

Report of the Committee

JIST Election Committee is Constituted by the Principal, JIST to frame the Constitution of JIST Students' Union



Submitted to:

Principal JIST

10th Nov, 2022

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Members of the Committee

Sl. No.	Name	Signatures
1.	Jameson Mushahary, HoD, CS&IT	Co-ordinator
2.	Ms. Barnali Das, HoD, Humanities	Member
3.	Gautam Talukdar, Hod, PE&I	Member
4.	Satyajit Das, Asstt. Prof.,ETC	Member
5.	Dr. Dipjyoti Baglari, Asstt. Prof., Civil	Member
6.	Dibyajyoti Borah, Asstt.Prof. Chemistry,	Member
7.	Mridul Deka, Asstt.Prof.,Mechanical,	Member
8.	Dr. Pranjal Saikia, Asstt.Prof. , Physics	Member
9.	Rajib Kalita, Asstt.Prof. ,CS&IT	Member
10.	Menonjyoti Kalita, Asstt.Prof Mech	Member

**CONSTITUTION OF
JORHAT INSTITUTE OF SCIENCE AND TECHNOLOGY
STUDENTS' UNION (JISTSU)**

ARTICLE – I

1. PREAMBLE

- a) There shall be a Students' Union at JIST to promote healthy fraternity among the students of the College.
- b) To maintain good relation between the teachers, the members of non-teaching staff and the students and to assist the College authority in maintaining peace, discipline and all-round development of the College.
- c) Above all to safeguard and uphold the rights and interests of all the students as a whole.

2. NAME

The name of the union shall be “JIST STUDENTS’ UNION”.

3. AIMS & OBJECTIVES

The aims and objectives of the Union shall be:

- a) To promote mutual contact and spirit of oneness among the students of the College. To promote social, cultural and intellectual development of the

students of the College.

- b) To promote closer relations between the students and teachers of the College.
- c) To represent the College students in the Inter-College and Inter-University functions and activities
- d) To make concrete and constructive suggestions to the Principal from time to time
- e) To make concrete and constructive suggestions with regard to the regulations of extra academic activities and in matters concerning the general welfare of the students.

4. GENERAL MEMBERS

All bonafide students of the College shall be members of the Union. All members shall be entitled to use the facilities of the Union and take part in its educational, social, sporting and cultural activities. Members shall be allowed to vote in union elections, and to hold office in Committees of the college if appointed by the Principal.

5. OFFICE BEARERS :

- a) JISTSU will have the following office bearers-

1	President
2	Vice President
3	General Secretary

4	Assistant General Secretary
5	Cultural Secretary
6	Literacy & Magazine Secretary
7	Debating & Symposium Secretary
8	Major Games Secretary
9	Minor Games Secretary
10	Social Service Secretary
11	Boys' Common Room Secretary
12	Girls' Common Room Secretary
13	Training & Placement Cell Secretary

- b) All office bearers from Sl. No. 05 to 13 will have Professor in-charge appointed by the principal.

6. ELECTION OF OFFICE BEARERS

All the office bearers of the JIST Student's Union shall be directly elected by the students of the college as per the election guidelines of the college.

7. DUTIES AND RESPONSIBILITIES OF OFFICEBEARERS

i) President:

- a) The President will be the executive head of the union body. He Shall preside over the meetings of the union.
- b) Be responsible for the whole Union, its Constituent parts, and its activities and governance.

- c) Be responsible for budget as well as expenditure of the Union.
- d) Be responsible for the discipline issues.
- e) Be responsible for the communications with office bearers of the union body.
- f) Ensure the adherence to the Complaints and Discipline procedures set out in the constitution.
- g) Delegate the duties and responsibilities of office bearers in the case of vacancies or if any office bearers is unable to carry out his/her duty.

ii) Vice President

The Vice President shall assist the President and exercise the power of the President in absence of him / her.

iii) General Secretary:

- a. He / She shall be known as GS in short.
- b. To convene meetings of the Executive Committee, Office Bearer and all other meetings of the Union.
- c. To prepare agenda for all such meetings strictly in accordance with the provisions of the Constitution.
- d. To be, along with other Office Bearers, collectively responsible for the management of all sorts of affairs of the Union.
- e. To record the minutes of the proceedings of all meetings.
- f. To head the activities such as College Week, Freshmen's Day, Farewell etc. in consultation with the office bearers of the JISTSU.
- g. He / She shall analyse / moderate the budget of the

activities to be held and passed in the executive body of the union and submit to the principal through the President of the union for the approval.

- h. He / She shall submit all the reports of the activities of the JISTSU to the Principal, JIST at the end of the tenure of the Union body.

iv) Assistant General Secretary

The Assistant General Secretary (AGS) shall assist the General Secretary in executing the duties. He / She shall preside over meetings and shall exercise the power of the GS in absence of the GS.

v) Cultural Secretary:

The Cultural Secretary will arrange all cultural activities. He / She shall prepare the budget in consultancy with the Prof. in-charge and submit to the General Secretary. He/she shall submit the report of all the activities conducted to the General Secretary at the end of the tenure.

vi) Literacy & Magazine Secretary:

The Literacy & Magazine Secretary shall be responsible for the timely publication of the College Annual Magazine and for any other Literature activities. He / She shall prepare the budget in consultation with the Prof. in-charge and submit to the General Secretary. He / she shall submit report of all the activities conducted to the General Secretary at the end of the tenure.

vii) Debating & Symposium Secretary

The debating secretary shall be responsible for organizing all the discussions, debates, symposium etc. He / She shall prepare the budget in consultation with the Prof. in-charge and submit to the General Secretary. He / She shall submit the report of all the activities conducted to the General Secretary at the end of the tenure.

viii) Major Games Secretary:

The Major Games Secretary shall arrange all kinds of Outdoor games. He / She shall prepare the budget in consultation with the Prof. in-charge and submit to the General Secretary. He / she shall submit report of all the activities of outdoor games conducted in/by the Institute or Institution's participation in the University's Games & Sports to the General Secretary at the end of the tenure.

ix) Minor Games Secretary:

The Minor Games Secretary shall arrange all kinds of Indoor games. He / She shall prepare the budget in consultation with the Prof. in-charge and submit to the General Secretary He / she shall submit report of all the activities of indoor games conducted in/by the Institute or Institution's participation in the University's Games & Sports to the General Secretary at the end of the tenure.

x) Social Service Secretary :

The Social Service Secretary shall be responsible for all the social work activities. He shall see over the cleanliness and hygiene of the college campus in consultation with the office bearers, Prof. In-charge and Principal. He / She shall prepare the budget in consultation with the Prof. in-charge and submit to the General Secretary. He / She shall submit report of all the activities conducted to the General Secretary at the end of the tenure.

xi) Boys' Common Room Secretary:

This portfolio is reserved only for boys. The Boys' Common Room Secretary shall take care of the cleanliness and hygienic condition of the Boys' Common Room. The Minor Games Secretary shall organize sporting events in Boys' Common Room in consultation with him. He shall prepare the budget in consultation with the Prof. in-charge and submit to the General Secretary. He shall submit report of all the activities conducted to the General Secretary at the end of the tenure.

xii) Girls' Common Room Secretary:

This portfolio is reserved only for girls. The Girls' Common Room Secretary shall take care of the cleanliness and hygienic condition of the Girls' Common Room. The Minor Games Secretary shall

organize sporting events in Girls' Common Room in consultation with the her. She shall prepare the budget in consultation with the Prof. in-charge and submit to the General Secretary. She shall submit report of all the activities conducted to the General Secretary at the end of the tenure.

xiii) Training and Placement Secretary:

By default, Training and Placement Officer (TPO) will be the Prof. in-charge. This portfolio is reserved only for the students of Engineering branch. He / She shall take care of all the activities related to training and placement cell of the college and shall submit report of all the activities to the General Secretary at the end of the tenure.

8. Disqualifications for Office Bearers

No member of the Union shall be entitled to hold any post of office bearer, if,

- i) He/she has been convicted of a criminal offence including moral turpitude, or he / she has been punished by the University/College for an act which is nature constitutes a threat to life and property: or
- ii) He/she has been found guilty of and punished for the use of unfair means in any examination of a University.

iii) He/she violates any rule of discipline of the

College and if the Principal takes any disciplinary action against him / her.

ARTICLE II

1. EXECUTIVE COMMITTEE

- a) The Executive Committee shall be formed with all the office bearers of the Union Body and President will be the head of the Executive Body.
- b) The President of the Union shall convene the first meeting of the Executive Committee within ten working days from the date of announcement of the election result.
- c) All decision of the Executive Committee shall be by a simple majority vote.
- d) The Executive Committee shall meet at least 4 (Four) times during the term. Time and date of meetings shall be determined by the Office Bearers and notified by the General Secretary at least three days in advance.
- e) In all ordinary as well as emergency meetings of the Students' Union or the Executive Committee one-third of the total membership of the body will constitute the quorum.
- f) Emergency meetings may be held by 24 hours' notice.
- g) No meeting shall be held outside the College premises.
- h) General Body Meeting will be conducted only in extremely special circumstances, with prior permission of the Principal.

2. ELECTION:

- a) The Election will be held as per the College Election Guidelines.
- b) The outgoing Students' Union office bearers should handover the charge to the newly elected office bearers within one week after the declaration of the election result.

3. Qualification and Eligibility of Office Bearers:

- i) Under graduate students between the ages of 17 and 24 may contest for the election.
- ii) For Post Graduate Students the maximum age limit to legitimately contest an election would be 24 – 25 years.
- iii) For research Students the maximum age limit to legitimately contest an election would be 28 years.
- iv) The candidate should in no event have any academic arrears in the year of contesting the election.
- v) The candidate should have attained the minimum percentage of attendance as prescribed by the university or 75% attendance, whichever is higher.
- vi) A student can contest only for 1(one) post of office bearer at a time.
- vii) A student shall have two opportunities to contest for the post of office bearer in his / her entire period in JIST.
- viii) The candidate should not have a previous criminal record. The candidate should not have been subject to any disciplinary action by the University/College.
- ix) The candidate must be a regular, full time student of the college / university and should not be a distance/proximate education student.

ARTICLE III

1. STUDENTS' UNION FUND & ITS OPERATION:

- a) There shall be a fund called "Students' Union Fund" contributed from students' fees.
- b) The Cashier and the Accountant of the College shall keep the fund and its accounts under a separate ledger/cashbook.
- c) The fund shall be kept in deposit with a Bank.
- d) The Bank Account will be operated by the Treasurer (Faculty Member) appointed by the Principal.

2. CONTROL OVER EXPENDITURE:

- a) No expenditure shall be incurred by the General Secretary unless recommended by the President of the Union and approved by the Principal.
- b) No expenditure shall be incurred by the Secretaries unless recommended jointly by the President and the General Secretary of the Union and approved by the Principal.

3. AUDIT OF THE STUDENTS' UNION FUND:

- a) The accounts of the expenditure of the Union shall be duly audited annually.
- b) The Principal may request for audit of the accounts whenever he/she deems necessary.
- c) The auditors shall be appointed by the Principal, from the senior faculty members.

ARTICLE -IV

1. AMENDMENT:

The Executive Committee of the Union may propose amendment in the constitution. A General meeting of the Union is to be called for the purpose of the proposed amendment. Decision of amendment requires to be passed by two third majority But, the amendment should be approved by the Joint Committee of the Head of Departments and Students' Union elected office bearers within one month and the decision of this Committee shall be treated as final.

2. DISSOLUTION:

- a. The union shall be treated as dissolved after the expiry of the tenure of office.
- b. The Union shall be treated as dissolved as soon as the result of election is announced by the Returning Officer.
- c. The Principal of the College has the power to dissolve the Union at any time on the recommendation of the committees (formed by the principal) comprised of Head of the Departments and all Professor in-charge of the office bearers of Students' Union.

3. TENURE OF OFFICE:

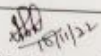
- a. The tenure of office of a Students' Union is usually for 12 months. But in no circumstances the tenure of office of the Union will exceed 13 months.
- b. Elected office-bearers shall be entitled to hold the same office for one tenure only but may contest for other office bearers.

Approved by:-



(Dr. Atanu Kr. Dutta)
Principal, JIST, Jorhat, Assam-10

PRINCIPAL
JORHAT INSTITUTE OF SCIENCE & TECHNOLOGY
JORHAT-10



(Jameson Mushahary, Asstt. Prof)
Convenor
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JIST, Jorhat -10

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