6. To meet, discuss and make representations to the college authorities on matters concerning common Interests of the students.
7. To maintain peace, discipline, law and order in the College campus.

## **CHAPTER-III**

### **Activities**

The Union may organize the following activities namely:-

1. Debates, lectures, discussions, study circles, essay Competitions etc.
2. Cultural programmes and contests.
3. Trips and tours to places of historical and educational importance.
4. Social service and Social Relief Activities.
5. Annual Function of the Union.

## **CHAPTER-IV**

### **Membership of the Union**

All regular students of the college will be the members of this Union.

### **Funds**

Every member of union shall pay an amount as Annual subscription to be decided by the College Authorities on the recommendation of the Staff Council, which will be collected along with the fees collected at the time of admission by the college. Any change in this amount may be effected by College Authorities on a request made through a resolution passed by the Students' Union and endorsed by the Staff Council.

Raising of funds for specific activity: Funds may be raised for any specific student activity from the participating students subject to prior approval of the Students' Advisory Committee and the Principal of the College. Students of the College including office-bearers of the Students' Union and Academic Societies, Central Councilors and Sportsmen are not permitted to raise funds on their own in any manner in any case. Anyone found violating this Rule may face disciplinary action, which may include removal from the elected office and expulsion from the College.

## CHAPTER-V

### **Office Bearers**

The following shall be the office Bearers of the Union.

- I. President
- II. Vice-president
- III. Secretary
- IV. Treasurer
- V. Joint secretary and
- VI. Two Central Councilors.

All the office bearers of the Union will be directly elected by all the regular students of the college with simple majority vote.

### **Rules Regarding Nominations etc.**

1. A student cannot propose or second the name of more than one candidate for the same office.
2. The candidate, his proposer and seconder must have paid college dues upto the date of Nomination.
3. Treasurer and Joint Secretary shall be from I year classes only.
4. President, Vice President and Secretary shall be from II and III year classes.
5. For the post of Central Councilor, a candidate may be from any class.
6. In the event of non-receipt of any valid nominations for any office, the College Authorities shall nominate the office bearers on the basis of academic merit.

### **Election Campaign:**

The following practices shall be strictly prohibited during election campaign:

1. Any form of writing on walls and pasting of posters in College premises.
2. Beating of drums, slogan shouting or any other activity which leads to disruption of normal functioning of the College.
3. Using ex-students or outsiders during election campaign inside the College. Every student including the candidate will have to produce Identity Card at the College entrance gate and at the time of voting on the Election Day.

## CHAPTER VI

### Qualifications of office bearers

1. Candidates of the age group of 17 to 22 on the date of commencement of the Elections may contest elections for the various posts prescribed in the Constitution.
2. **A student must be having at least 75 per cent attendance in the previous session will be eligible for contesting the election.**
3. Those students, who are contesting election in 1<sup>st</sup> year of their courses shall **submit the affidavit** that they will not violate the attendance criterion in the following year.
4. Only those students, who secured at least 50% marks in aggregate and passed in all papers, in the last examination will be eligible for contesting the union election.
5. A student admitted in the I year class having gap year/s will not be eligible to contest election in the I year.

## CHAPTER VII

### Election Disqualifications:

The following are the disqualifications for contesting elections to the College Students' Union (hereunder, he includes she also):

1. He has completed more than 7 years from the 1<sup>st</sup> July of the calendar year of passing +2 examinations to the 30<sup>th</sup> June immediately preceding the election.
2. He has been convicted of a criminal offence including moral turpitude, or he has been punished by the college for an act which is coercive in nature and constitutes a threat to life and property, or he has been found drinking alcohol in the college premises.

#### *Explanation:*

A mere warning issued against a student will not be deemed to be a punishment for the purpose of this clause

3. He has been found guilty of and punished for the use of unfair means in any examination of a University, Board or Home Examinations of the College.

4. Compartmental cases provisionally admitted to first year if their results are not declared till the last date of filling nomination papers.
5. Criminal case pending in a Court of Law or with Police Authorities.
6. Bad Character as per Police Record.
7. Fined for any act of misbehaviour, indiscipline etc. in the college or in the institution last attended.
8. Any student of 1<sup>st</sup> year and / or 2<sup>nd</sup> year who appears in the University Examinations at a Centre other than the College Centre without prior written permission of the Principal of the College.
9. Failed or expelled / rusticated student of this College / University or any College/University.
10. Any candidate who is found guilty of using:
  - a) Threat in any form
  - b) Undue Influence, and
  - c) Coercive Measures, against his fellow candidates during the course of Election period.
11. Any candidate who is found guilty of:
  - a) Writing on Walls and pasting of Posters inside the College Premises.
  - b) Disturbing the normal functioning of the College by slogan shouting, drum beating etc.
12. Defaulter in the payment of any type of dues towards the college on the date of filing the Nomination.
13. Any other ground which may be deemed as disqualification by the College.
14. The Candidate shall have one opportunity to contest for the post of office-bearer, and two opportunities to contest for the post of an executive member. No candidate can contest simultaneously for more than one post.
15. Any other disqualification as may be prescribed by the College/University Authorities before the commencement of election.

## **CHAPTER-VIII**

### **Official Year and Tenure**

The official year of the Union will be with effect from the date on which newly elected office bearers are sworn in to the end of the III term, in the following year.

The election of the office bearer should be completed as per the instructions issued by the College/University in this regard.

## **CHAPTER-IX**

### **Code of Conduct**

1. No printed posters and pamphlets will be used by any candidate. Only handmade posters and pamphlets will be allowed for the campaigning purpose.
2. Election process shall be completed within 10 days from the commencement of the elections including the declaration of results, or as notified by the College/University with regard to DUSU elections.
3. The maximum permitted expenditure per candidate shall be Rs.5000/- each candidate shall, within two weeks of the declaration of the result, submit complete and audited accounts to the college authorities, which may be published by the College within 5 days of their submission.
4. The election of the candidate will be nullified in the event of any noncompliance or in the event of any excessive expenditure.
5. With the view to prevent the inflow of funds from political parties into the student election process, the candidates are specially barred from utilizing funds, both in cash or kind from any sources other than voluntary contributions from the students.
6. 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. Criticism of other candidates, or their supporters based on unverified allegations or distortion shall be avoided. 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.

7. 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.
8. No candidate shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda outside the college campus before or after the elections.
9. 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 college property.
10. The use of loudspeakers, vehicles and animals for the purpose of canvassing shall be prohibited.
11. On the day of polling, student organizations and 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 being subjected to any annoyance or obstruction;
  - (ii) Not serve or distribute any eatables, or other solid and liquid consumables, except water on polling day;
  - (iii) Not hand out any propaganda on the polling day. Excepting the voters, no one without a valid pass/letter of authority from the Election Commission or from the College Authorities shall enter the polling booths. No outsiders will be allowed to enter in the college premises for the campaigning of any contestant of the college.

12. The Students' Union shall not give a call for a strike without a proper resolution of the Union passed by at least  $\frac{3}{4}$  majority and without at least 48 hours notice to the College Authorities in writing.

Any act of violation of the above shall constitute an act of indiscipline as per Ordinance XV (b) of the University.

## **CHAPTER-X**

### **Functioning of the Union and Functions of its Office Bearers**

The Union will function under the supervision, direction and guidance of an Advisory Committee constituted by the Staff Council from among its members.

1. All the office bearers of the Union shall function within the framework of the policies laid down by the College Authorities.
2. All the office bearers of the Union shall be responsible to the College Authorities and shall function strictly in accordance with the provisions of this Constitution.
3. The office bearers of the Union shall be responsible for the smooth and orderly functioning of the Union.
4. The President of the Union will be the Chief Executive Head of the Union and will function in all matters relating to the Union in accordance with this Constitution.
5. The secretary of the Union will act in consultation with the President and will function in all matters relating to the Union in accordance with this Constitution.
6. In the absence of the President, the Vice President of the Union will perform all the functions of the President in accordance with this Constitution.
7. In the absence of the President and the Vice President the Secretary will discharge the function of the President in addition to his/her duties as the Secretary of the Union.

8. In the absence of the Secretary the Joint Secretary of the Union will perform all the functions of the Secretary in accordance with this Constitution. The President will preside over all the meetings of the Union and the Secretary will prepare the minutes of all these meetings. It is the duty of Secretary to keep them in a safe custody.
9. The Secretary of the Union will also carry on correspondence on behalf of the Union and will keep and maintain all records.

## **CHAPTER-XI**

### **Meetings**

The Union will meet as often as may be necessary but at least bi-monthly.

The meetings of the Union will be convened by the Secretary of the union by giving at least 3 days notice. An emergency meeting of the Union may, however, be convened in consultation with the Staff adviser at any time.

All the meetings of the Union will be held in the college premises. Students Union Advisory Committee will have the right to attend all the meetings as observers.

The agenda of the meeting and a copy of the agenda, (except for an emergency meeting) will be circulated at least 3 days before the meeting to take place to all the officer bearers, Students' Union Advisors and the Principal.

## **CHAPTER-XII**

### **Funds**

- I. Funds of the union will be utilized for the welfare of the students in accordance with the approved budget.
- II. No expenses out of the union funds will be incurred unless provision with regard to them is made under a specific head of the duly approved budget.
- III. Each item of expenses of more than Rs.1000/- will be made by the union only after it is duly authorized by a specific resolution of the Executive committee of the union. A sum of Rs.1000/- however will be advanced to the union as imprest money. Ordinarily no other cash advance will be permitted.

- IV. All expenses out of the union fund will be incurred in accordance with the rules made in this regard.
- V. The Treasurer will regulate the disbursement of union funds in accordance with the rules framed in this regard from time to time.
- VI. The accounts of the union shall be subject to an Annual Audit by an internal AUDITOR nominated by the Principal.
- VII. Unspent balance of the Union funds of a year if any will be credited to a special fund of the union. The money under this fund may be spent for student welfare purposes in accordance with the rules framed by the college in this behalf.
- VIII. Funds raised from donations/sponsorships: all donations/sponsorships received by the students/union shall be collected through crossed cheques only and shall be deposited in the Students' Advisory Committee Account to be operated jointly by the Principal and the Convenor of the Students' Advisory Committee.

## **CHAPTER-XIII**

### **Rule making**

The Head of the Institution may appoint a committee for framing or amending or deleting such rules as may be necessary for the working of the constitution. The Rules so framed/amended/deleted will come into effect from a date to be notified by the Head of the Institution.

### **Interpretation of this constitution, removal of doubts and difficulties**

If any question arises relating to the interpretation of this Constitution or any rules framed thereunder, it shall be decided by the Head of the Institution who may seek the advise of the Staff Council or a Committee formed by it.

### **Referral**

The Head of the Institution may if he considers it necessary refer any matter concerning the Union to the Staff Council of the College. The decision of the Council shall be final.

## **Emergency power**

Notwithstanding anything contained in the constitution, the Head of the Institution in an emergency may take any action as he deems fit and report the same to the Staff Council.

## **Commencement of the constitution**

This constitution or any amendment thereof shall come into force with effect from a date to be notified by the Head of the Institution.

Amendment to the Constitution: The Constitution may be amended only by the Staff Council.

### **CHAPTER XIV**

#### **Grievance Redressal Cell**

A Grievance Redressal Cell shall be made comprising Teacher-in-charge of Students' Affairs as its Chairman, one senior faculty member nominated by the Head of the Institution, one senior administrative officer nominated by the Head of the Institution and two students from final year. The students must be one boy and one girl selected on the bases of their academic performance and the participation in co-curricular activities.

This Grievance Redressal Cell will discharge following functions.

- (1) In pursuit of its duties, the Grievance Redressal Cell may prosecute violators of any aspect of the code of conduct or the rulings of the Grievance Redressal Cell.
- (2) The Grievance Redressal Cell shall serve as a court of original jurisdiction. In carrying out the duties of the office, the Grievance Redressal Cell shall conduct proceedings and hearings 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; and to inspect the financial reports of any candidate and make these records available for public scrutiny upon request.
  - b. Members of the Grievance Redressal Cell are prohibited from filing complaints. Any other student may file a complaint with the Grievance Redressal 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 Redressal Cell shall act on all complaints within 24 hours after they are received by either dismissing them or calling a hearing.

- (3) The Grievance Redressal Cell may dismiss a complaint if:
- a. The complaint was not filed within the time frame prescribed in Recommendation above;
  - b. The complaint 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.
  - d. If a complaint is not dismissed, then a hearing must be held. The Grievance Redressal Cell shall inform, in writing, or via e-mail, the complaining party and all 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. The hearing shall be held at the earliest possible time, but not later than twenty-four (24) hours after receipt of the notice described above, unless all parties agree to waive the 24-hour time constraint.
- (4) The cell would be the regular unit of the College. The Grievance Redressal Cell shall 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) All questions and discussions by the parties in dispute shall be directed to the Grievance Redressal Cell.
  - b) The Institutional head has the appellate jurisdiction over the final recommendations of the Grievance Redressal Cell.
  - c) The institutional head shall review findings of the Grievance Redressal Cell when appealed.
  - d) The institutional head may affirm or overturn the decision of the Grievance Redressal Cell, or modify the sanctions imposed.
  - e) Complaining parties shall be allowed not more than two witnesses, however the Grievance Redressal Cell may call witnesses as required. If said witnesses are unable to appear at the hearing, signed affidavits may be submitted to the Grievance Redressal Cell Chair for the purpose of testifying by proxy.

- f) There shall be no direct or cross-examination of any party or witness by complaining or responding parties during hearings.
- g) Reasonable time limits may be set by the Grievance Redressal Cell, to both parties.
- h) The complaining party shall bear the burden of proof.
- i) Decisions, orders, and rulings of the Grievance Redressal Cell must be concurred to by a majority of the Grievance Redressal Cell present and shall be announced as soon as possible after the hearing. The Grievance Redressal 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 fact by the Grievance Redressal Cell and the conclusions of law in support of it. Written opinions shall set a precedent for a time period of three election cycles for Grievance Redressal Cell rulings, and shall guide the Grievance Redressal Cell in its proceedings. Upon consideration of prior written opinions, the Grievance Redressal Cell may negate the decision, but must provide written documentation of reasons for doing so.
- j) If, after a hearing, the Grievance Redressal Cell finds that provisions of this Code were violated by a candidate, or a candidate's agents or workers, the Grievance Redressal Cell may restrict the candidate, or the candidates agents or workers, from engaging in some or all campaign activities for some or all of the remainder of the campaign. If an order is issued covering only part of the remaining campaign period, it shall take effect immediately so that after its termination, the candidate will have an opportunity to resume campaigning during the days immediately prior to and including the election days.