

## ORDINANCE No. 2

### UNIVERSITY STUDENTS' UNION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- (g) The voting shall be done by secret ballot and the candidates securing highest number of votes shall be declared as elected.
- (h) In case of two or more candidates securing equal number of highest votes, for a particular post, the winner shall be decided by draw of lots, by the Adviser cum treasurer.
- (i) Every student shall have to abide by the following code of conduct, during the course of election, namely:-
  - (a) No candidate shall indulge in, nor shall abet, any activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic, or between any group(s) of students.
  - (b) Criticism of other candidates, when made, shall be confined to their policies and programs, past record and work. Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the other candidates or supporters of such other candidates.
  - (c) Criticism of other candidates, or their supporters based on unverified allegations or distortion shall be avoided.
  - (d) There shall be no appeal to caste or communal feelings for securing votes. Places of worship, within or without the campus shall not be used for election propaganda.
  - (e) All candidates shall be prohibited from indulging or abetting, all activities which are considered to be “corrupt practices” and offences, such as bribing of voters, intimidation of voters, impersonation of voters, canvassing or the use of propaganda within 100 metres of polling stations, holding public meetings during the period of 24 hours ending with the hour fixed for the close of the poll, and the transport and conveyance of voters to and from polling station.
  - (f) No candidate shall be permitted to make use of printed posters, printed pamphlets, or any other printed material for the purpose of canvassing. Candidates may only utilize hand-made posters for the purpose of canvassing, provided that such hand-made posters are procured within the expenditure limit set out herein above.

(g) Candidates may only utilize hand-made posters at designated places in the campus, which shall be notified in advance in writing by the university/college authority.

(h) No candidate shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda outside the university/college campus.

(i) No candidate shall, nor shall his/her supporters, deface or cause any destruction to any property of the University / College campus, for any purpose whatsoever, without the prior written permission of the college / university authorities, as may be designated for the purpose. All candidates shall be held jointly and severally liable for any destruction / defacing of any university / college property.

(j) During the election period the candidates may hold processions and / or public meetings, provided that such processions and / or public meetings do not, in any manner, disturb the classes and other academic and co-curricular activities of the College / University. Further, such procession / public meeting may not be held without the prior written permission of the College / University authority as may be designated for this purpose.

(k) The use of loudspeakers, vehicles, animals or any other undesirable things for the purpose of canvassing shall be prohibited.

(l) No candidate shall exceed the limit of expenditure, for the purpose of election that is fixed by the Adviser-cum-Treasurer, for this purpose.

(m) On the day of polling candidates shall -:

(i) Co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without annoyance or obstruction;

(ii) not serve or distribute any eatables either in solid or liquid form whatsoever on the day of polling.

(j) Where a candidate fails to observe the code of conduct or instigates or supports breach of the code of conduct as given above, the Advisor-

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

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

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

11. The **Executive Committee** shall :

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

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

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

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

- legitimate function or power of the Union or are detrimental to the interests of the University/Students in general;
- (e) to give direction to the Council or the Executive Committee in the interest of proper functioning of the Council/ Executive Committee, as the case may be, and the Council/ Executive Committee shall act in accordance with such direction;
  - (f) to suspend the Council or the Executive Committee in the event of violation of the provisions of this Ordinance by the Council or the Committee;
  - (g) such other powers as are vested in the Patron under this Ordinance and /or by the Government .
13. The **Adviser-cum-Treasurer** shall :-
- (a) notify the constitution of the University Students' Council;
  - (b) conduct the elections to the Executive Committee;
  - (c) have the power to be present at any meeting of the council or the Executive Committee and to advise the Council and the Executive Committee in regard to their activities;
  - (d) be in-charge of the funds of the Union and ensure that no part thereof is spent without proper authority or for purpose other than those for which they are allocated;
  - (e) bring to the notice of the patron any resolution or proceedings or any act of any of the bodies or office bearers of the Union which is violative of the provisions of this Ordinance or likely to be prejudicial to the interest of the University/Students in general;
14. (i) The **President** of the Union shall preside at meeting of the Council and the Executive Committee;
- (ii) The President shall have the following powers and perform the following duties, namely -
- (a) subject to control of the Executive Committee to be in charge of the general management of the affairs of the Union;
  - (b) to ensure discipline at meeting of the Council and the Executive Committee or at any meeting or gathering organised by the Union;
  - (c) to ensure that the provisions of this Ordinance are faithfully observed;
  - (d) to discharge any other lawful function entrusted to him or any other legitimate duty imposed on him by the Council or

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

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

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

- (ii) The member of the Executive Committee or an office bearer shall not be removed except by the order of the Patron in pursuance of the Council resolution to this effect.
20. A Student who is also a member of the University Council, shall cease to hold office in the University Students' Union from the date of his expulsion or rustication by the Principal of his College or the Kulapati, as the case may be.
21. (i) An office bearer of the University Students' Union or a member of the Executive Committee may resign by a letter addressed to the Adviser-cum-Treasurer and the resignation shall take effect as soon as a decision, to this effect, is taken by the Adviser-cum-Treasurer.
- (ii) Where any membership of the Executive Committee or an office of the University Students' Union falls vacant, the same shall continue to remain vacant for the entire session. The Adviser-cum-Treasurer shall, in such cases, have the power to re-allocate the work earlier entrusted to the person whose office has fallen vacant, as deemed suitable for the purpose, in consultation with the patron, for smooth functioning of the Union.
22. Powers to remove difficulties- Notwithstanding anything contained herein above, the Kulpati shall be the authority to clarify matters relating to interpretation of this Ordinance.
23. Repeal - This Ordinance shall be in supersession of the previous Ordinance pertaining to this subject matter.