



Constitution of the Students' Union

at

Bhaskaracharya College of Applied Sciences

The election for the Students' union at Bhaskaracharya College of Applied Sciences (hereinafter called the College) will be held completely as per the guidelines of the Lyngdoh Committee. Any guidelines issued by the University Grants Commission (UGC)/ Ministry of Human Resource & Development (MHRD)/ University of Delhi (DU) regarding the conduct of the elections shall be applicable to this constitution. The election will be held simultaneously and as per the schedule of the Delhi University Students' Union (DUSU) election.

The Principal of the college will appoint an **Election Committee Chaired by Election Officer** to conduct elections based on the basic modalities decided in this constitution with the cooperation of different staff council committees. All such Officers should work in coordination with the Chief Election Officer etc. appointed by the Hon'ble Vice Chancellor of the University of Delhi.

All the mathematical figures like percentage of marks, attendance, votes etc. will be truncated/ round down for example figure like 58.87 will be read as 58.0 only.

1. Name and its Membership

- i. Students' Union of the college will be called as ***Bhaskaracharya Students' Association***, hereinafter called the ***Association*** located in the college premises. The college address will be the official address of the Association also.
- ii. All the bonafide regular students of the college will be the members of the Association by submitting an annual subscription of Rs.150/- to Association fund which will be collected preferably along with the admission fees by the college. This fund may be used by the Association for the benefit of the students to achieve its aim in accordance with the college policy and expenditure towards holding elections annually.

2. Advisors of the Association

- i. The Principal will be the Patron of the Association.
- ii. The Patron may appoint a Treasurer of the Association amongst the staff members.
- iii. The Convener Student Advisory & PR Committee of the Staff Council will be the Staff Advisor of the Association.
- iv. Public Grievances Redressal committee of the staff council will address clarification and ensure smooth functioning of the election. The grievances, if any, should be asked and addressed electronically.

- v. The Patron, in consultation with Staff Council, shall take all necessary steps to ensure that the Association functions in accordance with this Constitution.

3. Aims of the Association

The following will be the aims and objectives of the Association :-

- i. To promote mutual cooperation, a democratic outlook and a spirit of oneness among the students of the College and hence University of Delhi.
- ii. To inculcate the leadership & management qualities, spirit of team work and mutual cooperation amongst the students.
- iii. To promote the social, cultural and intellectual development of the students of the college and to co-operate with the committees of the Staff Council for organizing various activities for the holistic development of the students in this regard.
- iv. To promote among the students a spirit of nationalism and a sense of service to the society and duty towards the State.
- v. To promote harmonious relations among all sections of the college.
- vi. To meet, discuss and make defensible representations to the college authorities on matters concerning common educational interests of the students.

4. Activities of the Association

The Association may organize the following activities with the permission of the Staff Advisor, Convener of the concerned staff council committee and Patron namely:-

- i. Academic activities like debates, lectures, discussions, study circles, essay competitions etc.
- ii. Cultural activities
- iii. Sports activities
- iv. Social Service and Social Relief Activities.
- v. Any other activity for the realization of the aims of the Association.

5. Executives of the Association

- i. The Association will have its Executives as
 - A. **President- One**
 - B. **Vice President - One**
 - C. **General Secretary- One**
 - D. **Joint Secretary- One**
 - E. **Central Councillors- Two**
- ii. Staff adviser and the Treasurer will also be the invited members of the executive committee.

- iii. Only the bonafide regular student of the college can contest for the elections of the Executives.
- iv. List of bonafide regular students enrolled in various courses of study in the college upto ***One Working Day*** before the starting date fixed for filing of nomination will be eligible to vote and/or contest for the Executives as constrained in this constitution at vii, viii, ix and x below.
- v. All the above candidates will be elected through a direct election by Secret Ballot amongst the members of the Association.
- vi. A member of the Executives will be elected by simple majority. In the event of two or more candidates receive equal number of valid votes in their respective favour, the term of the respective Executive(s) will be equally divided in alphabetical order of the names of such candidates.
- vii. The candidate for the President of the Association will be from the second last or final year members of the association only, provided that such a candidate does not suffer from any of the disqualifications laid down in this Constitution.
- viii. The candidate for the Vice President, Secretary and Joint Secretary of the Association will be from the first or second last year members of the association only, provided that such a student does not suffer from any of the disqualifications laid down in this Constitution.
- ix. The Central Councillor may be from any of the class of various courses of study in the college provided such a student does not suffer from any of the disqualifications laid down in this Constitution.
- x. There will be at least 50% seats reserved for the Girl candidate on rotational basis amongst the Executives. The first term of the Association will see a Girl student as Vice President and Secretary. Next year the President and Joint Secretary will be amongst the Girl student. The cycle will repeat thereafter.

6. Eligibility or Disqualification for the Executives

No students shall be entitled to be a member of the Executives if,

- i. S/he is not a regular full time bonafide student of the college; or
- ii. S/he has completed the age of 22 years, at the beginning of the academic session of the year in which s/he seeks to become a member of the Association; or
- iii. S/he has completed 5 years in the College from the July 1st of the calendar year of passing 10+2 examination to the 30th July of the year s/he seeks to contest/ immediately preceding the election; or
- iv. S/he has been convicted of a criminal offence including moral turpitude ; or
- v. S/he has been punished by the University/College for an act which is coercive in nature and constitutes a threat to life and property ; or
- vi. S/he has been held guilty by the College for any of the following acts of gross indiscipline:

- a) Physical assault, or threat to use physical force, against any Student, Staff or Guest of the college in or outside the college premises;
 - b) Violation of the status, dignity and honour of women, and students belonging to the scheduled castes and tribes
 - c) Willful destruction of institutional property
 - d) Causing disruption in any manner of the academic and administrative functioning of the college
- vii. S/he has been found guilty of and punished for the use of unfair means in any of the examination of a College, University or Board.
 - viii. The student secures attendance less than the minimum percentage as prescribed by the DU or less than 75% of the attendance, whichever is higher, in the preceding year to which s/he seeks to contest ; or
 - ix. The student secures less than 60% of the aggregate marks in the preceding year to which s/he seeks to contest ; or
 - x. The student carry an academic arrear in the year s/he seeks to contest the election.(passing marks in each paper in the preceding year is mandatory)
 - xi. S/he has been one of the candidate for the elections of any post of the Executive in the Association before (i.e. No member of the association shall be entitled to contest the Executive election more than once).

7. Nominations for the Executives of the Association

- i. Forms for nominations to Executives will be prescribed by the Election Officer. The forms should be printed front and back of single paper sheet.
- ii. Nominations for the posts of Executive will be filed at the Office of the Election Officer, before its last date and time fixed for nomination, who will arrange the scrutiny of nominations at his office and put up the final list of eligible candidates on the Notice Board for election of Executive after withdrawals, if any.
- iii. The Nomination papers will be accepted alongwith a Bank Draft for a fee defined by the Election Officer as security deposit in favour of the **BCAS Students Fund Account**, issued by a Scheduled Bank in Delhi. The Bank Draft is to be submitted in the office of the Election Officer at the time of Nomination and the candidate is required to obtain a receipt thereof.
- iv. In case any candidate fails to deposit in person, the above said bank draft alongwith Nomination paper, his/her candidature for the said post shall be deemed to have been withdrawn by the said candidate. No further queries, if any, of such candidates will be entertained.
- v. The security deposit shall be forfeited in case a candidate fails to get at least 10% of the total valid votes cast for the post for which he/she is seeking election. The amount so forfeited shall be deposited in the college account.
- vi. A candidate withdrawing his/her candidature before the last date and time fixed for such withdrawal may claim the return of bank draft from the

- Office of the Election Officer within One week in person by showing his/her College Identity Card and its receipt in original only.
- vii. A candidate who has secured at least 10% of the total valid votes cast for the post he/she is seeking election may claim refund of security deposit from the Office within 7 days of the declaration of the result of election in person by showing his/her College Identity Card and its receipt in original only.
 - viii. A candidate should submit his/her 500 words profile to be uploaded on college website.
 - ix. The office of the principal should verify all the academic facts of the candidate.
 - x. The nomination should come with an undertaking mentioning that
 - a) *S/he has read, understood and will abide by the set procedure/ constitution of the association.*
 - b) *S/he does not meet any conditions mentioned in constitution of the association for the disqualification of the nomination.*
 - c) *S/he shall abide by the decision of the college authority in case nomination papers found incomplete or contain incorrect information.*
 - d) *Any violation during the election or his/ her term in the executive will lead to cancellation of the nomination and election.*

8. Functioning of the Association

- i. The term of the Association will be the academic year in which the candidate seeks election in the Association effective from September 16 of that academic year.
- ii. An Executive of the Association may resign his office before the expiry of the term, by addressing the same in writing to the Patron.
- iii. The Executive should meet at least thrice in its term otherwise the elections of its Executive stands cancelled.
- iv. The Executive shall carry on the activities in the College only if it is passed and approved by 50 % or more of its members.
- v. The presence of 3/4 members of the Executive will constitute the quorum of the Executive meeting.
- vi. All such meeting shall be convened by the General Secretary or Joint Secretary in his/ her absence
- vii. All such meeting shall be presided by the President or Vice President in his/ her absence.
- viii. The attendance and minutes of all the meetings should be properly maintained by the General Secretary and signed by the Staff Advisor who shall have a copy of the minutes in the records.
- ix. One third of the executive committee members may move a resolution of no-confidence, by a prior notice of minimum 7 days, against any of the elected Executive. Such a resolution will be effective if only passed by a

majority of not less than two-thirds members of the executive committee of the Association. In the case of no-confidence motion against the President, the Staff Advisor shall preside at the meeting.

- x. A meeting of the Executive shall be convened within two weeks of the election and the head wise budget estimates shall be placed by the President for consideration and approval. Staff advisor will put a copy of the budget, as approved, shall be submitted to the Patron for sanctioned of budget as available.
- xi. Funds of the Association will be utilized for the welfare of the students in accordance with the approved head wise budget submitted by the Executives through the Staff advisor, based on the fund allocated by the Patron.
- xii. The Treasurer will regulate the disbursement of funds in accordance with the GFR-2005 and rules framed in this regard from time to time.
- xiii. The accounts of the Association shall be subject to audit by the Internal Auditor of the college as well as the Auditor of the Govt. of Delhi. The accounts of Association will be audited annually.
- xiv. The unspent balance of a year, if any, shall be credited for the subsequent year or decision taken by the Finance Committee.
- xv. Staff advisor can refer any matter concerning the Association to the Patron and the decision of the Patron shall be final.

9. Amendment of the Constitution

The Patron may appoint a committee for framing or modifying any rule as may be necessary in this constitution.

A provision of this Constitution may be amended if such a committee appointed by the Patron recommends the same and approved by the Staff council and Patron before the beginning of the new academic year.

The same will be effective from the date of its notification by the Patron.

10. Canvassing for the Executive(s)

- i. The election officer will arrange for a Presidential debate for all the candidates for the executives for the canvassing.
- ii. Door to door or class to class canvassing is NOT ALLOWED within or outside the college premises.
- iii. All the eligible candidates will present their views before the students and staff within a stipulated time as notified by the election officer followed by question and answers by the candidates.
- iv. No candidate is allowed to canvass in for or against by any other means in the college.

- v. The contestant may be allowed for 500 words profile on the College Website after due processing and control by a screening and scrutiny committee to be nominated by the Patron or the Election Officer.
- vi. A maximum permitted expenditure worth of Rs. 500/- per candidate can be spent only in the canvassing. Any expenditure in excess of Rs. 500/- will nullify the election of the candidate and thus lead to cancellation of the nomination.
- vii. The campaign should be paper less. No candidate shall be permitted to make use of printed posters, printed pamphlets, or any other printed material for the purpose of canvassing. Candidates may only utilize hand-made posters for the purpose of canvassing, provided that such hand-made posters are made within the expenditure limit set out herein above. Candidates may only utilize hand-made posters at designated place by the election officer in the campus, which shall be notified in advance by the election committee / college authority.
- viii. Neither candidate shall, nor shall his/her supporters, deface or cause any destruction to any property of the college/university campus, for any purpose whatsoever, without the prior written permission of the college / university authorities. All candidates shall be held individually and jointly liable for any destruction / defacing of any university /college property. Any damage to the college property will be compensated from the security deposit of the candidates.
- ix. No campaign whatsoever other than in the designated schedule notified by the Election Officer will be allowed by any student to influence students For or Against. Any student found in this activity will be debarred from the college for minimum period of Three months.
- x. Use of any unfair means by any student or staff during or before the election to influence the students would lead to cancellation of the candidature concerned.
- xi. No candidate shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda within the college campus.
- xii. The use of loudspeakers, vehicles and animals for the purpose of canvassing shall be prohibited.
- xiii. No candidate or his/her supporters will indulge in any act of gross indiscipline as stated in Ordinance : XV-B i.e.
 - a) Physical assault or threat to the physical force, against any member of the guest, teaching and non-teaching staff of any College/Institution/ Department and against any student within the University of Delhi.
 - b) Carrying of, Use of or threat of use of any weapons;
 - c) Any violation of the provisions of Civil Rights Protection Act 1976;
 - d) 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
- e) Violation of the status, dignity and honour of students belonging to the Scheduled Castes and Tribes.
 - f) Criticism of other candidates, when made, shall be confined to their policies and programs, past record and work. Candidates shall refrain from criticism of all 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.
 - g) Any practice whether verbal or otherwise derogatory of women;
 - h) Any attempt at bribing or corruption in any manner;
 - i) Willful destruction of institutional property;
 - j) Creating ill-will or intolerance on religious or communal grounds;
 - k) Causing disruption in any manner of the academic functioning of the college.
 - l) 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.
- xiv. Each candidate shall, within a week of the declaration of the result, submit complete and self-audited account statement to the college authorities. The college may publish such account statements, within 2 days of the submission of such accounts, through a suitable medium so that any member of the association may freely examine the same.

11. Modalities for the conduct of Executive’s Election

- i. The office will display the list of eligible voters on the College website and the same will be provided to each department.
- ii. The college/ 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. Observers shall also be appointed to oversee the process of nomination of students in institutions that are following the nomination model of student representation.
- iii. Bonafide regular students having a valid college ID card (No other proof shall be accepted) will only be allowed to enter and cast his/ her vote in the college not early then 5 minutes before the start of the polling on the

- day of the voting except the students on duty who will be given the gate pass a day before to report 15 minutes before at his/her polling booth.
- iv. No entry and voting will be allowed without college I-card and after the scheduled time on the day of polling.
 - v. If any student has lost one's ID card, s/he should get issued a bonafide student certificate from the office before 2 working days from the date of voting by submitting original fee receipt and copy of the FIR for lost ID-Card for the concerned academic year and Original fee receipt for the issue of duplicate ID card.
 - vi. Students will not be allowed to carry their vehicles, mobile phones or any other electronic gadget inside the college on the day of polling.
 - vii. It shall be ensured that the student leaves the polling booth immediately after casting his/her vote. Canteen, Library, Labs, student toilets shall remain closed on this day.
 - viii. After polling no student will be allowed to stay in the college premises except deputed staff on duty.
 - ix. No outsider will be allowed inside the college in any circumstances without the prior permission of the Principal.
 - x. The ballot paper will also have NOTA option. If 50% of the students cast their vote in the favour of NOTA, all the candidates on the respective ballot paper will be declared disqualified.
 - xi. CCTV camera(s) surveillance and/or video recording may also be arranged for the election process.
 - xii. Adequate police force will be provided in the College. The police authorities may be asked to post some police constables in and around the College premises, Bus stands near the College and other sensitive points.
 - xiii. The Election Officers will arrange for the counting of votes for each executive and announce the result and communicate the same immediately but not later than 24 hours to the Chief Election Officer.
 - xiv. The Election Petition, if any, may be made to the Patron of the Association by a candidate or candidates within 48 hours after the declaration of results by the Election Officer. No election petition shall be entertained after the expiry of 48 hours of the declaration of results.
 - xv. The Chief Election Officer may issue necessary directions to the Election Officers for the smooth and orderly conduct of elections.
 - xvi. All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 48 hours of the conclusion of polling.
 - xvii. 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 college/ university authorities may also take appropriate disciplinary action against such a violator.
 - xviii. The Patron or the election officer may change/ modify the modalities as and when deemed required for the conduct of free and fair elections for

Association Executives without disrupting the academic and administrative functioning of the college in any manner.



Office of the Election Officer
Elections for the Executives of
Bhaskaracharya Students' Association: 2016-17
Nomination Paper for the office of

Paste your
recent
Passport size
Photograph
(Self Attested)

Instructions:

1. Download the nomination form, code of conduct, constitution of the association and decision of Hon'ble Supreme Court of India regarding Students' Union Election and any other instruction for the conduct during and after the election from University official website i.e. **www.du.ac.in** and the Colleges website **http://bcas.du.ac.in** respectively for all the post.
2. The nomination should be filed only on this Form. Nomination filed on any other form shall be considered Invalid.
3. The nomination paper should be filled in, signed and certified in all respect. No column should be left blank. Incomplete form shall be rejected.
4. The filled up nomination paper should be deposited in the sealed box kept in the Office of the Election Officer on working days between 10.00 a.m. to 5.00 p.m. but in no case later than 3.00 p.m. on Thursday, the 1st September, 2016 along with a Demand Draft of Rs. 500/- from nationalized Bank in favour of **BCAS Students Fund Account** duly verified by the Principal.
5. Withdrawal will be permitted if it is submitted only in writing by the candidate in person with College Identity Card. No withdrawal shall be allowed after 12.00 noon on Saturday, the 3rd September, 2016.

Name of the Candidate (*In BLOCK LETTERS*) _____ Gender: **Male/Female**

Father's Name _____ Course _____ Year _____ College Roll No _____

Residential Address (*with Tel./Mob.No.*) _____

_____ E-mail: _____

DD details: Amount: _____ No. _____ Dated _____ Bank Name and Branch _____

500 words profile submitted: **Yes/ No:** Affidavit/ Undertaking on the Rs. 10/- stamp paper submitted : **Yes/ No**

% of aggregate marks in the preceding examination _____ %.

Signature of the Candidate with Date

Name of the	Father's Name	Class	Roll No	Signature
Proposer				
Seconder				

Certificate from the Principal

1. This is to certify that Mr./Ms. _____ is a bonafide student of Class _____ under Roll No. _____ of the College and that the declaration made by him/her is true as per our records. He/She has signed in my presence and his/her date of birth as per record is _____.
2. It is further certified that he/she has secured _____% of aggregate marks in the preceding examination with no academic arrear(s) during his/her present course of study and that he/she has attained _____ % of attendance in his/her preceding year of the course.
3. This is to certify that the Proposer and the Seconder as mentioned above are the bonafide students of this College and that they have signed in my presence.

S. O. (Admin)

Signature of the Principal
(With full Name and Official Rubber Stamp)

Affidavit to be submitted on original Rs. 10/- stamp paper

UNDERTAKING AND DECLARATION BY THE CANDIDATE

I _____ Daughter/Son of _____

R/O _____ do hereby solemnly affirm and declare as under:

1. That I shall be contesting election for the Bhaskaracharya Students' Association of 2016-17.
2. That I have read, understood and undertake to abide by the Constitution of the Association.
3. That I understood that any violation of the constitution of the association during the election or my term, if elected, in the executive will lead to cancellation of my nomination and my election.
4. That I am a student of _____ and pursuing _____ vide Roll No. _____
5. That my age is YrM as on 20th July, 2016 and that my date of birth is _____.
6. That I have not completed more than 5 years from the 1st July of the Calender Year of Passing 10+2 examination to the 30th July immediately preceding the election.
7. That I did not contest for any of the post of Executive in the Association earlier and that I am not contesting elections for more than one post of Executive of the Association now.
8. That I have not been convicted of any criminal offence including moral turpitude, nor have been punished by the University/College for an act which is coercive in nature and constitute threat to life and property.
9. That I have not been found any guilty of, and punished for the use of unfair means in any examination of the University or Board.
10. That I have attained the minimum attendance i.e. 75% in my preceding year of the Course.
11. That I have secured _____% aggregate marks in the preceding year of examination.
12. That I have no academic arrear i.e. to say that there is no pending papers to be cleared by me.
13. That I shall abide by the decision of the college authorities, in case my nomination papers found incomplete or contain incorrect information.
14. That I solemnly declare that the facts presented above are true and correct :-

If elected, as Office bearers of Bhaskaracharya Students' Association I will abide by rules and regulations of the college.

DEPONENT

VERIFICATION:

Verified at Delhi on this day of _____ that the contents of the above affidavit are true and correct to my knowledge and belief.

DEPONENT

In presence of the witness of

1.

2.

LETTER OF WITHDRAWAL
(to be submitted in person with Original College ID card)

Dated _____

The Election Officer

Bhaskaracharya Students' Association Election 2016-17

University of Delhi

Sector 2, Phase I, Dwarka

Delhi – 110075

Subject: Withdrawal of Nomination

Sir,

I hereby withdraw my candidature for the post of _____ of
Bhaskaracharya Students' Association for the year 2016-2017 on my own will and in full
consciousness and without being influenced by any other person in or outside the college.

Dated: _____

Signature _____

Full Name (*In BLOCK LETTERS*) _____

Father's Name _____

Roll No. _____

Class _____

Residential Address _____

Mobile No. _____

**Proforma for Obtaining Gate Pass for the
SCRUTINY OF NOMINATION FORM**

Mr./Ms. _____ who is a bonafide regular student of this College bearing Roll No _____ has filed his/her nomination papers for the Post of President/Vice-President/General Secretary/Joint Secretary duly certified by me. S/he may be given the gate pass for the scrutiny of Nominations in person, if carrying a valid college ID card.

Date: _____

S.O. (Admin)

**SIGNATURE OF THE PRINCIPAL
(with full name and rubber stamp)**

**Proforma for Obtaining Gate Pass for the
COUNTING OF VOTES**

Mr./Ms. _____ who is a bonafide regular student of this College bearing Roll No _____ has filed his/her nomination papers for the Post of President/Vice-President/General Secretary/Joint Secretary duly certified by me. S/he may be given the gate pass for the Counting of Votes in person, if carrying a valid college ID card.

Date: _____

S.O. (Admin)

**SIGNATURE OF THE PRINCIPAL
(with full name and rubber stamp)**