

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA



The Maharaja Sayajirao University Union

[UNDER SECTIONS 4 (19) (c) AND 24 (1) (xi)]

1. NAME OF THE UNION

O. 58 The Union shall be called "The Maharaja Sayajirao University Union".

2. AIMS AND OBJECTS

O. 59 The aims and objects of the Union shall be: —

- (i) to hold debates so as to enable students to learn the art of debating,
- (ii) to arrange public lectures so as to stimulate interest in cultural and public affairs,
- (iii) to promote social intercourse amongst the students of the Union by developing the Union as a club for the students,
- (iv) to further the academic and social interest of students generally by maintaining a library, a reading-room, a writing-room, a games-room and a refreshment-room,
- (v) to maintain a co-operative store and a co-operative bank,
- (vi) to develop a sense of social service.

3. Members of the Union

- O. 60 The members of the Union shall be ordinary members, Associate Members, Honorary Members and Life Members. All students enrolled in the various Faculties of the Maharaja Sayajirao University shall be ordinary members of the Union.
- O. 61 The members of the teaching staff of the University shall be associate members. They shall be entitled to all the privileges of the ordinary members but shall not be entitled to stand for or vote at election.
- O. 62 Doesn't exist (i.e., deleted as mentioned in Pamphlet No. 20)
- O. 63 Life members shall be those who have ceased to be students of the University, but wish to continue their connection with the University through the Union. A list be kept in the office of the University of all life members of the Union with their permanent addresses and the list shall be revised before the beginning of every

academic year by omitting the names of those who are known to have died and adding the names of those who have become newly qualified.

New O. 63 Life members shall be those who have ceased to be students of the University, but wish to continue their connection with the University through the Union. A list be kept in the office of the University of all life members of the Union with their permanent addresses and the list shall be revised before the beginning of every academic year by omitting the names of those who are known to have died and adding the names of those who have become newly qualified.

Life members should be high achievers who have marked significant contribution in academic, social and political life. Approval of new life members shall be decided by the syndicate.

Old O.64 Ordinary members shall pay a membership fee of Rs. 10/- per year, which shall be collected along with the University fees and the amount will be transferred to the Union account not later than 1st November each year. The associate members shall pay a membership fee of Rs.10/- per year and the amount so collected will be transferred to the Union account not later than 15th August each year. Life Members shall pay the membership fee of Rs. 2000/-.

(Note: This ordinance will be effective form academic year 2007-2008)

New O. 64 Ordinary members shall pay union fees every year as prescribed by Syndicate from time to time, which shall be collected along with the University fees and the amount will be transferred to the Union account not later than 1st November each year. The associate members shall also pay union fees every year as prescribed by Syndicate from time to time and the amount will be transferred to the Union account not later than 15th August each year. Life Members shall pay the membership fee of Rs. 10000/-

Old-O.65 The returning officer shall issue the notice for election fifteen calendar days in advance, every year. The election shall be held on or before 15th September, every year. The students who are enrolled at the time of issuing the notice for election shall have the right to vote and/or contest the election for the respective academic year.

New O. 65 (As per the Guidelines of the Lyngdoh Committee)

- i) The returning officer shall issue the notice for election fifteen calendar days in advance, every year. The election shall be held on or before last working day of the month of August every year. The students who are enrolled at the time of issuing the notice for election shall have the right to vote and/or contest the election for the respective academic year.
- ii) The entire process of elections, commencing from the date of filing of nomination papers to the date of declaration of results, including the campaign period, should not exceed 10 days.

4. OFFICERS OF THE UNION

Old - O.66

The following shall be the officers of the union:-

1. The Patron
2. The President
3. The Vice-President
4. The Treasurer
5. The General Secretary

New O.66 (as per the guideline of the Lyngdoh Committee)

The following shall be the officers of the Advisory Committee of the Union

1. The Patron
2. The President
3. The Treasurer

The following shall be the officers of the Executive Committee of the Union

1. The Vice-President
2. The General Secretary

Old - O.67

- (i) The Pro-Vice Chancellor shall be the Patron of the Union (if for some reasons the post of Pro- Vice Chancellor is discontinued, then the Vice-Chancellor of the University shall be the Patron).
- (ii) The president shall be a member of the teaching staff nominated by the Syndicate for a year, provided that a teacher who has worked for three consecutive years as a President shall not be eligible for nomination. If the President of the Union is not nominated or is unable to discharge his/her duties due to absence, leave, sickness or any other reason, the Patron shall have the right to appoint any other teacher as In-Charge President in order to carry out the activities of the union.
- (iii) The Treasure shall be a member of the teaching staff nominated by the Patron for a year, provided that a teacher who has worked as a Treasure for three consecutive years shall not be eligible for such a nomination.
- (iv) The Vice-President shall be a female student elected directly by the ordinary members of the Union.
- (v) The General Secretary shall be students elected directly by ordinary members of the Union.

Old – O.67 A:

Students who have completed six years of studies in degree or diploma after their passing the Higher Secondary or Secondary School Board Examination, Gandhinagar or any equivalent examination shall not be eligible to contest the university Union Election for any post viz. Vice-President, General Secretary and Faculty Representatives. The six years include those lost due to failure, absence or for any other reasons. However, the year in which the election can not take place has not considered in counting the six years.

O. 67 B:

No students shall be consider eligible to contest the election for any post if :

- (i) Any punitive action is taken against him/her by the Syndicate,
- (ii) He /She has been convicted by any court for criminal offence or offences
- (iii) If a student is found guilty for any action of indiscipline as mentioned in 0.290 by discipline committee which will be as under, shall not be eligible for contesting the election.
 - i. Dean
 - ii. Dean of Students
 - iii. Senior Head of the Department other than Dean
 - iv. Readers/ Lecturers from different department, one from each Department, with maximum from four department.

In the Faculty/College/Institution, where the number of teachers are few Dean/Principal/Head of the institutions may appoint committee of having minimum three members other than Dean/ Principal/Head of the institution.

0.67 C:

- i) A student admitted in the first year of any course of this university on the basis of his/her passing the Gujarat Higher Secondary or Secondary School Board Examination or any equivalent examination shall not be eligible to contest the election for the post of Vice President and/or General Secretary.
- ii) The students who has taken admission without completing earlier course shall not be eligible to contest the election (This clause 67C (ii) shall be made effective from Academic year 2004-2005 onwards.)

New 0.67 C:

- i) A student admitted in the first year of any academic program of this university on the basis of his/her passing the Gujarat Higher Secondary or Secondary School Board Examination or any other equivalent examination shall not be eligible to contest the election for the post of Vice President and/or General Secretary.**
- ii) The students who has taken admission without completing earlier course shall not be eligible to contest the election (This clause 67C (ii) shall be made effective from Academic year 2004-2005 onwards.)**

0.67 D has been added after the existing 0.67 C

0.67 D: (By addition)

A student shall not be eligible for contesting election to any post in the Union (Faculty Representative, General Secretary or Vice-President) or for nomination to the Executive Committee if he/she is detained even once during his/her tenure of studentship after passing the Gujarat Higher Secondary or Secondary School Board Examination or an equivalent examination.

New O. 67- E (Eligibility Criteria As Per the Guidelines of the Lyngdoh Committee)

1. Under graduate students between the ages of 17 and 22 may contest elections. This age range may be appropriately relaxed in the case of professional colleges, where courses/academic program often range between 4 to 5 years.
2. For Post Graduate Students the maximum age limit to legitimately contest and election would be 24 to 25 years.
3. For research Students the maximum age limit to legitimately contest an election would be 28 years.
4. Although, the Committee would refrain from prescribing any particular minimum marks to be attained by the candidate, the candidate should in no event have any academic arrears in the year of contesting the election.
5. The candidate should have attained the minimum 75% of attendance in the previous academic year and current academic year in which he/she is pursuing his/her studies (Except for first year admission at UG/PG/Diploma).

In case students enrolled for the first year at UG/PG/Diploma, the 75% percentage of attendance is to be counted for the current academic year in which he/she is pursuing his/her studies.

7. The candidate shall not have a previous criminal record, that is to say he/she should not have been tried and/or convicted of any criminal offence or misdemeanour. The candidate shall also not have been subject to any disciplinary action by the University authorities.
8. The candidate must be a regular, full time student of the college / university and should not be a distance/proximate education student. That is to say that all eligible candidates must be enrolled in a full time course, the course/academic program duration being at least one year.

Old - O.68

- (i) A Student who has once held the office of the Vice-President or of a General Secretary or of a Faculty Representative shall not be eligible for re-election to the same office.
- (ii) A Student who has once held the office of the Vice-President and or of a General Secretary shall not be eligible to contest for the post of a Faculty Representative.

New O. 68 (As Per the Guidelines of the Lyngdoh Committee)

- (i) A Student who has once held the office of the Vice-President or of a General Secretary or of a Faculty Representative shall not be eligible for re-election to the same office.
- (ii) A Student who has once held the office of the Vice-President and or of a General Secretary shall not be eligible to contest for the post of a Faculty Representative.
- (iii) **The candidate shall have one opportunity to contest for the post of Office Bearer, and two opportunities to contest for the post of Faculty Representative.**

5. Executive Committee

Old- O.69

0.69 : The executive committee shall consist of the office bearers of the union and

O.69 (i) : .At least one representative of each of the Faculties/Colleges/ institutions elected by the ordinary members who are students of that Faculty / College/institution

O.69 (ii): Faculty/College/Institution having more than 1500 students on their rolls shall be entitled to elect one more student for every additional strength of 1500 students.

Note: For (i) & (ii): As far as the Faculty of Commerce is concerned to have representation of each unit, there shall be allocation of seats for Faculty representative separately as per the strength of each unit.

0.69(iii): The Syndicate shall nominate four academically meritorious students studying in post graduate classes of the university, taking not more than one student from any faculty by rotation. The order for the rotation with regard to the faculties shall be as per the Annual Convocation of the University and two more members other than students.

0.69 (iv)

The Patron shall nominate to the executive committee of the Union three teachers, preferably Deans of the Students, as recommended by the Dean/Principal, taking not more than one teacher from any Faculty/College by rotation. The order for the rotation with regard to the Faculty/ College shall be as per the Annual Convocation of the University, followed by Polytechnic College/ Baroda Sanskrit Mahavidyalaya / M.K. Amin Arts and Science College and College of Commerce, Padra,

Existing O.69 (iv) be deleted as per lyngdoh Committee recommendation

O. 69 (v)

The Syndicate of the University shall nominate two Syndicate members other than Teachers, possibly one male and one female, on the Executive Committee of the Union.

Existing O.69(v) be deleted as per lyngdoh Committee recommendation.

0.69 (vi)

The Patron shall nominate two students (one male and one female) to the Executive Committee of the Union based upon outstanding performance in an extra-curricular activity at the state, national or international level. The procedure for the nomination will be as follows:

From each Faculty / College / Institution, the committee of the Dean / Principal, as the case may be, and one Senior' Teacher involved in the extra-curricular activities will recommend the name of one student based on the number of students i.e. 1 for each 1500 students and where the students are less than 500, minimum one. However, as regards the Faculty of Commerce, such nomination will be made unit-wise.

The Deans/Principals may consider the following activities for recommending students:

- (i) Elocution/Debate
- (ii) Performing Arts
- (iii) Visual Arts
- (iv) Literary Activities

Out of all such recommended students, the committee of the following members will select and recommend two students (one male and one female) to the Patron for nomination to the Executive Committee of the Union:

- (i) Dean, Faculty of Performing Arts
- (ii) Dean, Faculty of Fine Arts
- (iii) Dean, Faculty of Arts

The senior-most Dean among these three Deans will be the Convener of the Committee.

A student once nominated to the executive on the basis of above criteria will not be eligible for renomination to the Executive Committee of the Union from this category.

0.69 (vii)

The Patron shall nominate one outstanding NCC Cadet, who is a bona fide student of the Maharaja Sayajirao University of Baroda, to the Executive Committee of the Union based on the recommendation received from the Commanding Officer (or an equivalent officer In-Charge) of the NCC.

A student once nominated to the executive on the basis of above criteria will not be eligible for renomination to the Executive Committee of the Union from this category.

0.69 (viii)

All the elected as well as nominated members will be the Ex-Officio members of the Executive Committee of the Union. However, the teacher representatives and Syndicate members shall not have the voting right in the Executive Committee of the Union.

O. 70

- (i). A Faculty Representative shall hold one and only one post of a Secretary as per O. 149 and O. 150.
- (ii) For each of the following activities there shall be three' Secretaries: .
 - (a) Films, (b) Indoor Games, (c) Hiking, (d) Badminton, (e) Entertainment, (f) Public Relations, (g) Emester, (h) Campus Beautification, (i) Debates and U.N.O.
- (iii) If the number of Faculty Representatives to be elected in any year exceeds the number of posts of secretaries, then the President shall increase the post of Secretary to equate the number of Faculty Representatives to be elected and shall post this on the Notice Board of the Union before the election.

- O. 71 The tenure of all the elected and nominated members of the Executive Committee of the Union shall be till 30th April every year, or till they continue to be the University's students/teachers or Syndicate members, whichever is earlier. On the 30th of April every year the elected and nominated members of the Union, the Vice-President and the General Secretary shall hand over the charge of their office to the President.

After 30th April every year, the Vice-President and the General Secretary will be invited as observers in the meetings of the Senate till the new election takes place, provided they remain as the bona fide students of the University.

- O. 72 In the case of casual vacancy in the office of the Vice-President, The General Secretary or elective membership of the Executive Committee, the vacancy will be filled up by the Patron on the recommendation of the Executive Committee.

6. THE DUTIES OF THE OFFICERS

- O. 73 The Patron shall exercise general supervisory control over the affairs of the Union, and shall, in addition to the specific powers mentioned in these Ordinances, have power to call for reports from any officer of the Union, shall decide points of dispute referred to him, and may require any immediate action to be taken on any matter concerning the Union. The proceedings of the Executive Committee and those of the general body of the Union shall be submitted to him within two days of every meeting, and no irrevocable action shall be taken on any resolution of the Executive Committee or on the general body before the Patron has seen these proceedings and has had the opportunity of requiring a reconsideration of the resolution if he deems it necessary. In all cases, including the interpretation of the Ordinances, the decision of the Patron shall be final
- O. 74 The President shall preside at all meeting of Executive Committee and the General Body. He shall maintain order at the meetings, and conduct business according to the rules laid down in that behalf, or, where there are no rules regarding any particular point, according to the generally accepted procedure of general meetings and committee meetings. He shall decide on points of order raised at the meeting and his decision will be final so far as the particular meeting is concerned.

New O. 74

1. Duties of President: President shall execute the resolutions passed by the executive committee under the Chairman Ship of Vice-President in letter and spirit.

(as per the guideline of the Lyngdoh Committee)

2. The **Vice President** shall preside at all meeting of Executive Committee and the General Body. He shall maintain order at the meetings, and conduct business according to the rules laid down in that behalf, or, where there are no rules regarding any particular point, according to the generally accepted procedure of general meetings and committee meetings. He shall decide on points of order raised at the meeting and his decision will be final so far as the particular meeting is concerned.

Old O. 75

In the absence of the President, the Vice-President shall exercise the powers of the President for the purpose of that Meeting. If either the President nor the Vice President is present at any meeting of the General Body or of the Executive Committee, a Chairman shall be elected from among the members of the Executive Committee and he shall have all the powers of the President for the purposes of that meeting.

New O. 75 (As Per the Guidelines of the Lyngdoh Committee)

In the absence of the **Vice President**, the **University General Secretary** shall exercise the powers of the **Vice President** for the purpose of that Meeting. If neither the **Vice President** nor the **University General Secretary** is not present at any meeting of the General Body or of the Executive Committee, a Chairman shall be elected from among the members of the Executive Committee and he/she shall have all the powers of the President for the purposes of that meeting.

Old O. 76

The President shall issue notice for calling the first Executive Committee meeting within seven days of the declaration of the results.

New O. 76 (As Per the Guidelines of the Lyngdoh Committee)

The **Vice President** shall issue notice for calling the first Executive Committee meeting within seven days of the declaration of the results.

Old O.77

The Vice-President shall carry out whatever duties are assigned to him by the President.

New O.77

1. The Vice-President shall carry out whatever duties are assigned to him by the President.
2. The Vice President may seek advice from President for smooth function of activities of the Union.

O. 78 The treasurer shall be in charge of the funds of the Union and shall see that they are spent properly accordingly to the budget and in accordance with the resolutions passed by the General Body or the Executive Committee. He shall countersign all indents for articles costing Rs.100/- (Rs. One hundred only)-or more. He shall make payment for all the purchases or expenditure costing Rs.2500/- (Rs. two thousand five hundred only) or more (except In case of election and materials purchased or printed through the University Press) only after scrutiny of quotations received by the Secretary and after following the prescribed procedure. He shall make the necessary disbursement directly, after receiving a certificate from the Secretary to the effect that the articles mentioned in the bill have been duly received. He shall in particular:

- (a) Draw and sign cheques drawn on the Union's accounts
- (b) Prepare the budget and a revised budget if necessary.
- (c) Arrange to transfer Union fees from the University accounts to the Union.

- (d) Arrange to prepare the annual balance sheet and send it to each Faculty/College by the end of July for display on the Notice Board.

Old O.79

The duties of the General Secretary shall be:

- (a) To call meetings of the General Body and of the Executive Committee meetings (other than the first Executive Committee Meeting) in consolation with or at the instruction of the **president**.
- (b) To keep the minutes of such meetings and to present them for confirmation at the next meeting. After confirmation the minutes should be sent to Faculty/Colleges for display on the Notice Boards,
- (c) To keep the **president** informed about all matters.
- (d) To conduct the correspondence of the Union and to give information concerning meeting to the members of the Union.
- (e) To keep all the records of the Union other than those kept by the Treasurer,
- (f) To prepare the annual report.
- (g) To supervise the work of the office.
- (h) To arrange for the purchase of requisites for the Union and to invite quotations by registered post A.D. as per the resolution of the Executive/General body of the Union, In case of purchases/ expenditure exceeding Rs.2500/- (Rs. two thousand five hundred only.)
- (i) To perform the duties which may be specially entrusted to him by the executive and to conduct the affairs of the Union

New O.79 (As Per the Guidelines of the Lyngdoh Committee)

The duties of the General Secretary shall be:

- (a) To call meetings of the General Body and of the Executive Committee meetings (other than the first Executive Committee Meeting) in **consolation with or at the instruction of the Vice-President**.
- (b) To keep the minutes of such meetings and to present them for confirmation at the next meeting. After confirmation the minutes should be sent to Faculty/Colleges for display on the Notice Boards,
- (c) To keep the **Vice-President** informed about all matters.
- (d) To conduct the correspondence of the Union and to give information concerning meeting to the members of the Union.
- (e) To keep all the records of the Union other than those kept by the Treasurer,
- (f) To prepare the annual report.
- (g) To supervise the work of the office.
- (h) To arrange for the purchase of requisites for the Union and to invite quotations by registered post A.D. as per the resolution of the Executive/General body of the Union, In case of purchases/ expenditure exceeding Rs.2500/- (Rs. two thousand five hundred only.)
- (i) To perform the duties which may be specially entrusted to him by the executive and to conduct the affairs of the Union

O. 80 In the absence of the General Secretary at any meeting of the General Body or of the Executive Committee and Secretary for the meeting shall be nominated from amongst the members of the Executive Committee by the President. The nominated Secretary shall perform all the duties of the General Secretary for the purpose of that meeting.

7. THE POWERS OF THE EXECUTIVE COMMITTEE

- O.81 The Executive Committee shall have the power to appoint any Committee or Committees.
- O.82 The Executive Committee shall manage the funds and affairs of the Union and shall have the power to do such acts as may be necessary to give effect to the objects of the Union.
- O.83 The Executive Committee shall have the power to make bye-laws to regulate the use of the Union's premises and property.
- O.84 Any member of the Executive Committee, who does not attend any two consecutive meetings during one academic year shall cease to be a member unless the Executive Committee decides otherwise.

8. MEETINGS OF THE EXECUTIVE COMMITTEE

Old O.85

- (i) The President shall convene the first Executive Committee meeting within seven days of the declaration of the election results.
- (ii) On first Saturday of each month the Executive Committee shall have its monthly meeting.
- (iii) Additional Executive Committee meetings can be convened as necessary.
- (iv) All the above meetings shall be held in the Union rooms and notice of such meetings shall be sent to each member at least three days before the date of the meeting, and such notice shall also be posted on the Notice Board of the Union at the same time.

New O.85 (As Per the Guidelines of the Lyngdoh Committee)

- (i) The **Vice President** shall convene the first Executive Committee meeting within seven days of the declaration of the election results.
- (ii) On first Saturday of each month the Executive Committee shall have its monthly meeting.
- (iii) Additional Executive Committee meetings can be convened as necessary.
- (iv) All the above meetings shall be held in the Union rooms and notice of such meetings shall be sent to each member at least three days before the date of the meeting, and such notice shall also be posted on the Notice Board of the Union at the same time.

Old O.86

No question, except of a purely formal nature, shall ordinarily be considered at such meetings, unless it is entered on the agenda. The President may, however, allow in cases of urgency, a matter to be raised; but no resolution on such matter can be passed unless it is supported by three-fourths of the members of the committee present.

New O.86 (As Per the Guidelines of the Lyngdoh Committee)

No question, except of a purely formal nature, shall ordinarily be considered at such meetings, unless it is entered on the agenda. The **Vice President** may, however, allow in cases of urgency, a matter to be raised; but no resolution on such matter can be passed unless it is supported by three-fourths of the members of the committee present.

- O. 87 An Emergent meeting of the Executive Committee may be called at 24 hours notice if ten members of the Committee request in writing, specifying the business for which they want the meeting, to be convened. The Emergent meeting will transact its business if at least six of the signatories requesting the meeting are present. At such a meeting no other business than the business specified by the signatories in writing shall be transacted.
- O. 88 Twelve members of the executive committee shall form a quorum.
- O. 89 The quorum of the Executive Committee meeting which is to consider proposal of change in constitution shall be 20. No proposal shall be considered to have been passed unless three-fourths of the members present vote in its favour.
- O. 90 At a meeting of the Executive Committee all questions shall be decided by a majority of the votes of the members present. In case of an equality of votes the Chairman of meeting shall have a casting vote.
- O. 91 The Executive Committee shall remain in office from the day of declaration of the election results till the 30th April of every year.

No Change in Ordinance 92 to Ordinance 119

9. REGISTERS

The following records shall be kept:-

- (a) a register of members,
- (b) a minute-book of the meetings of the Executive Committee,
- (c) a stock-book of the Union's movable property,
- (d) a cash book,
- (e) a register of purchase,
- (f) a ledger of receipts and expenditure,
- (g) an accession book for the library,
- (h) a catalogue for the library,
- (i) a minute-book of the meetings of the general body of the Union,
- (j) any other book or register prescribed by the Executive Committee or the Patron.

10. A MEETING OF THE GENERAL BODY

- O. 93 A meeting of the General Body shall be convened if 300 shall be convened if 300 ordinary members of the Union requisition such a meeting in writing specifying the business, which shall relate to the affairs of the Union for which they want the meeting to be convened. Such meeting shall be, convened within fifteen days after the requisition is received by the General Secretary. , At such meeting no other business shall be transacted.

O. 94 A General Body meeting requisitioned under O. 93 shall have 300 ordinary members to form a quorum.

O.95 The quorum for a General Body meeting which is to consider changes in the constitution shall be 300.

11. CHANGES IN THE CONSTITUTION AND ORDINANCES

O.96 Changes in the Constitution of the Union and in these Ordinances can only be made by the Syndicate of the University either (1) on the motion of the General Body 'O. 96 of the Union and the Executive Committee, or (2) on their own initiative, after obtaining the opinion of the General Body of the Union and the Executive Committee on the proposed changes or (3) on the initiative of the Syndicate. When the Executive Committee and the General Body are simultaneously not in existence.

O. 97 No recommendation can be made to the Syndicate except at a General Body meeting specially called for the purpose and of which at least fortnight's notice has been given. No proposal under this Ordinance shall be placed before the General Body meeting unless it has been previously passed by the Executive Committee as under O.90. At such a General Body meeting the quorum shall be 300 and no proposal shall be considered to have been passed unless three-fourth of the, members present vote in its favor

12. Rules for the Meetings

O.98 At all meetings of the Union

(a) no questions bearing on religious dogmas shall be discussed;

(b) no personal or offensive remarks shall be made;

(c) the Chair may call upon any member to explain any expression used by him. If the explanation is not satisfactory; the Chair may call upon the member in question to withdraw or apologies.

(d) the Chair may call upon any member to withdraw or apologies for disorderly behaviors or offensive, conduct. In case a member does not apologies for his unruly conduct when called upon, to do so, the Chairman may order the member concerned to leave, the meeting.

O.99 Any member may submit a point of order to the Chair, but there shall be no discussion on any such point unless the Chairman thinks fit to ask members present for their opinion thereon.

O. 100 Every motion or amendment shall be present or take down in writing.

O.101 Every motion or amendment proposed shall be seconded; otherwise, it shall drop.

O.102 In proposing any motion and in discussing any question, each member shall address the Chair. All questions from one member to another relating to the business of the meeting shall be put through the Chair.

- O.103 Any member who desires to bring forward any motion at any meeting shall give notice of his intention to do so to the General Secretary at least four days before the meeting. Such notice shall be put upon the notice-board of the Union. Any member desiring to move an amendment to such a motion shall send a notice of it to the General Secretary at least 24 hours before the date of the meeting. Notice of such amendment shall be put upon the notice-board of the Union. No amendment of which notice has not been given shall be moved unless it involves, in the opinion of the Chair a mere verbal change.
- O.104 No motion of which due notice has not been given may be moved in a meeting except a motion to;
- (a) adjourn the meeting;
 - (b) dissolve the meeting;
 - (c) change the order of business;
 - (d) refer any matter under consideration to any Authority of the University or to a committee;
 - (e) pass to the next item on the business;
 - (f) propose that the question be now put.
- O.105 No discussion shall be allowed in regard to any such motion. When a motion that is in order has been seconded, it shall be read from the Chair before it is discussed.
- O.106 If no member rises to speak on the motion after it has been read from the Chair, the Chairman shall proceed to put the motion to vote.
- O.107 Not more than one motion and one amendment thereto shall be placed before the meeting at the same time.
- O.108 No amendment shall be proposed which would in effect constitute a direct negative to the motion; and every amendment must be relevant to the motion to which it is moved.
- O. 109 The order in which amendments are to be brought forward shall be determined by the Chairman.
- O. 110 An amendment must be seconded in the same way as a motion; otherwise, it shall drop.
- O.111 The mover of an amendment shall have the right to reply.
- O.112 When the Chairman has ascertained that no other member entitled to address the meeting desires to speak, then over of the original resolution may reply upon the whole debate.
- O.113 No member shall speak after the mover has entered on his reply.
- O.114 When the debate is concluded, the Chairman shall forthwith put the question to vote.
- O.115 Any member may, with the permission of the Chair, rise even when another is speaking, to explain any expression used by himself which may have o. 115 been misunderstood by the speaker; but he shall confine himself strictly to such explanation.

O.116 Any member may call the Chair's attention to a point of order even while another member is addressing the meeting, but no speech shall be made on such point of order.

O.117 A motion or amendment which is under discussion may be withdrawn by tile permission of the house by any member who has moved it; provided that if on opposition is made to such withdrawal, such permission shall be presumed.

O.118 A motion or amendment standing in the name of a member who is absent from a meeting, may be brought forward by any other member.

O.119 On putting any question to vote, the Chairman shall call for an indication of the opinion of the meeting by a show of hands and shall declare the result thereof according to his computation.

O. 120

The general election shall be conducted by a Returning Officer appointed by the Patron.

Old O. 121

Election campaign, if any, shall be conducted peacefully, and in a dignified manner. There shall be no canvassing by means of cards, pamphlets, leaflets, posters, loudspeakers, disfiguring of walls and such other measures and any candidate employing or causing to employee such means shall be liable to be disqualified. The Returning Officer shall report such cases to the Patron whose decision in this matter shall be final.

New O.121- (As Per the Guidelines of the Lyngdoh Committee)

1. Election campaign, if any, shall be conducted peacefully, and in a dignified manner. There shall be no canvassing by means of cards, pamphlets, leaflets, posters, loudspeakers, disfiguring of walls and such other measures and any candidate employing or causing to employee such means shall be liable to be disqualified. The Returning Officer shall report such cases to the Patron whose decision in this matter shall be final.

(To be added as As Per the Guidelines of the Lyngdoh Committee)

2. During the period of the election no person, who is not a student on the rolls of the college/university, 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 subject to disciplinary proceedings, in addition to the candidature, as the case may be, being revoked.
- 3 The maximum permitted expenditure per candidate shall be Rs. 5000/-
- 4 Each candidate shall, within two weeks of the declaration of the result, submit complete and audited accounts to the college / university authorities. The college/university shall publish such audited accounts, within 2 days of the submission of such accounts, through a suitable medium so that any member of the student body may freely examine the same.
- 5 The election of the candidate will be nullified in the event of any noncompliance or in the event of any excessive expenditure.

- 6 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 student body.
- 7 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.
- 8 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 or supporters of such other candidates. Criticism of other candidates, or their supporters based on unverified allegations or distortion shall be avoided.
- 9 There shall be no appeal to caste or communal feelings for securing votes. Places of worship, within or without the campus shall not be used for election propaganda.
- 10 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.
- 11 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 procured within the expenditure limit set out herein above.
- 12 Candidates may only utilize hand-made posters at certain places in the campus, which shall be notified in advance by the election commission / university authority.
- 13 No candidate shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda outside the university/college campus.
- 14 No candidate shall, nor shall his/her supporters, deface or cause any destruction to any property of the university / college campus, for any purpose whatsoever, without the prior written permission of the college / university authorities. All candidates shall be held jointly and severally liable for any destruction / defacing of any university / college property.
- 15 During the election period the candidates may hold processions and / or public meetings, provided that such processions and / or public meetings do not, in any manner, disturb the classes and other academic and co-curricular activities of the college / university. Further, such procession / public meeting may not be held without the prior written permission of the college / university authority.
- 16 The use of loudspeakers, vehicles and animals for the purpose of canvassing shall be prohibited.
- 17 On the day of polling, student organizations and candidates shall –

- (i) Co-operate 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 on polling day;
- (iii) not hand out any propaganda on the polling day.

- 18 Excepting 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.
- 19 The election commission / college/ university authorities shall appoint impartial observers. In the case of deemed universities and self-financed institutions, government servants may be appointed as observers. If the candidates have any specific complaint or problem regarding the conduct of the elections they may bring the same to the notice of the observer.

Observers shall also be appointed to oversee the process of nomination of students in institutions that are following the nomination model of student representation.

- 20 All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 48 hours of the conclusion of polling.
- 21 Any contravention of any of the above recommendations may make the candidate liable to be stripped of his candidature, or his elected post, as the case may be. The election commission / college / university authorities may also take appropriate disciplinary action against such a violator.
- 22 In addition to the above-mentioned code of conduct, it is also recommended that certain provisions of the Indian Penal Code, 1860 (Section 153A and Chapter IXA – “Offences Relating to Election”), may also be made applicable to student elections.
- 23 Any instance of acute lawlessness or the commission of a criminal offence shall be reported to the police by the university / college authorities as soon as possible, but not later than 12 hours after the alleged commission of the offence.

O.122 The Returning Officer shall issue a circular indicating clearly how voting should be done, for the benefit of the new entrants to the University.

O.123 Nomination papers shall be handed over to the Returning Officer and a receipt obtained for such delivery

O. 124 Each nomination paper shall be for one office for place only.

O. 124-A

No Student shall be eligible to file his nomination for more than one post at the same Union election. If a student fills nomination for more than one post, all his nominations are deemed to be invalid and thus stand cancelled.

- O.125 Each nomination 'paper shall contain the name of the proposed candidate (with his class in the University), the office for which he is nominated, his consent to such nomination and the names (with their classes) of the proposer and the seconder of such nomination.
- O.126 In case of those nominated' for' the post of Faculty Representative the proposed candidate will indicate the order of preference for the post of Secretary that the candidate would like to hold, if elected. This order of preference is final and no changes will be allowed at any later stage. Nomination for the post of Faculty Representative will be considered invalid if all the nine choices for the post of Secretaries are not filled up.
- O.127 The Returning Officer shall verify all the facts mentioned in the nomination paper and shall record on it, date of receipt.
- O. 128 A scrutiny will be held of all nomination papers by the Returning Officer in the presence of the candidates and their proposers and seconds.
- O. 129 If the Returning Officer considers a nomination paper irregular or invalid, he shall bring the matter to the notice of the Patron whose decision as to its validity shall be final.
- O. 130 No member of the Union shall propose or second more names than there are vacancies for 'the particular' post or posts. If any member has proposed or seconded more candidates than there are vacancies, all the nomination papers to which he has appended his signature will be declared invalid.
- 0.131 The Returning Officer shall post on the notice-board of the Union, the list of all candidates proposed for various offices together with the names of the proposer and the seconder in the following form:

Office	Name of the candidate (with class)	Name of the proposer (with class)	Name of the seconder (with class)	Signature of the Returning Officer signifying that the nomination is valid

Old O.132 The polling will be held by means of printed Ballot papers ordinarily before the end of the first term/1st Semester of the academic year. The nomination paper shall contain the date of birth of the proposed candidate, verified by Faculty Office.

New O. 132

1. The polling will be held by means of printed Ballot papers/EVM/Online voting ordinarily before the last working day of the month of August of the academic year. The nomination paper shall contain the date of birth of the proposed candidate, verified by Faculty Office.

OR

2. Election be held on yearly basis and that the same should be held between six to eight week form the date of commencement of the Academic Session (as per guideline of the lyngdoh Committee)

- O. 133 Due arrangements for the polling shall be made by the Returning Officer, so that the secrecy of the ballot shall be kept. If any day so fixed is declared a Holiday the next working day will be deemed to have been fixed instead.
- O. 134 There shall be different ballot papers for the elections to the offices of (1) the Vice-President, (2) the General Secretary and (3) the representatives of the Faculties and the Colleges.
- O.135 Ballot papers will be serially numbered on the counterfoil and the voter shall sign his name on the counter-fall only. The vote will be invalid if the voting paper is signed or bears any mark of identification.
- O. 136 The ballot paper at a general election shall be printed in the following form:

Election of

Name of the Candidates in alphabetical order	Put X below
1.	
2.	
3.	
4.	
And so on	

Note:- (a) The voting paper should not be signed.

(b) A cross X shall be placed against the name of the person for whom the member wants to vote.

(c) The voting paper will be invalid if more votes are recorded than there are vacancies or if more than one cross is recorded against any candidate or if the voting paper is signed or bears any other mark of identification.

- O.137 The Returning Officer may arrange several polling booths, if necessary, to enable all voters to vote conveniently and may distribute the names on the electoral roll among these booths, indicating clearly outside the booths the groups of voters who are to vote there.
- O.138 Each polling booth will be in charge of a Polling Officer who will be provided with a list of the voters who are required to vote there. He shall mark on this list the serial number of the ballot paper handed over to each voter and shall require the voter to sign his name on the counterfoil of the ballot paper.
- O. 139 The Returning Officer shall exercise general supervision over all the booths and he may, if necessary, nominate a Polling Officer and a certain number of persons to help him in his work as the Returning Officer.

- O.140 The Returning Officer shall fix the hours during which voting shall take place and no voter who has not received a ballot paper before the close of the time appointed, shall be allowed to vote.
- O. 141 Every voter shall go to the place for recording his vote immediately on being given the ballot paper, and he shall deposit the paper in the box after recording his vote. The paper must be deposited even if the voter does not desire to record his vote for any candidate. No voting paper once given shall be taken away from the polling booth. There shall be no canvassing at the polling booth.
- O. 142 After the close of the poll, the Returning Officer shall seal each box with his seal. Any of the candidates may also affix their own seals to the box in addition, if they like.
- O. 143 The Returning Officer shall take these boxes into his custody and shall be responsible for their safety.
- O. 144 The Returning Officer shall announce the time on the day after the poll and the place at which the counting of the votes shall take place. The counting shall be finished within two days of the poll.
- O.145 The Returning Officer shall count the votes in the presence of any of the candidates who may wish to be present; and he may appoint a certain number of persons to help him in the counting.
- O.146 While counting votes, the Returning Officer shall decide the validity of each vote and in case of doubt, his decision shall be final
- O.147 The result of the count will be immediately communicated to the Patron who will announce the result after allowing twenty-four hours for any complaint :
- (a) Any complaints against the proper counting of votes must be made to the Patron within twenty-four hours of the conclusion of the count.
 - (b) If any complaint is made about the count, the Patron will investigate the matter either personally or through some person appointed by him. The Patron's decision in the matter will be final.

(To be added as As Per the Guidelines of the Lyngdoh Committee)

(c) Grievance Redressal Mechanism

1. There should be a Grievances Redressal Cell with the Dean (Student Welfare) / teacher in charge of student affairs as its chairman. In addition, one senior faculty member, one senior administrative officer and two final year students - one boy and one girl (till the election results declared, students can be nominated on the basis of merit and/or participation in the co-curricular activities in the previous year). The grievance cell shall be mandated with the redressal of election-related grievances, including, but not limited to breaches of the code of conduct of elections and complaints relating to election-related expenditure. This cell would be the regular unit of the institution.
2. In pursuit of its duties, the grievance cell may prosecute violators of any aspect of the code of conduct or the rulings of the grievance cell. The grievance cell shall serve as the court of original jurisdiction. The institutional head shall have appellate jurisdiction over issues of law and fact in all cases or controversies arising out of the conduct of the elections in which the grievance cell has issued a final decision. Upon review, the institutional head may revoke or modify the sanctions imposed by the grievance cell

3. In carrying out the duties of the office, the Grievance cell shall conduct proceedings and hearings necessary to fulfill those duties. In executing those duties they shall have the authority:
 - I. to issue a writ of subpoena to compel candidates, agents, and workers, and to request students to appear and give testimony, as well as produce necessary records; and
 - II. to inspect the financial reports of any candidate and make these records available for public scrutiny upon request.
4. Members of the Grievance cell are prohibited from filing complaints. Any other student may file a complaint with the Grievance cell, within a period of 3 weeks from the date of declaration of results. All complaints must be filed under the name of the student filing the complaint. The Grievance cell shall act on all complaints within 24 hours after they are received by either dismissing them or calling a hearing.
5. The Grievance cell may dismiss a complaint if:
 - III. the complaint was not filed within the time frame prescribed in Recommendation 8.4 above;
 - IV. the complaint fails to state a cause of action for which relief may be granted;
 - V. the complainant has not and / or likely will not suffer injury or damage.
6. If a complaint is not dismissed, then a hearing must be held. The Grievance cell shall inform, in writing, or via e-mail, the complaining party and all individuals or groups named in the complaint of the time and place of the hearing. The parties are not considered notified until they have received a copy of the complaint.
7. The hearing shall be held at the earliest possible time, but not within twenty-four (24) hours after receipt of the notice described above, unless all parties agree to waive the 24-hour time constraint.
8. At the time notice of a hearing is issued, the Grievance cell, by majority vote, may issue a temporary restraining order, if it determines that such action is necessary to prevent undue or adverse effects on any individual or entity. Any restraining order, once issued, will remain in effect until a decision of the Grievance cell is announced after the hearing or until rescinded by the Grievance cell.
9. All Grievance cell hearings, proceedings, and meetings must be open to the public.
10. All Parties of the Grievance cell hearing shall present themselves at the hearing, may be accompanied by any other student from which they can receive counsel, and have the option to be represented by that counsel.
11. For any hearing, a majority of sitting Grievance cell members must be in attendance with the Chair of the Grievance cell presiding. In the absence of the Chair, the responsibility to preside shall fall to an Grievance cell member designated by the Chair.
12. The Grievance cell shall determine the format for the hearing, but must require that both the complaining and responding parties appear physically before the board to discuss the issues through a complaint, answered, rebuttal, and rejoinder format. The purpose of the hearing is to gather the information necessary to make a decision, order, or ruling that will resolve an election dispute. To effectuate this purpose, the following rules should prevail at all hearings:

- Complaining parties shall be allowed no more than two witnesses, however the Grievance cell may call witnesses as required. If said witnesses are unable to appear at the hearing, signed affidavits may be submitted the Grievance cell Chair for the purpose of testifying by proxy.
- All questions and discussions by the parties in dispute shall be directed to the Grievance cell.
- There shall be no direct or cross-examination of any party or witness by complaining or responding parties during hearings.
- Reasonable time limits may be set by the Grievance cell, provided they give fair and equal treatment to both sides.
- The complaining party shall bear the burden of proof.
- Decisions, orders, and rulings of the Grievance cell must be concurred to by a majority of the Grievance cell present and shall be announced as soon as possible after the hearing. The Grievance cell shall issue a written opinion of the ruling within 12 hours of announcement of the decision. The written opinion must set forth the findings of fact by the Grievance cell and the conclusions of law in support of it. Written opinions shall set a precedent for a time period of three election cycles for Grievance cell rulings, and shall guide the Grievance cell in its proceedings. Upon consideration of prior written opinions, the grievance cell may negate the decision, but must provide written documentation of reasons for doing so.
- If the decision of the Grievance cell is appealed to the institutional head, the Grievance cell must immediately submit its ruling to the commission.
- The Grievance cell shall select the remedy or sanction most appropriate to both the type and severity of the infraction, as well as the state of mind or intent of the violator as determined by the Grievance cell. Possible remedies and sanctions include, but are not limited to, fines, suspension of campaigning privileges, and disqualification from the election.
- Any fine or total amount of fines against a candidate in an election cycle may not exceed the spending limit as defined herein above.
- If, after a hearing, the Grievance cell finds that provisions of this Code were violated by a candidate, or a candidate's agents or workers, the Grievance cell may restrict the candidate, or the candidates agents or workers, from engaging in some or all campaign activities for some or all of the remainder of the campaign. If an order is issued covering only part of the remaining campaign period, it shall take effect immediately so that after its termination, the candidate will have an opportunity to resume campaigning during the days immediately prior to and including the election days.
- If, after a hearing, the Grievance cell finds that provisions of either this Code or decisions, opinions, orders, or rulings of the Grievance cell have been willfully and blatantly violated by a candidate, or a candidate's agents or workers, the Grievance cell may disqualify the candidate.
- Any party adversely affected by a decision of the Grievance cell may file an appeal with the institutional head within twenty-four (24) hours after the adverse decision is announced. The institutional head shall have discretionary appellate

jurisdiction over the Grievance cell in all cases in which error on the part of the Grievance cell is charged.

- The decision of the Grievance cell shall stand and shall have full effect until the appeal is heard and decided by the institutional head.
- The institutional head shall hear appeals of Grievance cell rulings as soon as possible, but not within twenty-four (24) hours after the Grievance cell delivers to the Appellant and the institutional head a copy of its written opinion in the case. Appeal may be heard prior to this time, but only if the Appellant waives the right to a written opinion and the institutional head agrees to accept the waiver.
- The institutional head can issue suitable orders to suspend or halt the operation of the ruling issued by the Grievance cell until the appeals are decided.
- The institutional head shall review findings of the Grievance cell when appealed. The institutional head may affirm or overturn the decision of the Grievance cell, or modify the sanctions imposed.

O. 148 The boxes of voting papers will again be sealed after the conclusion of the count and will be in charge of the Returning Officer till the Patron has announced the result of the election after which the voting papers will be destroyed according to the directions of the Patron.

O. 149

- (i) The Returning Officer shall prepare a list of all elected Faculty Representatives in a descending order of the ratio of votes polled by the candidate divided by the number of votes polled for that post.
- (ii) The Faculty Representative who wins the election uncontested will be placed on the top of this list; if there are more Faculty Representatives who have won the elections uncontested, their ranking will be carried out on the basis of the number of voters in their Faculty/College. Larger the number of voters higher the ranking on the list. In case two or more Faculty Representatives from the same Faculty win the election uncontested the ranking amongst them will be decided by drawing of lots by the Returning Officer in their presence.
- (iii) In case of two or more Faculty Representatives have same ratio their ranking would be decided by draw of lots by the Returning Officer in their presence.

O. 150 On the basis of the list submitted by the Returning Officer as under O. 149 and the Preference choices for the post of Secretaries filed by the elected Faculty Representatives the President shall assign the post as under:

Starting from rank one on the list, the different Secretarial post will be assigned to Faculty Representative according to the choice preference submitted by the Faculty Representative. In the assignment, if all the post for a Faculty Representative's first choice are filled the Faculty Representative will be assigned the second choice. This procedure will be continued till all the posts are filled by all the Faculty Representatives. The decision of the President in the assignment of the post shall be final.

- O. 151 The financial year of the Union shall be the Academic year of the University
- O. 152 Until the Executive Committee is appointed and begins to function, the Treasurer shall carry out the expenditure for establishment, repairs and maintenance and election.
- O.153 The Union Budget should be passed by the Executive Committee at a special meeting convened for the purpose by the General Secretary at the instruction of the Vice President within 10 days of the first Executive Committee meeting. If the General Secretary fails to do so, the President shall issue the notice for conveying the Budget Meeting.
- O.154 The permission of the Executive Committee must be obtained prior to exceeding the Budget under any head. This proposal must be passed by a three-fourth majority of The members present. No action can be taken on this resolution till the consent of the Patron is obtained.
- O.155 Two or more Auditors shall be nominated annually by the Patron to audit the annual Balance Sheet.
- O.156 The Union will have a regular administrative office, which will be under the control of the President. One clerk and two Peons will be spared by the University and when required. The President shall have custody of the dead stock articles and records of the Union. The president, in consultation with the patron, may also engage such other stall as and when required and the expenditure there of will be met from the Union fund or from the funds earmarked for the respective activities.
- O.157 If any damage is caused to the Union buildings or equipment through the negligence of a member of the Union, the cost of such damage shall be recovered from him.
- O.158 The Union building will be at the disposal of the authorities of the Union for the purposes of the Union as defined in Ordinance 59. It shall not be used for any other purpose, for example political and other demonstrations, without, the previous approval of the Patron who shall be the sole judge as to whether any particular use contemplated is permissible or not.
- O. 159 The Syndicate is entitled to prohibit the Union from using the building if it finds that it is not being used for which it is intended.
- O. 160 In all matters not covered by the foregoing Ordinances, the decision of the Syndicate of the University shall be final.

(Note: Wherever the word 'Old' that means 'Existing Ordinance')