

**Ordinances on the Constitution and Functioning
of the Bhattadev University Students' Union**



**Bhattadev University, Bajali,
Pathsala, Assam-781325, India.**



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Article 1: Introduction

In order to promote and safeguard the genuine interests of the student community in a democratic manner and to pave the way for their development and progress, Bhattadev University adopts the ordinances of Bhattadev University Students' Union laying emphasis on the recommendations of the J. M. Lyngdoh committee pursuant to an order of the Hon'ble Supreme Court on 2nd December, 2005. It also aims to create an association between the administration and the students of Bhattdev University.

The ordinances of the Bhattadev University Students' Union resolve that the students shall refrain from any form of party politics and communalism, ensure their physical, mental, spiritual and cultural development, to groom themselves as conscious and responsible citizens; promote fellow feeling and spirit of harmony among themselves irrespective of religion, caste, language, race and gender and, above all, maintain the discipline and uphold the sanctity of this institution.

Article 2: Definitions

- 2.1. As per Bhattadev University Act 2017, the name of the Students' Union shall be "Bhattadev University Students' Union (BUSU)".
- 2.2. All those whose names are enrolled in the Admission Register of Bhattadev University for a full-time regular course of at least one year duration shall be considered as students of Bhattadev University, Bajali.

Article 3: Constitution, Functions and Term of the Students' Union

- 3.1 There shall be an Executive Body of the Bhattadev University Students' Union (BUSU) for proper execution of its functions. It shall comprise of the following members:

- (a) One President
- (b) One Vice-President
- (c) One General Secretary
- (d) One Assistant General Secretary
- (e) One Major Games Secretary
- (f) One Minor Games Secretary
- (g) One Cricket Secretary
- (h) One Football Secretary
- (i) One Debate & Symposium Secretary
- (j) One Cultural Secretary
- (k) One Boys' Common Room Secretary
- (l) One Girls' Common Room Secretary
- (m) One Literary Secretary
- (n) One Social Service Secretary
- (o) Departmental Representatives, one from each department



- 3.2 In order to implement the ideas enlightened in the Introduction, the Students' Union shall discharge the following functions:
- (a) to make suggestions to the appropriate authorities of the University in regard to the programmes of studies, students' welfare, and other matters of importance relating to the working of the University in general.
 - (b) to organize various activities in the field of sports, literature, social work, and other co-curricular activities for overall personality development of the students.
 - (c) to organize the Annual Meet as per the University rules and to encourage students to participate in various competitions.
 - (d) to encourage and extend cooperation in the arrangement of debate competitions, seminars, lectures, cultural programmes, and the formation of various forums.
 - (e) To extend full cooperation to the authorities by playing a leading-role in maintaining peace, harmony, and an academic atmosphere for preserving the sanctity of the University.
- 3.3 The Students' Union shall be constituted every year for a term of one year. The term of each member of the Executive Body shall be for a period of one year or till the student holds studentship of the University, whichever is earlier.

Article 4: Duties and Responsibilities of the Office-Bearers

4.1. President:

- (a) The President will conduct the meetings of the Union with due permission of the Dean, Students' Welfare.
- (b) The President will preside over the General Body and Executive Body meetings of the Students' Union.
- (c) The President will have no voting power under normal circumstances. However, in the event of an equality of votes, the President shall have the power to cast his/her vote.

4.2 Vice-President

- (a) In the absence of the President, the Vice-President will conduct the proceedings of the meeting.
- (b) The Vice-President will perform duties as assigned by the President.

4.3 General Secretary:

- (a) In consultation with the President, the General Secretary will convene the meetings of the General Body and the Executive Body.
- (b) He/ She will execute the decisions of the Executive and General Body. The meeting must be held within the University premises with due permission from the authority.
- (c) General Secretary is responsible for holding the Freshmen's Social, Farewell



meetings, University Week, Condolence meetings, Birth and Death anniversaries, festivals, and other events with the assistance of other members of the Students' Union.

- (d) He/ She will coordinate the functions among the different sections.
- (e) He/ She will maintain and preserve the files and documents of the Students' Union.

4.4. Assistant General Secretary:

- (a) He/ She will assist the General Secretary in all matters.
- (b) In the absence of the General Secretary, he/she will act as the General Secretary based on the recommendation of the Executive Body subject to the approval of Hon'ble Vice-Chancellor.
- (c) He/ She is in-charge of the Union Office and the assets therein.

4.5. Other Office-Bearers:

- (a) The other Office-Bearers shall perform duties concerning their portfolios. They shall take all necessary measures to realize the goals and objectives of the Students' Union and the duties and responsibilities mentioned in Article 1.

4.6. Departmental Representatives:

- (a) The Departmental Representatives shall pay attention to the grievances, facilities and other matters of respective departments.

Article 5: Eligibility of Candidates and Voters

5.1. Eligibility of Candidates:

- (a) A candidate must be a regular, full-time student of the University.
- (b) All eligible candidates must have an attendance record of at least 75% in the previous and current semester till the date of his/her filing of nomination papers.
- (c) A student with any academic arrears till the year of the election shall not be eligible for contesting elections.
- (d) No student with a past record of criminal offence, academic or conduct probation, involvement in anti-social activities, or one who has faced disciplinary action by the authority in the past shall be allowed to contest in the elections.
- (e) Only Research Scholars, students of Masters' courses and Under-Graduate students from the 5th Semester onwards shall contest for the portfolios mentioned in Article 3.1 (a) to (c) and (n).
- (f) Only students of Masters' courses and Under-Graduate courses shall contest for the portfolios mentioned in Article 3.1 (d) to (m).



- (g) Only a male student can contest for the portfolio mentioned in Article 3.1 (k), whereas, only a female student can contest for the portfolio mentioned in Article 3.1 (l).
- (h) Students of each department together shall elect one Departmental Representative to the Students' Union. It shall be contested by the students of the concerned departments only.
- (i) Candidates shall have only one opportunity to contest for the post of an office bearer.-A candidate who has once contested for the post of an office bearer shall be disqualified from contesting for the posts mentioned in 1.1 (a to o) again, irrespective of his/her subsequent affiliation with the University at the Undergraduate or Masters' level.
- (j) A student is not allowed to contest for more than one post of the Executive body of the students' union in an election.
- (k) For contesting the election, the upper age limit for an Undergraduate student shall be 22 years, the upper age limit for a student of Masters' course 25 years, and for a Research Scholar 28 years.
- (l) A candidate can voluntarily withdraw his/her candidature. The views of his/ her proposer/supporter shall have no say over the candidate's decision.

5.2. Eligibility of Voters:

- (a) All students of Bhattadev University shall be eligible for voting.
- (b) At the time of casting the vote, display of University Identity card to the Presiding/Polling Officer is mandatory.
- (c) Any student put under conduct probation or any other disciplinary action shall not be allowed to exercise his/her vote.
- (d) The University Authority will publish the list of all eligible voters before polling.

Article 6: Non-affiliation

- 6.1. Students contending for a position of Executive Member (Departmental Representative) or any office bearer of the Students' Union shall not be on the basis of affiliation with any political party or any other organization.
- 6.2. To ensure strict adherence to the above, no one, who is not a student on the rolls of the university, nor an employee of the University assisting in the election process shall be permitted to take part in the election process in any capacity. The students, who are on the rolls but are on conduct probation, shall also not be allowed to take part in the election. The Candidature of any contestant violating this rule shall be liable to be revoked.

Article 7: Schedule of Election and Charge Takeover

- 7.1. The process of forming the new Executive Body must be initiated at least fifteen days ahead of the completion of the term of the existing Executive Body.
- 7.2. The entire election process, commencing from the date of filing nomination papers to the date of declaration of results, including campaign period, must be



completed within eight (8) days.

- 7.3. During the election process, the regular classes shall not be allowed to be affected.

The candidates shall be allowed to carry out the canvassing only Outside the classrooms.

- 7.4. The elections shall be held by the last week of September and the new Students' Union shall assume office from the first week of October every year in presence of the Hon'ble Vice-Chancellor.

Article 8: The Fund of the Students' Union and its Utilization

- 8.1. The union fee collected from the students of the university shall constitute the Bhattadev University Students' Union Fund. This fund shall be controlled by the Hon'ble Vice-Chancellor of the University.
- 8.2. The first meeting held immediately after the assumption of the office by the new Executive Body shall prepare a new budget for the session based on the allocated budget.
- 8.3. The necessary expenditure incurred during the election process of the Students' Union shall be deducted from the Bhattadev University Students' Union Fund.

Article 9: Election Process

- 9.1. The Hon'ble Vice-Chancellor shall constitute an election commission from among the regular teachers of the University who shall oversee the smooth conduct of the election.
- 9.2. The election commission shall notify the call for filing nominations, along with the schedule of the elections at-least 10 days prior to the date of elections.
- 9.3. The election commission shall appoint a Screening Committee consisting of 4 (four) teachers to perform the screening. The list of eligible candidates after the screening committee report will be scrutinized by the election commission. The election commission shall notify the list of eligible candidates within two days of the deadline for filing of nominations.
- 9.4. The gap between the notification date of eligible candidates and the date of election shall be a maximum of seven days.
- 9.5. The elections shall be conducted through secret printed ballot papers.
- 9.6. Polling Officers, appointed by the Election Commission from among the regular teachers of the university, shall conduct the voting simultaneously at specified locations in the university.
- 9.7. The ballot boxes, after voting, shall be submitted to the Election Commission to be kept in safe custody before counting. The Election Commission shall appoint an appropriate number of teachers as Counting Officers. The counting shall be



carried out in the afternoon of the same day of voting under the supervision of the Counting Officer(s) in the presence of each candidate or his/her representative.

- 9.8. The results shall be submitted to the Election Commission, which will declare the results there after. The Election Commission shall submit the list of elected office bearers and Executive Members (Departmental Representatives) to the University Authority, who will notify the formation of the new Students' Union.
- 9.9. In the event of the post of an office bearer falling vacant after election, the elected office-bearers shall assign the additional charge of the vacant office to one of the elected office bearers of the union subject to the approval of Dean/Associate Dean, Students' Welfare.

Article 10: Code of Conduct and Maintenance of Law and Order During Election Process

- 10.1. 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 groups or linguistic groups or between any group(s) of students.
- 10.2. Criticism of other candidates, when made, shall be confined to their policies and programs, past record and work.
- 10.3. 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 electioneering or propaganda
- 10.4. All candidates shall be prohibited from indulging or abetting any activity that is considered to be "corrupt practice" or offence, such as bribing of voters, intimidation of voters, impersonation of voters, canvassing or the use of propaganda within 100 meters of polling stations, holding public meetings during the period of 24 hours ending with the hour fixed for the close of the poll, and transporting and conveying of voters to and from the polling station(s).
- 10.5. Canvassing in the University Hostel(s) shall be restricted to the premises located outside the hostel building and shall not be allowed after 8 PM. Door to door or room to room canvassing is prohibited. Prior permission of the Hostel Warden shall be necessary for canvassing in the hostel.
- 10.6. No candidate shall be permitted to make use of printed posters 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 hereinbelow (Article-11.1). Candidates may put-up hand-made posters only at designated places in the campus which shall be notified in advance by the Election Commission.
- 10.7. No candidates shall be permitted to carry out processions or public meetings.



- 10.8 No candidate nor his /her supporters shall deface or cause any damage to any property of the University for any purpose. All candidates shall be held jointly and severally liable for any damage / defacement of any University property.
- 10.9 During the election period, any activity of the candidates shall not, in any manner, disturb the classes and other academic and co-curricular activities of the university.
- 10.10 The use of loudspeakers, vehicles and animals for the purpose of canvassing is prohibited.
- 10.11 The Election Commission shall notify the date for Open Debate which shall be held two days before the date of the poll. All the candidates shall participate in the Open Debate. The Election Commission shall appoint a bench of regular teachers of the university to coordinate the Open Debate.
- 10.12 There shall not be any campaigning by the candidates in the last 24 hours prior to the polling time.
- 10.13 On the day of polling the 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 eatables or other solid and liquid consumables except water on polling day.
 - (c) not hand out any propaganda on the polling day.
- 10.14 Except for the voters, no one without a valid pass / letter of authority from the Election Commission/University authority shall enter the polling booths.
- 10.15 The Election Commission/University authority shall appoint impartial observers, if required. If the candidates have any specific complaint or problem regarding the conduct of the polls, they may bring the same to the notice of the Election Commission or observers.
- 10.16 Candidates shall be responsible for removing and cleaning the publicity materials used during election process within 12 hours of the conclusion of polling.
- 10.17 Any contravention of any of the above recommendations may make the candidate liable to be stripped off his candidature or his elected post, as the case may be. The University authority may also take appropriate disciplinary action against such a violation.
- 10.18 In addition to the above-mentioned code of conduct, it is also recommended that certain provisions of the Indian Penal Code, 1860 (Section 153 A and Chapter IX-A-“Offences Relating to Election”) may also be made applicable.

Article 11: Expenditure and Accountability



- 11.1. The maximum permitted expenditure per candidate during the election is Rs. 5000/-. University will not bear any kind of expenditure incurred by the candidates for the election process.
- 11.2. Each candidate shall, within one week of the declaration of the results, submit complete and audited accounts to the University authorities. Accounts will be audited by the Internal Auditor of the University. The University shall publish such audited accounts within one week of submission through a suitable medium so that any member of the student community may freely examine the same.
- 11.3. The election of the candidate will be nullified in the event of any non-compliance or in the event of any excessive expenditure.
- 11.4. The candidates are barred from utilizing funds for the election process from any political party or any other source including voluntary contributions from any student body. If any such case is detected, the candidature may be rejected and the same may be reported to the University authority for stricter action.

Article 12: Grievance Redressal Cell

- 12.1. There shall be a Grievance Redressal Cell with the Dean, Students' Welfare as its Chairman. In addition, one senior faculty member, one senior administrative officer and two final year students- one boy and one girl (till the election results are 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 will function as a regular unit of the institution till the election process is over.
- 12.2. In pursuit of its duties, the Grievance Redressal Cell may prosecute violators of any aspect of the code of conduct or that of the rulings of the grievance cell. The grievance cell shall serve as the court of original jurisdiction. The institutional head shall have appellate jurisdiction over issues of law and fact in all cases or controversies arising out of the conduct of the elections in which the grievance cell has issued a final decision. Upon review the institutional head may revoke or modify the sanctions imposed by the grievance cell.
- 12.3. 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
- (a) to issue a writ of subpoena to compel candidates, agents, and workers, and to request students to appear and give testimony as well as to produce necessary records and
 - (b) to inspect the financial report of any candidate and make these records available for public scrutiny upon request.
- 12.4. Members of the Grievance Redressal Cell are prohibited from filing complaints.



Any other student may file a complaint with the Grievance Redressal Cell within a period of one week from the date of declaration of the 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 for a hearing.

- 12.5. The Grievance Redressal Cell may dismiss a complaint if:
- (a) the complaint was not filed within the time frame prescribed in Recommendation 12.4 above; i.e. one week from the date of declaration of results.
 - (b) the complainant fails to state a cause of action for which relief may be granted;
 - (c) the complainant has not and/or likely will not suffer injury or damage.
- 12.6. If a complaint is not dismissed, then a hearing shall 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.
- 12.7. The hearing shall be held at the earliest possible time, but not beyond twenty-four (24) hours after receipt of the notice described above, unless all parties agree to waive the 24 hour time constraint.
- 12.8. At the time the notice for a hearing is issued, the Grievance Redressal 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 by the Grievance Redressal Cell is announced after the hearing or until rescinded by the Grievance Redressal Cell.
- 12.9. All Grievance Redressal Cell hearings, proceedings and meetings must be open to the public.
- 12.10. All parties to the Grievance Redressal Cell hearing shall present themselves at the hearing, may be accompanied by any other student from whom they can receive counsel and shall have the option to be represented by that counsel.
- 12.11. For any hearing, a majority of the sitting 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.
- 12.12. 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 issue through a complaint, answer, 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:
- (a) Complaining parties shall be allowed no more than two witnesses,



however, the Grievance Redressal Cell may call witnesses as required. If the 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.

- (b) All questions and discussions by the parties in dispute shall be directed to the Grievance Redressal Cell.
- (c) There shall be no direct cross-examination of any party or witness by complaining or responding parties during the hearing.
- (d) Reasonable time limits may be set by the Grievance Redressal Cell, provided it gives fair and equal treatment to both sides.
- (e) The complaining party shall bear the burden of proof.
- (f) Decisions, orders and ruling of the Grievance Redressal Cell must be concurred in by a majority of the Grievance Redressal Cell members 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 the announcement of the decision. The written opinion must set forth the findings of facts by the Grievance Redressal Cell and the conclusions of law in support of them. 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 its reasons for doing so.
- (g) 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 Election Commission.
- (h) 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 Redressal Cell. Possible remedies and sanctions include but are not limited to fines, suspension of campaigning privileges and disqualification from the election.
- (i) Any fine or total amount of fines against a candidate in an election cycle may not exceed the spending limit as defined hereinabove.
- (j) 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 candidate's 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 day(s).
- (k) If after a hearing, the Grievance Redressal Cell finds that provisions of either this Code or the decisions, opinions, orders or rulings of the Grievance Cell have been willfully and blatantly violated by a candidate or a



candidate's agents or workers the Grievance Redressal Cell may disqualify the candidate.

- (l) 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 an error on the part of the Grievance Redressal Cell is charged.
- (m) 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.
- (n) The institutional head shall hear appeals to the 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. Appeals 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.
- (o) 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.
- (p) 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 Redressal Cell or modify the sanctions imposed.

Article 13: Meetings and Quorum of the Union

- 13.1. The Students' Council shall meet as many times as is deemed necessary but not less than once in every semester, preferably at the start.
- 13.2. The date for meeting shall be notified by the General Secretary with due approval from the President.
- 13.3. An emergency meeting of the Council can be convened with a short notice of 24 hours.
- 13.4. The quorum for the executive meeting will take place at one-third of the total members. The lack of quorum will lead to the adjournment of the meeting. But the adjourned meeting will not require quorum for the next sitting.

Article 14: Termination/Expulsion From the Union

- 14.1. The membership of the Students' Union shall be terminated on the following grounds:
 - (a) If a student leaves the University.
 - (b) If a student expires.
- 14.2. A member of Bhattadev University Students' Union can be removed from office before the expiration of the member's term of office by University Disciplinary



Committee/ Special Committee formed by the University Authority/ through a resolution of council, when the committee is of the opinion that the office bearer(s) are found guilty of any of the following actions:

- (a) has persistently refused or neglected to comply with any Bhattadev University Students' Union regulations.
- (b) has not been attending the Bhattadev University Students' Union meetings consistently for more than 3 times without any valid reason.
- (c) has willfully acted in a manner prejudicial to the interests of Bhattadev University.
- (d) has been subject to disciplinary action that results in probation, suspension or expulsion from Bhattadev University.
- (e) has misused his/her position within Bhattadev University or outside the University.

14.3 The Hon'ble Vice-Chancellor may ask a member of the Executive Body to resign if the member goes against the Institution and violates the constitution. The Hon'ble Vice-Chancellor may dismiss such a member in the event of a refusal to resign.

Article 15: Selection of Teacher in-Charge and Their Responsibilities

- 15.1. The Dean, Student Affairs shall be the chief advisor to the Students' Union.
- 15.2. There shall be at least one Teacher-in-charge, appointed by the Hon'ble Vice-Chancellor from the regular teachers of the university, for each portfolio of the Office-Bearers mentioned in Article 3.
- 15.3. The Teacher-in-Charge of a portfolio will have all financial powers. The Teacher- in-Charge of a portfolio will utilize and spend the allocated fund for all events organized by the office as per requisition.

Article 16: Dismissal of the Executive Body

- 16.1. In the event of serious differences of opinion among the Executive Body members or in the possibility of the disruption of law and order within the Institution for any reason whatsoever, the Hon'ble Vice-Chancellor shall suspend the Executive Body and shall take all necessary steps to break the deadlock.



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Registrar
Bhattadev University, Bajali