



**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI**

**Established under Act No. 25 of 2004**

**ORDINANCE No. 28**

**Replaced Ordinance (wef ...09/10/2017..)**

(Refer Section 38(xxi) of Chhattisgarh Swami Vivekanand Technical University Act, 2004)

**Students' Unions for Engineering Colleges, Pharmacy Colleges, Architecture Colleges,  
Polytechnics and University Teaching Departments**

*[Effective from Academic Session 2017-18]*

In exercise of the powers conferred by clause (xxi) of Section 38 of the Chhattisgarh Swami Vivekanand Technical University Act 2004, the following ordinance is issued relating to Students' Union in Engineering Colleges, Pharmacy Colleges, Architecture Colleges, Polytechnics and University Teaching Departments from academic session, 2017-18, in supersession of Ordinance No. 28 (effective from Academic Session 2014-15)

1. **Students' Union and its composition-** (1) There shall be a Students' Union consisting of (a) Students' Council; and (b) Activity Societies in all University Teaching Departments (hereinafter referred to as UTD) and Engineering Colleges, Pharmacy Colleges, Architecture Colleges and Polytechnics affiliated to the university.

(2) The Students' Council shall comprise of President, Vice-President, Secretary & Joint Secretary along with all class representatives in all UTDs and Engineering Colleges, Pharmacy Colleges, Architecture Colleges and Polytechnics. The Students' Council and Activity Societies shall be nominated bodies .

Provided that this will not be applicable to those UTDs and Engineering Colleges, Pharmacy Colleges, Architecture Colleges and Polytechnics which are up to second session of its existence.

Provided further that the Executive Council of the University may, in extra ordinary situations, at the request of any UTD or Engineering College, Pharmacy College, Architecture Colleges and Polytechnic, as the case may be, permit it to be exempted from the operation of this ordinance.

Provided further also that any UTD and Engineering College, Pharmacy College, Architecture Colleges, Architecture Colleges and Polytechnic which is running only course/s of one year duration or less shall, too, be exempted from the operation of this ordinance.

2. **Objectives of the Student's Union-** The following shall be aims and objectives of the Students' Union, namely:-

- (i) to promote and reinforce the democratic values and principles amongst the students and to educate them about their duties and rights in democracy;
- (ii) to emerge with value oriented leadership qualities and to inculcate a spirit of discipline and also to foster the spirit of brotherhood;
- (iii) to promote respect for human rights and dignity for the individuals and to eliminate ragging;

- (iv) to promote intellectual, social and cultural activities in the campuses;
- (v) to encourage participation in literary, cultural, artistic, innovative and sports activities to bring out their leadership and creative talents;
- (vi) to promote scientific temper and awareness on subjects of national and international importance;
- (vii) to extend social service through mutual cooperation with a view to shaping a generation dedicated towards social, economic, political issues of the society;
- (viii) to nurture a congenial atmosphere of learning and teaching for the development of the institution with the ultimate aim to build a knowledge society:

Provided that the union,-

- a. will not consider or canvass any matter relating to faculty /employees /individual students;
- b. will not undertake any activity that will disturb the academic calendar approved by the Coordination Committee or is contradictory to the provisions of the Chhattisgarh Swami Vivekanand Technical University Act 2004;
- c. will not take up any matter which falls within the jurisdiction of a Statutory Body other than the University;
- d. will not take up any activity that is against the code of conduct prescribed for the students of the Engineering Colleges, Pharmacy Colleges, Architecture Colleges and Polytechnics and UTDs.
- e. Will not indulge in any activity that is detrimental to the peace, tranquility and academic environment of the Engineering Colleges, Pharmacy Colleges, Architecture Colleges and Polytechnics and UTD, as the case maybe;
- f. the union shall not identify or associate itself with any political party.

3. **Patron-** The Kulpati shall be the Patron of the Students' Union in UTDs whereas the Principal of the Engineering College, Pharmacy College, Architecture Colleges and Polytechnic shall be the Patron of the Students' Union in the Engineering College, Pharmacy College, Architecture Colleges and Polytechnic.

4. **Eligibility-** The eligibility for nomination in the Students' Council and Activity Societies are asunder:

(i) Any regular student on the rolls of Engineering College, Pharmacy College, Architecture Colleges and Polytechnic and UTD, as the case may be, on or before 14<sup>th</sup> August shall be eligible for nomination in Students' Council and activity societies.

A student shall not be eligible to be nominated to any office of the Council/Society of the Engineering College, Pharmacy College, Architecture Colleges and Polytechnic and UTD if he/she falls in any of the categories listed below,-

- (a) Has ever been found guilty of ragging.
- (b) Has passed 10+2 examination earlier than, seven years in case of engineering college and pharmacy college, eight years in case of architecture college before the commencement of the academic session in which the nomination is done or has taken more than the prescribed minimum period, for whatever reason, for the course of which he/she is/was a student in the Engineering College, Pharmacy College, Architecture Colleges and UTD or has an academic backlog.

Has passed 10<sup>th</sup> examination, in case of three year diploma courses in which entry qualification is 10<sup>th</sup> pass or 10+2 examination, in case of three diploma courses in which entry qualification is 10+2 earlier than four

years before the commencement of the academic session in which the nomination is done or has taken more than the prescribed minimum period, for whatever reason, for the course of which he/she is/was a Student of Diploma course in the Engineering College and Polytechnic or has an academic backlog.

Has passed 10+2 examination, in case of two year pharmacy diploma course, earlier than three years before the commencement of the academic session in which the nomination is done or has taken more than the prescribed minimum period, for whatever reason, for the course of which he/she is/was a student of Pharmacy Diploma course in the Pharmacy College and Polytechnic or has an academic backlog.

**Note:** 1. If a student has taken admission in Bachelor of Engineering through lateral entry and has not passed 10+2 examination he/she shall not be eligible for the above if he/she has passed 10<sup>th</sup> examination earlier than nine years before the commencement of the academic session in which the nomination is done.

2. The case in which the result, of May June examination, of the semester preceding to current semester has not been declared, academic backlog shall be considered up to the semester for which student has appeared as regular student in Dec Jan examination of preceding year.

(c) Has failed to pay the tuition fees and any other dues.

(d) Has been convicted by a court of law for any offence or against whom charges have been framed and the criminal proceedings are in progress for any offence relating to the affairs of the Engineering College, Pharmacy College, Architecture Colleges and Polytechnic and UTD as the case maybe.

(e) Has been punished for use of unfair means at any examination or against whom proceeding is pending.

(f) Is in employment while studying in the Engineering College, Pharmacy College, Architecture Colleges and Polytechnic and UTD.

(g) Has passed the last University examination in more than the minimum period required.

(h) Has been punished for indiscipline by the Engineering College, Pharmacy College, Architecture Colleges and Polytechnic and UTD authorities.

(i) Joined any equivalent course after having failed in one or having left one incomplete.

(j) Has been provisionally admitted.

(k) Has been expelled from the hostel due to breach of rules.

(ii) No person shall hold the same office more than once during his/her academic career in the institute.

(iii) An eligible student at his/her own option, also be a member of one of the activity societies.

5. **Students' Council.**- (i) The Students' Council shall consist of the following members, namely:-

- (a) (i) President;  
(ii) Vice President;

- (iii) Secretary; and
- (iv) Joint Secretary.
- (b) One Class Representative from each section of every class (The two semesters of the year combined) for the courses in which semester system and one Class representative from each section of every class of each year for the courses in which year system is followed to be nominated by Principal on merit basis.

Provided that Thirty percent class representative post shall be reserved for women.

The reservation for women in the Class representative shall be decided by draw of lots.

- (c) If, at least one representative belonging to any of the following categories if not nominated under clause (a) and (b) above, as a member of the council, the Patron shall nominate, as members, one student from each of following categories namely:-
  - (i) Scheduled Tribes;
  - (ii) Scheduled Castes;
  - (iii) Other Backward Classes; and
  - (iv) Persons with disability

(ii) The following shall be the office bearers of the Student Council, namely:-

1. President
2. Vice President
3. Secretary
4. Joint Secretary,

The office bearers shall be nominated by the Patron on merit basis.

Provided one post of office bearer shall be reserved for a woman candidate in the Engineering College, Pharmacy College, Architecture Colleges and Polytechnic and UTD where women students are also enrolled.

- (iii) In the first year, the post for women will be determined by lottery after which it will rotate in the descending order, as given in (ii), above.
- (iv) The term of the Students' Council and societies shall commence on the date of its constitution and end on the 30th April of the academic year.
- (v) A teacher not below the rank of assistant professor in a Engineering College, Pharmacy College, Architecture Colleges and Polytechnic and UTD shall be appointed as professor-in-charge of the Students' Council and the society by the Patron. The professor-in-charge shall also be the treasurer of the Council/Societies and he/she shall have the right to be present at any meeting of the Students' Council or the societies and to offer his/her advice on any matter relating there to.

#### 6. **Nomination in the Students' Council–**

- 1) The nomination to the office/Class representative shall be basis of merit. The student securing highest marks in the preceding examination shall be nominated.

Provided that

- a) the office bearers of the council shall be only those students who have passed the

- b) qualifying examination in one attempt only and if the nominated class representative /office bearer does not accept the nomination due to some reasons, the next eligible student can be nominated by the principal as class representative/office bearer.
- c) One student can hold only one office.

2) The nomination of office bearer and class representative shall as be given below.

**a) In case of post graduate, under graduate and diploma classes in the institute:**

- i) President Final year student of post graduate class
- ii) Vice-President Final year student of under graduate class
- iii) Secretary Third year student of under graduate class
- iv) Joint-Secretary Final year student of diploma class
- v) Class representative from each section of a graduate, post graduate and diploma classes.

**b) In case of both 4 year under graduate and post graduate classes only in the institute:**

- i) President Final year student of post graduate class
- ii) Vice President Pre final year student of Post Graduate class
- iii) Secretary Final year student of graduate class
- iv) Joint Secretary Third year student of graduate class
- v) Class representative from each section of graduate and post graduate classes.

**c) In case of 4 year under graduate classes only in the institute:**

- i) President Final year student of graduate class
- ii) Vice President Final year student of graduate class
- iii) Secretary Third year student of graduate class
- iv) Joint Secretary Second year student of graduate class
- v) Class representative from each section of graduate classes

**d) In case of 5 year under graduate classes only in the institute:**

- i) President Final year student of any under graduate class

- ii) Vice President                      Final year student of any under graduate class
- iii) Secretary                              Fourth year student of any under graduate class
- iv) Joint Secretary                      Third year student of any under graduate class
- v) Class representative from each section of graduate classes.

**e) In case of four year Under Graduate and Diploma classes only in the institute:**

- i) President                              Final year student of any under graduate class
- ii) Vice President                      Third year student of any under graduate class
- iii) Secretary                              Final year student of any diploma class
- iv) Joint Secretary                      Pre final year student of any diploma class
- v) Class representative from each section of diploma and under graduate classes.

**f) In case of three year Diploma classes only in the institute:**

- i) President                              Final year student of any diploma class
- ii) Vice President                      Final year student of any diploma class
- iii) Secretary                              Second year student of any diploma class
- iv) Joint Secretary                      First year student of any diploma class
- v) Class representative from each section of diploma classes.

**g) In case of 2 year Diploma classes only in the institute:**

- i) President                              Final year student of diploma class
- ii) Vice President                      Final year student of diploma class
- iii) Secretary                              First year student of diploma class
- iv) Joint Secretary                      First year student of diploma class
- v) Class representative from each section of diploma classes.

**Note : Incase of any combination of courses not covered in the above the matter shall be decided by Kulpati.**

- 3) No person shall hold the same office more than once during his/ her academic career in the College
7. **Co- curricular and Academic Activity Societies** - (i) There shall be, in every Engineering College, Pharmacy College, Architecture Colleges and Polytechnic and UTD, Co-curricular and Academic Activity Societies like (1) Cultural Society; (2) Social Work Society [This includes Red cross Society, NCC/NSS (wherever it exists)] ; (3) Science club; (4) Physical Activity Society; (5) Society on Gender Issues (6) Knowledge Society; (7) Current affairs club; (8) Computer literacy Society; (9) Book Readers' Society; (10) Dramatics Society and (11) Fine Arts Society, etc. in a manner prescribed here in below.
- (ii) There shall be a Working Committee for each Activity Society. The committee shall comprise of Convener, Co-convener and Nominated Members. The number of nominated members shall depend upon the strength of bonafide students enrolled in Engineering College, Pharmacy College, Architecture College and Polytechnic and UTD, as the case may be. Engineering College, Pharmacy College and Polytechnic and UTD with student strength of up to 1000 shall have 5 nominated members whereas the number of nominated members can be 10 for Engineering College, Pharmacy College, Architecture Colleges and Polytechnic and UTD with student strength beyond 1000.
- (iii) The Working Committee of each Activity Society shall be responsible for conducting activities assigned to it. The Convener of the Working Committee shall have the right to attend the meeting of the Student Council. He can also offer advice to the Student Council on evolving programs for the Student Council. However, such advice shall not be binding upon the Student Council. The other powers and functions and scope of activities of each Society shall be determined by the Patron.
- (iv) The funds generated from the membership fees of any society and those raised by the members of that particular society, with prior permission of the Professor-in-charge, shall be available to the concerned society to carry out the functions and activities.
8. **Nomination Committee** - There shall be a Nomination Committee for nominating office bearers of the Activity Societies. The Nomination Committee shall ordinarily comprise up to three members. In case of Government Engineering Colleges, Pharmacy Colleges and Polytechnics , the patron shall be the President of the Nomination Committee with the nominated President of the Students' Union, and professor- in- charge of Students' Union as its members. In UTD, the Kulapati shall be President of the Nomination Committee, whereas in a private Engineering College, Pharmacy College, Architecture College and Polytechnic, the Chairman of Management Committee shall be the President of the Nomination Committee
9. **Powers of the Patron** - The Patron shall have the following powers, namely:-
- (a) As and when the situation so warrants, to reside and address any meeting of the students' council or of the office bearers of the students' council and to address the members thereof
- (b) To decide all disputes of Students' Council or societies referred to him and his decision in the matter shall be final.
- (c) to administer the oath of office to members and office bearers of Students' Union.
- (d) to annul any resolution or proceedings of the Students' Council or the Societies, as

deemed necessary, wherever such a resolution or the proceeding is found to be beyond the powers of the council or detrimental to the interest of the Engineering College, Pharmacy College Architecture Colleges and Polytechnic and UTD.

- (e) to dissolve Students' Council in the event of violation of the provisions of the Ordinance by the Students' Council or the Societies, as the case may be, and to take appropriate action.
- (f) to remove any office bearer of the Students' Council or the Society from his/her office if the said office bearer has directly or indirectly indulged in ragging;
  - or
  - is involved in financial embezzlement;
  - or
  - has extracted or tried to extract money illegally from some person/institution or businesses establishment;
  - or
  - has intimidated any officer or the employee of the Engineering College, Pharmacy College and Polytechnic /University to do an illegal act;
  - or
  - indulged in violent activity or have lead violent demonstration or is involved in case of moral turpitude;
  - or
  - has indulged in any activity that is detrimental to the reputation of the institution.
- (g) to authorize the arrangement and allocation of funds for the Students' Council and different Societies.
- (h) to decide the membership fees for the members of any of the Societies.
- (i) to call a monthly meeting of student union and the teaching staff.

10. **Powers of the Professor-In-Charge** - Professor-in-charge of the Students' Council or of the Societies, as the case may be, shall have the following powers with respect to the Council / Societies, namely:-

- (a) to be present at the meetings of the Students' Council or the Society;
- (b) to exercise general supervision over the affairs of the Council or the Society and if necessary to advise the Students' Council or the Society regarding their activities;
- (c) to be in-charge of the funds of the Council or the Society and to ensure that no part thereof is advanced or spent without the sanction of proper authority or for purposes other than those for which they are allocated;
- (d) to bring to the notice of the Patron any resolution or proceeding or act of any of the bodies or office bearers of the Council or the Society which is in violation of the provisions of the Ordinance or is likely to be prejudicial to the interest of the college;
- (e) to send to the Adviser-cum-Treasurer of the University, the names of elected President and Secretary, immediately upon the completion of the election.

11. **Power of the President/ Convener to preside over the meeting of the Council or Society** - The President/Convener of the Council/Societies, as the case may be, shall in the absence of the Patron/Professor-in-charge, preside over the meetings of the Students' Council or Society.

12. **Duties of the President/Convener of the Council/Societies** - Subject to clause 10 above, President/Convener of the Council/Societies may preside over the meeting of the Council/Societies and shall perform the following duties, namely:-
- (a) Subject to the control of the Students' Council/Societies, to be in charge of the general management of the affairs of the Council/Society.
  - (b) To ensure discipline at the meetings of the Students' Council/Societies or at any meeting or gathering organized by the Council/Societies.
  - (c) To ensure that the provisions of the Ordinance are faithfully observed.
  - (d) To ensure that any activities organized by the Council/Societies do not become unruly, violent or unlawful nor does it lead to the destruction of the private or public property.
  - (e) To discharge any other legitimate functions entrusted to him/her or any legitimate duty imposed on him/her by the Students' Council or the Society subject to the approval of the Patron/Professor-in-charge.
13. **Duties of the Vice President of the Council** - the Vice President of the Council shall carry out the legitimate work assigned to him/her by the President of the Council and perform the legitimate functions of the President in his/her absence.
14. **Duties of the Secretary/Co-convener of the Council or Society** - the Secretary/Co-convener of the Council or Society as the case may be, shall carry out the following functions, namely:-
- (i) to convene meetings of the Students' Council/Society subject to the instructions of the President and approval of the Professor-in-charge;
  - (ii) to prepare and maintain the minutes of the meetings of the Students' Council or the Society;
  - (iii) to conduct the correspondence of the Council or the Society and keep all records thereof;
  - (iv) to ensure that the legitimate decision of the Students' Council or the Society are carried out;
  - (v) to perform all other legitimate function entrusted to him/her by the President/Convener with the approval of the Professor-in-charge;
- Note:-** The Co-convener of a Society shall perform the legitimate functions of the Convener, in his/her absence.
15. **Duties of the Joint Secretary-**(i) The Joint Secretary of the Council shall assist the Secretary in the discharge of his/her duties and shall have such powers as may be assigned to him/her by the President with the approval of the Professor-in-charge.
- (ii) The Joint Secretary shall, in the absence of the Secretary discharge the legitimate duties of the Secretary.
16. **Powers of the Students' Council/Societies-**
- (i) The Students' Council/Societies, as the case may be, shall have the following powers, namely:-
    - (a) To lay down the broad pattern of the activities of the Students'

Council/Societies.

(b) To approve the budget estimates of the Council/Societies.

(ii) One-third of the total membership of the Students' Council & one-fourth of the total membership of the concerned Society shall constitute the quorum.

**17. Meeting of the office bearers of the Students' Council/Societies-**

- (i) The office bearers of the Students' Council/Societies shall meet at least once in every two months. No quorum is required for the meeting of the office bearers.
- (ii) The office bearers shall be given at least three days notice for an ordinary meeting and clear twenty four hours' notice for an emergent meeting.  
Agenda of the ordinary as well as the emergent meeting shall be sent along with notice. No ex-agenda item shall be admissible in an emergent meeting.
- (iii) The minutes of the meeting of the office bearers of the Students' Council /Societies shall be put up for confirmation at the next following meeting.

**18. Functions of the Students' Council/Societies -** The office bearers of the Students' Council/Societies, as the case may be, shall:-

- (i) prepare the budget of the Council/Societies under the guidance of the Professor-in-charge and submit it to the General Meeting of the Students' Council/Societies for approval.
- (ii) draw up the programme of work to be undertaken by the Council or Societies during the academic session and make necessary arrangement for the implementation of the programme. Provided that no outsider shall be invited to address the Council/ Societies or any of its bodies without the prior approval of the Patron/Professor-in-charge.

**19. Grievance redressal society and welfare society -** (i) The Patron of the Students' Council may constitute a Students Grievance Redressal Society and Students' Welfare Society.

- (ii) The number of members of these societies shall be determined by the Patron keeping in view the size of the Engineering College, Pharmacy College, Architecture College and Polytechnic and UTD, number of the students and other relevant factors.

**20. Funds of the council-**

- (i) Funds placed at the disposal of the Council by the Patron of the Engineering College, Pharmacy College, and Polytechnic, Architecture College and UTD together with any other funds raised lawfully with the prior permission of the Patron, shall constitute the funds of the Council.
- (ii) The Professor-in-charge shall draw, out of the fund, money sanctioned by the Council and shall have direct control over it.
- (iii) Whenever any amount is advanced to the President or any member of the Council authorized to receive the amount, the account shall be rendered to the Secretary Who shall countersign the vouchers, maintain the accounts of the Council and submit the account with the complete set of vouchers to the Professor-in-charge within a week.
- (iv) The Professor-in-charge and the office bearers of the Council/Societies, as the case may be, shall be responsible for appropriate utilization of the allotted amount.

(v) Transparency shall be maintained in matters pertaining to the maintenance of accounts of the Students' Council/ Societies. Any Student, who is a member of the Council/Societies, shall have the right to see the accounts of the Council /Societies.

**21. Date of Nominations–**

- (i) Nominations to the post of class representative and office bearers shall be made by the principals on a date notified by Kulpati with the intimation to kuladhipati.
  - (ii) Nominations process shall be conducted by the Professor-in-charge according to the program notified by the Kulpati.
  - (iii) Nominations to the Activity Society shall be made within fifteen days of nominations to the Students council.
22. **Dispute resolution committee** - The Patron, at the beginning of the academic session, shall constitute a Dispute Resolution Committee consisting of himself and two faculty members. Dispute relating to nomination that cannot be resolved by the Professor-in-Charge could be referred by the patron to the Committee. The decision of the committee shall be binding.
23. **Ceasing to be in office** - If a student nominated to an office does not take oath within the prescribed period, the right to the office shall cease and the office shall be deemed to be vacant.
24. **Debar from continuing in office** - When a person nominated to any office or body of the Council/Societies incurs any of the disqualification listed under sub- Para(viii) of Para 20 above, he/she shall be debarred from continuing in such office or body by the order passed by the Patron, and the position held by him/her shall become and remain vacant.
25. **Resignation** - An office bearer of the Council/Societies or a member of the Students' Council or the Society may resign by a letter addressed and submitted in person to the Professor-in-Charge and the resignation shall take effect as soon as the resignation letter is accepted by the Professor-in-Charge.
26. **Assistance of district administration.**-The Vice-chancellor/ Principal Engineering College, Pharmacy College, Architecture Colleges and Polytechnic may call upon the district administration and police to assist in the constitution of student's union.
27. **Powers of Kulpati.**- In the Ordinance or under this Ordinance, wherever date and time are specified, they could be changed by the Kulpati.
28. **Power to remove difficulties.**-Notwithstanding anything contained herein above, the Kulpati shall be the authority to clarify matters relating to interpretation of this Ordinance or to resolve any other difficulty which may arise.
29. **Repeal.**- This Ordinance shall be in the supersession of the previous Ordinance.

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**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI**  
**Established under Act No. 25 of 2004**

**ORDINANCE No. 28 (Amended)**

(Refer Section 38(xxi) of Chhattisgarh Swami Vivekanand Technical University Act, 2004)

**Students' Unions for Engineering Colleges, Pharmacy Colleges, Polytechnics and  
University Teaching Departments**

*[Effective from Academic Session 2017-18]*

In exercise of the powers conferred by clause (xxi) of Section 38 of the Chhattisgarh Swami Vivekanand Technical University Act 2004, the following ordinance (Amended) is issued relating to Students' Union in Engineering Colleges, Pharmacy Colleges, Polytechnics and University Teaching Departments from academic session, 2017-18, namely :-

1. **Students' Union and its composition-** (1) There shall be a Students' Union consisting of (a) Students' Council; and (b) Activity Societies in all University Teaching Departments (hereinafter referred to as UTD) and Engineering Colleges, Pharmacy Colleges and Polytechnics affiliated to the university.

(2) The Students' Council shall comprise of President, Vice-President, Secretary & Joint Secretary along with all class representatives in all UTDs and Engineering Colleges, Pharmacy Colleges and Polytechnics. The Students' Council and Activity Societies shall be nominated bodies.

Provided that this will not be applicable to those UTDs and Engineering Colleges, Pharmacy Colleges and Polytechnics which are up to second session of its existence.

Provided further that the Executive Council of the University may, in extra ordinary situations, at the request of any UTD or Engineering College, Pharmacy College and Polytechnic, as the case may be, permit it to be exempted from the operation of this ordinance.

Provided further also that any UTD and Engineering College, Pharmacy College and Polytechnic which is running only course/s of one year duration or less shall, too, be exempted from the operation of this ordinance.

2. **Objectives of the Student's Union-** The following shall be aims and objectives of the Students' Union, namely:-

- (i) to promote and reinforce the democratic values and principles amongst the students and to educate them about their duties and rights in democracy;
- (ii) to emerge with value oriented leadership qualities and to inculcate a spirit of discipline and also to foster the spirit of brotherhood;
- (iii) to promote respect for human rights and dignity for the individuals and to eliminate ragging;
- (iv) to promote intellectual, social and cultural activities in the campuses;
- (v) to encourage participation in literary, cultural, artistic, innovative and sports

- activities to bring out their leadership and creative talents;
- (vi) to promote scientific temper and awareness on subjects of national and international importance;
  - (vii) to extend social service through mutual cooperation with a view to shaping a generation dedicated towards social, economic, political issues of the society;
  - (viii) to nurture a congenial atmosphere of learning and teaching for the development of the institution with the ultimate aim to build a knowledge society:

Provided that the union,-

- a. will not consider or canvass any matter relating to faculty/employees /individual students;
  - b. will not undertake any activity that will disturb the academic calendar approved by the Coordination Committee or is contradictory to the provisions of the Chhattisgarh Swami Vivekanand Technical University Act 2004;
  - c. will not take up any matter which falls within the jurisdiction of a Statutory Body other than the University;
  - d. will not take up any activity that is against the code of conduct prescribed for the students of the Engineering Colleges, Pharmacy Colleges and Polytechnics and UTDs.
  - e. Will not indulge in any activity that is detrimental to the peace, tranquility and academic environment of the Engineering Colleges, Pharmacy Colleges and Polytechnics and UTD, as the case maybe;
  - f. the union shall not identify or associate itself with any political party.
- (3) **Patron-** The Kulpati shall be the Patron of the Students' Union in UTDs whereas the Principal of the Engineering College, Pharmacy College and Polytechnic shall be the Patron of the Students' Union in the Engineering College, Pharmacy College and Polytechnic.
- (4) **Eligibility-** The eligibility for nomination in the Students' Council and Activity Societies are as under:
- g. Any regular student on the rolls of Engineering College, Pharmacy College and Polytechnic and UTD, as the case may be, on or before 14<sup>th</sup> August shall be eligible for nomination in Students' Council and activity societies.

A student shall not be eligible to be nominated to any office of the Council/Society of the Engineering College, Pharmacy College and Polytechnic and UTD if he/she falls in any of the categories listed below,-

- (a) Has ever been found guilty of ragging.
- (b) Has passed 10+2 examination earlier than, seven years in case of engineering college and pharmacy college, eight years in case of architecture college before the commencement of the academic session in which the nomination is done or has taken more than the prescribed minimum period, for whatever reason, for the course of which he/she is/was a student in the Engineering College, Pharmacy College and UTD or has an academic backlog.

Has passed 10<sup>th</sup> examination, in case of three year diploma courses in which entry qualification is 10<sup>th</sup> pass or 10+2 examination, in case of three diploma courses in which entry qualification is 10+2 earlier than four years before the

commencement of the academic session in which the nomination is done or has taken more than the prescribed minimum period, for whatever reason, for the course of which he/she is/was a

Student of Diploma course in the Engineering College and Polytechnic or has an academic backlog.

Has passed 10+2 examination, in case of two year pharmacy diploma course, earlier than three years before the commencement of the academic session in which the nomination is done or has taken more than the prescribed minimum period, for whatever reason, for the course of which he/she is/was a student of Pharmacy Diploma course in the Pharmacy College and Polytechnic or has an academic backlog.

- Note:** 1. If a student has taken admission in Bachelor of Engineering through lateral entry and has not passed 10+2 examination he/she shall not be eligible for the above if he/she has passed 10<sup>th</sup> examination earlier than nine years before the commencement of the academic session in which the nomination is done.
2. The case in which the result, of May June examination, of the semester preceding to current semester has not been declared, academic backlog shall be considered up to the semester for which student has appeared as regular student in Dec Jan examination of preceding year.
- (c) Has failed to pay the tuition fees and any other dues.
  - (d) Has been convicted by a court of law for any offence or against whom charges have been framed and the criminal proceedings are in progress for any offence relating to the affairs of the Engineering College, Pharmacy College and Polytechnic and UTD as the case maybe.
  - (e) Has been punished for use of unfair means at any examination or against whom proceeding is pending.
  - (f) Is in employment while studying in the Engineering College, Pharmacy College and Polytechnic and UTD.
  - (g) Has passed the last University examination in more than the minimum period required.
  - (h) Has been punished for indiscipline by the Engineering College, Pharmacy College and Polytechnic and UTD authorities.
  - (i) Joined any equivalent course after having failed in one or having left one incomplete.
  - (j) Has been provisionally admitted.
  - (k) Has been expelled from the hostel due to breach of rules.
- (ii) No person shall hold the same office more than once during his/her academic career in the institute.
- (iii) An eligible student at his/her own option, also be a member of one of the activity societies.

**5. Students' Council-** (i) The Students' Council shall consist of the following members, namely:-

- (a) (i) President;
- (ii) Vice President;

- (iii) Secretary; and
- (iv) Joint Secretary.
- (b) One Class Representative from each section of every class (The two semesters of the year combined) for the courses in which semester system and one Class representative from each section of every class of each year for the courses in which year system is followed to be nominated by Principal on merit basis.

Provided that Thirty percent class representative post shall be reserved for women. The reservation for women in the Class representative shall be decided by draw of lots.

- (c) If, at least one representative belonging to any of the following categories if not nominated under clause (a) and (b) above, as a member of the council, the Patron shall nominate, as members, one student from each of following categories namely:-
  - (i) Scheduled Tribes;
  - (ii) Scheduled Castes;
  - (iii) Other Backward Classes; and
  - (iv) Persons with disability

- (ii) The following shall be the office bearers of the Student Council, namely:-
  1. President
  2. Vice President
  3. Secretary
  4. Joint Secretary,

The office bearers shall be nominated by the Patron on merit basis.

Provided one post of office bearer shall be reserved for a woman candidate in the Engineering College, Pharmacy College and Polytechnic and UTD where women students are also enrolled.

- (iii) In the first year, the post for women will be determined by lottery after which it will rotate in the descending order, as given in (ii), above.
- (iv) The term of the Students' Council and societies shall commence on the date of its constitution and end on the 30th April of the academic year.
- (v) A teacher not below the rank of assistant professor in a Engineering College, Pharmacy College and Polytechnic and UTD shall be appointed as professor-in-charge of the Students' Council and the society by the Patron. The professor-in-charge shall also be the treasurer of the Council/Societies and he/she shall have the right to be present at any meeting of the Students' Council or the societies and to offer his/her advice on any matter relating there to.

#### **6. Nomination in the Students' Council-**

1) The nomination to the office/Class representative shall be basis of merit. The student securing highest marks in the preceding examination shall be nominated. Provided that

- a) the office bearers of the council shall be only those students who have passed the qualifying examination in one attempt only and

- b) if the nominated class representative /office bearer does not accept the nomination due to some reasons, the next eligible student can be nominated by the principal as class representative/office bearer.
- c) One student can hold only one office.

2) The nomination of office bearer and class representative shall as be given below.

**a) In case of both 4 year under graduate and post graduate classes in the college:**

- ix) President Final year student of post graduate class
- ii) Vice-President First year student of Post Graduate class
- iii) Secretary Final year student of graduate class
- iv) Joint-Secretary Third year student of graduate class
- v) Class representative from each section of a graduate class and post graduate class.

**b) In case of 4 year under graduate classes only in the college:**

- i) President Final year student of graduate class
- ii) Vice President Final year student of graduate class
- iii) Secretary Third year student of graduate class
- iv) Joint Secretary Second year student of graduate class
- v) Class representative from each section of graduate classes

**c) In case of 5 year under graduate classes only in the college**

- i) President Final year student of any under graduate class
- ii) Vice President Final year student of any under graduate class
- iii) Secretary Fourth year student of any under graduate class
- iv) Joint Secretary Third year student of any under graduate class
- v) Class representative from each section of graduate classes

**d) In case of three year/Diploma classes only in the college**

- i) President Final year student of any under graduate class
- ii) Vice President Final year student of any under graduate class
- iii) Secretary Second year student of any under graduate class
- iv) Joint Secretary First year student of any under graduate class

**e) In case of 2 year Diploma classes only in the college**

- i) President Final year student of any under graduate class
- ii) Vice President Final year student of any under graduate class
- iii) Secretary First year student of any under graduate class
- iv) Joint Secretary First year student of any under graduate class

3) No person shall hold the same office more than once during his/ her academic career in the College

7. **Co- curricular and Academic Activity Societies** - (i) There shall be, in every Engineering College, Pharmacy College and Polytechnic and UTD, Co- curricular and Academic Activity Societies like (1) Cultural Society; (2) Social Work Society [This includes Red cross Society, NCC/NSS (wherever it exists)]
- ; (3) Science club; (4) Physical Activity Society; (5) Society on Gender Issues  
 (6) Knowledge Society; (7) Current affairs club; (8) Computer literacy Society;  
 (9) Book Readers' Society; (10) Dramatics Society and (11) Fine Arts Society, etc. in a manner prescribed here in below.
- (ii) There shall be a Working Committee for each Activity Society. The committee shall comprise of Convener, Co-convener and Nominated Members. The number of nominated members shall depend upon the strength of bonafide students enrolled in Engineering College, Pharmacy College and Polytechnic and UTD, as the case may be. Engineering College, Pharmacy College and Polytechnic and UTD with student strength of up to 1000 shall have 5 nominated members whereas the number of nominated members can be 10 for Engineering College, Pharmacy College and Polytechnic and UTD with student strength beyond 1000.
- (iii) The Working Committee of each Activity Society shall be responsible for conducting activities assigned to it. The Convener of the Working Committee shall have the right to attend the meeting of the Student Council. He can also offer advice to the Student Council on evolving programs for the Student Council. However, such advice shall not be binding upon the Student Council. The other powers and functions and scope of activities of each Society shall be determined by the Patron.
- (iv) The funds generated from the membership fees of any society and those raised by the members of that particular society, with prior permission of the Professor-in-charge, shall be available to the concerned society to carry out the functions and activities.
8. **Nomination Committee** - There shall be a Nomination Committee for nominating office bearers of the Activity Societies. The Nomination Committee shall ordinarily comprise up to three members. In case of Government Engineering Colleges, Pharmacy Colleges and Polytechnics , the patron shall be the President of the Nomination Committee with the nominated President of the Students' Union, and professor- in- charge of Students' Union as its members. In UTD, the Kulapati shall be President of the Nomination Committee, whereas in a private Engineering College, Pharmacy College and Polytechnic, the Chairman of Management Committee shall be the President of the Nomination Committee
9. **Powers of the Patron** - The Patron shall have the following powers, namely:-
- (i) As and when the situation so warrants, to reside and address any meeting of the students' council or of the office bearers of the students' council and to address the members thereof
- (ii) To decide all disputes of Students' Council or societies referred to him and his decision in the matter shall be final.
- (iii) to administer the oath of office to members and office bearers of Students' Union.
- (iv) to annul any resolution or proceedings of the Students' Council or the Societies, as deemed necessary, wherever such a resolution or the proceeding is found to be beyond the powers of the council or detrimental to the interest of the Engineering College, Pharmacy College and Polytechnic and UTD.
- (v) to dissolve Students' Council in the event of violation of the provisions of the

- Ordinance by the Students' Council or the Societies, as the case may be, and to take appropriate action.
- (vi) to remove any office bearer of the Students' Council or the Society from his/her office if the said office bearer has directly or indirectly indulged inragging;  
or  
is involved in financial embezzlement;  
or  
has extracted or tried to extract money illegally from some person/institution or businesses tablishment;  
or  
has intimidated any officer or the employee of the Engineering College, Pharmacy College and Polytechnic /University to do an illegal act;  
or  
indulged in violent activity or have lead violent demonstration or is involved in case of moral turpitude;  
or  
has indulged in any activity that is detrimental to the reputation of the institution.

- (vii) to authorize the arrangement and allocation of funds for the Students' Council and different Societies.
- (viii) to decide the membership fees for the members of any of the Societies.
- (ix) to call a monthly meeting of student union and the teaching staff.

10. **Powers of the Professor-In-Charge** - Professor-in-charge of the Students' Council or of the Societies, as the case may be, shall have the following powers with respect to the Council / Societies, namely:-

- (i) to be present at the meetings of the Students' Council or the Society;
- (ii) to exercise general supervision over the affairs of the Council or the Society and if necessary to advise the Students' Council or the Society regarding their activities;
- (iii) to be in-charge of the funds of the Council or the Society and to ensure that no part thereof is advanced or spent without the sanction of proper authority or for purposes other than those for which they are allocated;
- (iv) to bring to the notice of the Patron any resolution or proceeding or act of any of the bodies or office bearers of the Council or the Society which is in violation of the provisions of the Ordinance or is likely to be prejudicial to the interest of the college;
- (v) to send to the Adviser-cum-Treasurer of the University, the names of elected President and Secretary, immediately upon the completion of the election.

11. **Power of the President/ Convener to preside over the meeting of the Council or Society** - The President/Convener of the Council/Societies, as the case may be, shall in the absence of the Patron/Professor-in-charge, preside over the meetings of the Students' Council or Society.
  12. **Duties of the President/Convener of the Council/Societies** - Subject to clause 10 above, President/Convener of the Council/Societies may preside over the meeting of the Council/Societies and shall perform the following duties, namely:-
    - (i) Subject to the control of the Students' Council/Societies, to be in charge of the general management of the affairs of the Council/Society.
    - (ii) To ensure discipline at the meetings of the Students' Council/Societies or at any meeting or gathering organized by the Council/Societies.
    - (iii) To ensure that the provisions of the Ordinance are faithfully observed.
    - (iv) To ensure that any activities organized by the Council/Societies do not become unruly, violent or unlawful nor does it lead to the destruction of the private or public property.
    - (v) To discharge any other legitimate functions entrusted to him/her or any legitimate duty imposed on him/her by the Students' Council or the Society subject to the approval of the Patron/Professor-in-charge.
  13. **Duties of the Vice President of the Council** - the Vice President of the Council shall carry out the legitimate work assigned to him/her by the President of the Council and perform the legitimate functions of the President in his/her absence.
  14. **Duties of the Secretary/Co-convenor of the Council or Society** - the Secretary/Co-convenor of the Council or Society as the case may be, shall carry out the following functions, namely:-
    - (i) to convene meetings of the Students' Council/Society subject to the instructions of the President and approval of the Professor-in-charge;
    - (ii) to prepare and maintain the minutes of the meetings of the Students' Council or the Society;
    - (iii) to conduct the correspondence of the Council or the Society and keep all records thereof;
    - (iv) to ensure that the legitimate decision of the Students' Council or the Society are carried out;
    - (v) to perform all other legitimate function entrusted to him/her by the President/Convener with the approval of the Professor-in-charge;
- Note:-** The Co-convenor of a Society shall perform the legitimate functions of the Convenor, in his/her absence.
15. **Duties of the Joint Secretary**-(i) The Joint Secretary of the Council shall assist the Secretary in the discharge of his/her duties and shall have such powers as may be assigned to him/her by the President with the approval of the Professor-in-charge.  
(ii) The Joint Secretary shall, in the absence of the Secretary discharge the legitimate duties of the Secretary.

## **16. Powers of the Students' Council/Societies-**

- (i) The Students' Council/Societies, as the case may be, shall have the following powers, namely:-
  - (a) To lay down the broad pattern of the activities of the Students' Council/Societies.
  - (b) To approve the budget estimates of the Council/Societies.
- (ii) One-third of the total membership of the Students' Council & one-fourth of the total membership of the concerned Society shall constitute the quorum.

## **17. Meeting of the office bearers of the Students' Council/Societies-**

- (i) The office bearers of the Students' Council/Societies shall meet at least once in every two months. No quorum is required for the meeting of the office bearers.
- (ii) The office bearers shall be given at least three days notice for an ordinary meeting and clear twenty four hours' notice for an emergent meeting.
- (iii) Agenda of the ordinary as well as the emergent meeting shall be sent along with notice. No ex-agenda item shall be admissible in an emergent meeting.
- (iv) The minutes of the meeting of the office bearers of the Students' Council /Societies shall be put up for confirmation at the next following meeting.

18. **Functions of the Students' Council/Societies** - The office bearers of the Students' Council/Societies, as the case may be, shall:-
- (i) prepare the budget of the Council/Societies under the guidance of the Professor-in-charge and submit it to the General Meeting of the Students' Council/Societies for approval.
  - (ii) draw up the programme of work to be undertaken by the Council or Societies during the academic session and make necessary arrangement for the implementation of the programme. Provided that no outsider shall be invited to address the Council/ Societies or any of its bodies without the prior approval of the Patron/Professor-in-charge.
19. **Grievance redressal society and welfare society** - (i) The Patron of the Students' Council may constitute a Students Grievance Redressal Society and Students' Welfare Society.
- (ii) The number of members of these societies shall be determined by the Patron keeping in view the size of the Engineering College, Pharmacy College and Polytechnic and UTD, number of the students and other relevant factors.

## **20. Funds of the council-**

- (i) Funds placed at the disposal of the Council by the Patron of the Engineering College, Pharmacy College and Polytechnic and UTD together with any other funds raised lawfully with the prior permission of the Patron, shall constitute the funds of the Council.
- (ii) The Professor-in-charge shall draw, out of the fund, money sanctioned by the Council and shall have direct control over it.
- (iii) Whenever any amount is advanced to the President or any member of the Council authorized to receive the amount, the account shall be rendered to the Secretary.

Who shall countersign the vouchers, maintain the accounts of the Council and submit the account with the

complete set of vouchers to the Professor-in-charge within a week.

- (iv) The Professor-in-charge and the office bearers of the Council/Societies, as the case may be, shall be responsible for appropriate utilization of the allotted amount.
- (v) Transparency shall be maintained in matters pertaining to the maintenance of accounts of the Students' Council/ Societies. Any Student, who is a member of the Council/Societies, shall have the right to see the accounts of the Council /Societies.

### **21.Date of Nominations–**

- (i) Nominations to the post of class representative and office bearers shall be made by the principals on a date approved by Kuladhipati and communicated by Kulpati.
  - (ii) Nominations process shall be conducted by the Professor-in-charge according to the program announced by the Kulpati.
  - (iii) Nominations to the Activity Society shall be made within fifteen days of nominations to the Students council.
22. **Dispute resolution committee** - The Patron, at the beginning of the academic session, shall constitute a Dispute Resolution Committee consisting of himself and two faculty members. Dispute relating to nomination that cannot be resolved by the Professor-in-Charge could be referred by the patron to the Committee. The decision of the committee shall be binding.
23. **Ceasing to be in office** - If a student nominated to an office does not take oath within the prescribed period, the right to the office shall cease and the office shall be deemed to be vacant.
24. **Debar from continuing in office** - When a person nominated to any office or body of the Council/Societies incurs any of the disqualification listed under sub- Para(viii) of Para 20 above, he/she shall be debarred from continuing in such office or body by the order passed by the Patron, and the position held by him/her shall become and remain vacant.
25. **Resignation** - An office bearer of the Council/Societies or a member of the Students' Council or the Society may resign by a letter addressed and submitted in person to the Professor-in-Charge and the resignation shall take effect as soon as the resignation letter is accepted by the Professor-in-Charge.
26. **Assistance of district administration.**-The Vice-chancellor/ Principal Engineering College, Pharmacy College and Polytechnic may call upon the district administration and police to assist in the constitution of student's union.
27. **Powers of Kulpati.**- In the Ordinance or under this Ordinance, wherever date and time are specified, they could be changed by the Kulpati.
28. **Power to remove difficulties.**-Notwithstanding anything contained hereinabove, the Kulpati shall be the authority to clarify matters relating to interpretation of this Ordinance or to resolve any other difficulty which may arise..
29. **Repeal.**- This Ordinance shall be in the supersession of the previous Ordinance.

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