

THE CONSTITUTION OF THE SUBJECT SOCIETY

A) PREAMBLE:

There shall be 'Subject Society' indicating name of the respective departments in every department of the college. The Subject Society shall endeavor towards organizing academic and co-curricular activities in the Department. The Society shall undertake steps towards developing academic atmosphere thereto generating creative activities in the department.

B) AIMS AND OBJECTIVES:

The Subject Society shall:

- 1) Organize academic activities such as students' seminars, extension lecture, debating competitions and various other co-curricular activities in the department
- 2) Encourage all students to participate in academic and co-curricular activities as they shall be organized by the Institution from time to time.
- 3) Endeavor towards associating themselves with the community development works as it may be undertaken by the department or the Institution as such and
- 4) Organize such activities which may be necessary and incidental to achieving the aforesaid aims and objectives.

C) MEMBERSHIP:

- 1) Each bonafide student of the concerned department after paying fees towards the subject society shall be the member of the Subject Society.
- 2) The Pass Course students of the concerned department shall be eligible to become a member of the Subject Society.



D) COMPOSITION OF THE SUBJECT SOCIETY

Executive Committee:

- 1) The executive council of the Subject Society shall consist of office bearers mentioned in clause E which is below and two class representatives from each class out of which one shall be nominated Class Representative and the other shall be elected through contest (if required). The student who has secured highest marks in previous class or admission test or participated actively in all departmental activities shall be nominated by the President. In case the highest marks of more than one student are equal the class attendance in case of old student and marks in the qualifying exam of new student shall be taken into account.
- 2) A Class Representative shall be elected by the bonafide students of each class concerned and who shall be bonafide student, who has not been ever expelled, rusticated and having been legally charged and punished under an offence punishable under the law of the land.

E) OFFICE BEARERS:

- 1) There shall be the following office bearers:
 - (i) The Head of the Department shall be the Ex-Officio President of a Subject Society.
 - (ii) Vice-President
 - (iii) General Secretary
 - (iv) Joint Secretary
- 2) The Office Bearers mentioned in the sub-clause (ii), (iii), (iv) shall be elected by the Class Representatives whereby the positions shall be allotted in order from the senior most class to classes in descending order.
- 3) i) Only such candidates can contest for office bearers (ii, iii, iv) who are covered under clauses C and D.2.

ii) Only class representatives shall contest for any post of the Subject

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Society.

- 4) The Executive functions of the Subject Society shall be carried out by the General Secretary. In the absence of the General Secretary, the Joint Secretary shall discharge the responsibilities of the General Secretary.

F) POWERS AND FUNCTIONS:

1) President: The president who is an Ex-Officio, Head of the Department Concerned shall:

- i) Look after over all activities of the Subject Society,
- ii) Preside over the meetings of the Executive Council of the Subject Society,
- iii) Appoint an Advisor for each academic session from amongst the members of the teaching staff,
- iv) Convene the meetings of the Executive Council of Subject Society along with the Advisor from time to time to assess and review the functioning of the Subject Society.
- v) Decide and give ruling in the event of any conflict arising in the course of the meeting of the executive council decisions and the ruling of the President on any matter shall be treated as final.

2) Advisor: The Advisor shall:

- i) Guide and supervise the activities of the Subject Society;
- ii) Counter sign all the expenditure of the Subject Society;
- iii) Conduct elections of the Subject Society;
- iv) Keep the President informed about activities of the Subject Society and
- v) Attend all the meetings of the executive council.

3) Vice-President: Vice President Shall:

- i) Preside over the meetings of the executive council in the absence of the



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President;

- ii) Perform such duties as it may be assigned to him/her by the President and the Advisor from time to time and
- iii) Assist the President and the Advisor.

4) General Secretary: General Secretary shall

- i) Keep the records of the Subject Society, convene meetings of the executive council in consultation with the Advisor, who in turn shall inform the President;
- ii) Maintain the minutes of each executive council meeting;
- iii) Frame the budget in consultation with the Advisor and submit an account of expenditure to the executive council for approval;
- iv) Operate the account of the Subject Society duly countersigned by the Advisor;
- v) Make a presentation of the Annual Report of the activities of the Subject Society to the department through the Advisor and
- vi) Perform such other duties as may be assigned to him/her by the President and Advisor from time to time.

5) Joint Secretary: Joint Secretary shall:

- i) Perform all such duties as assigned to the General Secretary in his/her absence and
- ii) Assist the General Secretary and perform such other duties as maybe assigned to him/her by the President and Advisor.

G) QUORUM:

50 percent members of the Executive Committee present shall constitute the quorum of the E.C. Meetings.



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H) RESIGNATION / REMOVAL:

- i) Any Office Bearer or member of executive council except the President shall cease to be member on resignation or for not attending three consecutive meetings of the executive council without any intimation to the President or the Secretary of the Subject Society.
- ii) The resignation shall be submitted to the President.
- iii) The President shall have power to remove any member of executive council for misconduct.

I) VACANCIES:

In the event of any vacancy caused due to any reason whatsoever, shall be filled through nomination/bye-election for the remaining term according to the procedures of the constitution.

J) FINANCE AND AUDITS:

- i) Finance of the Subject Society shall be operated by the respective General Secretaries, countersigned by the Advisor through the Presidents' office.
- ii) A nominee of the President, appointed for this purpose shall audit the account of the Subject Society.

K) Term:

The term of the respective Subject Society shall be for one academic session.

