

# CONSTITUTION OF PRAGJYOTISH COLLEGE STUDENTS' UNION

## PREAMBLE

We, the students of Pragjyotish College, Guwahati 781009, having solemnly resolved to refrain from any form of party politics, sectarianism and communalism, to ensure our physical, mental, spiritual and cultural development, to groom ourselves as conscious and good citizens, to promote fellow feeling and spirit of harmony amongst ourselves irrespective of religion, caste, language, race and gender and, above all, to maintain the discipline and uphold the sanctity of this institution, do hereby adopt, enact and give to ourselves this constitution on this...1st...day of October 2018.

1. Name of the Union: This union shall be known as the Pragjyotish College Students' Union.
2. Definition:
  - (i) Union: Union means the Pragjyotish College Students' Union (PCSU).
  - (ii) General Body: General Body means all the bona fide students of Pragjyotish College.
  - (iii) Committee: Committee means Executive Committee of the Pragjyotish College Students' Union (PCSU).
  - (iv) Committee Members: Members who are elected as Secretaries of the Pragjyotish College Students' Union (PCSU).
  - (v) College: College means Pragjyotish College.

## TERMINATION OF MEMBERSHIP

3. The membership of the Pragjyotish College Students' Union (PCSU) shall be terminated on the following grounds:
  - a) if a student appears the end term examination of the final semester prescribed for a regular course duration,
  - b) if a student leaves the college,
  - c) if a student expires,
  - d) if a student is expelled from the College by the College authority in any circumstances.

## 4. FUNCTIONS OF THE PRAGJYOTISH COLLEGE STUDENTS' UNION

In order to implement the ideas enshrined in the Preamble for the all-round development the Pragjyotish College Students' Union (PCSU) will carry out the following functions:

- a) to extend full cooperation to the authority by playing a lead role in maintaining peace, harmony and academic atmosphere for the sanctity of the college,

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- b) to engage students in social works,
- c) to mobilize public opinion against environmental pollution and to act as per necessity,
- d) to encourage students to take part in and extend cooperation to the debate competitions, seminars, lectures, formation of various forums,
- e) to hold sports tournaments among the students of the College for the improvement of the standard of games and sports in the country and to participate in the competitive games,
- f) to encourage cultural and literary activities among the students and to organize art, music, dance, drama and literary competitions at the College with a view to providing a springboard to the budding talents,
- g) to organize educational tours, excursions, etc.,
- h) to participate in competitions and Youth Festival under Gauhati University,
- i) to arrange the commemoration of illustrious persons.

**THE EXECUTIVE COMMITTEE OF PRAGJYOTISH COLLEGE STUDENTS' UNION**

5. There shall be an executive committee of the Pragjyotish College Students' Union (PCSU) for the proper execution of the functions mentioned in article 4.

5.1 The Executive Committee of the PCSU will be constituted with the following Office Bearers.

<u>Portfolio</u>	<u>No. of post</u>
a) President	One
b) Vice President	One (reserved for girls)
c) General Secretary (GS)	One
d) Assistant General Secretary (AGS)	One
e) Assistant General Secretary (AGS)	One (reserved for girls)
f) General Sports Secretary	One
g) Minor Games Secretary	One
h) Cricket Secretary	One
i) Gymnasium Secretary	One
j) Debate & symposium Secretary	One
k) Cultural Secretary	One
l) Music Secretary	One
m) Editor, College Magazine	One
n) Social service Secretary	One

- o) Girls' Common Room Secretary One (reserved for girls)
- p) Boys' Common Room Secretary One (reserved for boys)

5.2 Students of the Fifth Sem. of the Under Graduate (UG) courses shall contest for the post of the President mentioned in Article 5.1 (a)

5.3 Girl students of the Third Sem. of the UG courses shall contest for the post of Vice President mentioned in Article 5.1(b)

5.4

a) Students of the First Sem. and Third Sem. of the UG courses shall contest for the portfolio of 5.1(c),(d),(e),(f), (g),(h),(i),(j),(k),(l),(m) and (n).

b) Girl students of the First and Third Sem. of the UG courses shall contest for the portfolios mentioned in Article 5.1 (e) and (o).

c) Boy students of the First and Third Sem. of the UG courses shall contest for the portfolios mentioned in Article 5.1 (p)

6. The term of office for the Office Bearers mentioned in Article 5.1 will be **one** year only.

#### 7. Eligibility Criteria for Candidates

a) All bona fide students have the right to take part in the process of the PCSU election.

Students admitted to any of the regular and provincialised courses (i.e. BA and BSc) strictly under Gauhati University at Pragjyotish College are bona fide students of this institution.

b) Undergraduate students between the age of 17 and 22 years may contest in the PCSU election.

c) Students who have no academic arrears shall be eligible to contest in the PCSU election.

d) Students whose average class <sup>Jan</sup> attendance is less than **75%** shall not be eligible to contest in the PCSU election.

e) A candidate shall get one opportunity to contest for a post of Office Bearer.

f) 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 misdemeanor. The candidate shall also not have been subject to any disciplinary action by the College authority.

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g) A contesting candidate can propose or support another candidate.

h) A candidate can voluntarily withdraw his/her candidature. The opinion of his/her proposer or supporter shall have no say over the candidate's decision.

8. The Office Bearers mentioned in Article 5.1 must be directly elected by the bona fide students of the College.

9. Class/Stream/Departmental Representatives

<u>Class/Stream/Departmental Representative</u>	<u>Number</u>
HS 1st year (Arts/Science/Commerce)	One
HS 2ndYear (Arts/ Science/Commerce)	One
BCom (1st/3rd /5th Sem.)	One
BCA (1st/3rd /5th Sem.)	One
BBA (1st/3rd /5th Sem.)	One
<u>Post Graduate (PG)(1st/3rd Sem.)</u>	<u>One</u>
	6(Six)

- a) The Class/Stream/Departmental Representatives mentioned in Article 9 must be elected only by the students of the respective classes/streams/depts.
- b) The Class/Stream/Departmental Representatives will liaise with the Executive Committee about grievances, facilities or any other issue(s) of that particular class/stream/dept. to which they belong. However, they will not be members of the Executive Committee of the PCSU, but they may be invited to the Executive Committee meetings to discuss their problems. If necessary they can directly communicate their grievances to the College authority.

10. Duration of the PCSU Election Process

- a) The entire process of elections, commencing from the date of filling of nomination papers to the date of declaration of results, including the campaign period must be completed within 10 (ten) days.
- b) The PCSU election shall be held annually and the same shall be completed as per the academic calendar of Gauhati University/College.

11. Election Commission

The Principal shall constitute an election commission as per the recommendations of the Lyngdoh Committee Report accepted by the Hon'ble Supreme Court for implementation.

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- a) The election commission mentioned in Article 11 shall conduct the election to the PCSU.
- b) The election commission will make all necessary arrangements for the conduct of election and the decision of the commission shall be treated as final.
- c) Any complaint regarding the election process must be submitted in writing to the Grievance Redressal Cell within a period of 3 weeks from the date of declaration of the election results.
- d) The election commission shall consider the complaint and the decision of the election commission shall be treated as final and binding.

13. Nomination papers for the post of Office Bearers of the PCSU and the Class/Stream/Departmental Representatives are to be submitted as per election notification.

14. The newly elected Executive Committee shall assume office within 10 (ten) working days after the declaration of the election results, and the Principal shall conduct the swearing-in ceremony.

15. As per the academic calendar of Gauhati University/College, the process of forming the next Executive Committee must be initiated at least 10 (ten) days ahead of the completion of the term of the incumbent Executive Committee.

16. In the event of the occurrence of any vacancy in the post of General Secretary (GS) or Assistant General Secretary (AGS) or both at the time or any other Office Bearer, the President is empowered to nominate any one from the Executive Committee to such posts in consultation with the Principal and the Prof-in-Charge.

17. The College magazine titled *Pragjyotishiya* will be published annually in Assamese and English.

## **18. Duties and Responsibilities of the Office Bearers**

### **18.1 President**

- a) The President will preside over the General meeting and the Executive Committee meeting of the PCSU.
- b) The President will have no voting power in the normal circumstances. However, in the event of voting equally divided, the President shall have the power to exercise the casting vote.

) All PCSU bills sent to the Principal for approval shall have to be signed by the President of the PCSU and duly forwarded by the Professor-in-Charge of the portfolio concerned to the Treasurer for verification and recommendation.

18.2 In the absence of the President, the Vice President will conduct the proceeding of the meeting.

### 18.3 General Secretary (GS)

a) In consultation with the President, the GS will convene the General meeting and the Executive Committee meeting.

b) The GS will execute the decisions of the Executive Committee meeting and the General meeting. The meeting must be held on the College premises with due permission from the Principal.

c) The GS is responsible for holding the Fresher's Social, Farewell meeting, College Week, condolence meeting, birth and death anniversaries, festivals, etc.

d) He/she will coordinate the functions among the secretaries of different portfolios.

e) He/she will maintain and preserve the files and documents of the PCSU.

### 18.4 Assistant General Secretary (AGS)

a) The two AGSs will assist the GS in all matters.

b) In the absence of the GS, one of the AGSs will act as the GS on the nomination of President and with the approval of the Executive Committee.

c) In addition to the matters referred to in 18.4 (a) and (b) above the AGSs will arrange exhibition held during the College week.

d) The AGSs are in charge of the Union Office and the furniture therein.

### 18.5 Other Office Bearers

The other Office Bearers will take all necessary measures to realize the goal and objectives set in the Preamble and the duties and responsibilities mentioned in Article 4.

### 19. Professor-in-Charge (Prof-in-Charge)

a) The Principal will select a Professor-in-Charge for each portfolio from among the teachers to advise and instruct the officer Bearer concerned.

b) The Prof-in-Charge will act as advisers.

c) The Principal will select a Treasurer from the teachers, who will actively assist him with the maintenance of the accounts of the PCSU.

d) The Secretary of each portfolio will prepare and submit the annual budget and accordingly utilise the allocated fund in consultation with the Prof-in-Charge concerned.

Cash memos and vouchers without the counter-signature from the Prof-in-Charge are not to be approved by the Principal.

- ) The Secretary of each portfolio will prepare a stock-book and each entry must be signed by the Prof-in-Charge concerned. The Secretary concerned will have to deposit the College materials within 7 (seven) days from the closing of College Week to the Prof-in-Charge concerned, who will issue a written acknowledgement.

20. If a member of the Executive Committee desires to resign, he/she is to submit the resignation letter to the President of the PCSU. If the President accepts the resignation letter, the post will be treated as vacant. The President shall fill in such a vacant post as per the provision given in Article 16.

21. The Principal may ask a Member of the Executive Committee to resign if the Member goes against the institution and violates the PCSU Constitution. The Principal may dismiss such a Member in the event of refusal to resign.

### 22. The Fund of the PCSU

a) The PCSU fees collected from the students of the College shall constitute its fund. This fund shall be controlled and operated by the Principal of the College.

b) The first meeting held immediately after the assumption of the office by the Executive Committee shall prepare a new budget for the session and the Secretary of each section will spend as per the budgetary allocation/provision.

c) An amount of 2% of the total PCSU funds shall be earmarked for the PCSU students' welfare fund every year.

### 3. Notice for PCSU meetings

a) In consultation with the President, the GS may convene a general meeting serving a seven-day notice and an Executive Committee meeting serving a three-day notice with the prior permission from the Principal.

b) Decisions and Resolutions in the general meeting and the Executive Committee will be adopted on the basis of simple majority.

c) If one-fourth of the total students submit a signed application to the President demanding a Requisition Meeting, the President may convene such a meeting by fixing a date with the prior permission from the Principal.

d) The Requisition Meeting can adopt a resolution against the Executive Committee itself or any of its members with a two-third majority of the students present, which may be sent to the Principal for consideration and necessary action.

e) Emergency meeting can be held at short notice in the event of any exigency.

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24. Quorum

The presence of **one-third** of the total number of general members shall form quorum for the General Body meeting and **one-third** of the Office Bearers for the Executive Committee.

The lack of quorum will lead to the adjournment of the meeting. But the adjourned meeting will not require quorum for the next sitting.

25. Consecutive absence from three meetings

If an Office Bearer remains consecutively absent from three meetings without any information to the President of the PCSU, he or she shall lose the portfolio.

26. Amendment of the Constitution

a) The PCSU Constitution can be amended in a general meeting with the support of three-fourth majority of the members present. The Constitution cannot be amended in an adjourned meeting.

b) The Principal shall be entitled to ~~suo~~<sup>motu</sup> propose amendments to the existing Constitution by referring the same to a committee of experts.

27. Dismissal/ Reconstitution of the Executive Committee

In the event of serious difference of opinions among the Executive Committee members or in the possibility of the disruption of law and order within the Institution for reasons whatsoever, the Principal shall suspend the Executive Committee and shall take all necessary steps to break the deadlock.

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The Draft Constitution of the PCSU is prepared by the Committee for Drafting the PCSU Constitution

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