

# CSJMU CAMPUS STUDENTS' COUNCIL



## Rules & Byelaws

*[Signature]*

*[Signature]*

CSJMU Campus Students' Council

*[Signature]*  
VICE-CHANCELLOR  
CHHATRAPATI SHAHUJIJI MAHARAJ UNIVERSITY  
KANPUR - 208 024

*[Signature]*

1  
*[Signature]*

# Memorandum

**Name of the Council-**

**CSJMU Campus Students' Council**

**Address-** CSJM University Campus, Kalyanpur, Kanpur-208024

**Jurisdiction-** CSJM University campus and for extension/social activities, it may be outside the campus.

**Objective-**

CSJMU Campus Students' Council will be an official body to represent the views of students in various fields. Through this students' representative shall organize various academic/social/cultural and other important activities.

**Main objectives are-**

- To integrate learning within the organization.
- To give opportunities to the students.
- To enhance students understanding and appreciation of diversity.
- To allow students to gain personal & professional skills in the area of leadership development.
- To foster a life based on equality of status & sound moral judgement.
- To promote all round development of students by organizing extra-curricular activities.
- To advance the general welfare of the students.
- To select/nominate poor students for scholarship or any other support by the University.
- To select/nominate the students for support by the University in project/attending International Seminar/paper or poster presentation in National or International Seminar.











## Rules & Byelaws

### Executive Committee/Office Bearer of the council

(Table-01)

S. No.	Post	Eligibility	Tenure
01.	Patron	Vice-chancellor of the University	<b>Ex-Officio</b>
02.	Co-Patron	Pro-Vice Chancellor	<b>Ex-Officio</b>
03.	Chief Advisor (Finance)	Finance Officer	<b>Ex-Officio</b>
04.	Chief Advisor (Administration)	Registrar	<b>Ex-Officio</b>
05.	Chief Advisor (Exams)	Controller of Examinations	<b>Ex-Officio</b>
06.	Chief Advisor (Discipline)	Chief Proctor	<b>Ex-Officio</b>
07.	Chief Counsellor	Dean, Student Welfare	<b>Ex-Officio</b>
08.	Counsellor- Academic	Dean, Academic	<b>Ex-Officio</b>
09.	Counsellor (Finance)	Accounts Officer	<b>Ex-Officio</b>
10.	Counsellor (Hostels)	Chief Warden	<b>Ex-Officio</b>
11.	Counsellor (Alumni)	Secretary, CSJMU Campus Alumni Association	<b>Ex-Officio</b>
12.	Counsellor- Games & Sports	A faculty member (aided/self-financed) of the University campus, nominated by the Patron on the suggestion of	<b>Till the duration of nomination</b>

		committee of students' members under the chairmanship of President of the council	
13.	Counsellor-Social work	A faculty member (aided/self-financed) of the University campus, nominated by the Patron on the suggestion of committee of students' members under the chairmanship of President of the council	<b>Till the duration of nomination</b>
14.	Counsellor-Cultural	A faculty member (aided/self-financed) of the University campus, nominated by the Patron on the suggestion of committee of students' members under the chairmanship of President of the council	<b>Till the duration of nomination</b>
15.	Counsellor-Technical	A faculty member (aided/self-financed) of the University campus, nominated by the Patron on the suggestion of committee of students' members under the chairmanship of President of the council	<b>Till the duration of nomination</b>



16.	Counsellor- Library	A faculty member (aided/self-financed) of the University campus, nominated by the Patron on the suggestion of committee of students' members under the chairmanship of President of the council	<b>Till the duration of nomination</b>
17.	Counsellor- Innovation	A faculty member (aided/self-financed) of the University campus, nominated by the Patron on the suggestion of committee of students' members under the chairmanship of President of the council	<b>Till the duration of nomination</b>
18.	Counsellor- Placement	A faculty member (aided/self-financed) of the University campus, nominated by the Patron on the suggestion of committee of students' members under the chairmanship of President of the council	<b>Till the duration of nomination</b>
19.	Counsellor- NSS	A faculty member (aided/self-financed) of the University campus, nominated by the Patron on the suggestion of committee of students'	<b>Till the duration of nomination</b>

		members under the chairmanship of President of the council	
20.	President	Pre-final year student of any academic program of the university having good academic record (No Back/Supplementary and not having any disciplinary action against him/her)	<b>One year</b>
21.	General Secretary	Pre-final year student of any academic program of the university having good academic record (No Back/Supplementary and not having any disciplinary action against him/her)	<b>One year</b>
22.	Secretary- Academic (UG)	Pre-final year student of any academic program of the university having good academic record (No Back/Supplementary and not having any disciplinary action against him/her)	<b>One year</b>

23.	Secretary-Academic (PG)	Pre-final year student of any academic program of the university having good academic record (No Back/ Supple and not having any disciplinary action against him/her)	<b>One year</b>
24.	Secretary-Games & Sports	Pre-final year student of any academic program of the university having good academic record (No Back/ Supple and not having any disciplinary action against him/her)	<b>One year</b>
25.	Secretary-Social Work	Pre-final year student of any academic program of the university having good academic record (No Back/ Supple and not having any disciplinary action against him/her)	<b>One year</b>
26.	Secretary-Cultural	Pre-final year student of any academic program of the university having good academic record (No Back/ Supple and not having any disciplinary action against him/her)	<b>One year</b>

*OK*

*[Signature]*

*[Signature]*

*4*

27.	Secretary- Technical	Pre-final year student of any academic program of the university having good academic record (No Back/ Supple and not having any disciplinary action against him/her) and preferably should be from engineering faculty.	<b>One year</b>
28.	Secretary- Library	Pre-final year student of any academic program of the university having good academic record (No Back/ Supple and not having any disciplinary action against him/her)	<b>One year</b>
29.	Secretary- Hostels	Pre-final year student of any academic program of the university having good academic record (No Back/ Supple and not having any disciplinary action against him/her). He/ she should be residing in the hostel of the university.	<b>One year</b>
30.	Secretary- Innovations	Pre-final year student of any academic program of the university having good academic record	<b>One year</b>



		(No Back/ Supple and not having any disciplinary action against him/her)	
31.	Secretary-Placement	Pre-final year student of any academic program of the university having good academic record (No Back/ Supple and not having any disciplinary action against him/her)	<b>One year</b>
32.	Secretary- NSS	Pre-final year student of any academic program of the university having good academic record (No Back/ Supple and not having any disciplinary action against him/her)	<b>One year</b>
33.	Secretary- Alumni	Pre-final year student of any academic program of the university having good academic record (No Back/Supple and not having any disciplinary action against him/her)	
34.	Treasurer	Pre-final year student of any academic program of the university having good academic record (No Back/Supple and not having any disciplinary action against him/her)	<b>One year</b>

35.	Co-Treasurer	Pre-final year student of any academic program of the university having good academic record (No Back/ Supple and not having any disciplinary action against him/her)	<b>One year</b>
36.	Member, Executive Committee ( <b>One member from each school</b> )	Final year/pre-final year student of any academic program of the university having good academic record (No Back/ Supple and not having any disciplinary action against him/her)	<b>One year</b>

### Rules & Byelaws

#### Membership of the council :-

Director/ Head of every institute/ department of the university will constitute a committee of 4 faculty members under his/ her chairmanship. This committee will nominate one final year male, one prefinal year male, one final year female and one prefinal year female student having good academic record from every fulltime academic program for the general body of the council.

Students, who have passed in back paper/ supple exam, will not be considered for membership of the general body. The student shall not have been subject to any disciplinary action by the Institute authorities.

This membership will be for one year.

Nomination of students will be done up to 15 to 25<sup>th</sup> June every year.

Time table for the

This date may be extended by the Patron.

*Ch*

*[Signature]*

*[Signature]*

*[Signature]* *LP*

## Important dates for the formation of Students' Council Every year

S. No.	Dates	Purpose
1-	15 <sup>th</sup> to 25 <sup>th</sup> June	Nomination of Final/ pre final year students from each full-time academic program for the membership of general body
2-	26 <sup>th</sup> to 30 <sup>th</sup> June	Nomination of office bearers by the committee from the pre-final year students, nominated for the membership of the general body
3-	26 <sup>th</sup> to 30 <sup>th</sup> June	Nomination of executive committee member (one from each school) from the final/Pre-final year students, nominated for the membership of the general body
4-	Up to 7 <sup>th</sup> July	Approval of office bearers and executive committee members by the patron (Vice-chancellor)
5-	8 <sup>th</sup> July	Official notification regarding formation of students' council for the year
6-	11 <sup>th</sup> July	First General body meeting & Installation of office bearers

**Note-** Above dates may be extended by the Patron (Vice-chancellor) as per need.



## **General body of the council**

### **A. Composition**

- 1- All the members nominated by the respective committee of every institute/ department.  
Membership of every nominated member will end after one year.
- 2- Patron, Co-patron, Chief Advisor-Finance Administration/Discipline, Chief Counsellor, Counsellor- Academic/ Games & Sports/ Social work/ Cultural/ Technical/ Library/ Hostels/ Innovation/ Placement/ NSS/ Finance/ Alumni.

### **B. Meeting**

In a year at least two meetings of general body are mandatory. As per the work many meetings may be called. In special circumstances special meeting may also be called.

### **C. Information of meeting**

At least seven days' prior information is compulsory for the General Body Meeting (GBM). Special General Body Meeting may be called on one day prior information (Through phone/SMS/email/WhatsApp etc.).

### **D. Quorum**

For normal meeting quorum requires 40% presence of general body members.

For special meetings- quorum requires 35 % presence of general body members.

If quorum is not completed in any meeting, meeting may be adjourned. After half an hour of scheduled time of meeting, adjourned meeting may be started. Decision taken in this meeting will be valid.

### **E. Date of Meetings-**

President and General Secretary of the students' council in consultation with Patron will decide the date of meeting.



## **F. Rights and Duties**

1. To confirm the minutes of last meeting.
2. To install the office bearers every year.
3. To monitor the activities of the students' council.
4. To decide the new work/ activities of the council.
5. To decide/ approve the annual budget of the council.
6. To take disciplinary action against the member involved in unfair activities.
7. To amend the rules & bye laws of the council.
8. Any other work for the welfare of the students' council.

## **Executive Committee of the Council**

### **A. Composition**

- 1- All the office bearers given in Table-01.
- 2- Dean-Administration and Security officer will be the special invitee.

### **B. Meeting**

In a month at least one meeting of Executive committee is mandatory. As per the work many meetings may be called. In special circumstances special/ emergent meeting may also be called.

### **C. Information of meeting**

At least 3 days' prior information is compulsory for the general meeting of the executive committee. Special/emergent meeting may be called on four hours' prior information (Through phone/SMS/email/WhatsApp etc.)

### **D. Quorum**

For normal meeting quorum requires 40% presence of Executive Committee members.

For special meetings- quorum requires 35% presence of Executive Committee members.

If quorum is not completed in any meeting, meeting may be adjourned. After half an hour of scheduled time of meeting, Adjourned meeting may be started. Decision taken in this meeting will be valid.

### **E. Date of Meetings-**

President and General Secretary of the students' council in consultation with patron will decide the date of meeting.

### **F. Rights and Duties**

The Executive Committee shall be the Executive Authority & as such shall have the power to carry out the activities as per objectives of the council. It shall exercise all the powers delegated to it by the General body. It shall consider all matters, make necessary recommendations before these are discussed by the General body meetings.

The Executive Committee shall have the right:

- a. To conduct and monitor the various activities.
- b. To form the various committees (Academic/Games & sports etc.) for proper functioning and representation of students in various work.
- c. To examine monthly accounts submitted by treasurer.
- d. To examine, sanction, or disallow, estimates of the expenditure as the case may be.
- e. To receive & collect all subscribed or donated sum & expend or invest the same for the purpose of the council. All the money belonging to it to be deposited in the account in the name of the council in well-known bank, to be operated jointly by the Treasurer & General Secretary or President of the council.
- f. To consider & recommend for the proper action against professional misconduct on the part of any of the members & generally to administer the affairs of the Council.
- g. To issue instructions for the proper working of the council and for the maintenance and administration of council's office.
- h. To appoint staff for proper functioning of the association or remove staff. To decide remuneration of the staff.
- i. To represent any matter in which they consider the interest of the council.
- j. To fill any vacancy of its members, office bearers, or representatives of the council on various bodies for the remaining part of the year.
- k. To select/nominate poor students for scholarship or any other support by the University.
- l. To select/nominate the students for support by the University in project/attending International Seminar/paper or poster presentation in National or International Seminar.
- m. To examine annual accounts, approve budget and annual report before presenting them at the annual general meeting.
- n. To make proposals for amendment in the rules & byelaws of the Council.



## Office bearers of the Council

1. Office bearers of the council shall be as per the table-01.  
Eligibility and Tenure of the office bearers are given in Table-01.
2. Patron, Co-Patron, Chief Advisor- Finance, Chief Advisor Administration, Chief Advisor-Discipline, Chief Counsellor, Counsellor-Academic, Counsellor- hostels, Counsellor-finance, and Counsellor Alumni will be the Ex-officio office bearers.
3. Counsellor- Games & Sports, Counsellor-Social Work, Counsellor-Cultural, Counsellor-Technical, Counsellor-Library, Counsellor-Innovation, Counsellor-Placement & Counsellor-NSS will be nominated by Patron on the suggestion of committee of students' member under the chairmanship of President of the Council.
4. President, General Secretary, Secretary-Academic (UG), Secretary-Academic (PG), Secretary-Games & Sports, Secretary- Social Work, Secretary- Cultural, Secretary-Technical, Secretary-Library, Secretary-Innovation, Secretary-Placement, Secretary-NSS, Treasurer & Co-treasurer shall be nominated from the student members of general body as per their eligibility given in Table-01 by the approval of the recommendations of the committee of following members, from the Patron of the Council-
  - a. Pro Vice-chancellor
  - b. Dean, Student Welfare
  - c. Dean, Administration
  - d. Dean, Academic
  - e. Chief Proctor
  - f. Accounts Officer
5. The above committee will also recommend one student member from general body as executive member from each school as per their eligibility given in table-01. After approval from the Patron of the council they will become executive member.



## **Duties of the office bearers**

### **Patron**

1. Patron will nominate Counsellor- Games & Sports, Counsellor-Social Work, Counsellor-Cultural, Counsellor-Technical, Counsellor-Library, Counsellor-Innovation, Counsellor-Placement & Counsellor-NSS on the suggestion of committee of students' member under the chairmanship of President of the council.
2. The Patron shall approve/disapprove the recommendation of the committee for the nomination of President, General Secretary, Secretary-Academic (UG), Secretary-Academic (PG), Secretary-Games & Sports, Secretary- Social Work, Secretary- Cultural, Secretary-Technical, Secretary-Library, Secretary-Innovation, Secretary-Placement, Secretary-NSS, Secretary-Alumni, Treasurer Co-treasurer and Member, Executive Committee (one from each school).
3. The Patron shall guide the Council.

### **Co-Patron**

Co-Patron in absence of the Patron will perform the duties of Patron.

### **Chief Advisor- Finance**

The Chief Advisor- Finance will monitor the financial activities of the Council. He/ She shall guide the Council in financial matters.

### **Chief Advisor- Administration**

The Chief Advisor-Administration shall guide the Council regarding administrative matter of the Council.

### **Chief Advisor- Exams**

The Chief Advisor-Exams shall guide the Council regarding administrative matter of the Council.

### **Chief Advisor- Discipline**

The Chief Advisor-Discipline shall monitor the discipline and security related matters. He/She shall guide the Council regarding these matters.

### **Chief Counsellor**

The Chief Counsellor will monitor the activities of the student's Council and guide the counsellors.

### **Counsellors**

Counsellors shall advise their respective secretaries and committees for proper functioning.

**Note-** All counsellors shall be subordinate to the chief counsellors in all decision-making powers and Chief counsellor shall be subordinate to the patron.

### **President-**

The president of the students' council shall be the chief executive of the Council.

He/She shall-

1. supervise & Coordinate the general affairs of the general body.
2. represent views of the students at all forums of the university.
3. be an ex officio special invitee to the Academic council of the University.
4. be a member of various bodies of the University where a representative of the students' council is required.
5. preside over meetings of the General body/ Executive committee.

### **The General Secretary-**

1. shall be in charge of the office of the Council.
2. shall conduct all correspondence.
3. shall issue notice, summons, attend meetings and keep records thereof.
4. shall maintain a correct & up to date register of all members.
5. shall organize the activities of the Council with the help of other concerned Secretaries.
6. shall bring any matter which he/she considers necessary in the interest of Council to the notice of the executive committee.
7. all the publications of the Council will be in the name of the General Secretary.
8. shall have general supervision of all accounts & pass all bills for payment. However, in special circumstances the President may also sign the bills and sign cheques jointly with the treasurer.
9. shall prepare with the help of the treasurer statement of accounts for approval of the Executive Committee.
10. shall prepare the annual report and after getting it approved by Executive Committee, place it before the annual general meeting for adoption.
11. shall be the ex-officio representative of the council at different forums.

### **Secretary- Academic (UG)**

1. shall coordinate all under graduate academics.
2. shall be responsible for all executive and financial activities of Academics' Committee (UG) of the Council.
3. shall be the convener of Academics' Committee (UG).

### **Secretary- Academic (PG)**

1. shall coordinate all Post graduate academics.
2. shall be responsible for all executive and financial activities of Academics Committee (PG) of the council.
3. shall be the convener of Academics' Committee (PG).



### **Secretary-Games & Sports**

1. shall supervise and coordinate all Games and Sports activities of the Council.
2. shall Be the convener of Games & sports committee of the council.
3. shall Be responsible for all executive and financial activities of the sports committee.
4. shall Be responsible at all forums for the activities of the sports festival of the Students' Council.

### **Secretary-Social Work**

1. shall Supervise and coordinate all social activities of the Council inside and outside the University campus.
2. shall Be the convener of Social Work committee of the council.
3. shall Be responsible for all executive and financial activities of the Social Work Committee.

### **Secretary-Cultural**

1. shall supervise and coordinate all cultural activities of the Council.
2. shall Be the convener of cultural committee of the council.
3. shall Be responsible for all executive and financial activities of the cultural committee.
4. shall Be responsible at all forums for the activities of the cultural festival of the Students' Council.

### **Secretary-Technical**

1. shall supervise and coordinate all technical activities of the Council.
2. shall be the convener of technical committee of the council.
3. shall be responsible for all executive and financial activities of the technical committee.
4. shall be responsible at all forums for the activities of the technical festival of the Students' Council.

### **Secretary-Library**

1. shall supervise and coordinate all activities of the Council related to the library.
2. shall Be the convener of library committee of the council.
3. shall Be responsible for all executive and financial activities of the Library committee.



Four handwritten signatures in blue ink are present at the bottom of the page. From left to right: a large, stylized signature; a signature with a horizontal line underneath; a signature with a horizontal line underneath; and a signature with a horizontal line underneath.



### **Secretary- Hostels**

1. shall supervise and coordinate all activities of the Council related to the hostels.
2. shall be the convener of Hostel Committee of the Council.
3. shall be responsible for all executive and financial activities of the Hostel Committee.

### **Secretary- Innovation**

1. shall supervise and coordinate all activities of the Council related to the Innovations & startups.
2. shall be the convener of Innovation Committee of the Council.
3. shall be responsible for all executive and financial activities of the Innovation committee.

### **Secretary- Placement**

1. shall supervise and coordinate all activities of the Council related to the placement.
2. shall be the convener of Placement Committee of the Council.
3. shall be responsible for all executive and financial activities of the Placement committee.

### **Secretary- NSS**

1. shall supervise and coordinate all activities of the Council related to the NSS.
2. shall be the convener of NSS Committee of the Council.
3. shall be responsible for all executive and financial activities of the NSS Committee.

### **Treasurer**

1. shall oversee and check all financial expenditure of the Students' Council.
2. be responsible to the Executive Committee and through the Executive Committee to the General Body for the overall financial affairs of the Students' Council.
3. be the ex-officio Convener of the Finance Committee of the Council, preside over its meetings and be responsible for its activities.
4. shall report to the Executive Committee from time to time the status of the finances of the Students' Council.

### **Co- treasurer**

In absence of the treasurer, co treasurer will perform the duties of the treasurer.

### **Member, Executive Committee (One member from each school)**

Member will participate in the Executive Committee meetings of the Council.

They may represent their views in the Executive Committee meetings.

In case of voting on any issue they may vote.

### **Finances**

#### **Account of the Council**

There shall be an account of the Council in reputed bank.

This account will be operated by the President/ General Secretary and treasurer of the Council.

Signature of treasurer is mandatory for operating the account.

## **Financial Support from the University**

The University will transfer the amount per year as per the budget (excluding income from sponsorship) approved by the General body of the Council, for the various activities of the Council.

## **Sponsorship**

The Students' Council may bring sponsorship for various programs. The financial sponsorship will be deposited in the bank account of the Council.

Expenditure from the sponsorship amount will be made as per the approval of the Patron and Chief Advisor-Finance

4

oe





