



MUNGER UNIVERSITY, MUNGER

DRAFT STATUTES FOR STUDENTS' UNION ELECTION

These status shall come into force with immediate effect and shall supersede any other status/rules framed in the past regarding the conduct of the election of the Students' Union.

1. Jurisdiction:

Area under the Jurisdiction of the University.

2. Office:

The office of the union will be located in the headquarters of the University Building on the main campus.

3. Aim & Objects :

The following will be the aims and objects of the union:

- 3.1 To promote mutual contact, a democratic outlook, and a spirit of oneness among the students of the university.
- 3.2 To promote the social harmony among all sections of student community, cultural and academic development of the students of the university.
- 3.3 To promote leadership quality, and consciousness among students of the University and equipping them as responsible and educated future of the country.
- 3.4 To promote among the students a sense of self-reliance and service to the people and duty towards the development of Bihar.
- 3.5 To meet, discuss, and make representation to the Central, State and University authorities on matters concerning the common interest of the students.

4. Activities:

The Union may organize the following activities:

- 4.1 Debates, Lectures, discussion, study circle, essay competition, etc.
- 4.2 Cultural activities and contests.
- 4.3 Indoor and outdoor games.

5 Electorate:

All bonafide regular whole-time students of the University, Department and Constituent colleges except (+2) level students shall be entitled to vote for the election of Munger University, Munger Students' Union.

Electing Unit:

- 5.1 Each constituent college shall be one unit of the union.
- 5.2 All University departments taken together will constitute one unit of the Union.

6 Frequency and duration of the Election Process:

- 6.1 The entire process of election, commencing from the date of filing of nomination papers to the date of declaration of results, including the campaign period, shall not exceed 10 days.
- 6.2 The election of the Munger, University Munger Students' Union shall be held for an academic session preferably between 6 to 8 weeks from the commencement of the academic session.

7 Election:

- 7.1 The Patron will appoint every Year a Chief Election Officer and other Election Officers who shall arrange to conduct the election of the office-bearers of the Union for the year in various units.
- 7.2 The adviser of the Union will conduct the election of the members of the Executive Committee of the Union.

8. Tenure of Union:-

- 8.1 The official year of the Union will be from the 16th of August of every year to the 15th of August of the following year.
- 8.2 The election of the office- bearers should be completed at the latest by the 16th August each year.
- 8.3 The Central Council, the executive committee, the sub-committee, if any, and the office bearers of the union will not remain in office beyond one year as defined in sub-clause (i) of the clause.
- 8.4 An office- bearer of the union or a member of the Executive Committee or Central Council may in writing addressed and delivered to the Patron, resign his office before the expiry of the terms.
- 8.5 The Election of the eleven member of the Executive Committee from among the members of the Central Council should be completed latest by the 31st August each year.

9 Filling of Nomination Papers :-

- 9.1 The nomination papers of the candidates for election shall be submitted to the Chief Election Officers on the date and time fixed for this purpose on a prescribed form given the name, Class/course, Enrolment No, date of birth and other relevant details the candidates, Proposer and the seconder, as also the acceptance of the candidates concerned. The Candidates shall also submit the following.
 - (i) Self Attested copy of the High School certificate as valid proof of the date of birth;
 - (ii) A certificate of percentage of attendance duly signed by the Principal/ Dean of the Faculty in the current session as the case may be.
 - (iii) A certificate from the Controller of examinations declaring that the candidate has no academic arrears in the year of contesting the election;
 - (iv) An Affidavit stating that he/she has no previous criminal records as well as not has been subjected to any disciplinary action by the Proctor/Principal;

- (v) A declaration duly signed by the candidate to the effect that he/she has not availed more than two opportunities to contest for the Students' Union executive and has not contested more than once for the posts (Presidents, Vice- President and General Secretary) of Students' Union.
- 9.2 The Student's Union Office, is shall supply these forms to the candidates. The Chief Election Officer shall have the right to determine the eligibility or otherwise of the proposer, the seconder as well as the contestant. If it is found that the candidates are ineligible as per these regulation, his nomination paper shall be rejected. The decision of Chief Election Officer in the matter shall be final.
- 9.3 The Election shall be through a secret ballot, Polling shall take place at the college and Faculty level for the University Department and the Dean of the Faculty shall be the Election Officer for his/her faculty. For the College, the Principal shall be the Election Officer. The Ballot boxes shall be locked and sealed by the Election Officer or his representative in the presence of each candidate or his representative who should also be bonafide whole-time students. The Election shall be by simple majority vote. The Chief Election Officer can change the venue of the voting and counting after due notification, if the Election and academic exigencies so dictate.
- 9.4 In the matter of interpretation of these Statutes, the decision of the Chief Election Officer shall be final after the approval of Vice-Chancellor.

10 Eligibility Criteria for Candidates;

- 10.1 Under Graduate student between the age of 17 and 22 (on the date of filling the nomination) may contest election.
- 10.2 For post Graduate student the maximum age limit to legitimately contest an Election would be 25 years.
- 10.3 For research students the maximum age limit to legitimately contest an Election would be 28 years.
- 10.4 The candidate should in no event have any academic arrears in the year of contesting the election.

- 10.5 The Candidate should have attained the minimum percentage of attendance whichever is higher. The attendance of the candidates shall be counted till the previous day of filing the nomination in that current academic Session.
- 10.6 No candidates shall have more than two opportunities to contest for the post of an executive member and to contest more than once for the post of Office Bearer (The President, Vice-President and General Secretary/Joint Secretary).
- 10.7 No Candidate shall have previous criminal records that is to say that he/she should not have been tried and/or convicted of any criminal offence or misdemeanor. The candidate should also not have been subjected to any disciplinary action by the University authority.
- 10.8 The candidate must be regular full time student of the University and should not be a distance/proximate education student. That is to say that all eligible candidates must be enrolled in a full time course, duration being at least one year.

11. **Code of Conduct for Candidates and Election Officers;-**

- 11.1 No candidate shall indulge in, nor shall abet, activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic, or between any group(s) of students.
- 11.2 During Election Campaign criticism of other candidates, when made, shall be confined to their policies and programs, past record and work. Candidates shall refrain from criticism of all aspect of private life, not connected with the public activities of the other candidate or supporters of such other candidates. Criticism of other candidates, or their supports based on unverified allegation or distortion shall be avoided.

- 11.3 There shall be no appeal to caste or communal feelings for securing votes. Place of worship, within or without the campus, shall not be used for election propaganda.
- 11.4 All candidates shall be prohibited from indulging or abetting, all activities which are considered to be "corrupt practices" and offences, such as bribing of voters, intimidation of voters, impersonation of voters, canvassing or the use of propaganda within 10 meters of polling station, holding public meetings during the period of 24 hours ending with the hour fixed for the close of the poll, and transport and conveyance of voters to the from polling station.
- 11.5 No candidate shall be permitted to make use of printed posters, printed pamphlets, or any other printed material for the purpose of canvassing.
- 11.6 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 herein above.
- 11.7 Candidate may only utilize hand-made posters at certain places in the campus, which shall be notified in advance by the Chief Election Officer.
- 11.8 No Candidate shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda outside the University campus.
- 11.9 No candidate shall, nor shall his/her supporters, deface or cause any destruction to any property of the University campus, for any purpose whatsoever. All candidates shall be held jointly and severally liable for any destruction/defacing of any University property.
- 11.10 During the election period the candidates holding procession/or public meeting do not, in any manner, disturb the classes and other

academic and co-curricular activities of the University. Further, such procession/public meeting may not be held without the prior written permission of the Proctor.

11.11 The use of loud speakers, vehicles and animals for the purpose of canvassing shall be prohibited.

11.12 On the day of polling, candidates, their agents & supporter shall:

- (i) 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;
- (ii) Not serve or distribute any citable, or other solid and liquid consumable, except water on polling day;
- (iii) Not hand out any propaganda of the polling day.

11.13 Excepting the voters, no one without a valid Identity proof for the current session shall enter the polling booths.

11.14 The Vice-Chancellor shall appoint impartial observers. If the candidates have any specific complaint or problem regarding the conduct of the election, they may bring the same to the notice of the observer.

11.15 All candidates shall be jointly responsible for ensuring the cleaning up of the University particularly polling area within 48 hours of the conclusion of polling.

11.16 Any contravention of any of the above rules may make the candidate liable to be stripped of his/her candidature, or his elected post, as the case may be. The University may initiate appropriate disciplinary action against such a violator.

11.17 In addition to above, the provisions of The Indian Penal Code, 1860 (Section 153A and Chapter IXA-" Offences relating to Election") shall also be applicable to the student election.

12. **Disassociation of Students Elections and Students representation from Political Parties;-**

During the period the election, no person who is not a student on the rolls of the University, shall be allowed to take part in the Munger, University Munger Students' Union Election process in any capacity. Any person, Candidate, or members of the student organization, violating this rule shall be subject to disciplinary proceedings, in addition to the candidature, as the case may be, being revoked.

13. **Maintaining law and order on the Camps during Election Process:**

Any instance of acute lawlessness or the commission of a criminal offence shall be reported to the police by the Proctor as soon as possible, but not later than 6 hours after the alleged commission of the offence.

14. **Grievance Redressal Mechanism;**

There shall be a Grievance Redressal Cell, constituted by the Vice-Chancellor with the Dean Students' Welfare as its Chairman. In addition, one senior Principal, one Senior Dean, Proctor & Registrar of the University. The Grievance Cell is mandated with the redressal of election-related grievance, including but not limited to breaches of the code of Conduct of Election and Complaints relating to election-related expenditure. This cell would be the regular unit of the University.

(a) In pursuit of its duties, the Grievance-Cell may prosecute violators of any aspect of the Code of Conduct or the rulings of the Grievance-Cell. The Grievance Cell shall serve as the court of original jurisdiction. The Vice-Chancellor shall have appellate jurisdiction over the issue of law and fact in all cases or controversies arising out of the conduct of the election in which the Grievance Cell has issued a final decision. Upon review, the Vice-Chancellor may revoke or modify the sanctions imposed by the Grievance Cell.

(b) In carrying out the duties of the office, the Grievance Cell shall conduct proceedings and hearings to fulfill those duties. In executing those duties, they shall have the authority:

- (i) to issue a writ of subpoena to compel candidate, agents, and workers, and to request students to appear and give testimony, as well as produce necessary records; and
 - (ii) to inspect the financial reports of any candidate and make those records available for public scrutiny upon request.
- (c) Members of Grievance Cell are prohibited from filing complaints. Any other student may file a complaint with the Grievance Cell, within a period of 3 weeks from the date of deceleration of results. All complains must be filed under the name of the student filing the complaint. The Grievance Cell shall act on all complains within 24 hours after they are received by either dismissing them or calling a hearing.
- (d) The Grievance Cell may dismiss a complaint if :
 - (i) The complaint was not filed within the time frame prescribed above.
 - (ii) The complaint fails to state a cause of action for which relief may be granted.
 - (iii) The complainant has not and/or likely will not suffer injury or damage.
- (e) If a complaint is not dismissed, then a hearing must be held. The Grievance Cell informs, in writing, or via e-mail, the complaining party and all individuals or groups named in the complaint or the time and place of the hearing. The parties are not considered notified until they have received a copy of the complaint.
- (f) The Hearing shall be held at the earliest possible time, but not within twenty-four (24) hours after receipt of the notice described above unless all parties agree to waive the 24-hours time constraint.
- (g) At the time notice of a hearing of issued, the Grievance cell, by majority vote may issue a temporary restraining order, if it determines that such an action is necessary to prevent undue or adverse effect on any individual. Any restraining order, once issued, will remain in effect until a decision of the Grievance Cell is announced after the hearing or until rescinded by the Grievance Cell.

- (h) All the Grievance Cell hearing, proceedings, and meeting shall be open to the public.
- (i) All parties of the Grievance Cell hearing shall present themselves at the hearing, may be accompanied by any other student from which they can receive counsel, and have the option to be represented by that counsel.
- (j) For any hearing, a majority of sitting Grievance Cell members must be a attendance with the chair of the Grievance Cell presiding. In the absence of the chair, the responsibility to preside shall fall to a Grievance Cell member designated by the Chair.
- (k) The Grievance Cell shall determine the format for the hearing, be must required that both the complaining and responding parties appear physically before the Cell to discuss the issue through a complaint, answered, 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 hearing.

- (i) Complaining parties shall be allowed no more than two witnesses, however the Grievance Cell may call witnesses as required. If said witnesses are unable to appear at the hearing, signed affidavits may be submitted to the Grievance Cell Chair for the purpose of testifying by proxy.
- (ii) All question and discussions by the parties in dispute shall be directed to the Grievance Cell.
- (iii) There shall be no direct or cross-examination of any party or witness by complaining or responding parties during hearing.
- (iv) Reasonable time limits may be set by the Grievance Cell, provided they give fair and equal treatment to both sides.
- (v) The complaining party shall bear the burden of proof.

- (vi) Decisions, order and rulings of the Grievance Cell must be concurred to by majority of the Grievance Cell present and shall be announced as soon as possible after the hearing. The Grievance Cell shall issue a written opinion of the ruling within 12 hours of announcement of the decision. The written opinion must set forth the finding of fact by the Grievance Cell and the conclusion of law in support of it. Written opinions shall set a precedent for a time period of three election cycles for Grievance Cell rulings, and shall guide the Grievance Cell in its proceedings, upon consideration of prior written opinions; the Grievance Cell may negate the decision, but must provide written documentation of reasons for doing so.
- (vii) If the decision of the Grievance Cell is appealed to the Vice-Chancellor, the Grievance Cell must immediately submit its ruling to the Vice-Chancellor.
- (viii) The Grievance 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 Cell, possible remedies and sanctions include, but are not limited to fines, suspension of campaigning privileges, and disqualification from the election.
- (ix) Any fine or total amount off fines against a candidate in an election cycle may not exceed the spending limit as defined herein above.
- (x) If, after a hearing, the Grievance cell finds that provisions of this code were violated by a candidate, or a candidate's agent or workers, the Grievance Cell may restrict the candidate, or the candidate agent 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 days.

- (xi) If, after a hearing, the Grievance Cell find the provision of either this code or decision, opinions, orders, or ruling of the Grievance Cell have been willfully and blatantly violated by a candidate's agents or workers, the Grievance Cell may disqualify the candidates.
- (xii) Any party adversely affected by a decision of the Grievance Cell may file an appeal with the Vice- Chancellor within twenty four (24) hours after the adverse decision is announced. The Vice-Chancellor shall have discretionary appellate jurisdiction over the Grievance Cell in all case in which error on the part of the Grievance Cell is charged.
- (xiii) The decision of the Grievance Cell shall stand and shall have full effect until the appeal is heard and decided by the Vice-Chancellor.
- (xiv) The Vice-Chancellor shall hear appeal of Grievance Cell ruling as soon as possible, but not within twenty four (24) hours after the Grievance Cell delivers to the appellant and the Vice-Chancellor a copy of its written opinion in the case, Appeal may heard prior to his time, but only if the Appellant waives the right to a written opinion and the Vice-Chancellor agrees to accept the waiver.
- (xv) The Vice-Chancellor can issue suitable orders to suspend or halt the operation of the ruling issued by the Grievance Cell until the appeal appeals are decided.
- (xvi) The Vice-Chancellor shall review findings of the Grievance Cell when appealed, The Vice-Chancellor may affirm or overturn the decision of the Grievance Cell, or modify the sanctions imposed.

15. Election Related Expenditure and Financial Accountability;

- 15.1 The maximum permitted expenditure per candidate shall not exceed Rs. 5000 in any circumstance whatsoever.
- 15.2 Each candidate shall, within two weeks of the declaration of the result, submit complete and certified accounts (to be certified by the candidate), of his expenditure to the University. The University shall publish such certified accounts within 2 days of the submission of such accounts through a suitable medium so that any member of the student body may freely examine the same. The election of the candidate will be nullified in the event of any non-compliance or in the event of any excessive expenditure.
- 15.3 With the view to prevent the inflow of funds from political parties into the student election process, the candidates are specially barred from utilizing funds from any other sources than voluntary contributions from the student body.

16. The Central Council:

- 16.1 There shall be a Central Council of the Union which shall consist of the following:
- (i) The President of the Unions of each unit as laid down under clause 6.2.2 of the report of the committee constituted to frame guidelines on students' election college/universities as per the decisions of the Hon'ble Supreme Court of India (Lyngdoh Committee Report).
 - (ii) Two members directly elected by simple majority votes from each unit of clause 6.2.2 of the report of the committee constituted to frame guidelines on students' election colleges/universities as per the decision of the Hon'ble Supreme Court of India (Lyngdoh Committee Report).
 - (iii) All the office bearers of the Union shall be member.
 - (iv) Advisor of the Union-DSW of the university.
 - (v) The treasure of the Union.
 - (vi) The outgoing President of the Union provided he continues to be on the rolls of a College or Department.

16.2 The member of the Central Council mentioned in sub-clause (iv), (v) & (vi) above will have no right to vote in the meeting of the Central Council.

16.3 The Central Council will be the supreme authority of the Union and shall carry on the functioning of the Union according to the provisions of the Act and Statutes.

16.4 Subject to the provisions of the statute, Central Council shall have the power to give such direction to the Executive Committee of the Union or Sub- Committee appointed by it and office bearer of the union as it may consider necessary.

17. **Patron:**

The Vice-Chancellor of the University shall be the Patron of the Union but shall not be the member of the Executive Committee of the Union.

18. **Advisor:**

D.S.W of the University shall be Advisor of Munger, University Munger Students' Union but have no right to vote in the meeting of the Executive Committee of the Union.

19. **Treasurer:**

An officer of the University Nominated by Vice-Chancellor shall be the Treasurer of the Munger University Munger Students' Union but shall not right to vote in the meeting of the Executive Committee of Munger University Munger Students' Union.

20. **The Executive Committee of the Union;**

20.1 There shall be an Executive Committee of the Union which shall consist of the following:-

- (i) President of all the unit under section (6.1), (6.2).
- (ii) Eleven members of the Central Council elected by simple Majority vote among themselves provided that two member out of eleven should be girls.
- (iii) The Advisor (DSW).
- (iv) The Treasurer of the Union.
- (v) The outgoing President of the Union provided he continue to be on the rolls of a Collage or Department of the University.

- 20.2 The members of the Executive Committee mentioned in sub-clause (iii), (iv) and (v) above will have no right to vote in the meeting of the executive Committee.
- 20.3 The Executive Committee will function within the framework of the politics laid down by the Central Council and in accordance with provisions of University Acts & Statutes:
- 20.4 The Executive Committee may appoint sub-committee as may be necessary for the conduct of its business. A sub-committee if appointed will be responsible to the Executive Committee.
- 20.5 Subject to the provisions of these Statutes the Executive Committee may give such direction to its office bearers of the Union as it may deem necessary in the discharge of their duties.
- 20.6 Patron of the Union will have power to appoint sub-committee as it may deem necessary in the interest of University and students.
- 20.7 Executive Committee shall be responsible to the Central council and Patron.

21. **The Office Bearers of the Union:**

- 21.1 The shall be the following Office-bearers of the union in each unit:-
 - (A) President
 - (B) Vice-president
 - (C) Secretary
 - (D) Joint Secretary
 - (E) One class representative from each class.
- 21.2 There shall be the following Office-bearers of the University level:-
 - (A) President
 - (B) General Secretary
 - (C) Vice President-Boy's
 - (D) Joint Secretary-Boy's
 - (E) Vice President-Girl's
 - (F) Joint Secretary-Girl's
- 21.3 All the office bearer of the Union will be elected from the Central Council by simple majority vote.

21.4 All the office bearers of the Union will function within the framework of the policies laid down by the Central Council and under the general supervision and direction of the Executive Committee in the performance of their day-to-day work. Delegation or powers of any to the office-bearers will have to be specifically provided for by a resolution of the appropriate Council or Committee for a specific duration of time but not exceeding one month.

21.5 All the office-bearers of the Union shall be responsible to the Executive Committee and to the Central and will function strictly in accordance with provisions made in the Statutes.

21.6 The office-bearers of the Union shall be responsible for the smooth and direct functioning of the Union.

22. **Limitation:**

No faculty member nor any member of the University Administration or an officer of the University shall be permitted to hold any post on the Executive of the Munger University, Munger. Students Union nor shall be allowed to be a member of Munger University, Munger. Students Union except Treasurer, Adviser without right to vote in the meeting of the Executive Committee.

23 **Functions of the Office Bearers of the Union:**

23.1 (i) The President of the Union will be the Chief Executive Head of the Union and will function in all matters relating to the Union in accordance with this Statute.

(ii) The General Secretary of the Union will act in consultation with the President and will function in all matters relating to the Union in accordance with this.

(iii) In the absence of the President, the Vice-President of the Union will perform all the function of the President in accordance with these Statutes.

(iv) In the absence of the President and the Vice-President, the General Secretary will discharge the functions of the President in addition to his duties as the General Secretary of the Union.

(v) In the absence of the General Secretary, the Joint Secretary in accordance with this Statutes.

- 23.2 (i) The President of the Union shall preside at the meeting of the Central Council and the Executive Committee and it shall be his duty to conduct these meeting in an orderly and peaceful manner in accordance with this Statutes.
- (ii) It shall be the duty of General Secretary of the Union to prepare the minutes of all the meeting of the Central Council and the Executive committee and to keep the records of these meetings properly and in safe custody.
- (iii) The General Secretary of the Union will also carry on correspondence on behalf of the Union and will keep and maintain all records.

24. **Disqualification for office-bearers:**

- 24.1 No member of the Union shall be entailed to hold any post of office bearers, if
- (i) He has exceeded age mentioned in the Lyngdoh Committee recommendation as approved by Supreme Court of India;
- (ii) He has completed 7 years from 1st July of the calendar years of passion +2 examinations taken together in one or more than one Universities;
- (iii) He has been convicted of a criminal offence including moral turpitude or he has been punished by the University/College for an act which is coercive in nature and constitutes a threat of life and property or
- (iv) He has been found guilty of and punished for the use of unfair means in any examination of a University or Board or any Govt. Organization.

25. **Meetings:**

- 25.1 The Central Council will meet at least thrice a year, but the Executive Committee will meet as often as may be necessary, but at least in a month.
- 25.2 The meeting of the Central Council or Executive Committee will be convened by the Secretary of the Union by giving at least 7 days notice. An emergency meeting of the Executive Committee, my, however, be convened in consultation with the Adviser by giving at least 24 hours notice.

- 25.3 All the meeting of the Central Council and the Executive Committee shall be held at the Union office.
- 25.4 The notice of a meeting and a copy of the agenda (except for an emergency meeting) for the meeting will be duly served on all the members the notice of the meeting would be served as under:
- (i) For the Central Council and the Executive Committee by Registered Post.
 - (ii) For an emergency meeting by SMS/Phone Call.
- 25.6 The attendance and the minutes of the meeting of the Central Council and the Executive Committee shall be confirmed in the subsequent meeting. A copy of the confirmed minutes shall be furnished to the Adviser immediately thereafter.
- 25.7 A register of attendance of the members at the meeting of the Central Council and the Executive Committee shall be or in his absence by the Treasurer at each meeting.
- 25.8 A meeting of the Central Council of the Executive Committee may be requisitioned by not less than 25% of the vote, submit such a requisition in writing to the General Secretary, who shall thereupon call such a meeting within a period of one week from the date of the receipt of the requisition. The adviser may call the meeting on the failure of the Secretary to do so.

26. **Quorum:**

In all ordinary as well as emergency meeting of the Central Council of the Executive Committee one-third of the total membership of the body will constitute the quorum.

27. **Vacancy:**

In the event of the office of any major post of office bearer falling vacant within two months of elections, re-elections should be conducted; otherwise the Vice-President may be promoted to the post of President and the executive member, who has scoured highest vote in the election to the post of General Secretary, as the case may be.

28. **Vote of No-confidence:**

28.1 Not less than one-third members of the Central Council of the Union may move a resolution of no-confidence against any of the elected office bearers.

28.2 Such a resolution cannot be moved before the first of December of the year.

28.3 A notice of a minimum of 15 days will be required for such a resolution to be moved.

28.4 Such a resolution in order to be effective will be required to have been passed majority of not less than two-thirds of the total membership of the Central Council.

28.5 In case no-confidence motion is directed against the President, the Adviser shall preside at the meeting.

29. **Budget & Accounts:**

A meeting of the Central Council shall be convened within two weeks of the formation of the Executive Committee and the budget estimates proposed by the Executive Committee shall be placed before the Central Council for consideration. A copy of the budget as approved by the Central Council shall be filed with the patron within 2 days after its approval.

30. **Funds:**

Each member of the union shall pay prescribed amount as annual subscription to students union Funds which will be collected along with the fees collected at time of admission by the respective college and departments and the amount so collected shall be transferred in Students account fund.

Funds utilization:

30.1 Fun of the Union will be utilized for the welfare of the students in accordance with the approved budget.

30.2 No expenses out of the Union funds will be incurred unless provision with regards to them is made under a specific head of the duly approved budget.

30.3 Each items of expenses of more then Rs. 1000/- will be made by the Union only after it is duly authorized by a specific resolution of the Executive Committee of the Union. A sum of Rs. 1000/- however will be advanced to the Union be permitted Should it be necessary to advance cash to the Union the total amount thus advanced at a time shall not exceed Rs 2,500/-

30.4 All expenses out of the Union fund will be incurred in accordance with the rules made in the regard duly approved by the Adviser.

- 30.5 The Treasurer will regulate the disbursement of Union funds in accordance with the rules frames in this regard from time to time with the approved of the Adviser.
- 30.6 The accountant of the Union shall be subject to audit by the Internal Auditor of the University as well as the Chartered Accountant approved by the University. The accounts of Union will be audited twice in a year at half yearly intervals.
- 30.7 Unspent balance of the Union funds of a year, if any, will be credited to special fund of the Union. The money under this fund may be spent for student welfare purposes in accordance with the rules framed by the University in this behalf.

31. Rule Making:

The Patron may appoint a Committee for framing such rules as may be necessary for the working of the Constitution. The rules so framed will come into effect from a date to be notified by the Patron.

32. Amendment of the Statutes:

A provision of this Statutes may also be amended if such amendment is agreed to and passed by a majority of the total membership of the Central Council at the beginning of the year and by a majority of not less than two-thirds of the members of the Executive Committee present and voting in meeting specially called for this purpose by giving at least one month notice in advance, that no such amendment shall come into force unless it has been approved by the Executive Committee of the University.

MUNGER UNIVERSITY, MUNGER

