



**THE CONSTITUTION OF
SATYA RANJAN COLLEGE STUDENTS' UNION
(SRCSU)**

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**SATYA RANJAN COLLEGE, KALAIN
KALAIN, CACHAR, ASSAM-788815**

SATYA RANJAN COLLEGE STUDENTS' UNION:

Satya Ranjan College believes that strong, healthy and vibrant students' union is important. It works on democratic participation, representation and student activities make for a successful community in college. The youth is the future of every nation. Students' union elections are high profile events in the college which give students experience of democratic participation in a real life. Students' attendance at a union parliament meeting gives them experience of participating in debate and discussion around issues inside and outside the college which contribute to their skills development for future endeavor . Thus having the view in mind to develop leadership qualities and positive competitive attitude in games, sports, cultural affairs, community participation along with academic achievements, with a sense of spirit of unity and fraternity among the students irrespective of any distinction, Satya Ranjan College has adopted the Constitution of Students Union of the college.

AIMS AND OBJECTIVES:

- a) To promote harmony and the spirit of common brotherhood amongst all the student of Satya Ranjan College, Kalain.
- b) To promote the social, cultural and intellectual development of the student of Satya Ranjan College, Kalain.
- c) To respect the institution and its goal and shall abide by the rule and regulations of the College & to safeguard it properly and abjure violence.
- d) To promote and safeguard the genuine interest of the student community in democratic manner and pave the way for their development and progress of the Satya Ranjan College, Kalain.
- e) To take endeavour to make our academic courses relevant to the changing need of the society.

f) To promote among the students of the Satya Ranjan College a sense of service to the people, duty towards the College, State & Nation and shall adopt and give to ourselves this constitution.

STRUCTURE OF GENERAL BODY (GB) AND EXECUTIVE COMMITTEE (EC) OF STUDENTS UNION:

General Body (GB):

- a) GB shall consist of all the on roll student of the Satya Ranjan College as its member.
- b) It shall be the highest policy making body of the student union pertaining to students' affairs and its decision shall be binding on the Executive Committee (EC) of the Students Union.
- c) The GB shall be convened by the General Secretary on behalf of students' Union in consultation with President with 48 hours prior notice.
- d) GB can be also requisitioned by 1/5th or 100 members whichever is less by written demand made to the president.
- e) GB shall convene its meeting at least once in a year.

Decisions Of The General Body:

All decisions of the GB shall be taken by simple majority of the members present. In case of difference of opinion, matter shall be decided through vote of members present.

EXECUTIVE COMMITTEE (EC):

The college shall certainly follow a system of election where students shall directly elect all the office bearers of the Students' Union.

Office Bearers of EC : The Union shall consist of various office bearers to be elected by the students directly. It shall consist of the following office bearers:

- 1 President (One Post) : Preferably from TDC (5th Semester)
- 2 Vice-President (One Post)
- 3 General Secretary (One Post) Preferably from TDC (3rd Semester)
- 4 Assistant General Secretary (**Two Posts**) : One post is reserved for female.
- 5 Secretary, Cultural Affairs (One Post)
- 6 Secretary, Sports (One Post)
- 7 Secretary, Magazine (One Post)
- 8 Boys' Common room Secretary (One Post): Reserved for male
- 9 Girl's Common room Secretary (One Post): Reserved for a female.

President:

- a) There shall be one President of the Students Union directly elected by the students of that college in a manner defined in the Constitution.
- b) The President shall advise the members of the Union to play positive role in the development and progress of the College and to respect the Union's Constitution.
- c) The President shall chair the meeting of the Students' Union. The President shall execute the mandate given by the GB/ EC of the Students' Union and look after the day-to-day affairs of the Union.

Vice President:

- a) There shall be one Vice-President directly elected by the students of the college in the manner defined in the Constitution.

- b) The Vice-President shall officiate as the President in the absence of the President of the student union.

General Secretary:

- a) There shall be one General Secretary elected by the students of the college in the manner defined in the constitution.
- b) The General Secretary shall aid and assist the President/Vice – President in his or her day-to-day work.
- c) He/ She in consultation with the President/ Vice President shall be responsible for calling the regular meetings of the Students’ Union and properly keeping the record of minutes of the meetings.

Assistant General Secretaries:

- a) There shall be two Assistant General Secretaries (one is reserved for female) directly elected by the students of the college in the manner defined in of the Constitution.
- b) The Assistant General Secretaries shall aid and assist the General Secretary in his/her day-to-day activities.
- c) He/ She shall officiate as General Secretary in absence of the General Secretary. The rank and seniority of both the Assistant General Secretaries shall be treated equal.

Secretary, Cultural Affairs:

- a) There shall be one Secretary, Cultural Affairs directly elected by the students of the college in the manner defined in of the Constitution.
- b) The cultural and educational programmes of the Union shall be organized by the Secretary, Cultural Affairs. This may include

organizing Lecturer, Seminar, Training and Awareness programmes etc. by the Union for its members.

Secretary, Sports:

- a) There shall be one Secretary, Sports directly elected by the students of the college in the manner defined in the constitution.
- b) All Sports programmes of the Union shall be organised by the Secretary, Sports.

Secretary, Magazine

- a) There shall be one Secretary, Magazine for one campus directly elected by the by the students of the college in the manner defined in the Constitution.
- b) The Secretary, Magazine shall be the Chief Editor of the Annual Magazine of the Union and publish the same on behalf of the students of the College.

TENURE OF THE EC OF STUDENTS' UNION:

A. The tenure of the Union shall be for one year. Membership of any elected member shall be co-terminus with his/her studentship.

B. In absence of any office bearer, the President of the Union shall nominate one member from the EC of SRCSU to look after the work of that office bearer(s). In case, no EC member is available, the president of the Union shall nominate one member from the regular students. Proposal for nomination shall be placed by the President to the Principal of the college for his approval.

C. An elected member of EC shall not contest election further during his/her studentship in Satya Ranjan College.

DUTIES AND RESPONSIBILITIES OF THE EC OF THE STUDENTS' UNION:

- a) The Students Union shall work as a deliberative body where all the matters concerning the students will be discussed and decisions will be taken therein.
- b) It shall decide matters concerning the general policy of the Union and control all financial matters related to the Union.

Decisions of the EC:

Decision in EC shall be taken by majority of its members present. In case of difference of opinion, the matter shall be decided through vote of the members present. In extraordinary matters viz. any decision which calls for involvement of all the students of the college campus, the decision of the EC must be approved immediately by the General Body.

MEETING OF THE EC OF THE STUDENTS' UNION:

- a) The EC of the Students' Union shall meet at least once in 3 month.
- b) The General Secretary in consultation with the President may call a special meeting with 24 hour notice whenever they feel it necessary.
- c) Two third of total number of the EC members of the Union shall form the Quorum for the meetings.
- d) The President shall chair the meeting of the Union. In the absence of President, the Vice President shall chair the meeting. In absence of both the President and Vice President, the meeting shall be chaired by any office bearer selected by the members as special case.

ACCOUNTS OF STUDENTS UNION:

Accounts of the Union shall be maintained by the President and the General Secretary jointly and they will jointly operate the accounts. A

teacher representative may be nominated by the Institutional Head to supervise over the financial matter of the Union.

QUORUM OF THE MEETING:

- a) 2/3 rd of the total number of the EC members of the Union shall form the **Quorum** for the meetings.
- b) 1/3 or 150 students, whichever is less, shall form the quorum of the General Body.

Resignation:

Any letter of resignation of a directly elected office bearer(s) must be addressed to the President of the Union with his/her comment and suggestion. It may be handed over to the General Secretary of the Union for execution.

Cardinal Responsibility:

The office bearers (EC) of the Students' Union must be courteous, careful, sincere and sensitive in their general behaviour and conduct. They should promote understanding and cohesiveness. They must not be involved in any indisciplinary/ antisocial/ indecent activity. The offending student may forfeit his/ her post and membership of the Union. The students are expected to contribute meaningfully in the process of elevating the prestige and honor of the College. The student union must strive to achieve the goal and objectives stated in the preamble of this constitution.

Dissolution of EC :

Gross violation of Constitution's objectives, its provisions, rules and regulations by the union may cause dissolution of the union by the highest authority (Principal) of the College.

Removal of constitutional difficulties:

Notwithstanding anything contained in this constitution, the Principal shall take such measures as may be necessary for removal of constitutional difficulties.

Place of Election:

The Election of Satya Ranjan College Students Union will be held inside in the college campus only.

Election Commission:

- A. **Appointment:** The election commission shall be appointed by the Principal.
- B. **Composition:** It shall comprise of 5-10 faculty members of which one shall be the chairman who will be nominated by the Principal.
- C. **Term:** The Election Commission shall come into function from the date of notification of appointment order by the Principal.

D. Function:

- i) To declare the date of filling of nomination, date of withdrawal of nomination, date of election etc.
- ii) The commission shall scrutinize all the nomination application of candidates.
- iii) Publication of eligible / not eligible candidates.
- iv) Conducting election/re- election.
- v) Result declaration.
- vi) The election commission shall publish audited accounts of student expenditure in election within 2 days of the submission of such

accounts, through a suitable medium so that any member of the student body may freely examine the same.

vii) Notify places in the College Campus to be used for pasting handmade posters by the candidates.

viii) Issue valid pass/ letter of authority to enter the polling booths.

ix) Appointment of observer.

THE ADVISORY COMMITTEE:

a) There shall be five members Advisory Committee to the Students' Union constituted by the Principal of the College with one Convenor of the committee to look after the activities of the union.

b) Tenure of the Advisory committee shall be co-terminus with that of the union.

RETURNING AND PRESIDING OFFICERS AND OBSERVER:

A. One Returning Officer shall be appointed by the Principal on the recommendation of the election commission.

B. Each Head of the Department / any faculty member nominated by the Principal shall act as Presiding officer. Further, Head of the institution may nominate (one or more) additional polling officers depending upon the strength of student voters of the department.

C. There shall also be an Observer of the Election nominated by the Head of the institution to look after the fair election proceedings.

Grievance Redressal Cell :

A. There shall be a Grievance Redressal Cell with the teacher in charge of student welfare/ affairs as its chairman. In addition, few other faculty members nominated by the Principal , one senior administrative officer and two final year / Senior students – one boy and one girl (till the election results declared, students may be

nominated on the basis of merit and/or participation in the co-curricular activities in the previous year or as decided by the Head of the institution).

- B. The Grievance Redressal Cell shall be mandated with the redressal of election-related grievances, including, but not limited to breach of the code of conduct of elections and complaints relating to election related expenditure. This cell would be the regular unit of the institution.
- C. In pursuit of its duties, the Grievance Redressal Cell may prosecute violators of any aspect of the code of conduct or the rulings of the grievance cell. In every matter (Students/election) the decisions taken by the Grievance Redressal Cell would be final and binding.
- D. The Grievance Redressal Cell shall serve as the court of original jurisdiction.
- E. The Institutional Head shall have appellate jurisdiction over issues of law and fact in all cases or controversies arising out of the conduct of the elections in which the Grievance Redressal Cell has issued a final decision.
- F. The Institutional Head may revoke or modify the sanctions imposed by the grievance cell.
- G. In carrying out the duties of the office, the Grievance Redressal Cell shall conduct proceedings and hearings necessary to fulfill those duties.

ELECTION:

Election of Office bearers : All regular students of the college shall directly elect the office bearers of the Students Union on the date and time declared by the College Authority. After the completion of Election of Office bearers, the oath-taking ceremony will take place and the Union will formally assume the charge of the Office.

ELECTION SCHEDULE

Date and time and schedule of election will be declared by the Principal in due course of time after the admission process in the college is over.

N.B.: Minor changes in the Election schedule may be effected by the Principal/R.O. if situation calls for.

FEES AND SECURITY MONEY

Fees and security money to be paid by candidates are subject to change from time to time. The rates will be announced in due time.

4.1 Cost of nomination papers: It is to be paid by a student/candidate who collects nomination papers.

4.2 Nomination fee: It is to be paid by a candidate who submits nomination. Nomination fee is non-refundable.

4.3 Security Money: It is to be paid by all candidates who submit nominations. The security money for those withdrawing nominations within the stipulated time periods is refundable. For all others, it is non-refundable.

RULES AND ELIGIBILITY CRITERIA

The rules and guidelines prescribed herein are binding upon all students and candidates taking part in the election process of the Students' Union. Violation of any rule(s) will subject a student/candidate to disciplinary action besides he/she being declared disqualified for taking part in the election process.

1. UG Students between the ages of 17 to 22 on the day of filling nomination may contest the election.
2. The candidate should in no event have any academic arrears in the year of contesting the election.

3. The candidate should have attained the minimum percentage of attendance as prescribed by the university or 75% attendance, whichever is higher.

4. The candidate shall have one opportunity to contest for the post of office bearer.

4. The candidate shall not have a previous criminal record, that is to say he should not have been tried and/or convicted of any criminal offence or misdemeanor. The candidate shall also not have been subject to any disciplinary action by the College / its affiliating University authorities.

5. The candidate must be a regular, full time student of the college. That is to say that all eligible candidates must be enrolled in a full time course, the course duration being at least one year.

ELECTION PROCEDURE OF THE SRCSU:

A. Election shall be held ordinarily within 6 to 8 week from the beginning of new academic session every year.

B. Notification regarding election shall be issued at least 10 days before the commencement of the election (i.e., date of polling).

C. Details of Election schedule will be notified in due course of time.

D. A student shall be eligible to contest for only one post. In case of filling nomination for more than one post, the concerned candidate shall have to withdraw his/her nomination for one of the post on the day of withdrawal, failing which his/her candidature for both the post shall be cancelled.

- E. Generally within the 10th day of the election notification, the election of SRCSU shall be held from 11:00 am to 2:00 pm or as decided by the Head of the Institution/Election Commission.
- F. **The Voters/ Students shall produce a valid on session college Identity Card during the time of voting. Failing of which under no circumstances he/she will be allowed to cast his/her vote.**
- G. The voting shall be held by secret ballot and each member (full time students) shall have only one vote for each post. Ballot papers shall be supplied by the Election Commission.
- H. The candidate obtaining the highest number of votes polled shall be declared as elected. In case of a tie, there shall be a re-election for that post only.
- I. Immediately after the election, the counting shall commence and the Presiding Officer/ Election Officer shall submit the result sheet of counting to the Returning Officer by 3.00 pm on the same day.
- I. The demand for recounting by the authorized counting agent of the candidate concerned in writing may be made immediately after the completion of the counting to the Returning officer who, in consultation with the Election Commission, shall resolve the matter. If the demand is accepted by the Election Commission, the recounting shall be conducted immediately after completion of the counting and a maximum of two recounts shall be permitted.
- J. Within 7 days of the conclusion of the election, oath taking ceremony of the EC members shall be held. The oath shall be administered by the Principal of the College.
- K. As a precautionary measure, the college authority may seek the co-operation and service of police and civil administration to avoid any untoward incident during polls.

Election - Related Expenditure and Financial Accountability:

1. The maximum permitted expenditure per candidate shall be Rs.5000/-

2. Each candidate shall, within two weeks of the declaration of the result, submit complete and audited accounts to the college authorities. The college shall publish such audited accounts, within 2 days of the submission of such accounts, through a suitable medium so that any member of the student body may freely examine the same.

3. The election of the candidate will be nullified in the event of any noncompliance or in the event of any excessive expenditure.

4. With the view to prevent the inflow of funds from political parties into the student election process, the candidates are specially barred from utilizing funds from any other sources than voluntary contributions from the student body.

CODE OF CONDUCT FOR CANDIDATES AND ELECTIONS ADMINISTRATORS:

1. 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.

2. 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.

3. All candidates shall be prohibited from indulging or abetting, all activities which are considered to be "corrupt practices" and offences, such as bribing of voters, intimidation of voters, impersonation of voters, canvassing or the use of propaganda within 100 meters of polling stations, holding public meetings during the period of 24 hours ending with the hour fixed for the close of the poll, and the transport and conveyance of voters to and from polling station.

4. 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.

5. Candidates may only utilize hand-made posters at certain places in the college campus, which shall be notified in advance by the election commission / College authority.

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

7. No candidate shall, nor shall his/her supporters, deface or cause any destruction to any property of the college campus, for any purpose whatsoever, without the prior written permission of the college authorities. All candidates shall be held jointly and severally liable for any destruction / defacing of any college property.

8. During the election period the candidates may hold processions and / or public meetings, provided that such processions and / or public meetings do not, in any manner, disturb the classes and other academic and co curricular activities of the college . Further, such procession / public meeting may not be held without the prior written permission of the college authority.

9. The use of loudspeakers, vehicles and animals for the purpose of canvassing shall be prohibited.

10. On the day of polling, student organizations and candidates shall -:

- (i) co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction;
- (ii) not serve or distribute any eatables, or other solid and liquid consumables, except water on polling day;
- (iii) not hand out any propaganda on the polling day.

11. Excepting the voters, no one without a valid pass / letter of authority from the election commission or from the college authorities shall enter the polling booths.

12. The election commission / college authorities shall appoint impartial observers. If the candidates have any specific complaint or problem regarding the conduct of the elections they may bring the same to the notice of the observer. Observers shall also be appointed to oversee the process of nomination of students in institutions that are following the nomination model of student representation.

13. All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 48 hours of the conclusion of polling.

14. Any contravention of any of the above recommendations may make the candidate liable to be stripped of his candidature, or his elected post, as the case may be. The election commission / college authorities may also take appropriate disciplinary action against such a violator.

15. In addition to the above-mentioned code of conduct, certain provisions of the Indian Penal Code, 1860 (Section 153A and Chapter IXA – “Offences Relating to Election”), may also be made applicable to student elections.