

JAMIA MILLIA ISLAMIA

(A Central University by an Act of Parliament)

Maulana Mohammed Ali Jauhar Marg, New Delhi-110025
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Prof. Mini S. Thomas
Public Information Officer



Ref.No.F.RTI-2010/204

19 August 2010

Mr. S. Madhu
Door No.28/3656, First Floor,
Sonoro Church Road,
Elamkulam,
Kochi- 682030, Kerala

Sub. : Information under Right to Information Act, 2005

Sir,

This has reference to your application dated 20.07.2010 received in this office on 27.07.2010 on the subject mentioned above.

In this regard, your letter has been forwarded to the Dean, Students' Welfare of the university and as soon as the information is received the same will be communicated to you.

Yours sincerely,

(Prof. Mini S. Thomas)

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Prof. Mini S. Thomas
Public Information Officer

DR- 582
31/8/10

Ref.No.F.RTI-2010/249

30 August 2010

Mr. S. Madhu
Door No.28/3656, First Floor,
Sonoro Church Road,
Elamkulam,
Kochi- 682030, Kerala

Sub. : Information under Right to Information Act, 2005

Sir,

This is in continuation to this office earlier letter of even number dated 19 August 2010 on the subject mentioned above.

In this regard, the desired information sent by the concerned office of the university is enclosed herewith.

Yours sincerely,

Mini S Thomas

(Prof. Mini S. Thomas)

JAMIA MILLIA ISLAMIA

(A Central University by an Act of Parliament)

Office of the Dean, Students' Welfare

Maulana Mohammed Ali Jauhar Marg, New Delhi-110025

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Prof. Zubair Meenai

Dean, Students' Welfare

Ref. No. : JMI/DSW/R-2/ PB-64/2010

19th August 2010

The Public Information Officer,
Jamia Millia Islamia,
New Delhi – 110025

Reference to letter No. F.RTI/2008 dated 27.01.2010
and reminder I dated 12.8.2010


Dear Madam,

With reference to your letter Ref. No. F.RTI/2010/249 dated 27.7.2010 and Reminder I of even number 12.08.2010 regarding information required under the Right to Information Act 2005 required by Mr. Madhu S. Para wise reply of question is as below:

Sr. No.	Question	Reply
1.	Rules and guidelines for conducting student union election/nomination.	Copy of A.C. Resolution dated 18.11.2005 is attached
2.	Code of conduct for conducting student union election/nomination	Not applicable
3.	Please provide copy of various notifications and orders pertaining to student's election/nomination of the university to the various Colleges affiliated to it.	No fresh notifications have been issued since 2005

Thanking you,

Yours faithfully


Prof. Zubair Meenai

Annexure -V
A.C. Minutes Resolution No. 3
Dated: 18.11.2005

JAMIA MILLIA ISLAMIA STUDENTS' UNION

PREAMBLE:

For the promotion of an integral development of personality and the general welfare of students there may be a representative body of the students.

1. TITLE AND COMMENCEMENT:

- (i) The representative body of students in the Jamia Millia Islamia (hereinafter referred as the 'University') shall be the " Jamia Students Union II (hereinafter referred as "JSU").
- (ii) These Rules may be called as The Rules and Regulations of the Jamia Millia Islamia Students' Union" and shall come into effect on such date as the University may notify.

2. OFFICE:

The Office of the JSU shall be situated as per Notification issued to the said effect from time

The Union shall be constituted to address the following objectives:

- a) To strive to uphold high academic standards in the University jointly with teachers, members of the administrative staff and other University Officials;
- b) To help in maintaining and improving the academic environment of the University;
- c) To provide feedback to the University authorities on academic and other student related issues in order to bring out required changes and improvements for academic development;
- d) To help the University in effectively carrying out its teaching, co-curricular and extra-curricular activities and programmes for the all round development of the students;
- e) To promote mutual contact, democratic functioning and spirit of unity amongst the students of the University;
- f) To foster the spirit of secularism and national unity amongst the students of the University;
- g) To organize such other activities as may be necessary for and conducive to the furtherance of the aforesaid Aims and Objects.

4. FUNCTIONS:

In order to achieve the above said aims and objectives, the JSU may organise such activities,

as may be deemed necessary, from time to time.

Provided, however, that before initiating/organizing any such activity/activities the prior written consent of the Advisor(s) of the Union shall be mandatory.

Provided further that any activity undertaken/proposed is not repugnant to the Jamia Millia Islamia Act, 1988 and the Statutes made thereunder.

5. MEMBERSHIP:

- (a) All the full-time regular students of the University; SAVE (i) those enrolled in the Jamia Schools, (ii) Candidates enrolled in the Doctor of Literature/Doctor of Science, Doctor of Philosophy, Master of Philosophy, and (iii) students undertaking Private examinations and/ or undergoing the Undergraduate or post-graduate Certificate or Diploma (Full time or Part time) Courses; shall be the members of the JSU and shall accordingly constitute its General Body;
- (b) Notwithstanding anything mentioned in clause (a) hereinabove, all the full time regular students of the Jamia Polytechnic shall also be members of the JSU.
- (c) Provided that any student whose name has been removed from the rolls of the University shall cease to be a member of the JSU.
- (d) Provided further that students who write their dissertation(s) or complete their projects after the minimum duration so prescribed for the Course shall NOT be treated as full-time regular students and accordingly shall be deprived of the membership of the JSU.

6. MEMBERSHIP FEE:

- (a) The annual fee for the membership of the JSU shall be as notified by the University in the Prospectus of each Academic Session.
- (b) The University shall have the right to collect the annual membership fees along with the admission fees.
- (c) However, mere collection of the membership fees alone at the stage of admission shall not imply to mean a genuine membership of the JSU unless other conditions incorporated in these Rules and Regulations are duly fulfilled;

7. PATRON:

- (a) The Vice-Chancellor of the University shall be the Patron of the JSU.
- (b) The Patron shall have all the power(s) to ensure that the JSU functions in accordance with these rules and regulations. In exercise of the said powers the Patron can validly,

by order in writing, annul any proceeding(s) which is/are not in conformity with these rules and regulations.

- (c) In exigencies of the situation and in the interest of the University, the Patron shall have absolute right to forthwith dissolve the JSU.
- (d) The Patron shall nominate one or more member(s) of the University teaching staff as Advisor(s) to advise and assist the JSU in the day to day functioning and to supervise the expenditure of its funds;

8. CABINET AND ITS POWERS AND FUNCTIONS:

The Cabinet shall be the executive body and the representative of the JSU.

(a) The structure of the Cabinet shall be as follows:-

- (i) President;
- (ii) Vice-President;
- (iii) Secretary;
- (iv) Joint Secretary;
- (v) Two members from each Faculty/Centre to be elected by the students from within their respective Centres/Faculties.

(b) The Cabinet shall have the following powers and functions:

- (i) formalise the programmes and activities of the year in consultation with the Advisor(s).
- (ii) prepare the annual budget of the Union;
- (iii) appoint Committees' to assist the University in matters pertaining to student welfare like library, canteens, transportation, extra-curricular activities, etc. etc.
- (iv) frame guidelines for the day to day functioning of the Union Subject to the fact that the said guidelines are approved by the Advisor(s);
- (v) perform such other function(s) as may be necessary for the attainment of the aims and objectives of the JSU.

9. OFFICE-BEARERS AND THEIR POWERS AND FUNCTIONS:

- a) The Office-bearers of the JSU shall consist of (i) President, (ii) Vice-President, (iii) Secretary, (iv) Joint Secretary.
- b) The President shall.
 - (i) preside over the Meetings of the Cabinet and General Body;
 - (ii) counter-sign all the bills of expenditure;
 - (iii) have the right to attend the meetings of Committee(s)/Sub-Committee(s) appointed by Cabinet but shall not have the right to vote;
 - (iv) represent to the University, on behalf of the JSU, the problems of the students;
- (c) The Vice-President shall

- (i) officiate as President in the absence of the President;
 - (ii) perform such other functions as may be assigned to him by the President from time to time.
- (d) The Secretary shall
- (i) Convene the Meetings of the Cabinet, Committees and the General Body (if need be);
 - (ii) Record and maintain minutes of the meetings the Cabinet, Committee(s) and the General Body;
 - (iii) Maintain the accounts of expenditure;
 - (iv) Prepare the budget in consultation with the President and submit it for approval of the Advisor(s);
 - (v) Operate the approved budget;
 - (vi) Enter into correspondence on behalf of the Cabinet, Committee(s) and the General Body and;
 - (vii) Shall send copies of all correspondence for and on behalf of the JSU inclusive of Notices, Agenda Papers, Minutes of the Meetings etc. to the Advisor(s).
 - (viii) Perform such other functions as may be assigned to him/her by the President, Cabinet, Committee(s) and General Body from time to time. ,
- (e) Joint Secretary
- (i) Act as Secretary in the absence of the Secretary;
 - (ii) Perform such other functions as may be assigned to him by the President, Cabinet, Committee(s) and General Body from time to time.

10. MEETINGS:

- (a) The General Body of the JSU shall meet at least once a year;
- (b) The Cabinet shall ordinarily meet once a month;
- (c) Notice for an Ordinary Meeting of the Cabinet shall be given at least three days in advance, and seven days in advance in the case of a meeting of the General Body;
- (d) Copies of all correspondence for and on behalf of the JSU inclusive of Notices, Agenda Papers, Minutes of the Meetings etc. shall be sent to the Advisor (s) by the Secretary.
- (e) An Extra-Ordinary Meeting may be convened by the Secretary in consultation with the President. Notice for such a Meeting of the Cabinet shall be given at least 24 hours in advance and that of the General Body, 36 hours in advance from the date of such a Meeting;
- (f) The agenda of the-Meeting shall also be issued alongwith the Notice of the Meeting;
- (g) All the Meetings of the JSU, Extraordinary or otherwise, shall be held in the Campus of the University at New Delhi-110 025.
- (h) All the proceedings of the Meetings so held shall be duly recorded in the Register of the Minutes or the Book of Minutes and shall be countersigned by the Advisor(s);

11. REQUISITION OF THE MEETINGS:

- (a) A meeting of the Cabinet shall be convened by the Secretary within 36 hours of the receipt of the requisition Notice signed by atleast 10 members of the Cabinet, two of which should be necessarily the Office-bearers of the JSU;
- (b) A meeting of the General Body shall be convened by the Secretary within one week of the receipt of the requisition signed by at least 1/3rd of the total membership of the General Body;
- (c) The requisition shall specifically mention the purpose for which the meeting has been requisitioned.

12. QUORUM

- (a) 50% of the members of the Cabinet including the President and the Secretary shall form the quorum for a meeting of the Cabinet;
- (b) The quorum for the General Body shall be 1/4th of its total membership.
- (c) Lack of quorum shall be a mandated invalidation of any proceeding(s) of the JSU.

13. VOTE OF NO-CONFIDENCE:

- (a) A motion of No-Confidence against any Office bearer/Cabinet member shall be proposed by at least 20% of the total membership of the General Body and shall be deemed to be carried if 2/3rd majority of the total membership of the General Body votes in favour of the Motion;
- (b) If a vote of No-Confidence is passed against any of the Office-bearer or any of the Cabinet-member, he/she shall forthwith cease to be a member of the Cabinet and hand over the charge to the President within one week of passing of such a vote.

14. VACANCIES:

- (a) Resignations, if any, are to be addressed to the Secretary;
- (b) If any Office-bearer/Cabinet-member submits his/her resignation the same shall be placed by the Secretary before the meeting of the Cabinet within a week of receipt of such a letter of resignation;
- (c) If all the Office-bearers of the JSU resign as a result of no-confidence or for any other reason whatsoever within 60 (sixty) days of their election, fresh elections may be held as provided in these rules. However, in case such an eventuality takes place after a period of 60 (sixty) days of the elections, the JSU shall be deemed to be dissolved and no elections shall be held for that academic session.
- (d) If any Office-bearer resigns his Office as a result of no-confidence or for any other reason whatsoever within 60 (sixty) days of his/her election, the vacancy so caused shall be filled by a "member of the General Body to be elected by the members of the Cabinet;

- (e) If any Office-bearer resigns his Office as a result of no-confidence or for any other reason whatsoever beyond 60 (sixty) days of his/her election, the vacancy so caused shall not be filled. However, this shall not preclude an Officiation against the same as per Rule 9 hereinabove.
- (f) Notwithstanding anything contained in Rule 14(b), (d) and (e) hereinabove, no decision of the Cabinet shall be invalidated by the mere reason of any vacancy therein.

15. ELECTION :

- (i) Subject to the provisions of Rule 7 (c) hereinabove, elections of the Office-bearers of the and of the Cabinet members of the JSU may be held every year;
- (ii) In order to be eligible to contest the elections to the JSU, a candidate must satisfy the following qualifications:
 - (a) S/he must have been on the rolls of a full time regular Course of the University for a minimum period of ONE academic year;
 - (b) S/he has not failed to pass a complete part of a Course that S/he is currently admitted to, within the minimum period and conditions so prescribed by the University;
 - (c) S/he has no break exceeding an Academic Year between the last Course completed at this University or any other University and the Course in which he/she is currently admitted;
 - (d) S/he is not under any debarment or restraint by an Order of the Discipline Committee, Examination Committee or the Vice-Chancellor under Statute 31 of the Jamia Millia Islamia Act, 1988 or has been convicted by a Court of law for any penal offence;
 - (e) S/he is not in employment/service of any public or private organisation whatsoever;
 - (f) For being eligible for contesting the post of President and Vice-President, the candidates besides satisfying all the conditions laid down in Rule 15 (ii). (a) to (f) must also be either studying in a Post-graduate Course or at least in the IVth Year of an Undergraduate Course (of more than 3 years duration) ;
- (iii) As far as practicable, elections to the JSU shall be held in the last week of September, preferably on a Friday;
- (iv) All elections shall be by a secret ballot.
- (v) The Office-bearers of the JSU (i.e the President, Vice-President, Secretary and Joint Secretary) shall be elected directly by the General Body by majority vote;
- (vi) The Cabinet members as envisaged in Rule 8(a) (v) shall be elected directly by the students of the respective Faculties/Centres;
- (vii) The elections to the Office bearers [Rule 8 (a), (i) to (iv)] and the members [Rule 8 (a) (v)] shall be held simultaneously;

- (viii) The Dean, Students' Welfare shall be the Returning Officer for the JSU polls and shall have all the powers to conduct the the said elections in accordance with these Rules and Regulations. His/Her decision thereon shall be final and binding.
- (ix) The Dean Students' Welfare shall draft and notify the comprehensive rules/regulations regulate the conduct of the elections;
- (x) The Cabinet of the JSU shall hold Office till 31st march of every year;
- (xi) The following activities shall be considered as electoral mal-practices and their indulgence by either the candidate himself or through his agents or supporters shall lead to disqualification from the contest:-
 - (a) Use of loud-speakers and mikes;
 - (b) Writing or pasting of slogans/posters or defacement of public buildings;
 - (c) Incitement to an offence and/or indulgence in casteist, regional, ethnic or communal canvassing in any form whatsoever;
 - (d) Forcing students to leave class rooms/libraries/laboratories/studios or entering classes engaged by teachers or disrupting any official/academic work of any nature whatsoever or canvassing at prohibited places as notified from time to time by the Dean, Students' Welfare/Returning Officer;
 - (e) Seeking or soliciting any help, whether financial or otherwise, directly or indirectly, of any individual or group or organisation;
 - (f) indulging in any activity which is otherwise illegal or is against public policy, morality or decency;
 - (g) Any other activity which is unbecoming of a student of the Jamia Millia Islamia or is prohibited by any law or notification;
- (xi) An Office-bearer shall not be eligible for re election to the same Office;
- (xii) A member shall hold one Office of the Cabinet at a time;
- (xiii) The Cabinet shall assume Office within 15 days of the Notification of the declaration of Results by the Returning Officer.

16. DECLARATION:

All the candidates at the time of filing of their nominations shall be required to give a notarised Undertaking on an Affidavit to the effect that they have read and understood the Rules and Regulations relating to the JSU, and shall abide by the same in letter and spirit as also shall maintain perfect decorum and discipline in the University.

17. FINANCES:

- (i) The University shall be the custodian of the funds of the JSU

- (ii) Funds shall be drawn from and under the head, "JSU Funds" through the Finance and Accounts Office of the Jamia Millia Islamia.
- (iii) The Secretary with the approval of the Cabinet and the Advisor shall draw amount(s) from the head mentioned hereinabove in accordance with the approved budget;
- (iv) Total advance withdrawn, at a time, shall not exceed a sum of Rs. 5000/- (Rupees Five thousand Only). The amount(s) drawn/spent during the tenure of the Cabinet shall be limited to the annual fees contributed by the students in that particular Academic Year.
- (v) All the bills of expenditure shall be counter signed by the Advisor;
- (vi) Statement of Accounts shall be submitted four weeks prior to 31st March by the Secretary to a Committee constituted by the Finance Officer and the said audited Statement shall then be sent to the Finance and Accounts Office after due fulfilment of any observation(s) made by the said Committee.

18. AMENDMENT:

- (i) Any member of the Union may propose an amendments in these rules and regulations, provided that the proposal is submitted to the Secretary in writing, duly signed by a Proposer and seconded by at least 25% of the total membership of the Union;
- (ii) The Secretary shall then call a Meeting of the General Body to discuss the Motion of amendment(s) within 15 days of the receipt of such a Notice;
- (iii) A meeting of the General Body to consider any such proposed amendment(s) shall require a Notice of one week;
- (iv) The quorum for the meeting of the General Body to consider any amendments shall be 50% of the total membership of the JSU;
- (v) A motion for amendment(s) in the Constitution shall be deemed to have been carried if recommended by 2/3rd majority of the members present;
- (vi) Any Resolution passed by the General Body for amendment(s) in these Rules and Regulations shall require the express consent of the University for its enforcement.

19. REMOVAL OF DOUBTS:

Where a doubt arises as to the interpretation or application of any of the provisions of these Rules and Regulations, the matter shall be referred to the Patron, whose decision thereon shall be final and binding.

20. APPOINTMENT OF A TRIBUNAL:

- (i) The Patron may, if S/he considers it necessary, refer any matter concerning the JSU to a Tribunal consisting of one nominee each of the Majlis-i Muntazimah (Executive Council), Majlis-i-Talimi (Academic Council), the Dean Students' Welfare, the Musajjil (Registrar) and two representatives of the JSU (who must be members of the General Body);
- (ii) The decision of the Tribunal of Arbitration referred to in sub-rule (i) hereinabove shall be final and binding.