

Himachal Pradesh University
"General Administration Section"

No.3-1/80-HPU (Genl.) Vol.XII

Dated: Shimla-5, the

NOTIFICATION

26 AUG 2016

In exercise of the powers vested in him under section 12-C(7) of the H.P. University Act, 1970, the Vice-Chancellor has been pleased to approve the Constitution of nomination based students' representation for the formation of the Students' Central Association (Campus) & College Students' Central Association (CSCA) from the Academic Session 2016-2017 onwards (Copy enclosed) for its implementation in the University and Colleges affiliated to/maintained by the University.

Encls: As above.

Endst. No. : Even

Copy to: -


REGISTRAR

26.8.2016

Dated: **26 AUG 2016**

- 1 The Principals of all the Colleges affiliated to / maintained by H.P. University, Shimla-5.
- 2 The Secretary to the Chancellor, H.P. Raj Bhavan, Shimla-2.
- 3 The Secretary (Hr. Edu.) to the Govt. of H.P., Shimla-2.
- 4 The Director (Hr. Education) to the Govt. of H.P., Shimla-1.
- 5 The Dean of Studies / DSW/ Chief Warden/ Dean CDC, HPU, Shimla-5.
- 6 The Director, H.P. University Regional Centre, Dharmshala, Distt. Kangra/ Principal, H.P. University Centre for Evening Studies, the Mall, Shimla-1.
- 7 The Incharge, Computer Centre (Web Master)/Assistant Web Administrator, B.Tech. Computer Centre, HPU with the request to hoist enclosed constitution of SCA/CSCA on the University website.
- 8 The Public Relations Officer, HPU, Shimla-5.
- 9 SPS to the Vice-Chancellor/ Pro Vice-Chancellor/ PA to Registrar/ P.S. to the Dean of Students' Welfare/ P.S. to P & DO/ Incharge (Admn.), HPU, Shimla-5.
- 10 The Supdt. (Meeting), General Administration Section, H.P. University, Shimla-5 with the request to report the action taken by the Vice-Chancellor under 12-C(7) in the next meeting of the Executive Council.
- 11 Guard File.


REGISTRAR

26.8.2016

HIMACHAL PRADESH UNIVERSITY
STUDENTS' CENTRAL ASSOCIATION (CAMPUS)/COLLEGE STUDENTS
CENTRAL ASSOCIATION (CSCA)

CONSTITUTION

I. AIMS AND OBJECTIVES

- a) True education aims at holistic and integrated development of an individual's personality including intellectual, physical, emotional, moral and ethical aspects in search of truth.
- b) It should transform him / her into an ideal citizen and a national asset. It should enable him / her to contribute significantly to the process of nation building and to the development of a harmonious society.
- c) In view of the overarching importance of education, everyone must have a right for uninterrupted education in an academic institution.
- d) To help in fulfilling the obligations of the UGC with regard to effective teaching days as prescribed from time to time and to ensure the implementation of UGC guidelines and rules and regulations as provided in the University's Act, Statutes, and Ordinances with regard to attendance requirement, academic and examination schedules, etc.
- e) Since students are the central focus of any educational system / institution, their participation in its activities is undoubtedly essential within the overall perspective as stated above.

II. DEFINITIONS

The following terms used hereunder shall mean, unless the context otherwise so requires, as:

- a) "**Himachal Pradesh University Campus**" means teaching Departments of the University at Shimla-171 005.
- b) "**Department**" means a University Teaching Department established and maintained as per Ordinances of the University.
- c) "**Student**" means any person on the rolls of a Post-Graduate Teaching Department (for courses in which eligibility requirements are a bachelor degree) undertaking a course of study on regular and full time basis.
- d) "**Association**" means Himachal Pradesh University's Students' Central Association (Campus).
- e) "**Principal Advisor**" means the Dean Students' Welfare.
- f) "**Teacher Advisor**" means the teacher or teachers nominated by the Vice-Chancellor.
- h) "**Misconduct**" shall mean that a student is guilty of all or any of the

- i) is expelled from the University / educational institution;
- ii) involved in a non-bailable offence;
- iii) disqualified on account of use of unfair means in an examination;
- iv) indulging in acts of intimidation / threats or creates a fear psychosis;
- v) damages the property of the University, an educational institution or any public property;
- vi) prevent any official / person from performing his / her normal duties or assault on University official;
- vii) brings bad name to the University by his / her conduct on or outside the University Campus;
- viii) disrupts classes on the Campus or in any other educational institution;
- ix) indulges in ragging / eve teasing;
- x) is a defaulter of University dues / fines / mess charges etc.;
- xi) is found by the DSW / committee constituted by the Vice-Chancellor guilty of violation of the rules, regulations, notifications issued from time to time etc. by the authorities.

III. FUNCTIONS

- i) To ensure the maintenance of proper academic atmosphere and orderliness amongst the students;
- ii) To promote corporate social and cultural life of students and to train them in their duties, responsibilities and rights of citizenship;
- iii) To promote opportunities for the development of character, leadership, discipline and spirit of service among students;
- iv) To coordinate and integrate the activities of various committees / societies / clubs in the University;
- v) To help in the organization of academic / cultural and sports activities in the University
- vi) To help in improving the living conditions in hostels and implementation of hostel discipline and rules framed from time to time to create conducive academic atmosphere free of violence and fear psychosis.

VI. QUALIFICATIONS AND ELIGIBILITY

For Postgraduate regular students age limit to legitimately for nomination would be 25 years as on 31st July of every year.

For research students the maximum age limit to legitimately for nomination would be 28 years as on 31st July of every year.

IV. COMPOSITION

1. University and all its affiliated Govt. Degree Colleges must constitute a student representative body on the basis of nominations called Students' Central Association (SCA)/CSCA.
2. Students' Central Association SCA (Campus) shall comprise of only regular Post Graduate, M. Phil./LLM/M.Tech. students as well as the research scholars (Ph. D.) who are on the regular rolls of the university. However, the representation of students under different categories to form this body shall be as following:

A. CULTURAL

There shall be two nominations under this category from amongst the students excelling in cultural and co-curricular activities only. The nominations shall be made by Dean Students' Welfare, H.P.University on the recommendatons of the Committee constituted for admission under cultural quota.

B. SPORTS:

There shall be two nominations under sports category from amongst the outstanding sportspersons. The nominations shall be made by the Director of Physical Education and Youth Programmes, H.P. University Shimla.

C. NOMINATIONS BASED ON ACADEMIC MERIT (For Postgraduate, M.Phil/LLM/M.Tech. Students only):

Irrespective of the strength of the students admitted in the respective course, the nomination under this category shall be as following:

- (a) There shall be one nomination from amongst the students admitted in the first semester and the criterion for determining the merit for nomination shall be based on the qualifying examination only in the said course. No candidate with academic arrear at the time of nomination shall be nominated.

- (b) There shall be one nomination from amongst the students of third semester and the criterion for determining the merit for nomination shall be based on the combined merit in first and second semester examinations. If the result of second semester is awaited, the merit of the candidate shall be determined on the basis of the first semester result. No candidate with academic arrear at the time of nomination shall be nominated.
- (c) There shall be one nomination from amongst the students of the fifth semester and the criterion for determining the merit for nomination shall be based on the combined merit of first, second, third and fourth semester examinations. If the result of fourth semester examination is awaited, the merit of the candidate shall be determined on the basis of combined merit of first, second and third semester results. No candidate with academic arrear at the time of nomination shall be nominated.
- (d) There shall be TWO nominations from amongst the regular full time M.Phil./LLM/M.Tech students of the university. The criterion for nomination shall be the merit of qualifying examination only. No candidate with academic arrear at the time of nomination shall be nominated.

D. Ph.D. Students (The candidate must be a regular full time scholar of the university):

There shall be one nomination from amongst the senior most Ph.D. students and the criterion for determining the seniority shall be the date of registration of the scholar.

IMPORTANT NOTE: It is pertinent to mention that in the event of getting compartment/re-appear or failure in the preceding semester, the nomination of the candidate which was made prior to the declaration of his/her result will cease to exist.

3. It is recommended that the office bearers: President, Vice – President, Secretary and Joint Secretary shall be nominated from amongst the above nominated Post Graduate students only. It is further recommended that President and Vice-President shall be from third & fifth semester nominated students only, while Secretary and Joint Secretary shall be from first semester nominated students only. However, the criteria of nomination shall be as following:
- (a) **PRESIDENT & VICE-PRESIDENT:** The president shall be nominated from amongst the nominee form Third and Fifth semesters. The candidate highest in merit shall be nominated as President, The candidate next in merit (excluding the faculty to which the PRESIDENT nominated belongs to) shall be nominated as Vice-President.
- (b) **SECRETARY & JOINT SECRETARY:** The SECRETARY & JOINT SECRETARY shall be nominated from amongst the nominee from First Semester. The candidate highest in merit shall be nominated as SECRETARY. The candidate next in merit (excluding the faculty to which the SECRETARY nominated belongs to) shall be Joint Secretary.
4. If any difficulty / problem arises in the smooth functioning of this system of Nomination the same shall be resolved by an advisory committee consisting of following members:
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|--|------------------|
| (i) Dean of Studies | Chairperson |
| (ii) Dean of Students' Welfare | member secretary |
| (i) Three Senior Professors to be nominated by the Vice Chancellor | members |
5. It is recommended that all Govt. Degree Colleges affiliated to H.P. University shall follow this nomination mechanism keeping in view the

pertinent issue of discipline in the institution. However, the committee recommends the nominations to constitute College Students Central Association (CSCA) under different categories (as the case may be) as following:

- (i) Rovers 1 nomination (amongst outstanding Boy)
- (ii) Rangers 1 nomination (amongst outstanding Girl)
- (iii) NSS-2 nominations (amongst outstanding Participants)
- (iv) NCC-2 nominations (amongst outstanding Participant girl-1 and boy - 1)
- (v) Cultural-2 nominations (outstanding participants)
- (vi) Sports-2 nominations (outstanding) Position Holders/Participation in Inter-University or Inter-College
- (vii) Clubs/Societies 2 nominations (If functional)-(Outstanding participants)

6. Nominations on the basis of academic merit shall be as following:

(i) **HUMANITIES**: There shall be three nominations from humanities as follows: (a) One nomination shall be from first year/first semester on basis of the merit in qualifying examinations, i.e., +2 or its equivalent, (b) One nomination shall be from the second year/third semester on the basis of the merit and (c) One nomination shall be from third year/ fifth or sixth semester on the basis of the merit in the preceding years. No candidate with the academic arrears shall be nominated.

(ii) **COMMERCE**: There shall be three nominations from Commerce as follows: (a) One nomination shall be from first year/first semester on basis of the merit in qualifying examinations, i.e., +2 or its equivalent, (b) One nomination shall be from the second year/third semester on the basis of the merit and (c) One nomination shall be from third year/ fifth semester on the basis of the merit in the preceding years. No candidate with the academic arrears shall be nominated.

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(iii) **SCIENCES:** There shall be three nominations from Sciences as follows: (a) One nomination shall be from first year/first semester on basis of the merit in qualifying examinations, i.e., +2 or its equivalent, (b) One nomination shall be from the second year/third semester on the basis of the merit and (c) One nomination shall be from third year/ fifth semester on the basis of the merit in the preceding years. No candidate with the academic arrears shall be nominated.

(iv) **BBA** There shall be three nominations from BBA as follows: (a) One nomination shall be from first year/first semester on basis of the merit in qualifying examinations, i.e., +2 or its equivalent, (b) One nomination shall be from the second year/third semester on the basis of the merit and (c) One nomination shall be from third year/ fifth semester on the basis of the merit in the preceding years. No candidate with the academic arrears shall be nominated.

(v) **BCA:** There shall be three nominations from BCA as follows: (a) One nomination shall be from first year/first semester on basis of the merit in qualifying examinations, i.e., +2 or its equivalent, (b) One nomination shall be from the second year/third semester on the basis of the merit and (c) One nomination shall be from third year/ fifth semester on the basis of the merit in the preceding years. No candidate with the academic arrears shall be nominated.

Important Note;

- (i) Criteria to determine the merit and the eligibility of the candidate to be nominated shall be the same as mentioned at Sr.No.2(C) for PG courses in all Colleges.
- (ii) It is pertinent to mention that in the event of getting compartment/re-appear or failed in the preceding class/semester, the nomination of the candidate which was made prior to the declaration of his/her result will cease to exist.
- (iii) That all courses of studies pertaining to relevant/concerned faculties approved by the University including B.Sc. (Bio-Tech), BJMC and all such courses that are run by the College shall be given representation through nomination and that no course remain unrepresented.
- (iv) That in case of non-declaration of last result the last declared result shall be considered for nomination but not below the result of the qualifying exam.
- (v) That the nomination of the only those students shall be considered who have Indian Citizenship.

7. It is recommended that the office bearers, President, Vice- President, Secretary and Joint Secretary shall be from amongst the nominated students only. That the President and Vice-President shall be nominated from the B.A./B.Sc./B.Com final year/fifth semester/equivalent course in the Colleges and in those colleges where Undergraduate and Post-Graduate Courses are available the President and Vice-President shall be nominated from M.A./M.Sc./M.Com first/third semester in case of P.G. course and B.A. B.Sc./B.Com. final year/fifth semester/equivalent course in case of UG classes on purely academic merit basis. The Secretary and Joint-Secretary shall be nominated from any courses of studies. The criterion for nomination for these office bearers shall be as following

- (i) **PRESIDENT:** Highest in merit amongst all the above nominated students.

- (ii) **VICE-PRESIDENT:** Highest in merit amongst the nominees , excluding the faculty /class/department from which the nomination for PRESIDENT is made.
- (iii) **SECRETARY:** Highest in merit amongst the nominees, excluding the faculty /class/department from which the nominations for PRESIDENT and VICE-PRESIDENT are made.
- (iv) **JOINT SECERATRY:** Highest in merit amongst the nominees left, excluding the faculty /class/department from which the nominations for PRESIDENT, VICE-PRESIDENT and SECRETARY are made.

Important Note: In those colleges where any of the above mentioned faculty /stream/deparment is non-existent the creteria of nomination shall be developed accordingly, keeping in view the fact that nominations is given to all (faculties department etc.) strictly on the basis of merit. The CSCA so formed shall remain functional till 31st March of the academic year where after the CSCA shall cease to exist.

- 8. It would be binding on the students representative body i.e. (CSCA) thus formed in the colleges to adhere, in letter and spirit, to all those recommendations made in the CSCA Constitution.
- 9. If any difficulty / problem arises in the smooth functioning of this system the same shall be resolved by an advisory committee consisting of following members:
 - (i) Principal of the College Chairperson
 - (ii) Member Secretary from the Teaching Staff
 - (iii) Three Senior Teachers to be nominated by the Principal

v. **OFFICE BEARERS AND EXECUTIVE COMMITTEE**

The Dean Students' Welfare will be the Principal advisor of the Students' Central Association (Campus) and its Executive Committee. The Chief Warden, Director of Physical Education and Youth Welfare and five teachers nominated by the Vice Chancellor will be the members of the Executive Committee. In addition, the Executive Committee shall consist of:

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- i) President
 - ii) Vice President

- iii) Secretary
- iv) Joint Secretary
- v) Five members from amongst Department Representatives

VIII. DUTIES OF OFFICE BEARERS

a) **President**:- The President will coordinate the meetings of the Executive Committees as well as meetings of the SCA.

b) **Vice-President**:- The Vice-President shall perform all the duties of the President in the latter's absence. He / she will automatically become the officiating President if the President resigns or is unable to discharge his / her duties for the rest of the term.

c) **Secretary**:- The Secretary of the SCA (Campus) will assist the President in performance of his / her duties.

d) **Joint Secretary**:- The Joint Secretary will perform all the duties of Secretary in latter's absence. He / she will automatically become the officiating Secretary if the Secretary resigns or is unable to discharge his / her duties for the rest of the term.

XII. MEETINGS

a) The Students' Central Association will meet at least once in every three months (the first quarter starting from the beginning of the Academic Session).

b) The ordinary meetings may be convened by the President by giving at least one week's notice.

c) One-third of the total students membership shall form the quorum.

d) A special meeting for specific purposes can be requisitioned by at least one-third of the total student members through a notice in writing under their signatures by giving at least 15 days notice.

e) If the situation so demands, the Principal Advisor may call an emergency meeting.

f) No confidence motion against any of the members of the Executive committee can be moved only if one-third members of Students' Central Association are in favour of the motion and give 15 days notice in writing.

The motion after discussion will be put to vote. If two-thirds student members are in favour of the No Confidence Motion, it will be treated as carried.

- g) The meeting of Executive Committee as well as of Students' Central Association shall be presided over by the Principal Advisor.

XIII. GRIEVANCES REDRESSAL MECHANISM:

1. There shall be a Grievances Redressal Cell with the Dean Students' Welfare as its Chairman. In addition, one senior faculty member, one senior administrative officer and two students – one boy and one girl, can be nominated on the basis of merit of III/V Semesters in cultural & Sports activities on rotation basis, every year. The grievance cell shall be mandated with the redressal of election-related grievance, 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.
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 institutional head shall have appellate jurisdiction over issues of law and fact in all cases or controversies arising out of the conduct of the elections, which the grievance cell has issued a final decision. Upon review, the institutional head may revoke or modify the sanctions imposed by the grievance cell. For this purpose the Institutional Head shall mean the Dean of Studies for the University Campus and Director in the case of Regional Centre, Dharamshala.
3. In carrying out the duties of the office, the Grievance Cell shall conduct proceedings and hearing necessary to fulfill those duties. In executing those duties they shall have the authority:
 - i. To issue a writ of subpoena to compel candidates, agenda, and workers, and to request students to appear and given testimony, as well as produce necessary records; and
 - ii. To inspect the financial reports of any candidate and make these records available for public scrutiny upon request.

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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.
 5. The Grievance Cell may dismiss a complaint if-
 - i. The complaint was not filed within the time frame prescribed in the recommendations referred to above;
 - ii. The complaint fails to state a cause of action for which relief may be granted.
 - iii. The complainant has not and/or likely will not suffer injury or damage.
 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 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.
 7. The hearing shall be held at the earliest possible time, but not later than twenty-four (24) hours after receipt of the notice described above, unless all parties agree to waive the 24-hours time constraint.
 8. At the time, notice of hearing is issued, the Grievance Cell, by majority vote, may issue a temporary restraining order, if it is of the opinion that such an 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.
 9. All Grievance Cell hearing, proceedings, and meetings must be open to the public.
 10. All parties of the Grievance Cell shall present themselves at the hearing, may be accompanied by any other students from which they can receive counsel, and have the option to be represented by that counsel.
 11. For any hearing, a majority of sitting Grievance Cell members must

be present along with the Chairperson of the Grievance Cell. In the absence of the Chair, the responsibility to preside shall fall to an Grievance Cell member designated by the Chair.

12. The Grievance Cell determining the format for the hearing must require that both the complaining and responding parties appear in person 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:-

- i. 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.
- ii. All questions and discussion by the parties in dispute shall be directed to the Grievance Cell.
- iii. There shall be no direct or cross-examination of any party or witness by complaining or responding parties during hearings.
- iv. Reasonable time limits may be set by the Grievance Cell provided they give fair and equal treatment to both sides.
- v. The complaining party shall bear the burden of proof.
- vi. Decisions order and rulings of the Grievance Cell must be concurred to by a majority of the Grievance Cell 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 ruling, 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

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written documentation of reasons for doing so.

- vii. If the decision of the grievance Cell is appealed to the institutional head, the Grievance Cell must immediately submits its ruling to the competent authority concerned.

The Grievance Cell shall selection the remedy or sanction most appropriate to both the type and severity of the infraction, as well as the stand 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.

- i. if, after a hearing, the Grievance Cell finds that provisions of this Code were violated by a candidate, or a candidate's agent or workers, the Grievance Cell may restrict the candidate, or the candidate's agents or workers, from engaging in some or all campaign activities for some or all of the remainder of the campaign. In an order is issued covering only part of the remaining 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.
- ii. If, after a hearing, the Grievance Cell finds that provisions of either this Code or decision, opinions, orders, or ruling 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.
- iii. 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 and Grievance Cell in all cases in which error on the part of the Grievance Cell is charged.

- iv. The decision of the Grievance Cell shall stand and shall have full effect until the appeal is heard and decided by the institutional head.
- v. The institutional head shall hear appeals filed against the decision of Grievance Cell as soon as possible, but not later than twenty four (24) hours after the Grievance Cell delivers to the Appellant and the institutional head a copy of its written opinion in the case. Appeal may be heard prior to this time, but only if the appellant waives the right to a written opinion and the institutional head agree to accept the waiver.
- vi. The institutional head can issue suitable orders to suspend or halt the operation of the ruling issued by the Grievance Cell until the appeals are decided.
- vii. The institutional head shall review finding of the Grievance Cell when appealed. The institutional head may affirm or overturn the decision of the Grievance Cell, or modify the sanctions imposed.

XIV. TERM AND DISSOLUTION

- a) A member of the Students' Central Association shall continue to be a member only, till the expiry of the academic year, i.e. upto 30th June, where after SCA shall cease to exist. Further, an individual member will cease even earlier to be a member of the SCA if he/she ceases to be on the rolls of the University.
- a) If at any stage, the DSW receives any complaint or is of the considered opinion that the functioning/continuation of the SCA is defeating its very aims and objectives, and feels that due to the activities of SCA, there is a possibility of violence and threat to uninterrupted education or peace, he may recommend to the Vice Chancellor its suspension or dissolution as the case may be. The decision of the Vice Chancellor in this regard shall be final.

Amal
18/8/16

Shweta
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