

CONSTITUTION OF THE
MELAMORA COLLEGE STUDENTS' UNION

Union body of the college is created with an objective to train the students and maintain a cordial atmosphere in the college. It also creates a sense of belongingness in the institutions. High moral values are developed among the students with a spirit of brotherhood.

Article 1:

Melamora College shall have a Students' Union after the style and title Melamora College Students' Union (MMCSU) with an aim to look after the wellbeing of the student community and the overall development of the institution.

- a) Melamora College Students' Union (MMCSU) shall have an Executive Body consisting of 20 members.
- b) The Executive Body shall consist of:-
 1. Principal as the Chief Advisor.
 2. One Prof-in-charge attached to each portfolio appointed by the Principal at his discretion.
 3. All the secretaries - to be elected annually Until otherwise provided, the following will be the elected members of the Executive Body:-
 1. President
 2. Vice - President
 3. General Secretary
 4. Assistant General Secretary
 5. Games & Sports Secretary
 6. Cultural Secretary.
 7. Magazine Secretary
 8. Social Service Secretary
 9. Boys Common Room Secretary
 10. Girls common Room Secretary
- c) All the bonafide and regular students of the College shall be members of the General Body. Membership shall be compulsory.
- d) Melamora College notwithstanding stated herein after shall be subjected to such guidance and control as the College Administration may prescribe from time to time and all powers for maintaining discipline are vested in the Principal and his/her decision shall be final in all such matters.
- e) The Executive Members of the MMCSU shall wear designated Badges in their uniform.

Article 2:

MMCSU s' Executive Body herein after shall give guidance and leadership to -

- a) Maintain and foster sense of DISCIPLINE AND EXCELLENCE among students.
- b) Realise and install the College Vision & Mission
- c) Arrange and regulate students' co-curricular and extra-curricular activities.
- d) Encourage and promote healthy competition among the students.
- e) Maintain and promote cordial relationships between teachers, officials and students.
- f) Train and provide leadership to students in democratic norms and manners.
- g) Extend co-operation to Administration in the interest of discipline, academic and holistic development.

Article 3:-

Election of Executive Members

- a) Members of the Executive Body shall be elected annually by the members of the General Body of the students.
- b) Election of the Executive Body shall be held as and when notified, usually according to the Academic Calendar of Dibrugarh University.
- c) President shall constitute the body without election under circumstances not congenial for such exercise.
- d) The entire process of election commencing from the date of filling of nomination papers to the date of declaration of results including the campaign period should not exceed 07 days.
- e) Regular and bonafide students of the College shall participate in the election.

A few important extracts from the verdict passed by the Hon'ble Supreme Court of India with regard to election of the Executive Members of the Students' Union in educational institutions has been incorporated below:

- f) Under graduate students between the ages of 17 to 22 years may contest elections. The candidates should in no event have any academic arrears in the year of contesting the election.

In case of non-availability of candidates fulfilling the norms of election, the Principal will take necessary step in consultation with Students IQAC to form an executive body.

In case of any conflict regarding election, the verdict of the Hon'ble Supreme Court shall be the basis for solution.

Article 4:-

Oath or Affirmation by Executive Members

Every member, on being elected to the Executive Body shall, before entering upon his office, make and subscribe before the Principal or in his absence Vice-Principal or some other person appointed by him/her on this behalf, an oath or affirmation.

Article 5:-

Meeting & Quorum

- a) Meeting shall be held with the permission and concurrence on the subjects in the agenda from the Principal and in his/her absence Vice-Principal.
- b) Meetings shall be held in the office of the Students' Union Body or at a place within the premises of the college as the Principal or in his/her absence the Vice- President may notify.
- c) Meetings hold outside the College building without permission in writing from the Principal will not be valid.
- d) Meetings presided by the Principal/ Vice-principal or his/her authorized teacher and attended by the Prof-in-charges shall be valid.
- e) Quorum shall be one third of the members of the Executive Body.
- f) Principal shall be vested with powers to validate proceeding without quorum.

Article: 6:-

Duties, Functions & Responsibilities

The Secretaries and other office bearers of the Union Body shall perform such duties and discharge such function and responsibilities as provided under:-

- a) The General Secretary shall look after the general and over all activities of the Union and act as co-ordinator of duties assigned to other portfolio holders.
- b) The Assistant General Secretary shall assist. the General Secretary in discharging his/her functions and when the General Secretary is unable to perform his/her duties and discharge his/her responsibilities owing to absence, illness or any other cause, the Assistant General Secretary shall discharge his/her duties and responsibilities until the date on which the General Secretary resumes his/her duties.
- c) Games & Sports Secretary shall be in charge of Athletics, Body-building, Weightlifting, Football and Cricket. Badminton, Table tennis and Volley ball.

Cultural Secretary shall deal with all types of cultural activities such as Bihu Programme, Dance, Social Service Secretary shall be concerned with students' welfare activities & N.S.S.

- f) Magazine Secretary shall be responsible for publication of college magazine and other literary activities.
- g) Common Room Secretary: Secretary for Boys' Common Room and that of Girls' Common Room shall respectively look after the general amenities of the Common Room.

FURTHER PROVIDED THAT

- i. Portfolio holders shall discharge assigned duties under the guidance of respective Prof-in-charges.
- ii. Programme of each Secretary shall be passed in the Executive Body meeting before execution or put it into action.
- iii. All activities must be within the budget provision.
- iv. The Body or the individual secretaries and members shall not lend its name, his/her or their names or carry out programmes / activities in support of any organization in official capacity without being discussed and passed in valid Executive Body meeting or without permission of Principal in writing.
- v. Members of the Executive Body shall not be exempted from the operation of Code of Conduct of a student and such rules as prescribed from time to time by the College authority.
- vi. All notices desired to be pasted by the MMCSU anywhere in the College premises or circulated shall require the approval of the Principal.
- vii. Members of the Executive Body, secretaries in particular shall be responsible for submission of proper accounts of the expenditures incurred and shall not be exempted from the operation of the Finance Rules of the State.

Article 7:-

Breach of Discipline and Disqualifications

The College authority is vested with the power to disqualify a member of MMCSU for the breach of discipline in the form as stated herein after and such as prescribed from time to time by the administration as the following:

- i. Habitual unpunctuality.
- ii. Various forms of immoral and indecent acts.
- iii. Arranging any gathering in the premises or grounds belonging to the College against the order of the College authority or without permission from the Principal in writing.
- iv. Indulging in unlawful activities of any kind.

Article 8:-

Funds

The College shall maintain a fund to meet the expenses for the maintenance and regulation of activities of MMCSU and provided further that -

- a) Fund shall be provided by the Principal out of the fund earmarked.
- b) Office bearer shall maintain proper accounts of expenditure with the help of the Prof.- in-charges.
- c) Defaulting office bearers in accounts shall be liable to punishment such as withheld of result/ pending of promotion to next higher class.

Article 9:-

Prerogative of the IQAC

The IQAC shall make rules for the more convenient transaction of the business of the Union Body and shall not be called in question for such action nor shall be answerable to anyone and shall have the power-

- a) To cancel election result/ withhold result and dissolve the Executive Body as and when deem fit.
- b) To extend the facilities to the recognized Body at their discretion.



**Principal
Melamora College
Melamora, Golaghat**