

9. DPSR UNIVERSITY STUDENT COUNCIL

1) This may be called as Ordinance 7 of Delhi Pharmaceutical Sciences & Research University.

2) There shall be a student welfare council called “DPSR University Student Council”.

3) **The aims and objective of the Council shall be:-**

- I. To develop a sense of social service, by organizing health check-up and counseling programs in public.
- II. To promote culture activities amongst the students of the council by developing some societies for the students,
- III. To arrange and participate in extracurricular activities organized by statutory bodies like UGC, PCI, SAI, AIU, AICTE, DST, DBT and DCPTOT and to participate in professional activities alongwith curriculum activities.
- IV. To promote the academic and research interest of students generally by coordinating activities with teachers for conducting seminar/conference/QIP related works and administration of University/ Institute to maintain a library, reading-room, writing-room, games-room, refreshment room and hostels.

4) **Members of the Council:** There will be two types of members of students council:- Ordinary and Honorary

All the students who have enrolled in the University and paid regular fee of the Institute/University schools of each academic year will be the valid ordinary members of the Council.

The members of the teaching staff of the University shall be Honorary members. The Honorary members shall be entitled to all the privileges of the ordinary members but shall not be entitled to stand for or vote at election. However, they shall be nominated for the post of Patron, Treasurer or any Additional Members (not more than three) by the Vice Chancellor.

During all elections, only ordinary members shall be entitled to vote.

5) **The following shall be the Officers of the Council:-**

- a) The Patron
- b) The President
- c) The Vice-President
- d) The Treasurer
- e) The General Secretary
- f) The Joint Secretary
- g) The Sports Secretary
- h) The Cultural Secretary
- i) The Girls Representative
- j) The class representative for each course (upto a maximum of 10)
- k) Members nominated by the Vice Chancellor

- a. One of the Head of the department Deans or any senior member of teaching staff appointed by the Vice Chancellor shall be the Patron of the Council.
- b. The Treasurer shall be a member of the teaching staff nominated by the Patron for the year, provided that a teacher who has worked as a Treasurer for two consecutive years shall not be eligible for such a nomination. The President, Vice President, the General Secretary, The Joint Secretary, the Sports Secretary, the Cultural Secretary, the Girls Representatives shall be elected by the class representatives, and members nominated by the Vice Chancellor.
- c. **Class Representatives will be elected by ordinary members** of each class (BPT/B.Pharm 1st Semester; 3rd Semester; 5th Semester; 7th Semester and all PG 1st Semester and 3rd Semester). Number of nominated members by the Vice chancellor shall not exceed 40% of the elected members.
- d. One who has once held the office of the President, Vice-President or a General Secretary shall not be eligible for re-election to any of these posts.
- e. The team of offices of the council shall be from September 15 to June 30 each academic calendar year.
- f. In the case of a casual vacancy in the office of the President, the Vice-President shall hold the office. Similarly in case of casual vacancy of the General Secretary, the Joint Secretary shall hold the office.

6) The duties of the officers:

- a. The Patron shall exercise general supervisory control over the affairs of the Council. He/She shall have power to call for reports from any officer of the council, shall decide points of dispute referred to him, and may require any immediate action to be taken on any matter concerning the council.
- b. In the absence of the President, the Vice-President shall exercise the power of the President for the purpose of meeting. If either the President or the Vice-President is present at any meeting, a chairman may be elected from among the members of the council.
- c. The treasurer shall be in-charge of the funds of council, and shall see that they are spent properly according to the budget and in accordance with the resolutions passed by the council as per the rules of the DTTE specified for "Pupil's Fund". He shall countersign all indents for articles costing Rs. 1000/- or more. He shall make the necessary disbursements directly, after receiving a certificate from President/the General Secretary to the effect that the articles mentioned in the bill have been duly received. He shall, in particular:
 - a) Prepare the budgets
 - b) Arrange to prepare the annual balance sheet and send it to each school by the end of September for display on the Notice Board.
- d. The duties of the General Secretary shall be :
 - a) To call meetings of the council in consultation with or at the instruction of the President and/or Patron.
 - b) To keep the minutes of such meetings and to present them for confirmation at the next meeting. After confirmation, the minutes should be sent to the Patron.
 - c) To keep the President informed about all matters.

- d) To conduct the correspondence of the council and to give information concerning meetings to the members of the council.
- e) To keep all the records of the council other than those kept by the Treasurer.
- e. The Joint Secretary will perform all duties as directed by the General Secretary within the duties prescribed for General Secretary.

7) Registers

- a. The following records shall be kept:
 - a) A register of members,
 - b) A minute-book of the meetings of the council,
 - c) A Cash Book,
 - d) A register of purchase,
 - e) A ledger of receipts and expenditure,
 - f) A minute-book of the meetings of the general body of the council,
 - g) Any other book or register prescribed by the Executive Committee of the Patron.
 - h) Stock of items purchased for students welfare

8) Election

- a. The general election shall be conducted by a Returning Officer appointed by the Vice Chancellor in consultation with Patron.
- b. Election campaign, if any, shall be conducted peacefully, and in a dignified manner.
- c. There shall be no canvassing by means of cards, pamphlets, pamphlets, leaflets', posters. There shall be no canvassing by means of cards, pamphlets, leaflets', posters, loudspeakers, disfiguring of walls and such other measures and any candidate employing or causing of employ such means shall be liable to be disqualified.
- d. The Returning Officer shall issue a circular indicating clearly how voting should be done, for the benefit of the new entrants to the University.
- e. Nomination papers shall be handed over to the Returning Officer and a receipt obtained for such delivery.
- f. Each nomination paper shall be for one office or place only.
- g. Each nomination paper shall contain the name of the proposed candidates (with his class in the University), the office for which he is nominated, his consent to such nomination and the names (with their classes) of the proposer and the seconder of such nomination.
- h. The students who desire to contest election for the post of Class Representative and the Elected Class Representatives who desire to contest election for the post of President, Vice President, Secretary and Joint Secretary of Students Association, DPSRU shall obtain their Nomination forms, from the Assistant Registrar (Academic) and submit the completed forms in the Academic Branch as per schedule notified.
- i. The students filling nominations for above posts will need to attach a photocopy of Identity Card and Mark Sheets of previous semesters along with nomination form.

- i. Any candidates who have any backlog of the University examination will not be eligible for election.
- ii. Any student who was subjected to any disciplinary action/unfair means action by the university authorities or against whom any disciplinary/unfair means proceedings are pending will not be eligible to contest election. Any student who has been tried and/or convicted of any criminal offence or misdemeanor will also not be eligible to contest election.
- iii. The candidates can have a maximum of two opportunities to contest for election of class Representative and one opportunity to contest for the elections of office Bearer.
- j. The Returning Officer shall verify all the facts mentioned in the nomination paper and shall record on it, date of receipt.
- k. A scrutiny will be held of all nomination papers by the Returning Officer in the presence of the candidates and their proposers and seconders.
- l. If the Returning Officer considers a nomination paper irregular or invalid, he shall bring the matter to the notice of the Patron whose decision as to its validity shall be final.
- m. No member of the Council shall propose or second more names than there are vacancies for the particular post or posts. If any member has proposed or seconded more candidates than there are vacancies, all the nomination papers to which he has appended his signature will be declared invalid.
- n. The Returning Officer shall post on the notice-board, the list of all the candidates proposed for various offices together with the names of the proposer and the seconder in the following form:

<i>Office</i>	<i>Name of the candidate (with class)</i>	<i>Name of the proposer (with class)</i>	<i>Name of the seconder (with class)</i>	<i>Signature of the Returning Officer signifying that the nomination is valid</i>

- o. The polling will be held by means of printed/typed Papers within eight weeks from the start of new Academic year. The nomination paper shall contain the date of birth of the proposed candidates, verified by faculty office.
- p. Due arrangements for the polling shall be made by the Returning Officer, so that the secrecy of the ballot shall be kept. If any day so fixed is declared a Holiday the next working day will be deemed to have been fixed instead.
- q. There shall be different ballot papers for the offices of (1) the Vice-President, (2) the General Secretary and (3) the representatives of the Faculties and the Colleges.
- r. Ballot papers will be serially numbered on the counterfoil and the voter shall sign his name on the counter-foil only. The vote will be invalid if the voting paper is signed or bears any mark of identification.
- s. The ballot paper at a general election shall be printed in the following form:

**THE DELHI PHARMACEUTICAL SCIENCES AND RESEARCH
UNIVERSITY ELECTION FOR STUDENT COUNCIL (SESSION.....)**

Election of

of the candidates in alphabetical order	below
1.	
2.	
3.	
4.	
and so on	

Note:

- a) The voting paper should not be signed.
- b) A cross X shall be placed against the name of the person for whom the member wants to vote.
- c) The voting paper will be invalid if more votes are recorded than there are vacancies or if more than one cross is recorded against any candidate or if the voting paper is signed or bears any other mark of identification.
- t. The Returning Officer may arrange polling booths, if necessary, to enable all voters to vote conveniently and may distribute the names on the electoral roll among these booths, indicating clearly outside the booths the groups of voters who are to vote there.
- u. Each polling booth will be in charge of a Polling Officer who will be provided with a list of the voters who are required to vote there. He shall mark on this list the serial number of the ballot paper handed over to each voter and shall require the voter to sign his name on the counterfoil of the ballot paper.
- v. The Returning Officer shall exercise general supervision over all the booths and he may, if necessary, nominate a Polling Officer and a certain number of persons to help him in his work as the Returning Officer.

- w. The Returning Officer shall fix the hours during which voting shall take place and no voter who has not received a ballot paper before the close of the time appointed shall be allowed to vote.
- x. Every voter shall go to the place for recording his vote immediately on being given the ballot paper, and he shall deposit the paper in the box after recording his vote. The paper must be deposited even if the voter does not desire to record his vote for any candidates. No voting paper once given shall be taken away from the polling booth. There shall be no concussing at the polling booth.
- y. After the close of the poll, the Returning Officer shall seal each box with his seal. Any of the candidates may also affix their own seals to the box in addition, if they safety.
- z. The Returning Officer shall announce the time on the day after the poll and the place at which the counting of the votes shall take place. The counting shall be finished within two days of the poll.
- aa. The Returning Officer shall count the votes in the presence of any of the candidates who may wish to be present; and he may appoint a certain number of persons to help him in the counting.
- bb. While counting votes, the Returning Officer shall decide the validity of each vote and in case of doubt, his decision shall be final.
- cc. The result of the count will be immediately communicated to the Patron who will announce the result after allowing twenty-four hours for any complaint :
 - a) Any complaint against the proper counting of votes must be made to the Patron within twenty-four hours of the conclusion of the count.
 - b) If any complaint is made about the count, the Patron will investigate the matter either personally or through some person appointed by him. The Patron's decision in the matter will be final.
- dd. The boxes of voting papers will again be sealed after the conclusion of the count and will be in charge of the Returning Officer till the Patron has announced.
- ee. The result of the election after which the voting papers will be destroyed according to the directions of the Patron.