



নগাঁও বিশ্ববিদ্যালয় NAGAON UNIVERSITY

*A public State University established by upgrading Nougong College (Autonomous), Nagaon under
ASSAM ACT NO. of 2023*

Old A.T. Road, Nagaon-782001, Assam

Estd.:: 2023

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Notice

Date: 04/09/2025

All students of Nagaon University are hereby informed that after considering different suggestions from the students of Nagaon University the Draft Constitution of the Nagaon University Students' Union has been revised and is now available for review.

The revised draft is accessible through the following means:

- Various student WhatsApp groups
- The official university website

Students are instructed to submit their constructive feedback or suggestions in written form only to the Dean, Students' Welfare (i/c) on or before 05.09.2025.

(Dhrubajyoti Baruah)
Registrar (i/c), Nagaon University
Registrar i/c
Nagaon University
Nagaon (Assam)

Copy to:

1. P.S. to the Hon'ble Vice Chancellor, Nagaon University
2. Dean Students Welfare(i.c), Nagaon University

(Dhrubajyoti Baruah)
Registrar (i/c), Nagaon University

REVISED DRAFT CONSTITUTION OF NAGAON UNIVERSITY STUDENTS' UNION

Drafting Committee:

Dr. Lakhya Jyoti Borthakur, Associate Professor, Nagaon University

Dr. Nabaprasad Nath, Associate Professor, Nagaon University

Dr. Chandan Hazarika, Assistant Professor, Nagaon University

PART-I

1.1. Preamble

We, the students of Nagaon University, having solemnly resolved to constitute a Students' Union into a democratic, inclusive, and representative body, to secure to all its members' justice – academic, social, and cultural; liberty of thought, expression, belief and participation; equality of status, opportunity and voice; and fraternity assuring the dignity of every student and the unity and integrity of the student community, do hereby adopt, enact, and give to ourselves this Constitution for the Nagaon University Students' Union.

1.2. Name of the Union:

The name of the Union is the 'Nagaon University Students' Union' (NUSU).

1.3. Definition:

The Union/NUSU means the 'Nagaon University Students' Union'.

University means Nagaon University.

Vice-chancellor means Vice-Chancellor of Nagaon University.

Registrar means Registrar, Nagaon University.

DSW means Dean Students' Welfare, Nagaon University.

The authority means the authority of Nagaon University.

The NUSU Executive Body means the Executive Body consisting of the Office-bearers of the Nagaon University Students' Union.

Any position (s)/Post (s) referred to, means the officer(s)/ faculty members of Nagaon University.

Students' Advisory Council means the Students' Advisory Council of Nagaon University formed as per the Clause 45 (1) of the Nagaon University Act, 2023.

The Constitution means the Constitution of Nagaon University Students' Union.

1.4. Office:

The office of NUSU shall be in the main campus of the University and it shall be its official address.

1.5. Aims and Objectives:

- To represent the student community of Nagaon University and to protect and promote their academic, cultural, social, and democratic rights within the university framework.
- To strive for the overall development of students by encouraging academic excellence, intellectual engagement, and a vibrant culture of dialogue, innovation, and critical thinking.

- To foster unity, inclusiveness, and cooperation among students from different backgrounds, with special attention to the needs and rights of marginalized, and specially-abled students, ensuring a campus free from discrimination and inequality.
- To act as a channel of communication between the student body and the university administration, facilitating communication, collaboration, and the resolution of issues affecting students.
- To organize and support educational, cultural, literary, social, and sports activities that contribute to the holistic growth and well-being of students.
- To uphold and defend democratic principles within the campus, ensuring that student grievances are addressed fairly, and that the rights to participation, expression, and representation are respected.
- To cultivate leadership, civic responsibility, and a sense of social commitment among students, encouraging active participation in community engagement and nation-building.

- **1.6. Activities:**

The NUSU shall mainly organize the following activities:

- a. The NUSU shall organize all the activities of Nagaon University Week viz. cultural, music, debate, lectures, quizzes, recitation, literary activities, sports etc.
- b. The NUSU will publish University magazine, bulletin, wall magazine etc.
- c. Celebration of regional, national and international events/days of importance including Tithis of Saints, birth and death anniversaries of celebrated personalities.
- d. Social service and social relief activities.
- e. Any such other activities that shall help in realizing the aims and objectives of the NUSU.

The Dean Student's Welfare shall monitor and advise the members of the NUSU/Union in carrying out the activities.

PART-II

2.1. Structure and Role:

I. The Vice Chancellor:

The Vice-Chancellor shall be the Chief Patron of NUSU and take all necessary steps to ensure proper functioning of NUSU/NUSU Executive Body adhering the provisions of this Constitution.

II. The Registrar:

The Registrar, Nagaon University shall report to the Vice Chancellor and will function under the directions of, and in consultation with, the Vice Chancellor in matters related to NUSU as per the provisions of statutes of the Nagaon University.

III. The Dean Students' Welfare:

The Dean Students' Welfare, Nagaon University shall act as an Advisor to the NUSU/NUSU Executive Body as per the provision of the Statutes of Nagaon University.

IV. Coordination Council:

There shall be a Coordination Council to NUSU with the following members:

- a) Dean Students' Welfare as Chairperson
- b) Teachers-in-Charge of the different Offices/Portfolios of NUSU nominated by DSW with due approval of the Vice Chancellor.
- c) Two Senior faculty members as Union In-Charge

The tenure of the nominated faculty members of the Coordination Council shall be one year with a provision of re-nomination.

The Coordination Council shall have the coordinating role for proper functioning of activities of NUSU.

2.2. Membership to the Union:

- a) All regular students of the University except students of certificate and diploma courses shall be the members of the Union.
- b) Every student shall have to pay a Union fee as decided and notified by the University authorities at the time of admission.
- c) Membership of a student shall cease to exist if she/he is expelled/rusticated/terminated from the University due to reasons deemed valid by the authority.

2.3. The NUSU Executive Body: Structure and Functions

The NUSU Executive Body shall consist of the following office bearers:

- 1) One President (**Reserved for PG Students**)
- 2) One Vice President (**Reserved for 2nd year students of FYUGP and 1st year students of 2 years PG programme**)
- 3) One General Secretary
- 4) One Assistant General Secretary (**Reserved for 1st and 2nd year students of FYUGP and 1st year students of 2 years PG programme**)
- 5) One Secretary, Outdoor Games
- 6) One Assistant Secretary, Outdoor Games
- 7) One Secretary, Indoor Games
- 8) One Editor, Nagaon University Magazine (**Reserved for 1st and 2nd year students of FYUGP and 1st year students of 2 years PG programme**)
- 9) One Secretary, Debate & Symposium Section
- 10) One Secretary, Music Section
- 11) One Secretary, Cultural Section
- 12) One Secretary, Fine Arts
- 13) One Secretary, Boys' Common Room (Reserved for Boys)
- 14) One Secretary, Girls' Common Room (Reserved for Girls)
- 15) One Secretary, Students' Welfare
- 16) One Secretary, Social Services
- 17) One Departmental Representative as executive member of NUSU from each academic Department elected/nominated by the students of the respective Department (**Reserved for Final year students of FYUGP and 1st and 2nd year students of PG programme**).

The process of election/nomination of the Departmental Representative shall be initiated by the Head of the Department (HoD) and the faculty members. They shall adopt a method deemed appropriate and conducive for the purpose. The name of the elected/nominated Departmental Representative shall be communicated by the HoD of the respective department to the Dean of Students' Welfare within the deadline notified by the Election Committee.

All the office bearers of NUSU shall function within the framework of this constitution under the supervision of DSW and Advisory Committee of NUSU and will be responsible for smooth functioning of NUSU. The office bearers of NUSU under no circumstances shall violate the

students 'Code of Conduct' as stated in the 'Students' Manual of Ethics and Code of Conduct' of Nagaon University.

2.4. Mode of Election of the NUSU Office Bearers:

The office bearers of the Executive Committee of NUSU shall be elected directly and all students enrolled for a regular course Nagaon University will be eligible to cast vote for their prospective candidates.

2.5. Eligibility criteria for contesting candidates:

- a. The candidate must be a regular full-time student of the University having course duration of minimum of 1 year.
- b. Students enrolled exclusively under the distance mode are not eligible for contesting in NUSU election.
- c. The candidate shall have an attendance record of at least 75% in the current semester till the date of her/his filing of the nomination paper.
- d. The candidate shall not have any record of Academic offences, ragging, any other disciplinary action and/or convicted of any criminal offence or misconduct.
- e. The candidate must not have any academic arrears in the year of contesting the election.
- f. A candidate shall not be allowed to contest for more than one office bearers of the Executive Committee.
- h. Age-limit for Undergraduate students for contesting in NUSU election shall be 17 to 22 years as on the date of filling up his/her nomination paper.
- i. The maximum age-limit for Postgraduate students to contest in NUSU election is 25 years as on the date of filling up his/her nomination paper.
- j. 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 during their entire tenure as student in Nagaon University.

2.6. Grounds for Removal from Office

A NUSU office bearer shall be removed from their position if:

- a) They have been convicted of a criminal offense, accepted a guilty plea in court, or placed on probation due to criminal behaviour.
- b) They have been penalized by the University for engaging in intimidating or threatening conduct that endangers individuals or University property.
- c) They have been found guilty of using unfair means in any examination conducted by the University or an affiliated Board.
- d) She/he has joined any political party or students' organization affiliated to any political party.

2.7. Official Tenure

The official tenure of NUSU shall be

- a) Till the date of oath-taking of the succeeding office bearers of NUSU.
- b) On the due date of completion of his/her university final examination as a regular student of Nagaon University.
- c) If the election of NUSU cannot be held in a particular year, the Vice Chancellor of the University may, in consultation with the Advisory Committee of NUSU, decide accordingly.

2.8 Meetings of NUSU Executive Body:

- a. The NUSU Executive Body shall meet at least once in a month or as and when deemed necessary.
- b. The General Secretary will convene the meeting by issuing a prior notice at least 3 days before.
- c. An Emergency meeting may be convened in consultation with other members by issuing a notice at least 24 hours before.
- d. All meetings shall be held at the NUSU office.
- e. The agenda of the meeting shall be notified along with the notification of the meeting.
- f. A Proceeding Book of the meetings shall be maintained by the General Secretary of NUSU.

2.9. Quorum:

In all general as well as in emergency meetings, one third of the total members shall constitute the Quorum.

2.10. Budget:

- a. The DSW will convene a budget meeting after the formation of the Advisory Committee of NUSU.
- b. The Registrar, all Teachers-in-Charge and all the office-bearers of NUSU shall be present in the budget-meeting.
- c. The budget proposed by the University authority shall be placed by the DSW in the meeting for discussion and consideration.
- d. A copy of the budget as agreed upon in the budget meeting shall be placed before the Vice-Chancellor for necessary approval.

2.11. Fund:

- a. Fund shall be exclusively utilised for the welfare of students as per the approved budget.
- b. Fund from one head will not be transferred to another head.
- c. The University authority shall regulate the disbursement of fund as per rules framed in this regard from time to time.

- d. All disbursements of funds will be initiated from the office of the DSW and made through the office of the Registrar.
- e. The office bearers of NUSU shall submit the statement of the expenditures incurred within 15 days from the date of disbursement of the fund along with all supporting documents to the office of the DSW. The statement of the expenditures and supporting documents shall be forwarded by the concerned Teacher-in-Charge.
- f. The account of NUSU shall be audited as per the finance rules of the University.
- g. The unspent balance, if any, of the funds of NUSU of a year may be spent for the purpose of Students' welfare and shall not be carry forward for the next year.

PART-III

3.1 The Election Process:

- a) The Vice-Chancellor shall appoint the DSW or any other senior faculty member in the absence of DSW as the election commissioner.
- b) The DSW, with due approval from Vice- Chancellor shall constitute an election committee with the following composition
 - i) One Returning Officer from amongst the senior faculty members
 - ii) Two Assistant Returning officers from amongst the teachers
 - iii) Three members from amongst the teachers
 - iv) observer (s) from amongst the senior faculty members
- c) A Discipline Maintenance and Vigilance Committee may also be formed by the DSW involving faculty members of the university for the purpose of maintaining discipline during the NUSU election.
- d) The election committee shall be responsible for the entire election process till the counting of votes.
- e) The election committee, within seven days from the date of declaration of result, shall submit a compliance report to DSW.

3.2 Submission of the Nomination Paper:

Interested candidates shall collect the nomination papers from the election office paying the amount fixed by the election committee. A candidate must submit the nomination paper(s) as per the notified election schedules. A candidate may submit a maximum of 2 (two) sets of duly filled-up nomination papers along with only one set of relevant testimonials/documents as instructed.

3.3 Scrutiny of Nomination Papers:

The scrutiny of the nomination papers shall be done by the Election Committee and a provisional list of contesting candidates whose nomination papers are found valid, shall be published by the Returning Officer on the same day of scrutiny of the nomination papers.

3.4 Rejection of Nomination Papers:

Nomination papers shall be rejected on the following reasons/grounds:

- 1. Failure on the part of the candidate to submit along with the nomination paper(s)
 - i) Class attendance certificates in original of the candidate with requisite percentage of attendance.

- ii) Original Hostel Dues Clearance Certificate of the candidate in case the candidate is a university hostel boarder.
 - iii) Self attested photocopies Grade-Sheets of previous semesters for UG/PG second/third year/fourth year candidates. Candidates belonging to UG first semester/PG first semester are exempted from submission of marksheets/grade sheets of the previous programmes.
 - iv) Self-attested photocopies of the clearance certificates of university fees of the candidate.
 - v) The Proposer and the Supporter of a candidate must be regular students and voters of NUSU election.
 - vi) Original University Hostel Dues Clearance Certificate of the Proposer and the Supporter in case of hostel boarder.
2. Failure on the part of the candidate, the proposer and the supporter to sign their names in full. Signing in block letters shall also lead to rejection.
 3. Failure to write the name of the Office clearly, correctly and in exact form as it appears in the Election Notification.
 4. Making a false declaration in the nomination paper(s).

3.5 Withdrawal of Nomination Papers:

Withdrawal of candidature shall have to be made by the candidate in the prescribed format signed in the presence of the proposer and supporter as witness before the Returning Officer.

3.6 Casting of Votes

- a. Office bearers shall be elected by secret ballot.
- b. Valid Identity Card issued by the Registrar/authorized officers of the University or Admission slip must be produced by the voters at the time of casting vote. Otherwise, he/she will not be allowed to cast his/her vote.
- c. Voting shall be done on the day of the election as per the time and venues fixed by the Election Committee. A group of faculty members, appointed by the University Authority, shall act as the Presiding Officers. The Polling agents (maximum seven numbers for each candidate) duly appointed by the Election Committee shall witness the entire polling process. After the stipulated time, the ballots boxes shall be sealed properly and returned to the RO along with the Presiding Officers' Diary and Account of Ballots. The Returning Officer shall keep the Sealed boxes in safe custody until the counting process starts.

3.7 Counting of ballots:

Counting of ballot papers shall be done on the same day of the election as per the time and venues fixed by the Election Committee. The RO shall appoint a group of faculty members to

act as Counting Officers. The candidates and his/her Counting Agents (one for each candidate) duly appointed by Election Committee shall witness the whole counting process.

3.8 Rectification of Errors:

Any error related to the counting of ballots shall be immediately brought to the notice of the Counting-in-charge deputed by the RO, by the candidates or their Counting Agents present in the process and that shall be rectified then and there. Hence no claim for recounting shall be entertained.

3.9 Declaration of Results:

The committee shall submit the final result of NUSU election to the DSW. DSW shall formally announce and notify the result.

3.10 Frequency and Modalities of Election:

- a. The election shall be held on a yearly basis and most likely within 6 to 8 weeks from the date of commencement of the academic session.
- b. The entire process of election, starting from the date of filing of nomination papers to the date of declaration of result, including the campaigning period, should not exceed 10 days.
- c. In the event of a vacancy in the office of any major portfolio(s) (President, General Secretary,) arising due to lack of valid nomination or any other reason deemed valid by the authority, re-election shall be conducted within two months of the election. If the situation does not permit re-election, then
 - (i) in case of vacancies in the office of the President, the Vice Chancellor shall have the power, if he/she deems fit, to appoint the Vice President, if available, to take the charge of the President with full power and responsibilities.
 - (ii) in case of vacancies in the office of the General Secretary the Vice Chancellor shall have the power, if he/she deems fit, to appoint the Assistant General Secretary, if available, to take charge of General Secretary with full power and responsibilities.
 - (iii) in case of vacancies in any other office(s) the Vice Chancellor shall have the power, if he/she fit, to give it as an additional charge to any existing office bearer.
 - (iv) In the event of a vacancy in the office(s) of any portfolio(s) arising due to resigning or any other reasons, after two months from the date of declaration of election results, the same procedure as prescribed in sub clause c (i, ii, iii) stated above shall be applicable for filling up those portfolios.

3.11 Election Expenditure:

- i. The election expenditure borne by a candidate shall not exceed Rs.5000/- (five thousand only).

ii. Each candidate shall submit complete and audited accounts, certified by the candidate himself/herself to the Election Committee within two weeks of the declaration of the results. The University shall publish such audited accounts through its official website within 2 days of submission of such accounts.

iii. The election of the candidate will be nullified in the event of any non-compliance or in the event of any excessive expenditure.

iv. In view of preventing the inflow of funds from political parties into the student election process, the candidates are specially barred from utilizing funds from any other sources than voluntary contributions from the student body.

3.12 Assumption of the office by the Elected members:

i. After the declaration of the result, the newly elected members shall assume office after taking oath in presence of DSW and Teachers-in-charge.

ii. DSW, in consultation with the Vice-chancellor, shall form the Coordination Committee before the oath taking ceremony.

iii. The oath taking ceremony shall be organized as soon as possible after the declaration of the Election result. Under no circumstances it should take more than 10 days from the date of declaration of the result.

4. Code of Conduct:

4.1. 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.

4.2. Criticism of other candidates, when made, shall be confined to their policies and programs, past record and work. Candidates shall refrain from criticism of any aspects of the private life which is not connected with the public activities of the other candidates, or their supporters based on unverified allegations or distortion.

4.3. There shall be no appeal on caste or communal feeling for securing votes. Place of worship within or outside the campus shall not be used for election propaganda.

4.4. All candidates shall be prohibited from indulging in or abetting any activities which are considered to be "corrupt practices" and offenses, such as bringing of voters, intimidation of voters, impersonation of voters, canvassing or the use of propaganda within 100 meters of polling station, holding public meeting during the period of 24 hours ending with the hour fixed for the close of the poll, and providing of transport and conveyance to voters to and from polling station.

4.5. No candidate shall be permitted to make use of printed posters, printed pamphlets, or any others printed material for the purpose of canvassing. Candidates may only utilize handmade posters procured within the expenditure limit set out in these Rules.

4.6. Candidates may only utilize handmade posters at designated places in the campus, which shall be notified in advance by the 'Nagaon University Election Conduct Committee constituted by the University authority.

4.7. No candidate shall be permitted to carry out processions or hold public meetings, or in any way canvass or distribute propaganda materials outside the University campus.

4.8. No candidate shall, nor shall his/her supporters, deface or cause any destruction to any property of the University.

4.9. During the period of election, no person, who is not a regular student of the University, shall be permitted to take part in the election process in any capacity. If so found, an FIR against the accused shall be lodged in the police station and the candidate who shall engage such person in his/her election activities shall be subject to disciplinary proceedings, in addition to forfeiture of his/her candidature as the case may be.

4.10. During the election campaigning period, the candidates may hold processions and/or public meetings provided that such processions and /or public meetings do not, in any manner, disturb the classes and other academic and co-curricular activities of the University. Further, such procession/public meeting shall not be held without prior written permission of the Registrar, Nagaon University. Campaigning inside the classroom is strictly prohibited.

4.11. The use of loudspeakers, vehicles, mascots and animals for the purpose of canvassing shall

(i) co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction;

(ii) not serve or distribute any eatables, or other solid and liquid consumables, except water on polling day;

(iii) not hand out any propaganda on the polling day.

4.12. On the day of polling, student organization and candidates shall:

i) co-operate with the officers on election duty to ensure peaceful and orderly polling and provide complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction;

ii) not be allowed to serve or distribute any eatables, or other solid and liquid consumable, except water.

iii) not hand out any propaganda/ pamphlet on the polling day.

4.13. Except the voters, no person without a valid pass/letter of authority from the Election Committee of the University shall enter the polling area.

4.14. The Election Committee of the University shall appoint observers to oversee the process of nomination of the candidates and smooth conduct of the election. If the candidates have any specific complain or problem regarding the conduct of the election, they may bring the same to the notice of the observers and Grievance Redressal Cell of Nagaon University.

4. 15. All candidates shall jointly be responsible for ensuring the cleaning up of the polling area within 48 hours of the conclusion of polling.

4. 16. Any contravention of any of the above recommendations may make the candidate liable to be stripped of his/her candidature, or his/her elected post, as the case may be. The Election Committee of the University may also take appropriate disciplinary action against such a violator.

5. Non-compliance/violation of the Rules:

Any contravention of the above recommendations may make the candidate liable to be stripped of his/her candidature, or elected post as the case may be. The Election Committee may also advise the University authority to take appropriate disciplinary action against such a violator. In addition to the above, a candidate may also be prosecuted for any violation under provision of the Indian Penal code, 1860 (Section 153 and Chapter IX A "Offenses Relating to Election") if it is so decided by the Vice Chancellor in consultation with the Election Committee.

6. Grievance Redressal Mechanism

6.1 A Grievances Redressal Cell (GRC) shall be constituted by Vice-Chancellor with the Dean Student Welfare as the chairperson. In addition, one senior faculty member, one senior administrative officer and two final year students – one boy and one girl (till the election results declared, students can be nominated on the basis of merit and/or participation in the co-curricular activities in the previous year). The grievance redressal cell shall be mandated with the redressal of election-related grievances, including, but not limited to breaches of the code of conduct of elections and complaints relating to election related expenditure. This cell would be the regular unit of the institution.

6.2 In pursuit of its duties, the grievance cell may prosecute violators of any aspect of the code of conduct or the rulings of the grievance cell. The grievance cell shall serve as the court of original jurisdiction. The Vice Chancellor shall have appellate jurisdiction over issues of law and fact in all cases or controversies arising out of the conduct of the elections in which the

grievance cell has issued a final decision. Upon review, the Vice Chancellor may revoke or modify the sanctions imposed by the grievance cell.

6.3 In carrying out the duties of the office, the Grievance cell shall conduct proceedings and hearings necessary to fulfil those duties. In executing those duties, they shall have the authority:

- a) to issue a writ of subpoena to compel candidates, agents, and workers, and to request students to appear and give testimony, as well as produce necessary records; and

- b) to inspect the financial reports of any candidate and make these records available for public scrutiny upon request.

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

6.5 The Grievance cell may dismiss a complaint if:

- (a) the complaint was not filed within the time frame prescribed

- (b) the complaint fails to state a cause of action for which relief may be granted

- (c) the complainant has not and / or likely will not suffer injury or damage

6.6 If a complaint is not dismissed, then a hearing must be held. The Grievance cell shall inform, in writing, or via e-mail, the complaining party and all individuals or groups named in the complaint of the time and place of the hearing. The parties are not considered notified until they have received a copy of the complaint.

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

6.8. At the time notice of a hearing is issued, the Grievance cell, by majority vote, may issue a temporary restraining order, if it determines that such action is necessary to prevent undue or adverse effects on any individual or entity. Any restraining order, once issued, will remain in effect until a decision of the Grievance cell is announced after the hearing or until rescinded by the Grievance cell.

6.9. All Grievance cell hearings, proceedings, and meetings must be open to the public.

6.10. All Parties of the Grievance cell hearing shall present themselves at the hearing, may be accompanied by any other student from which they can receive counsel, and have the option to be represented by that counsel.

6.11. For any hearing, a majority of sitting Grievance cell members must be in attendance with the Chair of the Grievance cell presiding. In the absence of the Chair, the responsibility to preside shall fall to a Grievance cell member designated by the Chair.

6.12. The Grievance cell shall determine the format for the hearing, but must require that both the complaining and responding parties appear physically before the board to discuss the issues through a complaint, answered, rebuttal, and rejoinder format. The purpose of the hearing is to gather the information necessary to make a decision, order, or ruling that will resolve an election dispute. To effectuate this purpose, the following rules should prevail at all hearings:

- Complaining parties shall be allowed no more than two witnesses, however the Grievance cell may call witnesses as required. If said witnesses are unable to appear at the hearing, signed affidavits may be submitted to the Grievance cell Chair for the purpose of testifying by proxy.
- All questions and discussions by the parties in dispute shall be directed to the Grievance cell.
- There shall be no direct or cross-examination of any party or witness by complaining or responding parties during hearings.
- Reasonable time limits may be set by the Grievance cell, provided they give fair and equal treatment to both sides.
- The complaining party shall bear the burden of proof.
- Decisions, orders, and rulings of the Grievance cell must be concurred to by a majority of the Grievance cell present and shall be announced as soon as possible after the hearing. The Grievance cell shall issue a written opinion of the ruling within 12 hours of announcement of the decision. The written opinion must set forth the findings of fact by the Grievance cell and the conclusions of law in support of it. Written opinions shall set a precedent for a time period of three election cycles for Grievance cell rulings, and shall guide the Grievance cell in its proceedings. Upon consideration of prior written opinions, the grievance cell may negate the decision, but must provide written documentation of reasons for doing so.
- If the decision of the Grievance cell is appealed to the institutional head, the Grievance cell must immediately submit its ruling to the commission.
- The Grievance cell shall select the remedy or sanction most appropriate to both the type and severity of the infraction, as well as the state of mind or intent of the violator as determined by the Grievance cell. Possible remedies and sanctions include, but are not

limited to, fines, suspension of campaigning privileges, and disqualification from the election.

- Any fine or total amount of fines against a candidate in an election cycle may not exceed the spending limit as defined herein above.
- If, after a hearing, the Grievance cell finds that provisions of this Code were violated by a candidate, or a candidate's agents or workers, the Grievance cell may restrict the candidate, or the candidates' agents or workers, from engaging in some or all campaign activities for some or all of the remainder of the campaign. If an order is issued covering only part of the remaining campaign period, it shall take effect immediately so that after its termination, the candidate will have an opportunity to resume campaigning during the days immediately prior to and including the election days.
- If, after a hearing, the Grievance cell finds that provisions of either this Code or decisions, opinions, orders, or rulings of the Grievance cell have been willfully and blatantly violated by a candidate, or a candidate's agents or workers, the Grievance cell may disqualify the candidate.
- Any party adversely affected by a decision of the Grievance cell may file an appeal with the institutional head within twenty-four (24) hours after the adverse decision is announced. The institutional head shall have discretionary appellate jurisdiction over the Grievance cell in all cases in which error on the part of the Grievance cell is charged.
- The decision of the Grievance cell shall stand and shall have full effect until the appeal is heard and decided by the institutional head.
- The Vice Chancellor shall hear appeals of Grievance cell rulings as soon as possible, but not within twenty-four (24) hours after the Grievance cell delivers to the Appellant and the Vice Chancellor a copy of its written opinion in the case. The Vice Chancellor shall be entitled to issue suitable orders to suspend or halt the operation of the ruling/decision/order appealed against, until the appeal is finally heard and disposed of. Appeal may be heard prior to this time, but only if the Appellant waives the right to a written opinion and the Vice Chancellor agrees to accept the waiver
- The Vice Chancellor shall review findings of the Grievance cell when appealed. The Vice Chancellor may affirm or overturn the decision of the Grievance cell, or modify the sanctions imposed.

7. Maintenance of Law and Order

Any instance of acute lawlessness or the commission of a criminal offense shall be reported either to the Discipline Maintenance and Vigilance Committee of Nagaon University or to the local police by the Authorities of the University as soon as possible, but not later than 12 hours after the alleged commission of the offence.

8. Removal of difficulties

In case of any difficulty that may arise in the implementation or interpretation of these rules or non-coverage of any provision in certain cases, the Vice Chancellor's decision shall be final and binding on all concerned.

Part -IV

4.1 Amendment of the Constitution

A provision of this Constitution may be amended as and when necessary. Such an amendment must be approved by the Executive Council of Nagaon University.

4.2 Interpretation of the Constitution, Removal of Doubts and Difficulties

If any doubt arises in the interpretation of this constitution or any rule framed there under, it shall be referred to the Vice Chancellor of Nagaon University and his decision thereon shall be final.

4.3 Emergency Power

Notwithstanding any provision contained in the constitution, the Vice-Chancellor of Nagaon University in any emergency may take action as she/he deems fit and report the same to the Executive Council of the University.

4.4. Commencement of the Constitution

This Constitution of NUSU or any amendment thereof, shall have to be adopted by simple majority of the students of Nagaon University in a general meeting held for this purpose and come into effect immediately subject to the approval of the Executive Council as and when formed. The commencement of this constitution shall be notified by the Registrar of Nagaon University.

4.5 The First Election:

The first election of NUSU shall be held after the adaptation of this Constitution by simple majority of the students of Nagaon University in a general meeting.

NOTE: Any interpretation of the Constitution of Nagaon University Students' Union given by the Vice Chancellor of Nagaon University shall be final and binding in all aspects.