

# THE CONSTITUTION OF NABINCHANDRA COLLEGE STUDENTS UNION



**NABINCHANDRA COLLEGE, BADARPUR  
KARIMGANJ : ASSAM**



# THE CONSTITUTION OF NABIN CHANDRA COLLEGE STUDENTS' UNION

With a view to developing leadership qualities and healthy competition in sports , games and cultural activities as well as a spirit of unity and fraternity amongst the students, the Students' Union will be organised as described hereunder and the same will function under direct guidance and supervision of the teachers of Nabin Chandra College, Badarpur.

## 1. Structure and Organisation

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

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

<u>No. of Students</u>	<u>No of CR</u>
(a) 1 to 40	1
(b) 41 to 80	2
(c) 81 to 120	3 and so on

*Contd .to. P/2*

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

**1.2 Office Bearers** : The Union shall consist of various office bearers to be elected by the Class Representatives . It shall consist of the following office bearers.

- ( a ) President : Principal of the college ( Ex-officio )
- ( b ) Vice-President : Reserved for CRs elected from T.D.C Part – III Class.
- ( c ) General Secretary : Reserved for CRs elected from TDC Part – II Class.
- ( d ) Asstt. General Secretary : Reserved for CRs elected from HS Second Year Class.
- ( e ) Cultural Secretary : Open to all.
- ( f ) Asstt. Cultural Secretary : Open to all.
- ( g ) Sports Secretary : Open to all.
- ( h ) Asstt. Sports Secretary : Open to all.
- ( i ) Magazine Secretary : Open to all.
- ( j ) Boys' Common Room Secretary : Reserved for a male CR.
- ( k ) Girls' Common Room Secretary : Reserved for a female CR.

## 2. Election Procedure

**2.1 First Phase ( Election of CRs )** : Each class shall elect its stipulated number of representatives to the Union by secret ballot. All bonafide students possessing valid identity cards are eligible to cast their votes in favour of candidates of their choice on the day of election .The list of bonafide electors shall be published

*Contd .to. P/3*

by the Principal / Returning Officer for information of all concerned . The poll shall be conducted in various classes on the same or different dates as convenient.

**2.2 Second Phase ( Election of office bearers )** : The elected representatives from various classes shall elect the office bearers of the Union on the date and time announced by the appropriate authority. After completion of election of office bearers , the oath-taking ceremony will take place and the Union will formally assume charge of office.

### 3. Election Schedule

Date and time of election will be declared by the Principal in consultation with the teachers' council after the admission process in the college is over.

**3.1 First Phase Election** : The schedule for first phase election will be as follows .

- ( a ) **Day 1 and day 2** : Announcement of election schedule and collection of nomination papers.
  - ( b ) **Day 3** : Submission of nomination papers.
  - ( c ) **Day 4** : Scrutiny of nomination papers ; publication of the list of valid names of candidates ; withdrawal of nominations .
  - ( d ) **Day 5** : Publication of list of final contesting candidates and its announcement in classes and notice board ; preparation for election .
  - ( e ) **Day 6** : Conduct of polls and counting and announcement of results .
- The first phase will conclude after representatives from all classes are elected .

*Contd .to. P/4*

**3.2 Second Phase Election** : The schedule for the second phase of election shall be announced within seven days from the date of completion of the first phase. This will be as follows .

- ( a ) Day 1 and day 2 : Announcement of election schedule and collection and submission of nomination papers.
- ( b ) Day 3 : Scrutiny and withdrawal of nominations .
- ( c ) Day 4 : Publication of the final list of contesting candidates and its notification among class representatives .
- ( d ) Day 5 : Conduct of polls, if necessary , and announcement of results.
- ( e ) Oath-taking ceremony will take place within the next fifteen days.

N.B. Minor changes in the election schedule may be effected by the Principal / Returning Officer if situation calls for.

## 4. Fees and Security Money

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

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

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

*Contd. to. P/5*

**4.3 Security Money** : It is to be paid by all candidates who submit nominations . The security money for the winning candidate, candidates securing at least one-fourth of the votes of the candidate polling the highest number of votes and for those withdrawing nominations within the stipulated time period is refundable . For all others , it is non-refundable.

## 5. Rules and Eligibility Criteria

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

**5.1** All regular fulltime students on the rolls of the college shall form the Nabin Chandra College Students' Union. The Principal shall be the President of the Union.

**5.2** Activities of the Students' Union will include ( a ) Meetings and Debates ( b ) Games and Sports ( c ) Yoga and Athletics ( d ) College Magazine ( e ) Cultural activities .

**5.3** For management and conduct of the aforesaid activities, there shall be various office bearers as provided in clause 1.2 of the constitution .

**5.4** The General Secretary of the Union, in addition of his/her normal duties of co-ordination among various departments, shall be in charge of social services within the campus.

*Contd to P/6*

5.5 The Vice-President of the Union or any other person shall preside over the meetings of the Union if and when he/she is asked in writing to do so by the President. Any meeting conducted in contrary to this shall be void and illegal.

5.6 In the absence of the Principal, the officiating Principal shall preside over the Union meeting.

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

5.8 The term of office of the union shall begin from the day the members and office bearers take oath and end on the day of the commencement of the first final examination.

5.9 The college authority preferably in consultation with the Teachers' Council , is entitled to amend some existing rules and / or frame new rules keeping in view the changing needs and prevailing circumstances.

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

5.11 The authority conducting election is solely authorised to publicise the names of candidates seeking election. A uniform and impartial policy shall be adopted by the authority in this matter. The names of candidates shall be notified by the authority in a separate notice board and announced in respective classes at least

twice for information of all concerned students. An individual candidate is not allowed to campaign or resort to any sort of publicity for his/her candidature by means of printed posters, banners, leaflets, gatherings and meetings inside or outside college campus, violation of which shall render a candidate disqualified for election. However platform lectures by candidates to be arranged and conducted by college authority are allowed.

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

5.13 During the period of election, no person who is not a student on the rolls of the college shall be permitted to take part in the election process in any capacity or in any manner. Any candidate violating this rule shall be subject to disciplinary proceedings in addition to cancellation of his/her candidature.

5.14 The entire process of election of a particular phase commencing from the date of filing of nomination papers to the date of declaration of results should not exceed six days excluding Sundays and holidays.

5.15 Although there is no particular minimum marks to be attained by a candidate, the candidate should in no event have any academic arrears in the year of contesting the election.

5.16 The candidate shall have attained the minimum percentage of attendance as prescribed by the University/Council or 75% attendance whichever is higher.



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

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

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

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

5.21 There shall be one Returning Officer ( Vice Principal – ex-officio ) and two election officers to be appointed by the Principal in consultation with the Teachers' Council to administer and conduct the entire process of election.

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

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

*Contd to P/9*

5.24 Under no circumstances , an outsider ( who is not an employee of the college ) shall be engaged in election duty.

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

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

5.27 In the event of no female member ( CR ) being elected to the Union , despite there being reservation for them , the President ( Principal ) has the discretion to nominate one female member to the Union, provided she fulfills all eligibility criteria.

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

Contd. to P/10

5.29 The decision of the college authority about any matter relating to the Students Union including holding of election, is final and binding.

**Drafting Committee**

- 1. Mrinal Kanti Bhattacharya .....  
( Principal ) Mrinal Kanti Bhattacharya  
Chairman 18/5/07
- 2. Rajat Bhattacharya .....  
( Deptt. of English ) Rajat Bhattacharya  
Member 18/5/07
- 3. Arun Kumar Sen .....  
( Deptt. of Economics ) Arun Kumar Sen  
Member 16.05.07
- 4. Mortuja Hussain .....  
( Deptt. of English ) Md. Mortuja Hussain  
Member 16/5/07
- 5. Debojyoti Dasgupta .....  
( Deptt. of Political Science ) Debojyoti Dasgupta  
Member
- 6. Joyanal Abedin Tapader .....  
( Deptt. of Commerce ) Joyanal Abedin Tapader  
Member

**Nabin Chandra College**  
P.O.- Badarpur, Dist - Karimganj  
Pin - 788806  
Dated 16 May, 2007



*[Signature]*  
**Shri Gautam Roy**

Hon'ble Minister  
Excise and Border Area Development  
Govt. Of Assam  
&  
President, Governing Body  
Nabin Chandra College, Badarpur

*[Signature]*  
Principal  
Nabin Chandra College  
Badarpur  
18/5/07

# **NABINCHANDRA COLLEGE, BADARPUR**

## **Prelude to the 1<sup>st</sup> Amendment of the Constitution of Students' Union**

In view of the experience gathered by the Election Cell in conducting Students' Union elections as per the Constitution of Students' Union adopted on 20-05-2007 and also keeping in mind the changing situation, it was felt that some modifications need to be made in the constitution.

The matter was discussed in the meeting dated 02-07-2015 of the college Governing Body and after detailed discussion the Governing Body authorized the Teachers' Council vide its Resolution No. 14 to suggest whether any review of the Constitution of Students' Union is necessary.

Accordingly, the Teachers' Council in its meeting dated 04-07-2015 formed a Constitution Review Committee vide Resolution No. 5(O) with the following members.

1. Dr. Mahtabur Rahman
2. Shri Arun Kumar Sen
3. Joynal Abedin Tafader
4. Shri Santosh Kumar Dey
5. Debojyoti Dasgupta
6. Dr. Fazlur Rahman Laskar
7. Monjurul Hoque

The Review Committee submitted its report dated 28-08-2015 to the Teachers' Council and after threadbare discussion in its meeting dated 09-09-2015, the Teachers' Council unanimously approved the amendments suggested by the Review Committee vide its Resolution No. (2), subject to final approval by the Governing Body.

The Governing Body vide its Resolution No. 6 dated 27-06-2016 approved and adopted the 1<sup>st</sup> Amendment of the Constitution of Students' Union suggested by the Review Committee and approved by the Teachers' Council. The Amendment comes into force w.e.f. 27-06-2016.



# NABINCHANDRA COLLEGE, BADARPUR

## 1<sup>st</sup> Amendment of the Constitution of Students' Union (Effective from 27-06-2016)

1. Under clause 1 (Structure and Organization), the line "The Students' Union shall consists of the president, office bearers and remaining class representatives as members" is added at the end of the para.
2. Under clause 1.1, the proportion of class representatives to be elected for various classes is amended as under:

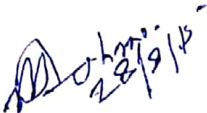
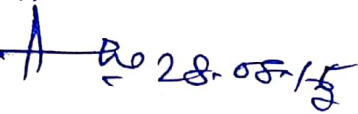
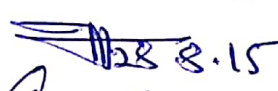
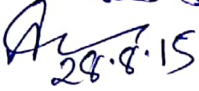

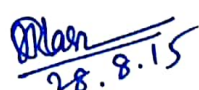

<u>No of Students</u>	<u>No of CR</u>
(a) 1 to 80	1
(b) 81 to 160	2
(c) 161 to 240	3 and so on

3. Under clause 1.2 (office bearers), the lines "The Union shall consist of various office bearers to be elected by the class representatives. It shall consist of the following office bearers" are replaced by "The union shall have the following office bearers to be elected by the Class Representatives from amongst themselves."
4. Under clause 1.2 sub-point b & c, the words "5<sup>th</sup>/6<sup>th</sup> Semester" and "3<sup>rd</sup>/4<sup>th</sup> Semester" are added respectively after "TDC part III class" and "TDC Part II class."
5. Under sub-clause 1.2, at the end the following lines are added "For the post of VP & GS, if no CRs are elected from the specified classes or if the elected CRs are not willing to contest for the said posts, then the posts shall be made open to all CRs elected from Degree classes.

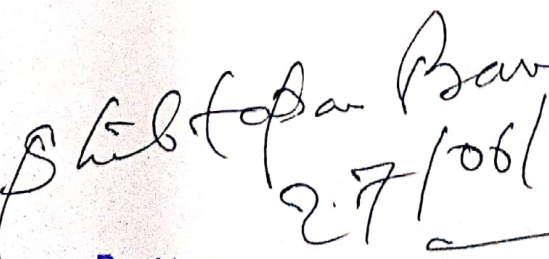
Similarly, for the post of AGS, if CRs could not be elected from the specified class or if the elected CRs are not willing to contest for the said post, then the post shall be made open to all CRs elected from H.S. Classes.

6. At the end of clause 2.2, the following para is added  
"However, the second phase of election for the formation of students' union shall be held only if:  
(a) At least 30% of the classes, separately of H.S. & TDC have their elected CRs.  
(b) Candidates for the portfolios of VP & GS are available as per provisions of clause 1.2
7. The clause 4.3 (Security Money) is deleted.
8. Under the clause 5.8, the words "first final examination" are replaced by the words "TDC Even Semester Examinations."

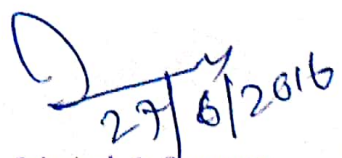
**Review Committee:**

1. Dr. Mahtabur Rahman 
2. Shri Arun Kumar Sen 
3. Joynal Abedin Tafader 
4. Shri Santosh Kumar Dey 
5. Debojyoti Dasgupta 
6. Dr. Fazlur Rahman Laskar 
7. Monjurul Hoque 

Approved

  
2.7/06/2016

President  
Governing Body  
N.C. College, Badarpur  
Dist. Karimganj, Assam.

  
27/6/2016

Principal & Secretary,  
NABINCHANDRA COLLEGE,  
P.O. Badarpur, Dt. Karimganj. (Assam)