

RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL
Established under Act No. 13 of 1998
Ordinance No.14

(Section (37(XXI))

Ordinance for Students' Union in Colleges
(w.e.f. academic session 2001 - 2002)

1. There shall be Students' Union in every affiliated college of Rajiv Gandhi Proudhyogiki Vishwavidyalaya. The Students' Union will consist of (i) Student's Council (ii) Activity Societies.
2. The aims and objectives of the Students' Union shall be :-
 - (i) To encourage and strengthen the democratic values amongst the students and to train them in the duties and rights of democracy.
 - (ii) To provide forum for the development of the students as ideal and dutiful citizen of a democratic and secular society.
 - (iii) To develop responsible and value oriented leadership.
 - (iv) To generate intellectual, social, cultural environment and discipline in the academic institutions for the overall personality development in pursuance of the true meaning of education.
 - (v) To foster innovative, artistic, literary, cultural, academic and sports activities and to promote active participation and leadership amongst students to develop their creative talents.
 - (vi) To promote technological scientific study and discussion on subjects of national and international importance.
 - (vii) To promote social service through mutual cooperation, harmony and dedication towards society based on social, economic, political equality and justice as envisaged in the Indian Constitution.
 - (viii) To foster environment of learning and teaching for the development of the College.

Provided that

- i. The Students' Union will not canvass or take up any matter relating to faculty/employees/individual students.
- ii. They will not undertake any activity that disturbs the academic calendar of the University or is contradictory to the provisions of the Rajiv Gandhi Proudhyogiki Vishwavidyalaya Act and Statutes, Ordinance and Regulations made thereunder.

- iii. They will not take up any matter which falls within the jurisdiction of a statutory body other than the University.
 - iv. They will not take up any activity that is against the code of conduct prescribed for the students of the college.
3. The Principal of the college shall be the patron of the Students' Union.
4. (i) Any regular student on the rolls, on or before 30th September of a college, shall be eligible voter for his/her class representative.
- (ii) Such a student can at his/her option also be a member of any one of the Societies of the Students' Union of the College by completing the formalities prescribed. Such a student can at her/his option also become associate member of other societies.
- (iii) An associate member will have all the privileges and rights of a member, except that he/she cannot vote for or contest the election of office bearers of the society.
5. (i) The Students' Council shall consist of
- (a) Presidents and Secretaries of activity Societies.
Provided that the Vice President and the Joint Secretary may be authorized by the President and Secretary respectively to represent them in their absence.
 - (b) One class representative of each section of every under graduate Class/(eg. Sem. I, III, IV etc) and one representative each of every previous and final year class at the post graduate level in each subject elected by the student members of the section/subject/class from amongst themselves

Provided that two semesters of the same academic year will mean a class for the purpose of this ordinance.

- (c) The student securing the highest marks in the preceding examination in undergraduate/post graduate class/to be nominated by the patron.

* Explanation : For Post Graduate Class-each specialisation will be treated as a class.

- (d) If at least one representative belonging to any of the following categories is not elected/nominated under clause c above as a member of the council, the patron shall nominate one student from that category :
 - (1) Scheduled Caste (2) Scheduled Tribe.
 - (3) OBC (4) Girls
 - (5) Physically Challenged (Handicapped)

(ii) The following shall be the office bearers of the Students' Council.

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

who shall be elected by the members of the council from amongst themselves. Provided that one post of office bearer shall be reserved for a Girl candidate, where girl students are also enrolled.

- (iii) In the first year the post for reservation will be determined by lottery after which it will rotate in the above order.
- (iv) The term of the Students' Council and Societies shall commence on the date of their constitution and end on of 31st May of the academic year.
- (v) A teacher not below the rank of Assistant Professor in a College shall be appointed as the Teacher in charge of the Council and a teacher of any rank shall be appointed as the Teacher- Incharge of the Societies by the Patron. The Teacher in charge shall also be the Treasurer of the Council/Societies and he/she shall have the right to be present at any meeting of the Students' Council or the Societies and to offer his advice on any matter relating therto.

6. (i) There shall be in every college co-curricular and academic activity societies.

For example : (1) Literary Society (2) Cultural Society (3) Debating Society (4) Social work Society (5) NCC (Wherever it exists) (6) NSS (wherever it exists) (7) Professional Societies (eg. ISTE Student Chapter, Student of Chapter IEEE, Computer Society, Electronics Society, Mechanical Society and other engineering discipline societies etc).

- (ii) The powers and functions and scope of activities of each Society shall be determined by the patron.
- (iii) Not less than 40 members including the associate members shall constitute any of the Society.

Provided that the patron on the recommendation of the staff council may decide or change the minimum number of members for any of the Society.

Provided that the Patron may on the recommendation of the staff council merge two or more Societies of similar activities or subjects as the case may be to form a joint Society.

Provided that no minimum number of members are required for Societies formed on important subjects of National importance such as blood donation Society or anti-drug Society.

- (iv) The funds generated from the membership fees of the respective Society and raised by the members of that particular Society with prior permission of the Teacher Incharge shall also be available to carry out the functions and activities of the Society concerned.
7. The Patron shall have the following powers :
- (a) to preside at any meeting of the Students' Council or the office bearers of the Students' Council and to address the members thereof.
 - (b) to decide all disputes of Students' Council or Societies referred to him and his decision in the matter shall be final.
 - (c) to administer the oath of office.
 - (d) to refer any resolution or proceedings of the Students' Council or the Societies to the competent authority, if he deems such a resolution or the proceeding to be beyond the legitimate functioning of the Council or detrimental to the interest of the college.
 - (e) to guide Students' Council and refer to the competent authority in the event of violation of the provisions of this ordinance by the Students' Council or the Societies respectively and take appropriate action as authorized by the competent authority.

- (f) to remove any office bearer of the Students' Council or the Societies from his/her office on the following grounds :

He/she is involved in financial embezzlement

or

If he/she tried to extract money illegally from some person/institution or business establishment.

or

Intimidates any office or the employee of the college/university to do an illegal act.

or

He/she indulges in violent activity or leads violent demonstration or is involved in some case of moral turpitude.

- (g) To authorize the arrangement and allocation of funds for the Students' Council and different Societies.
- (h) To decide the membership fees for the membership of any of the Societies.

8. The Teacher-in-charge of the Students' Council or the Teacher-in-charge of the Societies shall have the following powers with respect of the Council/Societies :

- (a) to conduct the election to the Students' Council or the Society.
- (b) to be present at the meetings of the Students' Council or the Society.
- (c) to exercise general supervision over the affairs of the Council or the Society if necessary and to advise the Students' Council or the Society in regard to their activities.
- (d) to be in-charge of the funds of the Council or the Society and to ensure that no part thereof is advanced or spent without the proper authority or for purpose other than those for which they are allocated.
- (e) to bring to the notice of the patron any resolution or proceeding or act of any of the bodies or office bearers of the Council or the Society which is violative of the provisions of the ordinance or is likely to be prejudicial to the interest of the colleges.

9. The president of the Council or Societies as the case may be shall in the absence of the patron/teacher-in-charge preside at the meetings of the Students' Council or Society.
10. The President of the Council/Society shall have the following powers in their respective bodies and shall perform the following duties :
 - (a) subject to the control of the Students' Council/Society to be in-charge of the general management of the affairs of the Council/Society.
 - (b) to ensure discipline at the meetings of the Students' Council/Society or at any meeting or gathering organized by the Council/Society.
 - (c) to ensure that the provisions of this ordinance are faithfully observed.
 - (d) to ensure that any activity organized by the Council/Society does not become unruly, violent, or unlawful nor does it lead to the destruction of the private or public property.
 - (e) to discharge any other legitimate functions entrusted to him/her by the Students' Council or the Society subject to the approval of the Teacher-in-charge.
11. The Vice President of the Council/Society shall carry out the legitimate work assigned to him/her by the President of the Council/Society respectively and perform the legitimate functions of the President in his/her absence.
12. The Secretary of the Council or Society, as the case may be shall carry out the following functions :
 - (i) to convene meetings of the Students' Council/Society subject to the instructions of the President and the approval of the Teacher-in-charge.
 - (ii) to prepare and maintain the minutes of the meetings of the Students' Council or the Society.
 - (iii) to conduct the correspondence of the Council or the Society and to keep all records thereof.
 - (iv) to ensure that the legitimate decision of the Students' Council or the Society are carried out.
 - (v) to perform all other legitimate functions entrusted to him/her by the President with the approval of the Teacher-in-charge.

13. (i) The Joint Secretary of the Council/Society shall assist the Secretary in the discharge of his/her duties and shall have such powers as may be assigned to him/her by the President with the approval of the Teacher-in-charge.
- (ii) The Joint Secretary shall, in the absence of the Secretary discharge the legitimate duties of the secretary.
14. (i) The Students' Council/Societies as the case may be shall have the following powers.
 - (a) to lay down the broad pattern of the activities of the Students' Council/Society.
 - (b) to approve the budget estimates of the Council/Society.
- (ii) One third of the total membership of the Students' Council & one-fourth of the total membership of the concerned Society shall constitute the quorum
- (iii) Each member of Students' Council shall have only one voting right.
15. (i) The office bearers of the Students' Council/Society shall meet at least once in every two months. There shall not be any quorum for the meeting of the office bearers.
- (ii) The office bearers shall be given at least clear three days notice of an ordinary meeting and clear twenty four hours notice of an emergent meeting. Agenda of the ordinary as well as the emergent meeting shall be sent along with notice. No ex-agenda item shall be admissible in an emergent meeting.
- (iii) The minutes of the meeting of the office bearers of the Students' Council/Society shall be put up for confirmation at the next following meeting.
16. The Office bearers of the Students' Council/Society, as the case may be shall :
 - (a) prepare the budget of the Council/Society under the guidance of the Teacher-in-charge and submit it to the General Meeting of the Students' Council/Society for approval.
 - (b) Draw up the programme of work to be under taken by the Council or Society during the academic session and make necessary arrangement for the implementation of the programme.
 Provided that no outsider shall be invited to address the Council/Society or any of its bodies without the prior approval of the Patron/Teacher-in-charge.

17. (i) The President of the Students' Council may constitute a Students' Grievance Redressal Society and Students' Welfare Society.
- (ii) The number of members shall be determined by the Patron keeping in view the size of the college, number of the students and other relevant factors.
- (iii) In each Society he/she can nominate members with the approval of the Patron from amongst the members of the Students' Council.
18. (i) Funds placed at the disposal of the Council by the patron of the College/together with any donations raised by the members of the Council with the permission of the Patron shall constitute the funds of the Council.
- (ii) The Teacher-in-charge shall draw out the fund, money sanctioned by the Council and shall have direct control over it.
- (iii) Whenever any amount is paid to the President or any member of the Council authorized to receive the amount, the account shall be rendered to the Secretary who shall countersign the vouchers, maintain the accounts of the Council and submit the account with the complete set of vouchers to the Teacher-in-charge within a week.
- (iii) The Teacher-in-charge of the Council/Society, as the case may be and the office bearers of the Council/Society shall be responsible for appropriate utilization of the allotted amount.
- (v) Transparency shall be maintained in the accounts of the Students' Council/Society.

Every member of the Council/Society shall have the right to see and check the accounts of the Council/Society to which he or she is a member.
19. (i) Elections shall be by secret ballot on a date determined in the calendar approved by the University.
- (ii) Election shall be held by the Teacher-in-Charge according to the programme announced by the Vice Chancellor.
- (iii) The Teacher-in-Charge, shall notify 3 days in advance the date of election of office bearers of the Societies and Class representatives, the time for filling nomination papers, time for scrutiny of nominations, hour for the withdrawal of nomination, the duration of the poll, time and place for the counting of votes.

- (iv) The result of the election shall be declared by the Teacher-in-charge immediately after the counting of votes.
- (v) The office bearers of Societies shall take oath in the prescribed proforma within 7 days from the declaration of the results.
- (vi) If a student elected to an office does not take oath within the prescribed period the right to the office shall cease and the office shall be deemed to be vacant.
- (vii) If in the opinion of the patron, exigencies exist and a recommendation to postpone the elections is forwarded to the Kulpati, he may suitably postpone the dates of the elections.
- (viii) The elections of office bearers of the Societies/Students' Council shall be held on the date as prescribed in the calendar approved by the University.
- (ix) Elections for the class representative shall be held on the very next day (or the following day in case of a holiday) after the election of the Societies.
- (x) The election for the office bearers of the Students' Council shall be held right after the election for the class representatives within two hours of the declaration of the result of the representative of the last class.
- (xi) Opportunity shall be given by the Teacher-in-charge to every candidate for any office of the Students' Council/Society or class representative to speak about his/her plan and programmes which he/she intends to implement in case of his/her election to the office for which he/she is a candidate, before the voting takes place. No candidate will be allowed to display posters/handouts/wall writings any where in the college campus or outside.
- (xii) A student shall not be eligible to contest the election or to be nominated to any office of the Council/Society of the College if he/she falls in any of the categories listed below :
 - (a) has passed 10+2 Examination earlier than five years (earlier than six years for post graduate courses) before the commencement of the academic session in which the election is held or has taken more than the prescribed minimum period of time for whatever reason for the course of which he is a student.
 - (b) has failed to pay the tuition and other fees due.
 - (c) has been convicted by a court of law for any offence or against whom charges have been framed and the proceedings are in progress.

- (d) has been punished for use of unfair means at any examination or against whom proceedings are pending.
 - (e) is in employment while studying in the college.
 - (f) has passed the last University examination in more than the minimum period required.
 - (g) has not submitted and got audited the accounts of any advance outstanding against him.
 - (h) has been punished or a disciplinary action is pending against him in the institution.
 - (i) joins any equivalent course after having failed in one or having left one incomplete.
 - (j) has been provisionally admitted.
 - (k) has passed any yearly examination of any degree through supplementary examination or has carried forwarded any subject/or has backlogged any subject of any semester as the case may be.
 - (l) has been expelled from the hostel.
- (xiii) No person shall hold the same office more than once during has/her academic career in the College.
- (xiv) A candidate seeking election shall be nominated by a proposer and a seconder who are eligible voters.
- (xv) Only an elected or nominated member of Students' Council can seek election to any one of the following :

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

Provided that only those students can contest for the post of President of the Students' Council, who have been the regular students of the college for one year immediately before the present academic session or he/she is the student of the post graduate degree course.

Provided also that any student shall be eligible to contest election for the post of Class Representative once during the under graduate education and one during post graduate degree.

- (xvi) For the election of the office bearers of the Students' Council/Society nomination paper shall be filed to the Teacher-in-charge in the meeting of the Students' Council/Society called for the purpose. The proposer and the seconder shall be the members of the Students' Council/Society. Scrutiny of nomination papers, the withdrawal and the voting, where necessary shall take place in the same convened meeting and the results shall be announced after the counting of votes right after the election.
- (xvii) All the nominations shall be made in the prescribed form and the nomination paper shall be declared invalid if :
- (a) the nomination paper was received after the prescribed last date and time.
 - (b) The nomination is not in the prescribed form.
 - (c) The nomination is in any way incomplete.
 - (d) The candidate is disqualified to seek election under the provisions of this ordinance.
 - (e) Once the nomination is submitted by the candidate and received by the Teacher-in-charge, no addition or alterations shall be permitted.
- (xviii) (a) If in an electoral constituency all the nominations are found invalid or no nomination paper is filed, the patron shall nominate a student/students not disqualified under sub para (xii) of para 19, from amongst the voters concerned to fill the seat remaining vacant due to the invalidation or for want of nomination.
- (b) If the number of validly nominated candidates is less than or equal to the number to be elected, all such nominated persons shall be declared elected and the vacancy thereafter, if any, shall be filled up by Patron by nomination as in (a) above.
 - (c) If the number of validly nominated candidates, after all the withdrawals of candidature, is greater than the number of members to be elected, voting shall take place. The candidate/candidates, as the case may be, getting the highest number of votes shall be declared elected.
 - (d) the voting shall be by secret ballot.
 - (f) In case of equal votes, decision shall be taken by drawing a lot by the Teacher-in-charge.

- (xix) In the matter of elections every student shall abide by the following code of conduct:
- (a) no attempt shall be made at character assassination.
 - (b) Indecent expression and words shall not be used during the course of election campaign.
 - (c) None shall be run down on the ground of caste, creed or religion.
 - (d) Neither posters shall be displayed nor shall disfigurement of the walls be made.
 - (e) In course of the election no one shall be intimidated or subjected to physical violence nor shall the discipline of the institution be undermined.
 - (f) Elections shall be fought on individual basis.
 - (g) No outsider shall be admitted to the college campus and admission will be on the basis of student identity card.
- (xx) Where a candidate fails to observe the code of conduct or instigates or supports breach of the code of conduct as given above, the Teacher-in-charge may declare his/her election invalid.
- (xxi) A ballot paper shall be rejected if :
- (a) it bears any mark or writing by which the vote can be identified, or
 - (b) it bears no mark to indicate the vote or bears a mark other than the mark of the prescribed seal placed for the purpose, or
 - (c) a mark of the seal indicating the vote is placed in such a manner as to make it doubtful as to which candidate the vote has been given, or
 - (d) a vote has given more votes than the number of seats to be filled or
 - (e) a ballot paper is signed by the voter.

Provided that where there is an uncertainty in respect of any vote/votes but not in respect of all the votes given by the voter the ballot paper shall be invalid to the extent of the uncertainty.

20. (i) The Students' Council/Society may consider a motion expressing no confidence in the President or any office bearers or all the office bearers of the Students' Council/Society, if it is sponsored by not less than one-third

of the total membership of the Students' Council/Society. The motion shall be deemed to have been passed, if a majority of at least two third of the membership of the Students' Council/Society present and voting at the meeting, and constituting not less than half of the total membership of the Council/Society vote in favour of the motion. Such motion can be moved only on the ground that the office bearer of the Council/Concerning has disregarded the provisions of this ordinance or has failed to perform his/her duties. The Students' Council/Society shall be convened to consider the no confidence motion after the Professor/Teacher-in-charge 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 Teacher-in-charge.

- (ii) In the event of passing of the no confidence, motion against one or all office bearers, as the case may be the Patron shall immediately issued order giving effect to the no confidence motion passed by the Students' Council/Society.
21. When a person elected to any office or body of the Council/Society incurs any of the disqualifications listed under sub para (xii) of para 19 above, he/she shall be debarred from continuing in such office or body by the order passed by the Patron, and the position held by him/her shall become and remain vacant.
22. An office bearer of the Council/Society or a member of the Student Council or the Society may resign by a letter addressed and submitted in person to the Teacher-in-charge and the resignation shall take effect as soon as the resignation letter is received by the Teacher-in-charge.
23. Any student aggrieved by the order of the Teacher-in-charge may prefer an appeal to the patron whose decision thereon shall be final.
24. All elections shall be by secret ballot and simple majority.
25. The district administration and police shall assist in conduct of election.
26. In this ordinance or under this ordinance, where ever date and time are specified, they could be changed by the Kulpati.
27. In a college which has been affiliated to two different Universities of M.P. election for Student's Council will be conducted by that University under which the college has been affiliated for maximum subjects. For example Govt. Geetanjali Girls College, Bhopal is affiliated for only M.C.A. course to Rajiv Gandhi Proudtyogiki Vishwavidyalaya, Bhopal where as for all remaining traditional courses this college is affiliated to Barkatullah University, Bhopal. Hence election for Student's Council for M.C.A. students will be conducted by the Barkatullah University, Bhopal.

REGISTRAR

Rajiv Gandhi Proudtyogiki Vishwavidyalaya
Bhopal.