

**CONSTITUTION OF THE STUDENTS' UNION & ALLIED ASSOCIATIONS
UNIVERSITY POST-GRADUATE DEPARTMENTS OF SAMBALPUR UNIVERSITY**

A. GENERAL

1. P.G. Departments must ordinarily conduct elections for the representation of students in student bodies. These elections may be conducted in the manner prescribed herein and shall be applicable to Students' Union and Allied Associations.
2. The Union/ Representative body so elected shall only comprise regular students on the rolls of the institution.

3.0 Modes of Elections

- 3.1 A system of direct election of the office bearers of the student body, subject to the pertinent issue of discipline on the campus, shall be followed whereby all students of University Departments vote directly for the office bearers.

3.2 Disassociation of Student Elections and Student Representation from Political Parties

During the period of the elections no person, who is not on the rolls of the university, shall be permitted to take part in the election process in any capacity. Any person, candidate, or member 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.

3.3 Frequency and Duration of Election Process.

The entire process of elections, 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, or as may be decided by the Government of Odisha for all colleges and universities of the state.

- 3.4 The election shall be held on a yearly basis and that the same should be held between 6 to 8 weeks from the date of commencement of academic session, or as may be decided by the Government of Odisha for all colleges and universities of the state.

3.5 Eligibility Criteria for Candidates:

- 3.5.1 The maximum age range for Post -Graduate Students to legitimately contest an election shall be 24 -25 years.
- 3.5.2 The candidate should in no event have any academic arrears in the year of contesting the election. The candidate should have attained the minimum percentage of attendance as prescribed by the university or 75% attendance, whichever is higher.
- 3.5.3 The candidate shall have one opportunity to contest for the post of office bearer, and two opportunities to contest for the post of an executive member.

- 3.5.4 The candidate shall not have a previous criminal record, that is to say, he should not have been tried and/or convicted of any criminal offence or misdemeanor. The candidate shall also not have been subject to any disciplinary action by the university authorities.
- 3.5.5 The candidate must be a regular, full time student of the university and should not be a distance / proximate education student. All eligible candidates must be enrolled in a full time course, the course duration being at least one year.
- 3.6 **Election-Related Expenditure and Financial Accountability:**
- 3.6.1 The maximum permitted expenditure per candidate shall be Rs.5000/-
- 3.6.2 Each candidate shall, within two weeks of declaration of the result, submit complete and certified (to be certified by the candidate) accounts to the university authorities. The university shall publish such audited accounts within 2 days of submission of such accounts, through a suitable medium so that any member of the student body may freely examine the same.
- 3.6.3 The election of the candidate will be nullified in the event of any non-compliance or in the event of any excessive expenditure.
- 3.6.4 With a 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.
- 3.7 **Code of conduct for Candidates and Election Administrators**
- 3.7.1 No candidate shall indulge in, nor shall abet, any 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.
- 3.7.2 Criticism of other candidates, when made, shall be confined to their policies and programmes, past record and work. Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the other candidates or supporters of such other candidates. Criticism of other candidates, or their supporters based on unverified allegations or distortion shall be avoided.
- 3.7.3 There shall be no appeal to caste or communal feeling for securing votes. Places of worship, within or without the campus, shall not be used for election propaganda.
- 3.7.4 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 100 meters of polling stations, holding public meetings during the period of 24 hours ending with the hour fixed for the close of the poll and the transport and conveyance of voters to and from polling station.
- 3.7.5 No candidate shall be permitted to make use of printed posters, printed pamphlets, or any other printed material for the purpose of canvassing. Candidate 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.
- 3.7.6 Candidates may only utilize hand-made posters at certain places in the campus, which shall be notified in advance by the university authority.
- 3.7.7 No candidate shall be permitted to carry out processions or public meetings, or in any way canvass or distribute propaganda outside the university campus.
- 3.7.8 No candidate shall, or shall his/her supporters, deface or cause any destruction to any property of the university campus, for any purpose whatsoever, without the prior written permission of the university authorities. All candidates shall be held jointly and severally liable for any destruction/defacing of any university property.

- 3.7.9 During the election period the candidates may hold processions and/or public meetings, provided that such processions and/or public meetings 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 university authority.
- 3.7.10 The use of loudspeakers, vehicles and animals for the purpose of canvassing shall be prohibited.
- 3.7.11 On the day of polling student organization and candidates 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 eatable, or other solid and liquid consumables, except water on polling day;
 - (iii) not hand out any propaganda on the polling day.
- 3.7.12 Excepting the voters, no one without a valid pass/letters of authority from the election commission or from the university authorities shall enter the polling booths.
- 3.7.13 The university authorities shall appoint impartial observers. If the candidates have any specific complaint or problem regarding the conduct of the elections they may bring the same to the notice of the observer.
- 3.7.14 All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 48 hours of the conclusion of polling.
- 3.7.15 Any contravention of any of the above recommendations may make the candidate liable to be stripped of his/her candidature, or his/her elected post, as the case may be. The university authorities may also take appropriate disciplinary action against such a violator.
- 3.7.16 In addition to the above mentioned code of conduct, certain provisions of the Indian Penal Code, 1860 (Section 153-A and Chapter IX-A. "Offences Relating to Election"), may also be made applicable to student elections, if decided by the university authority.

3.8 **Grievances Redressal Mechanism:**

- 3.8.1 There shall be a Grievances Redressal Cell with the Chairman, P G Council as its chairman. In addition, one senior faculty member, one senior administrative officer and two final year students, one boy and one girl (till the election results are declared, students can be nominated on the basis of merit and/or participation in the co-curricular activities in the previous year). The grievance cell shall be mandated with the redressal of election-related grievance, including, but not limited to, breaches of the code of conduct of elections and complaints relating to election-related expenditure. This cell would be the regular unit of the institution.
- 3.8.2 In pursuit of its duties, the grievance cell may prosecute violators of any aspect of the code of conduct or the ruling of the grievance cell. The grievance cell shall serve as the court of original jurisdiction. The institutional head shall have appellate jurisdiction over issues of law and fact in all cases of controversies arising out of the conduct of the elections in which the grievance cell has issued a final decision. Upon review, the institutional head may revoke or modify the sanctions imposed by the grievance cell.
- 3.8.3 In carrying out the duties of the office, the Grievance Cell shall conduct proceedings and hearing necessary to fulfill those duties. In executing those duties they shall have the authority

- (i) to issue a writ of subpoena to compel candidates, 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 these records available for public scrutiny upon request.
- 3.8.4 Members of the 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 declaration of results. All complaints must be filed under the name of the student filing the complaint. The Grievance cell shall act on all complaints within 24 hours after they are received, by either dismissing them or calling a hearing.
- 3.8.5 The Grievance cell may dismiss a complaint if
- (i) the complaint was not filed within the time frame prescribed in Recommendation 3.8.4 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.
- 3.8.6 If a complaint is not dismissed, then a hearing must be held. The Grievance Cell shall inform, in writing, or via e-mail, the complaining party and individuals or groups named in the complaint of the time and place of the hearing. The parties are not considered notified until they have received a copy of the complaint.
- 3.8.7 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-hour time constraint.
- 3.8.8 At the time notice of a hearing is issued, the Grievance cell, by majority vote may issue a temporary restraining order, if it determines that such action is necessary to prevent undue or adverse effects on any individual or entity. 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.
- 3.8.9 All Grievance cell hearings, proceedings, and meetings must be open to the public.
- 3.8.10 All parties of the Grievance cell hearing shall present themselves at the hearing, may be accompanied by any other student from whom they can receive counsel, and have the option to be represented by that counsel.
- 3.8.11 For any hearing, a majority of sitting Grievance cell members must be in 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.
- 3.8.12 The Grievance cell shall determine the format for the hearing, but must require that both the complaining and responding parties appear physically before the board to discuss the issues 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 hearings.
- ☞ 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.
 - ☞ All questions and discussions by the parties in dispute shall be directed to the Grievance cell.
 - ☞ There shall be no direct or cross-examination of any party or witness by complaining or responding parties during hearing.

- ☞ Reasonable time limits may be set by the Grievance cell, provided they give fair and equal treatment to both sides.
- ☞ The complaining party shall bear the burden of proof.
- ☞ Decisions, orders and rulings of the Grievance cell must be concurred to by a 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 findings of fact by the Grievance cell and the conclusions of law in support of it. Written opinions shall set a precedent for a time period of three election cycles of Grievance cell ruling, 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.
- ☞ If the decision of the Grievance cell is appealed to the institutional head, the Grievance cell must immediately submit its ruling to the commission.
- ☞ 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
- ☞ Any fine or total amount of fines against a candidate in an election cycle may not exceed the spending limit as defined herein above.
- ☞ If, after a hearing, the Grievance cell finds that provisions of this Code were violated by a candidate, or a candidate's agents or workers, the Grievance cell may restrict the candidate, or the candidate's agents 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 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.
- ☞ If, after a hearing, the Grievance cell finds that provisions of either this Code or decisions, opinions, orders, or rulings of the Grievance cell have been willfully and blatantly violated by a candidate, or a candidate's agents or workers, the Grievance cell may disqualify the candidate.
- ☞ Any party adversely affected by a decision of the Grievance cell may file an appeal with the institutional head within twenty-four (24) hours after the adverse decision is announced. The institutional head shall have discretionary appellate jurisdiction over the Grievance cell in all cases in which error on the part of the Grievance cell is charged.
- ☞ The decision of the Grievance cell shall stand and shall have full effect until the appeal is heard and decided by the institutional head.
- ☞ The institutional head shall hear appeals of Grievance cell rulings as soon as possible, but not within twenty-four (24) hours after the Grievance cell delivers to the Appellant and the institutional head a copy of its written opinion in the case. Appeal may be heard prior to this time, but only if the Appellant waives the right to a written opinion and the institutional head agrees to accept the waiver.
- ☞ The institutional head can issue suitable orders to suspend or halt the operation of the ruling issued by the Grievance cell until the appeals are decided. The institutional head shall review findings of the Grievance cell when appealed.
- ☞ The institutional head may affirm or overturn the decision of the Grievance cell, or modify the sanctions imposed.

3.9. **Maintaining Law and Order on the Campus during the Election Process**

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

the offence.

3.10 **Miscellaneous Recommendations**

- 3.10.1 In the event of the office of any major post of office bearers falling vacant within two months of elections, re-elections should be conducted; otherwise the Vice-President may be promoted to be post of President and Joint Secretary to the Post of Secretary, as the case may be.

B. STUDENTS' UNION

1. There shall be a University Students' Union in the P.G. Departments of Jyoti Vihar. The name of the Union shall be "SAMBALPUR UNIVERSITY POST-GRADUATE DEPARTMENTS STUDENTS' UNION".

2. **AIMS AND OBJECTIVES:**

- (a) The aims and objectives of the Union are the furtherance of the welfare of the students of the Post-Graduate Departments in academic and allied fields.
- (b) Its functions shall be:
- (i) Organizing discussion on general, cultural, academic, national and international problems.
 - (ii) Organising debates.
 - (iii) Inviting eminent persons to address the Union and
 - (iv) Taking up such other activities as are proposed by the Union and approved by the Vice-Chancellor.

2. **MEMBERSHIP OF THE UNION & TENURE:**

Subject to the provisions of A 3.5 above

- (a) Every regular student of the Post-Graduate Departments is a member of the Union. No one, whose name is not on the rolls of the P.G. Departments, can be a member of the Union.
- (b) Every member of the Union shall pay a subscription fee of Rs.50/- per annum, or as revised from time to time by the authority. The fees shall be collected by the Chairman's Office in the beginning of every session.
- (c) The tenure of Students' Union and Allied Associations shall be for one academic year i.e. from 1st of June to 31st of May.

The tenure will automatically end after and 31st of May of the year concerned.

4. **THE EXECUTIVE COMMITTEE**

There shall be an Executive Committee of the Union consisting of the following members who shall be elected by the eligible members of Post-Graduate departments as per the provision at A 3.5 above

- (a) The President
- (b) The Vice-President
- (c) The Secretary
- (d) The Assistant Secretary

After the election of the four office bearers, mentioned above, each Head of the Department shall nominate one member representative to the Executive Committee from the concerned Department.

5. ELECTION: Subject to the provisions of A above

- (a) Notification for election shall be issued by the authority 10 clear days before the day of election, or as fixed by the Government of Odisha.
- (b) Nomination papers for the various posts should reach the returning officer as per the schedule notified.
- (c) The nomination papers shall be duly proposed and seconded by eligible voters. The Proposer and Secunder should write the name of their Departments and should give their full signature and their roll numbers. They are to show their Identity cards at the time of filing nomination, if necessary.
- (d) The candidate should consent to the nomination by giving his/her signature in full. He/she shall produce his/her Identity Card before the Returning Officer at the time of filing the nomination, if necessary.
- (e) A candidate can file nomination for one post only. In case of nominations for more than one post his/her nomination will be invalid for all posts.
- (f) The candidate, proposer and seconder must write their names in full using capital letters.

6. SCRUTINY:

- (a) The nomination papers shall be scrutinized by the Returning Officer and/or his nominees as per the schedule notified.
- (b) The Returning Officer shall notify the names of valid nominations in the notice boards of all teaching departments.

7. WITHDRAWAL

- (a) A candidate can withdraw his/her nomination as per the schedule notified.
- (b) For this purpose he/she shall give an application in writing to the Returning Officer and shall produce his/her Identity Card if necessary.
- (c) After the last date of withdrawal as per the schedule notified is over, the Returning Officer shall notify the final list of nominations in the notice boards of all teaching departments.

8. VOTING

- (a) Every eligible voter of a P.G. Department has the right to vote in the elections of the Union.
- (b) No member shall cast more than one vote for each office.

- (c) Elections shall be conducted and votes recorded in such a manner and timing so managed that counting can be made on the same day and the candidates may be permitted to be present at the time of counting.
- (d) The valid votes shall be counted by the Returning Officer and/or his nominees, and the candidates may be permitted to be present at the time of counting.
- (e) The candidates obtaining the largest number of votes shall be declared elected.
- (f) In case of any equality of votes between any two or more candidates for the same office, the issue will be determined by a re-election between the candidates securing the highest equal votes. The Returning Officer will issue a re-election notification in such an eventuality as soon as possible.

9. **Declaration of Result**

- (a) The Chairman, P.G. Council shall notify the names and offices of the successful candidates
 - (b) The successful candidate shall take their respective charges in the first meeting of the General Body (consisting of all the students of P .G. Departments) to be called by the Chairman, P.G. Council within three days of the declaration of result .
 - (c) The President and the Secretary of the Union shall take oath of office at such meeting. They can also address the students.
 - (d) No member shall be allowed to hold more than one office of the Union simultaneously.
10. (a) The office bearers shall hold office till the end of the academic session, unless
- (i) they cease to be members of the Union.
 - (ii) they voluntarily resign in writing addressed to the Advisor.
 - (iii) they are removed from their offices as provided in rule 11 below.
 - (iv) 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 be post of President and Joint Secretary to the post of Secretary, as the case may be.
11. Any office bearer who fails in the proper discharge of his/her duties can be removed from the office by the vote of no-confidence passed by two-thirds of the members of the Executive Committee present at an extra ordinary meeting called for the purpose. The manner in which the votes will be taken shall be decided by the Chairman, P.G. Council.

12. **POWERS AND FUNCTIONS OF THE PRESIDENT:**

- (a) The President shall preside over all meetings of the Union at which he/she is present.
- (b) He/she shall be responsible for maintaining order and his/her ruling shall be considered final.
- (c) He/she shall act as the spokesperson for the Union and in consultation with the Advisor, he/she along with others shall present to the university and outside authorities the opinion of the Union as expressed by the Executive Committee and/or the General Body of the Union.

13. **POWERS AND FUNCTIONS OF THE VICE-PRESIDENT**

- (a) He/She shall assist the President in discharging his/her duties.
- (b) In the absence of the President, he/she shall act as the President of the Union.
- (c) If the President ceases to be the President, the Vice-President shall assume the office until the new President assumes charge.

14. **POWERS AND FUNCTIONS OF THE SECRETARY**

- (a) The Secretary shall give notices for all meetings -- whether Executive Council, Ordinary, Extra Ordinary or the General Body.
- (b) He/She shall maintain a record of the proceedings of all such meetings.
- (c) He/She shall select the subject for debate or discussion in consultation with the President and Advisor(s).

15. **POWER AND FUNCTION OF THE ASST. SECRETARY**

- (a) He/She shall assist the Secretary in discharging his/her duties and in his/her absence shall perform all his/her functions.

16. **THE ADVISOR AND THE ASSOCIATE ADVISOR**

- (a) There shall be an Advisor and an Associate Advisor appointed by the Vice-Chancellor from among the members of the teaching staff.
- (b) At least one of the Advisors shall be present at the meeting of the Union. He/She will assist by helpful suggestions, whenever necessary, in the proper conduct of the meetings.
- (c) The Advisor(s) may, at any time during a meeting, at the request of the President, explain the scope of effect of a motion or amendment.
- (d) In the absence of the Advisor the Associate Advisor shall act as the Advisor.

17. **EXECUTIVE COMMITTEE MEETINGS**

- (a) The Secretary shall call the meeting of the Executive Committee at least thrice in a session in consultation with the President to discuss the matters concerning the Union and its activities.
- (b) The President shall preside over all such meetings.
- (c) The Advisor(s) shall be present in such meetings.
- (d) The quorum for the Executive Committee shall be one third of the total strength of the committee.
- (e) An extra-ordinary meeting of the Executive Committee may be convened:
 - (i) at the Advisor's discretion.
 - (ii) on a written requisition addressed to the Advisor and signed by not less than three fourths members of the Executive Committee.
 - (iii) on the request of the President.
- (f) The Advisor and his/her nominee shall preside over all such meetings.

18. **GENERAL BODY MEETINGS**

- (a) All students of the P.G Departments shall form the General Body of Students' Union. A meeting of the students of P.G. Departments shall be called on such date the Chairman, P.G. Council may appoint before the end of a session.
- (b) The Secretary shall present the audited accounts in this meeting.
- (c) The Advisor or his/her nominee shall preside over the meeting.

19. **FUNDS**

- (a) The elected office bearers in consultation with the Advisor(s) shall prepare the financial estimates of the Union for the year before the end of November every year. The accounts and the financial estimates shall be considered and approved by the Union at its next Executive Council meeting .
- (b) The President and the Secretary shall apply jointly to the Chairman, P .G. Council for release of grant for any expenditure as per the budget approved with the endorsement of the Advisor.
- (c) The Secretary shall be responsible for maintaining the accounts. All vouchers for payments shall be passed by the President of the Union and the Advisor and shall be subject to the approval of the Chairman, P G Council.
- (d) The President and the Secretary are accountable for non-submission and non-adjustment of vouchers for all expenditure during their tenure. In cases of non-compliance, the university authority shall take appropriate action to withhold CLC and even debar him/her to appear the examination or withhold publication of results of his/her examinations.

20. STUDENTS' UNION MAGAZINE

- (a) The students union may publish a magazine every year depending on the availability of funds.
- (b) There shall be a General Editor to be elected by the students at the time of the General Election of the Union.
- (c) Four Editors, two each from the Arts, and the Science faculties shall be elected by eligible voters of respective faculties to assist the General Editor.
- (d) These Editors, along with the General Editor, shall form the Board of Editors.
- (e) Two Advisors, one from each faculty, shall be nominated by the Vice-Chancellor from among the members of the teaching staff. They shall scrutinize the articles before the magazine goes to the press.
- (f) The Chairman, P.G. Council shall be the Publisher of the Magazine.
- (g) ARTS FACULTIES: Following Departments will be treated as belonging to Arts faculty for the purpose.

Anthropology, Sociology, Economics, English, History, Home Science, Library and Information Science, Odia., Political Science & Pub. Admn., Law, M.B.A., Dip. in Sambalpuri Studies, Master in Finance Control, P.G. Diploma in Translation Studies etc.
- (h) SCIENCE FACULTIES: Following Departments will be treated as belonging to Sciences faculty for the purpose

School of Life Sciences, Chemistry, Mathematics, Physics, Electronics, Statistics, D.C.A., Environmental Sciences, Earth Sciences, MCA, M.Sc. in Computer Science, M.Sc. in Bio-Technology, M.Sc.in Bioinformatics, M.Tech. in Food Sc. & Technology, Food Sc. & Nutrition, P.G. Diploma in Food Sc. & Technology, M.Tech. in Geospatial technology etc.
- (i) The Chairman, P.G. Council shall assign any new Department to the faculty concerned.

21. AMENDMENT TO RULES:

- (a) Amendments to any of these rules shall be considered in the meeting of the General Body called for the purpose.

- (b) No amendment shall be in order which is not duly seconded and of which three clear days notice has not been received.
 - (c) An amendment before it becomes effective must be given by the majority of two thirds of member(s) present at the meeting and at least 50% (fifty percent) of the total members of the General Body.
 - (d) Such an amendment to any of these rules will be given effect to from the date on which it is passed.
 - (e) In exceptional situation, on the recommendation of the P.G. Council, the Syndicate can amend/withdraw a part or all of these rules for the larger interest of the University.
22. The Vice-Chancellor shall be the final authority in all matters relating to the Union and Allied Associations and in the interpretation of rules.

C. ALLIED ASSOCIATIONS

a. DAY SCHOLARS' ASSOCIATION

1. There shall be a Sambalpur University Post-Graduate Departments Day Scholars' Association.
2. All the students of the Post-Graduate Departments except the Boarders shall be the members of this Association.
3. Its members shall pay membership fee in the Chairman's Office as decided by the authority from time to time
4. This Association shall aim at fostering the spirit of fellowship and co-operation among all the Day-Scholars.
5. The Chairman, P.G. Council shall be the ex-officio President of this Association.
6. The executive committee shall comprise the following:
 - (i) The Vice-President (to be nominated by the Vice-Chancellor from among the members of the staff)
 - (ii) Secretary (to be elected by the students)
 - (iii) Asst. Secretary (to be elected by the students)
 - (iv) One student representative to be nominated by the respective Head of each Department from each Department.
7. The quorum of the Executive Committee meeting shall be one-third of the members of the total strength of the Executive Committee.
8. The student office bearers shall be elected at the time of the General Election as per the rules mentioned.
9. The Vice-President shall control and supervise the expenditure.
10. The Secretary shall be responsible for convening all the meetings and the proper convening of the Association. He/she shall not incur any expenditure without the prior sanction of the Vice-President.
11. The Secretary shall submit the expenditure statement supported by proper vouchers and certificates to the

Vice-President within thirty days of the Annual function of the Association.

12. The Asst. Secretary shall assist the Secretary and shall discharge the function of the Secretary during the latter's absence.
13. The Secretary and/or the Asst. Secretary can be removed from their respective offices, if they fail to discharge their duties by a vote of no-confidence passed by two-thirds of the members of the Executive Committee.
14. The Secretary is accountable for the non-submission and non-adjustment of vouchers after all expenditure during a session. In cases of non-compliance, the university authority shall take appropriate action to withhold CLC and even debar him/her to appear the examination or withhold publication of results of his/her examination.

b. ATHLETIC CLUB

1. There shall be an Athletic Club of the P.G. Departments called Sambalpur University, P.G. Departments Athletic Club.
2. Each regular student of the Post Graduate Departments shall be a member of this club.
3. Each member shall subscribe a fee as decided by the authority for this club at the beginning of the session.
4. The Club shall take up athletic activities and sports and take up such other activities with a view to developing interest indoor and outdoor games and sports and providing recreation to students and others.
5. The following shall constitute the Executive Body of the Athletic Club
 - (i) Chairman, P.G. Council, Ex-Officio President
 - (ii) Vice-President (to be nominated by the Vice-Chancellor)
 - (iii) Secretary (to be elected by all the students during general election)
 - (iv) Asst. Secretary (to be elected by all the students during General election)
 - (v) One woman representative to be elected during general election by women students of the Post-Graduate Departments taken together.
 - (vi) One student representative to be nominated by each Head of P.G. Department.
6. The quorum for the Executive Committee meetings shall be one-third of members of the Executive Committee.
7. The student office bearers shall be elected at the beginning of each session at the time of the General Election.
8. The Vice-President shall supervise the expenditure. He shall also supervise the selection of participants in various games and sport and all other arrangements to be conducted by the Athletic Club.
9. The Secretary shall be responsible for convening all the meetings as for the proper functioning of the Club. He/She shall not incur any expenditure for the Athletic Club without the prior sanction of the Vice-President.
10. The Secretary shall submit the expenditure statement supported by proper vouchers and certificates to the President within thirty days of the Annual Athletic Day.
11. The Secretary shall submit the Expenditure Statement supported by proper vouchers and certificates to the President within thirty days of the Annual Athletic Day.
12. The Secretary is accountable for non-submission and non-adjustment of vouchers after all expenditure during a session. In cases of non-compliance, the university authority shall take appropriate action to withhold CLC and even debar him/her to appear the examination or withhold

publication of results of his/her examination.

13. The Secretary or the Asst. Secretary can be removed from their respective offices if they fail to discharge their duties by a vote of no confidence passed by at least two-third of the members.

c. CULTURAL SOCIETY

1. There shall be a Cultural Society of the Post-Graduate Departments called Sambalpur University, P.G. Departments Cultural Society.
2. Each regular student of the Post-Graduate Departments shall be a member of this society.
3. Each member shall pay a fee as decided by the authority for this society at the beginning of the session.
4. The Society shall present items, performances, variety shows and take up such other cultural activities with a view to developing interest in the arts and providing cultural recreation to the campus community at large.
5. The following shall constitute the Executive Body of the society:
 - (i) Chairman, P.G. Council, Ex-Officio President
 - (ii) Vice-President (to be nominated by the Vice-Chancellor from teachers of the P.G. Departments)
 - (iii) Secretary (to be elected by all the students during General election)
 - (iv) Asst. Secretary (to be elected by all the students during general election)
 - (v) One woman representative (to be elected by women students of Post-Graduate Departments taken together during general election)
 - (vi) One student representative to be nominated by each Head of the P.G. Department.
6. The quorum for the Executive Committee meetings shall be one-third of members of the Executive Committee.
7. The student office bearers shall be elected at the beginning of each session at the time of the General Election of the Union.
8. The Vice-President shall supervise the expenditure. He/She shall also supervise the selection of drama to be staged, the selection of participants, conduct of rehearsals and the arrangement of stage, green room and auditorium etc.
9. The Secretary shall be responsible for convening all the meetings for proper functioning of the Society. He/She shall not incur any expenditure for the Society without the prior sanction of the Vice-President.
10. The Asst. Secretary shall discharge the function of the Secretary during his absence.
11. The Secretary shall submit the expenditure statement supported by proper vouchers and certificates to the Vice-President within thirty days of the playing of the Annual Drama.
12. The Secretary is accountable for non-submission and non-adjustment of vouchers after an expenditure during a session. In cases of non-compliance, the university authority shall take appropriate action to withhold CLC and even debar him/her to appear the examination or withhold publication of results of his/her examination.
13. The Secretary or Asst. Secretary can be removed from their respective offices if they fail to discharge their duties by a vote of no-confidence passed by at least two-thirds of the members of the Executive Committee.
