



Janki Devi Memorial College
जानकी देवी मेमोरियल कॉलेज
(University of Delhi)
ACCREDITED BY NAAC WITH A+ GRADE
ISO 21001:2018 AND ISO 9001:2015

Constitution
of the
JDMC Students' Union

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Preamble

The students of Janki Devi Memorial College hereby establish a *democratic and non-partisan body*, the “Janki Devi Memorial College Students’ Union,” to represent the *interests and aspirations* of the student community. The Union shall remain committed to *constitutional values and democratic principles, student welfare, academic advancement, and holistic development*, while fostering *discipline, non-violence, inclusivity, academic integrity, unity*, and a sense of *collective responsibility* among all students.

Part 1

Article 1.1: Aims and Objectives

The following shall be the aims and objectives of the Union:

1. To cultivate leadership qualities, self-reliance, and a sense of responsibility among students.
2. To uphold and promote constitutional values and scientific temper, and to cultivate a spirit of inquiry based on rational and critical thinking.
3. To facilitate the social, cultural, and intellectual development of the student community.
4. To promote and uphold academic integrity and ethical conduct among students.
5. To encourage mutual respect, cooperation, and teamwork among students.
6. To foster harmony and cordial relations among all members of the college community.

Article 1.2: Principles

The Union shall be guided by the following principles:

1. The Union shall remain independent of all political and external organisational affiliations, *shall be affiliated exclusively with Janki Devi Memorial College*, and shall not be influenced by any external political or organisational interests.
2. The activities and actions of the Union shall remain consistent with the academic environment of the college and aligned with the objectives and mission of the institution.
3. It shall function in a democratic manner, ensuring fairness, transparency, and accountability in all its processes.

4. It shall be guided by the constitutional values of justice, liberty, equality, and fraternity.
5. It shall uphold equality and ensure that all students, irrespective of caste, religion, region, language, gender, or background, are treated with dignity and respect.
6. It shall respect and protect freedom of expression while ensuring that such freedom is exercised responsibly and with due regard for constitutional values.
7. It shall be founded on the principles of non-violence, discipline, inclusivity, unity, and integrity.
8. It shall encourage peaceful, constructive, and dialogue-based resolution of conflicts.
9. All actions of the Union shall be directed towards the welfare, empowerment, and holistic development of the student community.
10. It shall promote awareness of and commitment to environmental sustainability and social responsibility within the college community.

Part 2

Article 2.1: Role of the Principal

1. The Principal shall be the Custodian of this Constitution and shall ensure, with the assistance of the Staff Advisors, its effective implementation.
2. The Principal shall exercise such powers and perform such functions as are assigned under this Constitution.
3. In the event of any dispute concerning the interpretation of this Constitution, the Principal shall be the final authority for its interpretation, and such interpretation shall be final and binding.

Article 2.2: Staff Advisors

1. There shall be one or more Staff Advisors, appointed by the Principal in accordance with the rules of the College, if any, to facilitate coordination between the College administration, the teaching faculty, and the Student Union.
2. The Staff Advisors shall assist the Principal in implementing and administering this Constitution.
3. The Student Union shall function under the guidance of the Staff Advisors and the overall supervision of the Principal.
4. All financial matters relating to the Student Union, particularly those involving financial commitments or expenditure, shall be administered by the Staff Advisors only with the prior approval of the Principal and in coordination with the Administrative Office of the College.
5. The Staff Advisors shall perform such duties and exercise such powers as are assigned to them under this Constitution.

Part 3: Structure of the Union

Article 3.1: The Students' Union

1. The Students' Union shall consist of the **Core Union** and the **Extended Members of the Union**.
2. The Core Union shall serve as the principal representative body of the Student Union and shall be responsible for its leadership, administration, and representation.
3. No person shall assume any office or position in the Student Union unless they have submitted the undertaking prescribed and, in the case of the Core Union, have additionally taken the oath of office in the form prescribed in ***Annexure IV***.
4. No individual shall simultaneously hold more than one position within the Student Union. Accordingly, an Office Bearer, Coordinator, or Team Member shall not hold any other office or position within the Student Union during their tenure.

Article 3.2: The Core Union

1. The Core Union shall comprise the following Office Bearers:
 - a. President – One (1);
 - b. Vice-President – One (1);
 - c. General Secretary – One (1);
 - d. Joint Secretary – One (1); and
 - e. Treasurer – One (1).
2. The Core Union shall be constituted through a direct election conducted in accordance with the procedure prescribed under ***Article 4.2***.

*A diagram illustrating the structure of the Student Union is provided in **Annexure I**.*

Article 3.3: Executive Committee

1. There shall be an Executive Committee of the Union to discharge the administrative responsibilities of the Student Union and ensure its effective functioning.
2. The Executive Committee shall be headed by the Core Union as specified under **Article 3.2**.
3. To facilitate the efficient functioning of the Union and provide organisational and operational support to the Core Union, there shall be six (6) Functional Teams, which shall collectively constitute the extended wing of the Student Union.
4. The Functional Teams shall be as follows:
 - a. Content and Media Team;
 - b. Production and Operations Team;
 - c. Discipline Team;
 - d. Wellness Team;
 - e. Hospitality Management Team; and
 - f. Sponsorship and Finance Team.
5. Each team shall be headed by a Coordinator, and no team shall have more than one (1) Coordinator.
6. Each Functional Team shall also consist of such number of Team Members as may be determined by the Core Union, in consultation with the Coordinator of the respective Team and with the approval of the Staff Advisors.
7. The total number of Team Members across all Functional Teams shall ordinarily not exceed seventy (70).

8. The allocation of the number of Team Members to each Functional Team shall be based on its functional requirements.
9. The appointment of Coordinators and Team Members shall be made in accordance with the provisions of *Article 4.4*.
10. The number of Functional Teams, Coordinators, and Team Members may be revised only through an amendment made in accordance with *Article 9.1*.

Article 3.4: Term of the Student Union

1. The term of the Student Union shall be one (1) year from the date of the oath of office or until the constitution of the succeeding Student Union, whichever is earlier.
2. Upon the expiry of their term, the Office Bearers shall continue to hold office, at the pleasure of the Principal, until their successors duly assume office.
3. **Emergency provision:** Where the Student Union cannot be constituted due to an emergency or other exceptional circumstances, the Principal, in consultation with the Staff Advisors and the Election Committee, may constitute an Interim Student Union for a period not exceeding one (1) term through a process of nomination or interview.
4. No person shall be appointed to the Interim Student Union unless they satisfy the eligibility criteria prescribed under *Article 5.1*.
5. This power shall be exercised only where the Principal, after consultation with the Election Committee and, where considered necessary, the Grievance Redressal Cell of the College, is satisfied that the circumstances are exceptional and render the constitution of the Student Union through the ordinary electoral process impracticable.

Part 4: Election

Article 4.1: Election Committee and Grievance Redressal Cell

1. The entire process of the election and formation of the Student Union shall be conducted under the overall supervision of the Principal of the College.
2. There shall be an Election Committee, constituted with the approval of and notified by the Principal of the College, which shall be responsible for overseeing, administering, and conducting the entire election process in a fair, transparent, and impartial manner in accordance with the provisions of this Constitution.
3. The Staff Advisors to the Student Union shall serve as ex-officio members of the Election Committee and shall act as the Chief Election Officer(s).
4. The Principal may, if deemed necessary, nominate additional members of the teaching or non-teaching staff to serve on the Election Committee.
5. The Election Committee may seek the assistance of the Discipline Committee, the administrative staff, or any other staff of the College for the smooth conduct of the election process. Such assistance shall be sought only with the prior consultation with, and approval of, the Principal.
6. The Principal shall constitute a Grievance Redressal Cell in accordance with the recommendations of the Lyngdoh Committee to adjudicate upon disputes, complaints, and grievances arising out of the conduct of student elections.

Article 4.2: Election of the Core Union (Office Bearers)

1. The bona fide regular students of the College who satisfy the eligibility criteria prescribed under *Article 5.1* shall be eligible to contest the election for the positions of the Office Bearers.

2. Every bona fide regular student of Janki Devi Memorial College, from the First Year to the Fourth Year, shall be entitled to vote in the election. Each voter shall have one (1) non-transferable vote for each Office Bearer position.
3. No proxy voting shall be permitted. Every voter shall be required to be physically present to cast their vote.
4. Elections shall be conducted in accordance with the First-Past-the-Post (FPTP) system. The candidate securing the highest number of valid votes for each Office Bearer position shall be declared elected.
5. The election shall be conducted through a reliable electronic voting system using the secret ballot method. Paper-based voting may be adopted only where the Election Committee records that electronic voting is not feasible.
6. The Election Committee shall conduct the counting of votes in a fair, transparent, and impartial manner.
7. The counting of votes shall take place in the presence of the members of the Election Committee and the candidates concerned or, in their absence, one duly authorised representative nominated by each candidate and approved by the Election Committee.
8. In the event of a **tie**, the Election Committee shall determine the result by drawing lots in the presence of the candidates concerned or their authorised representatives.

Article 4.3: Vacancy of Office Bearers Before the Expiry of Their Term Due to Resignation, Removal, or Other Circumstances

1. A vacancy in the office of an Office Bearer of the Student Union may arise due to resignation, removal in accordance with **Article 8.1**, or any other unforeseen circumstance.

2. A resignation shall be submitted in writing, stating the reasons, and shall become effective upon recommendation of the Staff Advisors and approval of the Principal.
3. In the event of a vacancy in the office of the President, the Vice President shall discharge the duties and responsibilities of the President for the remainder of the term without formally assuming the office of President.
4. Where vacancies occur simultaneously in the offices of both the President and the Vice-President, the Student Union shall function under the temporary supervision of the General Secretary, subject to the approval of the Staff Advisors, without assuming either vacant office. In the absence of the General Secretary, the Joint Secretary or, if necessary, the Treasurer shall discharge such supervisory functions, subject to the approval of the Staff Advisors, without assuming either vacant office.
5. In the event of a vacancy in the office of the General Secretary, joint secretary, or the Treasurer, or any Office Bearers other than the president, under the leadership of the President, may re-assign the duties and responsibilities of the vacant office to one or more of the remaining Office Bearers until the expiry of the term. Such assignment shall not be deemed an appointment to the vacant office.
6. Where a vacancy in the office of any Office Bearer imposes an undue burden on the remaining Office Bearers, they may request the Staff Advisors and the Principal to nominate an eligible member of the Extended Union to discharge the duties of the vacant office for the remainder of the term, without assuming the office or title of that position.
7. Where all Office Bearer positions become vacant before the expiry of the term, the Principal, in consultation with the Election Committee and the Staff Advisors, may either conduct a by-election or nominate the candidate who secured the second-highest number of valid votes for the respective office, if considered appropriate.

8. Any by-election shall be conducted with the approval of the Principal and in accordance with the provisions of this Constitution governing the election of Office Bearers.
9. No by-election shall be conducted if the remaining term of the Union is less than four (4) months. In such a case, the Staff Advisors, with the approval of the Principal, shall nominate an eligible member of the Extended Union to discharge the duties of the vacant office for the remainder of the term, without assuming the office or title.

Article 4.4: Selection of Team Coordinators and Members

1. The appointment of Coordinators and Team Members shall be made through a selection process. The mode of selection may include interviews or such other assessment methods as may be determined by the Office Bearers with the approval of the Staff Advisors.
2. The selection of Coordinators shall be undertaken collectively by the Office Bearers.
3. The selection of Team Members shall be undertaken by the Office Bearers in consultation with the Coordinator of the respective team.
4. Candidates shall be assessed based on their suitability for the position, their understanding of the duties and responsibilities prescribed under this Constitution, and their ability to effectively discharge the functions of the position.
5. In the event of a vacancy in the position of a Coordinator or Team Member before the expiry of the term, the Office Bearers may, with the approval of the Staff Advisors, either reassign the duties and responsibilities of the vacant position among the remaining Coordinators or Team Members or undertake a fresh selection process to fill the vacancy for the remainder of the term, as considered appropriate by the Staff Advisors.

6. All selections shall be conducted in a fair, transparent, and objective manner, ensuring equal opportunity to all eligible students. Selection should be consistent with the provisions of the Constitution.

Article 4.5: Timeframe for Elections and Formation of the Student Union

1. The entire process of constituting the Student Union, including the election of the Office Bearers and the formation of the Extended Union, shall be completed within forty (40) days from the commencement of the new academic session.
2. The entire election process of the office bearers, including the issuance of the election notice, filing of nominations, scrutiny of nominations, withdrawal of candidature, polling, counting of votes, declaration of results, and administration of the oath of office, shall be completed within ten (10) days.
3. The selection of Coordinators and Team Members shall be completed within ten (10) days from the date on which the Office Bearers assume office.
4. The prescribed period may be extended by the Election Committee, with the approval of the Principal, in the event of an emergency or other exceptional circumstances that make compliance with the prescribed timeline impracticable.

Part 5: Eligibility and Nomination

Article 5.1: Eligibility for Contesting Elections to the Office Bearer positions of the Student Union

A candidate seeking election to any Office Bearer position in the Student Union shall satisfy the following eligibility criteria:

1. The candidate shall be a bona fide regular student of the College.
2. A candidate elected as an Office Bearer (core union) shall not simultaneously hold any position as an office-bearer in any Department, Club, Society, Centre, or any other body of the College. A candidate holding such a position at the time of election shall resign from that position before assuming office in the Student Union.
3. The candidate shall have a minimum attendance of sixty-seven percent (67%) and a minimum 6 CGPA or such higher percentage as may be prescribed by the College from time to time. Attendance shortages condoned on medical grounds shall not be considered for the purpose of determining eligibility.
4. Candidate, at the time of nomination, for all posts (Core Union and Extended Union), shall not, in their official capacity or within the College premises or during any activity of the Students' Union, actively or passively engage in or promote any form of partisan political activity, or introduce or propagate any political or external organisation or agenda. They shall perform their duties in a non-partisan manner and remain focused on their responsibilities towards the College and the Students' Union. Any violation of this provision may result in rejection of candidature after due process.
5. The candidates have not been detained, rusticated, suspended, or otherwise declared academically ineligible by the College or the University.

6. The candidate shall not have been found guilty of, or punished for, the use of unfair means in any examination conducted by a University, Board, or the College.
7. In the case of a First-Year student, the candidate shall submit an undertaking to maintain the prescribed attendance requirement during the tenure of office. Failure to comply may render the student ineligible to contest future Student Union elections. Such disqualification may be removed only by the Principal upon the recommendation of the concerned Department.
8. The candidate shall not have any proven record of misconduct or indiscipline in the College or in any educational institution previously attended. No disciplinary punishment shall have been imposed upon the candidate. A warning issued to a student shall not, by itself, be deemed a disciplinary punishment under this clause.
9. The candidate shall not have been convicted of any criminal offence.
10. The conduct of the candidate shall be consistent with the provisions, objectives, and spirit of this Constitution, both before and during the tenure of office.
11. Except in the case of First-Year students, a candidate shall have demonstrated active participation in a Department/Club/Society/Centre/the College Students' Union. The candidate shall submit a recommendation letter to this effect, duly endorsed by the Teacher-in-Charge or the Association in-charge of the concerned Department or the Convener of the concerned Club, Society, or Centre, or by one of the Staff Advisors of her term in the case of participation in the Students' Union.
12. No student shall hold the office of President of the Student Union more than once during their period of study in the College.
13. A student may hold any elected office of the Student Union, other than the office of President, on not more than two occasions.

14. A student may file a nomination for only one Office Bearer position in any election.

15. Nominations for various positions shall be invited from the following categories of students:

Posts	Eligible Pool of Candidates
President	III Year Students
Vice President	II Year Students
General Secretary	II/III Year Students
Joint Secretary	I/II Year Students
Treasurer	II/III Year Students
Team Coordinators	I/II/III Year Students
Members	I/II/III Year Students

16. Eligibility for a position shall be determined with reference to the candidate's year of study at the time nominations are invited.

17. The nomination eligibility prescribed under Point 16 of this Article may be amended by the Principal in consultation with the Staff Advisors and with the approval of the Staff Council.

Article 5.2: Nomination Process for the Election of Office Bearers

1. Nominations shall be submitted in the prescribed form and in accordance with the eligibility criteria prescribed under *Article 5.1*.
2. Every candidate shall submit the following documents along with the duly completed nomination form:
 - A. A copy of the current academic year's College Identity Card or the fee receipt for the current academic year;
 - B. Copies of the previous year's mark sheets (except in the case of First-Year candidates);
 - C. The undertaking and declaration prescribed in *Annexure 2*; and
 - D. A recommendation letter, in the format prescribed in *Annexure III*, certifying the candidate's active participation in a Department, the College Students' Union, Club, Society, or Centre, as required under *Article 5.1*.
 - E. The recommendation letter referred to in the above clause shall be endorsed by:
 - a. By the Teacher-in-Charge or the Association in-charge of the concerned Department, in the case of participation in departmental activities; or
 - b. By a former Staff Advisor, in the case of participation in the College Students' Union; or
 - c. By the Convener of the concerned Club, Society, or Centre, in the case of participation therein.
3. The candidate's attendance percentage for the previous academic year shall be verified by the Administration Office of the College.

4. Nominations may be submitted online through a secure platform accessible only to the Election Committee, or through such other methods as may be prescribed by the Election Committee.
5. No candidate shall be permitted to file nominations for more than one Office Bearer position in the same election. Any violation of this provision shall result in the rejection of all such nominations.

Article 5.3: Scrutiny of Nominations for the Election of Office Bearers

1. The Election Committee shall scrutinize all nomination forms to verify the eligibility of candidates and compliance with the provisions of this Constitution.
2. The Election Committee may require any candidate to produce original documents for verification.

A nomination may be rejected if:

- a. the nomination form is incomplete; or
 - b. the prescribed documents have not been submitted prescribed under *Article 5.2*;
or
 - c. the nomination contains false, misleading, or inaccurate information; or
 - d. the candidate fails to satisfy the eligibility criteria prescribed under *Article 5.1*;
or
 - e. the candidate has engaged in any act or conduct that is inconsistent with, or in violation of, the provisions of *Article 5.7*.
3. The Election Committee shall record the reasons for rejection and publish the same through an official notice.
 4. After scrutiny, the Election Committee shall publish a provisional list of validly nominated candidates.

5. Any objection to a nomination shall be submitted before the expiry of the period prescribed for the withdrawal of nominations.
6. The Election Committee shall decide all objections before publishing the final list of validly nominated candidates.

Article 5.4: Withdrawal of Candidature

1. A candidate may withdraw their candidature by submitting a written application or an official email to the Election Committee within the period prescribed in the election schedule.
2. No withdrawal shall be permitted after the publication of the final list of candidates.

Article 5.5: Uncontested Elections

1. Where only one valid nomination is received for a post, the candidate shall be declared elected unopposed.
2. Where no valid nomination is received and found for a post, the Election Committee may invite fresh nominations in such manner as it deems appropriate.
3. Where no valid nominations are received after the second invitation for nominations, the Election Committee may proceed in accordance with the emergency provisions of *Article 3.3*.

Article 5.6: Appeals

1. A candidate aggrieved by the rejection of her nomination may prefer an appeal before the Grievance Redressal Cell within the period prescribed by the Election Committee.

2. The Grievance Redressal Cell shall decide the appeal within two (2) days of its receipt or before the commencement of polling, whichever is earlier.
3. The decision of the Grievance Redressal Cell shall be final and binding.

Article 5.7: Election Campaign and Code of Conduct

1. Canvassing for votes shall be conducted only through personal interaction (word of mouth) and online campaigning, in accordance with the provisions of this Constitution and any directions issued by the Election Committee.
2. The defacement of classrooms, buildings, compound walls, or any other part of the College premises for election purposes shall be strictly prohibited.
3. Election campaigning shall not disrupt academic activities or interfere with the normal functioning of the College.
4. No person shall seek or accept any support or assistance from outsiders, alumni, or external organisations in any form during the election process or in connection with any election-related activity.
5. No private parties, social events, or similar activities, whether held within or outside the College premises, shall be organised for the purpose of influencing or soliciting votes.
6. The use of hate speech, defamatory, abusive, or inflammatory language, or any speech, campaign material, or other communication directed against any individual or any religious, social, linguistic, regional, caste, gender, or other community, or otherwise inconsistent with the values and principles of the Constitution of India, shall be strictly prohibited.
7. No candidate shall engage in any activity that promotes enmity, hatred, or tension among different castes, communities, religions, regions, or linguistic groups.

8. No candidate shall use the name, symbol, affiliation, support, or resources of any political party or external organisation in any manner during the election campaign.
9. Candidates contesting for the offices of the Core Union shall submit and present their manifestos before the election within the time prescribed by the Election Committee. No manifesto shall be published, circulated, or presented unless it has received the prior approval of the Principal and the Staff Advisors.
10. A debate among the candidates for the Office Bearer positions shall be conducted under the supervision of the Election Committee before the election, in accordance with the modalities and schedule determined by the Election Committee. The debate may be made accessible to all students of the College.
11. After assuming office, every member of the Student Union shall faithfully discharge their duties in accordance with this Constitution. Failure to do so may constitute grounds for removal from office in accordance with *Article 8.1 and 8.2*.

Article 5.8: Code of Conduct for Students

The following provisions shall apply to all students of the College in matters relating to the Student Union:

1. No student, other than a person authorised by the Student Union with the approval of the Principal, shall circulate or publish minutes, resolutions, or official communications of the Student Union through email, WhatsApp, social media, or any other medium. Any communication circulated without such authorisation shall not be recognised.
2. Students shall conduct themselves with dignity, courtesy, and mutual respect in all matters relating to the Student Union. They shall not engage in rumour-mongering,

the dissemination of misinformation, deliberate misrepresentation of facts, defamatory statements, or the making of baseless allegations against the Student Union, its members, election candidates, or any other student.

3. Students are encouraged to resolve concerns, disputes, or grievances relating to the Student Union through the appropriate institutional mechanisms or by raising them with the concerned authorities in a respectful and constructive manner.
4. Students shall maintain decorum during meetings of the Student Union, committees, and other official forums, and shall refrain from personal attacks, abusive or disparaging language, or conduct that disrupts the orderly functioning of such meetings.

Part 6: Roles and Responsibilities

Article 6.1: Roles and Responsibilities of the Office Bearers

1. President

- The President shall preside over meetings of the Executive Committee, and the General Body.
- Notice of all such meetings shall be communicated to the Staff Advisors in advance.
- The President shall represent the Student Union before the College authorities and other bodies, as required.
- The President shall provide leadership to the Student Union and ensure that its activities are conducted in accordance with this Constitution.
- The President shall supervise and monitor the functioning of the Office Bearers, Coordinators, and Teams of the Union.

2. Vice-President

- The Vice-President shall assist the President in the discharge of her duties.
- She shall perform such functions as may be assigned by the President or prescribed by this Constitution.
- In the event of a vacancy in the office of the President, the Vice-President shall discharge the duties and responsibilities of the President in accordance with this Constitution.

3. General Secretary

- The General Secretary shall convene meetings on the advice of the President.

- She shall prepare and maintain the minutes and records of all meetings.
- She shall oversee the documentation and record-keeping work of the Student Union with the assistance of the Content and Media Team.
- She shall maintain official records, correspondence, and archives of the Union.

4. Joint Secretary

- The Joint Secretary shall assist the General Secretary in the effective discharge of her duties and responsibilities.
- The Joint Secretary shall perform such other duties and responsibilities as may be assigned by the Core Union or entrusted by the General Secretary from time to time.
- In the event of a vacancy in, or the temporary absence of, the General Secretary, the Joint Secretary shall perform the duties and responsibilities of the General Secretary.

5. Treasurer

- The Treasurer shall prepare budgets for events and activities of the Student Union with the assistance of the Sponsorship and Finance Team.
- She shall submit proposed budgets to the Staff Advisors and the Principal for approval before any expenditure is incurred.
- No expenditure shall be incurred without the prior approval of the Principal.
- She shall maintain complete and accurate records of all income, expenditure, sponsorships, and financial transactions of the Student Union.
- She shall prepare and submit financial statements and expenditure reports upon the completion of events and whenever required.

6. Collective Responsibilities of the Office Bearers

- The Office Bearers shall collectively maintain regular communication and coordination with the Staff Advisors.
- They shall obtain all necessary permissions from the Principal through the Staff Advisors.
- They shall supervise, guide, and coordinate the functioning of the various Teams and their members.
- They shall collectively ensure the effective functioning of the Student Union and promote the active participation of all members.
- In the event of any internal dispute relating to the affairs of the Student Union, the Office Bearers, under the leadership of the President, shall endeavour to resolve the matter amicably and in accordance with this Constitution.

7. Team Coordinators

- Each Team Coordinator shall function under the supervision and guidance of the Office Bearers and shall extend all necessary assistance in the discharge of their duties.
- They shall supervise, guide, and coordinate the work of the members of their respective Team.
- They shall ensure that their Teams discharge their duties efficiently and in accordance with the directions of the Office Bearers and Staff Advisors.

Article 6.2: Duties and Responsibilities of Teams and Their Members

1. The Content and Media Team shall:

- Prepare event scripts, announcements, and official communications.

- Design posters, banners, backdrops, and other publicity materials.
- Prepare event reports and consolidated activity reports.
- Maintain records of official correspondence, photographs, videos, and other event-related documents.
- Capture and edit photographs (including geo-tagged photographs) and videos, and create digital media content such as reels and promotional materials.
- Draft and manage social media content, subject to the approval of the Staff Advisors and the Principal.
- Undertake online and offline promotion of Student Union activities and events.

2. The Production and Operations Team shall:

- Design, arrange, and manage stage setups.
- Arrange and maintain props, equipment, and other materials required for events.
- Coordinate logistical arrangements, including tents, furniture, and related infrastructure.
- Manage sound systems, lighting, microphones, and other technical requirements.
- Coordinate rehearsals and event preparations.
- Provide technical support during events and programmes.

3. The Discipline Team shall:

- Maintain discipline and orderly conduct during events and activities.
- Assist in crowd management and the enforcement of event regulations.
- Promote adherence to College rules and regulations within the campus.
- Submit periodic reports on matters relating to discipline, as may be required by the Principal or the Staff Advisors.

4. The Wellness Team shall:

- Promote cleanliness and hygiene within the College campus and at event venues.
- Ensure that venues are clean and properly maintained before, during, and after events.
- Conduct periodic inspections of campus cleanliness.
- Maintain records, including geo-tagged photographs where required, and submit cleanliness reports to the Staff Advisors.

5. The Hospitality Management Team shall:

- Welcome and coordinate guests, speakers, performers, and other invitees.
- Arrange refreshments, mementos, gifts, and related hospitality requirements.
- Coordinate on-stage protocol, felicitation ceremonies, and guest management.
- Assist in ensuring the smooth conduct of official functions and events.

6. The Sponsorship and Finance Team shall:

- Identify and secure sponsorships, partnerships, and other forms of support for Student Union activities, subject to College regulations.
- Prepare sponsorship proposals, agreements, and Memoranda of Understanding (MoUs), wherever required.
- Assist the Treasurer in the preparation and management of event budgets.
- Maintain records of sponsorships, bills, receipts, and other financial documents.
- Assist in the preparation of financial statements and expenditure reports.

Part 7: Meetings

Article 7.1: Executive Committee Meeting

1. The Office Bearers shall convene at least one (1) Executive Committee Meeting during their tenure.
2. The Executive Committee Meeting shall deliberate on and decide matters of significant importance concerning the Student Union, including major events such as the College Cultural Festival, as well as other issues referred to by the Office Bearers.
3. Matters relating exclusively to academic administration, the curriculum, examinations, evaluation, or other academic affairs shall not be considered or decided at any meeting of the Core Union or the Executive Committee of the Student Union.
4. The Staff Advisors shall be informed in advance of every Executive Committee Meeting.
5. The Executive Committee shall comprise:
 - a. the Office Bearers;
 - b. the Team Coordinators; and
 - c. the Team Members.
6. The Executive Committee Meeting shall be presided over by the President.
7. The General Secretary shall convene the meeting on the advice of the President and shall prepare and maintain the minutes of the proceedings.
8. The quorum for such a meeting shall be not less than one-fifth (1/5) of the total membership of the Student Union, (including the Core Union and the Extended Union).

9. Unless otherwise provided in this Constitution, every decision of the Executive Committee shall be taken by a simple majority of the members present and voting.

Article 7.2: Core Union Meetings

1. The Office Bearers shall hold regular meetings of the Core Union to ensure the effective functioning of the Student Union. Decisions shall, as far as practicable, be taken collectively.
2. The General Secretary shall, on the advice of the President and with the assistance of the Joint Secretary, convene meetings of the Core Union and record the minutes of such meetings.
3. Matters relating exclusively to academic administration, the curriculum, examinations, evaluation, or other academic affairs shall not be considered or decided at any meeting of the Core Union.

Part 8: Removal and Dissolution

Article 8.1: Removal of Office Bearers and Dissolution of the Student Union

1. Any Office Bearer or member of the Student Union may be removed from office, or the Student Union may be dissolved, by the Principal, in consultation with the Staff Advisors/Election Committee and the College Grievance Redressal Cell.
2. The grounds for removal may include:
 - a. wilful violation of this Constitution; or
 - b. abuse or misuse of office; or
 - c. gross misconduct or indiscipline; or
 - d. financial irregularity or misappropriation; or
 - e. persistent neglect of, or failure to discharge, the duties of office; or
 - f. conduct prejudicial to the interests, reputation, or functioning of the Student Union or the College; or
 - g. violation of the principles embodied in this Constitution; or
 - h. violations of the Code of Conduct prescribed under Article 5.7.
3. Proceedings under this Article may be initiated by the Principal, after mandatory consultation with the Staff Advisors, either **(a) on the Principal's own motion** or **(b) on the basis of a written complaint submitted by any group of stakeholders of the College**, including students, members of the teaching staff, or members of the non-teaching staff.
4. The power to initiate proceedings on the Principal's own motion under this Article shall be exercised only in rare and exceptional circumstances where immediate action is necessary in the interests of the Student Union or the College.
5. **A motion for removal based on a written complaint** by any group of stakeholders shall be initiated by a written requisition clearly stating, in sufficient

detail, the grounds for removal. Such requisition shall be signed by not less than one twenty-fifth (1/25) of the total members of the stakeholder group to which the complainants belong.

6. Such requisition shall be submitted to the Staff Advisors. Where the Staff Advisors are satisfied that the requisition discloses a *prima facie* case for removal or dissolution under this Constitution, they shall place the matter before the Principal, who may initiate proceedings for the removal of the concerned Office Bearer, or for the dissolution of the Student Union, as the case may be.
7. No order of removal or dissolution shall be passed unless the person or persons concerned, or the Student Union, as the case may be, have been informed of the allegations and afforded a reasonable opportunity to present their explanation and be heard.
8. The meeting to consider the motion for removal or dissolution shall be convened within one (1) week from the date of the directions issued by the Principal. The Principal may extend this period where it is not reasonably practicable to convene the meeting within the prescribed time due to prior administrative commitments, the conduct of any important academic, administrative, or institutional event of the College, or any other emergent or exceptional circumstance.
9. At least three (3) days' notice of the meeting shall be given to all concerned persons.
10. The decision on the motion for removal or dissolution shall be taken unanimously at the meeting convened for that purpose. The decision shall be duly recorded and published by the College.

Article 8.2: Removal of Coordinators and Other Members of the Extended Union

1. A Coordinator or Team Member of the Extended Union may be removed on any of the grounds specified above.
2. No Coordinator or Team Member shall be removed unless the Core Union, after affording the concerned person a reasonable opportunity of being heard, unanimously resolves to remove them.
3. No such removal shall take effect unless it is approved by the Staff Advisors and, where required, by the Principal.

Part 9: Amendment

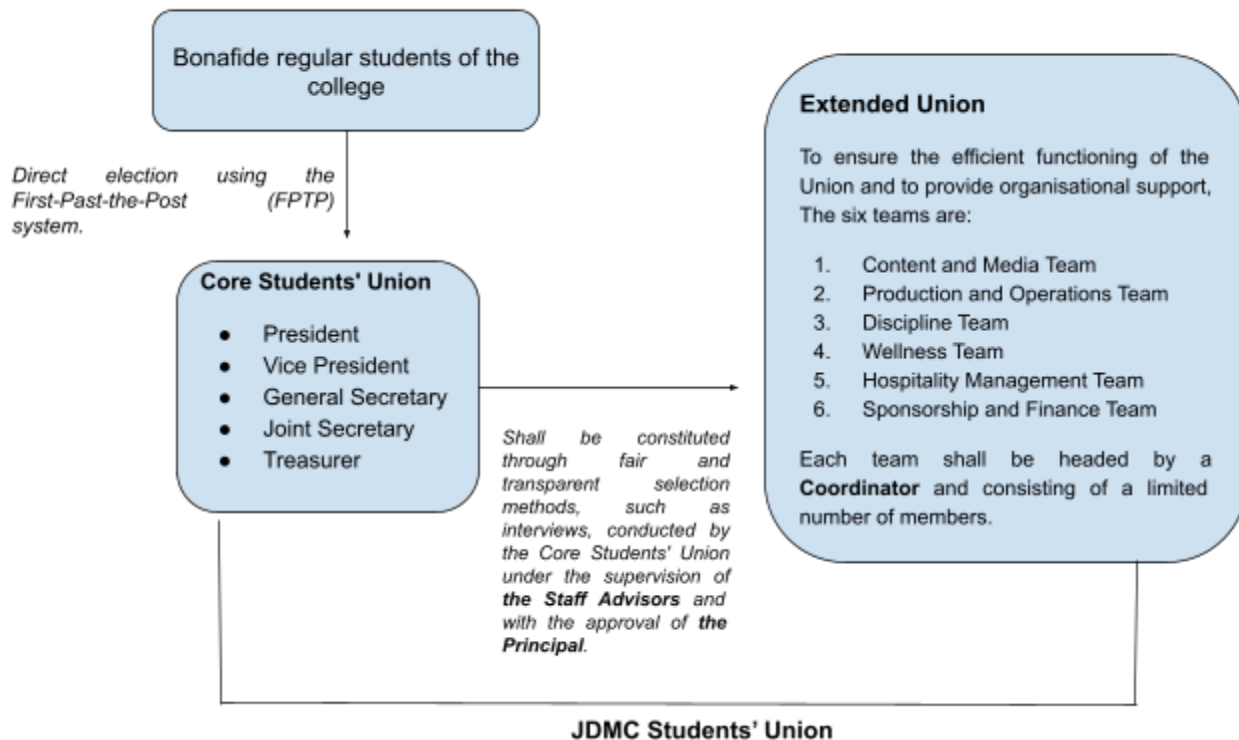
Article 9.1: Amendment by Constitutional Review Committee

1. The Principal may, whenever considered necessary, constitute a Constitutional Review Committee to review the implementation, operation, and effectiveness of this Constitution and to recommend amendments in accordance with the provisions of this Constitution.
2. The Committee shall consist of:
 - a. the Principal or a nominee of the Principal, who shall be the Chairperson;
 - b. one or more current or former Staff Advisors;
 - c. one or more faculty members nominated by the Principal, having adequate knowledge or experience in constitutional, legal, or institutional governance matters;
 - d. one Administrative Officer nominated by the Principal; and
 - e. two Office Bearers of the outgoing or the incumbent Student Union, preferably the President and the General Secretary.
3. Notwithstanding the above clause, a Constitutional Review Committee shall be constituted upon the completion of two (2) years of the commencement of this Constitution, and thereafter whenever considered necessary.
4. The Constitutional Review Committee shall examine the implementation, operation, and effectiveness of this Constitution and may review the Constitution as a whole or any specific provision thereof.
5. It may recommend such amendments as it considers necessary to improve the clarity, effectiveness, administration, and implementation of this Constitution, or wherever a review or amendment is required under the provisions of this Constitution.

6. No amendment recommended by the Constitutional Review Committee shall be inconsistent with the fundamental structure, principles, or democratic character of this Constitution.
7. The Constitutional Review Committee shall submit its report and recommendations to the Principal within sixty (60) days from the date of its constitution, or within such further period as may be permitted by the Principal.
8. Any amendment to this Constitution shall take effect only upon the approval of the Principal.
9. After consultation with the Constitutional Review Committee, the Principal may make consequential or procedural amendments to this Constitution where such amendments are necessary to give effect to changes in University regulations, statutory requirements, or judicial directions, provided that such amendments do not alter the fundamental structure, principles, or democratic character of the Student Union.

Annexure I

Structure of the JDMC Students' Union



Annexure II

UNDERTAKING AND DECLARATION BY THE CANDIDATE

I, _____, a bona fide regular student of the College, hereby undertake and solemnly affirm as follows:

1. I undertake to abide by all rules and regulations of the College, the Code of Conduct for JDMC Students' Union Elections, the Constitution of the JDMC Students' Union, the Constitution of India, and all applicable laws, regulations, and judicial pronouncements of Delhi and India, along with all relevant ordinances and rules.
2. I undertake to respond, either through email or in person, to all notices published on the College website for my information, as well as those sent to the email address provided by me, within 24 hours, failing which the Election Officer may take an ex parte decision regarding the validity of my candidature.
3. I undertake to submit my nomination papers in person along with a valid College Identity Card or the fee receipt for the current academic year.

I solemnly declare that:

1. The information provided by me is true and correct to the best of my knowledge.
2. I fulfil the eligibility criteria for candidature.
3. I shall not, at any time during nomination or tenure, engage in or promote any partisan political activity within the College or in any activity of the Students' Union, nor shall I introduce or propagate any political or external organisation or agenda, and I understand that violation may result in removal after due process.
4. I shall not simultaneously hold any office of Office Bearer in any Department, Club, Society, Centre, or any other body of the College, and I shall resign from any such position prior to assuming office in the Student Union, if elected.

5. I have secured the minimum required attendance of sixty-seven percent (67%) and a minimum CGPA of 6.0 (or such higher requirement as prescribed by the College), and I understand that medical condonation of attendance shall not be considered for eligibility.
 6. I have not been detained, rusticated, suspended, or declared academically ineligible by the College or University.
 7. I have not been found guilty of or punished for any use of unfair means in examinations conducted by any University, Board, or the College.
 8. I undertake to maintain the prescribed attendance and marks requirements during my tenure, if I am a First-Year student, and I understand that failure to comply may affect my eligibility for future elections, subject to the decision of the Principal upon the recommendation of the concerned Department.
 9. I have no proven record of misconduct or indiscipline in the College or any previous educational institution, and no disciplinary punishment has been imposed upon me.
 10. I have not been convicted of any criminal offence.
 11. My conduct shall remain consistent with the provisions, objectives, and spirit of the Constitution of the Students' Union, both before and during my tenure, if elected.
 12. I have demonstrated active participation in College activities (except First-Year students) and have attached the required recommendation letter duly endorsed by the competent authority.
 13. I understand that no student shall hold the office of President of the Students' Union more than once during their period of study, and I agree to abide by this provision.
 14. I understand a student may hold any elected office other than that of President for not more than two terms, and I agree to abide by the same.
 15. I confirm that I contest for only one position in this election.
-

I hereby declare that I fully understand the contents of this undertaking and declaration and agree to abide by the same in letter and spirit.

Signature of Candidate: _____

Name: _____

Course/Year: _____

Date: _____

Annexure III

RECOMMENDATION LETTER

Date: _____

This is to certify that Ms. _____, Roll No. _____, a student of _____, has actively participated in the activities of the Department/Club/Society/Centre/Students' Union during the academic session _____.

This recommendation is issued solely for the purpose of fulfilling the eligibility requirement for contesting the Students' Union election.

Recommended by:

Name: _____

Designation: _____

(Teacher-in-Charge / Association In-charge / Convener / Staff Advisor)

Department/Club/Society/Centre: _____

Signature: _____

Annexure IV

OATH OF OFFICE

I, Ms. _____, having been elected/selected
as _____ of the Janki Devi Memorial
College Students' Union, do solemnly affirm that I shall faithfully discharge the duties
and responsibilities of my office to the best of my ability.

I further solemnly affirm that I shall uphold the Constitution of the Janki Devi Memorial
College Students' Union, respect the Constitution of India, maintain the dignity and
discipline of the College, and act with honesty, integrity, impartiality, and responsibility
in the interest of the student community.

I shall perform my duties without fear or favour, maintain confidentiality where required,
and abide by all applicable rules, regulations, and directions issued under the Constitution
of the Students' Union and the College.

Drafting Committee

Dr. Abhinub Kumar

Assistant Professor, Department of Economics
Janki Devi Memorial College
University of Delhi

Review Committee

Prof. Swati Pal

Principal, Janki Devi Memorial College

Prof. Sandhya Garg

Vice Principal, Janki Devi Memorial College

Prof. Payal Nagpal

Professor, Department of English

Prof. Neeru Vashisht

Professor, Department of Commerce

Dr. Bijoyata Yonjon

Associate Professor, Department of Economics

Mr. Saroj Ranjan Jha

Assistant Professor, Department of History

Dr. Kaushal Kishore

Administrative Officer

Mr. Surendra Kumar

Administrative Officer

Ms. Pragati Joshi

Executive Head, JDMC Students' Union (2025–26)

Ms. Ekjyot Kaur

Joint Secretary, JDMC Students' Union (2025–26)