

(As Approved by the Coordination Committee in its meeting held on 25/10/2017 and Adopted by Devi Ahilya Vishwavidyalaya in its EC meeting held on 04/12/2017)

ORDINANCE NO.1

Students Union in Colleges and University Teaching Departments/School of Studies (Refer Section 37)

1. There shall be a Student Union in every college and one Students Union for UTDs i.e. all the Teaching Departments/Schools of Studies (SOS) of the University.
The provision of this ordinance shall not apply to model, autonomous, professional colleges i.e. College of Medicine (including Ayurvedic, Unani and Homeopathic), Engineering, Education and Physical Education.
Provided that Executive Council of the University may, at the request of any college, permit it to be exempted from the operation of this ordinance.
2. The aims and objectives of the Students Union shall be:
 - I. To promote, discipline and corporate, intellectual civil and cultural life amongst the students;
 - II. To foster activities to bring out the creative talents of the students;
 - III. To promote the study and discussion of subjects of national and international importance;
 - IV. To encourage amongst the students awareness of the responsibilities of an individual in a democratic and secular society;
 - V. To promote social activities.
3. The Principal of the College shall be the Patron of Students Union in the college and in the case of Students Union in the UTD/SOS, the Kulpati or some Senior Professor of the UTD/SOS nominated by the Kulpati shall be the Patron.
4.
 - i. Every regular student on the rolls on or before 31st August, of a College or UTD/SOS as the case may be, shall be a member of the Students Union of the institution concerned.
 - ii. Every regular student on the rolls of the College/UTD/SOS as the case may, be who has been admitted on or before August 14 of the relevant academic session shall be an eligible voter in the election of the concerned institution. The students admitted provisionally shall have neither the right to vote nor to be a candidate for any office of the Students Union.

5. I. The union shall have:
- a. General Council, and
 - b. Executive Committee.
- II. The General Council shall consist of:
- (a) One representative of each section of every undergraduate class (e.g. part-I, II, III) and one representative each of Previous/Semester and Final/III semester/year classes, at the postgraduate level in each subject elected by the student members of the subject/class from amongst themselves.
Provided where the total number of elected representatives of all the classes is less than eight the Patron shall nominate students on the General Council in such a number as to bring the total membership of the General Council to eight.
 - (b) One woman student, one schedule caste student, one schedule tribe student and one backward class student shall be nominated by the Patron if the representative belonging to each of these categories is not elected under (a) above.
 - (c) The Patron shall nominate, from amongst the regular students of the College/UTD/SOS, one student each from the following activities;
 1. Sport and games
 2. Literary
 3. Cultural
 4. N.S.S. (wherever this activity exists)
 5. N.C.C (wherever this activity exists)
 - (d) The members nominated from the five categories under (c) must have participated and represented their institution in the preceding year at the Inter School Level (ISL), Inter Divisional Level (IDL), Inter Collegiate level (ICL), Inter University Level (IUL), Inter State Level (ISL) or on the National Level in the respective fields of activities. In case, the candidates more than the required number are available in a particular field of activity, a candidate having highest percentage of marks in the preceding examination shall be nominated.
Provided that in case in any of all the activities listed in pare (c) above, no one fulfills the qualification prescribed under para (d) above, the Patron shall have the right to nominate any candidate when he adjudges from the

available records and certificates, to be a suitable candidate for the activity/activities concerned.

- (e) The candidate securing the highest marks in the last examination passed in each under-graduate and postgraduate degree shall be nominated to the General Council by the Patron.

III. The Executive Committee of the Students Union in the College/UTD/SOS shall consist of the following:

- (a) Office bearers elected directly by the eligible student-voters of the institution namely-

1. President
2. Vice-President
3. Secretary
4. Joint Secretary

- (b) Eight Executive Members elected by the members of the General Council of the College/UTD/SOS Students Union from amongst themselves.

Provided that at least two of these members must necessarily be from amongst members indicated in (ii) (b), (c), (d) and (e) above.

IV. The term of the General Council and of the Executive Committee shall commence on the respective dates of their constitution and end on the last day of April in the academic session in which they are constituted.

V. A teacher not below the rank of Assistant Professor in a College or a Associate Professor in a UTD/SOS shall be appointed the Professor-in charge of the Union by the Patron. The Professor-in-charge shall also be the Treasurer of the Union and he shall have the right to be present at any meeting of the General Council or the Executive Committee and to offer his advice on any matter relating to the Union.

6. The Patron shall have the following powers:

- (a) to preside at any meeting of the General Council or the Executive Committee and to address the members there of.
- (b) to decide all disputes arising out of the election to the General Council or the Executive Committee referred to him within two days of the declaration of the result of election and his decision in the matter shall be final.
- (c) to administer the oath of office to the members of the Executive Committee.

- (d) to announce any resolution or proceedings of the General Council or the Executive Committee if he deems such a resolution or the proceeding to be beyond the legitimate functioning of the Union or detrimental to the interest of the College/UTD/SOS,
- (e) to dissolve in consultation with the Staff Council in colleges/committee of Deans in the University, the General Council or the Executive Committee in the event of violation of the provisions of this ordinance by the General Council or the Executive Committee respectively;
- (f) to remove any office bearer of the Union from his/her office on the following grounds:
 - a. He / She is involved in financial embezzlement or if he/she tries to extract money illegally from some person/institution or business establishment;
 - Or
 - He / She makes an unauthorized entry in any office, in general, and the confidential section, in particular of the University,
 - Or
 - Intimidates any officer or the employee of the College/University to do an illegal act;
 - Or
 - He/ She indulges in violent activity or leads violent demonstration or is involved in some case of moral turpitude.
- (g) The decision of the Patron shall be final and beyond the jurisdiction of civil courts.

7. The Professor-in-charge shall have the following powers:

- a. To conduct the election to the General Council and the Executive Committee;
- b. To be present at the meetings of the General Council and the Executive Committee;
- c. To exercise general supervision over the affairs of the Union and to advise the General Council and the Executive Committee in regard to their activities;
- d. To authorize holding of meetings of the General Council and the Executive Committee;

- e. To be in-charge of the funds of the Union and to ensure that no part thereof is advanced or spent without the proper authority or for purposes other than those for which they are allocated;
 - f. To bring to the notice of the Patron any resolution or proceeding or act of any of the bodies or office bearers of the Union which is violation of the provisions of the ordinance or is likely to be prejudicial to the interest of the College/UTD/SOS.
8. (i) The President of the Union shall, in the absence of the Patron, preside over at the meeting of the General Council and the Executive Committee.
- (ii) The President shall have the following powers and shall perform the following duties:-
- a. Subject to the control of the Executive Committee, shall be in-charge of the general management of the affairs of the Union.
 - b. To ensure discipline at the meetings of the General Council and the Executive Committee or at any meeting or gathering organized by the Union.
 - c. To ensure that the provisions of this Ordinance are faithfully observed,
 - d. To ensure that any demonstration organized by the Union does 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 General Council or the Executive Committee subject to the approval of the Professor-in charge.
9. The Vice-President shall carry out the legitimate work assigned to him/ her by the President, Executive Committee and perform the legitimate functions of the President in his/ her absence.
10. The Secretary shall carry out the following functions:
- i. To convene meetings of the General Council and the Executive Committee subject to the instruction of the President and the approval of the Professor in-charge.

- ii. To prepare and maintain the minutes of the meetings of the General Council and the Executive Committee.
 - iii. To conduct the correspondence of the Union and to keep all records thereof.
 - iv. To ensure that the legitimate decisions of the General Council and the Executive Committee are carried out.
 - v. To perform all other legitimate functions entrusted to him/ her by the Executive Committee.
- 11.
- i. The Joint Secretary shall assist the Secretary in the discharge of his/ her duties and shall have such powers and 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.
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- i. The General Council shall have the powers:
 - a. To lay down the broad pattern of the activities of the Union.
 - b. To approve the budget estimates of the Union.
 - c. To pass a motion of no confidence against the President or any other office bearers of the entire Executive Committee in the manner laid down hereafter.
 - ii. The General Council shall meet at least twice during its tenure and also when a meeting is requisitioned by at least one-third of the total number of members of the Council. At least seven days notice of a meeting shall be given to the members and the agenda of the meeting shall be sent along with the notice of the meeting.
 - iii. One-third of the total membership of the General Council shall constitute the quorum.
- 13.
- i. The Executive Committee shall meet at least once in every three months. Five members of the Executive Committee shall constitute the quorum.
 - ii. The members of the Executive Committee shall be given at least three clear days notice of an ordinary meeting and clear twenty four hours notice of 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.

14. The Executive Committee shall:
 - a. Prepare the budget of the Union and submit it to the General Council for approval,
 - b. Draw up the program of work to be undertaken by the Union during the academic session and make necessary arrangement for, provided that no outsider shall be invited to address the Union or any of its bodies without the prior permission of the Patron.

15.
 - (i) Funds placed at the disposal of the governing body of the College or the Executive Committee of the university together with any donation raised by the members of the Union with the permission of the Patron shall constitute the fund of the Union.
 - (ii) The Professor-in-charge shall draw money out of the fund as sanctioned by the Executive Committee and shall have direct control over it.
 - (iii) Whenever any amount is paid to the President or any member of the Executive Committee authorized to receive the amount from the Treasurer, account shall be rendered to the Secretary who shall countersign the vouchers, maintain the accounts of the Union and submit the account with complete set of vouchers to the Treasurer within a week.

16.
 - (i) Elections to the General Council and the Executive Committee shall be held by secret ballot in all the universities and their affiliated colleges on a fixed date announced by the Kuladhipati.
 - (ii) Election to the General Council shall be held by the Professor-in charge according to the programme announced by the Vice-Chancellor. The Professor-in charge shall notify five days in advance the date of election, the last date and time for filing nominations, the date and time for scrutiny of nomination papers, the last date and hour for the withdrawal of nominations, the date, place and duration of the poll and the date, time and place for the counting of votes. The result of the election shall be declared by the Professor-

in-charge immediately after the counting of votes. The office bearers shall take oath in the prescribed proforma within 10 days from the declaration of the result. The membership of office bearers who do not take oath within the prescribed period shall defect cease.

Provided that if in the opinion of the Kulpati exigencies exist, he may suitably postpone the dates of election with the prior approval of the Kuladhipati.

- (iii) As soon as the General Council is formed, eight members of the Executive Committee shall be elected in the meeting of the General Council presided over by the Professor-in-charge of the Students Union.
- (iv) A student shall not be eligible to contest election or to be nominated to any office of the Union of the College/UTD/SOS or to vote if he/ she falls in any or all the categories listed below:
 - a. has passed the 10+2 examination earlier than five years and earlier than six years for law course only before the opening date of the academic session in which the election is held or has taken more than the prescribed minimum period of time for whatever reason for the course of which he is a student.
 - b. has failed to pay the tuition and other fees due.
 - c. has been convicted by a court of law for any offence or against whom charges have been framed and the proceedings are in progress.
 - d. has been punished for use of unfair means at any examination or against whom proceedings are pending.
 - e. is in employment while studying in the College/UTD/SOS
 - f. has passed the last examination in more than the minimum period required.
 - g. has not submitted and got audited the accounts of any advance outstanding against him
 - h. has been punished or is pending against him a disciplinary action in the institution
 - 1. joins any equivalent course after having failed in one or having left one incomplete.
 - 2. has been provisionally admitted.
- (v) No person shall hold the same office more than once during his academic career in the College/UTD/SOS

- (vi) (a) A candidate seeking election to the General Council as section/class representative shall be nominated by proposer and a seconder who are eligible voters belonging to his/ her own section/class.

A candidate seeking direct election as President, Vice-President, Secretary or Joint Secretary shall be regular student on roll of the Institution concerned and must be an eligible voter and shall be nominated by a proposer and a seconder who are eligible voters and whose names are appeared on the rolls of the College/UTD/SOS.

- (b) For election of eight members to the Executive Committee nomination papers shall be filed in the meeting of the class representatives called for the purpose. The proposer and seconder shall be the class representatives. Scrutiny of nomination papers, the withdrawal and the voting where necessary shall take place in the convened meeting.

- (vii) All nominations shall be made in the form prescribed by the Professor-in-charge and a nomination paper shall be declared invalid if:

- a. The nomination paper is received after the prescribed last date and time
- b. The nomination is not in the prescribed form
- c. The nomination is in any way incomplete

The candidate is disqualified to seek election under the provisions of this ordinance. Once the nomination submitted by the candidate and received by the Professor-incharge / Returning Officer, no addition or alterations shall be permitted.

- (viii) (a). If in an electoral constituency all the nominations are found invalid or no nomination paper is filled, the Patron shall nominate a student/students not disqualified under sub para (iv) of para 16, 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 through nomination as in (a) above,

- (c). If the number of validly nominated candidates, after all the withdrawals of candidature, is greater than the number of members to be elected, voting

shall take place. The candidate/candidates, as the case may be, getting the highest number of votes shall be declared elected.

- (d). The voting in constituencies shall be declared elected.
 - (e). In case of equal votes, decision shall be taken by drawing a lot by Professor-in-charge.
- (ix) In the matter of elections every student shall abide by the following code of conduct:
- (a) No attempt shall be made at character assassination.
 - (b) Indecent expression and words shall not be used in the course of election campaign
 - (c) None shall be run down on the ground of caste, creed or religion
 - (d) Indecent and obscene posters shall not be displayed nor shall disfigurement of the walls be made.
 - (e) In course of the election no one shall be intimidated or subjected to physical violence nor shall the discipline of the institution be undermined.
- (x) Where a candidate fails to observe the code of conduct or instigates or supports breach of the code of conduct as given above, the Professor-in-charge may declare his/ her election invalid.
- (xi) A ballot paper shall be rejected if:
- (a) It bears any mark or is written by which the voter 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, or
 - (c) A mark of the seal, indicating the vote is placed in such a manner as to make it doubtful as to which candidate, the vote has been given or
 - (d) 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 invalid to the extent of the uncertainty.

17. (i) The General Council may consider a motion expressing no confidence in the President or any office bearers or the entire Executive Committee if it is sponsored by not less than one third of the total membership of the General Council. The motion shall be deemed to have been passed if a majority of at

least two thirds of the members present and voting meeting and constituting not less than half of the total membership of the Council vote in favour of the motion. Such motion can be moved only on the ground that the office bearers or the Committee has disregarded the provisions of this ordinance or has failed to perform his/ her/its duties. The General Council shall be convened to consider the no confidence on admissible ground/grounds. The meeting at which such a motion is considered shall be presided over by the Professor-in-charge.

- (ii) In the event of passing of the no confidence motion against the Executive Committee or an office bearer, as the case may be, the Patron shall immediately issue order giving effect to the no confidence motion by the General Council.
18. When a person elected to any office or body of the Union incurs any of disqualification listed under clause (a), (b), (c), (d) and (e) sub para 16(iv) above, he shall be debarred from continuing in such office or body by the order passed by the Patron, and the position held by his/ her shall become vacant.
19. An office bearer of the Union or a member of the General Council or the Executive Committee 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 received by the Professor-in-charge.
20. All elections shall be held by secret ballot paper and simple majority.
21. In this ordinance or under this ordinance, wherever date and time are specified, they could be changed by the Kulpati with the prior approval of the Kuladhipati.