

Dear Students,

Hello. This concerns the formation of a body that will represent you. Last year a Student Council was elected by you in April 2016. The elected representatives had the responsibility of drafting a constitution that would enunciate the principles, structures and mechanisms of ensuring free and fair representation of students. The relevant authority bodies of the University such as the Academic Council and the Board of Management have to deliberate on and approve any constitution drafted and presented by the students. For several months the students discussed and debated the principles and structures of their constitution and eventually submitted it to the University. The Vice Chancellor directed the Standing Committee of the Academic Council on Student Affairs to discuss the draft of the constitution. The Standing Committee met several times and consulted faculty members and legal experts while examining the draft constitution. After that the Standing Committee took its own suggestions along with those mandated by the report of the Lyngdoh Committee to the Academic Council. All other reports of the experts including those of external members were discussed by the Academic Council along with the draft submitted by the Student Council. The Academic Council members deeply appreciated the creative efforts of the students in drafting the constitution. More suggestions were received and based on them another draft of the constitution has emerged. This is being presented before you all to give your feedback and suggestions. Once they are received a final document will be presented to the Academic Council and the Board of Management for discussion and approval. I hope you will appreciate the value of a thorough and due process that the constitution-making should be subjected to. It will be a document that you and the University should be proud of once it is in the public domain. Needless to say, the constitution is not cast in stone forever and its theory and practice will change as and when required through due process with the passage of time. Your engaged participation and of those who will be in this University in the years to come shall shape the constitution and keep breathing fresh life into it. Some structures and suggestions that are part of the draft submitted to the University may not be there in the current one that is being submitted for your responses. Those as well new ideas and proposals can be guided and facilitated by the principles enunciated in the Preamble of the constitution. Therefore on behalf of the University I request you to give your suggestions and feedback to the draft of the constitution that is being submitted to you in a positive spirit. Kindly submit your observations either by mail ([arss@aud.ac.in](mailto:arss@aud.ac.in)) or in writing to the office of the Student Services Division by Sunday, 19<sup>th</sup> November 2017. Once they are received and considered, the University's authority bodies shall approve a final document based on which a representative body of students should be in place early in the winter semester of 2018.

Thank you.

Best wishes,

Prof Sanjay Sharma

Dean, Student Services

Ambedkar University Delhi

PS: The draft Constitution of the Student Council has been uploaded on the Intranet as well.

**AMBEDKAR UNIVERSITY DELHI  
CONSTITUTION OF THE STUDENTS' UNION**

**PREAMBLE**

The following document, with the due approval of the Academic Council and the Board of Management of the Ambedkar University Delhi, hereinafter known as the University, is adopted as the constitution of the students' union known as the "Ambedkar University Delhi Students' Union", hereinafter known as the Union.

The aims of the Union shall be:

1. To ensure the freedom of expression and the practice of critical thinking and compassion.
2. To uphold and safeguard the interests of all constituent parts of the student community and encourage them to partake in forging democratic values in the University that aim at self- transformation and empowerment.
3. To uphold the ethic of sensitive and self-reflexive engagement with otherness as a way of evolving solidarity amongst the various constituents of the University community.

In order to achieve the aims mentioned above, the Union will function at two levels, *viz.*, the University level (Student Council) and the School level (School Class Representative Committee).

**ARTICLE 1  
DEFINITIONS**

1. **Student:** A student who is registered in a programme of the University the duration of which should not be less than a year. All students are members of the Union.
2. **Constituency:** A group of students enrolled in a programme of the University.
3. **General Body (GB)**
  - a) The sovereign decision-making body of the Union comprising all students at Class, Programme, School, Campus and University levels. The term Union refers to the general body of students at all these five levels and the term Council refers to the groups of elected representatives at various levels.
  - b) No member of the teaching and non-teaching staff of AUD shall be part of the GB even if she/he is enrolled in any programme of the University.
4. **General Body Meeting (GBM):** A meeting of the General Body convened through a process as specified under Article 4.2

5. **Elected Representative:** A member of the Union chosen by the GB at class level (class representative) or constituency level (Councillor) by vote according to procedures elaborated under Articles 6.1 and 6.2.
6. **Student Council:** The principal executive body of a campus of the University comprising all elected Councillors. For details, refer to Articles 2 and 3.
7. **Election Committee (EC):** The Election Committee of a given campus of the University. A body that comprises of students in charge of conducting all elections for the Student Council on a campus in a given academic year.
8. **Class Representative (CR):** The elected representatives at the level of class of a given programme of a School.
9. **Councillor:** The elected representatives at programme level of a School.
10. **Programme Class Representative Committee (PCRC):** The committee that comprises all Class Representatives and the Councillor of a constituency.
11. **School Class Representative Committee (SCRC):** The committee that comprises all Class representatives and Councillors within a School.
12. **Campus Level Councillors' Committee (CLCC):** The committee that comprises all Councillors of a given campus of the University.
13. **Coordination Committee:** A unit of the Student Council that comprises seven Councillors elected from among the members of the Campus Level Councillors' Committee.
14. **Class Level Activity:** An activity that involves only the cohort group of the particular year of admission in any program.
15. **Program Level Activity:** An activity that involves only the students of the program.
16. **School Level Activity:** An activity that involves the students of a School.
17. **Campus Level Activity:** An activity that involves the students of a campus of the university.
18. **University Level Activity:** An activity of the Union that involves all students of the university.
19. **Campus:** For the purpose of the Student Council, a campus of the university is defined as one where the number of students is 500 or above. If the number of students is less than that and the number of Councillors elected by the programmes of that campus is less than 7 then 1 Councillor shall be elected as the Student Coordinator and another Councillor shall be elected as a Treasurer. They will participate in the University Level Coordination Committee.

20. **Matter:** A grievance, complaint or issue raised by any member of the Union, that is non-elected members of the GB and/or elected representatives to the Student Council.
21. **Ordinary matter:** A matter that can be resolved at level of Program Class Representative Committee (PCRC) or at the level of the School Class Representative Committee (SCRC) according to procedures elaborated under Articles 3.1 and 3.2.
22. **Extraordinary Matter:** A matter that cannot be resolved at the level of PCRC and/or at the level of SCRC in which case it will be raised in a Campus Level committee through procedures elaborated under Articles 3.3 and 4.2.

*N.B:* A matter is deemed Ordinary or Extraordinary *in retrospect* i.e. on the basis of resolution or non-resolution respectively at the level of the SCRC after having followed due procedures.

## ARTICLE 2 TYPES OF ELECTED REPRESENTATIVES

### 2.1 CLASS REPRESENTATIVE

a) **Election**

Every class elects one Class representative (CR) according to the procedures elaborated under Article 6.1.

b) **Functions**

CRs are responsible for addressing any and all matters raised by the GB of their Class.

c) **Tenure of Office**

CRs shall hold office for up to 2 consecutive semesters or 1 academic year.

- d) **Resignation** If in case an elected CR needs to resign the same must be intimated to the Councillor of the program, who will arrange to replace her/him through nomination or in case of more than one nomination through an election with secret ballot.

### 2.2 COUNCILLOR

a) **Election**

Every constituency elects one Councillor according to the procedures elaborated under Article 6.2.

b) **Functions**

Councillors are responsible for addressing any and all matters raised by any member of the Union.

c) **Tenure of Office**

Councillors shall hold office for up to 2 consecutive semesters or 1 academic year.

d) **Resignation**

- i. Councillors wishing to resign from their post must inform the Campus Student Coordinator (CSC), who will oversee the replacement of the councillor

- through a process of nomination by students or if there are more than one nomination through a process of election with secret ballot.
- ii. Those holding a positions of Councillor shall have to vacate the same if and for whatever period of time they assume a visting or guest or temporary faculty position in the University.

## **ARTICLE 3**

### **BODIES OF ELECTED REPRESENTATIVES**

#### **3.1 Program Class Representative Committee (PCRC)**

##### **a) Functions**

The PCRC is responsible for addressing any and all matters raised by the CRs of a constituency. Its meetings can be convened as per the procedures elaborated under Article 4.2 (b). In case matters cannot be resolved by the PCRC, the Councillor is in charge of facilitating resolution by taking the issue to PGBM or SCRC as required.

#### **3.2 School Class Representative Committee (SCRC)**

##### **a) Functions**

- i. The SCRC is responsible for addressing any and all matters raised by one or more PCRCs within the School.
- ii. Any Councillor of the School shall facilitate communication between the PCRCs and other Councillors, if there are, of the School by calling for the meeting of the SCRC of the school.
- iii. 50% of all elected representatives of the School constitute a quorum for a meeting of the SCRC.
- iv. The SCRC votes on decisions on the basis of a simple majority.
- v. In case matters cannot be resolved by the SCRC, the attendant Councillors must prepare a report stating the reasons for non-redressal which must be submitted to the Coordination Committee.
- vi. The SCRC can convene School-level GBMs to mobilize the GB of the School according to the procedures elaborated under Article 4.2 (c).

#### **3.3 CAMPUS LEVEL COUNCILLORS' COMMITTEE (CLCC)**

##### **a) Functions**

- i. The CLCC is responsible for facilitating communication between all the Councillors of a given campus of the University.
- ii. Meetings of the CLCC must be convened at least once in two months by the Coordination Committee of the Student Council of the given campus of the University. The Coordination Committee is responsible for communicating the date of a CLCC meeting at least 48 hours before the start of the session through formal channels of communication. A Councillor may call for an emergency meeting by giving a notice period of at least 24 hours via formal channels of communication.

- iii. The CLCC discusses those matters that are pending resolution in the meetings of the PCRC and SCRC.
- iv. The CLCC discusses any and all matters affecting the GB of a given campus of the University that have not been raised in the meetings of the PCRC, SCRC.
- v. 50% of all Councillors of the campus constitutes a quorum for the meeting of the CLCC.
- vi. The CLCC votes on decisions on the basis of a simple majority.
- vii. The CLCC can conduct campus-level GBMs (CGBM) in order to mobilize student community according to the procedures elaborated under Article 4.2 (d). At least 1 CGBM shall be organised by the CLCC in a semester apart from the initial CGBM immediately after the elections.

### **3.4 COORDINATION COMMITTEE**

#### **a) Composition**

The Coordination Committee shall comprise of seven Councillors in proportion to the Councillors in a particular year across various programmes such as undergraduate, postgraduate and research programmes in a campus. The Coordination Committee shall have representatives from each one of them apportioned by the EC in consultation with the Faculty Advisor. CRs cannot be a part of the Coordination Committee.

The Coordination Committee shall elect one among them as the Campus Student Coordinator, who shall pursue pending issues with the University management and another one as Treasurer, who will handle finance. The Campus Student Coordinator will work like the member-secretary of the seven member Coordination Committee and will abide by the majority decisions of the Coordination Committee. The Coordinator will be responsible for maintaining all the records.

#### **b) Election**

The members of the Coordination Committee are elected according to the procedures elaborated under Article 6.3.

#### **c) Functions**

- i. To pursue issues with the University management at various levels and submit to the concerned authorities of a given campus of the University, any and all letters duly signed by the various PCRCs, SCRCs and CLCC, and bearing the stamp of the Student Council.
- ii. To form the Election Committee (EC) for the subsequent academic year according to the procedures elaborated under Article 5.3

#### **d) Tenure of Office**

The Coordination Committee holds office for whole of the academic year at the beginning of which it is formed.

#### **3.4.1 Campus Student Coordinator (CSC)**

A Councillor elected by the seven member Coordination Committee to function as the points person for conducting the Coordination Committee meetings and CLCC meetings, arranging to replace representatives at the level of PCRC/SCRC and CLCC whenever vacancies arise through due process elaborated in relevant sections and to authorise all written communication to University authorities as decided by and on behalf of the Coordination Committee.

### **3.4.2 Treasurer**

A Councillor elected from among the members of the Coordination Committee to administer and manage the financial assets and liabilities of the Student Council of a given campus of the University. The Treasurer is responsible for managing the budget for the Student Council of the given campus and maintaining due records. Other budget-related duties have been elaborated under Article 7.

## **3.5 UNIVERSITY LEVEL COORDINATION COMMITTEE**

The Campus Student Coordinators and Treasurers of each campus of the University will constitute the University Level Coordination Committee.

They will meet at least twice every semester to share concerns and experiences across the campuses and as frequently as possible and necessary. They may decide to call for a meeting of all elected Councillors of all the campuses or the University level general body of all students as and when required to deliberate on issues concerning the students and initiate action. They may elect a Coordinator from among themselves.

## **ARTICLE 4 MEETINGS**

Members of the Union can hold official meetings as elaborated hereunder:

### **4.1 Decorum**

All meetings of the union, General Body of students at five levels enumerated below must abide by the rules of decorum stated hereunder:

- i. The General Body meeting shall be moderated by the Class Representative at the class level, Councillor at program level, one of the Councillors at School Level, Campus Student Coordinator at the Campus Level and one of the Campus Student Coordinators at the University level.
- ii. The Minutes of the meeting must be released to the relevant GB of the Union through formal channels of communication not later than 7 working days after the date of the meeting.

### **4.2 MEETINGS OF THE GENERAL BODY (GBM)**

#### **a) Class-level General Body Meeting (CGBM)**

The meeting may be called by the CR or by at least a quarter of the total number of students in the class and shall moderated by the CR. The quorum shall be the CR and 50% of the members.

**b) Programme-level General Body Meeting (PGBM)**

- i. A PGBM comprises all members of a constituency.
- ii. Any CR along with the councillor of the constituency can call for a PGBM to raise and deliberate on matters.
- iii. The GB of the constituency must be notified of the agenda of the PGBM at least 24 hours prior to the start of the meeting through formal channels of communication.
- iv. The quorum shall be one third of the total number of students in the programme and shall include the Councillor and 50% of the elected representatives.

**c) School-level General Body Meeting (SGBM)**

- i. An SGBM comprises all students of a School.
- ii. Any of the Councillors of the School can call for an SGBM to raise and redress matters.
- iii. The GB of the School must be notified of the agenda of the meetings at least 24 hours prior to the start of the meeting through formal channels of communication.
- iv. The quorum shall be one third of the total number of students in the school and shall include 50% of the elected representatives and at least twice that number of non-elected members

**d) Campus-level General Body Meeting (CGBM)**

- i. A CGBM comprises all students of a given campus of the University.
- ii. The CSC can call for a CGBM to raise and deliberate on matters.
- iii. A CGBM must be organised as an inaugural meeting at the beginning of every term of office of the Student Council of a given campus of the University.
- iv. At least one CGBM shall be organised by the Student Council in a semester. The GB of the campus must be notified of the agenda of the meetings at least 24 hours prior to the start of the meeting through formal channels of communication.
- v. The quorum shall be one third of the total number of students of a given campus and shall include 50% of the elected representatives and at least twice that number of non-elected members.

**e) University-level General Body Meeting (UGBM)**

- i. A UGBM comprises all members of the Union.
- ii. The ULCC, on approval from the Coordination Committees of all campuses can call for an UGBM to raise and redress matters.
- iii. The Union must be notified of the agenda of the meetings at least 24 hours prior to the start of the meeting through formal channels of communication.



- iv. The quorum shall be one third of the total number of students of the University and shall include 50% of the elected representatives and at least twice that number of non-elected members.

**f) Decision-making Process**

All decisions at a GBM must be taken on the basis of a simple majority.

**ARTICLE 5  
ELECTION COMMITTEE**

**1. Eligibility**

Any member of the Union can be a part of the Election Committee (EC) in a given academic year. Under no circumstances can an erstwhile member of the Student Council of the previous academic year run for the office of the EC in a given academic year.

**2. Composition**

The EC shall consist of one student from each School in a campus. In the case of a large School exceeding 100 students two students may be elected.

**Formation**

The formation of the EC shall take place ordinarily within the first 4 weeks of the commencement of the new academic year. The procedure of forming the EC is elaborated hereunder:

- a) The Coordination Committee of the previous academic year releases a notice soon after admissions inviting nominations to become a member of the EC of the new academic year.
- b) Students of each School elect one or two EC members as may be required. (Schools with less than 100 students one EC member, Schools with more than 100 students two EC members)
- c) The newly formed EC shall elect a Chief Election Coordinator, CEC, from amongst its members by a simple majority, in the first past the post method.

**3. Functions**

- a) The EC announces the fully-prepared schedule of elections for the Student Council.
- b) The EC conducts elections for CRs and Councillors according to the procedures elaborated under Articles 6.1 and 6.2 respectively.
- c) The EC conducts elections for the members of the Coordination Committee according to procedures elaborated under Article 6.3

**4. Tenure of Office**

From the formation through the duration of the election process, till the Campus Level Coordination Committee is formed.

**5. Method of Voting**

The method of voting during all student elections within the University is through secret ballot.

**6. Scheduling of Election**

The EC conduct all elections for the Student Council ordinarily within eight weeks from the date of commencement of the academic year.

**7. Code of Conduct for Candidates and Election Committee Members**

The constitution adopts the Code of Conduct for candidates and EC members as has been elaborated under Article 6.7 of the report of the Lyngdoh Committee under the auspices of the Ministry of Human Resource Development and directed for implementation by the Supreme Court of India on the 22nd of September, 2006.

#### **8. Powers of the EC**

The EC shall have total powers as far as the conduction of student elections is concerned. This shall include, but is not limited to, the disqualification of candidates from contesting and of voters from voting provided that such a decision is taken by a 2/3rd majority of members of the EC present and voting. All decisions of the EC are final and binding during its tenure of office.

### **ARTICLE 6 ELECTION OF STUDENT REPRESENTATIVES**

The eligibility criteria for all elected representatives will be as under 6.5 of the report of the Lyngdoh Committee under the auspices of the Ministry of Human Resource Development and directed for implementation by the Supreme Court of India on the 22nd of September, 2006.

#### **6.1 ELECTION OF CLASS REPRESENTATIVES**

The elections for CRs shall be held ordinarily within the first 6 weeks of the commencement of the new academic year and within 10 working days of the formation of the EC.

- a) The EC releases the notice of the election schedule as early as possible after its formation.
- b) Interested candidates have up to 2 working days in which to file their nominations with the office of the EC.
- c) The EC must release the list of nominated candidates within 1 day after the last date of the filing of nominations along with the electoral list.
  - i. In the event of a single nomination filed from a class, she/he will be declared the CR of that class, unopposed.
  - ii. In case more than one nomination is filed from a class, CRs shall be elected on the basis of voting by a simple majority with the process being observed by a member of the EC.
  - iii. For every successive addition of 50 students to the strength of the class, 1 more CR shall be elected for the class.
  - iv. There shall be no more than 2 CRs for a class under any circumstances.

#### **6.2 ELECTION OF COUNCILLORS**

The elections for Councillors shall be held within eight weeks of the commencement of the academic year.

##### **a) Nomination process**

- i. The EC releases the notice of the election schedule ordinarily within the month of September of the new academic year.
- ii. Interested candidates have up to 5 working days in which to file their nominations with the office of the EC.
- iii. A nomination is valid only when a candidate is proposed and seconded by two different members of the constituency.
- iv. Nominations shall be invalidated when the names of the candidate, proposer and/or seconded do not figure in the appropriate electoral list.
- v. A member of a constituency can propose or second only one candidate. No candidate can propose or second another candidate.
- vi. A student is eligible to stand for one post only.

**b) Campaigning**

Campaigning can begin only after the release of the final list of nominated candidates by the EC along with the electoral list. All campaigning must end 24 hours before the commencement of voting.

**c) The Councillors' Debate**

Participation in the Councillors' Debate is a pre-condition for contesting in elections failing which candidacy stands disqualified. The debating schedule shall be released by the EC within 2 working days from the release of the final list of nominated candidates. The debates shall go on for not more than 2 days prior to the day of voting. In case a candidate for a particular constituency stands unopposed, the candidate is required to present her/his manifesto to the respective constituency during the debate.

**d) Election Day**

The process of casting of votes, counting of votes and the declaration of results shall happen as far as possible in the course of a single day. Counting of votes for a given candidate shall be done in the presence of the candidate or a representative nominated by the candidate.

**e) Duration of electioneering process**

The entire process of elections commencing from the date of filing of nomination papers to the date of declaration of results must be completed within 10 working days.

**6.3 OTHER ELECTIONS**

**Coordination Committee**

1. The EC attends to the formation of the Coordination Committee immediately after the election of the Councillors.
2. Councillors can nominate themselves or can be nominated by other Councillors as candidates for the Coordination Committee. A nomination is valid only when each candidate has the support of two other Councillors.
3. In case a single nomination is filed for a seat in the Coordination Committee, she/he automatically becomes a member of the Coordination Committee.
4. In case more than 1 nomination is filed for a seat, elections should be held among all the Councillors by voting on the basis of a simple majority.

5. The EC will then supervise the seven member Coordination Committee electing one of them as Campus Student Coordinator and another as Treasurer. This shall be done internally by a simple majority after which the EC will publicise the list of seven members of the Coordination Committee, Campus Student Coordinator and the Treasurer. The election process shall conclude with the announcement.

## **ARTICLE 7 FINANCE AND ACCOUNTS**

1. The Coordination Committee may propose and have approved by CLCC the collection of a nominal subscription from all students to be collected alongwith the fees by the University. The amount and mode of collection of the subscription and any other proposal of the Union having financial implications for students or any other constituent of the University shall require the approval of Academic Council and the Board of Management of the University. However, the right of the student to be represented by the Council shall not be contingent upon payment of subscription.
2. The Treasurer is responsible for all financial transactions and the accounting of the same along with the members of Coordination Committee. All Councillors shall have access to the accounts.
3. Any elected representative can request funds from the Treasurer through the Councillor of the constituency for an activity.
4. The Treasurer will, on the advice of the Coordination Committee approve the expenditure requested for.
5. The Treasurer shall maintain a record of all proofs of money spent such as bills and vouchers. An annual statement may be prepared, got approved by the CLCC and publicised before the tenure of the Coordination Committee ends.

## **ARTICLE 8 AMENDMENTS**

Amendments to the constitution are Extraordinary Matters that can be proposed by any member of the Union. The procedure to amend the Constitution is given hereunder:

1. The proposer of the amendment must collect the signatures of at least a hundred members of the GB of the given campus of the University.
2. The proposer must submit an application detailing the proposed amendment along with the collected signatures to the Coordination Committee of the Student Council.
3. The Coordination Committee must call for a CGBM with a prior notice of 7 working days.
4. The proposed amendment is passed by a 2/3rd majority of the members present..

5. Once the amendment is passed in one campus, the Coordination Committee of that campus should notify those of other campuses of the University. They must conduct CGBMs in their respective campuses.
6. The amendment can be formally adopted by the Coordination Committee of the originating campus after all campus GBMs pass it.
7. After that, CSC of the campus which generated the amendment shall send it to the University through the Faculty Advisor for approval through due process. Once the proposed amendment is duly approved by the Academic Council and the Board of Management of the University, it shall then be incorporated and the amended constitution shall be notified by the University and uploaded on the website.

## **ARTICLE 9**

The interface of the Students' Union with the University shall be through the Dean, Student Services or a member of her/his team who shall be designated as the Faculty Advisor in each campus and/or at the University level.

## **ARTICLE 10**

Aspects not covered by this constitution and all residual matters shall be governed by the report of the Lyngdoh Committee under the auspices of the Ministry of Human Resource Development and directed for implementation by the Supreme Court of India on the 22nd of September, 2006 or regulations promulgated by relevant statutory bodies or decisions of the authority bodies of the University from time to time.