



Since 1962

NOWGONG GIRLS' COLLEGE

নগাঁও ছোৱালী কলেজ

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**CONSTITUTION OF THE
NOWGONG GIRLS' COLLEGE STUDENTS' UNION,
NOWGONG GIRLS' COLLEGE**

PREAMBLE

Whereas the Students' Union of Nowgong Girls' College shall be the Representative Body of the entire students community of Nowgong Girls' College

and

Whereas the representation shall be made through democratic process of election among the students of Nowgong Girls' College

and

Whereas the functioning of Nowgong Girls' College Students' Union shall be conducted and managed through proper and mutual understanding with the College Administration

and

Nowgong Girls' College Students' Union shall have to function within the framework of written rules & regulations of its own

and

In furtherance to achieve this goal, this Constitution of Nowgong Girls' College Students' Union is drafted and adopted in the General Meeting of the students and staff held on the 22nd day of September, 2017 under the Chairmanship of the Principal, Nowgong Girls' College.

ARTICLES OF THE CONSTITUTION

ARTICLE 1 : Name Clause

The students' union of Nowgong Girls' College shall be called 'Nowgong Girls' College Students' Union' (NGCSU) hereafter to be referred to as the Union.

ARTICLE 2 : Office

The office of the Union shall be situated within the campus of Nowgong Girls' College.

ARTICLE 3 : Aims & Objectives

- To promote a healthy corporate life among its members;
- To afford opportunities for their all-round development in moral, physical, social and cultural education;
- To prepare the students to face the challenges of the modern world in a spirit of dedication to the society;
- To help people in distress by whatever means possible;
- To achieve natural and emotional integration among its members.

ARTICLE 4 : Components of the Union

- The General Body of the Union shall consist of all regular students of the College having their names in the respective class registers.
- There shall be Office Bearers under the General Body of the Union. The Office Bearers shall be elected by the members of the General Body of the Union from among themselves as per the procedures described under Article 12 of this Constitution.
- There shall be Class Representatives and they shall be elected by regular students of their respective classes having their names in the class registers.

ARTICLE 5 : Functions of the Union

The Union shall perform and execute its duties and responsibilities under the guidance and in consultation and with due permission of the Principal and in consultation and under the guidance of the Union-in-Charge and Teachers-in-Charge.

To achieve its aims & objectives, the Union shall undertake the following functions -

- Organise meetings for debates, games, extension activities, events;
 - Make arrangements for holding indoor and outdoor games and sports activities;
 - Hold social and cultural meets;
 - Observe festivals, *tithis*, birth and death anniversaries of celebrated personalities;
 - Hold competitions for events pertaining to culture, literature, social activities, fine arts, athletic, debate etc;
 - Participate in and promote social service camps;
 - Safeguard the interests of students and support their just causes;
 - Look after the health and discipline of the students in general;
 - Help people in distress to mitigate their sufferings;
 - Do any such things in furtherance of its aims and objectives in consultation with and with due permission of the Principal and in consultation and under the guidance of the Union-in-Charge and the Teachers-in-Charge.
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ARTICLE 6 : General Body of the Union

The General Body of the Union shall consist of all the regular students of the College having their names in the respective class registers.

ARTICLE 7 : Office Bearers of the Union

The Union shall consist of the following posts of Office Bearers –

1. One President
2. One Vice President
3. One General Secretary
4. One Assistant General Secretary
5. One Secretary, Sports
6. One Secretary, Music
7. One Secretary, Culture & Drama
8. One Secretary, Debate & Symposium
9. One Secretary, Social Services
10. One Secretary, Literary & Magazine
11. One Secretary, Students' Welfare
12. One Secretary, Girls' Common Room

ARTICLE 8 : Class representatives of the Union

There shall be One Class Representative from each class to be elected by the students belonging to that particular class; this includes the Higher Secondary (1st and 2nd Year), Degree (1st/2nd semester, 3rd/4th semester and 5th/6th semester) and Post Graduate (1st/2nd semester and 3rd/4th semester) classes. The Class Representatives shall only attend the meetings of the Union which concerns the issues related to their respective classes.

ARTICLE 9 : Eligibility for Contesting for the Post of Office Bearers/Class Representatives of the Union

- The post of the President is eligible to be contested only by students of P.G. 3rd Semester and Degree 5th Semester.
 - The post of the Vice President is eligible to be contested only by students of P.G 1st Semester and Degree 3rd Semester.
 - The posts of the General Secretary & Assistant General Secretary are eligible to be contested by students of Degree 3rd Semester.
 - The posts of Sectional Secretaries are eligible to be contested by students of Degree 1st and 3rd Semesters and Higher Secondary classes.
 - The posts of the Class Representatives are eligible to be contested by students belonging to the respective classes.
 - A candidate shall have one opportunity to contest for the post of Office Bearers. However, no such restrictions will be imposed on candidates contesting for the posts of Class Representatives.
 - A candidate cannot have any academic arrear in the year of contesting the election.
 - The candidate must have attained the minimum percentage of attendance as prescribed by the university or 75% attendance, whichever is higher.
 - The candidate shall not have a previous criminal record.
 - The candidate shall also not have been subjected to any disciplinary action by the College and University authorities.
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ARTICLE 10 : Duties and Functions of the Office Bearers - President and Vice President

The President shall preside over the meetings of the Office bearers. All meetings shall be convened by the General Secretary with the consent of the President. In absence of the President, the Vice President shall execute the duties and functions of the President. In case of absence of both President and Vice President, the Principal and Union-in-Charge shall vest the power of the President on any one of the elected Office Bearer members of the Union except the General Secretary.

The President and Vice President shall perform their duties and responsibilities in consultation with the Union-in-Charge.

ARTICLE 11 : Duties and Functions of the Office Bearers - General Secretary and Assistant General Secretary

The following shall be the duties and responsibilities of the General Secretary –

- To convene meetings of the Office Bearers, Class Representatives and General Body of the Union with consent of the President;
- To carry out the decision of the meetings of the Office Bearers, Class Representatives and General Body of the Union;
- To supervise all the activities of the Union;
- To convene any other meeting with due permission of the Principal;
- To issue notice, prepare agenda and keep records of all proceedings of meetings
- To submit all accounts with relevant vouchers and supporting documents and carry out audit by involving competent persons with all necessary information and records
- To keep proceeding books, account books and all other records in the College Premises in safe custody

The General Secretary will be assisted by the Assistant General Secretary in all concerned matters. In absence of the General Secretary, the Assistant General Secretary shall perform the duties and functions of the General Secretary.

In absence of both the General Secretary and Assistant General Secretary, the Principal and Union-in-Charge shall vest the power of the General Secretary on any one of the elected Office Bearer members of the Union except the President and Vice President.

The General Secretary and Assistant General Secretary shall perform their duties and responsibilities in consultation with the Union-in-Charge.

ARTICLE 12 : Duties and Responsibilities of the Office Bearers - Sectional Secretaries

The Secretaries of the Offices of the Union shall manage the functions pertaining to their Office in consultation with the General Secretary and under the supervision of their respective Teachers-in-charge. It shall be the duty and responsibility of the Secretary to maintain proper accounts of her own Office with proper vouchers and relevant documents for submission to the College office and assist in the audit of the accounts with necessary information and records.

ARTICLE 13 : Election Procedure

- Elections to the Union shall be conducted through direct election method
- Elections to the Union shall be held on annual basis.

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- All regular students having their names in their respective class registers of the college are eligible to vote in the election.
 - If no candidate is available for election to any post of Office Bearer and Class Representative, then such vacant post will be filled up through nomination by the Principal and Union-in-charge in consultation with the elected Office Bearers.

ARTICLE 14 : Election Grievance Redressal Cell

- There will be an Election Grievance Redressal Cell to address election-related complaints and grievances.
- The Cell consists of the following members –
 - a. Principal – Chairperson
 - b. Two Senior Faculty Members
 - c. Two Students from Degree 5th/6th Semester - To be nominated on the basis of merit
- The Cell shall exist from the date of issue of election notification till the date of declaration of the election results.

ARTICLE 15 : Miscellaneous

- At least 3 meetings of the Office Bearers will be held during the tenure of the Union.
 - The gap between two such meetings must not exceed 4 months.
 - If any Office Bearer or Class Representative is found to be involved in any criminal activities and/or subjected to any disciplinary action by College and University authorities during her tenure, her post will be automatically forfeited.
 - Such vacant post shall be filled up through nomination by the Principal, Union-in-charge and Teachers-in-Charge.
 - Class Representatives can attend meetings of the Office Bearers only on invitation of the President and General Secretary.
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