

The Constitution of the IPGME&R Students' Union

Direct Election:

OBJECTS:

Article - 1

OBJECTIVES:

Article- 1.1

The IPGMER Students' union will have the following objectives : To open a route of Communication of ideas and problems of students of IPGME&R for discussion and remedial action from the end of college Authorities.

Article- 1.2

To uphold the dignity and tradition of IPGMER and other medical educational institutions in the state.

Article- 1.3

To encourage a spirit of discussion on medical and scientific objects, in students.

Article- 1.4

To organize relief and social work whenever the situation arises, so as to enable the students to think for social problems within their limitation.

Article- 1.5

To infuse the spirit of self-reliance, cultural and educational improvement and general welfare into the hearts of the students.

Article- 1.6

To promote the spirit of fellow feeling, unity, integrity and good conduct among the students so as to equip themselves to be worthy citizens of the country.

Article- 1.7

To establish a free and direct communication route between the teachers and the students so far acquisition of knowledge is concerned.

Article- 1.8

To promote co-operation and communication amongst the past and present students and to deal with related College Reunion matters by them.

Article - 2

Members:

Article- 2.1

All the students of, IPGMER, Kolkata, who are studying M.B.B.S. course till their studentship is terminated by publication of the results of the Final Professional MBBS examination and they are declared passed or by any other method as approved by the Authority from time to time will be the **General Members** of IPGMER, Students' Union.

Article - 3

Executive Session and Structure of the Executive:

Article- 3.1

An Executive Committee will be formed every year to represent the above mentioned aims and objects. The Session of this Executive Committee of the Students' Union will extend over a period of one year.

Article- 3.2 Structure of the Executive : All the Affairs of the Students' Union shall an Executive Committee consisting of : -

- a) President 1 (one)
- b) Vice-President 1 (one)
- c) General Secretary 1 (one)
- d) Asst. General Secretary 1 (one)
- e) Treasurer 1 (one)
- f) Sectional Secretaries
 - i) Athletic Secretary 1 (one)
 - ii) Literary & Scientific Secretary 1 (one)
 - iii) Social Service & Students' Welfare Secretary 1 (one)
 - iv) Common Room Secretary 1 (one)
 - v) Ladies Common Room Secretary 1 (one)
- g) Asst. Sectional Secretaries
 - i) Asst. Athletic Secretary 1 (one)
 - ii) Asst. Literary & Scientific Secretary 1 (one)
 - iii) Asst. Social Service & Students' Welfare Secretary 1 (one)
- h) Class Representatives : 2 from each class.

Article - 4 Functions of Executives:

Clause - 1 The Executive committee in addition to the powers confirm med upon them shall regulate and direct the general affairs of the students' Union subject to the confirmation by the general body members from students general meeting.

Clause - 2 The Executive committee shall exercise all such powers and do all such work as may be done by he Union and which are not hereby expressly directed or required to be exercised or done by the Union at a general meeting without prerequisite information to the general power conferred by the preceding caused herein the Executive Committee.

- (a) Represent any matter in which they consider the interest of IPGMER is hampered or affected before the local authorities, Govt. WBUHS, and any official or non-official bodies
- (b) Organize and bring to effect all matters regarding the Re-union of the past and present students of IPGMER.
- (c) Delegate its powers during long vacations to working committee to be elected by the Executive Committee from its members who will be present at that time.

- Clause - 3** Any negotiation committee or any investigating committee etc. shall be formed by the Executive Committee, in each case President being the Chairman and decision adopted by the Committee must be ratified by the executive committee.
- Clause - 4** The students' Welfare Fund and any relief fund shall be named by the Executive Committee with co-operation of the respective Sub-Committee.
- Clause - 5** When necessary the Executive Committee being supreme over all the sectional committees shall have every power either to confirm or to modify or to cancel any decisions of the section.
- Clause - 6** Regarding controversial Affairs within the Executive Committee, which it can not decide on the matter must at once be referred to and decided in the students' general meeting.
- Clause - 7** The EC may delegate its power to a working group of not more than two Class Representatives, elected by the EC itself to function during long vacations or emergencies or to conduct specific activity not coming within the purview of the several sub-committees provided under Article-6, except in the matters within the jurisdiction of the Authority.
- Article - 5** **Patron and Advisers:**
- Section - 1** **Patron :** there will be a body of patrons of the Students' Union of which the Director of Institute of Post Graduate Medical Education & Research and SSKM Hospital, Kolkata will be the Patron-in-Chief. The remaining patrons will be included in the Annual General Meeting.
- a) Director
 - b) MSVP
 - c) Dean of Students Affairs
 - d) Account Officer of IPGME&R
 - e) Secretary of IPGME&R
 - f) Two other teachers to be selected by the Executive Committee.

Advisers:

An Adviser will be selected from the teaching staff of this college by each of the 4 sections (Athletic, Literary & Scientific, Social Service & Students' Welfare and Common Room) in the very first meeting of the particular section.

Article - 6

Different Sections and sub-committee:

Section – A

Structure of the sub committees in common : Each Sub-committee defined in this article shall have the following office bearers and members for its smooth functioning.

- a) Secretary,
- b) Assistant Secretary,
- c) Three (3) elected by E.C. from amongst the CRs.,
- d) President IPGMERSS,
- e) General Secretary (ex-officio).

Section – B

Athletic Section :

Sub Section (a) Structure :

- i) Athletic Secretary
- ii) Asst. Athletic Secretary
- iii) 3 members (elected by the Executive Committee from amongst the class representatives).

Sub Section (b) Function :

Clause 1

The sectional Executive will direct regulate, advise the sectional secretary in all affairs of the section including also that of the budget and expenditure and the annual budget will be ratified by the Executive committee of IPGMER.

N.B. : Clause – 1 is applicable to all the sections.

Clause – 2

The Section will stimulate and promote the athletic activities of the students.

Clause – 3

The section will organize the various outdoor games for the students of this college and cultivate the spirit of sportsmanship and stimulate the idea of attaining the positive health amongst the students of this college and people at large.

- Clause – 4 Captains will be elected from amongst the players of Football, Cricket. All other outdoor games will be managed by the Athletic Section directly. Players will be selected by Athletic Section.
- Clause – 5 This section will organize tournament, excursions in any one or more of its sub-sections if permitted, and if necessary finance be granted or raised by the IPGMER Executives.
- Clause – 6 This section will promote healthy spirit of competition amongst the students of the various classes by organizing inter class tournaments and also it will enter into local inter-college, inter-University, inter-provincial or inter-Club tournaments on behalf of the IPGMERSU.
- Clause – 7 The section will hold the annual general sports on behalf of the IPGMERSU preferably in the month of Feb. or such time as may be declared by the IPGMER Executives.
- Clause – 8 Any issue whether of the nature of dispute or a controversy over any game must be referred to be the sectional Executive for necessary decision and action.
- Clause – 9 It will organize such other sports activities as it may be directed to do by the IPGMER Executive from time to time.
- Clause – 10 The plans, programs, and modes of execution of the functions of the section after being discussed and decided by the sectional Executive will again in its turn have to be discussed and checked in the bi-monthly meeting of the IPGMERSU Executive.
N.S. : Clause 10 is applicable to all the sections.
- Clause – 11 This section when authorized by the IPGMERSU Executive Committee or general body of members will elect an acting secretary or an acting Assistant Secretary or both from members of the section on his/her/their removal or resignation from the office till the by election is held. On the resignation or removal from the office of the secretary of the Section till the by-election is held.

N.B. : Clause 11 applicable to all the sections.

Section - C Scientific and Literary section

Sub Section A Structure - See Article 6 Section A

Sub Section b Functions

Clause – 1 See Article 6 section "A" Sub-Section (b) Clause 1.

Clause – 2 This section will stimulate and promote the literary and scientific activities of the students in general and hold health meetings and discussions and various competitions to that direction under the auspices of the IPGME&RSU.

Clause – 3 It will organize educational excursions, lectures, essay writings etc. and debates on Medical and other general interests.

Clause – 4 An Editorial Board for publishing the IPGME&R and SSKM Hospital college magazine.

(1) Editor – one professor to be elected by the Executive Committee of IPGME&RSU every year.

(2) Sub-Editors (i) Literary Secretary (ii) Asst. Literary Secretary, (iii) 2 members from the teaching staff to be elected by the Executive Committee of IPGME&RSU, (iv) Member of the Literary Section.

Clause – 5 This section will organize annual inter college cultural festival.

Section – D Social service and students' Welfare section

Sub – Section (a)Structure – See Article 6 Section A

Sub – Section (b) Functions :

Clause – 1 See Article 6 Section B Sub-section (b) Clause 1

Clause – 2 This section will organize social service in consultation with and through the Executive Committee.

- Clause – 3 This section will render voluntary service in floods earthquakes, epidemic etc., and medical relief and first aid in any disturbances in city and in the state or in the country.
- Clause – 4 This section will make and carry out plans and programs for moral and physical upliftment of the students, welfare of labourers and patients, organization of volunteer corps., social and natural service etc.
- Clause – 5 This section will organize various entertainments for the students including musical gathering and drama “Social gatherings and celebrations etc.

Following are applicable to all sections : -

1. Ex-officio member – The President and the General Secretary shall be the ex-officio members of all the Sectional Committee.
2. Convener of meetings – The Sectional Secretary, shall call the meeting of the sectional committee.
3. Each section shall be responsible for the prestige of the IPGME&RSU and any announcement or poster or propaganda for the section shall have to be made in the name of the Union by the Section concerned.

Section - E Students' Welfare Sub-Committee.

- Sub-Section (a) Structure
- (i) Director,
 - (ii) One Professor from clinical course.
 - (iii) One Professor from pre/para clinical course.
 - (iv) President of IPGME&RSU.
 - (v) General Secretary of IPGME&RSU.
 - (vi) Social Service and Students' Welfare Secretary.
 - (vii) One class representative from the Executive Committee elected by the latter.

Sub Section (b) Functions :

- Clause 1 This Sub-Committee will be in charge of the Students' Welfare Fund.
- Clause 2 This sub-committee will preserve the abovementioned fund and further try to increase it by variety programs, subscription/donation from outside and from the reserve fund of the students' Union if and when sanctioned in the outgoing Executive

Committee from the surplus left at the end of the session subject to final ratification by the general students in the Annual General Meeting and this fund will be utilized for the welfare of the needy students of the college as financial help and medical treatment and relief when necessary.]

Section – F Common Room Section.

Sub-section (a) Men's Common Room.

Clause -1. Structure

- (i) Common Room Secretary
- (ii) Two (2) men elected by EC from amongst the CRs
- (iii) President IPGME&RSU
- (iv) General Secretary (ex-officio)

Clause - Function

The section will be responsible for the general upkeep, maintenance, and necessary upgradation of the Men's Common Room.

Sub-section (b) Ladies Common Room Sub-Committee.

Clause -1 Structure

- (i) Ladies Common Room Secretary
- (ii) Two (2) ladies elected by EC from amongst CRs
- (iii) President IPGME&RSU
- (iv) General Secretary (ex-officio)

Clause -2 Function

The section will be responsible for the general upkeep, maintenance, and necessary upgradation of the Ladies Common Room.

Article 7 Powers and Functions of the Office Bearer.

Section A President.

Clause 1 The President is the presiding officer of the executive and general body and can call or direct the General Secretary to call such meeting when deemed expedient.

Clause 2 The President shall be the link between the authority and the students union and the representative spokesman in all matters which concern the interest and welfare of

the students along with the General Secretary or the Secretaries of different sub committees as the case may be.

Clause 3 The President shall preside over all the General Meeting, Executive Committee meeting etc. and shall regulate and co-ordinate the activities and guide the broad policies of the different sections of the Union.

Clause 4 He shall be an ex-officio member of all the Sections and shall preside over their meeting when present.

Clause 5 The resolution adopted in the general meeting of Executive Committee Meeting or any sectional meeting shall be looked upon by the president to be properly implemented.

Clause 6 He can ask the General Secretary or through him other sectional secretaries to submit all the papers for information and proper investigation.

Clause 7 President can depute the vice president to act on his behalf at any time on any particular matter or failing vice president any other executive committees members.

Section B Vice President

Clause 1 He shall lend a helping hand to the President in all affairs.

Clause 2 In the absence of the President, the Vice president will act as the President or when authorized to do by the former.

Clause 3 He will be member of all the sections and in absence of the President he will preside over all the sectional meetings.

Section C General Secretary

Clause 1 General Secretary will convene all the ordinary meetings of the Executive Committee and the students general meetings keeping the President properly informed.

- Clause 2 He will co ordinate the activities of the different sections and shall be an ex-officio member of the different sectional committees.
- Clause 3 He shall be the general officer responsible for all the files, papers and correspondence of his office and also those of the other sections submitted to him.
- Clause 4 He shall be an officer of link between the President and any of the following :
- a) College Authority
 - b) Executive Committee
 - c) Sections
 - d) General Students
 - e) Outside affairs
- And in case of major affairs where the students interests are hampered the General Secretary with the President may lead mass deputations to the authorities concerned.
- Clause 5 The General Secretary is the ex-officio member of each section and shall attend every sectional meetings. He will authorize Assistant General Secretary if he fails to attend the meeting. Any ordinary member of Executive may be deputed to attend the meeting on behalf of the General Secretary.
- Clause 6 He is required to know the activities and proceedings of all the sections of the union.
- Clause 7 He will have to call the Executive Meeting in time in consultation with the President and if necessary the concerned office bearers also.
- Clause 8 He is responsible for proper management of the union office and for keeping the proceedings of all the Executive Committee and general body meeting with the help of the assistant secretary general.
- Clause 9 He shall have to keep a monthly record of the work done by each section, which shall have to be produced by the secretaries to him at monthly intervals, falling this, the General Secretary shall inform the Executive Committee and if necessary he can bring a notice against the work of the section concerned.

Clause 10 He shall be an officer of link between the President and the sections for providing necessary papers for information to different sections and sub-sections as required or requisitioned.

Section D Assistant General Secretary

Clause 1 The Assistant General Secretary will assist the General Secretary in all his duties.

Clause 2 In absence of the General Secretary the Assistant General Secretary shall carry on all the duties of the General Secretary, exercising the powers as the General Secretary.

Clause 3 The Assistant General Secretary with the consent of the vice president shall convene all the meetings of the Executive sub committee.

Section E Treasurer

Clause - 1 The function of the Treasurer is to collect funds against receipt on behalf of the Union, make payments as per guidelines and keep accounts there-of as per delegation of IPGME&RSU.

Clause – 2 He will maintain the Bank accounts, preferably in Nationalised Bank(s) with the President & General Secretary of IPGME&RSU.

Section F Sectional Secretaries

Clause 1 Sectional Secretary being the convener of the section will call meetings of the sectional committee.

Clause 2 He shall keep all the records and accounts with the vouchers etc. concerned with his section and shall be responsible for proper expenditure of the budget allotted to his section. All records to be handed over to the treasurer when asked for.

Clause 3 He shall divide the work of the section amongst the members including the Assist. Sec. Secretary and shall keep weekly records of the progress of work from them.

- Clause 4 He shall have to submit to the General Secretary the agenda and time of the Sectional meeting at least 24 hours before the meetings, except in case of emergency.
- Clause 5 Minutes of the meetings shall have to be submitted to the General Secretary within 72 hours of the meeting.
- Clause 6 He can co-opt members into his section.
- Clause 7 Any resolution on emergency issue and the emergency meeting shall have to be properly informed to the President and Secretary within 24 hours.
- Clause 8 The Sectional Secretary with his sectional committee shall be responsible for the prestige of the Union and any announcement or poster or propaganda for the section shall have to be made in the name of the Union by the section concerned.

Section G Assistant Sectional Secretaries

- Clause 1 He will assist the Sectional Secretary in all the affairs of the section.
- Clause 2 He will get the same prerogatives of the sectional Secretary when the latter is absent.

Section H Class Representatives

- Clause 1 Class representatives shall be the link between the Executive Committee and respective class.
- Clause 2 The class representatives of each shall call for the plans and programs of the Union from their class at the beginning of the session to be submitted to the secretary concerned.
- Clause 3 Any class can approach the Executive or any section through its class representatives on any issue failing which it may intimate the President.
- Clause 4 Class representatives will be responsible for communicating to the class of any decision in the executive or in section on any issue and as such they shall inform the

class and take its opinion on that issue if necessary, and intimate the same to the General Secretary and Sectional Secretary concerned.

Clause 5 The class representative must inform the Secretary and the President about any meeting of his class before hand.

Article 8 Relation between the general students and the executive committee.

Clause 1 The general students can express their views or can enquire about the progress of work on the plans and programs announced by the Executive Committee at the beginning of the session through the respective class representatives. Opinions of the general students must be duly considered by the Executive of the section concerned.

Clause 2 The General students may investigate the work of the Union or of any section through their respective class representatives or through the General Secretary or the sectional secretary as the case may be, or can requisition a General meeting on any issue.

Article 9 Finance, Budget, Audit and purchase of requisites.

Section A Finance and Budget

1. Students Union fee of Rs. 25/- per annum payable to the students union directly.
2. Amount surplus, if any, received from the outgoing Executives.
3. The Executive Committee of the Students' union may raise subscription and Accept donations to increase its resources from the members or in any other prescribed form, if and when necessary.
4. Government grant as granted by the Government from time to time.

Section B Budget

The provisional detailed budget for the different sections for the current session will be drawn by the incoming Executive Committee. The budget will be formed under following heads :

- 1) Athletic Section, 2) Scientific and Literary Section, 3) Social Service Section, 4) Common Room Section, 5) General Section.

Sub-Section a :Mode of distribution :

Clause 1 At the very outset, budget must be made with the current income with at least 15% of it as reserved. The remainder will be distributed as follows :

- Clause 2 (i) Not less than 15% of the sum shall go to the Athletic section.
- (ii) Not less than 30% of the sum shall go to literary and scientific section.
- (iii) Not less than 20% of the sum shall go to the social service section.
- (iv) Not less than 20% of the sum shall go to the common room section.
- (v) Not less than 15% of the sum shall go to general section.

Clause 3 The distribution is not rigid and provision must be kept to increase the above allotments in different sections only in case of necessity.

Clause 4 Of the income from Section (A) (2) 40% will go to the Reserve Fund and the remaining 60% will be distributed to the different sections for supplementary expenditure in the Budget Session.

- i) Any amount from the money kept reserved can be utilized by any section in case of emergency subject to the approval of 60% of the members of the Executive Committee.
- ii) 20% of this reserve fund can be utilized at any time either by the president or by the General Secretary for any such emergency as may arise according to their discretion and for this the President or the General Secretary or both, as the case may be, shall have to be responsible to the Executive and the General students.
- iii) In matters of transfer of money, from one section to another section, such transfer can only be done by the President or General Secretary subject to the written approval of the Sectional Secretaries concerned. This transfer, however, has got to be ratified by the executive committee. (Such transfer may be made only), if help is

not available either from section or from the Reserve Fund. The Sectional Secretary can leave the program altogether subject to the approval of the IPGEM&RSU Executives.

Clause 5 Four copies of the finally passed budget will be made and signed by the Director. One copy will remain with the Hony. Treasurer, one in the Directors' Office and one in the students' Union Office. The fourth copy will be displayed on the Notice Board of the Students' Union for 7 days immediately after its passing through the Executive for the information of the General Students.

Clause 7 Any surplus of the current income in any section at the end of the session will go to the Reserve Fund.

Sub-Section b Mode of withdrawal:

Clause 1 Each sectional secretary is allowed to draw money and spend it in accordance with the budget, by means of requisition slips, printed and supplied by the Students' union. These requisition slips must be duly filled up by the Sectional Secretary and must be checked by and endorsed by the Director before issue of any payment. The requisition slips for withdrawal of money must also be supplemented by proper bills and vouchers. The bills will again be supported by proper order requisition slip issued to different parties while placing orders for the purpose.

Clause 2 Hony. Treasurer must tear off the Treasurer's counterfoil from the requisition book. Similarly the Sectional Secretary must take off his own copy from the requisition book and keep it with him.

Clause 3 The General Secretary and Sectional Secretaries shall have the power to withdraw ordinarily a sum not exceeding Rs 100/- and Rs 50/- respectively.

N.B. This rule can only be relaxed in case of real necessity subject to the approval of the President, General Secretary and the Hony. Treasurer, who will be responsible for any question regarding this if necessary.

Clause 4 The General Secretary for submission of accounts to the Treasurer must keep proper vouchers, against each requisition for which he will be responsible.

Clause 5 No Sectional Secretary will be allowed to exceed his budget as granted by the Executive Committee and no bills which exceed this amount be honoured, except by the executive committee, who can approve only when there is replaceable money from other sections or reserve Fund. Failure to comply with this rule will make the office bearer concerned liable to payment of such bills from their own resources.

Clause 6 Bills when submitted to the General Secretary must be paid off within 7 working days of submission and whenever possible the payment must be made by cheques.

Clause 7 No bills will be honoured if such bills are not submitted to the General Secretary or to the President within 3 weeks of actual expenditure. Failure to comply with this rule will make the office bearer concerned, liable to pay off such bills from his own resources.

Clause 8 During transitional period (i.e. the period between the closure of the last session account and the inauguration of the new session account) money required by the members of the New Executive may be drawn by a committee consisting of President, Vice President, and the General Secretary of the new Executive Committee, pending the subsequent approval of the new Executive Committee when it meets.

Section C Audit

Clause 1 The Hony. Auditor who must be a registered one is to be appointed by the Executive Committee at its first meeting if not already done in the Annual General Meeting.

Clause 2 Items of audit will consist of :

Sub-Clause A) All accounts under the head 'Budget' under review.

Clause 3 Accounts of the entire section must be sent to the election conduction committee within 10 days of the declaration of the General Election result every year.

Clause 4 The General Secretary must issue a notice to all the Sectional Secretaries concerned, by the 1st week of March and the Secretaries concerned are to submit duly all the accounts within 15 days of the issue of such notice. Thereafter, the accounts of the session will be officially suspended and no bills or vouchers will any

longer be honoured and for any such default or omission the Sectional Secretary concerned will be responsible.

Section D Purchase of Requisites :

The purchasing of requisites for different sections must be done by calling tenders from different parties. The order for purchase must be placed by means of printed requisition slips, supplied by the Union. These requisition slips must be duly filled in by the President and the General Secretary of the Union before the placing of any order for purchasing the requisition.

Section E Bank Account of Students' Union will be named as "Students' Union, IPGME&R, account holder will be General Secretary & President of and Treasurer of IPGME&RSU.

Section F Audit of Annual Festival will be placed separately. It may have separate Bank Account.

M E E T I N G

Article 10

Section A

General Meeting

Sub-Section

a) Annual General Meeting

Clause 1

There will be ordinarily one general meeting of the students' in a year and they will be known as "Annual General Meetings".

Clause 2

Annual General Meetings will be held 2 weeks before the General Election for the coming session and will transact the following business.

- i) Adoption of the Annual Report of the IPGEM&RSU.
- ii) Adoption of the accounts of the year.
- iii) Any ordinary member has got the right to speak or to give suggestions in the General Meeting.

Any ordinary member willing to have any resolution of the Annual General Meeting or intending to censor any member of the Executive Committee shall send them to the General Secretary 48 hours before the meeting.

Clause 3 There will be another students General Meeting which will be held within 15 days after the General Election for transacting the following:

- i) Announcement of the results of the General Election and Introduction of the office bearers to the General students.
- ii) Appointment of qualified Auditor.
- iii) Announcement of the names of the Patrons.
- iv) Thanks giving to the old Executive Committee.

Clause 4 There may be a half yearly general meeting mentioning the on going progress.

N.B. Annual General Meetings must be held with 7 days notice (with proper mention of the time and place).

Sub-Section (b) Other General Meetings.

Clause 1 The General Secretary can convene special General Meeting with 48 hrs. notice, keeping the President and the Executive Committee properly informed.

Quorum Quorum for all the General meetings are one sixth of the total number of ordinary members.

Sub-Section (c) Requisitioned General Meeting.

The General Secretary shall, on receiving a requisition signed by 100 or more ordinary members specifying the nature of business for which the special meeting is required, call a special general meeting thereof within 3 days of the receipt of such requisition.

Quorum Quorum for such meeting are 200 ordinary members.

Section B

Executive committee meeting

- Clause 1 Notice. The notice of each meeting specifying the date, venue and hour of the meeting and the nature of business to be transacted therein, shall be displayed in the Notice Board of the Students' Union at least 3 working days before the meeting.
- Clause 2 The General Secretary shall convene all the meetings of the Executive Committee keeping the President properly informed.
- Clause 3 There will ordinarily be Executive Committee Meeting once every month to discuss in detail the work done in all the sections during the period and to consider any discrepancy in any section.
- Clause 4 In the absence of both the President and the Vice-President in an executive Committee meeting, chairman will be decided for that meeting from amongst the members present.
- Clause 5 The President or General Secretary may call emergent meetings on 24 hours notice wherever deemed necessary.
- Clause 6 It will frame a provisional budget for different sections, for the current session, which has got to be ratified in students General Meeting.
- Clause 7 It will prepare the programs of the current session.
- Clause 8 Any resolutions or questions outside the announced agenda are to be sent to the General Secretary at least 24 hours before the meeting.
- Clause 9 Requisition meeting : The General Secretary shall on receiving a requisition signed by 9 or more members of the Executive Committee, on specified nature of the Business for which the special meeting is required, call a special meeting thereof within 7 days of the receipt of such requisition.
- Clause 10 Power to vote – All members of the Executive Committee shall be eligible to vote in the meetings of the Executive committee. The President shall, besides his ordinary vote have a casting vote in case of a tie.
- Quorum One third of the members shall form the quorum in all these meetings.

Section C Sectional Committee Meeting.

- Clause 1 Sections will meet at least twice every month for transacting ordinary business, with 3 days notice for the meeting.
- Clause 2 Sectional Secretaries will convene the meetings of the sections and they will inform the President, General Secretary and the Vice President properly about the venue and time of the meeting.
- Clause 3 In the case of emergency, sectional Secretary can call urgent meeting on 24 hours notice.
- Clause 4 The proceedings of the meetings are to be submitted to the General Secretary within 2 days of a meeting to be confirmed by the Executive Committee for the same.
- Clause 5 All sections before doing anything connected with the vital interest of the students' union are to appraise the sections of the Executive Committee for the same.
- Clause 6 The Sectional Secretary shall on receiving a requisition signed by half or more of the members of his section specifying the nature of business for which the special meeting is required, call a special meeting thereof within 5 days of the receipt of such requisition.
- Quorum Quorum for all the Sectional Committee meetings are 3 members.

Article 11 Election and Bye Election :

Section A : Annual General Election :

- Clause : 1 The annual General Election of the students Union must be held in a suitable time every year, conducted by the outgoing Executive Committee in accordance with the rules and regulation laid down by under Article 11.

Clause : 2 Notice for holding the General Election must be given at least 15 days before the actual act of the General election by the outgoing Executive Committee of IPGME&RSU.

Clause : 3 The election will be conducted under the supervision of the Director of the Institute.

Clause : 4 All the elections, be it of office bearers or class representatives, will be held by the Secret ballot voting system.

Section B Election of class Representative :

The notice for holding the election of class representatives shall be displayed in the notice board of the students' Union at least five days before such election and half of the members belonging to the particular class shall constitute the quorum. The class representative will be elected from each class under the auspices of the General Secretary. The counting of votes will be done according to the article 11. Sub-section(h). The election of class Representative must be held within 6 month after the general election.

Section C Qualifications of voters and candidates :

Sub-Section (a) Qualification of Voters :

Clause : 1 Every bona fide student of Institute of Post Graduate Medical Education & Research will be eligible for voting in the election the Executive Committee of the IPGME&RSU. A student will be deemed bona fide if his name appears in the current college register. He must have cleared students' union dues.

Clause : 2 He must not have any charge with falls under the category of discipline (defined in Article 12).

Clause : 3 Election of office bearers in the Annual General Election:

i) All bona fide students of IPGME&R will be eligible for voting in the election of office bearers of the executive committee.

ii) Election of class Representatives :

Every bona fide student of the college can be a voter for the election of the representatives of his class only.

Sub-Section (b) Qualification of a candidate:

Any bona fide student of IPGEM&R can be a candidate for election either for class representative of his own class or for any post of office bearer of the IPGME&RSU Executive. He must not have any charges which fall under the category of discipline defined in Article – 12. He has to clear all the students union dues.

Section D Conduction of Election

The Director will be the Chairman of the Election Committee which is to be set up at the recommendation of the outgoing Executive Committee. This will consist of seven members of which three will be members from outgoing Executive who under no circumstances may be candidate for the election. In case of dispute or non-availability of any one or more of the members, the decision of the Chairman of Election Committee will be final.

Sub-Section (a) Formation of the Election Board :**Clause 1**

The Director of the Institute who is also the CEC of the College, shall form an Election Board consisting of not less than 7 members for smooth and systematic conduction of the General Election to the Students' Union provided that the outgoing students' Union may make recommendations for inclusion of not more than 3 the teaching staff/officers as members of board.

Clause 2

The board must include the following :

- i) One Returning officer, preferably from teaching staff.
- ii) One administrative officer as expert on election procedures and by-laws.
- iii) Rest of the members will be from among staff.

Clause 3

The Returning officer with the assistance of other members of the board and office employees shall conduct all the work relating to the elections starting from receiving of nomination papers, collection of polling materials, printing of ballot papers, holding and counting of votes till the publication of results.

Sub-Section (b) Preparation of Electoral Rolls (List of voters) :

Clause 1 The Electoral Roll shall be prepared by the Students' Section of the office of the Director by consulting the admission Register to include the names of all the students who have been studying in different classes and have not passed the Part – II Final MBBS Examination.

Clause 2 The list of voters must contain the name of the student, Sl. No. of the student, college Roll No. and Semester No.

Clause 3 The list of voters must include the names of the students' who appeared for the final MBBS Part – II examination but could not pass the examination or whose results have not come out as yet.

Clause 4 The Electoral Roll (Voters List) so prepared is to be called draft copy of the Electoral Roll. It is to be displayed in the college Notice Board for inspection by the voters and proposals for correction, inclusion or deletion should be invited by notice for seven consecutive days with a cut off date. The applications for inclusion, correction or deletion should be examined, heard and the necessary corrections are to be made in the draft copy of Electoral Rolls. The Electoral Roll so prepared is to be called the Final copy of the Electoral Roll.

i) The Final copy of the Electoral Roll should be open for inspection by the students and the copy of the same shall be given to the students' union.

ii) The preparation of the Final copy of the Electoral Roll must be completed well before the date of announcement of the date of general Election of the students' union.

Clause 5 The draft copy of the Electoral Roll and the Final copy of the Electoral Roll must contain the signature of the Director with seal.

Sub-Section(c) Filing of Nominations & Related matters :

The Returning officer shall issue notice for election and simultaneously invite for nomination papers for the General Election to the Students' Union and for other subsequent steps according to the following schedule :

(i) Election Schedule :

Day – 1	Issue of notice and inviting nomination paper for the General Election and the Model Code of conduct comes in power (vide – Article 11 – Sec D Sub Section (f).
Day – 7	Last date for submission of nomination papers.
Day – 8	Scrutiny of nomination paper.
Day – 9	Publication of the list of eligible candidates.
Day – 11	Last date of withdrawal of candidature.
Day – 12	Publication of the list of contesting candidates.
Day – 15	Day of the General Election and Counting of votes.

If there is any holiday/Sunday, the dates will be rearranged accordingly by the Director, IPGME&R. Provided that the result of the election should be declared within 72 hours after the completion the polling of votes.

(ii) Prescribed forms of the nomination paper :

The pro-forma of the nomination form for the GEB are annexed herewith (vide annexure ? and ?).

(iii) Amount of Security Deposit & rules there of :

- a) Each candidate for the General Election shall require to deposit Rs. 10/- as Security Deposit while submitting nomination papers.
- b) This amount shall be forfeited if the candidate fails to secure at least 15% of the total polled votes for the seat.
- c) The security deposit shall be refunded to the worthy candidate after 15 days of date of election on production of the receipt of security deposit.

Sub-Section (d) Signing, Proposing and Seconding of Nomination papers:

- i) No one can contest for more than one post at a time.
- ii) The nomination paper properly filled in according to the prescribed pro-forma must bear dated signature of the candidate.
- iii) Any ordinary member of the previous students union can propose or second a nomination paper of a candidate.
- iv) Nobody can either propose or second nomination paper for more than one candidate.

Sub-Section (e) Official Action on nomination papers:

- i) All nomination papers shall be accepted by the Returning officer who shall issue a receipt against each nomination paper.
- ii) All nomination papers must be scrutinized properly by the Returning Officer/Election Board.

Sub-Section (f) Model code of conduct of the Annual General Election and the Mode of canvassing on behalf of a candidate :

- i) The IPGME&RSU shall not transact any new matter for the Students' Benefit.
- ii) The IPGME&RSU office bearers can however, continue to pursue the Programs already declared in the previous meetings.
- iii) All the decisions of the IPGME&RSU officer bearers shall be submitted to the Chairman of the Election Committee for his approval.
- iv) The IPGME&RSU office bearers shall not take part in any mode of canvassing in the name of GEB and / or EC or should indulge in any such practice that may seem to be an allurements to the General members.
- v) Each contesting candidate shall have the democratic right to canvas for himself in a constructive and lawful manner without affecting the fame of other candidates.
- vi) No canvassing is allowed after 4.00 PM of the Day – 13 till the completion of the election and if such malpractice is reported to the Chairman of the Election Committee in writing and if the allegation is found to be genuine by him after investigation, he may cancel the candidature of the particular candidate.

Sub-Section (g) The voting procedure :

- i) The voter shall put an "X"(cross) mark against the candidate desired by him.
- ii) For election of EC, each voter shall exercise only one vote against each post, except for the post of CRS.
- iii) The mark "X" should not be placed on line/lines and should not cross any line.
- iv) Any erasure, scratching, putting signature or any other marks, or number (other than "X" against a candidate) shall not be allowed in the ballot paper.
- v) In case of accidental spoiling of the Ballot papers, no second ballot paper shall be supplied to the same voter.
- vi) Only the ball pen, supplied by the Election Committee, is to be used to put the "X" mark on the ballot paper.
- vii) Ballot papers not conforming to the above shall be cancelled.

Sub-Section (h) Counting of votes:

- i) The ballot box with open mouth should be sealed before the start of the poll and the mouth of the same is to be sealed after the completion of poll.
- ii) The counting of the votes shall be done in the same venue as polling.
- iii) There should be a minimum time of 30 mins between closing of vote and start of counting of votes.
- iv) The candidate or one of his representatives is allowed during counting.
- v) The counting is to be done by the Presiding Officer, polling Officers under the supervision of the Returning Officer.
- vi) The presiding officer shall read out the votes cast against the names of candidates the polling officers will note it on the table concerned.
- vii) The doubtful valid and cancelled votes may be shown to the candidates or his representatives provided that none of them shall be allowed to touch any ballot paper.
- viii) The names of candidates securing the highest votes should be sent to the Director, IPGEM&R.
- ix) The results for all the seats, should then be published by the Director who will officially issue written order concerning this.
- x) The used ballot papers, unused ballot papers and other connected papers are to be kept under sealed condition and should be preserved for at least six months in a secured custody of the Chairman Election Committee.

Sub-Section (i) Election Expenses:

The expenses incurred for holding the election shall be borne by the students union of the outgoing session.

Sub-Section (j) Vacancy to seat and Bye-Election:

When a seat of Students' union, fails vacant for any reason viz due to resignation, passing the Part – II final MBBS Examination etc, by the candidate such a vacancy is to be filled up by bye-election through ballot paper system within one month the date of announcement of such vacancy.

Article 12 Discipline and Removal from office:**Clause:1**

For the breach of any of the rules and regulations any member, office bearer or not, will be responsible to the Executive Committee, which will demand an explanation for the same. The Executive Committee can also demand of the member concerned to make good the damage or misappropriation made which must be brought to the notice of general students, and the Director will be requested to take adequate steps, which may be, realization of the mismanaged money if there be any, and barring the candidate from contesting in any election for the next one year.

Clause:2

If any member fails to attend three consecutive meetings, a reminder should be sent to the member concerned before the 4th meeting, mentioning the venue, date and hour of the meeting clearly in the reminder. If he fails to attend this fourth meeting also, without leave being sanctioned to him, his name will be automatically struck off from the respective committees. He may however, retain his position only on being re-elected by his constituency.

Clause:3

If any member of the Executive Committee is brought to task by the general students in students' general meeting for breach of trust, mismanagement and grievous misconduct, he will cease to be a member of the Executive Committee at once and the vacancy created will have to be filled in by fresh bye-election.

Clause:4

The President must see that there is proper quorum in such meetings as otherwise the proceedings of that meeting will be considered invalid.

Clause:5 During election all the rules must be followed and if anybody is detected casting proxy or false votes he will be disallowed to vote or contest in the General Election for the new two years.

Clause:6 In case a member in particular, specially requested to be present in a particular meeting fails to do so without any sufficient reason or no previous leave, the Executive Committee will have the power to take disciplinary action against him and such disciplinary action may even lead to suspension and removal of the member from the committee in question, pending confirmation by the general students.

Clause:7 None but the President and General Secretary can act as a mouthpiece of the Union in outside affairs unless delegated by the Executive Committee previously, and if any of the members is found to do so he shall be liable to fall under clause-1. In case of difference of opinion between the President and the General Secretary the matter should at once be referred back to the Executive Committee for their final approval.

Clause:8 In case of a member of any section fails to do such work allotted to him by the respective Sectional Executive without any sufficient reasons, his case will be referred to the president by the Sectional Secretary and the Executive Committee will have the power to take adequate disciplinary steps against him and such disciplinary action may be even suspension of the member from the committee in question pending confirmation by the general students. The same is applicable in case with the Sectional Secretary, the matter being referred to the President by the Sectional Executive.

Clause:9 Any class can remove any of its class representatives on some suitable grounds, specially if any discrepancy or negligence is found in the class representative concerned. The Secretary shall, on receiving a requisition signed by half or more ordinary members of a class for removal of the class representative concerned, call a special general meeting thereof within 5 working days of receipt of such requisition.

Article 13 LEAVE AND VACATION:

Clause:1 President will be empowered to sanction leave to any member of the Executive Committee for a period of not more than a fortnight on satisfactory grounds. If the period extends more than a fortnight then leave has got to be sanctioned in a meeting of the Executive Committee.

Clause:2 President can go on leave for a period of a fortnight on satisfactory ground after officially informing the Executive Committee, and the Vice-President will officiate on his behalf during the said period.

Clause:3 President should not allow leave for a fortnight as listed above if the member has already enjoyed any leave within a period of 45 days of the date of submission of application.

Clause:4 In case the General Secretary goes on leave, he will officially inform the Assistant General Secretary to act in his place.

Clause:5 In case the Sectional Secretary takes leave the Assistant Secretary must attend the meetings on his behalf.

Clause:6 In case Assistant Secretary of the same section goes on leave some member from the same section will be elected as acting Secretary which must not exceed a fortnight.

Article 14 Stock-Keeping and Records:

Clause:1 Each Sectional Secretary shall keep a record of the articles of his own section in the official record books of the Students' Union.

Clause:2 The General Secretary with the help of the Asstt. General Secretary shall keep records of the official file, record books and documents.
He shall also see if other secretaries are up-to-date in this matter and if not, he should mention the same at the meeting of the Executive Committee the situation.

Clause:3 The Common Room Secretary will keep a list of the furniture and fixtures of the common room in conjugation with the General Secretary.

Clause:4 The Athletic Secretary will keep a record of the articles of games he received from the outgoing Athletic Secretary, & the articles he purchases. At the end of his term these records are to be transferred to the next Executive Committee/Athletic Secretary.

Clause:5 President shall from time to time inspect the records belonging to the Union.

Article 15 AMENDMENT OF THE CONSTITUTION

Clause:1 No portion of the constitution shall be amended unless it has been giving constant problems and confusion in smooth functioning of the students' union at any stage.

Clause:2 Procedure the Amendment of the Constitution:

- i) However, in case of amendment to any relevant part of the constitution, the proposal shall be passed in the 'General body meeting' of the students Union provided that the Director shall have the inherent power of bringing an amendment proposal.

- ii) The amendment committee should be formed consisting of the Director, patrons of the union, general secretary or any authorized representative of previous union and two members of the existing union.
- iii) The amendment should be passed in the meeting of the amendment committee with fixed agenda, date, time & venue.
- iv) The amended constitution must be approved by the ordinary members in the General Body meeting with prior notice as to agenda, date, time and venue.
- v) All the Amendment proposals shall be submitted in writing in a prescribed format.

Clause:3

The power of the Amendment committee shall not be absolute and shall be subject to the inviolability of the Basic Features of the Constitution-

- i) Supremacy of the Constitution.
- ii) Democratic structure of the Constitution.
- iii) Secular character of the Constitution.
- iv) Separation of power among different Constitutional Authorities.
- v) Fundamental rights of the students.

Clause:4**Inherent discretionary power of the Director:**

The Director of IPGMER, shall have an inherent discretionary power of removing all the ambiguities in any Article of this constitution, himself or with the assistance of Constitution Amendment Committee or legally held meeting of the college council.

Article 16 Custody of 'The Constitution':

There will be four (4) original copies of 'The Constitution', each printed on Non-judicial stamp paper and each signed by the four signatories, namely, the Director IPGMER, the Dean of Student Affairs, the Chairman of the Constitution Draft Committee and President of the IPGMERSU. One of the copies in sealed form, will be kept under the custody of the Hon'ble Director of the Medical Education, Govt. of WB as the 'Supreme Reference Copy' and remaining three will be kept under the custodies of the Director IPGMER, the Dean of Student Affairs and the President IPGMERSU respectively. Any amendment made to the Constitution shall also be preserved in a similar manner.