

OFFICE OF THE PRINCIPAL
WEST GUWAHATI COMMERCE COLLEGE

BORIPARA, MALIGAON, GUWAHATI
KAMRUP, ASSAM, PIN-781012

From:
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NOTICE

This is for the information of the existing Under-Graduate Students of West Guwahati Commerce College that the Constitution Draft Committee has formulated a draft constitution for holding Election to the Students' Union of West Guwahati Commerce College. So, you are all asked to review it and give necessary suggestions within Seven Days from the date of publication of the draft constitution in the College Website, so that these can be entertained and make necessary corrections in the Draft Constitution if required. After 16/09/2025 the draft constitution will be considered as final.

Dr. Dipen Bezbaruah
Principal
West Guwahati Commerce college

Principal
West Guwahati Commerce College
Maligaon, Baripara, Guwahati-12

**CONSTITUTION OF WEST GUWAHATI COMMERCE
COLLEGE STUDENTS' UNION**



**WEST GUWAHATI COMMERCE COLLEGE
BORIPARA, MALIGAON, GUWAHATI 781012
westguwahaticommercecollege.ac.in**

This Constitution was approved and passed by the West Guwahati Commerce College Constitution Draft Committee Meeting (constituted vide G.B. Resolution no: 13, Dated 17/03/2025) held on 09/09/2025.

THE MEMBERS OF THE CONSTITUTION DRAFT COMMITTEE:

1. DR. DIPEN BEZBARUAH, PRINCIPAL, WEST GUWAHATI COMMERCE COLLEGE
2. MR. BHABANADA DUTTA, VICE PRINCIPAL.
3. MR. SUJIT NANDI, ASSTT. PROFESSOR.
4. Mr. HARENDRA KUMAR NATH, ASSTT. PROFESSOR.
5. DR. NAMITA SARMA, ASSTT. PROFESSOR.
6. MR. RANJIT DAS, ASSTT. PROFESSOR.
7. DR. SUBRATA BHOWMICK, ASSTT. PROFESSOR.

CHAPTER-I

Whereas it is considered necessary and expedient to put in place a Constitution of the Students' Union of WEST GUWAHATI COMMERCE COLLEGE in the name and style - "WEST GUWAHATI COMMERCE COLLEGE Students' Union" And whereas Hon'ble Supreme Court in its order dated 22.09.2006 had directed the recommendation of Lyngdoh Committee to be implemented and followed in all Institutions of Higher Education and UGC has requested for implementation of above by its letter dated 28.11.2006. Now therefore, in pursuance of the directions given by the UGC, in respect of the recommendations of the Hon'ble Supreme Court for conducting Students' Election in the College, the Constitution of the Students' Union is framed as hereunder:

1. Short Title, Jurisdiction & Commencement

- (i) This constitution shall be called the "Constitution of West Guwahati Commerce College".
- (ii) The Regulations shall come into force immediately on being passed in appropriate manner.

2. Interpretation

The provisions of other existing Regulations and the Rule(s) of the College, if be in conflict with these Regulations, shall stand modified in the light of these Regulations.

3. Definition In this Constitution unless there is something repugnant to the context:

- i) "Article" means an article of this Constitution
- ii) "Authority" means an authority of the College. The Statutes, the Ordinances, the Regulations or the Rules of the College and Gauhati University.
- iii) "Casual Student" means a student pursuing a part-time course for which either a degree or a diploma is offered by the College or a student pursuing any other Programme at the College for which neither a degree nor a diploma is awarded by the College.

iv) “Member” of the Union means a regular bonafide student of the College. All students will be members of the Union, provided that no casual student shall be a member of the Students’ Union. Every member of the Students’ Union shall have voting right in the election to the Members of the Students’ Union. The Union shall be a forum of all regular students having voting rights.

v) “Union” means the West Guwahati Commerce College Students’ Union.

vi) “College” means West Guwahati Commerce College.

vii) “Student” means a bonafide undergraduate student who is not a defaulter in payment of the College fees.

(viii) “Constitution” means the Constitution of the Students’ Union of West Guwahati Commerce College.

(ix) ‘Session’ means the Academic Year commencing from the 1st day of July of a particular year to 30th June of the succeeding year.

(x) “Principal” means Principal of the College

(xi) “Teacher” mean all regular teachers, part-time/contractual teacher and other persons engaged by the Governing Body of the College for imparting teaching.

(xii) “Regular student” means duly enrolled and registered student of the College.

4. Aims and Objects

The Aims and Objects of the Students’ Union shall be –

(i) To bring unity among the students and safe guard their rights.

(ii) To promote discipline, sense of responsibility, integrity and fraternity among the students, nurturing academic, scientific, cultural and social interest and outlook amongst them.

(iii) To aid, help and facilitate the study of needy and poor students, specially coming from the disadvantaged sections of the society.

(iv) To foster healthy and cordial relation with the teaching and non – teaching staff members of the college.

(v) To work in favour of upholding the principles of Democracy, Secularism, Patriotism and National Integrity.

(vi) To encourage participation in fight against superstition, obscurantism, communalism, secessionism and all sorts of social evils.

5. Specific activity areas

The students’ Union shall specifically be engaged in the following activity areas:

- (i) to organize Quiz, Debates, Symposia, Science Fairs, Academic Lectures by eminent teachers/experts in the respective fields.
- (ii) to organize recitation, musical and cultural programmes of moral standing.
- (iii) to publish college magazine and Wall Magazines containing articles contributed mostly by the existing students. Some intuitive articles from eminent personalities may also be published after due permission from the Principal.
- (iv) to organize common room activities, indoor and outdoor games in the college.
- (v) to organize Annual Sports and other games and sports activities throughout the year.
- (vi) to work for the distressed persons during natural calamities

CHAPTER-II

6. The Executive Body

- (i) The Executive Body of the Students' Union shall consist of the following office bearers:
 - (a) President
 - (b) Vice President
 - (c) General Secretary
 - (d) Assistant General Secretary
 - (e) Sectional/ Departmental Secretaries
 - a. Cultural
 - b. Games and Sports
 - c. Magazine
 - d. Debate and Symposium
 - e. Students' Welfare and Social Service
 - f. Boys' Common Room
 - g. Girls' Common Room
 - h. Entrepreneurship Development
 - (f) Class Representatives (to be elected /selected)
- (ii) The Executive Committee will meet as often as may be necessary, but at least once in a month.
- (iii) In all ordinary as well as emergency meetings of the Executive Committee two-third of the total Membership of the body will constitute the quorum.

7. Budget and Accounts

- (i) The Annual Budget for the year shall be prepared by the principal/vice principal, in consultation with the respective teacher-in-charge.
- (ii) General Secretary or Sectional Secretary must spend the allotted budget amount in consultation with the respective teacher in-charge.
- (iii) The General Secretary and the Sectional Secretaries shall be severally responsible for maintaining Accounts of the Students' Union and a detail audited accounts and utilization of funds of expenditure have to be submitted by the general secretary and sectional secretary to the principal through respective teacher in charge.

CHAPTER-III

8. Teacher-in-Charge and his/her functions

- (i) There shall be one Teacher-in-Charge for each department/section of the Union. He will be nominated from amongst the teachers of the college by the Principal. He will supervise the respective sectional activities.
- (ii) All resolutions of the Sectional Committee shall be duly approved and signed by the Teacher -in- Charge of the respective department before they are declared as adopted. The Teacher-in-Charge may take part in deliberations of the Departmental meetings but he shall have no right to vote or a part of the Executive Body.

9. The President and his/her functions

- (i) The President of the Union will be the Chief Executive head of the Union and will function in all Matters relating to the Union in accordance with this Constitution.
- (ii) The President of the Union shall preside at the meetings of the Executive Committee and it shall be his duty to conduct these meetings in an orderly and peaceful manner in accordance with this Constitution.

10. The Vice President and his/her functions

The Vice-President shall assist the President in conducting the meetings of the Council. In the absence of the President the Vice-President of the Union will perform all the functions of the President in accordance with this Constitution.

11. The General Secretary and his/her functions

- (i) The General Secretary of the Union will act in consultation with the President and will function in all matters relating to the Union in accordance with this Constitution.

(ii) He/She shall carry out the day-to-day functions of the Union and shall be responsible to the members of the Union in particular and to the Students' of the college in general for activities of the Union.

(iii) It shall be the duty of the general Secretary of the Union to prepare the minutes of all the meetings of the Executive Committee and to keep the records of these meetings properly and in safe custody.

(iv) The General Secretary of the Union will also carry on correspondence on behalf of the Union and will keep and maintain all records.

12. The Assistant General Secretary and his/her functions

(i) The Assistant General Secretary shall assist the General Secretary in discharging his/her duties and will perform the duties of the General Secretary in his/her absence.

(ii) When the office of the General Secretary falls vacant by any reason, the Assistant General Secretary shall assume the office of the General Secretary and discharge the duties of the General Secretary for the rest of the period of his/her tenure of office. The Assistant General Secretary may also be removed from the office under the circumstances and in the manner which is applicable for removal of the General Secretary.

13. Sectional/ Departmental Secretaries and their functions

(i) The Sectional Secretary of the Union will act in consultation with the President and the General Secretary and will function in all matters relating to his/ her Section in accordance with this Constitution.

(ii) In case, any Sectional Secretary is removed from his/her office or the office falls vacant due to any reason, such as his/her long absence in the college for more than 30 days continuously without proper permission or information, failure to perform duties in desired manner, or his/her works and actions showing dis-integrity to the institution/country/state/institution or any such other related activities that is detrimental to the nation/state/institution the election committee will have the authority and power to nominate any student to perform the duties of the removed sectional secretary.

CHAPTER-IV

14. Modes of Elections A system of direct election of the office bearers of the student body whereby all students vote directly for the office bearers will be carried out in the Elections of West Guwahati commerce College Students' Union

15. Frequency and Duration of the Election Process The entire process of elections, commencing from the date of filing of nomination papers to the date of declaration of results, including the campaign period, should not exceed 10 days. Elections will be held in the month of September every year or as specified by the university.

16. Eligibility Criteria for Candidates

- i) Under graduate students
- ii) There will be no particular minimum marks to be attained by the candidate, but the candidate should in no event have any academic arrears in the year of contesting the election.
- iii) The candidate should have attained the minimum of 75% attendance.
- iv) The candidate shall have one opportunity to contest for the post of office bearer, and two opportunities to contest for the post of an executive member.
- v) The candidate shall not have a previous criminal record, that is to say he should not have been tried and/or convicted of any criminal offence or misdemeanor. The candidate shall also not have been subject to any disciplinary action by the University/ College authorities.
- vi) The candidate must be a regular, full-time student of the college / university and should not be a distance/proximate education student. That is to say that all eligible candidates must be enrolled in a full-time course, the course duration being at least one year.

17. Election - Related Expenditure and Financial Accountability

- i) The maximum permitted expenditure per candidate shall be Rs. 5000/-
- ii) Each candidate shall, within two weeks of the declaration of the result, submit complete and audited accounts to the college authorities.
- iii) The election of the candidate will be nullified in the event of any noncompliance or in the event of any excessive expenditure.
- iv) The candidates are specially barred from utilizing funds from any sources other than voluntary contributions.

18. Election COMMITTEE

- (i) There shall be an Election Committee consisting of the members to be constituted by the principal. The structure of the committee is as follows:
 - (a) One Senior Teacher to be nominated by the principal from among the Teachers as Chief Election Officer and announced through notification along with the date of Election.
- (ii) The Chief Election Officer of the Election Committee shall announce through Notification the name of the Election Committee as under:
 - (a) Returning Officer - 01.
 - (b) Assistant Returning Officer - 01.
 - (c) Observer: minimum 01
 - (d) Member – minimum 02

(iii) The Committee shall fix up dates and time table of election of the Union as per provisions envisaged in the Regulations.

(iv) The Committee shall be responsible for proper conduct of the election and resolve dispute, if any, regarding holding of election by appropriate action as it may deem fit and proper.

(v) The tenure of the Election Committee shall be one academic year. If any member of the Committee resigns or the position falls vacant for whatever reason, the vacancy shall be filled up by another member of staff of the concerned category nominated by the Principal of the college.

19. Election Procedure

(i) All the elections under these Regulations shall be held in accordance with simple majority voting system and through secret ballot/ EVM or any system that is less time consuming and effective.

(ii) The Returning Officer shall publish through Notification and by displaying in the college Notice Board and in the college website, if any, the Draft Electoral Roll prior to the date of election. Any objection regarding omission/inclusion/ deletion of name in the Electoral Roll shall be entertained within 2(two) working days of the date of publication of the Draft Electoral Roll after which no objection shall be entertained.

(iii) The Election Committee shall publish the following through notification and by displaying the same in the college Notice Board and college website, if any, at least 10(ten) days before the election, fixing the date, time, place and other particulars for –

(a) Final Electoral Roll

(b) Specimen Copy of Nomination paper

(c) Submission of Nomination papers

(d) Scrutiny of Nomination papers

(e) Publication of the list of valid Nomination papers in alphabetical order of the first names in English spelling.

(f) Withdrawal of Nomination Papers

(g) Publication of the list of contesting candidates

(h) Date and hours of Polls

(i) Date and hours of counting—

(iv) The Election Committee at any point of time considering the exigency can alter the programme and should be duly notified by the Returning Officer.

- (v) The name of the contesting candidate should be duly proposed and seconded by a valid voter. A valid voter shall be eligible to propose and second not more than one candidate.
- (vi) Filled in Nomination Paper should be submitted personally by the candidate. After submission of nomination paper receipt must be issued by the Returning Officer to him/her.
- (vii) Nomination paper after submission is to be scrutinized by the Election Committee. Candidates will not be allowed during scrutiny. If any nomination paper is found invalid by the Committee, the concerned candidate will be given an opportunity to know the causes but the decision of the committee shall be final.
- (viii) A draft list of valid candidates after scrutiny is to be published. Such list must bear the name, roll number and the Class of the candidate.
- (ix) The final list of valid candidates shall be published after the last date of withdrawal of candidature by the Committee.
- (x) After scrutiny if the number of valid nominations is found not to exceed the number of seats to be elected as Class Representatives, the valid names of candidates shall be declared elected as uncontested by the Election Committee. Such elected candidates shall enjoy, without any prejudice, full right and privileges of a duly elected representative.
- (xi) In the elections envisaged under these Regulations, the forms of Nomination (Form No. I), withdrawal of candidature (Form No. II) and forms of Election Agent (Form No. III) appended to these Regulations shall be used. All other necessary forms relating to holding of elections shall be prescribed by the Election Committee.

20. Conduct of Polling

- (i) Excepting the voters, no one without a valid pass/letter of authority from the Election Committee shall enter the college premises on the date of election.
- (ii) The ballot paper should be marked by cross (X) sign by using ball pen (blue / black colour ink) for casting vote.
- (iii) The identification proof for the student voters would be Identity Card (with photo)
- (iv) In case of the use of computerized voting system the Election Committee/Returning Officer will have the right and authority for inclusion/enactment of rules/guidelines which the Election Committee/Returning Officer deems fit/proper for smooth functioning of the election process.

21. Counting of Votes

- (i) Counting of vote shall ordinarily be held after the polling is over in presence of the contesting candidates or their authorized agents.
- (ii) The Counting Officer / Presiding Officer / Polling Officer will start counting with permission from the Returning Officer in presence of the contesting candidates or their authorized agents. The appeal for recounting should be made to the election committee in

writing and the decision of the election committee in this regard shall be final and binding upon all. In case of tie between two or more candidates the decision shall be by drawing of lots by the Returning Officer before the candidates and member of committee.

(iii) In case of any dispute while conducting the poll and counting of votes, the decision given by the Chief Election Officer shall be final and binding. A valid vote in ballot paper must bear clear intention of voting in favour of a candidate; any ambiguity shall make the ballot invalid.

(iv) After receiving the results from the Presiding / Counting Officers/ the Returning Officer, the Chief Election Officer shall notify the names of the candidates, who are being declared elected from different constituencies and will issue a certificate to the winning candidate immediately.

22. Code of Conduct for Candidates and Elections Administrators

(i) 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.

(ii) 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.

(iii) There shall be no appeal to caste or communal feelings for securing votes. Places of worship, within or without the campus shall not be used for election propaganda.

(iv) 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.

(v) 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 procured within the expenditure limit set out herein above.

(vi) Candidates may only utilize hand-made posters at certain places in the campus, which shall be notified in advance by the election committee / College authority.

(vii) No candidate shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda outside the college campus.

(viii) No candidate shall, nor shall his/her supporters, deface or cause any destruction to any property of the college campus, for any purpose whatsoever, without the prior written

permission of the college authorities. All candidates shall be held jointly and severally liable for any destruction / defacing of any college property.

(ix) During the election period the candidates may hold processions and/or public meetings, provided that such processions and / or public meetings do not, in any manner, disturb the classes and other academic and co-curricular activities of the college. Further, such procession / public meeting may not be held without the prior written permission of the college authority.

(x) The use of loudspeakers, vehicles and animals for the purpose of canvassing shall be prohibited.

(xi) On the day of polling, student organizations and candidates shall -:

(a) Co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction; (b) Not serve or distribute any eatables, or other solid and liquid consumables, except water on polling day; (c) Not hand out any propaganda on the polling day.

(xii) Excepting the voters, no one without a valid pass / letter of authority from the election committee or from the college authorities shall enter the polling booths.

(xiii) The college 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.

(xiv) All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 48 hours of the conclusion of polling.

(xv) Any contravention of any of the above recommendations may make the candidate liable to be stripped of his candidature, or his elected post, as the case may be. The election committee / college authorities may also take appropriate disciplinary action against such a violator.

(xvi) In addition to the above-mentioned code of conduct, certain provisions of the Indian Penal Code, 1860 (Section 153A and Chapter IXA – “Offences Relating to Election”), may also be made applicable to student elections.

23. Disassociation of Student Elections and Student Representation from Political Parties

During the period of the elections no person, who is not a student on the rolls of the college, shall be permitted to take part in the election process in any capacity. Any person, candidate, or member of the student organisation, violating this rule shall be subject to disciplinary proceedings, in addition to the candidature, as the case may be, being revoked.

24. Maintaining Law and Order on the Campus during the Election Process

Any instance of acute lawlessness or the commission of a criminal offence shall be reported to the police by the college authorities as soon as possible, but not later than 12 hours after the alleged commission of the offence.

25. Grievance Redressal Mechanism

(i) There should be a Grievances Redressal Cell as under:

Chairman - Teacher in Charge of Student Affairs

Members - -

- a. Two senior teachers to be nominated by the Principal.
- b. Two final year students – one boy and one girl to be nominated by the Principal.

(ii) The Grievance Redressal cell shall function as under:

(a) The Grievance Redressal cell shall be mandated with the redressal of election related grievances, including, but not limited to breaches of the code of conduct of elections and complaints relating to election related expenditure. This cell would be the regular unit of the institution.

(b) In carrying out the duties of the office, The Grievance Redressal cell shall conduct proceedings and hearings necessary to fulfill those duties.

(c) Any other student may file a complaint with the Grievance cell, within a period of 3 weeks from the date of declaration of results. All complaints must be filed under the name of the student filing the complaint. The Grievance Redressal cell shall act on all complaints within 24 hours after they are received by either dismissing them or calling a hearing.

(d) The hearing shall be held at the earliest possible time, but not within twenty-four (24) hours after receipt of the notice described above, unless all parties agree to waive the 24-hour time constraint.

(e) All Parties of The Grievance Redressal cell hearing shall present themselves at the hearing.

(iii) The decision of The Grievance Redressal cell is appealed to the institutional head. The Grievance cell must immediately submit its ruling to the committee.

(a) Any fine or total amount of fines against a candidate in an election cycle may not exceed the spending limit as defined herein above.

(b) Any party adversely affected by a decision of The Grievance Redressal cell may file an appeal to the institutional head within twenty-four (24) hours after the adverse decision is announced.

(c) The decision of the Grievance cell shall stand and shall have full effect until the appeal is heard and decided by the institutional head.

(d) The institutional head can issue suitable orders to suspend or halt the operation of the ruling issued by the Grievance Redressal cell until the appeals are decided.

(e) The institutional head shall review findings of the Grievance cell when appealed. The institutional head may affirm or overturn the decision of the Grievance Redressal cell, or modify the sanctions imposed.

CHAPTER-V

26. Term of office of the Elected Members

The term of office of the elected members of the Executive Body of the Students' Union shall be up to 30th June. After that the Executive Body and all departmental committees will be treated as a caretaker body and will function under the overall guidance of the Principal of the College till notification of the date of election of the next body of the Students' Union is announced.

27. Suspension/ Prorogation Dismissal of the Council

The Principal/TIC with approval of the Governing Body of the college may suspend, prorogue or dismiss the Students' Union temporarily or for the whole period of the tenure if he/she is satisfied beyond doubt that-

- (i) The Union has been acting contrary to the provision(s) of the Regulations; or
- (ii) The Union is unable to carry out its function following to internal disturbances.

28. Vacancy

In the event of the office of any major post of office bearer falling vacant within two months of elections, re-elections should be conducted; otherwise, the Vice President may be promoted to the post of President and Joint Secretary to the post of Secretary, as the case may be.

CHAPTER-VI

29. Interpretation of this Constitution, removal of doubts and difficulties

If any question arises relating to the interpretation of this Constitution or any rules framed there under, it shall be referred to the Principal whose decision there on shall be final.

30. Amendment of the Constitution

A provision of this Constitution may also be amended if such amendment is agreed to and passed by a majority of the total membership of the Executive Council at the beginning of the year and by a majority of not less than two-thirds of the members of the Executive Council present and voting in meeting specially called for this purpose by giving at least one month notice in advance, provided that no such amendment shall come into force unless it has been approved by the Governing Body of the College.