

(As Approved by the Coordination Committee in its meeting held on 25/10/2017 and Adopted by Devi Ahilya Vishwavidyalaya in its EC meeting held on 04/12/2017)

ORDINANCE NO. 2

UNIVERSITY STUDENTS UNION (Refer Section 37 (xxi))

Provisions of this Ordinance shall not apply to those colleges which have been declared as model and Autonomous colleges by the State Government and professional colleges like Agriculture, Veterinary, Medical, Engineering and Education Colleges

1. The University Students Union at the headquarter of the University shall be a federation of Students Union in Colleges & University Teaching Department/School of Studies. The Students Union in every College/Schools of Studies shall be a member of the University Teaching Department/School of Studies hereinafter referred to as “College Union” shall, unless disqualified under any provision of the Adhinyam, the Statutes or the Ordinances, have the right to participate in the activities of the University Students Union.
2. The objectives of the University Students Union shall be:
 - (a) To promote intellectual, cultural, social and corporate life of the students;
 - (b) To foster activities to bring out and develop the creative talents of the students and to promote their welfare;
 - (c) To develop a tradition of service and to inculcate in the students the sense of social responsibility.
3. (i) In order to achieve these objectives the University Students Union May:
 - a. Organize and participate in debates, symposia, study circles, lectures, contests, scientific and cultural exhibitions and science and literary clubs;
 - b. Promote social service activities and students welfare programmes;
 - c. Examine and determine the nature and extent of difficulties to any individual student in the conduct of their academic, cultural, social and corporate life and place them before University authorities for their solution;(ii) The activities of the University Students Union shall be spread over the entire area of the University and the University Students Union will avail of assistance of College

Union to implement its programmes. The University Student Union shall not identify or associate itself with any political party.

4. Every college Union shall contribute at the rate, as prescribed by the concerned University for each of its members towards the funds of the University Students Union. The total amount of such contribution payable from out of the Amalgamated Fund/Composition fee collected every year shall be sent by the Principal of the College or the Head of the University Teaching Department/School of Studies to the Registrar ordinarily not later than the last working day of August. If a College fails to remit, by the last date prescribed, the amount of contribution due from its Students Union, the President and the representatives if any, of the said Union of the College shall stand debarred from taking part in the election of the University Students Union.

Provided that if in the opinion of the Kulpati exigencies exit, he may suitably extend the last date prescribed for the remittance of Students Union contribution from the Colleges/University Teaching Department/School of Studies to the Registrar.

5. The Kulpati shall be the Patron on the University Students Union and the Dean Students Welfare or when there is no Dean Students Welfare a Teacher not below the rank of Associate Professor nominated by the Patron shall be its Adviser cum Treasurer.

6. (i) The University Student Union shall have a Council and an Executive Committee
(ii) The Council comprising of the College/University Teaching Department/SOS shall be represented on the Students Union Council as under:

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| a. | If the number of students in the Institution is less than 500 | Only President of the College / Institution or the University Teaching Department/SOS |
| b. | If the number of students in the Institution is between 501 to 1000 | President and Vice President of the Union of the concerned institution. |
| c. | If the number of students in the Institution is between 1001 to 1500 | President, Vice President and Secretary of the Union of the concerned Institution. |
| d. | If the number of students in the Institution is more than 1500 | President, Vice President, Secretary and Joint Secretary of the Union of the concerned Institution. |

- (iii) The Council shall elect, by simple majority vote from amongst its members, the following office bearers of the University Students Union:

Executive Committee:

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| 1. The President | 3. The Secretary |
| 2. The Vice-President | 4. The Joint Secretary |

The office bearers so elected together with other members equal to 20% of total strength of the Council and subject to a maximum of 15 elected by the Council from amongst its members in accordance with the system of proportional representation by means of single transferable vote shall constitute the Executive Committee.

- (iv) No candidate shall contest the election for more than one office or seek re-election to an office which he has held twice.
- (v) Provision of Ordinance No.1 contained in Para 16 (iv) shall also disqualify a student from seeking election to the University Students Union under this Ordinance.
7. (a) Every Professor in-charge of a College Union shall send by Registered post or through Special Messenger every year the names of the President and the representative, if any, of the College Union, so as to reach the Adviser cum Treasurer of the University Students Union not later than the 7th day of September or the following working day if the 7th day is a Sunday or a holiday.
- (i) Provided that when the circumstances are not normal the Kulpati may prescribe any other day as the last day.
- (ii) Provided that once the date for the election of the office-bearers and the Executive Committee of the University Students Union is notified by the Adviser cum-Treasurer, the election will be held notwithstanding the fact that a College/University Teaching Department/SOS has not held the election to the College Union before the day specified under clause (a) above.
- (b) The Dean, Students Welfare shall notify the day following the last day referred to in (a) above the names of the Presidents and other office bearers of the College Union who are eligible for inclusion in the election roll in view of provision of para 6 (ii) a to d and who shall form the electoral roll for election to the University Union. The Dean, Students Welfare shall also as early as

notify the schedule of election for the University Union. The details of the procedure for election to the University Union are laid down in the Appendix of this Ordinance.

- (c) All nominations shall be made on the form prescribed by the Adviser-cum-Treasurer and a nomination paper shall be rejected if:
 - (i) The nomination paper is received after the time prescribed or announced by the Adviser-cum-Treasurer;
 - (ii) The nomination is not on the prescribed form;
 - (iii) The nomination is in any way incomplete;
 - (iv) The candidate is disqualified to seek election under the provisions of the ordinances.

- (d) A ballot paper for the election of an office bearer shall be rejected if:
 - (i) It bears any mark or writing by which elector can be identified, or
 - (ii) It bears no mark to indicate the vote or bears a mark other than tick mark (yes) placed for the purpose, or
 - (iii) The tick mark, indication the vote is placed in such a manner as to make it doubtful as to which candidate the vote has been given, or
 - (iv) The elector has given more votes than the number of seats to be filled,
or
 - (v) The ballot is signed by the elector provided that where there is uncertainty in respect of any vote/votes but not in respect of all votes given by the elector, the ballot paper shall be void to the extent of the uncertainty only.

- 8. (i) Council shall start functioning from the date of the election of office bearers and the members of the Executive Committee of the Students Union and continue till the end of April of the academic session to which the Council is constituted.
- (ii) The Council shall meet at least twice in the academic session on dates to be fixed by the President in consultation with the Adviser-cum-Treasurer. The President shall, upon a requisition in writing signed by not less than one third of the total number of members of Council, convene a special meeting of the Council within twenty days of the receipt of such a requisition in writing,

signed by not less than one third of the total members with the notice of the meeting.

(iii) One third of the members of the Council shall constitute a quorum.

9. The Council shall have the following powers and perform the following duties namely:

- (i) To lay down the broad program of work to be undertaken by the Union;
- (ii) To approve with or without modifications the annual report and the budget estimates of the Union submitted by the Executive Committee;
- (iii) To approve the matters to be placed before the University, authorized by the Union;
- (iv) To make such rules as it considers necessary to regulate the activities of the Union;
- (v) To exercise all other powers conferred on it by the Ordinances.

10. (i) The Executive Committee and the office bearers shall remain in office, during the period the Council which elected them, and functions unless the Committee or the office bearer is removed by an order of the Patron after a no confidence motion against the Executive Committee or the office bearer is passed by the Council.

(ii) The Executive Committee shall meet at least once in two months on a date to be fixed by the President in consultation with the Adviser cum Treasurer. A Special meeting of the Executive Committee if requisitioned in writing by not less than one third of the total members of the Executive Committee shall be called by the President within fifteen days of the receipt of such requisition. Members shall be given at least ten days Notice of an ordinary meeting or a special meeting and three days notice of an emergent meeting and the Agenda of an ordinary meeting special meeting shall be sent to the members with notice of the meeting.

(iii) One third of the members of the Executive Committee shall constitute a quorum.

11. The Executive Committee Shall:-

- (a) draw up detailed schemes to be implemented and take steps to implement them;
- (b) prepare the budget and submit it to the Council for approval;
- (c) study student's problems and bring them before the Council with its suggestions;
- (d) allot duties to its members and may constitute Sub-Committees for specific purposes consisting of its own members or members of the Council/College Union or any combination of members of the Executive Committee, its Council and the College Union as it deems necessary and appoint a Program Secretary for any specific purpose;
- (e) prepare the annual report of the Union and submit it to the Council for approval;
- (f) have such other powers and performs duties as may be assigned to it by the Council.

12. The Patron shall have the following powers namely:-

- a. To be present at any meeting of the Council or the Executive Committee and to address the members thereof;
- b. To decide all disputes arising out of election of the office bearers and other members thereof;
- c. To administer the oath of office to the members of the Executive Committee
- d. To announce any resolution or proceedings of the Council or the Executive Committee if he deems such resolution or proceedings to be beyond the legitimate functions of the Union or detrimental to the interests of the University
- e. To give directions to the Council or the Executive Committee in the interest of proper functioning of the Union and the Council or the Executive Committee, as the case may be, and shall act in accordance with such directions.
- f. To suspend the Council or the Executive Committee in the event of violation of the provisions of this ordinance by the Council or the Executive Committee;
- g. Such other powers as are vested in the Patron under this Ordinance.

13. The Adviser-Cum Treasurer shall:-

- a. Conduct the elections to the Council and the Executive Committee of University Students Union.
- b. Have the power to be present at any meeting of the Council or the Executive Committee and to advise the Council and the Executive Committee in regard to their activities;
- c. Be in-charge of the funds of the Union and ensure that no part thereof is spent without proper authority or for purposes other than those for which they are allocated;
- d. Bring to the notice of the Parton any resolution or proceeding or act of any of the bodies of officers or the Union which violates of the provision of this Ordinance or is likely to be prejudicial to the interests of the University.