

NAZIR AJMAL MEMORIAL COLLEGE OF EDUCATION, HOJAI

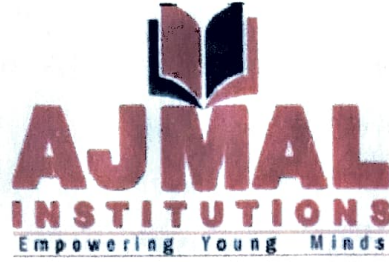
Recognised by NCTE and Affiliated to Gauhati University
Run by - AJMAL FOUNDATION

STUDENTS' COUNCIL of NAZIR AJMAL MEMORIAL COLLEGE OF EDUCATION, HOJAI

For the session 2023-24

The Students' Council of Nazir Ajmal Memorial College of Education, Hojai for the session 2022-23 is formed on the basis of unanimous selection made by the students of 1st year and 2nd year B.Ed. programme with the following office bearers.

President	:	Toufik Ahmed
Vice President	:	Dipumoni Bora
General Secretary	:	Jyotishmo Borah
Assistant Secretary	:	Rohit Bahadur Chetri
Secretary, Cultural	:	Debasmita Dutta
Secretary, Sports	:	Bhargab Bhuyan
Secretary, Students' Welfare	:	Subera Sultana
Secretary, Literary & Fine Arts	:	Amrit Kumbang
Secretary, Debate & Symposium	:	Borsha Chutia



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To guide the students in conducting the affairs of the offices the following teachers are appointed as Teachers-in-charge.

Cultural	:	Mr. Jugal Chutia, Deptt. of Performing Arts.
Sports	:	Mr. Ranjit Kumar Singha, Visual Arts.
Students' Welfare	:	Mr. A.M.S. Zaman, Deptt. of Education
Debate & Symposium:		Mr. Thoiba Singha, Deptt. of ICT
Literary & Fine Arts	:	Ms. Sonali Debnath, Deptt. of Education.

The following team is responsible for overall control, guidance and advice to the Students' Union.

Principal	:	Chief Advisor
Mr. Uttam Kumar Das	:	Advisor
Mrs. Suprava DebRoy	:	Advisor.

PLEDGE

For the purpose of

- (a) Fostering a sense of unity and equality among students.
- (b) Respecting diversity and sustaining a culture of inclusivity.
- (c) Ensuring comprehensive and versatile development of students.
- (d) Encouraging and sustaining the spirit of innovation among the students.
- (d) Creating an amicable environment conducive for physical and mental development of students on the campus.
- (e) Stimulating students to be aware of their duties and responsibilities towards environment, culture and traditions.
- (f) Striving to be good citizens of the country and contribute to nation building.

We, the students of Nazir Ajmal Memorial College of Education, Hojai, resolve to constitute a democratic self organization, called the Student Council Of NAMCE, Hojai and do hereby adopt this Constitution on this day, the 12th October, 2022.

Selection Procedure:

- Secret Ballot system is the selection procedure adopted by our institution.
- In the event of a single contestant he/she is declared to be elected uncontested.
- Election is held every year within 45 days of the admission of fresh batch of students.
- An Election Committee comprising teachers is constituted and notified by the principal.
- The Election Committee prepares a schedule for the election and issues notification for intending candidates for various posts to submit their names.
- The various posts are : President, Vice-President, Secretary, Assistant Secretary, Cultural Secretary, Sports Secretary, Debate & Symposium secretary, Literary and Fine Arts Secretary, Students' Welfare secretary.
- After nomination is received the final list of eligible candidates are published .
- Booths for 1st yr and 2nd yr students are prepared and students cast their votes in the secret ballot mode.
- The candidates getting the highest number of votes are declared to be winners and thus elected to the posts for that academic year.

Functioning Procedure :

- The Principal is the chief advisor of the Students' council.
- A teacher is attached to every post as the Teacher -in-charge except to the post of President, Secretary , Vice President and Assistant Secretary.
- An oath taking ceremony is held where the office bearers are administered oath of office by the Principal.
- Every meeting of the Students' Council is attended by the Principal, all Teachers-in-charge apart from the office bearers of the Council.
- In the 1st meeting the Students' Council a tentative agenda of action and a tentative budget for the year is presented.

Role of the Students Council:

A Student Council will set its own objectives. Some general objectives include:

- To enhance communication between students, management and staff
- To promote an environment conducive to educational and personal development.
- To promote good behaviour, friendship and respect among pupils.

- To support the management and staff in the development of the college
- To represent the views of the students on matters of general concern to them.
- To undertake community welfare activities and awareness campaigns.
- To assist as volunteers during crisis situations to the government and other agencies.
- To organize programmes related to sports, culture and environment for the students.
- To keep record of all the events and to prepare reports of all events organized.

A Student Council will identify activities that it would like to be involved in, although the final decision on the activities of a Student Council should be approved by the college principal. The Student Council should be careful about the fact that its activities do not interfere with, goes counter to the authority of college management or the teaching staff of the college. It is therefore not a function of a Student Council to discuss or comment on matters relating to the administration or professional affairs of the Principal, teachers and other staff of the college.

President:

The President is responsible for presiding over meetings of the Council. The President, with the Secretary, prepares the agenda for each meeting and, where necessary, signs the minutes once they have been agreed by the Council. The President may also be designated to represent the Council at meetings with management.

Secretary:

The Secretary in consultation with the President, prepares the agenda for each meeting and the Secretary then circulates it to all the members of the Council either in advance of the meeting or at the start of the meeting. This will involve consulting with the other Council officers in order to decide what will be included on the agenda. All agendas should include a provision for 'Any other business'; this allows Council members to raise a matter for discussion in the event that it has not been included on the agenda. The Secretary also keeps a record of Council meetings and any decisions taken by the Council (the minutes). If necessary these minutes can be circulated to all members of the Council either with the agenda for the next meeting or at the start of the next meeting. The Council can be given the opportunity to make any changes to the minutes before

they are signed by the President. **The Cultural secretary** will be responsible for planning and conducting cultural events. **The Sports Secretary** will be responsible for all sports activities. **The Literary & Fine Arts Secretary** will be responsible for organising literary and fine art events. The Deabate & Symposium Secretary will organize debates, quiz , extempore speech , essay competitions etc among students. It is the responsibility of the secretaries to give detailed reports regarding their work progress. Secretaries should seek advice from and coordinate with the Teachers-in-charge while planning and organizing events.

Treasurer

The Treasurer is responsible for managing any funds raised by the Student Council and should keep a complete account of all income and expenditure of the Council. Advice and assistance in this regard may be provided by management or a teacher acting on its behalf. All such funds raised and the information thereabout must necessarily be intimated to the principal. The Treasurer should provide the Council with a complete financial report at the end of the college year. Given the responsibility of the post, a Student Council may reasonably require the Treasurer to be a senior student. It is the responsibility of the treasurer to obtain and maintain all documents from the outgoing treasure. As a general rule any payments made by the Treasurer should be countersigned by the President and Secretary and approved by the Principal .

Code of Conduct:

- (a) No candidate shall indulge in, nor shall abet any activity that may aggravate existing differences or create mutual hatred or cause tension between caste and communities, religious or linguistic, or between any group(s) of students.
- (b) Candidates should refrain from making objectionable criticism of other candidates and Criticism of other candidates, when made, shall be confined to their policies and programs, past record and work. Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the other candidates or supporters of such other candidates. Criticism of other candidates, or their supporters based on unverified allegations or distortion shall be avoided.

- (c) There shall be no appeal to caste or communal feelings. Places of worship, within or outside the campus shall not be used for propaganda.
- (d) All candidates shall be prohibited from indulging in abetting all activities which are considered to be "corrupt practice" and offences.
- (e) No candidate shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda outside the institute/ campus.
- (f) No candidate shall deface or cause any destruction to any property of the institute/ campus, for any purpose whatsoever, without the prior written permission of the college authorities. All candidates shall be held jointly and individually liable for any destruction/defacing of any institute/campus property.
- (g) The candidates may hold procession and/ or public meetings, provided that such processions and/or public meetings do not, in any manner, disturb the classes and other academic and co-curricular activities of the college. Further, such procession/public meeting may not be held without the prior written permission of the college authority.
- (h) The use of animals for the purpose of any activities shall be prohibited.
- (i) An observer shall also be appointed to oversee the process of nomination of students in the colleges that are following the nomination model of student representation.
- (j) Any contravention of any of the above recommendations may make the candidate liable to be stripped of his candidature.



Dr. Ashis Saha

Principal

Nazir Ajmal Memorial College of Education
Hojai, Nagaon, Assam-782435