

CONSTITUTION

OF

NABAJYOTI COLLEGE STUDENTS' UNION



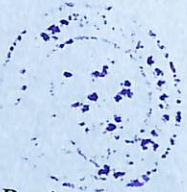
2016

*(Amended after Lyngdoh Committee's
Recommendations on Students' Union Election of
Universities and Colleges)*

Constitution of Nabajyoti College Students' Union
2016 (Amended after Lyngdoh Committee's Recommendation
on Students' Union Election of Universities and Colleges)

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PREAMBLE:-

We, the students of the Nabajyoti College, do hereby solemnly resolve to Constitute the Nabajyoti College Students Union with the purposes 'as enshrined below, that it shall keep away from party politics and any sort of Communalism, that, it shall be a forum to develop the mental, physical and ethical amelioration of the students, that it shall work to make every student a conscious citizen. That, it shall be our endeavour to cultivate harmony among the different section of the students and maintain brotherhood among them irrespective of caste, creed, religion and colour, that, it shall maintain the sanctity and academic discipline of this institution and 19th (Nineteenth)..... on this day of November of one thousand nine hundred eighty seven, we do hereby adopt this Constitution.



Sd/

President/Principal

Nabajyoti College Students' Union

ABBREVIATION:-

1. The 'Constitution' means the Constitution of the Nabajyoti College Students' Union.
2. 'Nabajyoti College' means the Nabajyoti College, Kalgachia
3. 'Students' means the Students of the Nabajyoti College, at Kalgachia.
4. 'Union means the Nabajyoti College Students' Union
5. 'Election Commission' means the Election Commission of the Nabajyoti College Students' Union.
6. 'Principal' means the Principal of the Nabajyoti College of Kalgachia
7. 'Executive Body' means the Executive Body of the Nabajyoti College Students Union.
8. 'Returning Officer' means the Returning Officer to be appointed by the Election Commission to conduct the Election of the Union.
9. 'Fund' means the fund of the Nabajyoti College Students' Union.
10. 'The Student Welfare Fund' means the Fund of the students of the Nabajyoti College.

ARTICLE -1

Name of the Union:-

The name of the Union shall be "The Nabajyoti College students Union"

ARTICLE -1 (A) (Amendment)

The Name of the Union

The name of the Union shall be "Nabajyoti College Students' Union".

ARTICLE-2 Membership:

Every student of Nabajyoti College shall be its member.

ARTICLE 2 (A): (Amendment)

Only regular students on the rolls of Nabajyoti College can be the member of the Union. No faculty member, nor only member of the administration shall be permitted to hold any post on the executive of the Union, nor shall be allowed to be a member of the Union.

ARTICLE-3

Extinction of Membership:

The Membership of a student of the Union stand cancelled on the following grounds

- a. If he/she leaves the College,
- b. If he/she dies
- c. If the College authority suspends him/her for any offence he/she shall not enjoy the membership during the period of suspension.

ARTICLE 3 (A): (Amendment)

Cancellation of membership

The membership of an elected member to the "Students' Union" of Nabajyoti College shall stand cancelled on the following grounds.

1. If he/she leaves the college.
2. If he/she dies.
3. If the college authority suspends him/her for any offence committed by him/her, he/she shall not enjoy the membership during the period of suspension.

ARTICLE-4

Aims and Objectives of the Union:-

The Union shall try to implement the basic principles as enshrined in the preamble and shall perform the functions as mentioned below:

- a. To try to inspire the student for intellectual development by academic sanctity.
- b. To work for the welfare of the students and all round development such as cultural, physical, extracurricular and constructive social activities.

- c. To work for any activities that help a student in following good character and making him a good citizen.

ARTICLE 4: (A) (Amendment)

The aims and objectives of the Union

The Union shall try to implement the basic principles as enshrined in the preamble and shall perform the functions as mentioned below.

1. To try to inspire the student for intellectual and moral development by the academic sanctity.
2. To try to work for the welfare of the students and their all round development such as cultural, physical, extracurricular and social activities.
3. To work for any other activity that helps a student in forming good character and making him a good citizen.

ARTICLE -5

Executive Body:-

There shall be an Executive Body of the Union.



ARTICLE -6

The Executive Body shall be constituted as follows

- a. A Vice President
- b. A General Secretary
- c. One Assistant General Secretary
- d. Secretary, Major Games One
- e. Secretary, Minor Games One
- f. Secretary, Gymnastics One
- g. Secretary, Debate and Symposium One
- h. Secretary, Music and Culture One
- i. Secretary, Girls' Common room One
- j. Secretary, Boys' Common room One
- k. Editor, Nabajyoti College Magazine One
- l. Secretary, Social service One
- m. One representative from each class of each stream.

ARTICLE 6: (A) (Amendment)

The executive body shall be constituted with the following office bearers

- 1. Vice President 1 Post
- 2. General Secretary 1 Post
- 3. Asst. General Secretary 1 Post
- 4. Secy. Major Games 1 Post

- 5. Secy. Minor Games 1 Post
- 6. Secy. Gymnastics 1 Post
- 7. Secy. Debate and Symposium 1 Post
- 8. Secy. Music and Culture 1 Post
- 9. Secy. Boys Common Room 1 Post
- 10. Secy. Girls Common Room 1 Post
- 11. Secy. Social Service 1 Post
- 12. Editor, Nabajyoti College Magazine 1 Post

ARTICLE 6: (B) (Amendment -2016)

The executive body shall be constituted with the following office bearers.

- 1. President 1 Post
- 2. Vice-President 1 Post
- 3. General Secretary 1 Post
- 4. Assistant General Secretary 1 Post
- 5. Secretary (Editor) College Magazine 1 Post
- 6. Secretary, Major Games 1 Post
- 7. Secretary, Minor Games 1 Post
- 8. Secretary, Music & Culture 1 Post
- 9. Secretary, Debate & Symposium 1 Post
- 10. Secretary, Gymnastics 1 Post
- 11. Secretary, Social Service 1 Post
- 12. Secretary, Boys Common Room 1 Post
- 13. Secretary, Girls Common Room 1 Post

ARTICLE -7

President:-

- A. The President shall be the Ex-Office President of the Union.
The President shall preside over the general and Executive Body Meetings of the Union.
- B. The President shall appoint in-charge lecturers for different portfolios of the Union for smooth running of the activities of the Executive Body, in a joint meeting of the teachers and the newly elected Executive Body.
- C. The President shall be the custodian of the fund of the Union.
The President shall receive the articles/ instruments/ documents of the Union from the outgoing Body.
- D. The President shall take necessary for recovery of any articles/ instruments/documents if lost or damaged willfully.

ARTICLE – 7 (A) (Amendment - 2016)

1. The President shall be elected by the students in the Students Union Election of the College. The President shall preside over the general and executive meeting of the Union with due permission from the Principal of the College and the decisions/ resolutions adopted in the meeting are subject to the approval of the Principal for execution.

2. The Principal shall appoint Professor In-charges in different Portfolios of the Students Union for the smooth functioning of the executive body in a joint meeting of newly elected executive body and teaching staff of the college to be convened and presided over by the Principal of the College.
3. The Principal of the College shall be the custodian of the Union fund and shall receive the articles/instruments/documents etc. of the Students Union from the outgoing Executive Body.
4. The Principal of the College shall take necessary measures for recovery of articles/instruments/documents etc. if lost or damaged willfully.

ARTICLE -8

The Office bearers:-

A. Vice-President: -

- I. The Vice-President shall preside over the meetings of the Students' Union in absence of the President.
- II. The Vice-President shall have no financial powers.
- III. The joint sitting of the Executive Body shall be presided over by the Principal- in- charge in the absence of the President.
- IV. The vacant portfolios shall remain in the charge of the General Secretary, so long they are not filled up as per provision of the

Constitution. The General Secretary shall consult with the Vice-President in conducting such vacant portfolios.

B. The General Secretary: -

- I. The General Secretary shall call general and Executive Body meetings of the Union in consultation with President.
- II. The General Secretary shall be responsible for the "execution of the resolution adopted in the general and the "Executive Body" meetings.
- III. The General Secretary shall represent the Union in the regional provincial and national level conferences of the students organizations.
- IV. He shall arrange fresher's social meeting, farewell meeting College week, condolence meetings, festivals etc.
- V. He shall co-ordinate the functions among the different portfolios and shall have the powers of supervising the functioning of the portfolios.
- VI. He shall maintain the proceeding book and shall keep the other records of the Union.
- VII. If the General Secretary leaves the Head Quarter in connection with the functions of the students Union, then he shall authorize the Assistant General Secretary in writing to function on his behalf.

VIII. The general Secretary shall inform the President of his leaving the head quarter for the purposes as mentioned under subsection (B-vii) above.

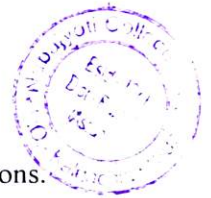
IX. The General Secretary shall assign some of his functions to the Assistant General Secretary.

C. Assistant General Secretary:

- I. He shall help the General Secretary in his functions.
- II. The assistant General Secretary shall perform the functions of the General Secretary in the absence of the latter, provided the General Secretary authorize the Assistant General Secretary to do so in writing.

D. The functions of the Office bearers :-

- I. The other Office bearers shall have the responsibility of performing the functions as mentioned in the Article no. 4 and in accordance with the principles and purposes mentioned in the preamble of the Constitution.
 - II. The class representatives shall look after the welfare activities of classes/ stream they are representing.
- E. The G. S. & Secretary in charge of each portfolio shall return all articles/ instruments belonging to the Students Union within 3 days from the date of notification for fresh election to the President.



ARTICLE – 8 (A) (Amendment -2016)

The office bearers:

A. President : -

- I. The President shall preside over the general and executive meeting of the Union.
- II. The President shall have no financial powers.
- III. The vacant portfolios shall remain in the charge of the General Secretary, So long those are not filled up as per provision of the constitution. The General Secretary shall consult with the President in conducting such vacant portfolios.
- IV. The joint sitting of the Executive Body of the Student Union and the Prof. in-charges shall be presided over by the Principal Union in-charge.

B. Vice- President:

- I. The Vice- President shall preside over the meeting of the Students' Union in absence of the President.
- II. The Vice- President shall have no financial powers.

C. The General Secretary: -

- I. The General Secretary shall call the General and Executive Body meetings of the Union in consultation with the President of the Union and permission from the Principal.

- II. The General Secretary shall be responsible for the “execution of the resolution adopted in the general and the “Executive Body” meetings.
- III. The General Secretary shall represent the Union in the regional, provincial and national level conferences of the students' organizations.
- IV. He shall arrange fresher's social meeting, farewell meeting, College week, condolence meetings, festivals etc.
- V. He shall co-ordinate the functions among the different portfolios and shall have the powers of supervising the functioning of the portfolios.
- VI. He shall maintain the proceeding book and shall keep the other records of the Union.
- VII. If the General Secretary leaves the Head Quarter in connection with the functions of the students Union, then he shall authorize the Assistant General Secretary in writing to function on his behalf.
- VIII. The general Secretary shall inform the Principal of his leaving the head quarter for the purposes as mentioned under sub-section (B-vii) above.
- IX. The General Secretary shall assign some of his functions to the Assistant General Secretary.

D. Assistant General Secretary:

- I. He/she shall help the General Secretary in his/her functions.
- II. The assistant General Secretary shall perform the functions of the General Secretary in the absence of the latter, provided that the General Secretary authorize the Assistant General Secretary to do so in writing.

E. The functions of the Office bearers :-

- I. The other Office bearers shall have the responsibility of performing the functions as mentioned in the Article no. 4 and in accordance with the principles and purposes mentioned in the preamble of the Constitution.
- II. The class representatives shall look after the welfare activities of classes/ stream they are representing.

- F. The General Secretary & Secretary in charge of each portfolio shall return all articles/ instruments belonging to the Students Union within 3 days from the date of notification for fresh election to the Principal.

ARTICLE - 9

In the absence of the President and the Vice- President the members of the Executive Body shall select from amongst themselves a senior member to preside over the meetings except joint sitting.

ARTICLE -10

- A. The In-charge lecturers shall be the advisors to the Executive Body in respect of the portfolios given to their charge. They shall participate in the deliberations of the sitting in the general and the Executive Body of the Union, but shall have no right to vote.
- B. The Office bearers shall appropriate money allotted to their respective portfolios, in consultation with the lecturer – in – charge. The vouchers supporting expenditure shall be countersigned by the respective in – charge lecturer.

ARTICLE-10 (A) (Amendment - 2016)

- A. The Professor-in-Charge shall be the advisors to the Executive Body in respect of the portfolios given to their charge. They shall participate in the deliberations of the sitting in the general and the Executive Body of the Union, but shall have no right to vote.
- B. The Office bearers shall appropriate money allotted to their respective portfolios, in consultation with the Professor-in-Charge. The vouchers supporting expenditure shall be countersigned by the respective professor in-charge.

ARTICLE - 11

Term of the Union:-

The term of the Executive Body of the Union shall be one year.

ARTICLE – 11 (A) (Amendment)

The Term of the Students' Union

The Students' Union shall enjoy only 1 (one) year with effect from the day of declaration of the result of election as its term of office.

ARTICLE – 12

Election of the Union:-

- A. I. There shall be an Election Commission consisting of five members. The following persons shall be the members of the Election Commission.
- i. Principal
 - ii. Vice –Principal
 - iii. Outgoing General Secretary
 - iv. Two lecturers to be nominated by the Principal in consultation with the members of the teaching staff.
- A. II. The Principal shall be the Chairman of the Election Commission.
- III. The Principal shall constitute the Election Commission as per Article No. 12 A (I) in due time.

B. Powers and Functions of the Election Commission:-

- I. The Chairman in consultation with Election Commission shall issue notification and fix the date of Election for forming a new Body in due time.
- II. The Commission shall appoint a Returning Officer from amongst the members of the teaching staff of the College.
- III. The Returning Officer shall be empowered to conduct the Election, he shall appoint Presiding Officers, Polling Officer and any other staff required for the purpose.
- IV. The Returning Officer shall make the necessary arrangement for holding Election.
- V. The Returning Officer shall fix the date of submission and of withdrawal of nomination papers in consultation with the Principal.
- VI. He shall scrutinize the nomination papers or he may do so with his authorized agent. In this respect the decision of the Returning Officer shall be final and binding.
- VII. He shall fix the date and time for polling.
- VIII. Any objection with regard to nomination papers of the candidate must be submitted to Returning Officer in writing before the process of scrutinisation starts. In this respect the decision of the Returning Officer shall be final and binding.

IX. The Returning Officer shall have the power to declare the results of election after counting of votes if he is of the opinion that the election is duly completed.

X-A. Any objection of dispute with regard to any matter of election shall be submitted in writing to the Returning Officer within two hours from the time of declaration of the election results.

B. Immediately on receipt of any complaint under section X-A of this Article the Returning Officer shall refer such matter to the Election Commission.

C. The election Commission shall give its decision within forty eight hours from the time of receipt of the complaint. The decision of the Election Commission shall be final and binding.

Article-12 (A) (Amendment)

Election of the Students' Union

Mode of Election

The mode of election to the Nabajyoti College Students' Union shall be 'DIRECT' where all the eligible students (voters) shall have the right to elect their representatives to different portfolios by casting their votes for them through ballots directly.

Eligibility Criteria for Candidates

1. Under graduate students between ages of 17 and 22 years will be eligible to contest the election. However, a candidate who intends to contest should in no event have any academic arrears in the year of contesting the election.
2. The candidate should have attained the minimum percentage of attendance as prescribed by the university i.e. 75% in order to be eligible to contest for the election.
3. The candidate shall have only one opportunity to contest for the post of office-bearer.
4. The candidate shall not have any previous criminal offence or misdemeanor. The candidate shall also not have been subject to any disciplinary action by the college authority. The contesting candidate will have to produce a good character certificate from the college authority and submit it along with the nomination papers. In case of failing to produce the character certificate his/her nomination may be cancelled.
5. The candidate must be a regular fulltime student of the college and should not be a distance/ proximate education student. That is to say all eligible candidates must be enrolled in a fulltime course duration being at least 2 (two)/ 3(three) years course.
6. Since a major part of the voters belong to Higher Secondary 1st

year and 2nd year, whose age group may not satisfy the condition for acquiring eligibility to be voters (as laid down in the Hon'ble Supreme Court's verdict) i.e. between 17 to 22 years, a relaxation of age is allowed to the voters of the same class to the extent that eligibility for casting votes and contesting in the election may be determined on the basis of their simply being regular and fulltime students of the college.

This status-co shall be maintained till the +2(plus two) is not delinquent

ARTICLE – 12 (B)

Frequency and Duration of the Election

The entire process of election commencing from the date of issue of notification to the date of declaration of the results including campaign period is to be completed within a period of 8 days.

- | | |
|---|--------|
| 1. Date of notification | 1 day. |
| 2. Issue of nomination papers | 1 day |
| 3. Date of submission of nomination paper | 1 day |
| 4. Scrutiny | 1 day |
| 5. Withdrawal | 1 day |
| 6. Duration of canvas | 2 days |
| 7. Date of poll, counting and declaration of result | 1 day. |

ARTICLE – 12 (C)

The election will be held on a yearly basis and the same should be held between 6 to 8 weeks from the date of commencement of the academic session. The Election Commission shall finalise the date of election.

ARTICLE – 12 (D)

Election Commission

There shall be an Election Commission consisting of the following members for the smooth conduct of Election to the Union Body

1. The Principal of the College
2. The vice- Principal or the senior most lecturer in absence of the Vice- Principal
3. Three senior lecturers of the college out of whom one must be a lady lecturer

ARTICLE – 12 (E)

The Principal shall be the Chairman of the Election Commission. He will constitute the Election Commission as per Article–12 (D) at due time.

ARTICLE – 12 (F)

Powers and Functions of the Election Commission

The Election Commission shall be the supreme body in matters of Election to the Students' Union. The decision of the Election Commission in any matter related to the election shall be final and binding.



1. The Chairman in consultation with the Election Commission shall **ARTICLE-12 (A) (Amendment)**

issue notification and fix the date of election for forming a new body in due time.

The Principal shall be the Chairman of the Election Commission. He will constitute the Election Commission as per Article-12 in the time.

2. The Commission shall appoint a Returning Officer from amongst the members of teaching staff of the College.

ARTICLE - 12 (B) (Amendment)

3. In case where two candidates contesting for the same post get equal number of votes, the winner shall be decided through 'toss' after taking the written consent of the contesting candidate and due permission of the Election Commissioner.

Powers and Functions of the Election Commission

The Election Commission shall be the supreme body in matters of Election to the Students' Union. The decision of the Election Commission in any matter related to the election shall be final and binding.

ARTICLE-12 (Amendment)

Election of the 'Students Union'

Election Commission

There shall be an Election Commission consisting of the following members for the smooth conduct of Election to the Union Body

4. The Principal of the College

5. The vice- Principal or the senior most lecturer in absence of the Vice- Principal

6. Three senior lecturers of the college out of whom one must be a lady lecturer

4. The Chairman in consultation with the Election Commission shall issue notification and fix the date of election for forming a new body in due time.

5. The Commission shall appoint a Returning Officer from amongst the members of teaching staff of the College.

ARTICLE-13

The Election Commission shall have the power to deal with any matter of Election of an Executive Body of the Union if elections have been stopped or could not be held due to an abnormal situation hampering the academic sanctity of the institution. The election Commission shall appoint an adhoc committee if the existing Executive Body resigns. The Commission shall determine the term of the adhoc committee.

ARTICLE- 13(A) (Amendment)

Frequency and Duration of the Election

- A. The entire process of election commencing from the date of filing of nomination papers to the date of declaration of the result including campaign period is to be completed within a period of 8 days.
- B. The election will be held on a yearly basis and the same should be held between 6 to 8 weeks from the date of commencement of the academic session. The Election Commission shall finalize the date of election.

ARTICLE-14

Suspension of a member of the Executive Body of the Union:

- I. If a member of the Executive Body of the Union violates the Constitution or he is found working against the interest of the institution, then he shall be suspended from the Executive Body after taking explanation from him in a joint sitting of the Executive Body to be presided over by the president of the union.
- II. The period of suspension of such member shall be determined by the Executive Body on the basis of his explanation.

ARTICLE-14 (A) (Amendment)

Removal/Suspension

- I. Any elected office bearer of the Students' Union if found involved in any activity that is detrimental to the greater interest of the institution or that threatens the social, national, religious, linguistic or cultural integrity in the institution and vitiates the academic atmosphere in the college in any manner shall be expelled from the portfolio held by the office bearer. The Principal of the college is empowered to expel him/her from his/her portfolio and his/her (Principal) decision shall be final and binding.

ARTICLE - 14(B) (Amendment)

Eligibility Criteria for Candidates

7. Under graduate students between ages of 17 and 22 years will be eligible to contest the election. However, a candidate who intends to contest should in no event have any academic arrears in the year of contesting the election.
8. The candidate should have attained the minimum percentage of attendance as prescribed by the university i.e. 75% in order to be eligible to contest for the election.

9. The candidate shall have only one opportunity to contest for the post of office-bearer.

10. The candidate shall not have any previous criminal offence or misdemeanor. The candidate shall also not have been subject to any disciplinary action by the college authority. The contesting candidate will have to produce a good character certificate from the college authority and submit it along with the nomination papers. In case of failing to produce the character certificate his/her nomination may be cancelled.

11. The candidate must be a regular fulltime student of the college and should not be a distance/ proximate education student. That is to say all eligible candidates must be enrolled in a fulltime course duration being at least 2 (two)/ 3(three) years course.

12. Since a major part of the voters belong to Higher Secondary 1st year and 2nd year, whose age group may not satisfy the condition for acquiring eligibility to be voters (as laid down in the Honourable Supreme Court's verdict) i.e. between 17 to 22 years, a relaxation of age is allowed to the voters of the same class to the extent that eligibility for casting votes and contesting in the election may be determined the basis of their simply being regular and fulltime students of the college. This status-co shall be maintained till the +2 (plus two) is not delinked.

Mode of Election

The mode of election to the Nabajyoti College Students' Union shall be 'DIRECT' where all the eligible students (voters) shall have the right to elect their representatives to different portfolios by casting their votes for them through ballots directly.

The Term of the Students' Union

The Students' Union shall enjoy only 1(one) year with effect from the day of declaration of the result of election as its term of office.

ARTICLE -15

Quorum

- I. Half of the members of the Executive Body shall form the Quorum of the Executive Body. Half of the members of the Union shall form the Quorum of the general meeting.
- II. In the absence of a Quorum, the meeting shall be postponed.

The postponed meeting shall be convened on a subsequent date. Such a meeting shall be held even if there is no Quorum.

ARTICLE -15 (Amendment - 2016)

Quorum

- I. A. Half of the members of the Executive Body shall form the Quorum of the Executive Body.
- B. More than half of the student's member out of total students present in the college on the day of General meeting shall form the Quorum of the General meeting.

- II. In the absence of a Quorum, the meeting shall be postponed. The postponed meeting shall be convened on a subsequent date. Such a meeting shall be held even if there is no Quorum.

ARTICLE-16

- I. If a member of the Executive Body is absent from three consecutive meetings then his membership of the Executive Body shall stand cancelled.

Article-16 (Amendment)

Code of Conduct for Candidates and Election Administrators

1. No candidate shall indulge in, nor shall abet any activity which may create mental hatred or cause tension between different castes and communities, religious or linguistic or between all groups of students.
2. Candidates will 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.
3. There shall be no appeal to caste or communal feelings for securing votes.
4. All candidates shall be prohibited from indulging in activities that are considered to be 'corrupt practices' and offences such as intimidation of voters, impersonation of voters, canvassing or the use of propaganda within 100 meters of the polling stations.

5. No candidate shall, nor shall his/her supporters deface or cause any destruction to any property of the college, for any purpose, whatever, without the prior written permission of the college authority. All candidates shall be held liable for any destruction/defacing of college property.
6. The use of loud speakers, vehicles and animals for the purpose of canvassing shall be strictly prohibited.
7. On the day of polling, student organizations and all contesting candidates shall co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to voters to exercise their franchise without being subjected to any annoyance or obstruction.
8. Excepting the voters no one without valid pass or letters of authority from the election commission or from the college authority shall enter the polling booth.
9. The election commission shall appoint impartial observers from amongst the senior lecturers of the college. If the candidates have any specific complaint or problem regarding the context of the election, they may bring the same to the notice of the observer.
10. All candidates shall be jointly responsible for ensuring the cleaning of the polling area within 48 hours of the conclusion of the polling.

Powers and Functions of the Grievances Cell

11. The members of the teaching and non-teaching staff recruited by the Returning officer for discharging election duties shall not be allowed to place any excuse for exemption from election duties.
12. Any contravention of the above mentioned code of conduct will make the candidate liable to be stripped of his/her candidature, or his/her elected post, as the case may be. The Election Commission / the College Authority shall take appropriate disciplinary action against such a violator. The sanctity and the dignity of the college shall always be held at all costs.
13. No student shall be allowed to contest the election under the banner of any Student Organization or Political Organization whether of state or national level.

Grievances Redressal Mechanism

There shall be a 'Grievances Redressal Cell' with the Vice Principal Senior most lecturers as its Chairman. In addition, one senior faculty member, one senior office staff, one senior administrative officer and two final year students, one boy and one girl (selected on the basis of their merit or participation in the co-curricular activities) should be nominated to the 'cell'. The Grievance Cell shall be mandated with the redressal of election related grievances including, but not limited to breaches of code of conduct of election and complaints relating to election related issues. This cell shall be the regular unit of the college.

1. In pursuit 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 of the college shall have appellate jurisdiction over issues of law and fact in all cases or controversies arising out of the conduct of election in which the grievance cell has issued final decision. Upon review, the Principal may revoke or modify the sanctions imposed by the grievance cell.
2. The grievance cell shall have the power to conduct proceedings and hearings and in fulfilling this duty it shall have the authority to issue a writ of subpoena to compel candidates, agents and workers and to students to appear and give testimony as well as produce necessary records.
3. 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 (three) weeks from the date of declaration of result. 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 by either dismissing them or calling a hearing.

4. The grievance cell may dismiss a complaint if it has not filed within the timeframe prescribed.
5. If a complaint is not dismissed, then a hearing must be held. The grievance cell shall inform, in writing or via e-mail, the complaining party and individuals or groups named in the complaint of the time and place of the hearing.
6. All parties of the grievance cell hearing present themselves at the hearing. A majority of the sitting grievance cell members must be in attendance with the chair of the grievance cell presiding. In absence of the chair, the responsibility to preside shall fall to a grievance cell member designated by the chair.
7. All questions and discussions by the parties in dispute shall be directed to the grievance cell.
8. There shall be no direct or cross- examination of any party or witness by complaining or responding parties during hearings.
9. 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. The grievance cell shall issue a written opinion of the ruling within 12 hours of announcement of the decision.
10. Any party adversely affected by the decision of the grievance cell may file an appeal to the Principal within 24 hours after the decision has been announced. The Principal/Election

Commissioner shall have discretionary appellate jurisdiction over the grievance cell in all cases. He shall review the findings of the grievance cell when appealed. He may in consultation with the election commission confirm or overturn the decision of the grievance cell or modify the sanctions imposed.

11. In the event of any major post of office bearers falling vacant, the executive body of the Students' Union shall decide to whom, among the elected representatives, the power and functions of the office bearer that has fallen vacant should be entrusted with. The decision of the executive body in this matter will be final and binding. However, in case of the post of General Secretary falling vacant, the Asst. General Secretary shall be promoted to the same and he/she shall exercise the power and function of the General Secretary till the end of the term.
12. Any elected office bearer of the Students' Union if found involved in any activity that is detrimental to the greater interest of the institution or that threatens the social, national, religious, linguistic or cultural integrity in the institution and vitiates the academic atmosphere in the college in any manner shall be expelled from the portfolio held by the bearer. The Principal of the college is empowered to expel him/her from his/her portfolio and his/her (Principal) decision shall be final and binding.

Power and Function of the Returning Officer

The Returning Officer shall discharge his power and function according to the instructions of the Election Commission and the terms and conditions as laid down in the constitution of the Students' Union. He shall make all necessary arrangements to conduct a smooth and fair election. He shall notify the time and date of poll at least 9 (nine) days before the date of poll. He shall also recruit all members of the teaching and non-teaching staff excluding the members of Election Commission and members of Grievance Redressal Cell as functionaries to different election related jobs such as Presiding officer, Polling officer, Supervisor etc. He/She shall fix the date of submission and also date of withdrawal of nomination papers in consultation with the Election Commission. He/She shall keep the record of the expenditure in the entire process of the election from the fund allocated to him/her and submit it to the Election Commission for approval. He/She may take necessary steps for deploying Police Personnel in the college campus during the day of Election for maintaining law and order. He/She is also empowered to issue notices on any matter related to Election if he/she feels its necessity in addition to the general notice for Election.

Power and Functions of Presiding Officer

It shall be the general duty of the Presiding Officer at a Polling Station to see that the poll is fairly taken. The Presiding Officer shall receive

election materials from the office of the RO before 7.30 am on the day of poll and reach the polling station assigned to him/her at 7.30 am to ensure the commencement of poll right at 8.00am. The Presiding Officer shall explain to all the voters including the contesting candidates and their agents about the procedure of the election in brief and also make a declaration about the commencement of the poll. The Presiding Officer shall inform the students in his/her polling station about the total number of candidates to be elected and he/she may write, if necessary, the names of all contesting candidates on the Black Board for the better information of the students. He/She must ensure that all the students who come to cast their votes should come in College Uniform and produce their college Identity Cards as their documentary identification to the Polling Officer in charge of the same before receiving the ballot papers. After the completion of the poll at the stipulated hour, as directed by the RO, the Presiding Officer shall make necessary arrangements for the counting of votes in the same polling station with the help of his/her Polling Staff. But only the agents with valid identity cards will be permitted to remain present during the process of counting. After the counting is over the Presiding Officer shall make a declaration about the total number of votes polled at his/her polling station and also the number of votes obtained by the individual contestants to different portfolios? In the result sheet he/she shall take signatures of his/her polling staff and also the candidates and their supporters. He/She shall then submit the result sheet and all the election materials received

by him/her to the office of the RO. However, if the election is interrupted or obstructed by open violence or natural calamity or any other sufficient cause, the Presiding Officer shall bring it immediately to the notice of the RO who, in consultation with the Election Commission may announce the adjournment of the poll.

ARTICLE-17

In the absence of an unanimous decision on any matter in the Executive Body and in the general body the matter shall be decided by majority votes. In the case of equality of votes the President shall exercise his casting vote to decide the matter.

ARTICLE - 18

A. Qualification of the Executive Body

- I. The Vice-President shall be elected from amongst the students of second year TDC class.
- II. The General Secretary shall be elected from amongst the students of TDC first year class.
- III. Assistant General Secretary shall be elected from amongst the students of the Higher Secondary first year class.
- IV. The Editor, Nabajyoti College Magazine, shall be elected from amongst the students of TDC first year class
- V. The following Secretaries shall be elected from the students of

TDC first year class or Higher Secondary First year class.

- a. The Secretary, Major games
- b. The Secretary, Minor games
- c. The Secretary, Debate and Symposium
- d. The Secretary, Social Service
- e. The Secretary, Boys Common room
- f. The Secretary, Girls Common room
- g. The Secretary, Music and Culture
- h. One class representative from each class and each stream.

- B. The candidates for election to the Executive body of the Union shall have to clear all the outstanding dues to the College up to December of the session.
- C. The Proposer and the Supporter of the candidate shall have to clear their all outstanding dues of the College up to the month of December.

ARTICLE - 18(A) (Amendment)

Who shall contest for What

- | | |
|--------------------------------|-------------------------|
| 1. Vice-President | TDC III year |
| 2. General Secretary | TDC I year/ TDC II year |
| 3. Assistant General Secretary | TDC I year/ TDC II year |
| 4. Secretary, Major Games | TDC I year/ TDC II year |
| 5. Secretary, Social service | TDC I year/ TDC II year |

| | |
|--|-------------------------|
| 6. Secretary, Boys Common room | HS I year/ HS II year |
| 7. Secretary, Music and Culture | TDC I year/ TDC II year |
| 8. Secretary, Debate and Symposium | TDC I year/ TDC II year |
| 9. Secretary, Gymnastics | TDC I year/ TDC II year |
| 10. Secretary, Girls Common room | HS I year/ HS II year |
| 11. Secretary, Minor games | HS I year/ HS II year |
| 12. Secretary (Editor), College Magazine | TDC I year/ TDC II year |

ARTICLE - 18 (B) (Amendment -2016)

Who shall contest for What

| | |
|--|---|
| 1. President | Degree 5 th Semester |
| 2. Vice-President | Degree 3 rd Semester |
| 3. General Secretary | Degree 1 st /3 rd Semester |
| 4. Assistant General Secretary | Degree 1 st Semester/ 3 rd Semester |
| 5. Secretary (Editor) College Magazine | Degree 1 st /3 rd Semester |
| 6. Secretary, Major Games | Degree 1 st /3 rd Semester |
| 7. Secretary, Minor Games | Degree 1 st Semester |
| 8. Secretary, Music & Culture | Degree 1 st /3 rd Semester |
| 9. Secretary, Debate & Symposium | Degree 1 st /3 rd Semester |
| 10. Secretary, Gymnastics | Degree 1 st /3 rd Semester |
| 11. Secretary, Social Service | H.S. 1 st Year/Degree 1 st Semester |
| 12. Secretary, Boys Common Room | H.S. 1 st Year/H.S. 2 nd Year |
| 13. Secretary, Girls Common Room | H.S. 1 st Year/H.S. 2 nd Year |

ARTICLE -19

Funds :-

- A. At the time of admission the students shall pay Union fees for the academic session and such fees shall constitute the fund of the Union. The fund shall be kept in a nationalized Bank in the name of the Principal of the College. The Principal shall operate it.
- B. A student welfare fund shall be formed. Each student shall contribute to it a fix amount as determined by the Executive Body of the Union. The fund shall be utilized to help the distressed students of the College. The fund shall be kept in a nationalized Bank in the name of the principal who shall operate it.

ARTICLE -20

Soon after the charge is taken over, a joint sitting of the Executive shall be convened, where the budget of the year shall be made. The Secretaries of the different portfolios shall receive the fund according to the allocation made by the Executive Body.

ARTICLE -21

A member of the students Union may propose an amendment of any Article of Section , Subsection of the Constitution. Such a proposal shall be discussed in the Executive Body of the Union. The Executive Body

- 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.
3. 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 (three) weeks from the date of declaration of result. 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 by either dismissing them or calling a hearing.
 4. The grievance cell may dismiss a complaint if it was not filed within the timeframe prescribed.
 5. If a complaint is not dismissed, then a hearing must be held. The grievance cell shall inform, in writing or via e-mail, the complaining party and individuals or groups named in the complaint of the time and place of the hearing.
 6. All parties of the grievance cell hearing shall present themselves at the hearing. A majority of the sitting grievance cell members must be in attendance with the chair of the grievance cell presiding. In absence of the chair, the responsibility to preside shall fall to a grievance cell member designated by the chair.
 7. All questions and discussions by the parties in dispute shall be directed to the grievance cell.
 8. There shall be no direct or cross-examination of any party or witness by complaining or responding parties during hearings.
 9. 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. The grievance cell shall issue a written opinion of the ruling within 12 hours of announcement of the decision.
 10. Any party adversely affected by the decision of the grievance cell may file an appeal to the Principal within 24 hours after the decision has been announced. The Principal/Election Commissioner shall have discretionary appellate jurisdiction over the grievance cell in all cases. He shall review the findings of the grievance cell when appealed. He may in consultation with the election commission confirm or overturn the decision of the grievance cell or modify the sanctions imposed.
 11. In the event of any major post of office bearers falling vacant, the executive body of the Students' Union shall decide to whom, among the elected representatives, the power and functions of the office bearer that has fallen vacant should be entrusted with. The decision of the executive body in this matter will be final and binding. However, in case of the post of General Secretary falling vacant the Asst. General Secretary shall be promoted to the same and he/she exercise the power and function of the General Secretary till the end of the term.

12. Any office bearer of the Students' Union if found involved in any activity that is detrimental to the greater interest of the institution or that threatens the social, national, religious, linguistic or cultural integrity in the institution and vitiates the academic atmosphere in the college in any manner shall be expelled from the portfolio held by the office bearer. The Principal of the college is empowered to expel him/her from his/her portfolio. His/her (Principal) decision shall be final; and binding.

ARTICLE-23 (C)

Power and Function of the Returning Officer

The Returning Officer shall discharge his power and function according to the instructions of the Election Commission and the terms and conditions as laid down in the constitution of the Students' Union. He shall make all necessary arrangements to conduct a smooth and fair election. He shall notify the time and date of poll at least 9(nine) days before the date of poll. He shall also recruit all members of the teaching and non-teaching staff excluding the members of Election Commission and members of Grievance Redressal Cell as functionaries to different election related jobs such as Presiding officer, Polling officer, Supervisor etc. He/ She shall fix the date of submission and also date of withdrawal of nomination papers in consultation with the Election Commission. He shall issue nomination papers to the intending candidates

on payment of Rs. 200/- (two hundred) and security money Rs. 500/- (Five hundred) per candidate in cash. He/ She shall keep the record of the expenditure in the entire process of the election from the fund allocated to him/her and submit it to Election Commission for approval. He/ She may take necessary steps for deploying Police Personnel in the college campus during the day of Election for maintaining law and order. He/ She also empowered to issue notices on any matter related to Election if he/she feels its necessity in addition to the general notice for Election.

ARTICLE-23 (D)

Power and Functions of Presiding Officer

It shall be general duty of the Presiding Officer at a Polling Station to see that the poll is fairly taken. The Presiding Officer shall receive the election materials from the office of the RO before 7.30 am on the day of poll and reach the polling station assigned to him/her at 7.30 am to ensure the commencement of poll right at 8.00am. The Presiding Officer shall explain to all the voters including the contesting candidates and their agents about the procedure of the election in brief and also make a declaration about the commencement of the poll. The Presiding Officer shall inform the students in his/her polling station about the total number of candidates to be elected and he/she may write, if necessary, the names of all contesting candidates on the Black Board for the better information of the students.

He/ She must ensure that all the students who come to cast their vote should come in College Uniform and produce their college Identity Card as their documentary identification to the Polling Officer in charge of the same before receiving the ballot papers. After the completion of the process at the stipulated hour, as directed by the RO, the Presiding Officer shall make necessary arrangement for the counting of votes in the same polling station with the help of his /her Polling Staff. But only the agents with valid identity cards will be permitted to remain present during the process of counting. After the counting is over the Presiding Officer shall make a declaration about the total number of votes polled at his/her polling station and also the number of votes obtained by the individual contestants in different portfolios. In the result sheet he/she shall take signatures of his/her polling staff and also the candidates and their supporters. He/ She shall then submit the result sheet and all the election materials received by him/her to the office of the RO. However, if the election is interrupted or obstructed by open violence or natural calamity or any other sufficient cause, the Presiding Officer shall bring it immediately to the notice of the RO who, in consultation with the Election Commission may announce the adjournment of the poll.

ARTICLE – 23 (B -I) (Amendment-2016)

Powers and Functions of the Grievance Cell

1. In pursuit 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 of the college shall have appellate jurisdiction over issues of law and fact in all cases or controversies arising out of the conduct of election in which the grievance cell has issued final decision. Upon review, the Principal may revoke or modify the sanctions imposed by the grievance cell.
2. The grievance cell shall have the power to conduct proceedings and hearings and in fulfilling this duty it shall have the authority to issue a writ of subpoena to compel candidates, agents and

ARTICLE – 23 (A-I) (Amendment-2016)

Grievance Redressal Mechanism

There shall be a 'Grievances Redressal Cell' with the Vice Principal/Senior most Professors as its Chairman. In addition, one senior

workers and to request students to appear and give testimony as well as produce necessary records.

3. 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 24 hours from the date of declaration of result. All complaints must be filed under the name of the student filing the complaint. The grievance cell shall act on all complaints within 36 hours by either dismissing them or calling a hearing.
4. The grievance cell may dismiss a complaint if it was not filed within the timeframe prescribed.
5. 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.
6. All parties of the grievance cell hearing shall present themselves at the hearing. A majority of the sitting grievance cell members must be in attendance with the chair of the grievance cell presiding. In absence of the chair, the responsibility to preside shall fall to a grievance cell member designated by the chair.
7. All questions and discussions by the parties in dispute shall be directed to the grievance cell.

8. There shall be no direct or cross-examination of any party or witness by complaining or responding parties during hearings.
9. 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. The grievance cell shall issue a written opinion of the ruling within 12 hours of announcement of the decision.
10. Any party adversely affected by the decision of the grievance cell may file an appeal to the Principal within 24 hours after the decision has been announced. The Principal/Election Commissioner shall have discretionary appellate jurisdiction over the grievance cell in all cases. He shall review the findings of the grievance cell when appealed. He may in consultation with the election commission confirm or overturn the decision of the grievance cell or modify the sanctions imposed.
11. Dropped
12. Dropped

Annexure-I

Nabajyoti College, Kalgachia
Nomination Paper

1. Name of the candidate
Class..... Roll No
2. Name of the proposer
Class Roll No
- I Shree/Smti
Class A student of
class..... Roll No
for the of the
Students' Union of the College.

Signature of the proposer
Date

I Shree/Smti
Class Roll No.....
Second Shree/Smti
Class Roll No.....
For the of the
Students' Union of this College.

Signature of Second
Date

I Shree/Smti.....
Class Roll No
do hereby consent to the above proposal of my nomination.

Signature of the candidate
Date

The Nomination paper is Accepted/Rejected

Returning Officer
Date

ANNEXURE II

I Shree/Smti do
solemnly pledge in the name of God that as Vice-President/General
Secretary/ Secretaries/ Class Representatives of the students Union
of Nabajyoti College, Kalgachia I shall abide by the rules and
regulations of this institution and shall, to the best of my capacity
perform the duties and responsibilities entrusted to me and further I
declare that I shall not do anything that is detrimental for the
maintenance of the sanctity of this institution and shall not do anything
that may harm the interest of the students as a whole.

Signature.....


The constitution drafting committee was constituted with the following
members:-

- | | |
|---|----------|
| 1. Mozammel Hussain (Vice- Principal) | Chairman |
| 2. Prof. Sheikh Omar Ali | Member |
| 3. Prof. Lambit Konwar | Member |
| 4. Prof. Solaiman Mandal | Member |
| 5. Dewan Arshad Ahmed (General Secretary) Students' Union, Nabajyoti College, Kalgachia | Member |
| 6. Kurban Ali Ahmed. Secretary, Major Games, Students' Union, Nabajyoti College, Kalgachia | Member |

ANNEXURE II (Amendment-2016)

I Shree/Smtido solemnly pledge in the name of God that as President/Vice-President/GeneralSecretary/Secretary..... of the "Nabajyoti College Students' Union" I shall abide by the rules and regulations of this institution and shall, to the best of my capacity perform the duties and responsibilities entrusted to me and further, I declare that I shall not do anything that is detrimental for the maintenance of the sanctity of this institution and shall not do anything that may harm the interest of the students as a whole.

Signature

ANNEXURE III

Constitution Amendment Committee, 2016

The Constitution Amendment Committee, 2016 of Nabajyoti College Students' Union is constituted with the following members:-

- | | |
|---|----------|
| 1. Dr. Shahjahan Ali Ahmed, Principal | Chairman |
| 2. Dr. Sorman Ali, Associate Professor | Member |
| 3. Sri Sushil Kumar Sarkar, Associate Professor | Member |
| 4. Dr. Md. Shahajamal Sheikh, Associate Professor | Member |
| 5. Dr. Fakhurul Alom, Assistant Professor | Member |



