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**DIBRUGARH UNIVERSITY POST GRADUATE**  
**STUDENTS' UNION (DUPGSU)**  
**CONSTITUTION (AS AMENDED UPTO 2015)**

(As approved by the Executive Council vide its Resolution No.(58) in its 327<sup>th</sup> Meeting, held on  
28.09.2015)

## **Preamble**

The Post Graduate Student Union of the Dibrugarh University adopts this Constitution for promoting the welfare, intellectual, moral, physical and cultural advancement of all the students laying its emphasis on the Committee constituted under Shri J. M. Lyngdoh (Former Chief Election Commissioner) pursuant to an Order of the Hon'ble Supreme Court on 2<sup>nd</sup> December, 2005.

### **DIBRUGARH UNIVERSITY POST GRADUATE STUDENTS' UNION (DUPGSU) CONSTITUTION (AS AMENDED IN 2015)**

(As approved by the Executive Council vide its Resolution No.(58) in its 327<sup>th</sup> Meeting, held on 28.09.2015)

**1.0** There shall be a Dibrugarh University Post Graduate Students' Union (DUPGSU) constituted every year.

#### **2.0 CONSTITUTION OF THE DUPGSU:**

There shall be an Executive Committee consisting of the following Office bearers:

- |        |                                  |                               |
|--------|----------------------------------|-------------------------------|
| (i)    | President                        | [Reserved for Post Graduate]  |
| (ii)   | Vice-President                   | [Open]                        |
| (iii)  | General Secretary                | [Reserved for Post Graduate]  |
| (iv)   | Assistant General Secretary      | [Reserved for Under Graduate] |
| (v)    | Magazine Editor                  |                               |
| (vi)   | Music Secretary                  |                               |
| (vii)  | Cultural Secretary               |                               |
| (viii) | Debating and Symposium Secretary |                               |
| (ix)   | Fine Arts and Literary Secretary |                               |
| (x)    | General Sports Secretary         |                               |
| (xi)   | Cricket Secretary                |                               |
| (xii)  | Indoor Games Secretary           |                               |
| (xiii) | Football Secretary               |                               |
| (xiv)  | Volleyball Secretary             |                               |
| (xv)   | Common Room Secretary (Boys)     | [Reserved for Boys]           |
| (xvi)  | Common Room Secretary (Girls)    | [Reserved for Girls]          |

(xvii) Social Service Secretary

(xviii) Gymnasium Secretary

[Out of 14 (v to xviii) office bearers, 4 (four) shall be reserved for undergraduate students and the remaining post of office bearers are reserved for post graduate students. The Returning Officer in consultation with the Department/Centre representative from each Department/Centre will take decision for reservation for a particular election]

2.1 The tenure of the Executive Committee shall be ordinarily of one year or till the declaration of the next election to be declared by the Registrar; whichever is earlier.

2.2 That if any office bearers of the Executive Committee completes his/ her programme, such office bearers shall not be entitled to take any financial decision or financial transactions or any other policy decisions on behalf of PGSU. However, they will be responsible for conducting day to day affairs until completion of the tenure of the Executive Committee.

3.0 There shall be Executive Committee consisting of one member from each of all the Departments and Centres of Studies.

3.1 All the Executive Committee members shall be elected on nomination basis from each department and Centres of Studies.

4.0 There shall be one teacher-in charge/adviser for each group of office bearers mentioned below. The teacher-in charge may be selected from the regular teachers of the University.

4.1 President of DUPGSU in consultation with the Dean, students' Affairs who would be chief adviser of PGSU shall request a particular teacher of the university to act as a teacher-in-charge/adviser.

**4.2 GROUP – A**

(i) President

(ii) Vice President

(iii) General Secretary

(iv) Assistant General Secretary

**GROUP – B**

(i) Magazine Secretary

(ii) Debating and Symposium Secretary

**GROUP – C**

(i) Music Secretary

(ii) Cultural Secretary

(iii) Fine Arts and Library secretary

**GROUP – D**

(i) General Sports Secretary

- (ii) Gymnasium Secretary
- (iii) Common Room Secretary (for both Boys and Girls)
- (iv) Indoor Games Secretary

**GROUP – E**

- (i) Cricket Secretary
- (ii) Football Secretary
- (iii) Volleyball Secretary

**GROUP – F**

- (i) Social Service Secretary

**5.0 MODE OF ELECTION:**

- 5.1** The System shall be direct election of the office bearers of the Executive Committee of the DUPGSU where all eligible students enrolled for a regular course in all the Departments and Centres of Studies of the University shall be eligible to directly vote for their prospective contestants. [This mode of election is based on the report of the Committee constituted by the Ministry of Human Resource Development, Government of India as per the direction of the Hon'ble Supreme Court of India to frame guidelines on Students' Election in Colleges / Universities.]

**6.0. ELIGIBILITY CRITERIA FOR CONTESTING CANDIDATES:**

- 6.1** The candidate must be a regular full time student of the University having course duration of a minimum of 2 years and should not be enrolled under the distance mode.
- 6.2** The candidate shall have an attendance record of at least 75% in the previous and current semester till the date of his / her filing of the nomination paper.
- 6.3** The candidate shall not have any record of Academic offences, ragging, any other disciplinary action and / or convicted of any criminal offence or misdemeanor.
- 6.4** The candidate should in no event have any academic arrears in the year of contesting the election.
- 6.5** The fraternal members of the DUPGSU are not entitled to vote or contest in the election of the DUPGSU.
- 6.6** A candidate shall not be allowed to contest for more than one office bearers of the Executive Committee.
- 6.7** No candidate shall be qualified to contest as an office bearer of the Executive Committee if his / her name is struck off from the rolls of the University classes for reasons other than arrears of the University fees.

- 6.8 Under-graduate students between the ages of 17 – 22 years as on 30<sup>TH</sup> June may contest the election.
- 6.9 For Post-Graduate students, the maximum age limit to legitimately contest the election would be 25 years as on 30<sup>th</sup> June of conducting the election. **The students of the university for which eligibility criteria/qualifying examination to take admission in any Programme is graduate shall also be considered under this sub-clause.**
- 6.10 An office bearer of the Union once elected / nominated shall henceforth become ineligible to get elected / nominated as a office bearer of the Union.
- 6.11 In the event of the office of any major post of office bearer falling vacant within 02 (two) months of elections, re-elections shall be conducted otherwise the Committee members elect such office bearers from amongst the members of the Committee with due permission of president.

## 7.0 ELECTION PROCESS:

- 7.1 It is recommended that 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.
- (i) Original Identity Card (containing clear photograph),
  - (ii) Age proof certificate consisting of Admit card and Certificate,
  - (iii) Department / Centre clearance certificate clearing backlogs and attendance,
  - (iv) Identity Card of proposer and seconder and
  - (v) Mark-sheets / cleared of the concerned authorities.
- The candidates shall have to submit original documents enlisted above before the perusal of the Returning Officer or before his duly authorized agent as and when asked by the Returning Officer.
- 7.2 The Registrar shall appoint 01 (one) Returning Officer and 02 (two) Assistant Returning Officers from among the senior faculty members of the University who shall oversee the conduct of the entire election.
- 7.3 The Annual General Election to the different office bearers of the DUPGSU shall ordinarily be held within 02 (two) months from the beginning of new academic session.
- 7.4 The Returning Officer shall notify calling for filing of nomination along with the schedule of the election at least 02 (two) weeks prior to the date of election as per Annexure 'A'.
- 7.5 The Screening Committee consisting of 03 (three) faculty members of the University appointed by the Returning Officer shall perform the screening of the all the nomination received. The Screening Committee shall prepare a list of eligible candidates recording in writing the reason(s) for cancellation of any nomination (if

any). After final scrutiny of the list of eligible candidates, the Returning Officer shall notify the list.

- 7.6 The Central Election Office will be located in the office of the Registrar or as per - the notification suggested in Annexure 'A'.
- 7.7 The election shall be through secret ballot either electronically or through printed ballot.
- 7.8 In case of printed ballot, the voting shall be conducted simultaneously at the centres to be decided by the Returning Officer as per the prevailing circumstances. The Returning Officer shall appoint as many Presiding Officers for the venues as fixed and also adequate number of polling officers to assist the Presiding Officer for peaceful and effective completion of the voting process.
- 7.9 A time window of 06 (six) hours preferably from 8:00 AM to 2:00 PM may be allotted for casting votes.
- 7.10 The ballot boxes after voting shall be submitted to the Returning Officer by the concerned Presiding Officers and the Polling Officers for keeping in safe custody before counting.
- 7.11 The Returning Officer shall appoint appropriate number of members from amongst the teaching community and research scholars who shall conduct the counting of votes in presence of the contesting candidates and his / her 02 (two) representatives and submit the voting results directly to the Returning Officer. Ordinarily the counting shall begin and concluded in the same day of casting votes.
- 7.12 The Returning Officer shall declare the results of the General Annual Election.

#### 8.0 **ELECTION RELATED EXPENDITURE AND FINANCIAL ACCOUNTABILITY:**

- 8.1 The maximum permitted expenditure per candidate shall be ₹ 5,000.00 (Rupees five Thousand) only.
- 8.2 Each candidate shall within 02 (two) week of declaration of the results, submit complete and audited accounts to the University authorities. The University shall publish such audited accounts within 02 weeks of submission of such accounts through a suitable medium so that any member of the student community may freely examine the same.
- 8.3 The election of the candidate will be cancelled in the event of any non compliance or in the event of any excessive expenditure.
- 8.4 The candidates are barred from utilizing funds for the election process from any political party or any other source including voluntary contributions from any students body. If any such case is detected, candidature may be rejected and the same may be reported to the University authorities for stricter action.

#### 9.0 **CODE OF CONDUCT FOR CANDIDATES AND ELECTION ADMINISTRATORS:**

- 9.1 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.
- 9.2 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.
- 9.3 There shall be no appeal to caste or communal feelings for securing votes. Places of worship, within or outside the campus shall not be used for election propaganda.
- 9.4 All candidates shall be prohibited from indulging in or abetting 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 metres 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.
- 9.5 Online canvassing in any form is strictly prohibited.
- 9.6 Canvassing in the Hostel shall be restricted to the premises outside the buildings and shall not be allowed after 9:00 PM. Door to door or room to room canvassing is prohibited. Prior permission of the Hostel Warden/Proprietor of the private hostel will be necessary for canvassing in the hostel.
- 9.7 No candidate shall be permitted to make use of printed posters, printed pamphlets, or any other printed materials 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 hereinabove.
- 9.8 Candidates may put-up hand-made posters at designated places on the campus which shall be notified in advance by the Returning Officer.
- 9.9 No candidate shall be permitted to carry out processions, or public meetings, outside the University campus.
- 9.10 No candidate shall, nor shall his/her supporters, deface or cause any destruction to any property of the University campus, for any purpose whatsoever. All candidates shall be held jointly and liable severally for any destruction / defacing of any University property.
- 9.11 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 University. Further, such procession / public meeting may not be held without the prior written permission of the University authority.

- 9.12 The use of loudspeakers, vehicles and animals for the purpose of canvassing shall be prohibited.
- 9.13 On the day of polling, students 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.
- 9.14 Excepting the voters, no one without a valid pass / letter of authority from the Returning Officer / University authorities shall enter the polling booths.
- 9.15 The Returning Officer / University authorities shall appoint impartial 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 observers.
- 9.16 Candidates shall be responsible for removing and cleaning the publicity materials used for election process within 12 hours of the conclusion of polling.
- 9.17 Any contravention of any of the above recommendations may make the candidate liable to be stripped of his/her candidature, or his elected post, as the case may be. The University authorities may also take appropriate disciplinary action against such violator(s).
- 9.18 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 IX – A – “Offences Relating to Election”), may also be made applicable to student body elections.

#### 10.0 **GRIEVANCE REDRESSAL MECHANISM:**

- 10.1 There shall be a Grievances Redressal Cell (GRC) with Dean, Students' Affairs as its chairman to be appointed by the Registrar. 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 Redressal 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.
- 10.2 In pursuit of its duties, the Grievance Redressal Cell may prosecute violators of any aspect of the code of conduct or the rulings of the grievance cell. The Grievance Redressal 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 Redressal Cell has issued a final decision. Upon review, the



institutional head may revoke or modify the sanctions imposed by the grievance cell.

- 10.3** In carrying out the duties of the office, the Grievance Redressal 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.
- 10.4** Members of the Grievance Redressal Cell are prohibited from filing complaints. Any other student may file a complaint with the Grievance cell, within 01 (one) week from the date of declaration of results. All complaints must be filed under the name of the student filing the complaint. The Grievance Redressal Cell shall act on all complaints within 24 hours after they are received, by either dismissing them or calling a hearing.
- 10.5** The Grievance Redressal Cell may dismiss a complaint if:
- (i) The complaint was not filed within the time frame prescribed in Recommendation 10.4 above;
  - (ii) The complaint fails to state a cause of action for which relief may be granted;
- 10.6** If a complaint is not dismissed, then a hearing must be held. The Grievance Redressal 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.
- 10.7** 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 limit.
- 10.8** 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 Redressal Cell is announced after the hearing or until rescinded by the Grievance cell.
- 10.9** All Grievance Redressal Cell hearings, proceedings, and meetings must be open to the public.
- 10.10** All Parties of the Grievance Redressal 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.

- 10.11 For any hearing, a majority of sitting of the Grievance Redressal Cell members must be in attendance with the Chair of the Grievance Redressal Cell presiding. In the absence of the Chair, the responsibility to preside shall fall to a Grievance Redressal Cell member designated by the Chair.
- 10.12 The Grievance Redressal 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 Redressal Cell may call witnesses as required. If said witnesses are unable to appear at the hearing, signed affidavits may be submitted to the Grievance Redressal 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 Redressal Cell must be concurred to by a majority of the Grievance Redressal Cell present and shall be announced as soon as possible after the hearing. The Grievance Redressal 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 Redressal 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 Redressal Cell rulings, and shall guide the Grievance Redressal Cell in its proceedings. Upon consideration of prior written opinions, the Grievance Redressal Cell may negate the decision, but must provide written documentation of reasons for doing so.
  - ❖ If the decision of the Grievance Redressal Cell is appealed to the institutional head, the Grievance Redressal Cell must immediately submit its ruling to the Registrar, Dibrugarh University.
  - ❖ The Grievance Redressal 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 hereinabove.
- ❖ If, after a hearing, the Grievance Redressal Cell finds that provisions of this Code were violated by a candidate, or a candidate's agents or workers, the Grievance Redressal 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 Redressal Cell finds that provisions of either this Code or decisions, opinions, orders, or rulings of the Grievance Redressal Cell have been willfully and blatantly violated by a candidate, or a candidate's agents or workers, the Grievance Redressal Cell may disqualify the candidate.
- ❖ Any party adversely affected by a decision of the Grievance Redressal 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 Redressal Cell in all cases in which error on the part of the Grievance Redressal Cell is charged.
- ❖ The decision of the Grievance Redressal 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 Redressal Cell rulings as soon as possible, but not within twenty-four (24) hours after the Grievance Redressal 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 Redressal Cell until the appeals are decided/addressed.
- ❖ The institutional head shall review findings of the Grievance Redressal Cell when appealed. The institutional head may affirm or overturn the decision of the Grievance cell, or modify the sanctions imposed.

#### **11.0 MAINTAINING LAW AND ORDER ON THE CAMPUS DURING THE ELECTION PROCESS:**

- 11.1** Any instance of acute lawlessness or the commission of a criminal offence shall be reported to the police by the University authorities as soon as possible after the alleged commission of the offence.

#### **12.0 OBJECTIVES AND FUNCTIONS OF DUPGSU:**

##### **12.1 OBJECTIVES:**

- ❖ To promote the study and discussion of issues of academic, general and public interests;
- ❖ To promote intellectual, moral, physical and cultural advancement of the members;
- ❖ To train students for corporate life, leadership, good citizenship and discipline;
- ❖ To promote scholarship and statesmanship among the students;
- ❖ To perform and carry out any other activities as may be necessary and desirable for the attainment of the above objectives.

## 12.2 FUNCTIONS:

- ❖ To organize and hold meetings, debates, competitions, symposiums and exhibitions;
- ❖ To organize functions such as sports, music, fine arts, social service camps etc;
- ❖ To manage the students canteen and other things of a similar nature of common interests;
- ❖ To organize and participate in the Inter College festivals;
- ❖ To publish Journals, Magazines, Bulletins, Pamphlets and submit memorandum whenever necessary;
- ❖ To send representatives, delegations, teams to such places and bodies as may be desirable;
- ❖ To organize educational excursion to visit different places of academic interests;
- ❖ To undertake any other programme of actions as may be necessary for the attainment of the objectives stated above.

## 13.0 DUPGSU MEETINGS:

- 13.1 There shall be atleast 02 (two) General Body meetings in an academic year. The General Secretary shall issue notice for a general meeting atleast 04 (four) clear days in advance by putting up a notice on the Notice Board of the Union. The quorum for general meeting shall not be less than one-fourth ( $\frac{1}{4}$ ) of the total members of the Union excluding the fraternal members.
- 13.2 The Executive Committee meeting shall be convened by the General Secretary giving atleast 02 (two) clear days notice and duly serving such notice to the individual members of the Executive. The quorum for the Executive meeting shall be two-third ( $\frac{2}{3}$ ) of the elected members of the Executive Committee.
- 13.3 Emergent meeting of the General Body as well as Executive Committee may be convened by the General Secretary giving not less than 03 (three) hours notice, which will be put on Notice Board of the Union. The quorum for such meeting shall be  $\frac{1}{4}$  for the General Body meeting and  $\frac{1}{3}$  for the Executive Committee meeting.

- 13.4 One-fourth  $\frac{1}{4}$  of the elected members of the Executive Committee by petition duly signed by them can request the General Secretary to convene a Special Executive Committee meeting if they deem it necessary. On such request being made, the General Secretary must convene a special Executive Committee meeting within 02 (two) days.
- 13.5 One-tenth ( $\frac{1}{10}$ ) of the total members of the Union with exception of the fraternal members can request the General Secretary to convene a special meeting of the General Body by a petition duly signed by them. On such request being made, the General Secretary must convene a special meeting of the General Body within 03 (three) days.
- 13.6 The President can terminate the membership of any member of the Executive Committee if he or she is found to be absent from 03 (three) consecutive executive meetings of the Executive Committee without prior information to the President in writing.
- 13.7 The General Secretary shall maintain minutes of each meeting of the Executive Committee and the General Body meetings and read them out in the subsequent meetings for approval.

**14.0 NO-CONFIDENCE MOTION:**

- 14.1 Any member of the Union can move a no-confidence motion.
- 14.2 A no-confidence motion shall be admitted for discussion in a General Body meeting provided it is supported by atleast one-third ( $\frac{1}{3}$ ) of the total members of the Union, excluding the fraternal members.
- 14.3 The no-confidence motion shall be adopted in a General Body meeting if it is supported by two-third ( $\frac{2}{3}$ ) of the Union members excluding the fraternal members.
- 14.4 In case the no-confidence motion is won against an office bearer or the whole elected Executive Committee, a fresh election shall be announced to fill the vacancy / vacancies so created within a fortnight from the date on which the no-confidence motion was passed.
- 14.5 The resignation of any member of the Executive Committee shall be accepted by the President, in consultation with the Executive Committee.
- 14.6 The resignation paper of the President shall be received by the Vice-President and may be accepted by him on the advice of the Executive Committee.

**15.0 FUND:**

There shall be a fund known as "Dibrugarh University Post-Graduate Students' Union Fund". The fund shall be operated by the Registrar in consultation with the President, General Secretary and any 03 (three) teachers-in-charge vide article .....

**16.0 SOURCES OF INCOME:**

- 16.1 Union fees collected from the members (other than the fraternal members).

- 16.2 Grants from the University.
- 16.3 Donations from the individuals and organisations subject to the approval of the University authorities.
- 16.4 The Executive Committee shall have the right to adopt measures to raise additional fund of the Union through donation, subscription and earning from the theatrical and other performances to supplement the financial requirements of the Union, if and when occasion arises, with the permission of the University authorities.

17.0 **BUDGET:**

- 17.1 Within a month of the election of the new Executive Committee, the Executive Committee in the Budget Meeting will prepare the Annual Budget of the Union.
- 17.2 The budget should give an estimate of the expected income and expenditure of the Union.
- 17.3 The Executive Committee shall allocate expenditure under the following board heads:
- ❖ General
  - ❖ Magazine
  - ❖ Music
  - ❖ Cultural Activities
  - ❖ Debating and Symposium
  - ❖ General Sports
  - ❖ Cricket
  - ❖ Fine Arts and Literary Activities
  - ❖ Football and Volleyball
  - ❖ Indoor Games
  - ❖ Common Room (Boys and Girls)
  - ❖ Gymnasium
  - ❖ Social Service
  - ❖ Any other head as deemed necessary by the Executive Committee
  - ❖ Contingency : Forty percent (40%) of the contingency fund will be operated by the General Secretary and the rest 60% will be operated by the President, Vice-President and Assistant General Secretary in equal proportion for the purpose of T.A. / D.A. of the office bearers. Reallocation may be made by the Executive Committee in a subsequent meeting.
- 17.4 (a) The General Secretary shall maintain a general Cash Book containing different heads of income and expenditures.

(b) The President shall be responsible for the utilization of the fund in accordance with the allocation in the budget. He shall forward the applications of the sectional Secretaries to withdraw money from the University after getting recommendation from the concerned Teacher-in-charge.

- 17.5 There shall be an Auditor to audit the accounts of the Union and so submit report to the Executive Committee from time to time.
- 17.6 The Auditor shall be appointed by the President from the auditor(s) serving in the University in consultation with the Registrar of the University.
- 17.7 The budget of the Union shall be notified by the President for the information of the members of the Union and also to the Deputy registrar (F&A) of the University.
- 17.8 In case of misappropriation of Union funds by any member of the Executive Committee, the University authority shall appoint an Enquiry Committee consisting of 03 (three) members to enquire into the matter and submit the report within 01 (one) month from the date of appointment of the committee. The University authority shall take necessary action on the basis of the report.

**18.0 POWERS AND FUNCTIONS OF THE OFFICE BEARERS OF THE EXECUTIVE COMMITTEE:**

**18.1 PRESIDENT:**

- ❖ He shall preside over the over the meetings of the Union. In the absence of the President, the Vice-President will preside over the meetings. In the absence of both of them, the General Secretary will request a member present in the meeting to preside over the meeting.
- ❖ The President shall be the final authority on all the matters concerning the Union excluding matters concerning election disputes.
- ❖ He shall exercise his voting right in case of a tie when necessary.
- ❖ He shall nominate 07 (seven) members from the Union to the university court in consultation with the General Secretary of the Union.

**18.2 VICE-PRESIDENT:**

In the event of the absence of the President due to leave, illness or any other cause, the Vice-President shall exercise all the powers and functions of the president.

**18.3 GENERAL SECRETARY:**

- ❖ He shall co-ordinate the activities of the sectional Secretaries.
- ❖ He shall arrange meetings and other functions of the Union.
- ❖ He shall represent the Union to the different bodies and authorities of the Universities on behalf of the Union.
- ❖ He shall be the custodian of all the records of the different activities of the Union.

- ❖ He shall keep records of the minutes of all the meetings.
- ❖ He shall be the publisher of all the publications of the Union and he shall be responsible for this.
- ❖ He shall represent as a member to the different committees of the University as provided by the rules and regulations of the university.
- ❖ He shall have to perform any other activity as assigned by the President of the Union from time to time.

#### **18.4 ASSISTANT GENERAL SECRETARY:**

In the event of the absence of the General Secretary, the Assistant General Secretary shall act as the General Secretary and will assume all the powers and functions of the general Secretary.

#### **18.5 SECTIONAL SECRETARIES:**

##### **CLAUSE – I:**

The Sectional Secretaries shall be responsible for their respective activities, while fall under their respective jurisdiction.

##### **CLAUSE – II:**

All the members of the Executive Committee will be jointly responsible for the activities of the Union.

##### **CLAUSE – III:**

Any jurisdictional disputes between / among the Sectional Secretaries shall be resolved by the President in consultation with the Union Executives.

##### **CLAUSE – IV:**

The Sectional Secretaries shall maintain records of the activities of their respective jurisdiction.

#### **18.6 DEPARTMENTAL / CENTRE REPRESENTATIVES:**

The Departmental Representatives and the Representative of the Studies Centres shall take account of the opinions in their respective departments / studies centres as far as possible.

#### **19.0 AMENDMENT:**

##### **CLAUSE – I:**

Any amendment to the constitution relating to a particular Clause, Article or whole of it may be moved by a member of the Union in writing and be submitted to the President of the Union.

##### **CLAUSE – II:**

Such a proposal for amendment shall be admitted for discussion in an Executive Committee meeting, provided it is supported by atleast one-third ( $\frac{1}{3}$ ) of the total member of the Union excluding the fraternal members.



**CLAUSE – III:**

Such an amendment of a particular Clause, Article or whole of it shall be approved at the General Body meeting by one-third ( $\frac{1}{3}$ ) of the Union members present and voting excluding the fraternal members. No other matter shall be discussed in such a meeting.

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**ANNEXURE A**

**SCHEDULE FOR ELECTION OF THE OFFICE BEARERS OF THE EXECUTIVE COMMITTEE DIBRUGARH UNIVERSITY POST GRADUATE STUDENTS' UNION (DUPGSU): (ACADEMIC YEAR)**

1. Date & Time of Issue of Nomination Papers: .....
2. Date & Time for receipt of Nomination Papers: .....
3. Date & Time of Scrutiny of Nomination Papers: .....
4. Date & Time of Publication of list of eligible contesting candidates:.....
5. Last Date for withdrawal of Nominations: .....
6. Date & Time of Publications of Final list of Candidates: .....
7. Date of Election: .....
8. Timings of Voting: .....
9. Counting of Votes:.....

Note: Venue for Submission of Nomination Papers: (To be decided by the Returning Officer)

The Central Election Office shall be located at (*the Office of the Registrar or as decided by the Returning Officer*).

**RETURNING OFFICER**