



No. AT/EC – 39.6/2014/273

Dated, January 31, 2014

NOTICE

The Constitution of the Students' Union of BESU (named as Student Senate) as has been approved in 39th Meeting of the Executive Council of the University (vide Resolution No. 39.6.01) held on 21.01.2014, is hereby notified to be published and circulated (as attached) for information and necessary action of all concerned.

The Draft Constitution prepared, submitted and verified (after modification proposed by Executive Council) by Prof. Aditya Bandyopadhyay and has duly been approved by the Vice Chancellor.

Handwritten signature and date: 31/1/14

(Biman Bandyopadhyay)
Registrar

Copy forwarded for information and necessary action to:

- 2) All Deans / HoDs/ Directors of Schools/ Director (R & C)/ Centre Heads/ PICSA/Workshop Superintendent
- 3) All Officers
- 4) All Hostel Superintendents
- 5) All Notice Boards
- 6) Secretary to the Vice Chancellor
- 7) University website

Handwritten signature and date: 31/1/14

Registrar

**CONSTITUTION OF THE BENGAL ENGINEERING AND SCIENCE
UNIVERSITY, SHIBPUR STUDENTS' UNION
NAMED AS STUDENTS' SENATE**

(As approved by the Executive Council in its 39th. Meeting held on
21st. January, 2014.

Introduction

In order to create an environment conducive to foster growth of academic and cultural life in the University and to develop sound mental health of the students by engaging themselves creatively within the university campus, an idea of constituting a Students' Union named Students' Senate was conceived. Pursuant to an order of Hon'ble Supreme Court dated 02.12.2005 MHRD-GOI had constituted a Committee under Sri J.M. Lyngdoh to recommend upon Students representative body election to be conducted in Universities, the Report of which was submitted on 26.05.2006.

And whereas Hon'ble Supreme Court in its order dated 22.09.2006 had directed the recommendation of Lyngdoh Committee to be implemented and followed in all Universities within its' autonomy and UGC has requested the Universities for implementation of above by its letter dated 28.11.2006, the Bengal Engineering and Science University, Shibpur has decided to form Students' Union named Students' Senate in accordance with the recommendations of Supreme Court with the objective to empower the students so that they can express themselves and act creatively in diverse areas of academics, culture, sports and games with a sense of fraternity.

Now therefore, in pursuance of the directions given by the Governments, both at Central and State level, in respect of the recommendations of the Hon'ble Supreme Court for conducting Students' election in the University and in pursuance of fulfilling the objective and directions given by the Vice Chancellor of Bengal Engineering and Science University, Shibpur, the Constitution of the Students' Union named Students' Senate is framed as hereunder.

Section 1 -- Constitution, Definition and Membership of the Students' Senate.

Article 1 The Constitution

This constitution of Students' Senate of Bengal Engineering and Science University, Shibpur shall be called the "Constitution of Students' Senate of Bengal Engineering and Science University, Shibpur".

Article 2 Definition

In this Constitution unless there is something repugnant to the context:

- i) "University" means the Bengal Engineering and Science University, Shibpur.
- ii) The name of the Students' Union in this University is "Students' Senate".
- iii) "Act" means the Bengal Engineering and Science University, Shibpur Act, 2004 (West Bengal Act XIII of 2004).
- iv) "Article" means an article of this Constitution.
- v) "Authority" means an authority of Bengal Engineering and Science University, Shibpur under the Act or under the Statutes, the Ordinances, the Regulations or the Rules of the University framed under the provisions of the Act.
- vi) "Executive Committee" means the executive committee referred to in Article 5.
- vii) "General Council" means the General Council referred to in Article 7.
- viii) "Member" of the Students' Senate means a regular bonafide student of the University. A casual student shall not be regarded as a member or shall not become eligible for becoming a member of the Students' Senate.
- ix) "Senate" means the Bengal Engineering and Science University, Shibpur Students' Senate.
- x) "Student" means a bonafide undergraduate or post-graduate student who is not a defaulter in payment of University tuition fees.



Article 3. Membership of Students' Senate

The Senate shall be a forum of all regular students to foster growth of academic, cultural, games and sports activities in the University and develop sound mental health of the students by engaging themselves creatively within the university campus.

- i) All students will be members of the General Body of the Students' Senate.
- ii) Every member of the Students' Senate, except those on whom disciplinary action have been imposed, shall have voting right in the election to the General Council of the Students' Senate.
- iii) A member shall cease to be a member of the Senate with effect from the last day of his/her final semester Examination.
- iv) There shall be only one Students' Senate. Election shall normally be conducted for the Students' Senate each year during the first month of initiation of an academic session.

Section 2 -- The Structure of the Students' Senate

Article 4. The Executive Secretariat of the Students' Senate

- i) There shall be an Executive Secretariat of the Senate. The affairs of the General Body of the Students' Senate shall be controlled and managed by the General Council. The student members of the Executive Secretariat of the Students' Senate shall be elected from amongst the members of the General Council, by the members of the General Council in the manner as have been laid down in Section 3 -- Election to the Students' Senate. The members of the General Council will be the Secretaries of Students' Academic Societies, Secretaries of Students' Societies of Creative Expressions and Secretaries of Students' Clubs of Games and Sports, elected in the manner as have been laid down in Section 3 -- Election to the Students' Senate.
- ii) No member of faculty in the position of Mentor, Professor-in-charge, President or Executive President will enjoy any voting right in matters related to Students' Senate.
- iii) The secretarial affairs of the Students' Senate shall be managed by the Executive Secretariat.
- iv) The Executive Secretariat of the Students' Senate shall comprise of the following:

(1) President	1 post	A member of Faculty nominated by the Vice-Chancellor or Executive Council of the University for a term of one year.
(2) Executive President	1 post	A member of Faculty nominated by the Vice-Chancellor or Executive Council of the University for a term of one year.
(3) General Secretary	1 post	To be elected from the members of the General Council for a term of one year.
(4) Treasurer	1 post	To be elected from the members of the General Council for a term of one year. Final year students are not eligible for this post.
(5) Assistant General Secretary	1 Post	To be elected from the members of the General Council for a term of one year. Final year students are not eligible for this post.
- v) The members of General Council shall also elect one Auditor from amongst the Members of the General Council who shall not however, be a member of the Executive Secretariat.
- vi) The General Council of the University Students' Senate will send student member representatives in any body of the University which requires student representatives as per the existing University Statutes and Rules. Any student who is a member in any one of the above bodies cannot be a member in any other of the above mentioned bodies. Besides this, the choosing of other office bearers for the above bodies will be done by the general secretary, treasurer and assistant general secretary in the Executive Secretariat of the Senate and this has to be done within 10 days of their acquiring the posts.



- vii) If any amendment/inclusion/omission is felt necessary in the statutes or rules or any other similar document, the Students' Senate may place such a demand before the University which the authority must duly address.

Article 5. Dissolution of the Executive Secretariat

Unless otherwise dissolved or superseded the Executive Secretariat and the General Council of the Student Senate will remain in office till a new General Council is formed and its elected office bearers assume office.

Article 6. Powers and Functions of the Executive Secretariat of the Students' Senate.

- i) The president shall preside over the meetings of the Students' Senate.
- ii) In absence of the President the Executive President shall exercise the functions of the President.
- iii) Unless otherwise stipulated, the General Secretary shall convene the meeting of the Senate. He shall record all the minutes of the meeting. He shall be responsible for giving effect to all the decisions of the Senate.
- iv) The Assistant General Secretary shall perform the functions of the General Secretary if the latter is absent and shall also perform such other functions as may be assigned to him by the President. In absence of the Assistant General Secretary, the General Secretary may assign in writing the functions of the Assistant General Secretary to any other member of the Executive Secretariat of the Senate.
- v) The Auditor shall audit the accounts of the Senate from time to time. Without the certificate and signature of auditor, the annual statement of accounts prepared from April to March of the particular year shall not be valid. The proper audited statement of accounts shall be passed by the Executive Secretariat in one of its meeting. The audited statement of accounts duly passed by the Executive Secretariat shall be circulated to all the members of the General Council to be formed after the end of the term of the Senate.
- vi) The Treasurer shall maintain accounts and prepare the annual statement of accounts in relation to allocation of the fund allotted by the University and the money shall be drawn as per rules of this University. The President, Executive President or General Secretary are authorized to draw segmental amount in advance not more than Rs. 5000/- and after necessary adjustment further requisite amount of Rs. 5000/-.
- vii) Secretaries of Students' Academic Societies, Students' Societies of Creative Expressions and Students' Clubs of Games and Sports shall perform their specific functions in consultation with General Secretary, President and Executive President.

Article 7. Meetings of the Executive Secretariat and the General Council.

- i) The Executive Secretariat shall meet at least once a month. But this shall not apply during the summer and the Puja Vacation.
- ii) The General Secretary shall give at least two days clear notice for the ordinary meetings of the Students' Senate (both for the General Council and Executive Secretariat). However for emergency meetings 24 hours notice shall be sufficient. In any case notice should be given in conspicuous manner so that all concerned persons get the information in time. The decisions taken by the Senate has to be circulated widely within the University campus.
- iii) One third ($\frac{1}{3}^{\text{rd}}$) members of the Senate may demand a requisition meeting and this has to be convened by the President/General Secretary of the General Council with at least three clear days' notice. If any bonafide student fails to have the consent of $\frac{1}{3}^{\text{rd}}$ General council members for calling requisition meeting he may request for the same to the General Secretary of the Senate who may or may not convene the meeting. However in such requisition meetings decision only on the purpose for which the meeting has been convened can be taken. If, to arrive at this decision any other decision is necessary, it has to be deferred to the next general meeting of general council.



Article 8. The General Council of the Students' Senate

- i) There shall be several Students' Societies and Students' Clubs functioning independently under the general supervision of the General Council and its Executive Secretariat for fostering growth of academic, cultural, games and sports activities in the University and developing sound mental health of the students by engaging themselves creatively within the university campus:
- ii) The General Council of the Students' Senate shall consist of the Secretaries of Students' Academic Societies, Secretaries of Students' Societies of Creative Expressions and Secretaries of Students' Clubs of Games and Sports and shall be constituted in a manner laid down here-under.
- iii) There shall be no restriction on the total number of representatives from the Non-Academic Societies which may vary from year to year depending on the number of new Societies of Creative Expressions and Clubs of Games and Sports.
- iv) Each and every Students' Academic Societies will consist of several constituencies for the purpose of election. Every student of Under Graduate, Post Graduate and Doctoral programmes, in accordance with the registration with the University, of the Department will be a member of the Students' Academic Society of the Department. For Under Graduate programme, each year of each Department will form a constituency for the Academic Society of that Department. For Post Graduate programme will form one constituency each per year and the Doctoral Programme will constitute one constituency per department for the purpose of election to the Executive Committee of the Students' Academic Society of the Department.
- v) Any bonafide student of this University may become a member of one or more than one Students' Society of Creative Expression. Each Students' Societies for Creative Expressions will consist of only one constituency for the purpose of election to the Executive Committee of the Students' Society of Creative Expression.
- vi) Any bonafide student of this University may become a member of one or more Students' Club of Games and Sports. Each Students' Club of Games and Sports will consist of only one constituency for the purpose of election to the Executive Committee of the Students' Club of Games and Sports.
- vii) Along with the election notification the President/Executive President of the Students' Senate shall declare the constituencies.

Article 9. Meetings of the General Council.

- i) The General Council shall meet at least once a month (excepting the University vacations) and so should the Executive Secretariat. The date and time of such meeting will be decided by the Executive Secretariat itself. There must be at least one meeting every month (excepting the University vacations) between the General Council members and his/her respective constituency and the date and time of such meeting will be decided by the representative.

Article 10. Students' Academic Societies

- i) Every Department of the Faculty of Engineering, Faculty of Applied Science and Faculty of Social and Management Sciences will have one Students' Academic Society. Every student (Under Graduate, Post Graduate and Doctoral programmes), in accordance with the registration with the University, of the Department will be a member of the Students' Academic Society of the Department. There will be one constituency from each year of Under Graduate programme in its Students' Academic Society. In case of Post Graduate programme there will be one constituency for each year and Doctoral programme there will have one constituency from each department. There will be an Executive Committee for each Students' Academic Society. Each constituency will elect one representative to the Executive Committee. The Executive Committee of a Students' Academic Society of an Engineering Department will consist of seven members along with a mentor. For an Applied Science Department and a Social and Management Science Department the Executive Committee of the Students' Academic Society will consist of three members along with a mentor.



- ii) The Executive Committee of a Students' Academic Society of an Engineering Department will comprise of the following Office Bearers and Members:

Mentor	1 post	The Departmental Academic Committee (DAC) will nominate one member of the faculty of the department as the Mentor of the Students' Academic Society for one year term.
Secretary	1 post	Elected by the members of the Executive Committee from amongst them for one year term. Eligibility of the candidate for the post of Secretary -- Minimum of 75% of academic class attendance (to be verified by the respective HoD).
Assistant Secretary	1 post	Elected by the members of the Executive Committee from amongst them for one year term. Eligibility of the candidate for the post of the Assistant Secretary -- Minimum of 75% of academic class attendance (to be verified by the respective HoD).
Treasurer	1 post	Elected by the members of the Executive Committee from amongst them for one year term. Eligibility of the candidate for the post of the Treasurer -- Minimum of 75% of academic class attendance (to be verified by the respective HoD).
Members	4 posts	Elected by the members of the respective constituency from amongst them for one year term. Eligibility of the candidate for the posts of the Members -- Minimum of 75% of academic class attendance (to be verified by the respective HoD).

- iii) In each of the Executive Committee of the Students' Academic Society of Applied Science, Social and Management Science Departments there will be one Secretary, one Assistant Secretary and one treasurer, elected according to above provisions and the eligibility criterion, besides one Mentor.

Article 11. Students' Societies of Creative Expressions

- i) Any bonafide student of this University may become a member of one or more Society of Creative Expression. There may be following Societies of Creative Expressions:

1. Photography Society
2. Music Society
3. Dance and Choreography Society
4. Dramatics
5. Debate and Creative Writing
6. Quiz
7. Creative Software and Scientific Design Society

In addition to the above mentioned societies, the Students may set up any new society with the prior approval of the University.

- ii) Each society of Creative Expression will have an Executive Committee consisting of the following office-bearers:

Mentor	1 post	One member of the faculty of the University nominated by the Vice Chancellor or Executive Council for a term of one year.
Secretary	1 post	Elected by the members from amongst the active members of the society for one year term. Eligibility of the candidate for the post of the Secretary -- Minimum of 75% of academic class attendance (to be verified by the respective HoD).



Treasurer	1 post	Elected by the members from amongst the active members of the society for one year term. Eligibility of the candidate for the post of the Treasurer -- Minimum of 75% of academic class attendance (to be verified by the respective HoD).
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- iii) For forming a new society, the initiators will propose to the General Secretary of the General Council and it will need the approval of the General Council. The first office-bearers of the society will be elected from the initial members of the society through an election held in the presence of the Mentor.
- iv) Every year, the representatives of the Societies will be required to present a report of their activities that were undertaken in the previous year. They will also be required to present the list of activities that they plan to undertake in the current year. The plans for the current year of any society will be subject to the approval of the General Council of the Senate through voting. In case the General Council feels that the activities proposed for the current year are inadequate, the society will have to include more activities in their plan and resubmit the proposal.
- v) In the initial year of the formation of the Senate, all existing members of the societies (those who were members in the session 2012-13) as well as new members who wish to join the society will cast votes in the first election to elect the office bearers of the society.

Article 12. Students' Clubs of Games and Sports

- i) Any bonafide student of this University may become a member of any one or more than one Club of Games and Sports of the University. There may be following Clubs of Games and Sports:
 1. Outdoor Games Club – comprising of sections of games of Football, Cricket, Volleyball, Hockey, Basketball, Athletics, Swimming and Lawn Tennis.
 2. Indoor Games Club – comprising of sections of games of Gymnasium, Badminton, Table tennis, Chess.
 3. Ladies' Games Club – comprising of sections of Ladies' Games and sports.
- ii) Each of the Clubs of Games and Sports will have an Executive Committee comprising of the following Office Bearers:

Mentor	1 post	One member of the faculty of the University nominated by the Vice Chancellor or Executive Council for a term of one year.
Secretary	1 post	Elected by the members from amongst the active members of the club for one year term. Eligibility of the Captain -- Minimum of 75% of academic class attendance (to be verified by the respective HoD).
Treasurer	1 post	Elected or nominated by the members from amongst the active members of the club for one year term. Eligibility of the Treasurer -- Minimum of 75% of academic class attendance (to be verified by the respective HoD).

- iii) In the initial year of the formation of the Senate, all existing club members (those who were members in the session 2012-13) as well as new members who wish to join the club will cast votes in the first election to elect office bearers their club.
- iv) The voting rights of the members of the club will be as follows: Each club will set a minimum number of activities for each of its members. This minimum requirement will be declared by the Secretary of the club at the time of presenting the plan/budget of the current session. Members fulfilling this minimum requirement will only be given the voting rights to elect office bearers. Moreover, no member will get voting rights in the first year of their joining the club.
- v) The Executive Committee along with the representatives of all societies/clubs shall make all efforts to preserve, enrich and foster growth of an academic atmosphere and



cultural life in the University and develop sound mental health of the students of the University.

- vi) A bonafide student of the University will have voting rights for the Academic Society of his/her department and another one from either any one of the Society of Creative Expression or any one of Club of Games and Sports of which he/she is an active member.

Section 3 -- Election to the Students' Senate

Article 13. Election of the Students' Senate mentioned in Article 3 (iv) shall ordinarily be held before the expiry of the term of the Students' Senate and in any case not later than three months from the end of the term.

"Term" in this article means consecutive twelve months from the date of the first meeting.

If the atmosphere of the University is adverse to conduct peaceful, free and fair elections, the Vice-Chancellor, in consultation with the mentors of the Academic and Non-Academic Societies, will nominate Students for the interim functioning of the Senate till the atmosphere becomes conducive for conducting the elections. However, this must only be resorted to as an interim measure and the structured election process shall not be kept pending by the University for more than 6 months.

Article 14. Election of representatives of any constituency shall be simple and transparent. Election is to be conducted in a meeting of the general body of the constituency with an attendance of at least 2/3rd number of members of the constituency.

Article 15. Within 10 days of the completion of the election process the first meeting of the General Council shall be convened by the President/Executive President of the Students' Senate exclusively for the purpose of formation of the Executive Secretariat of the Students' Senate. Not less than "five days" notice shall be given for the meeting. The notification convening the first meeting shall be pasted on the notice board of the Office of the Dean of Students.

Article 16. The Constitution of the Senate may be amended if at least two third of the total number of members of the Senate places the request in writing with signatures to the Vice-Chancellor of the University through the Dean of Students and if such proposal(s) for amendment is passed in a Special General Meeting of the Senate convened for the purpose by a majority of at least 2/3rd (Two third) of the total number of the members present and voting in that meeting. Such proposal(s) when passed as above, shall in any case, be subject to the final approval of the Vice-Chancellor of this University.

In case a particular constituency wishes to initiate an amendment of the Constitution, the respective representative of the constituency will have to place this proposal before the General Council. If the General Council agrees to such proposal, then the procedure laid down above shall have to be followed.

Article 17. Only a bonafide student when proposed by a bonafide student of the same constituency (other than himself/ herself) and seconded by another bonafide student of the same constituency shall be eligible to contest any election for the constituency of the respective Academic Society, provided the contestant fulfils the eligibility criteria as described in Article 25.

Only a bonafide student and active member when proposed by an active member of the same constituency (other than himself/ herself) and seconded by another active member of the same constituency shall be eligible to contest any election for the constituency of the respective Society of Creative Expression or Club of Games and Sports, provided the contestant fulfils the eligibility criteria as described in Article 25.

A bonafide student shall be eligible to contest an election for only one constituency from either the constituency according to her/his year of study of the respective Academic Society or a constituency of Society of Creative Expression or a constituency of Club of Games and Sports provided the contestant fulfils the eligibility criteria as described in Article 25.



- Article 18.** If 60% or more of the electorates of a constituency make a written complaint against a member elected from that constituency to the General Council, the General Secretary shall convene a meeting of the General Council to consider the complain. No reasonable opportunity shall be denied to the member (against whom complain has been lodged) to defend herself/himself. After hearing the complain and the defense if at least 2/3rd of the members of the General Council present and voting prefers the member's recall, the member concerned shall cease to be a member of the General Council.
- Article 19.** The office bearer of the Executive Secretariat of Students Senate shall cease to hold office if 60% of the General Council members make a complaint against him in writing which will be investigated at a General Council meeting of the Students Senate to be convened by the President or Executive President or General Secretary of the Senate after giving opportunity to the member concerned to defend herself/himself at the meeting of the General Council, provided that two third majority (2/3) of the General Council members present at the said meeting vote in favour of the re-call of the said member. The concerned office-bearer can refer such matters to the Vice Chancellor whose decision shall be final.
- Article 20.** If any vacancy occurs because of a resolution adopted under Article 18 and/or 19 of this constitution or for any other reason the seat shall remain vacant for the remainder of the term of the Senate.
- Article 21.** The quorum to constitute a meeting of General Council shall be one third (1/3rd) of the total members plus one.
- Article 22.** The meeting of the General Council to prepare a budget proposal shall be convened by the General Secretary of the Executive Secretariat with at least seven clear days notice and send the recommendation to the Dean of Students' for necessary allotment. The budget shall be regarded as being adopted if it is passed by a simple majority of the members present and voting.
- Article 23.** All regular students, except those on whom disciplinary action have been imposed, shall be eligible for election to the General Council of the Students' Senate. If the name of any student is not included in the Class Roll sheet, he/she shall have to produce valid documents including Identity Card and fee-receipts to justify his/her studentship for being considered as a voter, well ahead of scheduled time for voting.
- Article 24. Conducting Election to the General Council.**
The Professor-In-Charge of Students' Activities/Dean of Students of the University will issue a notice mentioning the deadline by which the General Council has to be formed and another deadline for the formation of the Executive Secretariat of the Senate. The notice should generally be issued within two weeks from the start of new academic session.
- 1) Vice Chancellor will form an Election Committee consisting of four faculty members (within seven working days of the issue of the general Council formation notice by the Professor-In-Charge of Students' Activities/Dean of Student) which will be the supreme authority in any election related matters. The election process will be simple and transparent. Election process will be completed within two weeks from the issuance of the Election Notice. The decision of the Election Committee in case of any dispute arising during the process of election shall be final. The schedule of election will be decided and notified by the Election Committee.
- Article 25. Eligibility Criteria for Candidates**
- 25.1 Although, the Election Committee would refrain from prescribing any particular minimum marks to be attained by the candidate, the candidate should in no event have any academic arrears (backlog) in the year of contesting the election on any constituency of an Academic Society. This criterion is not applicable for contesting an election on any constituency of Societies for Creative Expressions or Clubs of Games and Sports.



25.2 Every candidate contesting any constituency must have attained the minimum 75% attendance in academic classes.

25.3 The candidate shall also not have been subject to any disciplinary action by the University authorities due to gross misconduct from his end.

25.4 The candidate must be a regular, full time student of the university. That is to say that all eligible candidates must be enrolled as a full time student.

Article 26 Election - Related Expenditure and Financial Accountability

26.1 For the purpose of election there should be neither collection of funds nor any campaigning in the form of posters, banners etc.

26.2 The candidature of the candidate if found guilty for non-compliance of article 26.1 will be cancelled by the Election Committee.

Article 27. Financial Matters

The University will levy a biannual-fee on all bonafide students of the University and the societies and clubs will be funded from it. In the first meeting of the General Council each and every society/club will submit to the General Secretary an annual budget proposal. After considering and discussing all proposals the General Council will decide upon the allocation of funds, if necessary through voting. At least one month before the current senate's term comes to an end each society/club will submit its performance/activity report to the General Secretary and in the meeting of General Council it has to be decided that whether the performance of those societies/clubs have been satisfactorily congruous to its previously submitted budget proposal or not. If the performance of a society/club has been found satisfactory then that society/club will continue to exercise its representation in the General council in the coming new Senate Session. However, it may lose representation in the same or may not get satisfactory budget allocation if it is found otherwise by the General Council. The entire financial transaction of the Senate will be audited as per University norms.

 29.01.14

(Aditya Bandyopadhyay)

Professor,


Department of Architecture, Town and Regional Planning

And, Professor In Charge of Students' Activities

Approved.

Please notify.

Registrar.

 29/1/14.