

The Revised Regulations

Relating to

Vidyasagar University Students' Union Election

(Approved by the Seventh Executive Council on 06.06.2016)

1. Short title and commencement :

- (a) These Regulations may be called the Revised Regulations Relating to the Constitutions and functions of the Students' Union of Vidyasagar University and shall apply to all the regular students of Vidyasagar University.
- (b) The Revised Regulations shall come into force immediately on being passed by the Executive Council.

- 2. (a) In these Revised Regulations, unless the context requires otherwise, words and expressions used shall have the same meanings as they have in the Act.
- (b) The provisions of the Regulations and the Rules of the University as they affect the matters provided herein, if in conflict with these Revised Regulations, shall stand modified in the light of these Revised Regulations.

3. Definition :

- (a) 'Constitution' means the constitution of Vidyasagar University Students' Union Election.
- (b) 'Union' means the Students' Union of Vidyasagar University.
- (c) 'Students' means an enrolled regular student of Vidyasagar University.
- (d) A regular student means the student who has paid tuition and other fees for the semester in which he/she studies and he /she has satisfactory attendance in the same year / semester.

4. Aims and Objectives :

The aims and objectives of the Students' Union shall be :

- (a) To bring unity among the students;
- (b) To promote academic and scientific, cultural and social interest and outlook among the students;
- (c) To promote discipline, sense of responsibility, integrity and brotherhood among the students;
- (d) To safeguard the rights of the students;
- (e) To add help and facilitate the study of the needy and poor students, particularly coming from the backward classes of society;
- (f) To provide scope to develop the tenacity and ability of the students;
- (g) To foster healthy and cultural relation with the teachers, officers and the non-teaching members staff of the university;

- (h) To safeguard the democratic rights and encourage participation in fighting against superstition, obscurantism, successionalism, communalism, obscenity and to work for the cause of social justice;
- (i) To campaign for spreading awareness for preserving environment against all kinds of pollution;
- (j) To foster tolerance, communal harmony, secularism and national integrity;
- (k) To respect democratic norms and to develop scientific attitude;

5. Membership :

- (a) Every regular student of Vidyasagar University shall be a member of the Students' Union.
- (b) A member shall be entitled to cast his/her vote in the election of the Executive body of the Students' Union.
- (c) The unsuccessful student in the Semester examination will cease to be a member of the union after the publication of the semester result. In the same analogy the office of any elected office bearer will be vacant, if the concerned student becomes unsuccessful in the examination.

6. Cessation of Membership :

Unless otherwise provided for in these Revised Regulations, a student will cease to be a member of the union if he / she –

- (a) is in default of Tuition and other fees for the semester he/she studies.
- (b) becomes unsuccessful in the semester examination
- (c) is found to be admitted in any other university after taking Migration Certificate.
- (d) is convicted of any criminal offence in any court of law.
- (e) is subject to any disciplinary action taken by the university authority.

7. Rights of a Member :

Unless otherwise provided for in these Revised Regulations

- (a) every member shall have equal rights in the activities of the union irrespective of caste, creed, race, religion and sex.
- (b) every member shall have the right to cast his/her vote for the election of the Executive body of the Union.
- (c) the maximum age limit to legitimately contest in the election will be 25 years.

8. Composition of the Executive Body of the Union :

The Executive Body of the Students' Union shall consist of the following office bearers :

- (a) President, (b) Vice-President, (c) General Secretary, (d) Assistant General Secretary, (e) Literature and Magazine Secretary, (e) Assistant Literature and

Magazine Secretary (f) Cultural Secretary, (g) Assistant Cultural Secretary(h) Game Secretary, (i) Assistant Game Secretary (j) Students' Welfare Secretary, (k) Assistant Students' Welfare Secretary (l) Girls' Common Room Secretary, (m)Assistant Girls' Common Room Secretary(n) Boys' Common Room Secretary, (o) Assistant Boys' Common Room Secretary (p) Treasurer, (q) Auditor,(r) Office Secretary

9. Election :

- (a) The election to the executive body of the Students' Union shall be held as per schedule notified by the university authority.
- (b) The election of the executive body of the Union shall be held in accordance with the principle of simple majority voting system and through secret ballot.
- (c) The elected members of the Executive Body of the union shall elect office bearers from amongst themselves in the first meeting within seven working days from the date of election of the executive body. The election of office bearers shall also be held in accordance with the principle of simple majority voting system and through secret ballot. The meeting will be convened and presided over by the Dean of Students' Welfare.

10. Eligibility Criteria for Candidates Contesting Election :

- (a) The candidate must be a regular student of the university.
- (b) The maximum age limit to contest the election will be 25 years.
- (c) The candidates shall have in no event any academic arrears in the semester contesting the election.
- (d) The candidate shall have the satisfactory attendance in the same year / semester.
- (e) The candidate should not have been tried and / or convicted of any criminal offence or misdemeanor.
- (f) The candidate shall also not have been subject to any disciplinary action by the university authority.

11. Code of Conduct for Candidates :

- (a) No candidate shall indulge in, nor shall abet, any activity which may aggravate the existing differences or create mutual hatred between any groups of students.
- (b) Criticism of other candidates, when made, shall be confined to other policies and programmes, past record and work. Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the other candidates or supporters of such other candidates. Criticism of other candidates or their supporters based on unverified allegations or distortion shall be avoided.
- (c) There shall be no appeal to caste or communal feelings for securing votes.
- (d) All candidates shall be prohibited from indulging or abetting all activities which are considered to be 'corrupt practices' and offences such as bribing voters, intimidation of

voters, impersonation of voters, holding meetings during the period of 24 hours ending with the hour fixed for the close of the poll.

(e) No candidate shall, nor shall his/her supporters, deface or cause any destruction to any property of university campus for any purpose whatsoever.

(f) During the election period the candidates may hold procession and / or meetings, provided that such procession and / or meetings do not, in any manner, disturb the classes and other academic and co-curricular activities of university.

(g) On the day of polling the student organization and candidates shall co-operate with the Election Commission to ensure peaceful and orderly polling and freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction.

(h) They should not make any propaganda on the polling day.

(i) No student without valid Students' Identity Card shall enter the polling booth on the polling day.

(j) Nobody will be allowed to enter the university campus without valid Students' Identity Card after the publication of election schedule.

(k) Any contravention of any of the above rules may make the candidate liable to be stripped of his/her candidature of his/her elected post as the case may be. The Election Commission/ university authority may also take appropriate disciplinary action against such a violator.

12. Term of office of the Elected Members :

The term of office of the elected members of the Executive Body of the Students' Union will be generally one year from the date of election. However, the office of the Students' Union will remain closed from the date of publication of Election Schedule in the next year. The General Secretary will hand over the keys of the Students' Union to the Dean of Students' Welfare. After the election of the executive body, the keys will be handed over to the elected General Secretary.

13. Procedure of Election :

(a) There shall be an **Election Commission** to be constituted by the Executive Council and Vice-Chancellor as follows :

1. Hon'ble Vice-Chancellor – Chairman
2. The Dean, Faculty of Science
3. The Dean, Faculty of Arts & Commerce
4. Registrar
5. Two Professors nominated by the Executive Council
6. Two professors and one Officer nominated by Vice-Chancellor

7. The Dean of Students' Welfare – Convener

The Election Commission will formulate the policies for conducting election to the Vidyasagar University Students' Union .

- (b) The Election Commission will constitute an **Election Sub-Committee** with the following members :
- (i) Three Professors, one teacher, two Officers nominated by the Election Commission
 - (ii) The Dean of Students' Welfare – Convener
- (c) The Election Sub-Committee shall fix up the dates and schedule for election of the Students' Union.
- (d) The Election Sub-Committee shall be responsible for the proper conduct of the election and resolve the dispute, if any, by taking appropriate action, as it may deem fit and proper.
- (e) The Dean of Students' Welfare shall be the Returning Officer of the election.
- (f) The Election Sub-Committee will appoint Polling Officers for conducting the polls from amongst the teaching and non-teaching staff of the university.
- (g) The Returning Officer shall publish the date of election at least fifteen working days before the date of election through Notification on the Notice Board and website of the university.
- (h) The Returning Officer shall publish the Provisional Voters' List through Notification on the Notice Board at least ten working days prior to the date of election.
- (i) The students may submit claim /objection to the Provisional Voters' List within two days after publication. After scrutiny of the application, the Final Voters' List will be published.
- (j) If any difficulty arises in the process, the matter shall be referred by the Returning Officer to the Election Sub-Committee whose decision shall be final and binding.
- (k) The Returning Officer will publish the following particulars through Notification by displaying on the Notice Board and university website :
- (i) Issue of Nomination Papers
 - (ii) Submission of Nomination Papers
 - (iii) Scrutiny of Nomination Papers
 - (iv) Publication of the list of valid Nomination Papers (class-wise) in alphabetical order of the first name in English spelling.
 - (v) Withdrawal of Nomination Papers
 - (vi) Publication of the list of contesting candidates(class-wise)
 - (vii) Date and hours of polling
 - (viii) Counting just after polling

- (l) The Polling Officers of the concerned constituency shall be responsible for counting of votes in the booth in presence of the contesting candidates or their agents.
- (m) The declaration of result of election shall be made by the Returning Officer immediately after the counting is over.
- (n) In case of two or more contesting candidates secure equal number of votes and none of them can be declared as elected, the Returning Officer shall, by drawing of lots in the manner he deems fit, decide as to whom would be elected.
- (o) In case of any dispute arises while conducting the poll and counting of votes, the decision given by the Election Commission shall be final and binding.
- (p) Allotment of class representatives for each class will be as follows :
 - (a) One representative for up to 25 students
 - (b) Two representatives for 26 to 50 students
 - (c) Three representatives for 51 to 75 students
 - (d) Four representatives above 75 students

There shall not be more than four representatives for a constituency.

- (q) The detailed procedure of election, polling and counting shall be determined by the Election Commission.
- (r) In the election envisaged under these Regulations, the Nomination Form and the form for Withdrawal of candidature, appended by the Regulations, shall be used. All other necessary forms relating to the holding of elections shall be prescribed by the Election Commission.
- (s) All matters relating to any objection raised by any student in regard to election matters will be disposed off

14. Functions of the Office bearers :

President :

- (a) To preside over all the meetings of the Executive body of the union, except the first meeting of the Executive body;
- (b) To keep the minutes of the meetings of the Executive body;
- (c) To convene the meeting of any Sub-Committee on request of two-third members of that Sub-Committee.

Vice- President :

- (i) To preside over the meetings of the Executive body of the union in absence of President;
- (ii) To assist the President in discharging his/her duties;
- (iii) To perform the duties of the President in his / her absence.

General Secretary :

- (i) To convene all the meetings of the Executive Body;
- (ii) To prepare the agenda of all meetings;
- (iii) To read all the resolutions and decisions taken in the last meeting;
- (iv) To look after the /take care of the functions of different Sub-Committees
- (v) To look after the /take care of the functions of the Students' Union
- (vi) To co-operate all the committees of the union in discharging their duties;
- (vii) To be jointly responsible with Treasurer for maintenance of Students' Union fund.
- (viii) The General secretary may keep an amount of Rs.50/- only as cash in hand without the approval of the Executive Body.
- (ix) To be responsible to the members of the Executive Body in particular and to the students of the university in general for all activities of the Students' Union.

Assistant General Secretary :

- (i) To assist the General Secretary in all matters;
- (ii) To perform the duty of General Secretary in absence of him/her.

Treasurer :

- (i) To maintain the detailed expenditure account of the union
- (ii) To be responsible to the Executive Body for maintenance of Students' Union fund
- (iii) The approval of General Secretary is required for withdrawal of cash or payment of cash from Students' Union fund.

Auditor :

- (i) To examine all the accounts related to Students' Union fund;
- (ii) To be responsible for submission of Audit Report after completion of audit to the Executive Body;

Cultural Secretary :

- (i) To arrange different cultural functions through the Cultural Sub-Committee ;
- (ii) To take permission from the Executive Body for the functions of Cultural Sub-Committee;
- (iii) To be responsible to the Executive Body for activities of the Sub-Committee;

Assistant Cultural Secretary :

- (i) To assist the Cultural Secretary for organizing the cultural functions;
- (ii) To perform the duty of Cultural Secretary in his/her absence;
- (iii)

Literature and Magazine Secretary :

- (i) To publish the Wall Magazine, Bulletin, Annual Magazine of the Students' Union with help of the members of the Literature and Magazine Sub-Committee;
- (ii) To be responsible to the Executive Body for activities of the Sub-Committee;

Assistant Literature and Magazine Secretary :

- (i) To assist the Literature and Magazine Secretary for publishing Wall Magazine, Bulletin, Annual Magazine of the Students' Union ;
- (ii) To perform the duty of Literature and Magazine Secretary in his/her absence;

Students' Welfare Secretary :

- (i) To try for the welfare of the students, education, health, residence
- (ii) To help the students from the Students' Welfare Fund;
- (iii) To be responsible to the Executive Body for activities of the Sub-Committee;

Assistant Students' Welfare Secretary :

- (i) To assist the Students' Welfare Secretary for smooth functioning of the Sub-Committee;
- (ii) To perform the duty of Students' Welfare Secretary in his/her absence;

Sports Secretary

- (i) To keep attention so that every student can participate in the games and sports;
- (ii) To arrange inter department sports, annual sports of university;
- (iii) To arrange games and sports of our university with other institutions;
- (iv) To be responsible to the Executive Body for activities of the Sub-Committee;

Assistant Sports Secretary :

- (i) To assist the Sports Secretary for smooth functioning of the Sub-Committee;
- (ii) To perform the duty of Sports Secretary in his/her absence;

Girls' Common Room Secretary :

- (i) To be involved for affording facilities in the Girls' Common Room;
- (ii) To be responsible to the Executive Body for activities of the Sub-Committee;

Assistant Girls' Common Room Secretary :

- (i) To assist the Girls' Common Room Secretary for smooth functioning of the Sub-Committee;
- (ii) To perform the duty of Girls' Common Room Secretary in her absence;

Boys' Common Room Secretary :

- (iii) To be involved for affording facilities in the Boys' Common Room;
- (iv) To be responsible to the Executive Body for activities of the Sub-Committee;

Assistant Boys' Common Room Secretary :

- (i) To assist the Boys' Common Room Secretary for smooth functioning of the Sub-Committee;
- (ii) To perform the duty of Boys' Common Room Secretary in his absence;

Office Secretary

- (i) To keep the notice of the university and Students' Union;
- (ii) To display the notice of the university and Students' Union for information to the general students;

- (iii) To keep the official records;

15. Sub-Committees

- (i) There shall be different Sub-Committees to be constituted with the General Secretary, Secretary of the Sub-Committee and four other elected members of the Students' Union including one Assistant Secretary of the committee.

Provided that at least one of the elected members shall be girl (except in Boys' Common Room Sub-Committee)

- (iii) Each Sub-Committee will prepare a budget and the budget will be approved by the Executive Body.

16. Fund of Union

- (i) The Students' Union Fund will be formed with the payment of students as Students' Union Fee the university approved budget head.
- (ii) The General Secretary will place the budget estimate of Students' Union to the university authority and the General Secretary will not spend any amount without the approval of the Vice-Chancellor / Executive Council of the university.
- (iii) The General Secretary will distribute the photo copy of the approved budget to the members of the Executive Body of the Students' Union.
- (iv) The Bank Account of Students' Union Fund will be kept in the same bank where University maintains / operates the bank account.
- (v) It is necessary to have joint signature of General Secretary and Treasurer to withdraw the fund.
- (vi) The General Secretary will be responsible jointly with the members of the Executive Body in maintaining the Students' Union Fund.
- (vii) The General Secretary will consult with the members of the Executive Body for excess payment, if needed from any approved budget head.
- (viii) The members of the Sub-Committee will be responsible to the members of the Executive Body for maintenance of fund of the concerned Sub-Committee.

17. General aspects

- (i) The Students' Union shall not do any work violating the Rules and Constitution of Students' Union.
- (ii) The Students' Union shall always try to uphold the ideal and honour of the university.

18. Amendment of the constitution

The amendment of the constitution can be made by the Executive Council

19. Decision of the Vice-Chancellor shall be final and binding :

If any doubt or dispute arises as to the interpretation or intention of any of the provisions of these regulations or if any difficulty arises on an issue not covered by these

regulations, the matter shall be referred to the Vice-Chancellor. The decision of the Vice-Chancellor shall be final and binding.