

Schedule SSA-7

SSA-7 Details regarding Functions and Procedure for formation of Students Council of the Goa University.

SSA-7 (i) Aims & Objectives

- (a) To promote mutual contact, a democratic outlook and a spirit of oneness among the students of the Goa University.
- (b) To promote the social, cultural and intellectual development of the students of the Goa University.
- (c) To promote consciousness among the students of the Goa University of the events taking place around them with a view to better equipping them as responsible and educated citizens and to build up a healthy students movement.
- (d) To promote among the students of the Goa University sense of service to the people and duty towards the state.
- (e) To promote harmonious relations among all sections of the University Community, and inculcate scientific temper amongst the student community.
- (f) To meet, discuss and make suggestions to the University authorities on matters concerning common interest of the students.
- (g) To create awareness about eco-conservation and environment.

SSA-7 (ii) Functions of Goa University Student's Council

- (a) Cultural functions i.e. organising debates, lectures, seminars, study circles, essay competitions, dramatic contests, Varsity entertainments, publications of magazines, bulletins of wall newspapers, and such other functions.
- (b) Social Service Functions leading to making students better citizens by carrying out social relief-programmes in a flood or drought or any other natural calamity, organising blood donation camps, organising and running co-operatives etc. and such related functions.
- (c) To help weaker sections of the student Community by organising book banks, poor students fund to provide lump sum grant or scholarships. This also entails collection of funds from outside sources to have more resources for the purpose.

SSA-7 (iii) Duties

- (a) **University Class Representative:-**

1) He/She will bring to the notice of the UFR of his/her institution the problems of the concerned class.

2) He/She will hold two meetings in each term. The meetings shall be chaired by the UFR. In case UFR fails to attend such meetings he/she may be disqualified.

(b) University Faculty Representative:-

1) He/She will bring to the notice of the Executive Union of the students' Council the problems of the students in his/her institution which in turn will take it to the proper authorities.

2) He/She shall co-operate with the Executive Union in organising the cultural activities allotted to their institution by the GUS Council.

3) He/She shall send the proposals regarding seminars, workshops to the Executive Union.

(c) **The Chairman** should display the accounts of the Goa University Students' Council at the end of the year. For smooth conduct of the various activities, the Executive Union may appoint the Zonal Council (North & South).

SSA-7 (iv)

(a) For purpose of this statute, 'Class' means a body of students undergoing a course of instruction leading to a University examination in a Faculty e.g. classes in the faculty of Arts, Science & Commerce shall be as under:

1) First year, second year & third year of B.A./B.Sc./B.Com.

2) M.A./M.Sc/M.Com. Parts I, II and III.

(b) Each class in a faculty shall elect one representative on the electoral college of that faculty. Such a representative shall hereinafter be called "University Class Representative" (UCR).

(c) Elections for forming the Electoral College shall be held by ballot on the basis of the principle of simple majority vote.

(d) The Director of Students' Welfare shall fix and announce a date for holding election of class representatives which shall be ordinarily not later than 40 days from the commencement of the academic year. For the purposes of this clause "academic year" shall be deemed to commence on 20th June, and end of 19th June of the following year, subject to changes in the arrangements of the terms notified from time to time by the University. The Principal of a College/Head of recognised institution shall make the necessary arrangements for holding the election on the notified dates.

(e) The Electoral Roll of a Faculty in a College/Institution shall consist of all the UCRs of that Faculty in the college Institution. These UCRs within 10 days after their election shall elect one from among themselves to be a member of the Students' Council to represent the respective Faculty in the College/Institution (hereinafter called "University Faculty Representative" (UFR) in a meeting to be convened by the Principal/Head of the Institution as per the provision made hereunder. Provided that only one University Faculty Representative of a college/Institution shall be elected in case in that college/institution classes for all the years of the full-fledged course are not being conducted.

(f) The Electoral Roll of a Faculty in a College/Institution shall consist of UCRs in that Faculty in that College/Institution. The Electoral College so constituted shall elect one from among UCRs to be an UFR of that Faculty on the Students' Council to represent that college/Institution. Provided that in a college/Institution where classes for all the years of the full-fledged course are not being conducted there shall be one Electoral College of the UCRs for the entire College/Institution for the purpose of electing one UFR irrespective of the faculty to represent the entire College/Institution.

(g) The election to the Students' Council shall be held by ballot and in accordance with the system of simple majority of votes.

(h) If a student, by virtue of his/her being a student of more than one College /Institution/ Department, is elected as UFR from more than one College / Institution / Department, he/she shall at his/her option, to be exercised within 24 hours of the declaration of the results of the last elections, retain his membership as UFR from only one College / Institution / Department and relinquish his/her membership from the other or others. In such a case, the person who is next in order in terms of the votes polled in the Colleges/Institution/department, in respect of which the membership has been relinquished, shall ipso facto be deemed to be elected as UFR.

(i) In case, a student is contesting the election from more than one College / Institution / Department on the Students Council, he/she shall inform the Principal, Head of the College/Institution/Department concerned, and in case of election of only such students, at the time of counting a note shall be kept of the first three candidates in the order of the number of votes polled.

(j) No student shall be eligible to contest the elections to the UCRs/UFRs or member of the Executive Union of the Student's Council if he/she has completed 25 years of age on the date of scrutiny of the nomination papers. In case an elected student completes the age of 25 years during his/her term of office he/she shall cease to be a member on the Council on the day he/she attains the age of 25 years. He shall also cease to be such member if he/she fails to appear or pass at the next University Examination for which he/she was enrolled when he became a member. A student shall also lose his membership of the Students' Council if

he/she changes his/her Faculty. If such vacancy occurs during the academic year, it shall not be filled up.

(k) The name(s) of the UFRs/UCRs duly elected shall be communicated by the Principal/Head of the Institution within two days from the date of election of the UFRs to the Director of Students' Welfare of the Goa University in forms F and G respectively.

SSA-7 (v)

1. For the purpose of election of one UFR from each teaching faculty of the University, a separate electoral college consisting of one UCR in the University Department covered by the faculty in question shall be constituted.

2. The Vice-Chancellor, in consultation with the Director of Students' Welfare shall appoint any of the Heads of the Department within the respective faculties and at the respective places, as the case may be to conduct election of the UCRs within the faculty.

3. These UCRs for separate faculties within 10 days after the date of their election, shall elect one from among themselves to be a UFR, in a meeting to be convened by the Director of Students' Welfare. The result of the election shall be notified within two days from the date of election.

SSA-7(vi)

The Vice-Chancellor may nominate from amongst the UCRs not more than five member as detailed below in consultation with the Director of Students' Welfare:-

(1) One student who has made notable contribution to Sports/National Service Scheme/National Cadet Corps.

(2) One student who has made notable contribution to cultural activities.

(3) One student who has secured the highest number of marks at the degree examination taking into account all the subjects prescribed at the examination.

(4) One student each belonging to SC/ST and OBC from among the students of Colleges / Institution / University teaching departments.

SSA-7(vii)

No student failing in any of the following categories shall be eligible to contest elections or be nominated for any of the elections:-

(1) A Student who has backlog of any of the courses of earlier concerned examination (External or Internal or Departmental) OR

(2) Who has been admitted to the class from which he/she is contesting by getting the benefit of ATKT; OR

(3) A student who is repeater in a class from which he/she is contesting the elections.

SSA-7 (viii)

In the first meeting of the Student Council to be convened by the Director of Student's Welfare the student shall elect from amongst themselves the Chairman, the Secretary and seven members of the Students' Executive Union of whom at least one would be a lady student –

SSA-7(ix)

Procedure for Election of UCRs, UFRs and Members of the Executive Union of the Students Council.

(a) Notification for elections: - The Notification for election of the various UCRs shall be issued by the Director of Students Welfare within 20 days from the commencement of the first term notifying the date of elections which shall be within 40 days from the commencement of the term.

(b) The elections of the UFRs shall be held within 10 days of the date of the elections of the UCRs.

(c) The notification for the election of the members of the Executive Union of the Student's Council shall be issued by the Director of Students Welfare by giving at least 10 days notice. The election shall be held within 20 days from the date of the elections of the UFRs. In this notifications the programme of the filing of the nomination/withdrawals/scrutiny etc will be clearly indicated.

(d) The results of the elections of the UFRs and of the members of the Executive Union of the Students Council shall be declared within 2 days of their respective dates of elections.

SSA-7 (x)

(a) The Principals of the Colleges/Heads of the Institution/Director of Students Welfare or his nominee shall cause separate lists of voters for each class to be prepared and notified on the notice board. The reference date or such list of voters shall be 20th July, of the academic year concerned.

(b) The Director of Students' Welfare shall by a notification appoint the date and the places for the following stages:-

1. The nomination of candidates.
2. The scrutiny of nominations.

3. The withdrawals of candidature.

4. The record of votes.

5. Counting of votes.

(c) On the day and during the hours appointed for nomination of candidates persons desirous of contesting the election shall file a nomination paper in Form A,B,C and D as the case may be, sign it and present it, either in person or through a representative authorised in writing in this behalf by him/her to the Principals of the respective colleges or the Head of the respective Institutions or the Director of Students Welfare or their nominees.

(d) At the time and place appointed for scrutiny of nomination the intending candidates or any other person duly authorised in writing by each such candidate shall alone be entitled to be present. The Principal/ Head of the Institution / Director of Students' Welfare shall allow such persons reasonable facilities to examine the nomination papers of intending candidates.

(e) The Principal / Head of the Institution / Director of Students' Welfare shall examine the nomination papers and shall decide all objections raised before him against any nomination either on such objection or on own motion, and after such summary inquiry, if any, as he considers necessary reject a nomination paper on any of the following grounds namely:

(1) That name of the candidate does not appear in the list of voters.

(2) That the name of the proposer and / or seconder wherever applicable does not appear in the list of voters.

(3) That on the date fixed for scrutiny of nominations the candidate is disqualified for being more than 25 years of age.

(4) That the candidate has failed to comply with any of the provisions required by these Statutes.

(f) Any candidate may withdraw his/her candidature by a notice in writing subscribed by him/her and delivered to the Principal/Head of the Institution/Director of Students' Welfare during the office hours on any working day not later than the date fixed for such withdrawals. Such notice may be delivered either by the candidate in person or by a person duly authorised in writing by him/her in this behalf. Any notice of withdrawals given after the expiry of the withdrawal date shall have no effect. No person who has once given notice of withdrawals of his/her candidature shall be allowed to cancel the notice.

(g) On the expiry of the period allowed for the withdrawal of candidature, the Principal /Head of the Institution/Director of Students' Welfare shall prepare under his signature a list of all contesting candidates and cause it to be posted up at such place or places as he/she may determine on the day following the date appointed for withdrawal of the candidature.

(h) The Ballot paper shall be in Form E and shall contain all the names in alphabetical order beginning with surname. If two or more candidates bear the same and surname, they shall be distinguished by adding their fathers'/ Husbands' name.

(i) There shall be no voting by proxy.

(j) Grounds for rejection of ballot papers.

(a) The returning Officer shall reject as void any ballot paper:

1) If it bears any mark or writing by which the vote can be identified.

2) If no vote is recorded thereon.

3) If the voter has recorded more votes than he/she is entitled to 4) If the mark indicating the vote thereon is placed in such a manner as to make it doubtful to which candidate the vote has been given.

5) If it is a spurious ballot paper

6) If it is so damaged or mutilated that its identity as a genuine ballot paper cannot be established.

7) If it bears a design different from the design of the ballot paper authorised for use at the poll.

(k) Instruction regarding voting:-

(1) A ballot paper shall be issued to a voter on production of his/her identity card.

(2) The voter shall for the vote he/she gives mark a cross (X) in the column under the heading cross of the ballot paper against the name of the candidate to whom he/she intends to give a vote he/she shall then fold up the marked paper so as to conceal the marking and shall put the paper so folded into the ballot box provided for the purpose and without undue delay leave the polling room.

(3) No ballot paper should be issued to any voter:

i) If he/she is not in a position to produce his/her identity card.

ii) After the hour fixed for closing of the poll except to those voters who were present at the polling station at the time of closing the poll.

(l) Where an equality of votes is found to exist between any candidate and the addition of one vote would entitle any of the candidates to be declared elected determination of the persons as to whom such an additional vote shall be deemed to have been given, shall be made by lots to be drawn in the presence of the Returning Officer and the candidates or

their agents who may desire to be present and in such manner as the Returning Officer may determine.

(m) For the purpose of election of UCRs and UFRs, the respective Principals of the College/Heads of the Institution/Director of Students' Welfare or his nominee shall be the Returning Officer.

(n) For the purpose of elections of members of the Executive Union of the Students' Council, the Director of Students' Welfare or his nominee shall be the Returning Officer.

(o) If there is any dispute or difference of opinion regarding any matter relating to the elections of UCRs, UFRs and the members of the Executive Union of the Students' Council, it shall be referred to the Registrar, who shall give his decision thereon immediately. The decision of the Registrar shall be final.

SSA-7(xi)

Rules and Procedure and Conduct of Business to be followed at the meeting of the Students' Council and the Students' Executive Union.

(a) Meeting of the Students' Council and Students' Executive Union shall be held on the University premises, unless the Director of Students' Welfare otherwise directs.

(b) One third of the Students' Council shall form a quorum for meeting of the Council. All questions shall be decided by a majority of votes of the members present at the meeting of the Council by show of hands. In the case of equality of votes the Chairman of the meeting shall have a second or casting vote.

(c) The meeting of the Students' Council shall be presided over by the Director of Students' Welfare and in his absence by the Chairman of the Council. The Director shall nominate a member of the Council to preside over the meeting of the Council in the absence of both himself and the Chairman of the Council.

(d) Before the commencement of a meeting of the Students Council, the Chairman of the meeting shall take notice of the attendance at the meeting, and if there is no quorum, the meeting shall forthwith be adjourned. The adjourned meeting shall be held on the same day and at the same place at the expiry of half an hour from the hour notified for the commencement of the original meeting. No quorum shall be required at such adjourned meeting of the Council.

(e) Such proposals or matters only as lie within the functions of the Students' Council and such other proposals or matters as are referred to them by any other authority or officer of the University shall be entertained and discussed at the meeting of the Council.

(f) The meeting of the Students' Executive Union shall be held at least twice a year and at the other times when convened by the Chairman of the Union. However, if deemed necessary, a meeting of the Union may be convened, by the Director of Students' Welfare.

(g) One third of members of the Students' Executive Union shall form a quorum for a meeting of the Union. All questions shall be decided by a majority of votes of the members present at the meeting of the Union by show of hands. In the case of an equality of votes, the Chairman of the meeting shall have a second or casting vote.

(h) The meeting of the Students' Executive Union shall be presided over by the Chairman of the Union and in his absence, by a member of the Union nominated by the Director of Students Welfare.

(i) The Director of Students' Welfare shall issue notices of the meeting of the Students' Council and the Students' Executive Union.

(j) The Secretary of the Students' Council shall record and maintain the minutes of the meeting of the Council and of the Students' Executive Union.

(k) The minutes of the meeting of the Students' Council and the Students' Executive Union shall ordinarily, be placed for the confirmation of the Council or the Union as the case may be at their immediate next meeting.

(l) Soon after the meeting of the Students' Council or the Students' Executive Union is over, the Secretary shall forward the draft minutes for the approval of the Chairman of the meeting through the Director of Students' Welfare. The approved minutes shall be sent to the members of the Council or the Union as the case may be for their information and record.

SSA-7(xii) Code of Conduct

1) All the candidates contesting the election for all posts shall have equal opportunity to campaign only within the premises of the University.

2) Use of Public Address System shall not be permitted.

3) Campaign shall be limited to the bonafide students of Goa University. Interference of Non-Students is strictly prohibited.

4) Use of threats, unfair means, pressure tactics, terrorism, kidnapping, bribing, intimidating, and indulgence in communal, regional and anti-national campaign is strictly prohibited.

5) Use of any of the above may disqualify a candidate if found guilty by the Election Officer.

- 6) The candidates are specially barred from utilizing funds from Political Parties or any other source than voluntary contributions from the student body for the purpose of election.
- 7) The maximum permitted expenditure per candidate shall be Rs. 5000/-.
- 8) Each candidate shall, within two weeks of the declaration of the election result, submit complete and certified by himself/ herself audited accounts to the Director of Students' Welfare. Every candidate shall submit a bio-data to the Election Officer including his/ her details of the membership of various Associations/ Organisations.
- 9) Disfiguring of the walls/ property of the University for the purpose of campaigning may disqualify the candidate.
- 10) Every contestant shall sign the undertaking that he/ she will abide by the above mentioned norms.
- 11) Any candidate, violating the Code of Conduct mentioned above, may be disqualified for the election if found guilty by the Election Officer.

SSA-7(xiii) Police Security for Academic Community

The staff members/ personnel involved in conducting the election shall be provided with Police protection to ensure that no untoward incident takes place during the election.

SSA-7(xiv) Grievance Redressal Mechanism:

In case of any grievance relating to the election, the candidates/students shall approach the Director of Students' Welfare.

The Director of Students' Welfare may refer to the Registrar of the University any difference of opinion with regard to the interpretation of the composition and/ or any matter concerning the activities of the Council.

The opinion of the Registrar on such reference shall be binding. However, an appeal can be made to the Vice-Chancellor against the decision of the Registrar and the Vice-Chancellor's decision shall be final and binding.

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