



# CONSTITUTION

## NARANGI ANCHALIK MAHAVIDYALAYA STUDENTS' UNION (NAMSU)

### Preamble

We, the students of Narangi Anchalik Mahavidyalaya, Guwahati, inspired by Democratic values and participatory leadership, adopt this Constitution of the Narangi Anchalik Mahavidyalaya Students' Union (NAMSU) in consonance with the recommendations of the Lyngdoh Committee, to promote Student Welfare, Harmony, Academic Excellence, and Community Participation.

The meeting of the General Assembly of Narangi Anchalik Mahavidyalaya Students' Union (NAMSU), held on 15<sup>th</sup> October, 2025 under the chairmanship of Dr. Lukendra Kakati, Principal of Narangi Anchalik Mahavidyalaya, Narengi, Guwahati, Assam affirmed that we shall be liable and responsible for the articles mentioned below and for the realization of the aims and objectives of the Union as stated in its Constitution.

### Article I: Name

The organization shall be known as the Narangi Anchalik Mahavidyalaya Students' Union (NAMSU) hence forthwith.

### Article II: Aims and Objectives

The Students' Union shall:

1. Represent the collective interests of the student community.
2. Promote academic, cultural, athletic, literary, and social activities within the college.
3. Nurture leadership, discipline, and a sense of responsibility among students.
4. Encourage participation in community service, national integration, and environmental awareness.
5. Maintain cordial relations between the students and the administration.

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### **Article III: Basis of Formation**

1. The Students' Union of Narangi Anchalik Mahavidyalaya, Guwahati serves as the general representative body of all students, and its membership is compulsory for every student enrolled in the college.
2. Narangi Anchalik Mahavidyalaya elections will conduct according to the Lyngdoh Committee Recommendations (2006), which were made mandatory by the Supreme Court of India for all higher educational institutions.
3. The Office Bearers of the Union are elected annually, ensuring the participation of students in democratic leadership and decision-making processes.
4. The college promotes electoral awareness and civic responsibility through its Electoral Literacy Club, which conducts campaigns and training programs on voting rights and democratic values.
5. The Principal and Election Committee of the college oversee the entire election process, ensuring it is fair, transparent and aligned with institutional rules and democratic principles.

### **Article IV: Membership**

1. Every student of the college shall automatically be eligible to become a member of the Students' Union.
2. Each member shall uphold the dignity and discipline of the institution.
3. Every student shall have the right to Vote for the Students Union Election and stand for the office, subject to eligibility conditions, attend general meeting and engaged in Union activities.
4. Membership shall cease upon completion of the course, expulsion, or discontinuance of study.

### **Article V: Eligibility Criteria (as per Lyngdoh Committee)**

1. The candidate must be a regular, full-time student of the college.
2. The candidates must be of 17 to 22 years of age.
3. Must have at least 75% attendance in the current academic year.
4. Must not have any arrear papers or disciplinary record.

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5. Each candidate must have a clean disciplinary record and must not have a criminal case pending.
6. Only one opportunity to contest for each post shall be given during the course tenure.
7. He/She must not be an active member of any Political Party.

#### **Article VI: Office Bearers**

The Students' Union shall consist of:

1. President (RESERVED FOR 3<sup>RD</sup> SEMESTER STUDENTS)
2. Vice-President. (RESERVED FOR GIRLS STUDENT)
3. General Secretary.
4. Assistant General Secretary. (RESERVED FOR GIRLS STUDENT)
5. Indoor Sports Secretary.
6. Outdoor Sports Secretary.
7. Cultural Secretary
8. Debate and Quiz Secretary.
9. Magazine Secretary
10. Social Service Secretary.
11. Girls Common Room Secretary.
12. Boys Common Room Secretary.

(Candidates must have adequate knowledge in the respective post for which they file nominations.)

#### **Article VII-A: Election Procedures**

1. The Principal shall appoint an Election Commissioner(EC) and notify the date, venue and time for holding the election of the Executive Body of NAMSU and the steps connected therewith.
2. The election shall be held through secret ballot under the supervision of a duly constituted Election Committee, chaired by the Principal.
3. The date and time for issuing nomination papers, submission and scrutiny of the nomination papers, withdrawal of candidature and such other matters related to the election-procedure shall be determined by the EC without violating any provision(s) of the Constitution.

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4. The nomination papers shall be supplied to the intending candidates who shall obtain the papers from the Office of EC.
5. The candidates must submit the nomination papers duly filled in, within the prescribed period to the office of EC.
6. The name of the candidate must be proposed and supported by two regular students who are not defaulters or ineligible for the election of the Union.
7. In the event of rejection of the nomination paper, the reasons will be displayed in the college notice board.
8. The names of candidates along with the portfolios, whose nomination papers are found valid, will be notified in the College Notice Board.
9. Each regular student of the college, on producing her/his Identity Card with photograph, attested by the College Authority shall be entitled to vote.
10. Each voter shall have one vote for each Portfolio. However, the ballot paper will be considered valid if one opts not to cast his/her vote for some portfolios
11. The candidate must make his/her choice by putting Cross mark (x) against the name of the candidate in the ballot paper bearing the signature of the EC. It will then be folded and dropped in to the ballot box.
12. The Campaigning shall be limited to hand-written posters, word-of-mouth, and small group discussions (no printed materials or hired media).
13. A candidate is allowed to nominate only one agent to represent her/him at the time of Voting and Counting.
14. Each candidates will give a short stage presentation to showcase the activities of the related post, talent and communication skill, two days prior to the date of Election.
15. Expenditure limit for each candidate shall not exceed the amount prescribed by the Lyngdoh Committee guidelines.
16. No outsider support, political party affiliation, or violence shall be permitted.
17. Results shall be declared within 24 hours after polling.
18. Any student violating election code shall be disqualified.

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#### **Article VII-B: Reason for invalid ballot paper**

1. The ballot paper is damaged, torn, or defiled in a way that makes it difficult to determine the identity or intent of the voter.
2. Multiple candidates' names or symbols are printed on the ballot paper, which makes the vote unclear.
3. The ballot paper has markings, signs, or text that deviate from the accepted convention for marking votes, including writing candidate names or using several ticks.
4. A blank or unmarked ballot paper indicates that the voter did not make a choice.
5. The ballot paper lacks the official stamp or signature needed for validation, or it was not issued by the designated poll worker.

#### **Article VII-C: COUNTING OF VOTES**

1. The Election Commissioner will appoint Counting Supervisors who will count the votes before the candidates and/or their agents on the same day, with assistance from members of the teaching and non-teaching staff.
2. The counting procedure will not be hampered in any way by the absence of any candidates or their agents.
3. The Election Commissioner will post a list of the successful candidates on the Notice Board after the end of the counting process.
4. If there is one candidate for a particular post He/She will be declared a winner Uncontested.
5. All candidates involved must abide by the official counting's final results.
6. In case of a tie in any portfolio, the result will be decided by a lottery.
7. If no candidate files nomination for a particular post, the Election Commissioner in consultation with Election committee shall have the authority to nominate and select a suitable student to fill the post.

#### **Article VII-D: Swearing-in of the Students Union**

1. The swearing-in ceremony of the Students Union shall be conducted within 15 days from the date of the election. Each member must take an oath of allegiance and faithfulness to the College and the Union's Constitution, administered by the Principal or an authorized person.



2. Immediately following the swearing-in ceremony, the outgoing General Secretary of the Students Union shall hand over all records, articles, assets, accounts and related materials to the newly elected General Secretary.
3. The outgoing General Secretary officially hands over all responsibilities and charges to the new Students Union, upon completion of the above formalities.

#### **Article VIII-A: RESIGNATION AND REMOVAL:**

1. On legitimate grounds the Principal will approve the resignation and removal of the office holder.
2. A member of the Students Union may be removed by the Principal from office for misappropriating funds, committing a misdemeanor, or breaking the Union's Constitution.
3. The member in question needs to be present during the meeting when issues pertaining to her/his removal are being discussed.

#### **Article VIII-B: Filling of any vacant post:**

If an office-bearer's position falls empty because of their resignation, removal, or other circumstances, the Principal, after consulting with the E.C and members of the election committee will fill it in the best possible way.

#### **Article IX: Meetings**

1. The Union shall meet at least once every month.
2. Emergency meetings may be called by the President or General Secretary and the concerned Teachers in-charges with the Principal's approval.
3. One-third of members shall form the quorum for any meeting.

#### **Article X: Tenure of Office**

1. The tenure of the Students' Union shall be one academic year or till the next election, whichever is earlier.
2. No student shall hold the same post more than once during their course.

  
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## **Article XI: Powers and Duties**

### **A) Executive Body of the Union**

The Executive Body of the Union shall:

1. Formulate policies and programmes to fulfill the aims and objectives of the Union body.
2. Discuss important issues and challenges faced by the Union body with teachers in-charges and college authority.
3. Undertake Community work and activities as and when required.
4. Discuss and decide on any other matter, emergent or otherwise, which is in the interest of the Union and the student community.

### **B) The President**

The President shall:

1. Guide and supervise all activities of the Executive Body.
2. Oversee the work of all office bearers including the General Secretary, Assistant General Secretary, and other Secretaries.
3. Preside over all meetings of the Union.

### **C) The Vice-President (Reserved for Girls)**

The Vice-President shall:

1. Preside over meetings in the absence of the President.
2. Advise the General Secretary and other Secretaries in performing their duties.
3. Act as a link between the Secretaries and the respective Teacher in-charges and College authority.
4. Perform functions as may be assigned by the President.

### **D) The General Secretary**

The General Secretary shall:

1. Abide overall responsibility for the smooth functioning of the Union Body.
2. Accept the responsibilities of other Secretaries during their absence, subject to the approval of the Teacher In-charges.

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3. Supervise the proper utilization of funds allocated to each section.
4. Organize and coordinate all college events such as Fresher's Social, Annual College Week, and others.
5. Prepare meeting agendas in consultation with the President.
6. Maintain minutes and proceedings of all meetings, submit them to the President for signature, and preserve them for record purposes.
7. Budgets for various events to be checked and verified before submission and approval to concern in-charge

#### **E) The Assistant General Secretary**

The Assistant General Secretary shall:

1. Assist the General Secretary in all matters.
2. Bring important issues to the notice of the General Secretary for necessary action.
3. Perform the duties of the General Secretary during His/her absence.
4. Carry out any other duties assigned by the General Secretary.

#### **F) Debate and Quiz Secretary**

The Debate and Quiz Secretary shall:

1. Organize debates, symposia, extempore speeches, quizzes, mock parliaments, and similar activities.
2. Facilitate student participation in external competitions and seminars.
3. Submit verified accounts with vouchers to the Teachers In-Charges after the programme.

#### **G. Cultural Secretary**

The Cultural Secretary shall:

1. Organize music, drama, and other cultural events.
2. Coordinate participation of college teams in events and festivals.
3. Maintain expenses within budgetary limits.
4. Submit accounts with vouchers to the Teachers in-charge after the programme.
5. Promote the cultural environment of the college.

#### **H. Magazine Secretary**



1. Manage the publication of the Annual College Magazine under the supervision of Teachers In-charge.
2. Collect and edit articles with approval from the Editorial Board.
3. Supervise printing and ensure expenditure does not exceed the approved amount.

#### **I. Social Service Secretary**

1. Organize community and social welfare programmes.
2. Conduct Self-Help Week and other charitable activities.
3. Make arrangements for general meetings as directed.
4. Maintain expenditure limits and submit accounts to the Teacher In-charge as and when required.

#### **J. Outdoor Sports Secretary**

1. Encourage student participation in outdoor sports and create awareness about the benefits of physical activity.
2. Form and manage teams for outdoor sports such as football, cricket, athletics, etc. Arrange and supervise practice sessions and coaching.
3. Plan, organize, and oversee outdoor sports events, tournaments, and competitions within the college and inter-college levels.
4. Ensure responsibility, maintenance and proper use of outdoor sports facilities and equipment.
5. Preparing schedules, and allotting of duties for outdoor sports events in a fair and unbiased manner
6. Ensuring the availability and maintenance of outdoor sports materials and recommendation to purchase or replace sports equipments.
7. Maintain financial conformity and submit accounts within time.

#### **K. Indoor Sports Secretary**

1. Planning and organizing indoor sports like Badminton, Volleyball, Chess, Ludo, Carrom etc. during college week and other tournaments or championships.
2. Coordinating with the other members of the Students Union for smooth execution of events.
3. Encouraging and motivating students to participate actively in indoor sports.



4. Enforcing discipline, ensuring that rules are followed, and arranging qualified referees for events.
5. Promoting sportsmanship and fostering a sporting culture among students.
6. Assisting with the administrative tasks related to the sports activities, such as maintaining records and reporting to college authorities.
7. Representing student interests related to sports in discussions with college administration.
8. Maintain financial conformity and submit accounts within time.

#### **L. Boys' Common Room Secretary**

1. Ensure discipline and order in the Boys' Common Room.
2. Maintain furniture and facilities properly.
3. Maintain financial conformity and submit accounts within time.

#### **M. Girls' Common Room Secretary**

1. Ensure discipline, decency, and maintenance of the Girls' Common Room.
2. Ensure all amenities are in good condition.
3. Maintain financial conformity and submit accounts within time.

#### **Article XI: Executive Committee**

1. The Executive Committee shall consist of all elected office bearers and the Teacher In-charges.
2. The Principal shall be the Ex-Officio President of the Union and the final authority in all matters.
3. The Executive Committee shall plan, organize, and oversee all student activities in consultation with the College Authority.

#### **Article XII: Finance**

1. The Union's funds shall come from student subscriptions.
2. All accounts shall be maintained by the respective secretaries in supervision of General Secretary and respective Teacher in-charges and audited annually under Principal's supervision.
3. Expenditure shall be made only with prior authorization from the Principal.



### **Article XIII: Grievance Redressal Mechanism (Election Related)**

1. Students can lodge written complaints to the Election Commissioner related to election issues.
2. Complaints submitted to the EC are handled with transparency, efficiency, and within a prescribed time frame to ensure timely resolution.
3. The mechanism allows students to report any grievances regarding the election process, conduct of candidates, or violations of election rules to the designated EC or members of the Election Committee.
4. The EC investigates complaints, holds hearings if necessary, and takes appropriate actions, which may include disciplinary measures or recommendations for rectifying election-related disputes.

### **Article XIV: Code of Conduct**

1. Members must maintain discipline, decorum, and mutual respect.
2. The Union shall act within the framework of the college rules and academic schedule.
3. Any act of indiscipline, violence, or misuse of the Union's name shall invite disciplinary action, including disqualification.

### **Article XV: Amendment**

1. Proposals for amendments must be approved by two-thirds of the Executive Committee members.
2. Final approval rests with the Principal and College Governing Body.

### **Article XVI: Dissolution**

1. The Union can be dissolved by the Principal if it acts against the interest or discipline of the college.
2. A new Union shall be constituted as per Lyngdoh guidelines thereafter



## Members :

### **Drafting Committee of Constitution, Narangi Anchalik Mahavidyalaya Students Union:**

1. Dr. Lukendra Kakati, Principal -Chairman
2. Mrs. Sumitra Devi Chettry, Assistant Professor, Department of English –Member Secretary
3. Mrs. Gitika Sharma, HOD of Political Science cum Vice Principal–Member
4. Mr. Homeswar Kalita, Coordinator IQAC –Member
5. Mrs. Preety Mala Baruah, HOD of History –Member
6. Dr. Mrinal Sarma, Assistant Professor, Department of Mathematics –Member
7. Dr. Banani Bora Haazarika, Assistant Professor, Department of Mathematics –Member
8. Mr. Hiren Saikia , President, SUNAM–Ex-Officio Member

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**Principal**  
**Narangi Anchalik Mahavidyalaya**  
**Narengi, Guwahati-171**



## AMENDMENT OF THE NARANGI ANCHALIK MAHAVIDYALAYA STUDENTS'

### UNION CONSTITUTION

Resolution of the meeting of the General Assembly of Narangi Anchalik Mahavidyalaya students' union (NAMSU), held on 3<sup>rd</sup> October, 2026 under the chairmanship of Dr. Lukendra Kakati, Principal of Narangi Anchalik Mahavidyalaya, Narengi, Guwahati, Assam to propose the Amendment of the Narangi Anchalik Mahavidyalaya students' union Constitution :

**Article & Section: Article VI: Office Bearers(Candidate Eligibility)**

**\* Current Text:** " President (RESERVED FOR 3<sup>RD</sup> SEMESTER STUDENTS

**\* Proposed Text:** " President (RESERVED FOR 5<sup>TH</sup> SEMESTER STUDENTS)

**\* Intent/Rationale:** To ensure experience of Two Institutional year necessary for active leadership quality

The GENERAL BODY OF STUDENTS of NARANGI ANCHALIK MAHAVIDYALAYA, NARENGI, Guwahati, Assam approved unanimously the Proposed Text , in its meeting held on 3-10-2026 , the Amendment of the CONSTITUTION OF NARANGI ANCHALIK MAHAVIDYALAYA STUDENT UNION for Reservation of the Post of President for the Students of Fifth (5<sup>th</sup>) Semester ( Arts & Commerce ) instead of RESERVED for the Students of Third ( 3<sup>rd</sup> ) Semester as mentioned in above Article of the said constitution.

Principal  
Narangi Anchalik Mahavidyalaya  
Narengi, Guwahati-171