



ASSAM DON BOSCO UNIVERSITY

Airport Road, Azara, Guwahati - 781017, ASSAM

Phone +91 361 2139291/92; Fax +91 361 2841949; e-mail contact@dbuniversity.ac.in; www.dbuniversity.ac.in

Assam Don Bosco University

Institutional Association Constitution

Aim

The Institutional Association is a representative body of a unit (a School, a Campus, a Department, an Institute), of the university. It endeavours to take advantage of every opportunity to create and sustain an environment that nurtures life in its fullness for every member of that unit of the university and set it on the path of excellence. ADBU believes that progress is possible only with the involvement of all the stakeholders of every unit of the university – the students, the staff, the faculty and the management.

Composition and period of membership

The Institutional Association consists of elected representatives from the students, nominated representatives from the staff and faculty and representatives of the management. Each member ought to exemplify what is best in a Bosconian – integrity of life, commitment to one's responsibilities and constant pursuit of excellence.

Members of the Institutional Association shall not be members of unions and other organizations whose aims and objectives are not in sync with the values and vision of the Assam Don Bosco University

The term of membership in the association is one year. A member may be nominated or elected again.

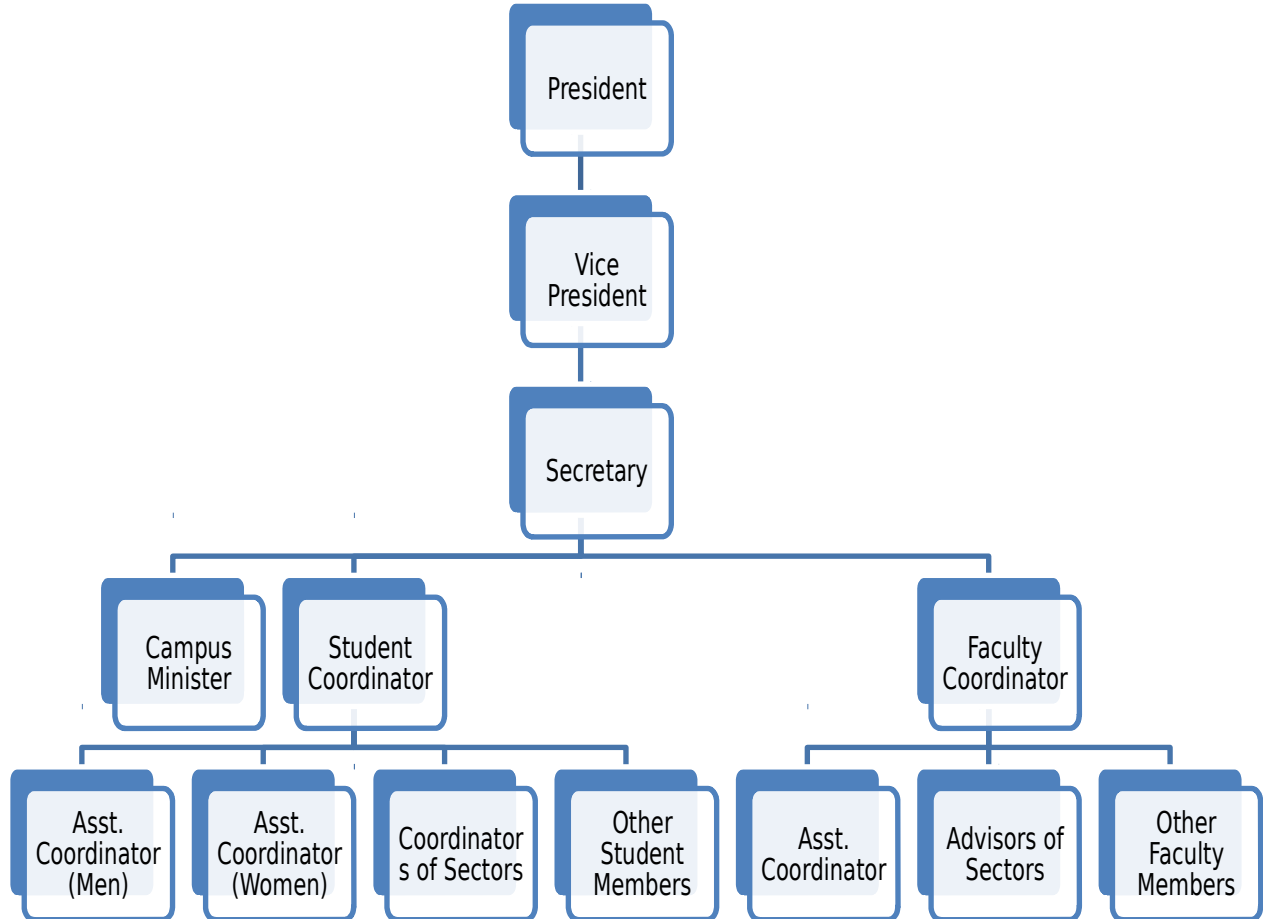


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Organisational Structure



Membership

The following are ex-officio members of the Association.

1. The Rector and Vice Rector of the Salesian community at the Campus. The former is the ex-officio President and the latter the Vice President of the Association.
2. The Head of the Unit for which the Association is formed. He/She is the ex-officio Secretary of the Association.
3. The Campus Minister.

The President in consultation with the Secretary of the Association will nominate representatives of the management, faculty and staff to be members of the Association.

A student becomes a member of the Association through election by the student community. There shall be two student representatives (one male and one female) from each class.

Eligibility for student representatives

Only students of the unit who have satisfactory attendance and academic record may be elected as student representatives. Satisfactory attendance means the minimum attendance requirement as given in the Regulations of the programme for which the student is enrolled, from the time of admission to the time of



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election. Satisfactory academic record means that the student has obtained the normal number of credits in his/her programme up to the current semester. If a current member of the Association fails in any course, he/she will automatically cease to be a member of the Association and another student elected in his/her place. Students against whom serious disciplinary action has been taken (like suspension, warnings for substance abuse, ragging, etc.) cannot be elected to be members of the Association.

Election Procedure

The Secretary of the Association will constitute an Election Committee consisting of faculty members and notify the date of the election. The candidate standing for election must be proposed by a fellow student and seconded by another. All the three students will personally submit the requisite nomination papers to the designated member of the election committee. A male candidate may be proposed, seconded and elected by other male students only; and a female candidate only by other female students. A candidate cannot propose or second another candidate. One who proposes or seconds a candidate cannot stand for election, or propose or second another candidate.

The election committee will check the eligibility of the candidates for each class and publish the names of candidates whose nomination papers are in order, after allowing for withdrawal of nomination.

The election will be conducted by two election committee members assigned for each class as election officers. They will appoint two scrutineers for each class from among the students.

The scrutineers have the responsibility to

1. count the number of voters
2. collect the requisite number of ballot papers from the election officers
3. distribute one ballot paper to each voter and collect them back after the voter has made a choice
4. count the returned ballot papers and prepare the result of the election under the direction of the election officers.

Before the actual voting, election officers will direct each candidate to present his/her candidature to the class in a suitable manner. After the ballot papers are counted, the election will be considered valid if the number of votes tally with the number of voters; else the election will be considered invalid and has to be repeated. The candidate with the largest number of votes will be considered elected. In case of a tie, the election will be repeated, restricting the choice of candidates to those having the highest equal number of votes. If the second round also does not produce a decisive result, the candidate will be decided by lot.

The election officers will record all the proceedings in the required format and submit it to the Secretary of the Association.



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Election of Office-bearers of the Association

The Secretary in consultation with the President of the Association will call the meeting of the members of the Association. After the President has impressed upon the members their responsibilities as members of the Association, he will formally induct them into the Association. The student members will take a pledge as members of the Association at a suitable function. The secretary will coordinate the election of the following office-bearers.

1. The Faculty Coordinator. He/she will be elected by the faculty members of the Association by secret ballot or voice vote.
2. Asst. Faculty Coordinator. He/she will be elected by the faculty members of the Association by secret ballot or voice vote.
3. Student Coordinator. He/she will be elected by the student members of the Association from among the pre-final year student representatives.
4. Asst. Student Coordinator (men). He shall be elected by the male students of the Association from among the student representatives junior to the Student Coordinator, if they exist.
5. Asst. Student Coordinator (women). She shall be elected by the female students of the Association from among the student representatives junior to the Student Coordinator, if they exist.

The procedure for electing student coordinators will be the same as that for electing a student representative from a class.

Functions of the Association

Members of the Association bring to it for its consideration the concerns, views and welfare of the stakeholders they represent. However, the members shall shun partisan agenda and work towards realizing the aims of the Association. The concerns of any stakeholder shall be the concern of the entire Association. Members of the Association strive for the welfare and development of all sections of its unit and not just that of the stakeholders they represent.

The Association will take charge of the organization of the Annual Cultural Fest, co-curricular activities like quizzes, debates, competitions, Freshers' Socials, Farewell for outgoing students, staff and faculty, and other co-curricular activities specifically requested of it by the President. Most of these activities will be implemented through the sub-committees constituted for the purpose. It shall have faculty members of the Association as advisors and student members of the Association as secretaries. Such committees shall induct other faculty members and students in their activities thus involving the whole college.

Two student members (one male and one female) will be inducted into the Canteen Committee. The faculty and student coordinators will be members of the Discipline Committee.

Responsibilities of Office-Bearers of the Association

1. President

The President guides the Association in its policies and gives direction to it to achieve the desired goals. The concerns and welfare of the faculty, staff



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and students shall be his priority. He presides over all the meetings of the Association. He is primarily responsible in nominating faculty and staff members and representatives of the management to the association.

2. **Vice President**

The Vice President assists the President in the duties assigned to him and takes the place of the President in his absence.

3. **Secretary**

The Secretary coordinates the planning and implementation of the activities of the Association. He/she assists the President in nominating faculty and staff members to the Association. He/she plays a vital role in the formation of the Association through the election of the student representatives from each class and office bearers of the Association.

4. **Campus Minister**

The Campus Minister functions in close collaboration with the President and Secretary of the Association in organizing programmes for personality development, providing for counselling needs, organizing groups and clubs, coordinating the social involvement of students, etc.

5. **Faculty Coordinator**

The faculty coordinator assists the Secretary especially in planning the activities of the Association and is the chief advisor to the students in the implementation of activities. He/she will organize meetings of the advisors and student coordinators of the various sub-committees. He/she will liaison with faculty members who are not members of the Association to ensure their involvement in the various activities of the Association.

6. **Student Coordinator**

The Student Coordinator gives leadership and energizes the members of the Association in the implementation of its programmes. He/she is closely associated with the Secretary and Faculty Coordinator in the planning and monitoring of the activities of the Association. He/she will seek the cooperation of all the students for achieving the goals of the Association. He/she will be an example for the students for commitment, discipline and performance.

7. **Asst. Faculty Coordinator**

He/she assists the Faculty Coordinator in respect of the corresponding duties and responsibilities.

8. **Asst. Student Coordinator (Men)**

He assists the Student Coordinator in respect of the corresponding duties and responsibilities, especially in matters concerning the male students.

9. **Asst. Student Coordinator (Women)**

She assists the Student Coordinator in respect of the corresponding duties and responsibilities, especially in matters concerning the female students.