

**UNIVERSITY OF MUMBAI**

No. SW/ 10 / of 2008

**Mrudul Nile.**  
**I/c Director**

**Department of Students' Welfare**  
**Vidyapeeth Vidyarthi Bhavan,**  
**'B', Road, Churchgate,**  
**Mumbai – 400 020.**

**CIRCULAR :**

**Sub. : Formation of Students' Council under the Section  
40(2)(a), 40(2)(b) & 40(4)(a) for the year 2008-09.**

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**Mesdames/Gentlemen,**

As per the direction issued on 20<sup>th</sup> July, 2000 by the Hon'ble Vice-Chancellor under the provision of the Maharashtra Universities Act, 1994 and the Maharashtra Universities (Amendment & Continuance) Act, 2000, the following schedule has been fixed for the year 2008-09 for process of formation of University Department Students' Council and College level Students' Council.

- |           |   |   |
|-----------|---|---|
| 1.        | Announcing of Schedule/sending dates  | 14/08/2008                                |
| <b>A.</b> | <b><u>Formation of Department Students' Council Under Section 40(2)(a)</u></b>  |   |
| 2.        | Last date to receive nomination forms from Heads of Various Departments to consider the nomination of Students on the University Departments Students' Council  | 02/09/2008<br>at 4.00 p.m.                |
| 3.        | (a) Scrutiny of the Nomination Forms<br>(b) Interview for Lady Representative   | 02/09/2008<br>06/09/2008<br>at 11.00 a.m. |
| 4.        | Formation of Departments Students' Council under Section 40(2) (a) of the Maharashtra Universities Act, 1994  | 06/09/2008                                |
| 5.        | Notification to be issued with the signature of the Vice-Chancellor declaring the names of the students nominated on University Departments Students' Council.  | 06/09/2008                                |
| 6.        | Last date to receive nomination forms for the election of the "SECRETARY" on University Departments Students' Council VCD (4)(that the election of Secretary of each of the respective Students' Council as mentioned under Section 40(2)(a) and (b) of the Maharashtra Universities Act.1994 shall take place on the Seventh day is a holiday then on the next working day after the Seventh day). | 09/09/2008<br>at 4.00. p.m.               |
| 7.        | Scrutiny of the Nomination Forms  | 10/09/2008<br>at 5.00 p.m.                |
| 8.        | Election & First meeting of the secretary of Departments Students' Council under Section 40(3) with the Vice-Chancellor   | 15/09/2008                                |
| <b>B.</b> | <b><u>Formation of Students' Council at College level Level Under Section 40(2)(b)</u></b>  |   |
| 1.        | Formation of Students' Council under Section 40(2)(b) of the Maharashtra Universities Act, 1994 at College Level  | 06/09/2008                                |

**Contd...2/-**

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|--|--|----------------------------|
| 2.   | Notification to be issued with the signature of the Principal declaring the names of the students nominated on Students' Council at College Level  | 06/09/2008                 |
| 3.   | Last date to receive the nomination forms for the election of "SECRETARY" at the College Level   | 09/09/2008                 |
| 4.   | Election of the "SECRETARY" under section 40(3) at College level to nominate on University Students' Council   | 15/09/2008                 |
| <br>   |  |                            |
| <b>C. Formation of Students' Council at University Level</b> |  |                            |
| <b><u>Under Section 40(4)(a)</u></b>                         |  |                            |
| 1.   | Last date to receive the communication forms informing the names of duly elected "SECRETARY" of the Students' Council formed under Section 40(2)(b) to the Director of Students' Welfare on (Not later than 10 days of the election Under point 8) | 25/09/2008<br>at 4.00 p.m. |
| 2.   | Selection Committee meeting  | 29/09/2008                 |
| 3.   | Notification to be signed by the Vice-Chancellor for declaring the names of the Students' nominated on University Students' Council  | 30/09/2008                 |
| 4.   | Last date to receive nomination forms for the post of "PRESIDENT" and "SECRETARY" of University Students' Council  | 03/10/2008<br>at 4.00 p.m. |
| 5.   | Scrutiny of the same under Section 40(4)   | 03/10/2008<br>at 5.00 p.m. |
| 6.   | Election for the post of 'President' and 'Secretary' and first meeting of University Students' Council with the Vice-Chancellor. (After 21 clear days of the formation of University Students' Council under point 12)                             | 20/10/2008                 |

It may please be noted that the process shall further continue as per the Provision of the said directions issued by the Hon'ble Vice-Chancellor.

**Place : Mumbai – 400 020.**

**Date : 14<sup>th</sup> August, 2008**

**[Mrudul Nile.]**

**I/c. Director of Students' Welfare**

**To,**

The Directors/Heads of the University Departments/Principals Affiliated and constitute Colleges of the University & The Directors of the Recognized institutions.

**Contd...3/-**

**Encl :**

1. Proforma "A" : For obtaining the consent of the students wherever necessary.
2. Proforma "B" : Nomination to be issued by the Election Officer specifying the day, date, time and place of election with hours for polling.
3. Proforma "C" : Nomination paper for election of "Secretary" of the Students' Council at College Level.
4. Proforma "D" : Voting paper to be used for election wherever conducted.
5. Proforma "E" : Communication forms Proforma 'E' informing the name of duly elected "Secretary" of the Students' Council formed under Section 40(2)(b).
6. Proforma "F" : (PART – I) Academic Bio-data of the Students  
(PART – II) Academic Bio-data of Lady Students' under Section 40(2)(a)(v) and 40(2)(a)(vi) of the University Departments' Students' Council.
7. Directions of the Hon'ble Vice-Chancellor.
8. Enclosed Statute Nos. S.169. to S.174N. (Xerox copy enclosed)

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**PROFORMA 'A'**

**DATE:**

**To,**

.....  
.....  
.....  
.....

**Sir,**

I the undersigned state that I am eligible to be nominated

- ❖ 1. The University Department Students' Council to be formed under the Provision of Section 40(2)(a),
- ❖ 2. Students' Council of the Institution/College to be formed under the Provision of Section 40(2)(b),
- ❖ 3. University Students' Council to be formed under the provision of Section 40(4)(a) of the Maharashtra Universities Act,1994.

In this connection, I have no hesitation in giving consent if nominated, on the aforesaid Students' Council /s. Further, I assure you that I shall work to the best of my abilities on the Students' Council and shall not engage in any political activities as a member of the council during the tenure of my nomination.

\_\_\_\_\_  
**Countersigned by the Director/  
Principal /Head as the case maybe**

\_\_\_\_\_  
**Signature of the Student  
(To be signed in presence of the  
Director/Principal/Head as the case maybe)**

- ❖ Strike out whichever is not applicable.

**PROFORMA 'B'**

**DRAFT NOTIFICATION FOR ELECTION OF THE SECRETARY OF THE STUDENTS' COUNCIL OF THE COLLEGE/INSTITUTION FORMED UNDER THE PROVISION OF SECTION 40(2)(b)**

**NAME OF THE COLLEGE :.....  
ELECTION OF THE SECRETARY OF THE STUDENTS' COUNCIL**

**NOTIFICATION**

Students members of the Students 'Council are hereby informed that under the provision of Section 40(3) of the Maharashtra Universities Act, 1994 the members of the Students Council have to elect the Secretary from among themselves, on the Students' Council will be held on .....at.....2008 is fixed as the last date for the receipt of form, dated and signed by the two signatories who should be the student member of the Students' Council must reach the college office not later than .....before.....at..... . The candidates nominated for election must signify his/her consent on the nomination paper. It shall not be opened to an elector to propose or second the candidature of more persons than the number of vacancies. It is also not open to an elector to either propose or second his own candidature. The prescribed form of nomination paper is enclosed.

A candidate nominated for election may withdraw his candidature at any time before the poll is taken either personally or by writing a letter addressed and sent to the undersigned so as to reach him before the hour fixed for the poll. The list of candidate nominated for the election be displayed on the college/institution Notice Board on.....

Voting at the election will be by ballot and in accordance with the system of proportional representation by means of a single transferable vote in the manner laid down in statutes specified indirection of the Vice-Chancellor No.VCD/SW/14/of 2000, dated 20<sup>th</sup> July, 2000.

The ballot boxes will be kept open between the hours.....The ballot paper will be issued to the members of the Students' Council during these hours and on verification of their college identity cards.

No ballot paper will be issued after the close of hour fixed for polling.

**Date:.....**

.....  
**ELECTION OFFICER**

**UNIVERSITY OF MUMBAI**

**ELECTION OF THE SECRETARY BY THE STUDENT MEMBERS OF THE STUDENTS' COUNCIL**

**(FORM OF NOMINATION PAPER)**

Name of the Candidate :Shri/Smt.Kum : .....  
(in full)

Class, Div. & Roll Number : .....

Candidate's Residential address : .....

: .....

: .....

Tel No : .....

Date of Birth : .....

Name of the Proposer :Shri/Smt./Kum : .....  
(in full)

Class, Div. & Roll Number. : .....

Proposers' Residential Address : .....

: .....

: .....

Date of Birth : .....

Proposers' Signature & Date : .....

Name of the Seconders :Shri/Smt/Kum : .....  
(in Full)

Class, Div. & Roll Number. : .....

Seconders' Residential Address : .....

: .....

:.....Tel No.....

Date of Birth : .....

Seconder's Signature & Date : .....

**DECLARATION OF THE CANDIDATE**

I hereby declare that I consent to this nomination, I further declare that I am also contesting the election as Secretary of the Students' Council from .....college.....

Date.....

.....  
**Signature of the student**

**NOTE : All the particulars should be properly filled by the candidate.**

**PROFORMA 'D'**

**ELECTION OF THE SECRETARY OF THE STUDENTS' COUNCIL OF THE  
AFFILIATED COLLEGES/RECOGNISED INSTITUTE/AUTONOMOUS  
COLLEGES AFFILIATED TO THE UNIVERSITY OF MUMBAI**

**VOTING PAPER**

<b>Name of the Candidate (In capital letters &amp; alphabetical order) beginning with surname</b>	<b><u>Order of Preference</u></b>

**An elector in recording his vote**

- a.** Must place on his voting paper the figure opposite the name of the candidate For whom he votes in the college of 'Order of Preference'.
- b.** May, in addition indicate the order of his choice or preference or as many other remaining candidates as he pleases by placing against their respective name, the figure 2,3,4 and so on, in consecutive numerical order

**SEAL  
Of the College/Institution**

**PROFORMA 'E'**

**Form of Communication of Result of Election on of Secretary of Students' Council**

.....  
(To be communicated immediately after the Election so as to reach the office of the Director of Students' Welfare **not later than 10 days** from the Date of Election)

To,  
The Director, Students' Welfare  
University of Mumbai  
Vidyarthi Vidyapeeth Bhavan,  
'B' Road, Churchgate,  
**Mumbai - 400 020.**

Sir,

This is to inform you that Shri./Smt./ Kum.....  
.....bonafide student of this college has been duly elected as the Secretary of Students' Council, formed under section 40(2) (a)&(b) of the Act, at the election held on ..... Information in respect of his/her age, sex residential address, educational background and extra-curricular activities etc is given below:-

Name in full :.....  
(Capital & beginning with Surname)

Class..... Roll No..... Sex: Male /Female.....

Date of Birth :..... (in words).....  
with present age.....

Residential Address:.....  
.....  
.....

Tel No.....

Whether belonging to SCHEDULED CASTE / SCHEDULED TRIBES / O.B.C. / D.T. / N.T. (Enclosed an attested copy of Certificates)

Educational Background : From H.S.C. onwards for each examination passed(Enclosed an attested copy of Marklist & Certificates)

Examination	Board/ University	Month & Year of Passing	Marks obtained out of	Percentage	Rank / Merit if any

**Contd...2/-**



Participated in extra curricular activities :.....  
N.C.C./N.S.S./Adult Education/Cultural Activities/Sports  
(Enclosed an attested copy of the certificate)

**I N.C.C**

Details of the Unit/s where enrolled :.....  
Rank at present :.....  
No. of years for which he/she :.....  
Has undergone training :.....  
Details of camps attended 1).....  
2).....  
3).....

Examination passed if any with the grade obtained :.....

Prizes, Awards, Honours if any :.....

**II. N.S.S**

Name of the Unit : .....

No of hours completed :.....

Details of the Camps 1).....  
2).....

Prizes, Awards, Honours if any :.....  
:.....

**III. Adult Education/Literary Programme**

No of hours completed :.....  
Details of project work if any other information :.....

**IV. Cultural Activities:**

Discipline and year of Participation in Inter-Collegiate Competitions :.....  
Name of the college from where participated :.....  
Prizes, Merits, Medals, Awards :.....  
If any (Inter-Collegiate/Inter University/ State/Zonal/National /International etc.) :.....  
.....

**Contd...3/-**

**V. SPORTS:**

Discipline and year of participation  
 In Inter-Collegiate Tournament: :.....  
 Name of the College from where  
 Participated :.....  
  
 Prizes, Merits, Medals, Awards :.....  
 Won, if any (Inter Collegiate/Inter :.....  
 University/State/Zonal/National/ :.....  
 International etc.) :.....

**VI Any other activities / achievements .....**

(Please specify) .....  
 .....  
 .....  
 .....

I certify that the election of the Secretary to the Students' Council was held as per the procedure laid down in the directions of the Vice-Chancellor issued in accordance with the provisions of the Maharashtra Universities Act, 1994. I further certify that the details above are true and correct and that the necessary consent of the student is obtained for considering him to be nominated on the University Students' Council under the provision of section 40(4)(a) of the Act.

.....  
**Specimen signature of the elected  
 Candidates to be taken in the presence  
 of the principal/Head Institution.**

.....  
**Signature of the Head of the Institution,  
 seal of the College/Institution**

**NOTE:** It is very essential to attach attested copies of Marksheets, Certificates of Merit, Camps etc. otherwise the particular will not be considered for selection.

**PROFORMA-‘F’**

Communication forms to be sent by the Directors/ Heads of the Departments of the University to The Director of Students’ Welfare for forwarding the names of one student (in **Part I’ of the Proforma**) from each University Department to be nominated under the provision of Section 40(2)(a)(v) of the Act, and the name of the one deserving Lady student (in **Part II’ of the Proforma**) to be considered for nomination under the provision of Section 40(2)(a)(vi) of the Act.

**PART (I)-ACADEMIC BIO-DATA OF THE STUDENT**

(Pertaining to the provision under section 40(2)(a)(v)of the Act.)

NAME OF THE STUDENT (in full with Surname) :.....

Residential Address (with Tel No.): .....  
.....

Subject, Class, Div & Roll No: .....

Specialisation (if any): : .....

Date of Birth : : .....

Academic Record –Preceding Degree Examination : .....

Passed & Name of the University

Year of Passing & Examination Seat No. : .....

Marks obtained out of total marks, class & : .....

Percentage (%),Rank, if any

Details of C-Curricular, Extra Curricular & : .....

Other Activities : .....

\_\_\_\_\_  
**(Signature of the Student)**

\_\_\_\_\_  
**(Signature of the Director/Head)**  
**(With the Seal of the Department)**

**PART (II)-ACADEMIC BIO-DATA OF THE STUDENT**

(Pertaining to the provision under section 40(2)(a)(v)of the Act.)

NAME OF THE LADY STUDENT :.....  
(in full with Surname)  
Residential Address (with Tel No.) : .....  
.....  
Subject, Class, Div & Roll No: : .....  
Specialisation (if any): : .....  
Date of Birth : : .....  
Academic Record –Preceding Degree Examination : .....  
Passed & Name of the University  
Year of Passing & Examination Seat No. : .....  
Marks obtained out of total marks, class & : .....  
Percentage (%),Rank, if any  
Details of C-Curricular, Extra Curricular &: .....  
Other Activities : .....

**(Signature of the Student)**

**(Signature of the Director/Head)  
(With the Seal of the Department)**

**Note: Please attach**

- i) Attested Xerox copies of Marksheets from the Heads of the Department
- ii) Copy of Identity Card issued by the Department and attested by concerned Head of the current academic year
- iii) Communication forms should carry the covering letter of the Head of the Department.
- iv) A merit list of all the candidates should also be sent till the nominated candidate.
- v) No objection certificates should be obtained form all the meritorious students who have declared to participate in the process of formation of Students Council.

**GUIDELINES TO BE FOLLOWED BY THE HEADS OF THE DEPARTMENT FOR THE NOMINATIONS OF THE STUDENTS REPRESENTATIVES AND LADY REPRESENTATIVES FROM THE RESPECTIVE DEPARTMENTS:**

- After receiving the Notice of the Nomination from the D.S.W. they are supposed to display the same on the Notice Board of the Department.
- Form a Committee of Staff Members, which include teaching staff, administrative staff, Lady Member and a Member of the Reserved category to follow the selection procedure to select and send the name of the representative on the University Departments Student Council.
- Selection of the Student Representative to send the name on the University Departments Students' Council should be done strictly as per section 40(2)(a)(v) of the Maharashtra Universities Act 1994 to be read as :
  - (v) One student from each University Department who has shown academic merit at the preceding degree examination and is engaged in full time studies in a University, institution or department or conducted college, nominated by the Vice-Chancellor.

**Also refer to**

**Directives issued by the Vice-Chancellor At Clause 2 to be read as**

“that the name of the student from each University Departments who is willing to be a member of the University Departments Students' Council under Section 40(2)(a)(v) of the Act, and who has shown academic merit by securing the highest number of marks at the **preceding degree** examination and is engaged in full time studies shall be forwarded in the prescribed form by the respective Director/Heads of the University Department along with a name of one deserving Lady student who is willing to be a member of the University Students' Council under section 40(2)(a)(vi) to the Director of Students' Welfare on or before the date to be fixed by the Vice-Chancellor and communicated by the Director of Students' Welfare for the purpose of nominated students on the University on the University Departments Students' Council as specified under section 40(2)(a)(v) and section 40(2)(a)(vi) of the Maharashtra Universities Act, 1994 by the Vice-Chancellor and the Pro-Vice-Chancellor respectively.

- As per Section 40(2)(a)(vi) –selection of a deserving lady student also to be done by the Committee.

She can be selected on the basis of her Academic record, Extra Curricular Activities, participation in departmental activities, leadership qualities etc.
- Inform the students about the formation of University Departments Students' Council at each class;

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- The Committee is supposed to prepare Merit list of the students who are willing to be nominated on the University Departments Students' Council, to select the student who has secured highest percentage of marks in the preceding degree exam i.e. at the B.A/B.Sc./B.Com. Although students may be studying at the Part I or Part II level they have to consider the marks obtained at the Degree Examination in order to prepare Merit List not to consider Part I Marks in case of Part II students.
- After selection of the student obtain the consent (Proforma 'A') from selected students. Then ask to fill up Proforma 'F' properly with all particulars and then send Proforma 'A' and Proforma 'F' countersigned by the Heads of the Department to the Director, Students' Welfare with a covering letter mentioning that they have adopted this proper selection procedure and selected respective students to send the name on the University Departments Students' Council

Heads of the Department are requested to submit the copy of the Merit List they have prepared for the Department for selecting the students.

- Also to check whether necessary documents are attached with the consent form and nomination form.

With reference to Schedule you are requested to follow the following schedule at the departmental level.

Display the Notice of formation of Students' Council On the Notice Board	<b><u>18/08/2008</u></b>
Formation of a Committee to look after the selection of the Students' Council	<b><u>26/08/2008</u></b>
Prepare the Merit List and ask the willingness	<b><u>26/08/2008</u></b>
Call a meeting of the Committee and select the students For sending names on the University Departments Students' Council.	<b><u>29/08/2008</u></b>
Display the names of selected candidates on the Notice Board.	<b><u>29/08/2008</u></b>
Complete formalities of filling up consent form on Proforma 'F'	<b><u>30/08/2008</u></b>
Send to the Director, Students' Welfare through proper Channel or forward the nomination in person alongwith a covering letter from HOD	<b><u>02/09/2008</u></b>

## UNIVERSITY OF MUMBAI

Relevant portion of the Maharashtra Universities Act,1994 and Maharashtra Universities (Amendment & Continuance) Act,2000 (Mah. Ord.IX of 2000 pertaining to the formation of Students' Council.

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**40(1)** There shall be University Students' Council as specified in sub-section 4(a) University Departments Students' Council a Students' Council for each conducted colleges/institutions of the University of each affiliated colleges, to look after the welfare of the students and to promote and co-ordinate the extra- curricular activities of different students association of or better corporate life. The Council shall not engage in Political Activities.

**2(a)** The University Departments Students' Council shall consist of the following members namely:

- i) The Vice-Chancellor - President
- ii) Director of Students' Welfare - Chairman
- iii) Director of Sports & Physical Education – if any
- iv) National Service Scheme Co-ordinator -- if any
- v) One student from each University Department who has shown academic merit at the preceding degree examination, and is engaged in full-time studies in a University/Institution or Department of conducted colleges nominated by the Vice-Chancellor
- vi) Two Lady students nominated by the Pro-Vice-Chancellor and if there is no Pro-Vice-Chancellor, the Vice-Chancellor shall nominate these two lady students

**2(b)** The Students' Council for each institutions conducted colleges of affiliated colleges shall consist of the following

- I) Principal –Chairman
- II) One Lecturer nominated by the Principal;
- III) Teacher-In-Charge of National Cadet Corps;
- IV) National Service Scheme Programme Officer;
- V) One student from each class, who has shown academic merit at the examination held in the preceding year and who is engaged in full time studies in the college nominated by the Principal;
- VI) Director of Sports and Physical Education, if any
- VII) One student from each of the following activities, who has shown outstanding performance, nominated by the Principal namely:
  - (1) Sports;
  - (2) National Service Scheme and Adult Education;
  - (3) National Cadet Corps
  - (4) Cultural Activities

- VIII) Two Lady students nominated by the Principal  
Provided that, two of the students from the categories VII and VIII shall be those belonging to the Scheduled caste or scheduled Tribes or De-notified Tribes(Vimukta Jatis)or nomadic Tribes or other Backward Classes.

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**3** The students members of both these Council shall elect from amongst themselves, the Secretary of the respective Council

**4(a)** There shall be University Students' Council consisting of not more than fifteen persons nominated through selection from amongst ; Secretaries of the respective council under sub-section (3) as prescribed by the statutes;

Provided that at least one seat each be reserved for students belonging to :

- i) Scheduled Caste;
- ii) Scheduled Tribes;
- ii(a) Denotified Tribes;
- ii(b) Nomadic Tribes;
- iii) Other Backward Classes &
- iv) One seat for Women student, remaining seats being distributed district-wise;

Provided further that for the purpose of nomination through selection, details based on academic performance, participation in National cadet corps, National Service Scheme, and Adult & Continuing Education, Cultural Activities, Sports of such other Activities as maybe prescribed by the statutes.

- b) University Students' Council so formed shall elect its own President and Secretary
- c) Every meeting of the University Students' Council shall be presided over by the Vice-Chancellor and shall be attended to by such other Officer as maybe prescribed;

**5.** A student shall be eligible to be, or continue to be a member on any of the Students' Council, only be is enrolled as full time student.

**6** The nomination of the students member of the students' council shall be made every year, as soon as possible after the commencement of the academic year on a date to be fixed by the Management Council. The term of the office of the nominated student member shall begin with effect from the date of nomination and shall extend up to the last day of the academic year, unless they in the meantime, incur any of the disqualification specified by our under the act, and shall then expire.

**7** One Third of the member of the Council shall constitute the quorum. The rules and procedure for conduct of business of the meeting and such other matter shall be such as may be prescribed. The Council shall meet at least once in every three months.

XX



UNIVERSITY OF MUMBAI  
NO.VCD./SW/14/OF 2000

Sub: Direction of the Vice-Chancellor under  
Section 14(8) of the Maharashtra Universities Act, 1994.

Ref: Formation of University Students' Council, University Students' Council and Students' Council of each institutions conducted colleges and affiliated colleges under section 40 of the Maharashtra Universities Act,1994 and the Maharashtra Universities (Amendment)Bill 2000 C.L.A.Bill No.XLIV of 2000,This Act may be called the Maharashtra Universities (Amendment & Continuance)Act, 2000 (Mah. Ord.IX of 2000)

WHEREAS the Maharashtra Legislature has passed the Maharashtra Universities Act, 1994 with a view to provide among others for representation of students in various bodies of the University to take measures for curbing or for eradicating undesirable non-academic influence detrimental to maintenance of discipline and standards of education and academic excellence in the University and to provide for matter connected with or incidental thereto in the Non-Agricultural Universities in the State which was assented to by the Governor of Maharashtra on 21<sup>st</sup> July,1994, and same came into force with effect from 22<sup>nd</sup> July,1994;

AND

WHEREAS Section 40(1) provides that there shall be a University Students' Council as specified in sub-section (4) a University Departments Students' Council for post-graduate Departments of the University and a Students' Council for each conducted colleges of institutions of the University of each affiliated colleges, to look after the welfare of the students and to promote and co-ordinate the extra-curricular activities of different students' associations for better corporate life, which shall not engage in political activities.

AND

WHEREAS the matter of formation of the University Students' Council, University Departments Students' Council and Students' Council for each institutions, conducted colleges of affiliated colleges under the provision of section 40 of the Maharashtra Act 1994 has now become expedient in view of section 114(1) of the aforesaid Act;

AND

WHEREAS Statutes 169 to 174 relating to the Students' Council made under Section 34 of the Mumbai Universities Act, 1974 and statutes174A to 174N Relating to rules of procedure and conduct of business to be followed at the meeting of the Students' Council and the Students' Executive Union made under Section 34(4) of the Mumbai University Act,1974 are inconsistent with the provision containing in the Maharashtra Universities Act,1994.

AND

WHEREAS Section 27(1) of Maharashtra Universities Act, 1994 provides that the Management Council shall be the Principal executive authority to formulate statutes and forward the same to the Senate for approval and make Ordinances to administer the affairs of the University and shall carry out all such duties which are not specifically assigned to any other authorities;

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AND

WHEREAS Section 114(1) of the Maharashtra Universities Act, 1994 provides that every authority of an existing University shall as soon as, practicable, but within a period of six months from the date of commencement of this Act, be reconstituted in accordance with the provision of this Act. Every such authority shall be deemed to be reconstituted with effect from each date as the Vice-Chancellor may, from time to time specify by notification;

AND

WHEREAS Section 52 of the Maharashtra Universities Act,1994, provides that manner in which the statutes are made, amended or repealed but it is difficult to follow the said procedure laid down in that behalf within a short period of time;

AND

WHEREAS sub-section (8) of section 14 of the Maharashtra Universities Act,1994, provides that where any matter is required to be regulated by the statutes, Ordinance of regulation, but no statutes, ordinance or regulation are made in that behalf the Vice-Chancellor may, for the time being regulate the matter by issuing such directions as he thinks necessary and shall at the earliest opportunity thereafter, place them before the Management Council or other authority or body concerned approval;

AND

WHEREAS I DR.VIJAY KHOLE, VICE-CHANCELLOR of the University of Mumbai, in exercise of the powers conferred upon me under section 14(8) of the Maharashtra Universities Act,1994 hereby direct that the following shall be the procedure for formation and other relevant aspects of the University Students' Council under section 40(4)(a) of the Act, and the University Department Students' Council as also the Students' Council for each institution, conducted colleges and affiliated colleges under section 40(2)(a) and (b) of the Act, respectively.

(1) that the formation of Students' Council for the University Department as also for each conducted colleges /institutions, and for each college affiliated to the University of Mumbai shall be in accordance with the provision of section 40(2)(a) and (b) respectively.

(2)That the name of the student from each University Departments who is willing to be a member of the University Departments Students' Council under Section 40(2)(a)(v) of the Act, and who has shown academic merit by securing the highest number of marks at the preceding degree examination and is engaged in full time studies shall be forwarded in the prescribed form by the respective Director/Heads of the University Department alongwith a name of one deserving Lady student who is willing to be a member of the University Department Students' Council under section 40(2)(vi) under section 40(2)(a) (vi) to the Director of Students' Welfare on or before the date to be fixed by the Vice-Chancellor and communicated by the Director of Students' Welfare on the University Departments Students Council as specified under section 40(2)(vi) of the Maharashtra Universities Act,1994 by the Vice-Chancellor and the Pro-Vice Chancellor respectively.

**Contd...3/-**

::3::

(3) that the respective Students' Council as mentioned of Section 40(2)(a) and (b) of the Maharashtra Universities Act,1994 shall be formed by the President and the Chairman respectively as the case may be, on a date to be fixed by the Vice-Chancellor and communicated by the Director of Students' Welfare for the academic year, after having obtained the consent of the concerned students to be nominated on the respective Students' Council.

(4)that the election of Secretary of each of the respective Students' Council as mentioned under Section 40(2)(a) and(b) of the Maharashtra Universities Act,1994 shall take place on the seventh day after the formation of respective Students' Council and if the seventh day is a holiday then on the next working day after the seventh day.

(5)that the name of duly elected Secretaries of the respective students' council as mentioned under section 40(2)(a) and(b) of the Maharashtra Universities Act,1994 shall be communicated in the prescribed form by the respective Chairman of the Students' Council as mentioned under the said section only if the said secretaries are willing to be a member of the University Students' Council, further specified under section 40(4)(a), if nominated by the Vice-Chancellor. These names shall be sent to the Director of Students' Welfare immediately after the election so as to reach the Director's Office not later than 10 days from the date of election and if the tenth day is a holiday then on the next working day after the tenth day;

(6)that there shall be a selection committee comprising of the following members viz.

- |   |  |          |
|---|--|----------|
| a | The Pro-Vice-Chancellor  | Chairman |
| b | Two Deans of faculties nominated by the Management Council   |          |
| c | Commanding Officer of either Group 'A' & 'B' NCC<br>Of a person having adequate knowledge of NCC, such as a teacher who is also a part-time Officer of senior division NCC<br>nominated by the Management Council. |          |
| d | Director of Adult & Continuing Education or NSS Co-ordinator or a person having adequate experience in the relevant field nominated by the Management Council.   |          |
| e | The Director of Sports or a person having adequate knowledge in sports nominated by the Management Council.  |          |
| f | Cultural Coordinator of the University or a person having adequate knowledge in the performing Arts/Fine Arts, nominated by the Management Council.  |          |
| g | The Deputy Registrar, Backward Class Cell of the University or a person belonging to SC/ST or O.B.C. nominated by the Management Council.  |          |

**Contd...4/-**

- h One Lady Member nominated by the Management Council and in his absence, such other officer of the University nominated by the Vice-Chancellor (Member-Secretary)

The Committee shall meet within a week after receiving the communication forms mentioned at Sr. No. (5) above on a date, time and place fixed for the purpose of scrutinizing the aforesaid communication forms and for analyzing the information contained therein in the light of the performance in academic NCC/NSS /Adult Education Programme /other literacy programme, sports, cultural Activities and such other extra-curricular activities wherein following shall be the minimum eligibility criteria for considering the performance of the students in the activities listed below :

- a. SPORTS: A student must have participated at least once in either Inter-Collegiate or Inter-University Tournament.
- b. NATIONAL SERVICE SCHEME/ADULT EDUCATION/OTHER LITERACY PROGRAMME OF THE UNIVERSITY : A Student must have been enrolled and participated in the National Service Scheme programme by the college/University and completed prescribed hours work under the scheme OR a student must have been enrolled in an adult and continuing education and extension work project or any other literacy programme of the University, such as MPFL and must have completed the prescribed work previously in the academic year;
- c. NATIONAL CADET CORPS: A student must have been enrolled in the National Cadet Corps and attended at least 75 percent of the Parade and One camp organized by the NCC authority.
- d. CULTURAL ACTIVITIES A student must have participated in the Inter-Collegiate Competitions organized by the University in Dramatics, Elocution, Group Dance, Music, Painting etc or must have represented the University at any other competitions.

The aforesaid committee shall select not more than 15 students in various Categories and indicated below, in accordance with section 40(4)(a) of the Act, from amongst the Secretaries and respective Students' Council mentioned under section 40(2)(a)(b) of the Act, whose name are duly communicated to the Director of Students' Welfare as mentioned at Sr.No.(5) above to be recommended to the Vice-Chancellor for considering the same for nominating students on the University Students' Council mentioned under section 40(4) of the Maharashtra Universities Act,1994.

- (i) One Student belonging to Scheduled Caste;
- (ii) One student belonging to Scheduled Tribes;
- (ii.(a) One student belonging to Denotified Tribes
- (ii.(b) One student belonging to Nomadic Tribes;
- (iii) One student belonging to other Backward Class;
- (iv) One Woman student;
- (v) One student from among the colleges in the District of Sindhudurg;

**Contd...5/-**

- (vi) One student from among the colleges in the District of Ratnagiri;
- (vii) One student from among the colleges in the
- (viii) District of Raigad;  
Two students from among the colleges in the District of Thane;
- (ix) Two students from among the colleges in the District of Suburban Mumbai;
- (x) Two students from among the colleges in the District of the city of Mumbai.

(7)that the Vice-Chancellor may request the Selection Committee mentioned above at Sr.No. (6) THEREAFTER to recommend a few more names if he deems it necessary and expedient in which case another meeting of the aforesaid Selection Committee shall be convened to select the required number of additional students from amongst the Secretaries of the Students' Council mentioned under section 40(2)(a) and (b) to be recommended to the Vice-Chancellor for reconsideration.

(8)that the University Students' Council shall be formed thereafter on a date fixed by the Management Council of the University for which the Vice-Chancellor shall nominate not more than 15 students from amongst the names suggested by the Selection Committee as mentioned above at Sr.No.(6) and (7) in accordance with section 40(4) (a) of the Act.

(9)that the students members of the University Students' Council so formed under the provisions of section 40(4)(a) of the Act, shall elect its own President and Secretary from amongst its student members after 21 clear days counted from the day of the formation of the University Students' Council under the provision of section 40(4)(b) of the Act, and if it is a holiday then on the next working day at its first meeting which shall be convened by the Director of Students' Welfare in consultation with the Vice-Chancellor;

(10)that the election, whenever conducted shall be held in accordance with the statutes 353 to 356,361,365,366,368 to 373,378 to 393 and that the Principal or the Director of Students' Welfare as the case may be, shall act as the election Officer for the concerned elections, whenever conducted.

(11)that meeting of the University Students' Council formed under the provisions of the section 40(4) and the University Departments Students' Council formed under the provisions of section 40(2)(a) of the Act, shall be held on the University premises, unless the Vice-Chancellor otherwise directs while meeting of the Students' Council for each institution conducted colleges and affiliated colleges, unless the Principal otherwise direct and that one third of the members of the students' council formed under the provisions of section 40(2)(a) and provisions of section 40(4)(a) of the Act, shall constitute the quorum for meeting of the respective students council in accordance with provisions of section 40(7) of the Act, when before the commencement of the meeting the notice of the attendance at the meeting shall be taken 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 after the expiry of half and hour from the hour notified for the commencement of the original meeting. No quorum shall be required at such adjourned meeting.

**Contd...6/-**

All questions shall be decided by a majority of votes of the members present at the meeting by show of hands. In the case of an equality of votes, the person presiding over the meeting shall have second casting votes.

(12)that the Secretary of the respective Students' council formed under the provision of section 40(2)(a), section 40(2)(b) and section 40(4)(a) of the Act, shall issue notice of the meeting of the said Students' Council in consultation with the Vice-Chancellor or the Principal, as the case may be, and that such meeting shall be called at least once in every three months in accordance with the provisions of section 40(7) of the Act, wherein such proposals or matters as are connected with and are incidental to the welfare of the students which help in promoting and coordinating the extra-curricular activities of different students associations/societies for better corporate life shall be entertained and discussed at the meeting with the permission of the Vice-Chancellor or the Director of Students' Welfare or the Principal as the case may be;

(13)that the meeting of University Students' Council formed under the provision of section 40(4)(a) and (b) shall be presided over by the Vice-Chancellor and shall be attended by the Director of Students' Welfare. The Pro-Vice-Chancellor the Registrar and such other officer/s of the University shall also attend the meeting when their presence may be required at the meeting on the order of the Vice-Chancellor, in accordance with the provisions of section 40(4)(a) (c) of the Act. In the absence, of both the Vice-Chancellor and the President elected under the provisions of section 40(4)(b) of the Act. In the absence of the Vice-Chancellor, the President elected under the provisions of section 40(4)(b) of the Act, shall preside over the meeting of the University Students' Council formed under section 40(4)(b) of the Act, the members of the University Students' Council present at the meeting shall elect a person from amongst them to preside over the said meeting while the meeting of the University Department Students' Council formed under the provisions of section 40(2)(a) shall be presided over by the Vice-Chancellor or by the Director of Students' Welfare in the absence of the Vice – Chancellor or by a person from amongst the members of the University Departments Students' council nominated by the Vice-Chancellor for that purpose and that the meeting of the Students' Council for each institutions, conducted colleges and affiliated colleges formed under the provisions of section 40(2)(b) of the Act, shall be presided over by the concerned Principal or a person from amongst the member of such Students' Council formed under the provisions of section 40(2)(b) of the Act, nominated by the Principal for that purpose;

(14)The concerned Secretaries of the Students' Councils formed under the provisions of section 40(2)(a) 40(a)(b) and section 40(4) (a) of the Act, shall record and maintain the minutes of the meeting of the respective Students' council soon after the meeting of the University Students' Council formed under section 40(2)(a) of the Act is over, the concerned Secretary shall form the Draft Minutes for approval of the person who presided the said meeting through the Director of Students' Welfare. The Secretary of the Students' Council for each institution conducted colleges and affiliated colleges shall forward the

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draft minutes for approval of the Principal of the college or the person who presided over the said meeting, if the Principal was absent for the said meeting. The approved minutes shall then be sent to the concerned members as the case may be, for their information and record.

(15) that the function of the Students' Council formed under the provisions of section 40(2)(a), section 40(2)(b) and section 40(4)(a) and (b) of the Act, with reference to section 41 of the Maharashtra Universities Act, 1994 shall be :

- (i) To organize, supervise and co-ordinate the activities of the different Students' Associations, Societies and such other organizations such as Dance and Music Society, Debate and Elocution Society, Dramatics Society, Film and Photography Society etc., formation and functioning of which will be as decided in the meeting of the respective Students' Council as per the requirement of the respective activities and as approved by the appropriate authorities/Officials/Officers.
- (ii) To recommend to the appropriate authorities/officials, officers, the financial allocation to be made for the activities to be undertaken under the relevant budgetary heads.
- (iii) To allocate funds for the different activities of the Students Associations, Societies and other organizations, as sanctioned by the appropriate authorities/officials/officers.
- (iv) To submit an annual report of its work, together with a statement of its accounts to the appropriate authorities/officials/Officers on or before the date to be fixed for the same time to time.
- (v) To make recommendations to the appropriate authorities Officials/officers in respect of any matter affecting the corporate life of welfare of the students.
- (vi) To make recommendation to the appropriate authorities Officials/Officers regarding the existing facilities for institutions and
- (vii) To make recommendation to the appropriate authorities/Officials /Officers for setting the genuine grievance of the students.

These directions come into force with immediate effect and shall remain in operation till such time as the statutes are made in these respects in accordance with the provision of the Maharashtra Universities Act, 1994 and Maharashtra Universities (Amendment) Ordinance 2000 (Mah. Ord. IX of 2000) pertaining to the formation of Students' Council assented to the Chancellor.

Mumbai 400 032  
Date : 14/08/2008

Sd/-  
DR. VIJAY KHOLE  
VICE-CHANCELLOR

**Contd...8/-**

To,  
The Directors/Heads of the University Departments/Autonomous Institutions/Principals of the Constituent and conducted colleges and colleges affiliated to the University of Mumbai.

No.VCD/SW/14/2000

Mumbai 20<sup>th</sup> July,2000

Copy forwarded with compliments for information :

1. The Secretaries of the Management/Societies of the aforesaid colleges.
2. The Secretary to the Government of Maharashtra, Education and Employment Department, Mantralaya, Annexe Bldg, Madam Cama Road, Mumbai 400 032.
3. The Director of Education(Higher Education)Maharashtra State Central Building, Pune -411001.
4. The Administrative Officer, (Higher Education Grants), Mumbai, Pune, Kolhapur.
5. The Presiding Officer, College Tribunal, for Mumbai &S.N.D.T. Womens University.
6. The Secretary, Committee of Principal of Non-Government Colleges, University of Mumbai, C/o K.J. Somaiya College of Arts & Commerce, Vidyanagar, Vidyavihar, Mumbai 400077.(Two copies)
7. The General Secretary, Mumbai University & College Teachers Union, Vidyapeeth Vidyarthi Bhavan, 'B'Road, Churchgate, Mumbai 400020(Two copies)
8. The Deans of the Faculties of Arts, Science and Commerce.

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Copy to the Finance Officer, the Director of Students' Welfare, the Controller of Examination, the Dy. Registrar, the Asst. Registrar, Personal Assistant to the Vice-Chancellor, Pro-Vice-Chancellor and the Registrar, Assistant Registrar, University Sub-Centre, R.P. Gogate College of Arts & Science and R.V. Jogalekar College of Commerce, Boys' Hostel, Gr.floor, Ratnagiri 415 612 and the person-in-charge of the different section unit in the Registrar office.

RECORD SECTION 10 COPIES

XX



**(ix) STUDENTS COUNCIL**  
(Under Section 34 of the Act)

**S. 169.** (1) For purposes of this Statute, 'class' means a body of students in a college or recognized institution, undergoing a course of instruction leading to a University examination in a Faculty.

(2) Each class shall elect one representative on the Electoral College. Such a representative shall hereinafter be called as 'Class Representative'

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

(4) The Vice-chancellor shall fix and announce a date for holding the election of Class Representatives which shall, in any case be not later than 45 days from the commencement of the academic year. The Principal of a College/Head of a Recognized Institution shall make the necessary arrangements for holding the elections on such notified date.

(5) The Electoral roll of a College/Recognized Institution shall consist of all the class representatives of that College/Institution. These class representatives, immediately on the seventh day after election of the class representatives held on the date notified under S.169 (4) and if it is a holiday, on the next working day after the seventh day, shall elect one from among themselves to be a member of the Students' Council to represent the College/Institution (hereinafter called the 'University Representatives') in a meetings to be convened by the Principal/Head of the Institutions.

(5A) A Notification regarding the election to the 'Class Representative' and the University representative' shall be sent to the College/Intuition simultaneously.

**S.170.** For the purpose of election of one student from each teaching Faculty of the University under Section 34(1)(iv) of the Act, for each teaching Faculty of the University, a separate electoral college consisting of one representative of each class in the University Departments covered by the Faculty in question shall be constituted.

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\*The Vice-Chancellor may only in extra-ordinary extreme circumstances which have arisen in the prescribed limit of 45 days and therefore it becomes impossible to hold the election, fix and announce the date beyond by the Prescribed limit for reasons to be record.

Where the University faculties enroll students and conduct classes at a place outside, Greater Bombay, such students in such faculties at such places outside Greater Bombay shall constitute a separate class at their respective places and their representatives shall be a part of the Electoral College, consisting of Class Representatives.

The Vice-Chancellor shall fix a date for holding the election of Class Representatives of the respective faculties, which shall in any case not be later than 45 days from the commencement of the Academic year. The Vice-Chancellor may, only in extra-ordinarily extreme circumstances, which have risen in the prescribed limit of 45 days and therefore it has become impossible to hold election, fix and announce the date beyond the prescribed limit for reasons to be recorded.

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The Vice-chancellor, in consultation with the Director of Students' Welfare, shall appoint any of Heads of the departments within the respective faculties and the respective places, as the case may be, to conduct elections of the Class Representative within the faculty.

These Class Representatives for separate faculties immediately on the 14<sup>th</sup> day after the date of election of the Class Representatives, and if it is a holiday, on the next working day after the 14<sup>th</sup> day shall elect one from among themselves to be a member of the Students' Council, in a meeting to be convened by the Director of Students' Welfare. The result of the election shall notified within three (3) days from the date of election.

**S.171.** (1) The election of Students' Council shall be held by ballot and in accordance with the system of proportional representation by means of a single transferable vote in the manner laid down in Statutes 353 to 394.

- (2) If a student, by virtue of his being a student of more than one college /Institution/Department, is elected as a member on the Students' Council from more than one College/Institution/Department, he shall at his option, to be exercised within 24 hours of the declaration of the results of the last election, retain his membership of the Students' Council from only college/Institution/Department and relinquish his membership [from the other or others. In such a case, the person who is next in order in the College/Institution Department in respect of which the membership has been relinquished, shall ipsofacto be deemed to be elected on the Students' Council.
- (3) In case, a student is contesting the election from more than one college on the Students' Council, he shall inform the Principal, Head of the College/Institution/Department concerned and in the case of election of only such students, at the time of counting, a note shall be kept of the first three candidates in order of preference.
- (4) No student shall be eligible to be a member of the Student's Council, if he has completed 25 years of age on the date of the election. In case an elected student completes the age of 25 years during his term of office, he shall cease to be a member on the Council on the day he attains the age of 25 years. He shall also cease to be such member if he fails to appear or pass at the next University Examination for which he was enrolled when he became member. If such a vacancy occurs during the session, it shall not be filled-up.
- (5) The name of the University Representative duly elected shall be communicated by the Principal/Head of the Institution to the Director of Students' Welfare immediately after the election so as to reach the office of the Director of Students' Welfare not later than 10 days from the date of election .
- (6) A Notification regarding the election of the Chairman, the Secretary of the Students' Council and the Students' Executive Union shall be issued by the Director of Students' Welfare within seven days from the final date of received names of the University Representative.
- (7) The Notification regarding the date of election of the office bearers of the Students' Council and the Students' Executive Union shall be issued respective of the fact that the date of election falls in Diwali Vacation or any other vacation.

**Contd...3/-**

**S.172.** (a) The Vice-chancellor shall appoint one student from each Faculty on the Students' Council, under the provisions of Section 34(1)(v) of the Act, who has secured the highest percentage of marks in the aggregate of all the subjects prescribed at the preceding degree examination/s in the faculty concerned from amongst those engaged in full-time post graduate studies in a University Department and or affiliated, conducted, constituent or autonomous college or a recognized institution and who are not above 25 years of age. Provided that such a candidate must have passed the examination within the minimum period prescribed for the degree course from the date of passing the qualifying examination for admission to the course leading to he said degree.

- (b) The Vice-Chancellor shall nominate eight other members under Section 34(1)(vi), two from each of the four, activities, viz, (i) Sports, (ii) National Service Scheme, (iii) Nation Cadet Corps and (iv) Cultural Activities, on the recommendation of the appropriate authorities and/or the Director of Students' Welfare.
- (c) The Vice-Chancellor will nominate tow lady students.

**S.173.** In the first meeting of the Students' Council to be convened by the Directors of Students' Welfare, the student shall elect from amongst themselves the Chairman, the Secretary and Fourteen members of the Students' Executive Union under the provisions of Section 34(2)(iv) of the Act.

**S.174.** Fourteen members of the Council shall be elected on the Students' Executive union under the provisions of Section 34(2)(iv) of the Act, at the first meeting of the Council convened by the )President of the Students' Council during each academic year.

For such election, a notice of election shall be sent at least 21 clear days before the date of the election, to the student-members of the Council inviting nomination from amongst themselves as under :-

- (1) One member each to represent the activities mentioned below :-
  - (i) Sports
  - (ii) National Service Scheme
  - (iii) Nat6ional Cadet Corps
  - (iv) Cultural Activities.
- (2) One Lady Student
- (3) Nine others.

The election shall be held in the meeting of the Students' Council in the manner prescribed by Statues No.378-394.

For purposes of this Statute, members of the Council representing the four activities shall be those who have participated in one or more of the four activities mentioned in section 34(1)(vi)of the Act at least, in the manner given below :-

- (i) **Sports :** A student must have participated at least once in either Inter-collegiate or Inter-University Tournaments.
- (ii) **A National Service Scheme:** A student must have participated in the National Service Scheme programmes organized by the College or university and attended prescribed hours of works under the scheme.

- (iii) **National Cadet Corps :** A student must have been enrolled in National Cadet Corps and attended at least 75 percent of the parades and one camp organized by the N.C.C. authorities.
- (iv) **Cultural Activities:** A student must have participated in the Inter-Collegiate competitions organized by the University in dramatics elocution, group dance music painting etc.

A student in order to become eligible for election under the four activities referred to above shall produce a certificate from the Principal/Head of the College or /Institution or Department.

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

(Section 34(4) of the Act)

**S. 174A.** Meeting of the Students' Council and the Students' Executive Union shall be held on the University premises, unless the Vice-Chancellor otherwise directs.

**S. 174B.** One-third of the members of the Students' Council shall form a quorum for a 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 hand. In the case of an equality of votes, the Chairman of the meeting shall have second or casting vote.

**S. 174 C.** The meetings of the Students' Council shall be presided over by the Vice-Chancellor and in his absence by the Chairman of the Council. The Vice-Chancellor shall nominate a member of the Council to preside over the meeting of the Council in the absence of both the Vice-Chancellor and the Chairman of the Council.

**S. 174 D.** Before the commence 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 forth with be adjourned. The adjourned meeting shall be held on the same day and 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.

**S. 174 E.** Such proposals or matters only as lie within the functions of the Students' Council specified under Clause (5) of Section 34 of the Act, 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.

**S. 174 F.** The meeting of the Students' Executive Union shall be held at least twice a year and at other times when convened by the Chairman of the Union However, if felt necessary, a meeting of the Union may be convened by the Director of Students' Welfare' in consultation with the Vice-Chancellor.

**S. 174 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 hand. In the case of an equality of votes, the Chairman of the meeting shall have a second or casting vote.

**S. 174 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 Vice-Chancellor for the purpose.

**S. 174 I.** .....

**S. 174 J.** The Director of Students' Welfare shall issue notices of the meeting of the Students' Council and the Students' Executive Union.

**S. 174 K.** The Secretary of the Students' Council shall record and maintain the minutes of the meeting of the Council and of the Students' Executive Union.

**S. 174 L.** 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.

**S. 174 M.** 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.

**S. 174 N.** For the purpose of Clauses (i) and (iii) of Section 34(5) of the Act, the following shall be the Students' Societies/Associations/Organisations functioning under the aegis of the Students' Council :-

1. Dance and Music Society
2. Debating and Elocution Society
3. Dramatics Society, and
4. Film and Photography Society

The composition and functions of the Students' Societies/Association shall be as prescribed by the Ordinances.

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