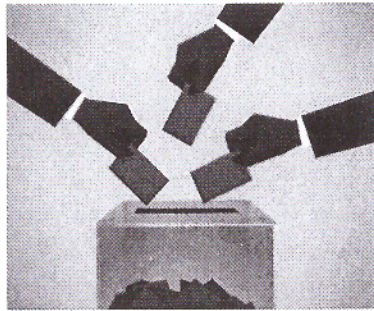


# Student Council Policy Ordinance



*"The ballot is stronger than the bullet"*  
(Abraham Lincoln)



**Khwaja Moinuddin Chishti Language University,  
Sitapur-Hardoi Bypass Road, Lucknow-226013**



**ख्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय, लखनऊ, उत्तर प्रदेश (भारत)**  
**Khwaja Moinuddin Chishti Language University, Lucknow, U.P. (India)**

U.P. STATE GOVERNMENT UNIVERSITY,  
(Recognised Under Section 2(f) & 12(B) of the UGC Act, 1956 & B.Tech. Approved by (AICTE))

### About Student Council

The Student Council of Khwaja Moinuddin Chishti Language University, Lucknow is a representative collegial body of the University's students, which serves as a platform for "Unity in Diversity" among domestic scholars belonging to different cultural backgrounds. The council works to provide a base for academic cognizance and discipline, foster cross-cultural dialogue, involve all students in campus-wide initiatives, promote understanding of the democratic process, and support and implement social activities. The student council further serves as a source of input for the administration of the University offering educational services to students. The council aims at advancing the University's goals and the welfare of the students.

### Objectives

1. To foster and develop all student activities in the Institute.
2. To promote and develop organizational abilities in students.
3. To organize educational and recreational activities for students.
4. Participation of students in developing the University's educational projects.
5. Identify student's issues and promote discussion and to find out the solution on them.
6. To assist the anti-ragging committee to curb the menace of ragging completely.
7. To develop a well-informed, articulate and participative student community life, and increase social awareness.
8. To apprise the university administration of student interest issues.
9. To offer clerical and office support for all recognized student activities.

### Constitution

The Dean of Students Welfare shall be the Chairman of the Students' Council. The University Students Council consists of President, Vice President, General Secretary, Academic Coordinator, Faculty representatives, Club coordinators etc. The functions of the Students' Council shall be to make suggestions- to the appropriate authorities of the University in regard to the programs of studies, student's welfare and other matters of importance in regard to the working of the University in general and such suggestion shall be made on the basis of consensus of opinion. Appropriate gender balance in the Council shall be given priority.

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## **Pledge**

For the purpose of:

- (a) Nurturing a sense of unity and equality among students, irrespective of the differences on the basis of their caste, gender, race, religion, place etc.
- (b) Ensuring comprehensive and versatile development of students.
- (c) Encouraging and sustaining the growth of Innovation among the students.
- (d) Creating an amicable environment conducive to the physical and mental development of students on the campus.
- (e) Stimulating students to be responsible and better citizens of the country;

We, the students of the Khwaja Moinuddin Chishti Language University resolve to constitute a democratic self-organization, called the Student Council of the constituent the Khwaja Moinuddin Chishti Language University.

The Khwaja Moinuddin Chishti Language University, Lucknow and do hereby adopt this Constitution on this day.

## **The Student Council will comprise of the following members:**

- (i) President (By Election)
- (ii) Vice President (Nominated by President, General secretary, Faculty representative)
- (iii) General Secretary (By Election)
- (iv) Joint Secretary (Nominated by President, General secretary, Faculty representative)
- (v) Academic Coordinator (Nominated by President, General secretary, Faculty representative)
- (vi) Library Coordinator (Nominated by President, General secretary, Faculty representative)
- (vii) Cultural Coordinator (Nominated by President, General secretary, Faculty representative)
- (viii) Sports Coordinator (Nominated by President, General secretary, Faculty representative)
- (ix) Media Coordinator (Nominated by President, General secretary, Faculty representative)
- (x) Food coordinator (Nominated by President, General secretary, Faculty representative)
- (xi) Health & hygiene coordinator (Nominated by President, General secretary, Faculty representative)
- (xii) NSS coordinator (Nominated by NSS programme officer from each unit)
- (xiii) NCC coordinator (Nominated by NCC In-charge)
- (xiv) Rovers coordinator (Nominated by Rovers In-charge)
- (xv) Ranger coordinator (Nominated by Ranger In-charge)
- (xvi) Discipline Coordinator (Nominated by President, General secretary, Faculty representative)

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- (xvii) Faculties of Arts & Humanities representative (Nominated by Dean/Director)
- (xviii) Faculties of commerce representative (Nominated by Dean/Director)
- (xix) Faculties of Science representative (Nominated by Dean/Director)
- (xx) Faculties of Social science representative (Nominated by Dean/Director)
- (xxi) Faculties of Engineering & Technology representative (Nominated by Dean/Director)
- (xxii) Faculties of Legal studies representative (Nominated by Dean/Director)

A student can hold only one office among all the posts listed in above section and also department posts, in a given office year

### CONDUCTING ELECTION FOR STUDENTS COUNCIL

- The election for KMCLU Students Council shall be conducted for an academic session ordinarily between 4-6 weeks from the commencement of the classes.
- The Vice-Chancellor shall cause the election to be notified and constitute an Election Committee.
- The Election Committee shall prepare the election schedule, oversee the election process and take necessary steps to ensure free and fair election.
- The Election Committee shall conduct the election of the Office Bearers of the KMCLU Students Council.
- The Election Committee shall also act as Grievance Redressal Cell to consider election related grievance till the declaration of the result.
- Dean/Director shall oversee the election process and take necessary measures for smooth conduct of election.
- An updated electoral roll shall be displayed on the notice board on receipt of notification of the Students Council Election.
- The Election process of Students Council shall be completed ordinarily within seven days from the date of notification.

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<b>President &amp; General secretary</b> <b>(Elected by polling of nominated DR-PhD, DR-PG, CR-UG-I, II, III, IV year)</b>		
<b>PhD representative</b> (Nominated by Dean/Director of research among DR on the basis of personal interview)	<b>P.G. representative</b> (Nominated by Dean/Director among DR on the basis of personal interview)	<b>Faculty representative</b> (Nominated by Dean/Director among CR on the basis of personal interview)
<b>Departmental representative PhD (DR-PhD)</b> (Nominated by HOD from all department on the basis of personal interview)	<b>Department representative (DR-PG)</b> (Nominated by HOD from all department on the basis of personal interview))	<b>Class representative UG-I, II, III, IV year</b> CR-UG-I, II, III, IV year (Nominated by HOD on the basis of personal interview)

## 1. ACTIVITIES OF THE KMCLU STUDENT'S COUNCIL

The activities of the KMCLU Students Council and the chairman of Students Council are classified into following broad areas. Accordingly, the KMCLU Students Council and the chairman of Students Council:

### 1.1 Academic:

May deliberate and come up with the views of the student community on enriching of academic programs.

### 1.2 Students Welfare:

May make suggestions for improving financial aid, library and other common facilities.

### 1.3 Hostel Development:

May make recommendations for augmenting the facilities in the hostels.

### 1.4 Discipline:

Shall work to curb the acts of misconduct by the students. The KMCLU Students Council and the chairman of Students Council shall, through its Faculty and Class Representatives, maintain close contact with students to assess cause of resentment and dispute and attempt to resolve the same amicably.

### 1.5 Health and Hygiene:

May suggest improvements in the medical facilities to the students and maintenance of hygiene on the Campus.

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### **1.6 Extension Activities:**

May promote various social activities on the campus

### **1.7 Cultural and Literary Activities:**

May function as partaker in the cultural and literary activities organized by the University at the Faculty and University level. The KMCLU Students Council and the chairman of Students Council shall motivate the students to participate in different cultural and literary activities.

### **1.8 Sports Activities:**

May function as partaker in the sports activities organized by the University at the Faculty and University level. The KMCLU Students Council and the chairman of Students Council shall motivate the students to participate in different sports activities.

## **2. RULES FOR SERVING AS OFFICE BEARER**

- 2.1 During a given year, a student can hold only one of the posts listed above.
- 2.2 A student who has been punished for any disciplinary action may be prohibited from serving as a office bearer by the President on recommendation from the respective committee. Such a student may also be debarred from all student awards and honors. The decision of the President is final in all such cases.
- 2.3 A student who has an active backlog/dropped core course in a given year will be unable to serve as a office bearer in the year immediately following. Under exceptional cases this may be waived by the Director/Dean at the time of nomination of the post. The following points may be noted about the definition of an active backlog.
- 2.4 An active backlog is an FR (fail) in any compulsory course, including zero credit courses, that has not been cleared at the time of nomination.
- 2.5 For B.Tech programs, an FR (fail) in a minor course, honors course or additional learning will not be considered an active backlog.
- 2.6 A student is eligible to apply for the posts listed above, if he has cleared the minimum prescribed credits constituted of Core Courses, Institute Electives, Department Electives in case of every. Program of universities expected to be done at time of nomination.
- 2.7 A Doctoral student under academic probation or with an active backlog at the time of nomination will be ineligible to hold any post. At the time of nomination, a doctoral student should have successfully cleared all the Annual Progress Seminar (APS) - one per every year completed i.e., before 31st August for July batch and 31st January for January batch. Otherwise, he/she will be ineligible to hold a post.
- 2.8 The decision of KMCLU Student council will be binding in all the cases of disputes and exceptions in these rules

## **3. ELIGIBILITY FOR CONTESTING THE ELECTION:**

- 3.1 He/she is a citizen of India.
- 3.2 He/she satisfies the conditions specified in Clause 2 on the date of nomination.
- 3.3 **Age Limit:**
  - 3.3.1. For Under Graduate students, who are admitted to such courses where Intermediate/ 10+2 is the minimum eligibility qualification for admission, the age for contesting election shall not exceed 22 years on the date of nomination. Provided, Under Graduate students, who are pursuing Professional Courses of the duration of 5 years or more

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- where Intermediate/10+2 is the minimum eligibility requirement for admission, the age for contesting election shall not exceed 24 years on the date of nomination.
- 3.3.2. For Under Graduate students, who are admitted to such courses where graduation is the minimum eligibility qualification for admission, the age for contesting the election shall not exceed 24 years on the date of nomination.
- 3.3.3. For Post Graduate students, the age for contesting election shall not exceed 26 years on the date of nomination.
- 3.3.4. For Research Scholars including students of PhD programs, the age for contesting election shall not exceed 28 years on the date of nomination. Provided, the duration of registration of the Research Scholars contesting the election does not exceed two years from the date of registration in the PhD program on the date of nomination.
- 3.4 The candidate should have secured at least 60% marks in aggregate/ equivalent cumulative grade point average in the examination preceding the election.

Explanation:

- 3.4.1. As per Aggregation rules of the KMCLU.
- 3.4.2. Examination preceding the election means qualifying examination for admission for the candidates in the first semester/year and for others all examinations of the course being pursued.

3.5 He/she should not have failed in any examination of the Board/ University.

3.6 He/she should not have any academic arrears on the date of nomination.

Explanation: The term 'academic arrear' means the candidate is required to appear in any paper of the examinations held previously.

3.7 He/ she should have attained at least 75% of attendance.

Explanation: Attendance shall be computed from date of admission in the current semester/session till the last day of preceding month of the nomination date.

3.8 No disciplinary action has been taken against him/her by any educational institution.

Explanation: Warning issued by the educational institution shall be deemed to be a disciplinary action.

3.9 The candidate should not have a previous criminal record i.e. he/she should not have been tried and/or convicted for any offence.

3.10 He/she should not have been punished by the University for any Act of indiscipline including ragging, violence, assault or use of unfair means in the examination.

3.11 He/she should not have attracted the provisions of Ordinances on acts of misconduct/indiscipline as defined in KMCLU brochure on Maintenance of Discipline by the Students of the University.

3.12 He/she should not have contested the election twice during the entire period of studentship in the University.

Provided, the ex-President of KMCLU Students Council shall not be eligible to contest in the election at any level.

#### 4. DISQUALIFICATION:

The Office Bearers or the Representatives shall be disqualified if:

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- 4.1 he/she contravenes any of the conditions relating to eligibility given in Clause 3 of the
- 4.2 he/she is involved in or convicted for any offence.
- 4.3 he/she is involved in any criminal act.
- 4.4 he/she is found guilty of misstatement/ suppression of material fact.
- 4.5 he/she is using the forum of Students Council for any personal or political interest.
- 4.6 he/she violates the code of conduct of this Ordinance.

**Observer:**

Dean of the Faculty shall appoint one of the faculty members as an Observer in the chairman of Students Council.

**Oath:**

Dean of the Faculty shall administer oath to elected members of the Faculty Students Council.

**5. FORMATION OF KMCLU STUDENTS' COUNCIL:**

**5.1 Faculty Representative:**

The Faculty Representative (elected in the manner prescribed in Clause 3) shall represent the Faculty in the KMCLU Students Council.

**5.2 Office Bearers:**

The Faculty Representatives in the KMCLU Students Council shall elect, from amongst themselves, the Office Bearers of KMCLU Students Council.

**5.3 Observer:**

The Vice-Chancellor shall appoint one of the teachers of the University as an Observer in the KMCLU Students Council.

**5.4 Oath:**

The Vice-Chancellor or his nominee shall administer oath of office to the Office Bearers and the Members of the KMCLU Students Council ceases to be the student of the University.

**6. TENURE**

6.1 The Office Bearers, Representatives in the KMCLU Students Council and Representatives in the chairman of Students Council shall, unless otherwise disqualified in accordance with the provisions of these Ordinances, hold the office from the day of formation of the KMCLU Students Council and the chairman of Students Council till the last day of the academic session.

6.2 In case the post of President falls vacant for any reason, whatsoever, the Vice-President (Academic) shall also act as President for the remaining period of the KMCLU Students Council.

6.3 In case any position falls vacant, on any ground whatsoever, in the KMCLU Students Council and chairman of Students Council, the remaining Office Bearers and/or representatives, save as provided in clause 3.2, shall undertake the activities of the Council as if there had been no vacancy.

6.4 Any Office Bearer of the KMCLU Students Council may be removed from office by a resolution passed by a special majority, that is, more than 50% of the total strength of the KMCLU Students Council and more of the members present and voting.

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## **7. POWERS AND DUTIES OF THE FUNCTIONARIES:**

### **7.1 President:**

The President shall:

- 7.1.1. preside over the meetings of the KMCLU Students Council, participate in its deliberations and may cast vote on the motion in case of tie;
  - 7.1.2. oversee the functioning of the KMCLU Students Council;
  - 7.1.3. Forward all the recommendations made by the KMCLU Students Council to the Registrar for consideration by the appropriate authorities of the University;
  - 7.1.4. Effectively consult all the members of the KMCLU Students Council before undertaking any activity enshrined under the Ordinances;
  - 7.1.5. Place and deliberate all recommendations received from the chairman of Students Councils in the KMCLU Students Council for recommendation;
- Provided, a recommendation, pertaining to general importance of entire KMCLU student community, received by the President shall be referred to all the chairman of Students Councils for consideration. The matter may be placed before the KMCLU Students Council if concurrence of chairman of Students Councils is received.
- 7.1.6. Ensure meeting of the KMCLU Students Council is held at a place assigned for the purpose. He should also ensure peaceful proceeding in the House;
  - 7.1.7. inform the Observer, KMCLU Students Council regarding date and agenda of the meetings of all coordinators;
  - 7.1.8. ensure the KMCLU Students Council meetings are conducted in furtherance of the objectives of the Council;
  - 7.1.9. Ensure that agenda is:
    - (a) Not politically motivated or have an element of bias or malice; or
    - (b) Not against the interest of KMCLU students' community; and
  - 7.1.10. be responsible for the proper usage and safety of the properties-moveable and immovable, made available to the KMCLU Students Council for conducting the meetings/activities.

### **7.2 The Vice-President:**

The Vice-president shall:

- (a) Prepare agenda for the KMCLU Students Council meeting in consultation with the President;
- (b) Issue notice for convening meetings of the Students Council;
- (c) Prepare the minutes of the meetings of the KMCLU Students Council and keep all the minutes properly and under safe custody;
- (d) Apprise the KMCLU Students Council of the recommendations of the chairman of Students Councils and maintain the records of their minutes in safe custody; and
- (e) Act also as President of the KMCLU Students Council during absence, or otherwise, of the President.

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**7.3 Secretaries:**

- 7.3.1. Each Secretary shall be responsible for planning and organizing the respective activities of the Council.
- 7.3.2. The Secretaries shall also carry out such activities as are assigned by the President and are in conformity with the Ordinances.

**7.4 President:**

The President shall:

- (a) Assign the activities of the Ordinances amongst the elected members of the chairman of Students Council;
- (b) Prepare the agenda for the meeting, prepare and maintain the records of meetings and activities of the chairman of Students Council;
- (c) Convene and preside over the meeting of the chairman of Students Council;
- (d) Submit the recommendations of the chairman of Students Council to the Dean of the Faculty concerned;
- (e) Forward the recommendations of the chairman of Students Council to the President of the KMCLU Students Council;
- (f) Oversee the functioning of the chairman of Students Council; and
- (g) be responsible for the proper usage and safety of the properties-moveable and immovable, made available to the chairman of Students Council for conducting the meetings/activities.

**7.5 Observer in the KMCLU Students Council:**

7.5.1. The Observer shall:

- (a) Be present in all the meetings of the KMCLU Students Council and the respective chairman of Students Council;
- (b) Oversee the proceedings and evaluate the conduct of the Students Council meetings and activities in reference to the KMCLU Act, Statutes, Ordinances and Objectives, Activities, Rules and Procedures laid in the KMCLU Students Council Ordinances; and
- (c) Submit a confidential report to the Vice-Chancellor or Dean of the Faculty, as the case may be, at the end of each meeting and activity of the Students Council.

7.5.2. The Observer shall not, in any manner, intervene or interfere during the preceding of the meeting of the Students Council.

7.5.3. The Observer shall have no right to vote.

**8. FUNCTIONS OF THE KMCLU STUDENTS COUNCIL:**

**8.1 To achieve the objectives and activities in the Ordinances, respectively, the KMCLU Students Council may:**

- 8.1.1. Deliberate upon all the matters concerning students and make recommendation thereon.
- 8.1.2. Recommend programs and activities to be undertaken during the academic session.

**8.2 Chairman of Students Council:**

- 8.2.1. The Chairman of Student Council shall function as an adjunct body of the KMCLU Students Council and undertake activities.

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8.2.2. The Chairman of Students Council shall deliberate and make recommendations on matters of importance at the faculty level and the issues referred to it by the KMCLU Students Council for its views.

**8.3 KMCLU Students Council:**

8.3.1. The KMCLU Students Council shall undertake activities.

8.3.2. The KMCLU Students Council shall deliberate and make recommendations on matters of importance at the University level and the issues received from the Chairman of Students Council.

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