

**THE CONSTITUTION
OF
NILAMBAZAR COLLEGE STUDENTS UNION
(NCSU)**



**NILAMBAZAR COLLEGE, NILAMBAZAR
KARIMGANJ : ASSAM : 788722**

THE CONSTITUTION OF NILAMBAZAR COLLEGE STUDENTS UNION (NCSU)



1. Name of the Union :-

The Students Union of Nilambazar College shall be named " Nilambazar College Students Union" (NCSU) here-in-after called 'Union' in short.

2. Aims and Objectives of the Union :-

- (a) The Union shall strive to establish and promote a healthy and moral atmosphere amongst the students.
- (b) The Union shall strive to maintain and foster unity, discipline and a sense of fellow feelings among the students.
- (c) The Union shall endeavour to encourage amongst the students healthy competitions in various curricular and extracurricular activities.
- (d) The Union shall extend whole hearted co-operation to the administration in the general interest of the college as and when necessary.
- (e) The Union shall have to promote among the students of the College a sense of service to the people, duty towards the College, State & Nation and shall adopt and give to ourselves this constitution.
- (f) It shall be the obligation of NCSU to organize different functions such as Fresher's Social, Annual College week, farewell function, festivals different cultural functions, debate and symposia, publication of the college magazine, wall magazine, social

service activities and such other functions concentrated with the welfare of the students and the institution as a whole.



3. Structure and Organization

The College shall adopt a system of election where Class Representatives (CR) shall be directly elected/selected by the students of respective classes and these Class Representatives in turn shall elect/select the office bearers of the Students Union.


3.1 Class Representatives: The Union shall consist of representatives from all classes. Each class shall elect their representative(s) to the Union on proportion to the number of students in a class. The proportion is fixed as under:-

No of Students	No of CR
(a) 1 to 80	1
(b) 81 to 160	2
(c) 161 to 240	3 and so on

A class with a quota of 3 or more CRs, shall have one reserved for female candidates.

3.2 Office Bearers / Executive Body: The Union shall consist of various office bearers to be elected by the Class Representatives. It shall consist of following office bearers.

- (a) President : Principal of the College (Ex-officio).
- (b) Vice-President : Reserved for CRs elected from 5th/6th Semester.
- (c) General Secretary : Reserved for CRs elected from 3rd/4th Semester.
- (d) Asstt. General Secretary : Reserved for CRs elected from 1st/2nd Semester.
- (e) Cultural Secretary : Open to all.
- (f) Asstt. Cultural Secretary : Open to all.
- (g) Sports Secretary : Open to all


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Nilambazar College
PO - Nilambazar, Dist. - Karimganj



- (h) Asstt. Sports Secretary : Open to all.
(i) Magazine Secretary : Open to all.
(j) Boys' Common Room secretary: Reserved for a male CR
(k) Girls' Common Room secretary: Reserved for a female CR


4. Election Procedure

4.1 First Phase (Election of CRS): Each class shall elect its stipulated number of representatives to the Union by secret ballot. All bonafide students possessing valid identity cards are eligible to cast their votes in favour of candidates of their choice on the day of election. The list of bonafide electors shall be published by the Principal / Returning Officer for information of all concerned. The poll shall be conducted in various classes on the same or different dates as convenient.

4.2 Second Phase (Election of Office Bearers): The elected representatives from various classes shall elect the office bearers of the Union on the date and time announced by the appropriate authority. After completion of election of office bearers, the oath-taking ceremony will take place and the Union will formally assume charge of office.
Date and time of election will be declared by the Principal in consultation with the Election Committee of the college after the admission process in the college is over.

Article 4.1 First Phase Election: The procedure for first phase election will be as follows.

- (a) Day 1 and Day 2: Announcement of election procedure and collection of nomination papers.
(b) Day 3: Submission of nomination papers.
(c) Day 4: Scrutiny of nomination papers; publication of the list of valid names of candidates; withdrawal of nominations.
(d) Day 5: Publication of list of final contesting candidates and its announcement in classes and notice board; preparation for election.
(e) Day 6: Conduct of polls and counting and announcement of results.


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Nilambazar College
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The first phase will conclude after representatives from all classes are elected.



Article 4.2 Second Phase Election: The procedure for the second phase of election shall be announced after the completion of first phase and will be as follows :-

- (a) Day 1 and Day 2 : Announcement of election procedure and collection and submission of nomination papers.
- (b) Day 3 : Scrutiny and withdrawal of nominations.
- (c) Day 4 : Publication of the final list of contesting candidates and its notification among class representatives.
- (d) Day 5 : Conduct of polls, if necessary, and announcement of results.

* Oath taking ceremony will take place within the next fifteen days.

N.B. Minor changes in the election procedure may be effected by the Principal / Returning Officer if situation arises

5.Fees

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

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

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

6. Power & Functions of the Executive Body / Office Bearer

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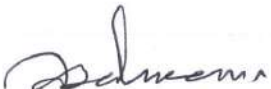
6.1 – President :-

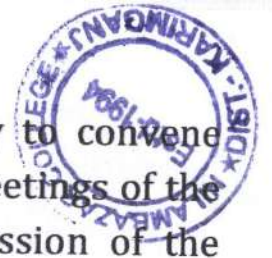
- (a) The President of the union shall preside over the meetings of the Executive Body and the general meetings of the union.
- (b) All the debateable points and controversial issues at the meetings of the Executive Body shall be put to vote by the president.
- (c) Normally, the president shall not have the right to vote but he/she shall have a casting vote in the case of a tie.
- (d) In case of any vacancy caused due to death, resignation, transfer, expulsion or any other cause, the president shall have the right to nominate member to the Union Body subject to the approval by the Executive Body.
- (e) On the ground of non-attendance of 3 (three) consecutive meetings of the Executive Body by an Executive Member without furnishing any genuine reason, the president shall have the right to disqualify such member in consultation with the authority/ Election Committee.
- (f) In the event of serious irregularities and indiscipline relating to the functioning of the Executive Body, the president shall have the prerogative to suspend or dissolve the Executive Body of the union with the prior approval of the Governing Body.
- (g) Resolution adopted at the meetings of the Executive Body must be countersigned/passed by the president.
- (h) If no nomination paper is received or if no nomination paper is found to be valid against a particular portfolio section, the president shall have the right to fill up such vacancy by selection after the election in consultation with the Executive Body. Of course, no defeated candidate in the election to the Union Body shall be nominated by the president .

6.2 – Vice President :-

In absence of the president, the Vice-president shall preside the meetings of the Executive Body of the Union. He/She shall perform such functions and exercise such powers as are assigned to him/her by the president of the union.

6.3 – General Secretary :-


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Nilambazar College
PO -Nilambazar, Dist.- Karimganj



- (a) It shall be the responsibility of the General Secretary to convene different meetings of the Executive Body and the General meetings of the students as and when necessary with the proper permission of the president. Normally, the members of the Executive Body should meet at least once in quarterly.
- (b) He shall supervise and co-ordinate the activities of the different secretaries from time to time.
- (c) He shall play the key role in managing functions- College Fresher's Social and the Annual College week festival.
- (d) He shall maintain the records and proceeding of each meeting.
- (e) In case of any portfolio / department lying defunct, owing to the negligence or long absences of the secretary concerned any other cause, the general secretary shall assume to himself of all the functions of such department with the prior consultation of the president.
- (g) He shall be the custodian of all assets of the students union.

6.4 - Asstt. General Secretary :-

Normally, the Asstt. General Secretary shall extend all possible helps to the general secretary for the smooth discharge of his functions. But when the G.S. is unable to discharge his functions owing to absence, Illness or any other cause, the Asstt. G.S. shall discharge his functions till the date on which the G.S. resumes his office .

6.5 - Cultural Secretary / Asstt. Cultural Secretary :-

Normally, the secretary/asstt. Secretary of Cultural Activities shall undertake the responsibility of organizing cultural programmes in connection with different festivals in the college. But it shall be his/her special responsibility to hold various competitions such as music, song, drama etc. during the Annual college week festival and also he/she shall make necessary arrangement for sending students representatives to outside competitions in consultation with the Prof-in-Charge.

The Asstt. Cultural Secretary shall extend all possible helps to the cultural secretary for the smooth discharge of his/her functions. But when the cultural secretary is unable to discharge his functions owing to

absence, illness or any other cause, the Asstt. Cultural secretary shall discharge his/her functions till the date on which the secretary resumes his/her office.



6.6 – Sports Secretary / Asstt. Sports Secretary :-

- (a) All Sports programmes of the Union shall be organised by the Secretary / Asstt. Secretary, Sports.
- (b) He/she shall be responsible sending out college team to participate in various inter-college tournament in consultation with the Prof. - in-Charge subject to the approval by the president.
- (c) The Asstt. Sports Secretary shall extend all possible helps to the Sports Secretary for the smooth discharge of his/her functions. But when the Sports Secretary is unable to discharge his/her functions owing to absence, illness or any other cause, the Asstt. sports secretary shall discharge his/her functions till the date on which the secretary resumes his/her office.

6.7 – Magazine Secretary :-

The Secretary, Magazine shall be the Editor of the Annual Magazine of the Union and published the same on behalf of the students of the college.

6.8- Secretary for Boys Common Room and Girl's Common Room :-

Both the secretaries shall make himself and herself aware of the problems of their respective common room and shall try to solve them through mutual understanding and negotiation with the authority. In consultation with the authority he or she shall provide various news papers, magazines and other recreational activities to the students within the common room.

6.9- Class Representatives :

The class Representatives shall provide the leadership for solving the various problems relating to class consultation with the authority and the Union Body.

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6.10 - Prof. - in - Charge :-

(a) Prof-in-Charge for each section of the Executive Body of the Union shall advise and guide the respective secretaries in discharging their duties properly.

(b) Amount as earmarked in the Executive Body's meetings shall be released through the respective Prof-in-Charge.

(c) The Secretaries of respective departments shall submit their accounts to the principal with proper vouchers through the Prof.-in-Charge after the end of each and every function. The accounts supported by proper vouchers must be submitted to the principal within 30 days from the date of function. The failure to submit the accounts within the stipulated period shall be considered as the violation of the constitution.

8. Rules and Eligibility Criteria

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

8.1 All regular fulltime students on the rolls of the college shall form the Nilambazar College Students' Union. The Principal shall be the president of the Union.

8.2 All decisions of the Union such as holding of annual sports and cultural programmes, preparation of budgets etc. as well as any other programme for the greater interests of the students community shall be taken by majority opinion and conveyed to the college authority in due time.

8.3 The term of office of the Union shall begin from the day the members and office bearers take oath and end on the day of the commencement of the even semester final examination.

8.4 The college authority preferably in consultation with the Election Committee of the College, is entitled to amend some existing rules and /

or frame new rules keeping in view the changing needs and prevailing circumstances.



8.5 For taking part in the election of Union, a student may collect as many nomination papers as he/she likes on payment of the necessary fees. However he/she is eligible to file nomination for a single post only.

8.6 The election authority is solely authorised to publish the name of selected candidates. A uniform and impartial policy shall be adopted by the authority in this matter. The names of candidates shall be notified by the authority in a separate notice board and announced in respective classes at least twice for information of all concerned students. An individual candidate is not allowed to campaign or resort to any sort of publicity for his/her candidature by means of printed posters, banners, leaflets, gatherings and meetings inside or outside college campus, violation of which shall render a candidate disqualified for election. However platform lectures by candidates to be arranged and conducted if college authority give proper permission as per the procedure of the institution.


8.7. A candidate shall contest election purely as an 'Independent' and not on any party / organisation basis. Revealing his / her affiliation to any party or organisation shall render him / her disqualified for election.

8.8. During the period of election, 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 or in any manner. Any candidate violating this rule shall be subject to disciplinary proceedings in addition to cancellation of his / her candidature.

8.9. The candidate should not have any arrear subject in the University exam.

8.10. A candidate seeking election in any post of NCSU should have attained at least 75% attendance in each subject.

8.11 The candidate shall not have a previous criminal record i.e. he/she should not have been tried / convicted of any criminal offence. The candidate shall also not have been subject to any disciplinary action by the college authority.


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8.12 No student/candidate shall indulge in any activity which may cause tension or create mutual hatred among different groups of students and validate academic atmosphere of the college.

8.13. No candidate nor his / her supporters shall deface or cause any damage to any college property violation of which shall subject the offenders to strict disciplinary action besides rejection of his / her candidature.

8.14. On the day of polling, the candidates and their supporters shall cooperate with the officers on election duty to ensure orderly and peaceful election; shall not serve or distribute any eatables except water to anybody; shall not distribute any sort of paper tokens among voters asking votes for a particular candidate.

8.15. There shall be one Asstt. Returning officer and two Election Officers to be appointed by the principal in consultation with the Election Committee of the College to administer and conduct the entire process of election.

8.16 All election related grievances shall be reported to the Returning Officer and, if necessary, to the Grievance Redressal Cell of the college which shall act in accordance with the provisions of the constitution.

8.17. An office bearer of the Students' Union is not permitted to be elected to or contest for any post of office bearer to any other students' committee formed during the same session. However he / she may be included or elected to such a committee as a general member.

8.18 As a precautionary measure, the college authority may seek the co-operation and service of police and civil administration to avoid any untoward incident during polls.

8.19. In case of no female member (CR) being elected to the Union, despite their being reservation for them, the President (Principal) has the discretion to nominate one female member to the Union, provided she fulfils all eligibility criteria.

8.20. Each candidate has to sign on this document while submitting nomination papers.


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8.21. The principal / The president of the NSUC shall nominate one professor-in-charge for each portfolio as enumerative in Article 2 above from (e) to (k)

8.22. The decision of the college authority about any matter relating to the Students' Union including holding of election is final. (Here authority means Principal of the College).

9. Removal of the Office Bearer

An office bearer may be removed from his/her post if a no-confidence motion is moved and passed. A no-confidence motion may be moved against an office bearer if a petition to this effect is submitted to the President (Principal) signed by at least half of the elected members of the Students' Union. Discussion and voting on the no-confidence motion will be held on such a date and time as fixed by the President. If at least two-thirds of the elected members (CRs) vote in favour of the motion, it shall be taken as passed and concerned office bearer shall be elected as per the prescribed election procedure, provided the remaining term of the union extends beyond one month. Till then the Asstt. Secretary of the concerned department or the General Secretary (if there is no Asstt. Secretary) will look after the vacant post.

10.

(a) **Term of Office:**


The terms of office of the Union shall be for one year only.

(b) **Meetings :**

At least three days notice shall be required to convene the meetings of the Executive Body as well as the General meetings of the Students Union. Of course, in emergent situation one day's notice shall be sufficient to hold any kind of meeting. In such case, president should convene the meeting.

(c) **Quorum :**

Half of the total members of the Executive Body shall form quorum in an Executive Body meeting where as in the General meeting of the students at least 100 students shall form the quorum.

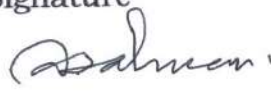


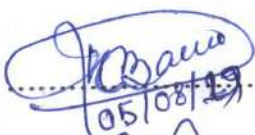
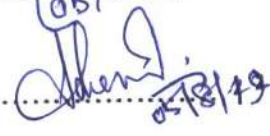
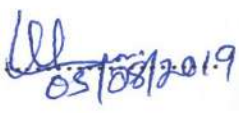
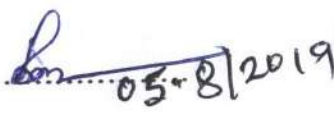

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(d) **Amendment:**

Any provision of this constitution is subject to amend provided a proposal for amendment is initiated by at least 20 students. Such a proposal shall have to be passed by two-thirds of the total members of the Executive Body within a period of 20 days from the date of initiating the proposal. The amendment shall be effective as soon as the president gives his assent to the proposal.

DRAFTING COMMITTEE


Name	Designation	Signature
1. Dr Atiqur Rahman (Principal)	Chairman	
2. Mr Fazlul Karim	Member	
3. Dr Reena Roy	Member	
4. Dr Anirvana Datta	Member	
5. Dr Altaf Hussain	Member	
6. Mr Nazim Uddin	Member	
7. Mr Jalal Uddin (Co-Ordinator IQAC)	Member	


NILAMBAZAR COLLEGE

P.O. NILAMBAZAR DIST. KARIMGANJ

PIN- 788722

Dated.


(B.K. Das) 11.9.2019
President, Governing Body
Nilambazar College, Nilambazar


11/09/2019

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