



**THE SRI VENKATESWARA COLLEGE
STUDENTS' UNION
CONSTITUTION**

Preface

The Sri Venkateswara College Students' Union is as old as the college itself. It has been actively discharging its duties with utmost dedication and commitment since its inception.

Although the Students' Union lacked a written constitution, it has been conducting its duties and functions under well-defined rules and guidelines of the University of Delhi. However, there is a need to frame rules and guidelines in the form of a written document that outlines the constitution of Sri Venkateswara College Students' Union.

A strong and organized student union body is essential for a vibrant college community. The idea behind the formation of a students' union is to promote students' welfare, foster a democratic environment, promote academic and cultural life and build a sense of community among the students. The Students' Union also represents and voices students' concerns within the college and in the University.

This document presented in the form of "The Sri Venkateswara College Students' Union Constitution" lays the guidelines for a truly representative Students' Union to function— one that can effectively voice the ideas of students, address their concerns, and contribute to the overall betterment of the student community.

The framing of the Constitution was guided by the core values that are central to the democratic functioning of any union body, namely equality, inclusivity, responsibility, and accountability. The Constitution was also designed to inculcate the habit of collaboration and partnership among students that will shape them into responsible and engaged citizens of the country.

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Mr. Neeraj Choudhary (Secretary)
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INDEX

<i>Preface</i>	2
Section – I	4
1. Name	4
2. Office	4
3. Objectives	4
4. Activities	5
Section – II	6
5. Patron	6
6. Membership	6
7. Funds	6
Section – III	7
8. The Executive Body	7
9. Office-Bearers and Central Councillors	7
10. Ineligibilities and Disqualifications for Office-Bearers and CCs	8
11. Staff Advisor	9
Section – IV	10
12. Official Term and Tenure	10
13. Union Elections: Code of Conduct and Eligibility Criteria	10
Section – V	16
14. Functions of the Office-Bearers and Central Councillors	16
15. Meetings	17
16. Quorum	18
17. Vote of No-Confidence	18
Section – VI	19
18. Budget and Accounts	19
19. Funds	19
Section – VII	21
20. Amendment in the Constitution	21
21. Making of Rules and Regulations	21
22. Interpretation of the Constitution	21
Section – VIII	22
23. Setting up of a Tribunal	22
24. Emergency Power	22
25. Commencement of the Constitution	22

THE SRI VENKATESWARA COLLEGE STUDENTS' UNION

CONSTITUTION

SECTION – I

1. Name

The Union shall be named “The Sri Venkateswara College Students’ Union”, and will hereafter be referred to as the Union.

2. Office

The Union’s office will be located in the College campus and will also serve as its official address.

3. Objectives

The Union will have the following aims and objectives: -

- (i) To encourage interaction, foster a democratic perspective, and cultivate a sense of unity among the College students.
- (ii) To enhance the social, educational, cultural, and intellectual growth of the College students.
- (iii) To raise awareness among the students of the College about the surrounding events, enabling them to become responsible and educated citizens and to foster a vibrant student movement.
- (iv) To instill in the students of the College a commitment to serve the community and fulfill their responsibilities to the State.
- (v) To foster harmonious relationships among all groups within the College community.

- (vi) To convene, discuss, and express concerns to the College authorities regarding matters of collective interest to the students.

4. *Activities*

The Union is allowed to conduct the following activities:

- (i) Seminars, debates, discussions, study groups, essay contests, etc.
- (ii) Cultural performances and competitions; organizing the annual cultural festival of the College NEXUS in coordination with the College's Fine Arts Association.
- (iii) Publishing magazines, newsletters, and wall newspapers.
- (iv) Indoor games and sports.
- (v) Engaging in social service and welfare initiatives.
- (vi) Organizing excursions and tours to historically and educationally significant locations.
- (vii) Organizing and managing cooperatives.
- (viii) Establishing a Fund for underprivileged students and a Book Bank to assist students in need.
- (ix) Preparing a plan for activities and initiatives to be carried out in the current academic year.
- (x) Any other activity that will contribute to achieving the aforementioned goals and objectives.

The Union must obtain prior permission from the Principal before initiating any activity.

SECTION – II

5. *Patron*

The Principal of the College will be the Union's Patron. The Patron shall undertake all essential actions to guarantee that the Union operates in alignment with this Constitution.

6. *Membership*

- (i) Regular students enrolled in full-time Under-Graduate (UG) and Post-Graduate (PG) degree programs of the College, who have paid their college fees within the designated timeframe, are recognized as legitimate members of the Union.
- (ii) Students who are enrolled solely in Foreign Language Programmes or any other such Diploma/Certificate Courses offered by the College will not qualify as members of the Union.

7. *Funds*

Every member of the Union is required to contribute an annual subscription fee, as determined by the College authority, to the Union funds. This fee will be collected alongside the admission fees by the College at the time of admission.

SECTION – III

8. *The Executive Body*

The Union shall have an Executive Body composed of the following members:

- (i) All elected office-bearers of the Union, including the President, Vice President, Secretary, and Joint Secretary, chosen by the College students as per this Constitution;
- (ii) Two members of the Delhi University Students' Union (DUSU) Central Council, referred to as Central Councillors (CCs), elected by the College students in accordance with this Constitution;
- (iii) The Staff Advisor to the Union; however, without possessing voting rights during meetings of the Executive Body.

The Executive Body will operate within the framework established by the DUSU Central Council's policies and according to this Constitution.

The Executive Body has the authority to form necessary committees/sub-committees to assist in its operations. Any committee/sub-committee created will report to and be accountable to the Executive Body.

In accordance with this Constitution, the Executive Body may issue directives to the Union's office-bearers as it sees fit in fulfilling their responsibilities.

The Executive Body shall report, and be responsible, to the Patron.

9. *Office-Bearers and Central Councillors*

- 1) The Union will have the following positions of office-bearers :-
 - (i) President
 - (ii) Vice-President
 - (iii) Secretary, and
 - (iv) Joint-Secretary
- 2) The Union will also include two Central Councillor (CC) positions that will serve as Members of the Executive Body and will represent the College

Union at the central level in the DUSU, alongside the Union President.

- 3) All the office-bearers and CCs of the Union will function within the frame-work of the policies laid down by the Executive Body in the performance of their day-to-day work. Delegation of powers, if any, to the office-bearers/CCs will have to be specifically provided for by a resolution of the Executive Body for a specific duration of time but not exceeding one month.
- 4) All the office-bearers and CCs of the Union shall be responsible to the Executive Body and will function strictly in accordance with the provisions of this Constitution.
- 5) The office-bearers and CCs of the Union shall be responsible for the smooth and orderly functioning of the Union.

10. Ineligibilities and Disqualifications for Office-Bearers and CCs

1. No individual member of the Union shall qualify to occupy any position of office-bearer or CC if:
 - (i) They have surpassed the age of 23 years as UG student or 25 years as PG student as on the 16th of August in the year they intend to run for election; or
 - (ii) They have completed more than 7 years from the 1st of July of the year they passed their +2 examination until the 30th of June immediately before the election.
 - (iii) They have been found guilty of a criminal offense, including moral turpitude, or have faced punishment from the College/University for actions that are coercive and pose a threat to life and property; or
 - (iv) They have been adjudicated guilty and penalized for employing unfair practices in any examination administered by a University or Board.

Explanation:

A simple warning issued to a student will not be considered a

punishment under this clause.

2. No elected office-bearer shall be permitted to serve in the position of an office-bearer more than once.

11. Staff Advisor

There shall be a Staff Advisor of the Union who shall be elected by the College Staff Council.



SECTION – IV

12. Official Term and Tenure

- (i) The official academic year for the Union will begin on August 16th of each year and end on August 15th of the following year, unless a different schedule is announced by the College/University for a specific academic year.
- (ii) The elections for Office-Bearers and Central Councillors must be completed no later than 16th August each year or according to the schedule provided by the College/University for that academic year. These elections will be conducted together with the DUSU elections.
- (iii) The members of the Executive Body, including its committees and sub-committees, will serve for a maximum of one year as outlined in sub-clause (i) of this clause.
- (iv) Any office-bearer of the Union or member of the Executive Body (including Central Councillors) can resign from their position before their term concludes by submitting a written resignation addressed to the Patron.
- (v) A student will no longer be considered a member of the Union once they cease to be a student; they will likewise cease to be a member of the Union's Executive Body or any of its committees/sub-committees.

13. Union Elections: Code of Conduct and Eligibility Criteria

- 1) The Patron will act as Election Officer (as appointed by the Delhi University for DUSU elections in the College) and will appoint every year an Election Monitoring Committee with the Vice Principal as its Convenor and an appropriate number of members from teaching and non-teaching staff who shall arrange to conduct the elections of the office-bearers and Central Councillors of the Union for that year in the College. The same committee shall also be responsible for conducting DUSU elections in the College in a synchronized manner.

- 2) The Staff-Advisor of the Union will be appointed by the Patron as Returning Officer for the Union elections.
- 3) All office-bearers of the Union and the two Central Councillors will be elected directly by the Union members through a simple majority vote using the method of secret ballot, wherever applicable (i.e. where the number of eligible candidates, after withdrawal of candidature, is more than the number of respective posts), following the guidelines set out in this Constitution and the rules established under it.
- 4) UG students between the ages of 17 and 23 years as on 16th August of the year of elections may contest elections.
- 5) For PG students, the maximum age-limit to contest an election would be 25 years as on 16th August of the year of elections.
- 6) Only those students who have already studied a minimum of one year in the College shall be eligible to contest elections for the posts of President and Secretary.
- 7) A candidate must be a regular, full-time student of the College. All eligible candidates must be enrolled in a full-time course and the course duration shall be of at least one year.
- 8) Final year students will not be eligible for contesting elections for the posts of Vice President and Joint Secretary.
- 9) A candidate should in no event have any academic arrears in the year of contesting the election. Any pending paper(s) will be construed as academic arrear(s).
- 10) A candidate shall have one opportunity to contest for the post of office-bearer, and two opportunities to contest for the post of Central Councillor. No candidate can contest simultaneously for more than one post.
- 11) No student shall be eligible to contest and/or hold a post of office-bearer for more than one academic year and in case of Central Councillors this period is restricted to two years.

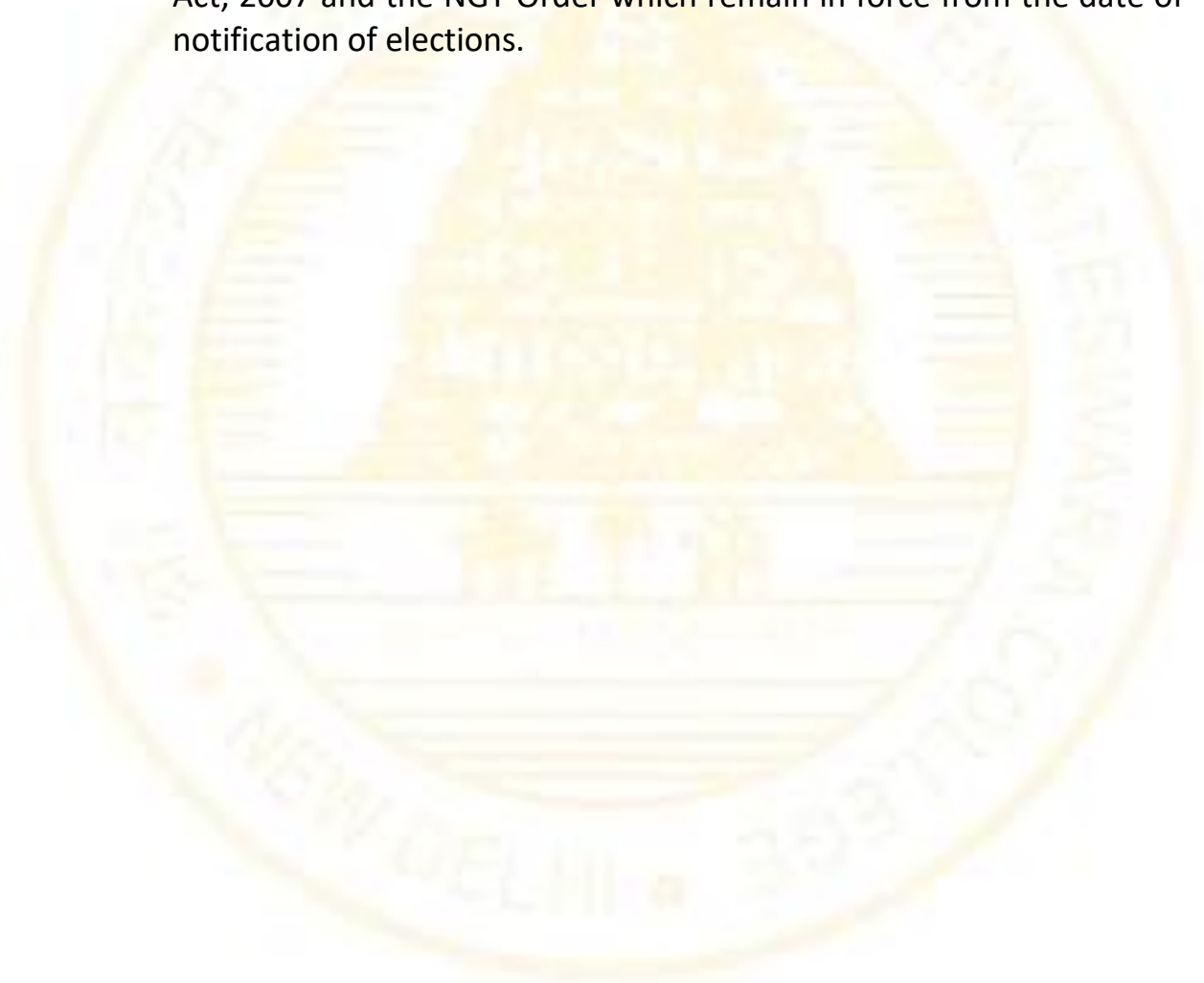
- 12) No candidate is allowed to propose or second their own candidature for any post. No student/candidate is allowed to propose or second the names of more than one candidate for the same post.
- 13) Only those students who pay their fees within the stipulated period as prescribed by the University of Delhi are eligible to vote and file nominations for their candidature in the Union elections.
- 14) A candidate should have attained a minimum of 75% attendance in Theory (including Sports/ECA attendance, whichever applicable) in the preceding year. However, this condition is not applicable for a student of First Year in the College.
- 15) A candidate should not have failed in the preceding academic year and/or re-admitted in the current year as per University rules.
- 16) A candidate should not have any previous criminal record, that is to say that they 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 College/University authorities.
- 17) Every candidate is required to furnish an affidavit to the effect that they do not have any previous criminal record and has not been subjected to any disciplinary action by the College/University.
- 18) The maximum permitted expenditure per candidate shall be Rs. 5,000/- or as notified by the College/University in that year.
- 19) Each candidate shall, within two weeks of the declaration of the result, submit complete and audited accounts to the College authorities as per notification by the Hon'ble Supreme Court. The College shall publish such accounts within two days of their submission through a suitable medium so that any member of the Union may freely examine the same.
- 20) The candidate's election will be declared invalid if there is any failure to adhere to the aforementioned rules/guidelines or in cases of excessive spending.

- 21) Candidates must not participate in or support any activities that could exacerbate differences or incite hatred or tension among various castes, gender, communities, religions, languages, or student groups.
- 22) All students are banned from engaging in or supporting any activities deemed 'corrupt practices' and offenses, such as voter bribery, voter intimidation, voter impersonation; canvassing or using propaganda within 100 meters of polling stations, holding public assemblies, during the 24 hours leading up to the designated closing time of the poll, and transporting voters to and from polling locations is also forbidden.
- 23) The designated canvassing hours for the Union Elections are from 08:00 a.m. to 08:00 p.m. Each candidate is allowed to have no more than four bona fide students of the College assisting them during canvassing on College premises.
- 24) Candidates are not allowed to use printed posters, printed pamphlets, or any other printed materials for canvassing purposes. They may only use handmade posters, following the NGT order (OA No. 402/2015 dated July 18, 2016).
- 25) Candidates may only display handmade posters in specific areas of the Campus (like the Wall of Democracy), which will be announced in advance by the College administration.
- 26) No candidate or their supporters are permitted to vandalize or damage any property on the College Campus, including the College website and social media pages, for any reason. All candidates will be held jointly and individually responsible for any damage or vandalism to College property.
- 27) The use of loudspeakers, vehicles, and animals for canvassing is prohibited.
- 28) Except for voters, no one is allowed to enter the polling booths without a valid Identity Card/Pass/Letter of Authority issued by the College Principal or University authorities.

- 29) Violating any of the above Code of Conduct provisions may result in the candidate losing their candidature or elected position, as applicable. The College authorities may also take suitable disciplinary actions against the violator.
- 30) The Hon'ble Supreme Court of India has applied the provisions in Section 153A and Chapter IX-A "Offences relating to election" to student elections. Therefore, any objectionable incidents must be reported to the police within 12 hours of the alleged offense to register cases under the relevant Sections of the IPC.
- 31) A Grievance Redressal Cell for Union elections will be established, consisting of two senior faculty members (with one serving as Chairperson and the other as a member), one senior administrative staff member, and two final-year students – one male and one female – chosen based on merit and/or previous engagement in co-curricular activities until the election results are announced.
- 32) Regardless of the previous provisions in the code of conduct, the directives from the Supreme Court ruling dated 22.09.2006 will take precedence.
- 33) The College will implement arrangements for a paperless campaign for the candidates participating in the election. In this regard:
 - a) A designated space in the College website should be provided to upload Election related material.
 - b) The candidates should submit an electoral speech in a video clipping, not exceeding five minutes, to the office of the Election Officer within 24 hours of the publishing of the final list of eligible candidates after withdrawal. This should be uploaded on the College website after the approval of the Election Officer.
 - c) The candidates may use Social Media available free of cost instead of paper for canvassing.
 - d) The candidates are strictly prohibited from using inappropriate digital content including hate speech, offensive language,

misinformation, etc.

- 34) For further clarifications, candidates and voters need to go through the Constitution of DUSU, the decision of the Hon'ble Supreme Court of India regarding Students' Union Election "University of Kerala vs Council, Principals, Colleges, Kerala, Others" (Lyngdoh Committee recommendations), the Code of Conduct issued by the University of Delhi, the Hon'ble Delhi High Court Order dated 29th May, 2019 in W.P. © No. 7824/2017 titled Prashant Manchanda Vs. Union of India & Ors. (Defacement Case), the Delhi Prevention of Defacement of Property Act, 2007 and the NGT Order which remain in force from the date of notification of elections.



SECTION – V

14. *Functions of the Officer-Bearers and Central Councillors*

- (i) The Chief Executive Leader of the Union will be the President, who will operate in all Union-related matters according to this Constitution.
- (ii) The Union Secretary will act in consultation with the President and will handle all matters relating to the Union in line with this Constitution.
- (iii) If the President is unavailable, the Vice-President of the Union will carry out all Presidential functions in accordance with this Constitution.
- (iv) Should both the President and the Vice-President be absent, the Secretary will fulfill the President's responsibilities in addition to their role as the Union Secretary.
- (v) In the absence of the Secretary, the Joint-Secretary of the Union will undertake all the Secretary's functions in accordance with this Constitution.
- (vi) The President of the Union will lead the meetings of the Executive Body, ensuring these meetings are conducted orderly and peacefully according to this Constitution.
- (vii) The Secretary of the Union is responsible for preparing the minutes of all Executive Body meetings and for properly maintaining and safely storing the records of these meetings.
- (viii) The Secretary of the Union will also handle correspondence on behalf of the Union and will keep and maintain all records, including those related to expenditures and utilization of funds.
- (ix) The two Central Councillors will serve as Members of the Executive Body and participate in all its meetings and decision

making.

- (x) The President and the two Central Councillors will represent the College Students' Union in the DUSU as members of its Central Council.

15. Meetings

- (i) The Executive Body will hold meetings as frequently as necessary, but at least once each month.
- (ii) The Secretary of the Union will call the meetings of the Executive Body with a minimum notice period of 7 days. However, an emergency meeting can be arranged in consultation with the Staff Advisor with at least 24 hours' notice.
- (iii) All meetings of the Executive Body will take place at the Union office.
- (iv) An agenda for the meeting will be distributed alongside the meeting notice, except in the case of emergency meetings.
- (v) Members will receive the meeting notice and a copy of the agenda (excluding emergency meetings) via official email or written message.
- (vi) Attendance and minutes from the meetings of the Executive Body will be verified at the subsequent meeting. A copy of the approved minutes will be promptly sent to the Staff Advisor thereafter.
- (vii) The Secretary shall keep a record of the minutes of the Executive Body meetings, which must be signed by the Staff Advisor during each meeting.
- (viii) A meeting of the Executive Body may be requested by at least 25% of the members, excluding those who are entitled to vote, by submitting a written request to the Secretary. The Secretary must then schedule the meeting within one week of receiving the request. If the Secretary fails to do so, the Staff Advisor may call the meeting.

16. Quorum

In both regular and emergency meetings of the Executive Body, a quorum will be formed by one-third of the total membership.

17. Vote of No-Confidence

- (i) A resolution of no-confidence against any elected office bearer can be initiated by at least one-third of the members of the Executive Body of the Union.
- (ii) This type of resolution cannot be proposed until after December 1st of the year.
- (iii) A minimum notice period of 15 days is required before such a resolution can be moved.
- (iv) For the resolution to be effective, it must be approved by a two-thirds majority of the total members of the Executive Body.
- (v) If the no-confidence motion is aimed at the President, the Staff Advisor will lead the meeting.

SECTION – VI

18. Budget and Accounts

A meeting of the Executive Body shall be convened to discuss and prepare budget estimates for the given tenure of the Union, within two weeks of the declaration of Union elections results and assuming of office by the Union Office-bearers and Central Councillors. The proposed budget shall be placed before the financial authority of the College for consideration and approval.

19. Funds

- (i) The Union's funds will be utilized for the benefit of the students as per the approved budget.
- (ii) No expenditures from the Union funds will be made unless there is a specific provision for those expenses in the officially approved budget.
- (iii) Any expense exceeding Rs. 500/- will only be carried out by the Union after receiving proper authorization through a specific resolution from the Executive Body of the Union. An amount of Rs. 500/- will, however, be provided to the Union as imprest money. Generally, no additional cash advances will be allowed. If it becomes necessary to provide cash to the Union, the total cash advanced at any one time shall not surpass Rs. 2000/-. These amounts may be revised by the competent financial authority in the College from time to time.
- (iv) All expenditures from the Union fund will adhere to the regulations established for this purpose.
- (v) The Section Officer (Accounts) will oversee the distribution of Union funds according to the rules established periodically.
- (vi) The Union's accounts will undergo an audit by both the College's Internal Auditor and the Chartered Accountant designated by the College. The Union's accounts will be audited on an annual basis.
- (vii) Any unspent balance of the Union funds from a given year will be

transferred to a special fund for the Union. Funds from this special fund may be utilized for student welfare initiatives in accordance with guidelines set forth by the College/University.



SECTION – VII

20. *Amendment in the Constitution*

An amendment to this Constitution can be made if it receives consent and is passed by a majority of the total Executive Body members including the Staff Advisor at the start of the year, along with approval from at least two-thirds of those present and voting in a specially convened meeting for this purpose, provided that one month's notice is given beforehand. However, such an amendment will not take effect until it has been approved by the Patron.

21. *Making of Rules and Regulations*

The Patron has the authority to establish a Committee tasked with creating rules and regulations essential for the functioning of the Constitution. The rules created will take effect on a date that will be announced by the Patron.

22. *Interpretation of the Constitution*

If any inquiries occur regarding the interpretation of this Constitution or any rules established under it, they shall be submitted to the Patron, whose decision on the matter will be conclusive.

SECTION – VIII

23. *Setting up of a Tribunal*

The Patron has the right, if deemed necessary, to bring any issue related to the Union to a Tribunal made up of one or more individuals appointed by the College's Staff Council. The Tribunal's decision will be conclusive.

24. *Emergency Power*

Regardless of what is stated in the Constitution, the Patron may act in any manner they believe is appropriate during an emergency and subsequently inform the Staff Council of the College about their actions.

25. *Commencement of the Constitution*

This Constitution, along with any amendments made to it, will take effect on a date that will be announced by the Patron.

Prof. Anant Pandey

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Prof. Vajala Ravi

Principal and Patron