



KESHAV MAHAVIDYALAYA

(University of Delhi)

H-4-5 Zone, Pitampura, Delhi-110034

CONSTITUTION OF STUDENTS' UNION

1. Short Title, Commencement and Address

- 1.1 Keshav Mahavidyalaya, hereinafter referred to as the **College**, is a constituent college of University of Delhi with its campus situated at H-4-5 Zone, Pitampura, Delhi-110034.
- 1.2 The Students' Union of the College shall be called "**Keshav Mahavidyalaya Students' Union**", hereinafter referred to as the **Union**.
- 1.3 This Constitution may be called "**Constitution of Students' Union of Keshav Mahavidyalaya**", hereinafter referred to as the **Constitution**.
- 1.4 The **Principal** of the College shall be the **Patron** of the Union. The Patron shall take all necessary steps, as she/he may deem fit, to ensure that the Union functions in accordance with this Constitution.
- 1.5 This Constitution, or any amendment thereof, shall come into force from the date of its notification by the Patron.
- 1.6 The address of the College shall also be the official address of the Union.
- 1.7 The recommendations of Lyngdoh Committee and/or any guidelines issued by the University Grants Commission (UGC) or Ministry of Human Resource and Development (MHRD) or University of Delhi (DU) from time to time regarding the Student Union shall be applicable to this Constitution.
- 1.8 All the mathematical figures like percentage of marks, attendance, votes, etc., shall be truncated/rounded down, e.g., figure like 58.87 shall be read as 58.0 only.

2. Aims and Objectives

The following shall be the aims and objectives of the Union:

- 2.1 To promote mutual cooperation, a democratic outlook and a spirit of oneness among the students of the College and hence University of Delhi.
- 2.2 To inculcate leadership and management qualities, spirit of team work and mutual cooperation amongst the students.
- 2.3 To promote social, cultural and intellectual development of the students of the College and to cooperate with the committees of the Staff Council for organizing various activities for the holistic development of the students in this regard.
- 2.4 To promote among the students a spirit of nationalism and a sense of service to the society and duty towards the State.
- 2.5 To promote harmonious relations among all sections of the College.

3. Activities

The Union shall present an Annual Calendar of activities and budget within a month of its election. The activities shall be funded from the duly sanctioned budget of the Union. The Calendar shall be prepared in consultation with the Student Advisory Committee and duly approved by the Patron. The Calendar shall list the activities, proposed to be organized by the Union and executed under the supervision of concerned Staff Council committee(s), such as:

- 3.1 Academic activities like debates, lectures, discussions, study circles, essay competitions, etc.
- 3.2 Cultural activities.
- 3.3 Trips and tours to places of historical and educational importance.
- 3.4 Such other activities as will further the realization of the above aims and objects.

4. Membership

- 4.1 Each bonafide regular student of the College shall be a member of the Union.
- 4.2 The students studying only Foreign Language Courses or Diploma/Certificate courses in the College shall not be the members of the Union.

5. Membership Fee

- 5.1 Every member of the Union shall pay towards Union funds, an annual subscription as notified from time to time.
- 5.2 The annual subscription shall be collected by the College along with the annual fees.

6. Advisors

- 6.1 There shall be a **Student Advisory Committee** constituted in the Staff Council whose Convener shall be the **Staff Advisor** of the Union.
- 6.2 The Patron, in consultation with Student Advisory Committee of Staff Council, shall take all necessary steps to ensure that the Union functions in accordance with the Constitution of this College.
- 6.3 The Patron shall appoint an **Election Committee** chaired by an **Election Officer** to conduct elections based on the basic modalities decided in this Constitution with the cooperation of different Staff Council Committees. The **Election Committee** shall work in coordination with the **Chief Election Officer** appointed by the Honorable Vice Chancellor of University of Delhi.
- 6.4 The Patron shall constitute a **Grievance Redressal Cell** as per recommendations of the Lyngdoh Committee.

7. The Student Council

7.1 Overview

There shall be a Student Council of the Union consisting of the following:

- (i) The office-bearers of the Union elected under this Constitution
- (ii) All the executives of the Union elected under this Constitution
- (iii) The out-going President and Secretary of the Union, provided they continue to be on the rolls of the College as a regular student
- (iv) The Student Advisory Committee

7.1.1 The members of the Student Council mentioned in sub clause (iii) and (iv) above shall have no right to vote in the meetings of the Student Council.

7.1.2 The Student Council shall be the supreme authority of the Union and shall carry on the activities of the Union in accordance with this Constitution.

7.1.3 The Student Council may constitute sub-committees as it may deem necessary in the proper discharge of its duties. A sub-committee, if constituted, shall be subordinate and responsible to the Student Council.

7.1.4 Subject to the provisions of this Constitution, the Student Council may give such directions to the office-bearers of the Union as it may deem necessary in the proper discharge of its duties.

7.1.5 Any member of the Union can contest for only one post in the official term of the Student Council.

7.1.6 In the event of the office of any major post of the office-bearer falling vacant within two months of the date of election, re-election should be conducted; otherwise the Vice President may be promoted to the post of President and Joint Secretary to the post of Secretary, as the case may be.

7.2 The Office Bearers

7.2.1 There shall be the following office-bearers of the Union:

- (i) *President- One*
- (ii) *Vice President- One*
- (iii) *Secretary- One*
- (iv) *Joint Secretary- One*
- (v) *Central Councillors- Two*

7.2.2 All the office-bearers of the Union shall be directly elected by and from amongst the members of the Union by a secret ballot and a simple majority vote in accordance with this Constitution and the rules framed thereunder.

7.2.3 In the event of two or more candidates receiving equal number of valid votes in their respective favour, the term of the respective office-bearers shall be equally divided in alphabetical order of the names of such candidates. Here the 'name' shall be taken as 'first name' followed by 'middle name' and then 'last name'.

- 7.2.4 The candidate contesting for the post of President of the Union shall only be from the second year or final year members of the Union, provided that such a candidate does not suffer from any of the disqualifications laid down in this Constitution.
- 7.2.5 The candidates contesting for the posts of Vice President, Secretary and Joint Secretary of the Union shall only be from the first year or second year members of the Union, provided that such candidates do not suffer from any of the disqualifications laid down in this Constitution.
- 7.2.6 The two Central Councillors shall be the College representatives in the Central Council of the Delhi University Students' Union (DUSU). The candidates contesting for these posts may be from any of the years of various courses of study provided that such candidates do not suffer from any of the disqualifications laid down in this Constitution.
- 7.2.7 The contesting candidate should have attained the minimum percentage of attendance in the preceding year as prescribed by University of Delhi or 75% attendance, whichever is higher. This clause shall be applicable only to the candidates belonging to second year and final year.
- 7.2.8 The contesting candidate should not have any academic arrear(s) in the current or preceding year of contesting the election. Passing marks in each paper in the preceding year is mandatory.
- 7.2.9 Any member of the Union shall have only one opportunity to contest elections for the post of an office-bearer.
- 7.2.10 All the office-bearers of the Union shall function within the framework of the Constitution and under the general supervision and direction of the Student Council in the performance of their day-to-day work. Delegation of powers, if any, to the office bearers shall have to be specifically provided for by a resolution of the Student Council for a specific duration of time but not exceeding one month.
- 7.2.11 All the office-bearers of the Union shall be responsible to the Student Council and shall function strictly in accordance with the provisions of this Constitution.

The office-bearers of the Union shall be responsible for the smooth and orderly functioning of the Union.

7.3 The Executives

- 7.3.1 There shall be two executive members (one boy and one girl) elected from each of the courses in the College.
- 7.3.2 The members of the Union belonging to a particular course shall elect two executive members from amongst them by a secret ballot and a simple majority vote in accordance with this Constitution and the rules framed thereunder.

- 7.3.3 In the event of two or more candidates receiving equal number of valid votes in their respective favour, the term of the respective executives shall be equally divided in alphabetical order of the names of such candidates. Here the 'name' shall be taken as 'first name' followed by 'middle name' and then 'last name'.
- 7.3.4 The candidate contesting for the Executive of the Union can be a member of the Union from any of the three years, provided that such a candidate does not suffer from any of the disqualifications laid down in this Constitution.
- 7.3.5 The contesting candidate should have attained the minimum percentage of attendance in the preceding year as prescribed by University of Delhi or 75% attendance, whichever is higher. This clause shall be applicable only to the candidates belonging to second year and final year.
- 7.3.6 The contesting candidate should not have any academic arrear(s) in the current or preceding year of contesting the election. Passing marks in each paper in the preceding year is mandatory.
- 7.3.7 Any member of the Union shall have two opportunities to contest elections for the post of an Executive.
- 7.3.8 All the executives of the Union shall function within the framework of the Constitution.
- 7.3.9 All the executives of the Union shall be responsible to the Student Council and shall function strictly in accordance with the provisions of this Constitution.
- 7.3.10 The executives of the Union shall be responsible for the smooth and orderly functioning of the Union.

7.4 Disqualification of Students from the Membership of Student Council

No student shall be entitled to be a member of the Student Council if:

- 7.4.1 She/he is not a regular full time bonafide student of the College; or
- 7.4.2 She/he has completed the age of 22 years, at the beginning of the academic session in which she/he seeks to become a member of the Union; or
- 7.4.3 She/he has completed 5 years in the College from 20th of July of the calendar year of passing 10+2 examination to 20th of July of the year she/he seeks to contest/immediately preceding the election; or
- 7.4.4 She/he has been convicted of a criminal offence including moral turpitude; or
- 7.4.5 She/he has been punished by the University/College for an act which is coercive in nature and constitutes a threat to life and property; or
- 7.4.6 She/he has been held guilty by the College for any of the following acts of gross indiscipline:
- (a) Physical assault, or threat to use physical force, against any student, staff or guest of the College in or outside the College premises.

- (b) Violation of the status, dignity and honour of women, and that of the students belonging to the scheduled castes and tribes.
 - (c) Wilful destruction of institutional property.
 - (d) Causing disruption in any manner of the academic and administrative functioning of the College; or
- 7.4.7 She/he has been found guilty of and punished for the use of unfair means in any of the examinations of the College or University.
- 7.4.8 She/he has a previous criminal record, that is to say she/he has been tried and/or convicted of any criminal offence or misdemeanor. The candidate has been subject to any disciplinary action by the College/University authorities.

Explanation: A mere warning issued against a student shall not be deemed to be a punishment for the purpose of this clause.

8. Official Year and Tenure

- 8.1 The official year of the Student Council and its sub-committees, if any, of the Union shall be from 16th of September of every year to the 15th of September, of the following year or as per the dates mentioned in the Election Schedule notified by the Delhi University Students' Union (DUSU), University of Delhi.
- 8.2 The election process of the office-bearers and executives should be completed in accordance with the Election Schedule notified by the DUSU including the entire process of elections (commencing from the date of filing of nomination papers, the campaign period and the date of declaration of results).
- 8.3 The Student Council and its sub-committees, if any, shall not remain in office beyond one year as defined in this clause above.
- 8.4 An office-bearer or executive member of the Student Council may in writing, addressed and delivered to the Patron resign from his office before the expiry of the term.
- 8.5 A student shall cease to be a member of the Union when she/he ceases to be a student; she/he shall also cease to be a member of the Student Council or a sub-committee thereof, and shall cease to be the office-bearer of the Union if she/he was such a member or an office-bearer.

9. Election

- 9.1 The Election Committee shall arrange to conduct the elections of the office-bearers and the executive members of the Student Council of the Union for that year in the College.
- 9.2 The Election Committee shall conduct the elections based on the basic modalities decided in this constitution with the cooperation of different Staff Council committees.
- 9.3 The election for the College Union shall be held completely as per the guidelines of the Lyngdoh Committee.

9.4 The election for the College Union shall be held simultaneously as per the schedule of the DUSU election.

10. Basic Modalities of the Election

- 10.1 Only the members of the Union are eligible to vote and/or contest for the elections.
- 10.2 The student of the College who has become a member of the Union before the date specified by the Election Committee for the elections to be held in that year shall be eligible to vote and/or contest.
- 10.3 The Election Committee shall display the list of eligible voters on the College website and the College notice board.
- 10.4 The eligible voters having a valid College identity card shall only be allowed to enter and cast their votes in the College not earlier than 5 minutes before the beginning of the polling on the day of the voting except the students on duty who will be given gate passes a day before to report 15 minutes before at the polling booth.
- 10.5 If any student has lost her/his College identity card, she/he should get issued a bonafide student certificate from the office before 2 working days from the date of voting by submitting original fee receipt and a copy of the FIR for the lost College identity card of the concerned academic year and of original fee receipt for the issue of duplicate College identity card.
- 10.6 No entry and voting shall be allowed without College identity card and after the scheduled time on the day of polling.
- 10.7 It shall be ensured that the student leaves the polling booth immediately after casting her/his vote.
- 10.8 After polling is over, no student shall be allowed to stay in the College premises except deputed staff on duty.
- 10.9 Students shall not be allowed to carry their vehicles, mobile phones or any other electronic gadgets inside the College on the day of polling.
- 10.10 During the period of elections, no outsider shall be allowed inside the College in any circumstances without the prior written permission of the Patron.
- 10.11 During the period of elections, no person who is not a student on the rolls of the College, shall be permitted to take part in the election process in any capacity. Any person, candidate, or member of the student organization, violating this rule shall be subjected to disciplinary proceedings, in addition to the candidature, as the case may be, being revoked.
- 10.12 During the period of elections, any instance of acute lawlessness or the commission of a criminal offence shall be reported to the police by the College authorities as soon as possible, but not later than 12 hours after the alleged commission of the offence.
- 10.13 Except the voters, no one without a valid pass/letter of authority from the election commission or from the college/university authorities shall enter the polling booths.

- 10.14 CCTV camera(s) surveillance and/or video recording may also be arranged for the election process.
- 10.15 Adequate police force shall be provided in the College. The police authorities may be asked to post some police constables in and around the College premises, bus stands near the College and other sensitive points.
- 10.16 On the day of polling, student organizations and candidates shall
- (i) cooperate 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.
 - (iii) not hand out any propaganda.
- 10.17 All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 48 hours of the conclusion of polling.
- 10.18 The ballot paper shall also have NOTA option. If 50% of the students cast their vote in the favour of NOTA, all the candidates on the respective ballot paper shall be declared disqualified.
- 10.19 The Election Officer shall arrange for the counting of votes for each executive and announce the result and communicate the same immediately but not later than 24 hours to the Chief Election Officer.
- 10.20 The Election Petition, if any, may be made to the Patron by a candidate or candidates within 48 hours after the declaration of results by the Election Officer. No election petition shall be entertained after the expiry of 48 hours of the declaration of results.
- 10.21 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”), are applicable to student elections.
- 10.22 Any contravention of any of the above recommendations may make the candidate liable to be stripped of her/his candidature, or her/his elected post, as the case may be. The College/University authorities may also take appropriate disciplinary action against such a violator.
- 10.23 The Patron, in consultation with the Election Committee, may change/modify the modalities as and when deemed required for the conduct of free and fair elections for the Union without disrupting the academic and administrative functioning of the College in any manner.

11. Nomination for the Student Council of the Union

- 11.1 Forms for nominations of the Office bearers and Executives shall be prescribed by the Election Officer.
- 11.2 The nomination form should come with an undertaking mentioning that
- (a) *She/he has read, understood and shall abide by the set procedure/constitution of the Union.*
 - (b) *She/he does not meet any conditions mentioned in constitution of the Union for the disqualification of the nomination.*

- (c) *She/he shall abide by the decision of the College authority in case nomination papers found incomplete or contain incorrect information.*
- (d) *Any violation during the election or her/his term in the executives shall lead to cancellation of the nomination and election.*
- 11.3 A candidate should submit her/his 500 words profile to be uploaded on College website.
- 11.4 The office of the Patron should verify all the academic facts of the candidate.
- 11.5 Nominations shall be filed at the office of the Election Officer, before its last date and time fixed for nomination. The Election Officer shall arrange the scrutiny of nominations at her/his office and put up the final list of eligible candidates on the notice board for election of office bearers and executives after withdrawals, if any.
- 11.6 The nomination papers shall be accepted alongwith a bank draft for a fee defined by the Election Officer as security deposit. The bank draft is to be submitted in the office of the Election Officer at the time of nomination and the candidate is required to obtain a receipt thereof.
- 11.7 In case any candidate fails to deposit in person, the above said bank draft alongwith nomination paper, her/his candidature for the said post shall be deemed to have been withdrawn by the said candidate. Further queries, if any, of such candidate(s) shall not be entertained.
- 11.8 A candidate withdrawing her/his candidature before the last date and time fixed for such withdrawal may claim the refund of security from the office of the Election Officer within 7 days of the last date of withdrawal of nomination in person by showing her/his College identity card and by submitting its receipt in original only.
- 11.9 The security deposit shall be forfeited in case a candidate fails to get at least 10% of the total valid votes cast for the post for which she/he is seeking election. The amount so forfeited shall be deposited in the Union account.
- 11.10 A candidate who has secured at least 10% of the total valid votes cast for the post she/he is seeking election may claim refund of security deposit from the office of the Election Officer within 7 days of the declaration of the result of election in person by showing her/his College identity card and by submitting its receipt in original only.
- 11.11 A candidate whose nominations/candidature has been cancelled for the post she/he is seeking election may claim refund of security deposit from the office of the Election Officer within 15 days of the declaration of the result of election in person by showing her/his College identity card and by submitting its receipt in original only.
- 11.12 A candidate who has been declared elected for the post she/he contested election may claim refund of security deposited from the office of the Election Officer within a month of the end of the term of the Student Council in person by showing her/his College identity card and by submitting its receipt in original only, if the same has not been forfeited because of disciplinary action, if any, during the term.

12. Canvassing for the Office Bearers and Executives

- 12.1 The Election Officer may arrange for a Presidential Debate for the purpose of canvassing for all the eligible candidates contesting for the post of office bearers and executives.
- 12.2 All the eligible candidates may be allowed to present their views before the students and staff within a stipulated time as notified by the Election Officer followed by a question and answer round.
- 12.3 Door to door or class to class canvassing is NOT ALLOWED within or outside the College premises.
- 12.4 The contestant may be allowed for a 500-word profile on the College Website after due processing and control by a Screening and Scrutiny Committee to be nominated by the Patron in consultation with the Election Officer.
- 12.5 No candidate is allowed to canvass in for or against by any other means in the College.
- 12.6 Use of any unfair means by any student or staff during or before the election to influence the students would lead to cancellation of the candidature concerned.
- 12.7 No candidate shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda within the College campus.
- 12.8 The use of loudspeakers, vehicles and animals for the purpose of canvassing shall be prohibited.
- 12.9 No candidate or her/his supporters shall indulge in any act of gross indiscipline as stated in Ordinance XV-B of University of Delhi, i.e.,
 - (i) Physical assault or threat to use physical force, against any member of the guest, teaching and non-teaching staff of any College/Department and against any student within the University of Delhi.
 - (ii) Carrying of, use of, or threat of use of any weapons.
 - (iii) Any violation of the provisions of Civil Rights Protection Act, 1976.
 - (iv) Violation of the status, dignity and honour of students belonging to the Scheduled Castes and Tribes.
 - (v) Any practice- whether verbal or otherwise derogatory to women.
 - (vi) Any attempt at bribing or corruption in any manner.
 - (vii) Wilful destruction of institutional property.
 - (viii) Creating ill-will or intolerance on religious or communal grounds.
 - (ix) Causing disruption in any manner of the academic functioning of the College/University system.
- 12.10 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. 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/supporters of such other candidates. Criticism of other candidates, or their supporters based on unverified allegations shall be avoided.

- 12.11 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.
- 12.12 The campaign should be paper less. 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 made within the expenditure limit set out herein above. Candidates may only utilize hand-made posters at the places designated by the Election Officer in the campus, which shall be notified in advance by the Election Committee /College authority.
- 12.13 Neither a candidate, nor her/his supporters, shall deface or cause any destruction to any property of the College/University campus, for any purpose whatsoever, without the prior written permission of the College/University authorities. All candidates shall be held individually and jointly liable for any destruction/defacing of any College/University property. Any damage to the College/University property shall be compensated from the security deposit of the candidates.
- 12.14 A maximum permitted expenditure worth of Rs. 5000/- per candidate can be spent only in the canvassing. Any expenditure in excess of Rs. 5000/- shall nullify the election of the candidate and thus lead to cancellation of the nomination.
- 12.15 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 members of the Union.
- 12.16 No campaign whatsoever other than in the designated schedule notified by the Election Officer shall be allowed by any student to influence students For or Against. Any student found in this activity shall be debarred from the College for minimum period of Three months.
- 12.17 Each candidate shall, within a week of the declaration of the result, submit complete and self-audited account statement to the College authorities. The College needs to publish such account statements, within 2 days of the submission of such accounts, through a suitable medium so that any member of the Union may freely examine the same.

13. Functions of the Office Bearers

- 13.1 The President of the Union shall be the Chief Executive Head of the Union and shall function in all matters relating to the Union in accordance with this Constitution.
- 13.2 The Secretary of the Union shall act in consultation with the President and shall function in all matters relating to the Union in accordance with this Constitution.
- 13.3 In the absence of the President, the Vice-President of the Union shall perform all the function of the President in accordance with this Constitution.

- 13.4 In the absence of the President and the Vice-President, the Secretary shall discharge the functions of the President in addition to his duties as the Secretary of the Union.
- 13.5 In the absence of the Secretary, the Joint-Secretary of the Union shall perform all the functions of the Secretary in accordance with this Constitution.
- 13.6 The President of the Union shall preside at the meetings of the Student Council and it shall be her/his duty to conduct these meetings in an orderly and peaceful manner in accordance with this Constitution.
- 13.7 It shall be the duty of the Secretary of the Union to prepare the minutes of all the meetings of the Student Council and to keep the records of these meetings properly and in safe custody.
- 13.8 The Secretary of the Union shall also carry on correspondence on behalf of the Union and shall keep and maintain all records.

14. Meetings of Student Council

- 14.1 The Student Council shall meet at least thrice in its term.
- 14.2 The meetings of the Student Council shall be convened by the Secretary of the Union by giving at least 7 days' notice. However, an emergency meeting of the Student Council may be convened in consultation with the Staff Advisor by giving at least 24 hours notice.
- 14.3 An agenda of the meeting shall be issued alongwith the notice of the meeting.
- 14.4 The notice of a meeting and a copy of the agenda for the meeting shall be duly served on all the members through email.
- 14.5 The attendance and the minutes of the meetings of the Student Council shall be confirmed in the subsequent meeting. A copy of the confirmed minutes shall be furnished to the Staff Advisor immediately thereafter.
- 14.6 A register of attendance of the members at the meeting of the Student Council shall be maintained by the Secretary and signed by the Staff Advisor or in her/his absence by member(s) of Student Advisory Committee at each meeting.
- 14.7 A meeting of the Student Council may be requisitioned, by not less than 25% of the members thereof, excluding those who have right to vote, submit such a requisition in writing to the Secretary, who shall thereupon call such a meeting within a period of one week from the date of receipt of the requisition. The Staff Advisor may call the meeting on the failure of the Secretary to do so.
- 14.8 The Student Council shall carry on the activities in the College only if it is passed and approved by 50% or more of its members.

15. Quorum

In all the ordinary as well as emergency meetings of the Student Council, two-third of the total membership of the body shall constitute the quorum.

16. Vote of No-Confidence

- 16.1 Not less than one-third members of the Student Council of the Union may move a resolution of no-confidence against any of the elected office bearers.
- 16.2 Such a resolution cannot be moved before the 1st of December of the year.
- 16.3 A notice of a minimum of 15 days shall be required for such a resolution to be moved.
- 16.4 Such a resolution in order to be effective shall be required to have been passed by a majority of not less than two-third of the total membership of the Student Council.
- 16.5 In case no-confidence motion is directed against the President, the Staff Advisor shall preside at the meeting.

17. Budget, Funds and Accounts

- 17.1 A meeting of the Student Council shall be convened within two weeks of its formation and the head wise budget estimates proposed by the Office Bearers shall be placed before the Student Council for consideration and approval.
- 17.2 A copy of the budget as approved by the Student Council shall be filed with the Patron within 2 days after its approval from the Student Council. The Patron shall approve the budget as per the availability of funds and with the prior approval of Hon'ble Chairman and Treasurer of Governing Body.
- 17.3 Funds of the Union shall be utilized for the welfare of the students in accordance with the budget approved by Patron.
- 17.4 No expense out of the Union funds shall be incurred unless provision with regard to them is made under a specific head of the duly approved budget.
- 17.5 Each item of expenses of more than Rs. 500/- shall be made by the Union only after it is duly authorized by a specific resolution of the Student Council of the Union. A sum of Rs. 500/- however shall be advanced to the Union as imprest money. Ordinarily no other cash advance shall be permitted. Should it be necessary to advance cash to the Union, the total amount thus advanced at a time shall not exceed Rs. 2000/-.
- 17.6 All expenses out of the Union fund shall be incurred in accordance with the rules made in this regard.
- 17.7 Unspent balance of the Union funds of a year, if any, shall be carried forward to the subsequent year(s).
- 17.8 The Student Advisory Committee can refer any matter concerning the Union to the Patron and the decision of the Patron shall be final.

18. Grievance Redressal Mechanism

- 18.1 There shall be a **Grievance Redressal Cell** constituted by the Patron, as per recommendations of the Lyngdoh Committee. The Cell shall consist of a member of the teaching staff as the Chairperson and in addition, one senior faculty member, one senior administrative officer and two final year students (one boy and one girl).
- 18.2 The students can be nominated on the basis of merit and/or participation in the cocurricular activities in the previous year.
- 18.3 The Grievance Redressal Cell shall be mandated with the redressal of election-related grievances, including the breaches of the code of conduct of elections and complaints relating to the election-related expenditure. The grievances, if any, in this regard should be addressed as per the recommendations of the Lyngdoh Committee.
- 18.4 In case there is no grievance redressal committee for students in the College, this Grievance Redressal Cell shall work as a regular unit of the College.

19. Amendment of the Constitution

- 19.1 A provision of this Constitution may be amended if such amendment is agreed to and passed by a majority of the total membership of the Student Council at the beginning of the year and by a majority of not less than two-thirds of the members of the Student Council present and voting in the meeting specially called for this purpose by giving at least one month notice in advance, provided that no such amendment shall come into force unless it has been approved by the Staff Council of the College.
- 19.2 The Patron may appoint a committee for framing or modifying any provision in this constitution.
- 19.3 The Patron may also appoint a committee for interpretation/explanation of any provision in this constitution.
- 19.4 A provision of this Constitution may be framed or amended or an interpretation/explanation may be included in the Constitution if such a committee appointed by the Patron recommends the same and it is duly approved by the Staff Council and Patron before the beginning of the new academic year.

20. Emergency Power

Notwithstanding anything contained in the Constitution, the Patron in any emergency may take any action as she/he deems fit and report the same to the Staff Council of the College.
