

CONSTITUTION

of the

Bijni College

Students' Union



Bijni College, Bijni

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Students' Union

Adopted in the General Meeting of the students held on 07-11-1998 & modified as per the Hon'ble Supreme Court of India dated 22-09-2006 and notified by the Office of the Director of Higher Education, Govt. of Assam vide Letter No. PC/HE/CC.13/2006/16 dated 18-11-2006.

Further amended on the 11th November, 2021 as per the Govt. of Assam Official Memorandum No. AHE.354/2021/8 dated the Dispur, 6th September, 2021 and notified vide Letter No. PC/HE/Misc/42/2020/51 dated Kahilipara, the 6th September, 2021 and ratified by the Students' General Body.

Date of Publication February, 2022

PREAMBLE

We the students of Bijni College, expressing our strong and sincere willingness to constitute a Students' Union to Guide, Govern, Control and Manage the activities of the Students' Union of Bijni College, Bijni and to secure to all its members an atmosphere of highly educative and moral value and to promote amongst them all, harmony and the spirit of common brotherhood transcending religious, linguistic and cultural diversities; assuring the freedom and dignity of each and every student, head of the institution, the teaching staff, the officials and other employees of this college, in our General meeting this day of 7th November, 1998 do hereby adopt enact and give to ourselves this constitution.

Constitution Drafting Committee: -

Chairman : Prof. S. K. Ghosh.

Convenor : Prof. M. Sarma.

Members :

- 1. Prof. D. N. Medhi.**
- 2. Prof. P. C. Das.**
- 3. Prof. S. K. Pasayat.**
- 4. Prof. K. Pathak.**
- 5. Prof. K. R. Gurung.**
- 6. Mr. Katiram Narzary, G.S., 1997- 98**
- 7. Mr. Manik Mahanta, V.P., 1997-98**

Constitution of the Bijni College Students' Union

Part - I

Article – 1 : NAME

The Students' Union of Bijni College shall be named “**Bijni College Students' Union**” here-in-after be called ‘Union’ in short.

Article – 2 : AIMS AND OBJECTIVES OF THE UNION :

- A. The Union shall strive to establish and promote a healthy and moral atmosphere amongst the students.
- B. The Union shall strive to maintain and foster unity, discipline, and a sense of fellow feelings among the students.
- C. The union shall endeavour to encourage and promote amongst the students healthy competitions in various curricular and extracurricular activities.
- D. The Union shall extend whole hearted to the administration in the general interest of the college as when necessary.
- E. It shall strive to encourage settlement of dispute arising out of any issue concerning the students, the teachers and other employees of the college through mutual understanding and negotiations.
- F. It shall be the obligation of Union to organise different functions such as Freshers' Social, Parting Social, Annual College Week Festival, different cultural functions, Debate and symposia, publication of the college magazine, wall magazine, Social service activities and such other functions connected with the welfare and upliftment of the students and the institution as a whole.

Article – 3 : MEMBERSHIP OF THE UNION

Membership of the union is compulsory. Only a bonafied student of the college shall be the member of the union provided he has paid-up the membership fees of the union.

Article – 4 : DISQUALIFICATION OF MEMBERS

The authority is vested with the power to disqualify a member of the union if he/she intentionally violates the provisions of the constitution. Of course, before taking such a step the authority should consult the Executive Body.

Explanation : In the above article – 4, ‘Authority’ means the Principal of the College.

Part - II

Article – 5 : EXECUTIVE BODY OF THE UNION

There shall be an Executive Body of the union headed by the Principal of the College, who shall be the Ex-Officio president of the Union.

Article – 6 : COMPOSITION OF THE EXECUTIVE BODY

The Executive Body of the union shall consist of the following:-

1. President
2. General Secretary
3. Assistant General Secretary
4. Secretary for Games and Sports
5. Secretary for Literary Activities
6. Secretary for Cultural Activities
7. Magazine Secretary
8. Class Representative for TDC 1st Year (Arts & Science)
9. Class Representative for TDC 2nd Year (Arts & Science)
10. Class Representative for TDC 3rd Year (Arts & Science)
11. Class Representative for HS classes (1st Year & 2nd Year, Arts & Science)

Provision :- The contestant for the office of the President must always be from 5th Semester T.D.C. Class whereas the contestant for the office of the General Secretary shall be always either from T.D.C. 1st year class or T.D.C. 2nd year Class.

(C) **Prof-in-charge :** The Principal shall nominate one Prof-in-charge for each portfolio as enumerated in Article 6 above in the Executive Body of the union in its first meeting, who have only the right to suggestion.

(D) The President, all the Secretaries and class Representatives shall be elected by secret ballot directly by the student voters. The Class Representatives shall be elected by the students voters of the respective class.

Article – 7 :- FUNCTIONS OF THE EXECUTIVE BODY

President :- The President shall preside over all the meetings of the Executive Body. He/She shall also preside over the meetings of the Freshers' and College Week functions and any other such functions organised/conducted by the Bijni College Students Union. He/She shall be the signatory to any Activities with any other Institutional Students Unions in matters of representation.

General Secretary :

1. It shall be the responsibility of the General Secretary to convene different meetings of the Executive Body and the General meetings of the students as and when necessary with the prior permission of the president. Normally, the members of the Executive Body should meet at least once in a month.
2. He/She shall supervise and Co-ordinate the activities of the different Secretaries from time to time.
3. He/She shall play the key role in managing major functions like Fresher's Social and the Annual College Week Festival.
4. He/She shall maintain the records and proceedings of each meeting.
5. In case of any portfolio/department lying defunct, owing to the negligence or long absence of the secretary concerned or any other causes, the general secretary shall assume to himself all the functions of such department with the prior consultation of the president.
6. He/She shall be the custodian of all assets of the students' union.

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

Secretary for Games & Sports - The Secretary for Games & Sports shall be responsible for organising competitions in athletics, foot-ball, volley-ball and any other similar games especially during college festival. And also he shall be responsible for sending out college team to participate in various Inter-College tournaments in consultation with the Prof-in-charge subject to the approval by the President in Consultation with the Principal.

Secretary for Literary Activities – Normally, the Secretary of Literary Activities shall be responsible for arranging different competitions among the students during college week such as spot writing competitions on story, poem, article etc.

Secretary for Magazine – Magazine Secretary shall have to take necessary steps for the publication of annual college magazine namely “**Bijni College Magazine**” in 4 (four) languages i.e. English Assamese, Bodo, Bengali and also the Wall Magazine from time to time under the direct guidance and control of Prof.-in-charge concerned.

Secretary for Cultural Activities – Normally, the Secretary for Cultural Activities shall undertake the responsibility of organising cultural programmes in connection with

different festivals in the college. But it shall be his special responsibility to hold various competitions such as music, song, drama etc. during the Annual College Week Festival and also he shall make necessary arrangement for sending students representatives to outside competitions in consultation with the Prof-in-charge.

He/She has to organise and hold Exhibition cum Competition on various items of Fine Arts during the College Week in consultation with the Prof-in-charge.

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

Part - III

Article – 8 :- POWER AND FUNCTIONS OF THE PRESIDENT :

- A. The President of the union shall preside over the meetings of the Executive Body and the general meetings of the union.
- B. All the debatable points and controversial issues at the meetings of the Executive Body shall be put to vote by the president.
- C. Normally, the president shall not have the right to vote but he shall have a casting vote in the case of a tie.
- D. On the ground of non-attendance of 3 (three) consecutive meetings of the Executive Body by an executive member without furnishing and genuine reasons, the president shall have the right to disqualify such member in consultation with the authority.
- E. In the event of serious irregularities and indiscipline relating to the functioning of the Executive Body, the President shall have the prerogative to suspend or dissolve the Executive Body of the union with the prior approval of the Governing Body.
- F. Resolutions adopted at the meetings of the Executive Body must be countersigned/ passed by the president.

Article – 9 :- POWERS AND FUNCTIONS OF THE PROF-IN-CHARGE

- b. Prof-in-charge of each section of the Executive Body of the union shall advise and guide the respective secretaries in discharging their duties properly.
- c. Amount as earmarked in the Executive Body's meetings shall be realised through the respective Prof-in-charge.

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

Article – 10 :- FUNDS OF THE UNION

- A. The Funds of the union shall be created out of the subscription realised from the students at a rate prescribed by the authority at the time of admission to the college.
- B. The Principal of the college shall be the custodian of the Funds of the Union and shall operate the Funds. Principal shall also finalise the accounts.
- C. The amount to be received by the respective section/deptt. shall be allotted by the principal.

Article – 11 :- TERM OF OFFICE:

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

Explanation: The year of the union shall be counted from the date of taking over charges from the previous Union Body. As soon as the new academic year begins the election of the Students' Union Body must be held. The entire process of election and the handing over the charge to the new body must be completed within the month of September every year. In case of in consultation with the Executive Body.

Article – 12 :- MEETINGS

At least 3 (three) days notice shall be required to convene the meetings of the Executive Body as well as the general meetings of the student union. Of course, in emergent situation one day's notice shall be sufficient to hold any kind of meeting. In such case, president should convene the meeting.

Article – 13 :- QUORUM

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

Article -14 :- AMENDMENT

Any provision of this constitution is subject to amendment provided a proposal for amendment is initiated by at least 100 students. Such a proposal shall have to be passed by a majority of not less than two-thirds of the total members of the Executive Body with in a period of 20 days from the date of initiating the proposal. The amendment shall be effective as soon as the president gives his assent to the proposal.

Part - IV

Article – 15 : CONDUCT OF ELECTION :

- a. **Formation of Election Committee:** For the purpose of conducting the election to the Union Body, Principal shall constitute one Election Committee 15 days before the election comprising the following persons: -
1. Election Commissioner
 2. One Returning officer from the teaching staff - Convenor
 3. Four Assistant Returning Officers - Member
 4. Vice-Principal - Member
 5. Four Faculties - Member
 6. President, BCSU - Member
 7. General Secretary, BCSU - Member
- b. The Returning Officer shall have to shoulder the responsibility of the entire process of election.
- c. He shall appoint presiding officer, polling officers, scrutinisers and the counting officers for the smooth conduct of the election from among the staff.
- d. Generally, he shall be guided by the Rules and Regulations enumerated in Article 17 (A) of the constitution for the purpose of conducting the election. But he shall have some discretionary powers for ensuring free and fair election if situation so demands.
- e. On all points of disputes and controversies relating to election, the decision of the Election Committee shall be final and binding.

Article-16 (A) :- RULES AND REGULATIONS OF THE ELECTION

- i. Election to the Union Body shall have to be held sometime in the month of September in every calendar year.

- ii. The Principal shall notify the date of election 21 days ahead so that nomination papers are filled and properly scrutinised before the election takes place. 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 should not exceed 10 days.
- iii. The contestants, the proposers, the supporters as well as the voters must be the regular students of the college.

Explanation of Regular students: Regular students are those who have duly got themselves admitted to the regular courses (minimum one year in direct learning method) of the college and who have been paying regularly their session fees. Also a student shall be able to make himself or herself a regular student provided he/she gets admitted to the college at least one week before the filling of nomination papers of the election of the Union Body.

- iv. The voters must produce their current college identify card before the polling officer at the polling booth.
- v. Voters must cast their votes putting a cross mark (X) in the space specified against the name of the candidate of his/her choice.
- vi. No student shall be allowed to contest the election under the banner of any political party and organisation.
- vii. Only one polling agent for each candidate in a polling booth shall be allowed at a time. Of course, there shall be the provision for a reliever.
- viii. No voter shall be allowed to propose and second the name of more than one candidate.
- ix. Pestering and writing on the wall etc. inside the college campus is strictly prohibited.
- x. The date and time of filling up of nomination papers and their withdrawal shall be determined by the Returning Officer.
- xi. Only one counting agent for each candidate shall be allowed in the counting centre at a time. Of course, there shall be provision for reliever.
- xii. Process of voting and counting of votes shall be determined by the Returning Officer in consultation with the election committee.
- xiii. Immediate after the close of poll, the ballot boxes used, duly signed by the presiding officer, polling officers and the polling agents, shall be deposited in the custody of the principal.

- xiv. At the time of filling nomination papers, the candidates, the proposers and supporters must be physically present and they shall to show their current college identity cards to the Returning Officer or other concerned officials.
- xv. With regard to withdrawal of nomination papers too, the candidate shall have to be physically present. In the absence of the candidate due to various reasons, proposer or his supporter shall have the right to withdraw the nomination papers subject to the production of a letter of authority before the Returning Officer duly signed by the candidate. In both the cases production of the current college identity card by the candidate, proposer and supporter is compulsory.
- xvi. Dummy ballots is not allowed inside the booth at the time of voting.
- xvii. While filling up nomination papers everything in detail must be written correctly. Otherwise the nomination papers may be rejected.

Article-16 (B): VOTER'S LIST:

Voter's list shall be prepared and published 5 (five) days before the filling of nomination papers. Complaint regarding non- entry of any name in to the voter's list shall be entertained in the first 3 days and in the last 2 days additional and final voter's list shall be published.

Article-16 (C): ELECTION COMPLAIN:

On the grounds of ringing, anomaly in voter's list and counting etc. the candidate shall have the right to lodge complain during the process. The ruling of the Returning Officer/Election committee shall be binding in this respect.

Article-16 (D): ELEGIBILITY CRITERIA FOR CANDIDATES

- a. Students between the age of 17 and 22 years may contest elections except in case of class representative for HS classes.
- b. The candidate should in no event have any academic arrears in the year of contesting the election.
- c. The candidate should have attained the minimum percentage of attendance as prescribed by the University of 75%.
- d. The candidate shall have one opportunity to contest for the post of office bearers, and two opportunities to contest for the post of an executive member.

- e. The candidate shall not have a previous criminal record, that is to say he 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/College authorities.
- f. The candidate must be a regular, full time student of the college enrolled in a full time course, the duration being at least one year.
- g. The maximum permitted expenditure per candidate shall be Rs. 5000/-. Each candidate shall within two weeks of the declaration of the result, submit complete and audited accounts to the college/university authorities. The college shall publish such audited accounts within 2 days of submission of such accounts.
- h. The election of the candidate will be nullified in the event of any non-compliance or in the event of any excessive expenditure.
- i. 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.
- j. No candidate shall indulge in or shall abot, 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 groups of students.
- k. Criticism of other candidates, when made, shall be confined to their policies and programmes, 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 candidates. Criticism of other candidates or their supporters based on unverified allegations or distortion shall be avoided.
- l. 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.
- m. All candidates shall be prohibited from indulging or abetting all activities which are considered to be "corrupt practices" and offences, such as bringing of voters, intimidation of voters impersonation of voters, canvassing or 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.
- n. 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 are procured within the expenditure limit set out herein above.

- o. Candidates may only utilize hand-made posters at certain places in the campus, which shall be notified advance by the election commission/university authority.
- p. 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.
- q. During the election period the candidate may hold processions and or procession and or public meetings do not in any manner disturb the classes and other academic and co-curricular activities of the college/university authorities. All candidates shall be held jointly and severally liable for any destruction/defacing of any university/college property.
- r. During the election period the candidate may hold processions and or public meetings, provided that such precession 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.
- s. The use of loudspeakers, vehicles and animals for the purpose of canvassing shall be prohibited.
- t. On the day of polling, student organisations and candidates shall –
 - a. 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.
 - b. Not serve or distribute any catables, or other solid and liquid consumables, except water on polling day.
 - c. Not hand out any propaganda on the polling day.
- u. Excepting the voters, no one without a valid pass/letters of authority from the election commission or from the college/university authorities shall enter the polling booths.
- v. All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 48 hours of the conclusion of polling.
- w. 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 committee/college authorities may also take appropriate disciplinary action against such a violator. (Detailed guidelines in this regard shall be issued by the Returning Officer on the eve of election).

Article-16 (E): ELECTION COMPLAIN

- i. On the grounds of rigging, anomaly in voters list and counting etc. the candidates shall have the right to lodge complain during the process. The ruling of the Returning officer/Election committee shall be binding in this respect.
- ii. The election committee shall arrange for the maintenance of law and order within the campus during the election.

Article – 17 : SWEARING IN CEREMONY

Soon after the result of the election is out, Swearing in cum Charge handover ceremony to the Executive Body shall be arranged. The oath shall be administered to the member by the Principal individually either in English or in Assamese according to one's choice in the following format.

I Sri/Miss do swear in the name God that as of Bijni College Students' Union for the session I shall abide by the rules and regulations of the Institution and faithfully discharge my duties assigned to me by virtue of my portfolio with all sincerity, honesty and integrity.

I also swear not to indulge in any activity that may disrupt the sanctity and serenity of the College and not to do anything detrimental to the greater interest of the student community.

মই শ্ৰী/ শ্ৰীমতী
ঈশ্বৰৰ নামত শপত গ্ৰহণ কৰোঁ যি বৰ্জিনী মহাবিদ্যালয়ৰ শিক্ষাবৰ্ষৰ বাবে
ছাত্ৰ একতা সভাৰ হিচাপে এই অনুষ্ঠানৰ ন্যায় শৃংখলা
মানি চলাব লগতে মোৰ ওপৰত ন্যস্ত কাৰ্য্যসমূহ একাগ্ৰতা, নিষ্ঠা আৰু আন্তৰিকতাৰে পালন
কৰিম।

এই মহাবিদ্যালয়ৰ সামূহিক পবিত্ৰতা ব্যাহত কৰা আৰু বশিষেকৈ ছাত্ৰ সমাজৰ বৃহত্তৰ
স্বাৰ্থৰ পৰিপন্থী কোনো কাৰ্য্যতাত নিজকে লিপ্ত নকৰিম।

आं मुस्त्री/ मुस्त्रीमा..... आ
इसोरखौ साखि दोन्नानै समाय लायोदि, बिजनी सोलोंसालिमानी इं सोलोंथाइ

बोसोरनि थाखाय बिजनी सोलोंसालिमा फरायसा खौसेथि आफादनि.....
बिबानखौ मोन्नानै, बे फसंथाननि माव'वारि नेम-खान्थिफोरखौ मानिनानै सोलिनायजों लोगोसेनो, आंनि
बिबानखौ रुजुननानै गोथार, फोथाय जाथावै गोसो होनानै आंनि मावनांगौ हाबाफोरखौ मावलांगोन ।

आं इसोरखौ साखि दोननानै समाय लाबावोदि, बिजनी सोलोंसालिमानि गोथारथियै जौगानाय,
निजोम थासारिफोरखौ फोजोबस्रानाय आरो फरायसा समाजनि गोजों मुलाम्फानि थाखाय जायखि
जाया खहा जाथाव गात्रि खामानिफोराव गावखौनो नांथाबहोनाय नडा ।

AMENDMENT

The first amendment to the constitution of Bijni College Students' Union is executed on 17th August, 2007 by adopting the recommendations of hon'ble J. M. Lyngdoh committee regarding college and university student election and accepted by Hon'ble Supreme Court of India and the State Govt. of Assam. Accordingly, all the recommendations are adopted and the portfolio of the **President** is taken into the election process by offering it to the students instead of the Principal of the College. As mentioned in **Article – 6** of the above constitution.

AMENDMENT

The second amendment to the constitution of Bijni College Students' Union is executed on 11th November, 2021 after receiving the application from among the students and a Govt. of Assam Official Memorandum No. AHE.354/2021/8 dated the Dispur, 6th September, 2021 Letter No. PC/HE/misc./42/2020/51 dated Kahilipara the 6th September, 2021.

It is amended to preserve the following portfolios for the students' union in place of the portfolios mentioned in **Article – 6** of the above constitution.

List of Amended Portfolios –

1. President
2. General Secretary
3. Assistant General Secretary
4. Secretary for Games and Sports
5. Secretary for Literary Activities
6. Secretary for Cultural Activities
7. Magazine Secretary
8. Class Representative for TDC 1st Year (Arts & Science)
9. Class Representative for TDC 2nd Year (Arts & Science)
10. Class Representative for TDC 3rd Year (Arts & Science)
11. Class Representative for HS classes (1st Year & 2nd Year, Arts & Science)