

Constitution of Nowgong Law College Students' Union Nagaon, Assam

(Framed as per recommendations of Lyngdoh Committee constituted by Ministry of Human Resource Development, Government of India as per the direction of the Hon'ble Supreme Court of India to frame Guidelines on Students' Union Elections of Colleges/Universities)



Constitution of Nowgong Law College Students' Union, Nagaon, Assam, **adopted vide Governing Body Resolution No. 13, dated 10/5/2025)**

Article 1: Name

The Union shall be called the '**Nowgong Law College Students' Union**' in short **NLCSU**.

Article 2: Place and Establishment and Head Office

LNB Road, Haibargaon, Dist. Nagaon, Pin – 782002, Assam

Article 3: Emblem and Flag

The Emblem and Flag of Nowgong Law College shall be the Emblem and flag of the NLCSU.

Article 4: Working Area

The Nowgong Law College campus shall be the area of working for NLCSU.

Article 5: Aims and Objectives

The following shall be the aims and objectives of the NLCSU

1. To promote socio-cultural, intellectual, moral, physical, and socio-development of the students.
2. To promote leadership quality, discipline and knowledge for social life among the students.
3. To promote mutual friendship and co-operation, tolerance, sacrifice and other values among the students.
4. To promote sense of social service among the students.
5. To organize Freshers' Social, Annual College Week and Saraswati Puja.
6. To organise and holds seminars, debating competitions, symposiums and exhibitions.
7. To organise and participate in the inter-college competitions for students intellectual developments.
8. To publish College Magazines, Journals, Bulletins, Pamphlets and Wall Magazines.
9. To render services for greater interests of the College with the prior consent of the College authority.
10. To organize & execute cleanliness drive in and outside the college campus.
11. To undertake any other programme of actions as may be necessary for the attainment of objectives as stated above.

Note- All the above activities shall be done in consultation with the Principal/Teachers' Council/Advisory Committee/Teacher-in-charge of the student union.

Article 6: Membership

1. All the bonafide regular students of College shall be the primary members of the NLCSU.
2. All the teachers' will be the well-wisher members of NLCSU.
3. The primary members of NLCSU, who may be elected/selected to the executive body of NLCSU from time to time, shall be Executive Members.

Article 7: Composition of General Body

The General Body of NLCSU will be the Supreme Body of the students which will be composed by all the Primary Members and Well Wisher members.

Article 8: Patron of the Union Body

The Principal of the Nowgong Law College shall be the Patron of the Union. The Patron shall take all necessary steps to ensure that the Union functions in accordance with this Constitution.

The Patron shall have the right to prorogue or suspend any or all activities of the Union in extraordinary circumstances*. However, the said prorogation or suspension will need to be ratified by the Governing Body of the college within a period of 30 days.

* Extra ordinary circumstances shall be defined by the Principal in consultation with the Advisory Committee.

Article 9: Advisory Committee and its functions:

- a. For smooth conduct of the Executive Body of the NLCSU, Principal shall appoint the Advisory Committee consisting of 7 (Seven) permanent faculty members. The Executive Body of NLCSU shall make arrangements for events and facilitate students' participation in consultation with the Advisory Committee. Fund shall not be released to the office bearer without the recommendation of the Advisory Committee.
- b. The Advisory Committee in consultation with the Patron shall appoint Union in-charge from amongst the permanent faculty for smooth conduct of the activities of the NLCSU.
- c. The list of guests and artists for various events shall be prepared in consultation with the Advisory Committee and the Principal of the College.

Article 10: Executive Body

The Executive Body of NLCSU shall be comprised of the following Office Bearers-

- | | |
|---------------------------------------|----------------------|
| 1. President | 1 Post |
| 2. Vice- President | 1 Post |
| 3. General Secretary | 1 Post |
| 4. Assistant General Secretary | 1 Post |
| 5. Social Service Secretary | 1 Post |
| 6. Sports Secretary | 2 Posts |
| a. Indoor | |
| b. Outdoor | |
| 7. Common Room Secretary | 2 Posts |
| a. Girls' | |
| b. Boys' | |
| 8. Cultural Secretary | 1 post |
| 9. Debating & Symposium Secretary | 1 Post |
| 10. Megazine Secretary- | 1 Post |
| 11. Legal Aid Secretary- | 1 Post |
| 12. Other Elected/Selected CR members | 1 from Each Semester |

Article 11: TERM OF OFFICE:

- a) The term of the Executive Body of the Union shall be ordinarily of one year i.e. from 1st September to 30th July of each year or till the declaration of the next election by the Principal; whichever is earlier.
- b) The entire process of elections, commencing from the date of filing of Nomination Paper to the date of declaration of results, including the campaign period, should not exceed 10 days.
- c) The election will be held on a yearly basis and that the same should be held between 6 to 8 weeks from the date of commencement of the academic session

Article 12: PROVISION FOR FILLING UP VACANCY

- a) If any portfolio remains uncontested and thereby remains vacant, the College Authority in consultation with the Advisory Committee may nominate any student to fill up that vacancy.
- b) If any vacancy arises to any port-folio due to resignation, removal or due to any other reason etc., the College Authority shall after consultation with the Advisory Committee and the existing Executive Body may hand over the charge of that port-folio to any of the existing Executive Member.

Article 13: ELIGIBILITY CRITERIA OF THE CANDIDATES

- a. The candidate must be a regular full time student between the age group of 17 to 25 years of age.
- b. 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.
- c. The candidate should in no event have any academic arrears on the day of filing the nomination papers.
- d. The candidate shall have an attendance record of 75% in all subjects in the current semester and previous semester till the date of his/her filing of the nomination paper.
- e. The candidate shall not have any bad academic record such as adopting unfair means during examinations, ragging, and any other disciplinary action connected with the College.
- f. The candidate shall not have a previous criminal record, that is to say s/he should not have been convicted of any criminal offence or misdemeanour nor any criminal cases pending against him. The candidate shall also not have been subjected to any disciplinary action by the affiliating University.
- g. Elected members of NLCSU shall cease to be a member of NLCSU if contested in any election for political post conducted by the State Election Commission/Election Commission of India.
- h. Final Semester students cannot be an office bearer (3 Years 6th Semester/5 Years 10th Semester)
- i. The post of President shall be reserved for the final year students of 3 Years LL.B. and 5 years integrated LL.B. courses. And similarly for the post of General Secretary, the

students must be from not below 3rd semester of 3 years LL.B. course or 5th semester of 5 years integrated courses.

- j. Students from 1st semester shall only be eligible for Class Representative as executive member.

Article 14: ELECTION COMMITTEE

The Principal shall constitute a 3 (three) member Election Committee from among the permanent teaching staff to be headed by Returning Officer. The Election Committee shall enforce model code of conduct for the election and shall ensure observance of the same by the candidate.

Article 15: POWERS AND FUNCTIONS OF ELECTION COMMITTEE AND THE RETURNING OFFICER

- a. The Returning Officer in consultation with the other members of the Committee, shall notify a complete schedule of elections giving therein the date and time for filing nominations, scrutiny of nominations, the authority to whom nominations are to be filed, the date of withdrawal of nomination, declaration of the final list of contestants, the date and time for holding campaign, election, counting and declaration of results.
- b. The Returning Officer shall supply nomination papers to the candidates and shall receive the filled-up nomination papers along with supporting documents.
- c. The Election Committee shall check the eligibility of the contestants and proposer/seconded as per the Constitution and if it is found that candidate is ineligible, his/her nomination papers shall be rejected. The decision of the RO in this matter shall be final.
- d. After issuing nomination papers, RO shall convene a meeting with the aspiring candidates to brief them about the rules/guidelines of the election process. Moreover, it is the bounden duty of the Returning Officer to apprise all the rules and regulation and about any decision of Election Committee to the contesting candidates in due course of election process.

The scrutiny of each nomination paper shall be carried out by the Election Committee in presence of the concerned candidate or his/ her authorized agent.

- e. The RO in consultation with the other members shall appoint Presiding Officer/s, and Polling Assistants for smooth conduct of the election.

Article 16: FREQUENCY AND DURATION OF ELECTION PROCESS

- a. The Election shall be held within four to six weeks from the commencement of the academic session.
- b. The entire process of election commencing from the date of filing of nomination papers to the date of declaration of results, including the campaign period, shall not exceed 10 (ten) days.

Article 17: MODE OF ELECTION

- a. Direct election to all the portfolios shall be held through secret ballots.

- b. The Ballot Box shall be locked and sealed by the RO or his/her representative in the presence of each candidate or his/her agent who should also be a bona-fide student of the College.
- c. The Election shall be by simple majority by means of a single non-transferable vote.
- d. The RO can change the time & venue of the voting and counting after due notification.
- e. If two contestants of the same portfolio secure equal number of votes. the RO shall apply Toss method in presence of the candidates or their agent to declare the winner.
- f. A time window of 04 (four) hours from 9 AM to 1 PM may be allotted for casting votes.

Article 18: DOCUMENTS TO BE SUBMITTED ALONG WITH NOMINATION PAPERS

- a. High school Living pass certificate/admit card as age proof
- b. Fee clearance certificate of the current session/academic session issued by the College.
- c. Fee clearance certificate is also mandatory for proposer of the candidate.
- d. Library clearance certificate issued by the librarian.
- e. Certificate of percentage of attendance issued by the Academic Committee.
- f. A candidate who is contesting should not have any academic arrear. Marksheet of all semesters to be produced. Original to be produced for verification.
- g. An affidavit stating that the candidate has no previous criminal records, has not been subjected to any disciplinary action by the College authority and University concerned and expulsion from examination.
- h. Above documents must be submitted along with the nomination paper.

Article 19: ELECTORS IDENTITY

- a. The Electors should be in College uniform.
- b. Students should show their identity card to the concerned election officials for getting the ballot paper inside the booth and students must sign in the prescribed register.
- c. The list of bonafide students will be published by the College authority.

Article 20: CLOSING OF VOTING

There shall be no more voting after the closing hour fixed by the RO. However, the voters who has/have entered the Polling Booth before the closing hour shall be allowed to cast his/her vote.

Article 21: ADJOURNMENT OF THE ELECTION PROCESS

- a. The RO in consultation with other members of the Committee and the Returning Officer shall stop the process of election at any stage or time, if in his/her opinion, conduct of election be impossible owing to natural calamity of any kind, riot or other causes.

- b. A countermanded election shall be held within a period of 15 days from the date of election previously fixed.

Article 22: ELECTION - RELATED EXPENDITURE AND FINANCIAL ACCOUNTABILITY

- a. The maximum permitted expenditure per candidate shall be Rs. 5000/-
- b. Each candidate shall, within two weeks of the declaration of the result, submit complete and audited accounts to the college authorities. The college shall publish such audited accounts, within 2 days of the submission of such accounts, through a suitable medium so that any member of the student body may freely examine the same.
- c. The election of the candidate will be nullified in the event of any noncompliance or in the event of any excessive expenditure.
- d. With the view to prevent the inflow of funds from political parties into the student election process, the candidates are specially barred from utilizing funds from any other sources.

Article 23: CODE OF CONDUCT OF THE CANDIDATE

- a. 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.
- b. 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 the other candidates or their supporters based on unverified allegations or distortion shall be avoided.
- c. There shall be no appeal to caste or communal feelings for securing vote. Place of worship, within or without the campus, shall not be used for election propaganda.
- d. 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 College campus, holding meeting 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.
- e. No candidate shall be permitted to make use of printed posters, printed pamphlet, or any printed materials for the purpose of canvassing. Candidates may only utilize handmade posters for the purpose of canvassing.
- f. Candidates may only utilize handmade posters at certain places in the campus, identified by the College authority in the campus.
- g. No candidate shall be permitted to carry out procession, or meetings, or in any way canvass or distribute propaganda outside the College campus.
- h. No candidate shall, nor shall his/her supporters, deface or cause any destruction to any property of the College campus, for any purpose whatsoever. All candidates shall be held jointly and severally liable for any destruction/defacing of any College property.

- i. No candidates, supporters and campaigners are allowed to involve external parties or use of non-College resources that could compromise the election's integrity.
- j. During the election period the candidates may hold meetings with the students, provided that such meetings do not in any manner, disturb the classes and other academic and co-curricular activities of the College. Further, such meeting shall not be held without the previous written permission of the Principal.
- k. An interface meeting may be convened by the Principal on convenient time.
- l. The use of loudspeakers, vehicles and animals for the purpose of canvassing shall be prohibited.
- m. On the day of polling, students and candidates shall-
 - Cooperate 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.
 - Not serve or distribute any eatable, or other solid and liquid consumables except water on polling day.
 - No hand out any propaganda on the polling day.
- n. Except the voters, no one without a valid pass/letters of authority from the Election Committee or from the College authorities shall enter the polling booths.
- o. Candidates or supporters must respect voters' privacy and not to coerce or intimidate them into voting a particular way.
- p. Candidates and supporters are prohibited from causing any form of disruption, including loud chanting, gathering in groups or obstructing the pathways thereby causing disturbances in the College campus.
- q. The Election Committee shall appoint impartial observers; if the candidates have any specific complaint or problem regarding the conduct of the elections & they bring the same to the notice of the Election Observer.
- r. All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 48 hours of the conclusion of polling.
- s. Any contravention of any of the above rules may make the candidate liable to be stripped off his candidature, or his elected post, as the case may be. The Election Committee may also take appropriate disciplinary action against such a violator.
- t. In addition to the above, provisions of the Bharatiya Nyaya Sanhita 2023 (Section 169 - 177 Chapter IX ' Of Offences Relating to Election) is also be made applicable to student election.
- u. In the matter of interpretation of these regulations, the decision of the Chief Election Officer shall be final.

Article 24: PROCEDURE FOR COUNTING

- a. After expiry of the time for casting votes, the Ballot Box shall be closed and sealed in presence of the candidates or their election agents with their signature in the Ballot Box including the signature of the Presiding Officer.
- b. Ballot Box to be carried to the Counting Room and to be handed over to the RO and the RO will open the Ballot Box for counting with the help of Counting Officers to be appointed by the RO.

- c. The RO shall maintain a register for votes secured by candidate concerned in serial number wise of the Ballot Paper.
- d. Rejected and disputed Ballot Papers shall be kept in bundle inside the Ballot Box which shall be closed and sealed again before the candidates or their election agents after finishing the counting and be kept in the safe custody by the Principal.
- e. After one month from the date of declaration of result the Ballot Box shall be opened and the Ballot Papers to be destroyed by the Principal with the help of Office Staff.

Article 25: PROVISION FOR RECOUNTING

If a candidate is not satisfied with the results of the counting, he/she may appeal to the RO within 48 hours for recounting of votes stating valid reason and paying fee fixed by the Committee. If the Committee prima facie finds the petition for recounting reasonable, the recounting for the said candidate shall be held within one week from the date of appeal and on the same day the result of the recounting shall be declared.

Article 26: APPLICATION OF ELECTION RULES

In addition to the foregoing articles, the rules mentioned in the 'Election rules' framed to conduct the Election of the NLCSU shall also be applicable to govern the Election of the NLCSU.

Article 27: POWERS AND FUNCTIONS OF THE PRESIDENT

- a. The President can take the final decision regarding the subjects mentioned in Article 5. However, before taking such decision s/he must consult with others member of Executive Body & Advisory Committee.
- b. Guide and supervise the activities of all the Office Bearers of the Union including General Secretary, Asstt General Secretary and other Secretaries.
- c. S/he shall conduct the Budget Meeting, General Meeting and the meetings of Executive Body, in consultation with the Advisory Committee.
- d. S/he shall exercise his/her voting right in case of a tie when necessary.
- e. The President can terminate the membership of any member of the Executive Body if s/he is found to absent for 03 (three) consecutive meetings of the Executive Body without prior information to the President in writing or is found guilty of violation of the Constitution of NLCSU. Such termination shall be subject to prior confirmation of the Advisory committee.
- f. The president shall observe that none of the members of the Executive Body should carry on any kind of business directly or indirectly in the name of the NLCSU or the institution.

Article 28: POWERS AND FUNCTIONS OF THE VICE-PRESIDENT

- a. In the event of absence of the President due to leave, illness or any other cause, the Vice-President shall exercise all the powers and function of the President.
- b. The vice President shall offer counsel and advice to the Secretaries of different portfolios for smooth discharge of their duties.

Article 29: POWERS AND FUNCTIONS OF THE GENERAL SECRETARY

- a. General Secretary shall co-ordinate the activities of the Sectional Secretaries and shall act in consultation with the President as well as the Advisory Committee and shall function in all matters relating to the NLCSU in accordance with this Constitution.
- b. GS shall arrange meetings and other functions of the Union, shall represent to the different bodies and authorities of the Colleges and Universities on behalf of the Union.
- c. S/he shall prepare the budget for the year and shall keep all the records of expenditure.
- d. S/he shall be the custodian of all records of the different activities of the Union and shall keep records of minutes of the meetings.
- e. S/he shall be the publisher of all the publications of the Union and shall be responsible for this.
- f. S/he should render help and support to the Principal or Authority of the College to maintain peaceful atmosphere among the students within the College campus.
- g. S/he shall co-operate the College Authority in organizing any programme, event etc. if assistance is asked for.

Article 30: POWERS AND FUNCTIONS ASSISTANT GENERAL SECRETARY

In the event of the absence of the General Secretary, the Assistant General Secretary shall act as the General Secretary and will assume all the powers and functions of the General Secretary. S/he shall assist the General Secretary in all the matters relating to the Union. In absence of the Secretary of any other portfolio, the Executive Body may empower the Assistant General Secretary to discharge the duties of that portfolio temporarily.

Article 31: POWERS AND FUNCTIONS OF OTHER OFFICE BEARERS/SECRETARIES

The other Office Bearers/Secretaries of Union Body shall perform their duties in their respective portfolios under the advice of the respective Advisory Committee and Faculty Adviser(s) if any. They shall maintain records of the activities and stock register and account of fund within their respective jurisdiction.

NB-Any jurisdictional disputes between/among the Sectional Secretaries shall be resolved by the President in consultation with other members of Executive Body.

Article 32: CLASS REPRESENTATIVES

After the declaration of the election result, one Class Representative shall be selected from each semester. Selection process shall be conducted in presence of permanent teacher and the process shall be concluded within 15 days of from the day of declaration of the result.

The Class Representatives shall take account of opinions in their respective class as far as possible and shall help the Secretaries to discharge their duties properly.

Article 33: LANGUAGE OF COLLEGE MAGAZINE AND WALL MAGAZINE:

The language of the College Magazine and the wall magazine shall be Assamese and English.

Article 34: QUORUM

- a. Quorum required for any meeting of the Union Body is two third of the total strength.
- b. For deciding major issues as suggested by the Advisory Committee, presence of three fourth majority members shall be necessary.
- c. A meeting shall be adjourned by the President if the quorum is not formed within an hour after the time schedule for the meeting. An adjourned meeting shall be held within 10 days from the day of adjournment.
- d. For General Meeting not less than half of the total primary members shall be part

Article 35: FUND

There shall be a fund known as NLCSU Fund at Central Bank of India, New Market Branch, Nagaon. The Fund shall be operated by the Principal and President of the Governing Body in consultation with the President, General Secretary, other Office bearer of Union Body and Advisory Committee.

Article 36: SOURCES OF INCOME

Union fees collected from the students of the College at the time of admission as fixed by the College Authority from to time.

Article 37: BUDGET

- a. No budget shall exceed the fund collected in the year concerned.
- b. Within a month of the election of the new Executive Body, the Executive Body in the Budget meeting will prepare the Annual Budget of the Union, in consultation with the principal and Advisory Committee.
- c. The funds allotted to the different portfolio shall be spent under the supervision of respective Advisory Committee or Faculty Advisor if any and the details of the accounts have to be submitted within 30 days from the event.
- d. The General Secretary shall maintain a general Cash Book containing different heads of income and expenditure.
- e. The President shall be responsible for the utilization of the fund in accordance with the allocation in the budget. He/she shall forward the application of the Secretaries to the Principal to withdraw the allotted amount after getting recommendation from the Advisory Committee.
- f. The details of the expenditure to be submitted to the Advisory Committee as and when necessary.
- g. The budget of the Union shall be notified by the President for providing information to the members of Union, a copy of which will also be submitted to the Principal of the College.
- h. In case of misappropriation of Union funds by any members of the Executive Body, the College Authority shall appoint an Enquiry Body consisting of 03 (three) members to enquire into the matter and who will submit the report within 01 (one) month from the

date of appointment. The College Authority shall take necessary action on the basis of the report.

Article 38: GRIEVANCES REDRESSAL MECHANISM

If any dispute arises relating to student election, the matter will be forwarded to the Grievance Redressal Cell of the College which will enquire the matter as per the rules given in the Lyngdoh Committee Report.

Article 39: COMMENCEMENT OF THE CONSTITUTION

The draft constitution shall come into force with effect from such date as the college Authority may notify after due approval from the Governing Body of the College.

Article 40: AMENDMENT OF THE CONSTITUTION:

The provision of the constitution of NLCSU may be amended from time to time as per procedure mentioned below.

- a. A proposal for amending any of the provision of the constitution may be moved by any of the Executive Member or Well Wisher member of NLCSU and to be submitted to the Principal in writing.
- b. The Principal shall place the proposal for amendment in the meeting of the Governing Body, who shall appoint a committee for drafting the amendment.
- c. The amended draft of the provision shall be placed in the Executive Meeting of the NLCSU. If the Executive Body approves the amended draft by 2/3 majority present and voting, it shall be placed in the general meeting of the NLCSU. Once the General Body of NLCSU approves it by 1/3 majority present and voting, the same shall be placed before the Governing Body of the College for final approval. Thereafter the amendment shall come into force with effect from a date to be notified by the Principal.

Notwithstanding anything provided in the above-mentioned provision, no proposal for amendment shall be accepted, if it deviates from the provisions of Lyngdoh Committee Report or any other existing Bar Council of India rules as the case may be.

Article 41: OATH AND CHARGE TAKING OF EXECUTIVE BODY:

- a. Within a week after declaration of the result of election the new Executive Body shall take Oath and charge of their office. The Principal of the College shall conduct the oath taking ceremony of the new body in a general meeting and also announce the name of the Advisory Committee and Faculty Adviser if any.
- b. Oath taking and assuming the office by the new body will be held in a general meeting in the presence of all students and Teachers.
- c. The oath shall be as 'I..... in the name of God swears that as a..... of Nowgong Law College Students' Union, shall maintain the honour, dignity and chastity of the Constitution of NLCSU. I shall try my best to fulfil the aims and objectives recorded in the Constitution.
- d. The outgoing GS shall hand over all records, articles, assets etc to the newly elected GS just when the Oath Taking ceremony is over.

- e. The outgoing GS shall have to produce duly signed expenditure details of his/her tenure duly verified by the Advisory Committee and hand over charges to the newly elected executive body of the Union.

Note: If any recommendation of the Lyngdog Committee Report has been inadvertently left out in this Constitution, such recommendation shall also be applicable regarding conduct of election and all other matters of NLCSU.