

SBA 2023 Election Results

President Elect: Anjali Shekhawat

Vice-President Elect: Vivek Meghvanshi

Sl. No	Name of the Committees	Convenor Elect	Vice-Convenor Elect	CRs (LL. M.)	CRs (1 st Year B. A. LL. B.)	CRs (2 nd Year B. A. LL. B.)	CRs (3 rd Year B. A. LL. B.)	CRs (4 th Year B. A. LL. B.)	CRs (5 th Year)
1	Academic Support Committee	Chirag Motwani	Aayushka Pandey	S. Srinivasan	A. Shashank	A. Shivam Agarwal	--	--	--
					B. Fatima Khalil	B. Shubhanshu Dubey	B. Bhavika Talwar	--	--
					C. Soumya Jain	C. Siddhant Singh	C. Ananya Bose	--	--
2	Learning Resources Committee	Deepit Sheel	Alice Alpana Lakra	Laxmi Chaudhary	A. Harshita Gupta	A. Pratyush Pandey	--	--	--
					B. Anenya	B. Moazzam Hussain	B. Deepika Pathania	--	--
					C. Suhana	C. Himanshu Ratre	--	--	--
3	Moot Court & Conferences Committee	Rahul Taneja	Sonali	--	A. Vedansh Pathak	A. Harsh Ahuja	A. Rajshree Tiwari	--	--
					B. Sejal Sahu	B. Ravi Rajpurohit K	B. Kumari Srishti Agrawal	--	--
					C. Ridhim Agarwal	C. Ashutosh Shukla	C. L. Anisha	--	--
4	Literary and Debating Committee	Divya Balihar	Vedant Bhardwaj Singh	--	A. Vedant Rathi	A. A Sridhar Sharma	A. Vishrut Parakulangara	--	--
					B. Nagam Suchasri	B. Pushpendra	--	--	--
					C. Harsh	C. Mahek Gupta	--	--	--
5	Legal Aid and Social Services Committee	Shreya Suresh	Ayush Dewangan	--	A. Ananya Agarwal	A. Mayank Kumar	A. J. Sai Jaanvi	--	--
					B. Vani Verma	B. Deepak Kumar Meena	B. Zainab Fatima	--	--
					C. Prathmesh Sahu	C. Stuti Malik	C. Yasasvi Ravi	--	--
6	Sports Committee	Ashish Kumar Kurrey	Sanvi Zadoo	--	A. Purvi Singh	A. Runit Rathor	--	--	--
					B. Rahul Agrawal	--	--	B. Nandan Bharat Rathi	--
					C. Gunn Pulyani	--	--	--	--
7	Cultural Committee	Sunny Kartik Toppo	Preeti Talreja	--	A. Ashyam Rayyan Ullah	A. Prajwal Harsh	--	A. Aryan Mishra	--
					B. Divyansh Yadav	B. Mehak Khan	--	--	--
					C. Dhairya Khare	C. Shreya Niyal	C. Utkarsh Soni	--	--
8	Halls of Residence and Mess Committee	Nupur Singh	Narendra Rathia	--	A. Rahul Thakur	A. Amrisha Priyal	--	--	--
					B. Akanksha Sharan	--	--	--	--
					--	C. Pragya Verma	--	--	--
9	Alumni Affairs Committee	Harsh Namdeo	Nanditha Ashok	--	A. Kinjal Tapan Singhal	A. Anushka	A. Summar Veer Shukla	A. Arjun Tembhre	--
					B. Riya Gupta	B. Agam Gupta	B. Kashish Juman	B. Shashank Tripathi	--
					C. Arzoo Kedia	C. Sanya Purohit	C. Harshita Kushwaha	C. Pratham Pandey	--
10	Student Editorial Board	Nomesh Kumar Rawate	Vrinda Chaturvedi	--	A. Ansh Parashar	A. Ayush Singh Verma	A. Namisha Ojha	--	--
					B. Avishesh Krishna	B. Priyanshu	B. Kunal Thawani	--	--
					C. Rose	C. Akshar Aditya	C. Goutham Rajeev	--	--

Returning Officer

Students' Bar Association Charter

2022



Hidayatullah National Law University

Uparwara, Nava Raipur Atal Nagar, Chhattisgarh – 492002 (C.G.)

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Preamble

Whereas the Hidayatullah National Law University was established in the year 2003 for advancement of teaching, learning, research and dissemination of knowledge in field of law and allied sciences;

And students being its important stakeholders, their overall development is prime objective of the university;

Accordingly, in this year of 2022, the Charter of Students' Bar Association is adopted with the following objectives:

- To represent the interests of students and effectively manage their affairs;
- To foster the creative energies of students and promote their collective welfare;
- To promote equality and fraternity amongst students belonging to different race, caste, creed and gender; and
- To develop democratic values as well as broad intellectual and cultural values amongst the students.

Part-I Preliminary

Article 1: Title

There shall be a students' association known as the Students Bar Association of Hidayatullah National Law University, hereinafter referred to as the "SBA".

Article 2: Definitions

- (a) **SBA:** The SBA shall comprise of the full-time under-graduate and post graduate students of the University who may meet as a General Body in accordance with the provisions of this Charter.
- (b) **Patron:** The Vice-Chancellor of the University shall be the Patron of the SBA.
- (c) **Executive Council of the SBA:** It shall consist of the President, Vice-President, the Conveners and Vice-Conveners of various committees, hereinafter referred to as "ECSBA".
- (d) **Committees:** It shall refer to the ten committees specified under Schedule-I of this Charter.
- (e) **Member of a Committee:** It shall mean the class representative elected for a specific Committee.
- (f) **Convener of a Committee:** Each Committee shall have a Convener elected directly in accordance with the election procedure prescribed under Article 10 of this Charter.

- (g) **Vice-Convener of a Committee:** Each Committee shall have a Vice-Convener elected directly in accordance with the election procedure prescribed under Article 10 of this Charter.
- (h) **Co-opted Members of a Committee:** It shall be such members who are co-opted into the Committee through open discussion and consent of the concerned Committee without any formal election.
- (i) **President of the SBA:** It shall mean the President of the SBA elected in accordance with the election procedure prescribed under Article 10 of this Charter.
- (j) **Vice-President of the SBA:** It shall mean the Vice-President of the SBA elected in accordance with the election procedure prescribed under Article 10 of this Charter.
- (k) **General Body Meeting:** An ordinary meeting of the General Body of SBA hereinafter referred to as GBM of the SBA convened and presided over by the President of SBA.
- (l) **Special General Body Meeting:** A Special GBM of the SBA may be convened by the President only under special circumstances provided under Article 18(b) of this Charter.

Part-II Organization of the Students' Bar Association

Article 3: Executive Council of the SBA (ECSBA)

- (a) The ECSBA shall consist of the President, Vice-President, the Convenors and Vice-Convenors of various Committees of the SBA.
- (b) An ECSBA meeting shall be convened and presided over by the President and in his/her absence by the Vice-president and in his/her absence by any other member of the ECSBA, nominated by the president, whereas any such member shall be deemed to be acting in the capacity of the president as regards the discharge of the specific functions.
- (c) The ECSBA shall be responsible for:
 - (i) Aiding the President and Vice-President as regards the activities of the SBA;
 - (ii) Aiding the President and the Vice-President in the mediation and resolution of grievances of any member of SBA; and
 - (iii) Supporting the President and the Vice-President in the discharge of their functions under this Charter.
- (d) The President and Vice-President shall consult the ECSBA from time to time through meetings, which shall be held at least once a month on matters of general interest of the students.

- (e) The President or the Vice-President may recommend a matter on which a decision has been taken by a particular committee for the consideration of the ECSBA. The ECSBA may consider the matter and refer it back to the Committee for its reconsideration with its own observations. If the matter is not reconsidered by the Committee and returned without any changes, in such a case, the ECSBA may take a final decision on the matter.
- (f) It shall be the duty of the Convener and Vice-Convener of each Committee to communicate to the President and Vice-President all decisions taken by the respective Committees in all matters.

Article 4: President and Vice-President of SBA

- (a) There shall be a President and a Vice-President of the SBA elected in accordance with the election procedure prescribed under Article 10 of this Charter.
- (b) The President and Vice-President shall be jointly responsible to the SBA in the discharge of their functions. However, they may determine their specific individual responsibilities within the framework of their joint responsibilities and the same shall be notified to the Student Bar Association.
- (c) The President and Vice-President shall be responsible to the SBA for:
 - (i) Representing the larger interests of students and of the University;
 - (ii) Effective co-ordination of the activities of the SBA with the support of the ECSBA;
 - (iii) Ensuring transparency in the functioning and working of the SBA; and
 - (iv) Consulting the ECSBA on matters of general interest of students.
- (d) The President and Vice-President shall have the right to attend the meetings of any of the Committees and offer advice on the activities of such committees.
- (e) In the absence of the President, the Vice-President shall assume the powers, duties & responsibilities of President till he/she resumes his/her responsibilities.

Article 5: Faculty Advisors of Committees and ECSBA

- (a) Each Committee specified under Schedule-I of this Charter shall have specific number of faculty advisors. The faculty members representing various University level Committees as Conveners/Members shall act as the ex-officio Faculty Advisors for aiding and advising the SBA Committees in their functioning. They shall play advisory and mentoring role to the respective Committees of SBA. The faculty advisors shall have the right to attend the deliberations of the committee without any right to vote.
- (b) The Conveners of the Faculty Committees constituted every year shall act as the Chief Advisors for the respective SBA Committees and they will coordinate amongst the faculty advisors of the concerned committee.

- (c) The Collegium of Deans shall act as the Advisory Body and advise and mentor the ECSBA in discharging its duties and responsibilities entrusted to them under the Charter. Acting as advisors, the Deans shall have the right to attend the meetings of the ECSBA without having the right to vote.

Part-III

Representation of Students belonging to Various Categories

Article 6: Reservation for SC, ST and OBC Students in SBA

- (a) In keeping with the representation of all India and Chhattisgarh Domicile SC, ST and OBC students both in the UG and PG Programs, equitable number of posts shall be reserved for the SC, ST and OBC students in proportion to their population in the total student population of the university.
- (b) Of the ten Committees specified in Schedule-I having ten Conveners and ten Vice-Conveners, four posts of Conveners and four Vice-Conveners shall be reserved for SC, ST and OBC students. In keeping with their representation in the total student population, one post of Convener and one Vice-Convener shall be reserved for SC, two posts of Conveners and two Vice-Conveners shall be reserved for ST and one post of Convener, and one Vice-Convener shall be reserved for OBC students.
- (c) Reservation of specific posts of Conveners and Vice-Conveners for SC, ST and OBC students in 10 different committees shall be decided by the Election Committee on rotation basis through the draw of lots every year.
- (d) The Election Committee shall ensure that the posts of a Convener or Vice-Convener of a specific Committee shall not be reserved for two consecutive years. Similarly, the Election Committee shall also ensure that if the post of Convener of a Committee is reserved for any of the reserved categories of students, the post of Vice-Convener shall not be reserved for that year for any of the reserved categories of students and vice-versa.
- (e) The posts of President and Vice-President being single posts, there shall not be any reservation for SC, ST or OBC for such posts except for the fact that one post shall be for a boy and another for a girl.

Article 7: Equitable Representation of Girls Students in the SBA

- (a) In keeping with the principle of gender equality, fifty percent of the executive posts in SBA shall be allotted to girls. Of the two different posts of President/Vice-President of SBA and Convener/Vice-Convener of a Committee, one of the posts of President or Vice-President and Convener or Vice-Convener shall be allotted to a girl student.
- (b) In order to ensure the election of one boy and one girl for the post of President/Vice-President and Convener/Vice-Convener, the nomination of candidates shall be made in 'teams of boys and girls'. This means, the candidates contesting for the post of President/Vice-President and Convener/Vice-Convener shall file their nomination in teams comprising of 'a boy and a girl' or 'a girl and a boy'.

Part-IV

Election Committee and the Chief Election Officer

Article 8: Election Committee and the Chief Election Officer

- (a) There shall be an Election Committee to be constituted by the Vice-Chancellor in the beginning of every Academic Session (preferably in the 2nd week of July) for making preparation for notification and conduct of elections to the SBA preferably in the 2nd week of August every year.
- (b) The Election Committee shall comprise of three faculty members including the Chief Election Officer who shall be heading the Election Committee.

Article 9: Main Tasks of the Election Committee

- (a) To undertake the process of identifying the posts to be reserved for various categories of students every year following the principle of rotation and by means of draw of lots;
- (b) To prepare for the notification of elections to the SBA which shall be held preferably in the 2nd week of August every year;
- (c) To recommend for the appointment of a Returning Officer from amongst the faculty members to oversee, scrutinise, verify, validate the nominations filed, conduct elections, supervise the counting process and certify the election of candidates to various posts of SBA;
- (d) To make arrangement for conduct of the “How We May Serve You and Presidential Debate” and make recommendation to the Vice-Chancellor for the appointment of a faculty member as Anchor to conduct the proceedings of “How We May Serve You and Presidential Debate”; and
- (e) To settle the disputes, if any, relating to elections.

Part-V

Election Procedure and Tenure

Article 10: Election Process

(a) Notification of the SBA Election

- (i) The Election Committee shall notify the elections to the SBA preferably in the 2nd week of August every year releasing a detailed schedule of the nomination process including scrutiny, verification, notification of valid nominations, withdrawal of nominations, the final list of nominations, date of presidential debate and polling of votes.
- (ii) The notification announcing the elections to the SBA shall preferably be made in the 2nd week of August every year and the filing of nominations to various posts of SBA shall close within 48 hours from the date and time of notification of elections.
- (iii) After the closure of filing of nominations, a specific day shall be earmarked for notification of valid nominations and withdrawal of nominations for contesting in the SBA Elections followed by notification of final nominations for contesting elections.

- (iv) The nominations for the posts of President/Vice-President and Conveners/Vice-Conveners shall be made and accepted in pairs of boys and girls.
- (v) Filing of nominations for various posts shall require a set of proposers and seconders as mentioned below:

President/Vice-President:	Ten Proposers & Ten Seconders
Convener/Vice-Convener:	Five Proposers & Five Seconders
Committee Members (Class Reps.):	Two Proposers & Two Seconders

Whereas the proposers and seconders for the posts of President/Vice-President and Conveners/Vice-Conveners shall be from across the five batches of B. A. LL. B. and LL. M., the proposers and seconders for class representatives shall have to be from the class (section) itself.

(b) How We May Serve You and Presidential Debate

“How We May Serve You” and the “Presidential Debate” shall be held in the forenoon of the sixth day of notification of elections. The teams contesting as Convener and Vice-Convener shall be given an opportunity to speak in favour of their candidature for about 2-3 minutes. This shall be followed by a presidential debate which will begin with the teams of President and Vice-President speaking for 4-5 minutes in favour of their candidature. The presidential debate is to be anchored on the basis of issues related to advancement of academic excellence in the university and related matters including creation of a conducive environment for the same. The entire proceedings of the “How We May Serve You” and “Presidential Debate” shall be anchored by an officer (faculty member) to be appointed by the Vice-Chancellor on the recommendation of the Election Committee.

(c) Conduct of Elections to various Offices of SBA

- (i) The polling for various posts shall be held on the sixth day of notification of elections one hour after the completion of presidential debate.
- (ii) All the members of SBA starting from Class Representatives to Convener/Vice-Convener of various Committees and President and Vice-President shall be elected directly through secret ballots.
- (iii) No student shall be allowed to contest the election for more than one posts at the same time.
- (iv) Students belonging to any semester/year shall be eligible to contest for the post of President or Convener. However, final semester/year students shall not be eligible to contest elections for the post of Vice-President or Vice-Conveners.

(d) Election of President and Vice-President of the SBA

The President and Vice-President shall be elected by the General Body of the Student Bar Association by way of secret ballot. The team of President/Vice-Presidential Candidates securing the maximum number of votes shall be declared elected as the President and Vice-President of the SBA.

(e) Election of the Convener and Vice-Convener of Committees

Each Committee shall have a Convener and Vice-Convener who shall be elected directly by the General Body of the SBA through secret ballot. The team of Convener/Vice-Convener candidates securing the maximum number of votes shall be declared elected as the Convener and Vice-Convener of the specific Committee for which nomination was filed by them.

(f) Election of Members of Various Committees

- (i) Each section (class) of every B. A. LL. B. Batch of students shall elect ten student representatives from amongst themselves, by means of secret ballot, for appointment to various committees mentioned in Schedule-I.
- (ii) Notwithstanding anything contained in this Article, LL. M. Batch shall elect a total of ten students, by means of secret ballot, for the purposes of induction into various committees mentioned in Schedule-I.

(g) Counting of Votes

- (i) The counting of votes shall be done on the same day after the completion of polling by the Returning Officer and such other officers as may be nominated/appointed by the Election Committee.
- (ii) The candidates/team of candidates securing the maximum number of votes shall be declared elected to the posts for which nomination was filed by the candidate(s). In the event of a tie, there shall be a recounting of votes to be taken up by the Returning Officer. If the tie still remains after the recounting of votes, the result shall be declared by drawing of lots in the presence of Election Committee.

(h) Declaration of Results

Post certification by the Returning Officer of the candidates elected to various posts, the results shall be declared by the Vice-Chancellor/Chief Election Officer appointed by the Vice-Chancellor.

Article 11: Administration of Oath of Office

The President, Vice-President, Convener and Vice-Convener elected to the SBA shall be administered oath of office on the next working day. After taking the oath of office, the President may be invited to deliver the acceptance speech.

Article 12. Process of Co-opted Members

Every Committee shall have the authority to co-opt a maximum of six students as co-opted members for the effective functioning of their committees. However, they can be co-opted only in an advisory capacity without having any right to vote. Such co-opted students shall be deemed not to be members of the committee for the purposes of this Charter.

Article 13: Qualifications and Disqualifications for Contesting Elections

(a) Qualifications:

In order to contest the elections to the SBA, it is essential that:

- (i) A student shall be a regular, full-time student of the university and he/she shall not be a distance/proximate education student.
- (ii) The student shall have obtained at least 2 CGPA and/or above and he/she shall not in any way have any academic arrears (back papers) as on the date of filing the nomination for contesting the election.
- (iii) The student shall have paid the fees due to the university as on the date of filing the nomination or he/she should have been granted exemptions by the university authorities on valid grounds.

(b) Disqualifications:

- (i) The student shall not have a previous criminal record, i.e. he/she should not have been convicted of any criminal offence or misdemeanour.
- (ii) The student shall not have been subject to any disciplinary action by the University authorities.
- (iii) No student shall be allowed to contest elections on the banners of any political party or with any kind of support from any political party. Any student found to be contesting elections on the banner of a political party or party ticket with any kind of party support including financial contribution, his/her candidature shall be rejected forthwith and he/she shall not be allowed to contest SBA elections in future.
- (iv) After the election of a student to any post under SBA, if he/she is found to have been supported by a political party in any manner and it is proved beyond reasonable doubt after a proper investigation by the Election Committee, his/her election shall be declared as void and set aside by the Election Committee and he shall be removed from the concerned post by the Patron on the recommendation of the Election Committee.

Article 14: Tenure

- (a) The members of the SBA so elected by the procedure mentioned under Article 10, shall have a tenure of one academic year starting from the date of Swearing-in ceremony for all the office bearers of the SBA. Provided that the tenure of the members elected via by-elections shall come to an end with the end of the tenure of regularly elected office bearers of SBA irrespective of the date of their taking the oath of office and secrecy.
- (b) In the interests of discouraging self-perpetuation in various positions of SBA, no student shall be allowed to hold the same post twice. A student already elected as Vice-Convener/Convener/Vice-President/President shall not be allowed to contest for the same post again. If a student had contested for a particular post earlier but had lost the election, he/she can contest the election for the same post again. However, a student elected for the post of Class Representative (i.e. Member of any of the Committees) can be allowed to contest the election twice. In other words, he/she can contest for the post of Class Representative again for a different Committee of the SBA.

Article 15: Removal from Office

(a) The President or Vice-President of the SBA may be removed from office in accordance with the procedure mentioned below:

- (i) Removal proceedings may be instituted against President or Vice-president on grounds of serious misconduct through a requisition in writing made to the Patron or any other person so appointed for this purpose by the Patron by 25% of the members of the SBA.
- (ii) On the receipt of such notice, the Patron or any other person so appointed for this purpose shall inform the President/Vice-President about the offences/complaints brought in against them.
- (iii) Such person shall be permitted 72 hours to submit a written reply to the Patron or any other person so appointed for this purpose.
- (iv) The Patron or any other person so appointed for this purpose shall then immediately notify the complaint and the written reply to the General Body of the SBA.
- (v) The Patron or any other person so appointed for this purpose shall thereafter convene a Special Meeting of the General Body of the SBA on the second day after the notification.
- (vi) The quorum for such meeting shall be 50% of the total strength of the General Body of the SBA.
- (vii) The Patron or any other person so appointed for this purpose shall preside over such General Body Meeting.
- (viii) At such General Body Meeting, one of the persons who made the request shall explain the grounds mentioned in the request and the elected representative sought to be removed shall have the opportunity to defend himself/herself.
- (ix) The request for removal, shall then be put to vote by means of secret ballot. The request for removal will be passed if two-third of the members present and voting which is not less than 50% of the total strength of SBA, vote in its favour.
- (x) Removal from office shall take effect immediately.

(b) Any member of the ECSBA, except President and Vice-President, may be removed from office by the SBA in accordance with the procedure mentioned below:

- (i) In case of any member of the ECSBA a request in writing may be made to the President or in his/her absence to Vice-President, signed either by not less than 1/3rd of the total membership of the relevant committee or by not less than 25% of the total members of the SBA. Such requisition must lay down in detail the reasons due to which removal is being sought.
- (ii) On the receipt of such notice, the President or the Vice-President, as the case may be, shall inform the person sought to be removed about the complaints brought in against him/her and provide a copy of such complaint filed.

- (iii) Such person shall be permitted 24 hours to provide a written reply to the President or in his/her absence to Vice-President.
 - (iv) The President, or in his/her absence the Vice-President, shall then immediately notify the complaint and the written reply to the members of the Concerned Committee and the members of ECSBA.
 - (v) The President or in his/her absence the Vice-President shall thereafter convene a joint meeting of the concerned Committee and the ECSBA on the second day after the notification.
 - (vi) The meeting must be attended by at least 75% of the members of the concerned Committee and the members of the ECSBA.
 - (vii) The President or in his/her absence the Vice-President shall preside over such Joint Meeting.
 - (viii) At such joint meeting, one of the persons who made the request of removal shall explain the grounds mentioned in the request and the person sought to be removed shall have the opportunity to defend himself/herself.
 - (ix) The request for removal, shall then be put to vote by means of secret ballot. The request will be passed if at least two-third of the members present and voting, vote in its favour.
 - (x) Removal from office shall take effect immediately.
- (c) Class Representatives or Co-opted members** of any committee can be removed in accordance with the procedure mentioned below:
- (i) Any member or co-opted members, who has remained absent in 3 consecutive meetings of the concerned committee without informing anything to Convenor / Vice Convenor shall be subjected to disqualification by the Convenor.
 - (ii) If the Convenor does not take any action as per Article 15(c)(i) then the Vice-Convenor or the member(s) of the concerned committee can make an application, via e-mail or letter, to the President or Vice-President and subsequently the President or the Vice-President shall conduct inquiry into the matter and take appropriate action.

Article 16: Vacancy in Office

- a) On a vacancy arising in the office of the President due to any reason whatsoever, the Vice-President shall assume all the respective duties and functions of the President and the ECSBA shall elect one person from amongst themselves to fill the post of Vice-President during such absence of the president. If there is a vacancy in the offices of both the President and Vice-President, the ECSBA shall elect one Convenor from amongst themselves to discharge the functions of President and another Convenor to discharge the functions of Vice-President for the remaining period. The post of such Convenor falling vacant shall be discharged by the Vice-Convenor of the said Committee, in accordance with the provisions of this Charter.

- b) On a vacancy arising in the office of a Convenor of a Committee due to any reason whatsoever, the Vice-Convenor of the said Committee, shall assume the office as Acting-Convenor. The same principle shall apply for a temporary vacancy exceeding fifteen days.
- c) In the event of a temporary vacancy in the office of a convenor, not exceeding fifteen days, the vice-convenor shall discharge the functions as the Acting convenor of the committee.
- d) Any vacancy arising in the office of Convenor of any committee by being elected for the office of President or Vice President, the Vice-Convenor shall discharge the functions of the Convenor of such a committee and the members of the concerned Committee shall elect the Vice-Convenor from amongst themselves.
- e) Any vacancy arising in any office/position under this Charter, due to any reason whatsoever, shall be filled as early as possible.

Part-VI

Functioning of the Committees and Meetings

Article 17: Functioning of the Committees

- (a) The activities of the SBA shall be carried out and facilitated by various Committees as mentioned in Schedule-I. The committees shall discharge such functions as are specified in Schedule-I appended to this charter.
- (b) The Committee shall meet at least once in every month and attendance must be taken of all the members present in the meetings.
- (c) If the deliberations of the Committee reach a deadlock, then the matter shall be referred to the ECSBA. The ECSBA shall have the supervisory and directory powers over the deliberations and decisions of all the committees. ECSBA may make resolutions on any matter falling under the domain of any committee, if it is in the general interest of students and any such resolution shall have binding and overriding effect on committees concerned.
- (d) The Committees shall have the responsibility to facilitate the conduct and co-ordination of their activities for the benefit of students at the university and they shall be entitled to take appropriate decisions in the larger interests of the students.
- (e) The Committees shall have the power to issue appropriate guidelines, as and when necessary, for the smooth conduct of their activities. Once issued, such guidelines shall continue to operate till they are amended.
- (f) For carrying out the multifarious activities falling under the domain of the Committees listed in Schedule-I, the respective committees shall have to approach the university authorities for sanction of money. Once the Committees are constituted after the SBA Elections, at the beginning of the Academic Session, all the committees led by their respective Conveners and Vice-Conveners shall come out with an annual action plan of all the activities they intend to undertake during the current academic session.

- (g) All such annual action plans prepared by the committees shall be presented to the President and Vice-President. The President and Vice-President shall consolidate all such action plans received and present the same before the ECSBA for consideration and approval.
- (h) Once approved by the ECSBA through discussions and deliberations, the consolidated Annual Action Plan shall be presented to the Patron by the President and Vice-President through the Faculty Advisors of SBA (i.e. COD). The Patron may approve the consolidated annual action plan as it is or may suggest specific amendments to the action plan proposed.
- (i) After the Annual Action Plan is approved by the patron, the respective committees shall be communicated about it and the same shall be notified to the members of the SBA by the President/Vice-President.
- (j) As per the Annual Action Plan approved by the Patron, various committees of the SBA shall approach the competent authority with specific budgets to enable them to organize/hold the events/activities planned earlier. All applications for sanction of funds for organizing the approved event/activities of any of the Committees shall be made by the Convener/Vice-Convener in writing to the Patron/Registrar and it must be endorsed by the President/Vice-President and forwarded by the respective Chief Advisor (Faculty Convener) of the Committee.
- (k) Once the budget has been sanctioned and withdrawn, the Convener/Vice-Convener of respective committees to which the fund has been disbursed, shall maintain proper record of the expenses incurred including the relevant documents and cash memos/invoices and submit it to the Account Section within two weeks of the conclusion of the event/activities and settle the accounts for the purposes of audit. The Convener/Vice-Convener of the Committees shall be required to maintain a duplicate file of the bills/invoices/cash memos submitted to the Account Section with themselves.
- (l) The President/Vice-President shall notify the details of the accounts to the SBA and present the same before the GBM every Semester. The accounts of the SBA shall be subject to the University audit each year and the audited accounts shall be notified to the SBA.

Article 18: Meetings of SBA and Its Committees

(a) Convening the Meetings of SBA and Its Committees:

Whereas the meetings of various Committees of SBA shall be convened by the respective Conveners or the Vice-Conveners of the Committees, all the meetings of the SBA shall be convened by the President or the Vice-President in the absence of the President.

(b) General Body Meeting (GBM)

The GBM of SBA shall be convened by the President at least once every semester by providing a three-day notice and it shall be presided over by the President of SBA. After assuming office, the President shall ensure that the first GBM is conducted as soon as possible. The agenda for the GBM shall include:

- (i) Presentation of a report of the past and proposed activities of SBA for the whole of the Academic Session by the President;
- (ii) Presentation of a report on the financial requirements for carrying out the activities of various Committees of SBA by the President; and
- (iii) Any serious issue or problem faced by any of the members of SBA.

(c) Special GBM

Apart from the General Body Meeting of SBA convened twice a year, Special General Body Meetings may be convened only under the following circumstances:

- (i) In connection with the removal of either the President or Vice-President, a Special General Body Meeting of the SBA may be convened by the Patron or any other person authorized by the Patron for this purpose.
 - (ii) In connection with the removal of the Convenor or Vice-Convenor of any of the Committees of SBA or the amendment of this Charter, a Special General Body Meeting of the SBA may be convened by the President and in his/her absence by the Vice-President of Student's Bar Association.
- (d) Except as provided in this Charter with respect to the special meetings, the quorum for the General Body Meetings shall be 30% of the total strength of the General Body of the SBA.
- (e) The gap between two General Body Meeting of the SBA shall not be more than six months.

Article 19: Minutes and Records

- (a) The Convenors of the Committees shall maintain or cause to be maintained the record of minutes of all the meetings of their Committees, which shall be signed by all persons present in the meeting. The copies of such minutes shall be provided to the concerned Faculty Advisors, President and Vice-President of the SBA.
- (b) The President and Vice-President shall maintain or cause to be maintained the record of minutes of all the meetings of the ECSBA and General Body of the SBA.
- (c) Minutes of the SBA and other Committee Meetings which are of crucial importance to students' interests shall be notified to the students within 24 hours of the conclusion of the meeting.
- (d) There shall be an SBA Archive which shall contain the above-mentioned records and minutes, and other information of relevance to the functioning of the SBA and the ECSBA and such minutes and records would be available to any of the members of SBA on request.

Article 20: Overriding Powers of the Patron

- (a) The Patron shall have the power to reject or withhold any decision of the ECSBA or the individual committees constituted under this Charter, which shall be accompanied with written observations.

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