



Karnavati University
Student Governing Council



KARNAVATI
UNIVERSITY

CONSTITUTION FOR THE KARNAVATI UNIVERSITY STUDENTS' GOVERNING COUNCIL (KUSGC)
(Issue: 01; Revision: 00)

KARNAVATI UNIVERSITY

UWSL, KSD, UID, UWSB, USLM, USCI, KSR

UWSL

UID

Ignite your
ambition

KSD

UWSB

USCI

USLM

KSR

PREAMBLE

WE THE STUDENTS OF KARNAVATI UNIVERSITY, IN ORDER TO USHER IN A SELF-GOVERNANCE, EQUALITY & TO FACILITATE SYNERGY AMONGST ALL THE STAKEHOLDERS OF THIS UNIVERSITY FOR THEIR HOLISTIC DEVELOPMENT, HEREBY DO ORDAIN & ESTABLISH TO OURSELVES THIS CONSTITUTION FOR THE STUDENT GOVERNING COUNCIL OF THE KARNAVATI UNIVERSITY.

ACKNOWLEDGEMENTS

THIS CONSTITUTION FOR THE KARNAVATI UNIVERSITY STUDENT GOVERNING COUNCIL (KUSGC) IS DRAFTED BY:

1. NILANG SONI, UNITEDWORLD SCHOOL OF LAW, BATCH 2018-23.
2. DHAIRYA PATEL, UNITEDWORLD SCHOOL OF LAW, BATCH 2018-23.
3. SHAILEY PADHIAR, KARNAVATI SCHOOL OF DENTISTRY, BATCH 2017-22.

THIS CONSTITUTION IS DRAFTED WITH THE AID AND ADVICE OF THE HON'BLE VICE CHANCELLOR AND OTHER STAKEHOLDERS OF THE UNIVERSITY.

ARTICLE 1: SHORT TITLE, APPLICATION & COMMENCEMENT

1. This constitution shall be known as the Constitution of Student Governing Council, Karnavati University, 2022.
2. It shall be applicable to the whole of university and it' s constituent colleges in its entirety.
3. It shall come into force as and when notified by Registrar's Office.

ARTICLE 2: OBJECTIVES

1. To serve as the official representative of the Karnavati University Students' Governing Council for the administration and the faculty members.
2. To democratize the structure of decision-making process and superviselection of the student governing council.
3. To maintain and regulate the functions and duties of the members of the Students' governing council as well as its other stakeholders.

ARTICLE 3: ADMINISTRATION AUTHORITY

1. All powers of The Students' Governing Council of Karnavati University are delegated to it by the University Administration. The University Administration has the right to veto any act / decision/ plans of the Council. If the veto is applied, the University administration will meet with the Council and share reason for the veto.

ARTICLE 4: MEMBER & COMPOSITION

1. The Student Governing Council shall consist of:

51 Members (48 students are to be elected and 03 are to be nominated by Vice Chancellor's Office)– All students enrolled in Karnavati University:

- 14 Members – Unitedworld Institute of Design
- 8 Members – Unitedworld School of Law
- 8 Members – Karnavati School of Dentistry
- 8 Members – Unitedworld School of Business
- 5 Members – Unitedworld School of Liberal Arts & Management
- 5 Members – Unitedworld School of Computer Intelligence

- i. Schools should ensure that there is equal representation from all programs in Students' Council.
- ii. *Every year, those vacancies, arising out of graduating batch will be filled up from within School from which a member has graduated, thus creating a vacancy.*

- A. This shall be the primary composition of the Council, if in any case the Core Committee deems fit with the assent of the President that any additional volunteers are required for smooth functioning of the Event or Council by reasons specified then in that case, they shall be called on need to need basis.
- B. The Formula for such above mentioned composition and structure is drawn on the rationale that approx. 01% of the total strength of the Institute specified is represented, subject to maximum ceiling.

Provided that such percentage shall not in any case exceed the 'Ceiling limit' of 15 persons for a specific institute and that based on such rationale only in all its bona-fide the composition of each institute is drawn upon. If in case the strength of the institute is increased then in that case the above-mentioned formula for composition shall be applied and amendment to Article 4 shall be instituted so as to accommodate the same by the President of the Student Governing Council and such shall be passed with the assent of the Hon'ble Vice Chancellor by way of Notification.

ARTICLE 5: STRUCTURE

1. The structure of the Student Governing Council is as follows:

- A. JUNIOR COUNCIL** – There shall be 40 Members in the Junior Council who will be divided into different committees. Such representatives shall be nominated/ elected by the office of Dean/HOD of each institute to the Council Head. The junior council will consist of First and Second year students only.
- B. CO-HEADS** – Each Committee shall comprise of Two (2) Co-Heads per Committee. After serving in the Junior Council the representatives shall be held eligible for the positions of Co-Heads.
- C. COMMITTEE HEADS** – Apart from the two Co-Heads there shall be a Committee Head who shall oversee the two Co-Heads of that Committee. Committee Head Position shall stand open to representatives who has served in Junior Council and is deemed to be in the Second/Third Year.
- D. CORE COMMITTEE** – The Core Committee (as described in Article 7) shall be the main body of the Council who initiates, administer and delegate with regards to the objectives and agendas of the Student Governing Council. The positions of the Core Committee shall only be open to senior council members or penultimate and final year student to the course and institute that he/she is affiliated to.

E. ADVISORY COUNCIL – All the students who surpass from the Core Committee shall be designated to Advisory Council.

ARTICLE 6: OUALIFICATIONS

1. Any student in good standing and enrolled at Karnavati University for the entire program period is eligible for election to the Student Council of Karnavati University.
2. Must maintain a cumulative GPA of 6.0 and above throughout all the semesters.

ARTICLE 7: CORE BODY & COMMITTEES

The selection panel, constituted by University, will only process selection for the posts of President, Vice President, Secretary and Treasure as rest of roles will be delegated by President and office bearers of 'KUSGC'. Tenure of all office bearers will be for only one year.

- a. PRESIDENT** – The president is the main representative of the council. The role of the president includes supervising the functioning of the entire council, developing the agenda for and presiding over the meetings. He/she is responsible for coordinating and interviewing, planning and functioning of the events and council as a whole. *Provided that the student who is in his/her final year or penultimate year of the program enrolled shall only be eligible to contest and hold the position of the President of the Student Governing Council. There shall be only one (1) President.*
- b. VICE PRESIDENT** – The Vice President coordinates the work of Committees and presides over Student Council meetings and functioning. He/she focuses on smooth running of the entire council. Provided that student who is in his/her penultimate/ second last year of the course enrolled shall only be eligible to contest and hold the position of the Vice- President of the Student Governing Council. There shall be only two (2) Vice- Presidents.
- c. SECRETARY** – The Secretary's role is to oversee the working of all the Joint Secretaries. He/she overlooks the updates of the workings of all committees and specific events.
Provided that the student who is a senior Council member (has completed at least one year in the Council) shall be eligible to contest and hold the position of the Secretary in the Student Governing Council. There shall be only one (1) Secretary.
- d. TREASURER** – The Treasurer coordinates the preparation of the annual budget and event wise budget, further presents the proposed budget to the Student Council for adoption. He/she maintains financial records of the student body. The planning

and payments vis-à-vis effective use of the money is coordinated by the treasurer.
Provided that the student who is a senior Council member (has completed at least one year in the Council) shall be eligible to contest and hold the position of the Treasurer in the Student Governing Council. There shall be only one (1) Treasurer.

- e. **PRO** – The Public Relations Officer is the key spokesperson in all the colleges matters. He/she ensures flow of information within the student body and the management. Ensuring that the right information about anything is passed among the students and the management, creating content for the official messages, invitations and posts, letterheads formation and making sure that there is effective communication in and out of the university comes under the roles of a PRO.

Provided that the student who is a senior Council member (has completed at least one year in the Council) shall be eligible to contest and hold the position of the PRO in the Student Governing Council. There shall be only one (1) PRO.

- f. **STUDENT GRIEVANCES** – The grievance procedure is a machinery to sort out the issues between student and college. It is a means by which a student who believe that, he/she has been treated unfairly with respect to his/her academic/administrative affairs or is convinced to be discriminated is redressed. The functions of grievance committee are-

- To formulate the policy, investigate and review complaints or grievances of students and faculties.
- To create awareness of availability of members for students and faculties to report grievances.
- To investigate the cause of grievances and ensure that effective solutions are provided depending on the gravity of the situation.

The head is chosen carefully and is someone who knows the correct balance between representing the students and the management.

Provided that only a Final year /penultimate of the program shall only be eligible to contest and hold the position of the Student Grievances of the Student Governing Council. There shall be only two (2) Student Grievances. Both the elected Student Grievances members shall also serve in the Disciplinary Committee of the Karnavati University amongst other members as notified by the Hon'ble Vice Chancellor.

- g. PRO TO VC** – PRO to VC communicates and coordinates the functioning of the council and acts as a channel between the Hon'ble Vice Chancellor's office and the Student Governing Council. All the approvals and grant of permissions which concerns the constituent colleges and the University comes within the purview of the PRO to VC.

Provided that the student who is a senior Council member (has completed at least two years in the Council) shall be eligible to contest

and hold the position of the PRO to VC in the Student Governing Council. There shall be one (1) PRO TO VC.

- h. INSTITUTIONAL & SOCIAL RESPONSIBILITY** – ISR aims to inculcate social awareness amongst students. It focuses on conducting activities which addresses competitive interests and welfare of the society. Other functions include to aid in organizing the activities of the Student Governing Council. *Provided that the student who is a senior Council member (has completed at least three years in the Council) shall be eligible to contest and hold the position of the ISR in the Student Governing Council. There shall be one (1) ISR.*
- i. JOINT SECRETARIES** - The duty of a JS is to ensure a steady flow of work within their respective college. From small activities to departmental events and the normal functioning of college, it basically bridges the gap between the University and the council for smooth communication and functioning of the events. They handle permissions, invites, money collection, crowd gatherings and enhance the recognition of the university. Each institute should have its own Joint Secretary.
- j. ACADEMICS COMMITTEE** - The academic committee is responsible for all the planning and management of the academic related events that happen in the University. It creates an intellectually stimulating environment for the students throughout the year which widens the horizon of opportunities for the students.
- k. SPONSORSHIPS & COMMUNICATION COMMITTEE** - This committee functions primarily to bridge the gap of all formal communication between different committees and raises funds for the events through collecting sponsorships
- l. SPORTS COMMITTEE** - This committee is responsible for conducting and dealing with all sports events that take place in and out of the university. From games like Football, Badminton, Basketball, Cricket to Table-tennis and Chess, there is a plethora of physical and mental activities to choose from. The committee organizes such events.

- m. CULTURAL COMMITTEES** - This committee handles all the Cultural events that take place in the university. They focus on the process of ideation, planning, management and easy flow of all the cultural and entertainment events throughout the year. The smooth functioning of multiple events like Viaje (annual college festival), Ganesh Chaturthi, Durga pooja, Karnavati Utsav and many more are conducted by this committee. This committee will also look after activities of SPICMACAY. A separate SPICMACAY committee may be nominated as well as needed.
- n. CLUBS/ SOCIETIES** – The following societies are established at ‘Karnavati University’:
IZHAAR – DANCE SOCIETY
HAAFIZA – THEATRE SOCIETY
SAMAA – SINGING SOCIETY
KALAM KUSH – LITERATURE SOCIETY
SIVAKA – FASHION SOCIETY
SPICMACAY- Society of Promotion of Indian Culture and music among youth.
- o. CREATIVES COMMITTEE** - The Creatives committee focuses on ideating concepts for the events and producing the briefs for the same. They are equally responsible for the execution of the installations and decor. The team also works towards the creation of digital posters and videos for our social media handles.
- p. DIGITAL OUTREACH** - The Head of Digital Outreach manages all the social media activities, from posting a story to filming a live event. The main focus here is to build connections and make the different social media handles Interactive for the students.
- q. OPERATIONS COMMITTEE** - The operations committee focuses on planning, management, coordination and production. The live stage presence of an event, working with presenters, audio visual crews, and technical workers comes under this committee. The outcome of this team's hard work brings life to any event.
- r. PHOTOGRAPHY COMMITTEE** - This committee plays a pivotal role in documenting each event and function of the university or any of its constituent colleges via Photo & Videography.
- s. HEAL THE WORLD** – It is the CSR arm of the university. organizing blood donations camps, mobilising drives in collaboration with different NGOs for various social causes, organising books donation camps etc. to name a few would be the functions of this committee.

ARTICLE 8: HIERARCHY

- All the Committee Heads/General Secretary and Joint Secretaries report to the Secretary.
- The Secretary reports to Vice President & President.
- Only the President and the Vice President shall report to Higher Administration Authority, if the need be any other Core Member of the Student Governing Council.
- There shall be two Committee Heads who act as Co-Heads for that same committee and one out of those two heads would be the General Secretary in the subsequent elections.
- Student Grievances committee will be responsible for enforcing and regulating the Constitution. The Student Grievances will report to the Vice Chancellor and Higher Management Authorities via monthly review meetings.
- All the Student Governing Council meetings shall be presided over only by the President and/or the Vice President and/or any Head designated to the presiding person of that meeting. They in turn shall further report the developments of the Council to the Head of the Council.
- All the Student Governing Council Members shall hold their office during the term of the President; the term of the Council shall be annual from July to July and until new council takes over.
- The PRO is instructed to maintain the minutes of the meetings and every month, the minutes of the meeting has to be submitted to the office of the Hon'ble Registrar for the purpose of record.

ARTICLE 9: DISQUALIFICATION

1. No student shall be eligible to be a member of the Student Council if a disciplinary action has been taken against them for any reason justified by the Disciplinary Committee of the University or Disciplinary Report of the Student Grievances.

ARTICLE 10: ELECTION & SELECTION PROCESS

1. There shall be an Election Committee appointed by the Hon'ble Vice Chancellor and under the guidance of the Hon'ble Registrar in consultation with the Council Head and they shall be responsible to conduct the elections under the power conferred to them by this Constitution under this clause.
2. Election Committee shall have its own independent members who shall not be

this Constitution under this clause.

2. Election Committee shall have its own independent members who shall not be enrolled or affiliated to any election position of the Student Governing Council for that mentioned tenure. (The members who shall not be contesting election)

The Election to the Student Council shall be conducted by Election Committee within maximum 45 days of the commencement of the academic session.

3. This provision shall not be applicable to the *ad interim* Elections of the Student Governing Council of 2022-2023.
4. The students shall apply for the following positions in the following proposition. The same shall be followed while conducting the Election of such posts:
 - A. **President**- Four (4) nominations.
 - B. **Vice President** – Four (4) nominations; who were in the capacity of the Core Committee of the Council for the preceding year from that of the election tenure.
 - C. **Secretary** – Four (4) nominations; who were in the capacity of the Committee Head of the Council for the preceding year from that of the election tenure.
 - D. **Treasurer** – Two (2) nominations; who were in the capacity of the Committee Head of the Council for the preceding year from that of the election tenure.
 - E. **PRO** – Two (2) nominations; who were in the capacity of the Committee Head of the Council for the preceding year from that of the election tenure.
 - F. **Student Grievances** - Four (4) nominations; who were in the capacity of the Committee Head of the Council for the preceding year from that of the election tenure.
 - G. **PRO to VC** – Two (2) nominations; who were in the capacity of the Committee Head of the Council for the preceding year from that of the election tenure.
 - H. **ISR** – Two (2) nominations; who were in the capacity of the Committee Head of the Council for the preceding year from that of the election tenure.
5. After filing of the nomination (Refer Annexure - A) the Council Head in collaboration with the two students who are notified by the Hon'ble Vice Chancellor's Office shall conduct an election meeting and the vote for the nominated positions shall be recorded in a ballot box. The voting of the Student Governing Council shall be treated as 50 percentage (%) of marks. The Vote Meeting and process shall be recorded and documented every year and be preserved as an eminent record by the Photography Committee.

6. On the subsequent day of voting, a selection committee, constituted by Hon'ble Vice Chancellor and will conduct the Interview of the Nominees and that shall consist the other 50 percentage of the marks.
7. Result Declaration & Redressal – Results of the Election shall be communicated within three working days after the Interview Process is completed and results of the entire Student Governing Council shall be communicated to students, faculty and staff members vide a proper notification.

ARTICLE 11: AMENDMENT CLAUSE

1. Notwithstanding anything in this constitution, the Hon'ble Vice Chancellor and the President of the Karnavati University Student Governing Council may in exercise of its power conferred under this Article amend by way of addition, variation or repeal any provision of this Constitution in accordance with the procedure laid down in this article.
2. An amendment of this Constitution may be initiated only by introduction of Amendment Resolution (Refer Annexure B) for such purpose and the same shall be presented to the Core Committee of the Student Governing Council who shall give assent to such Resolution and thereupon by way of notification from the office of the Hon'ble Vice Chancellor the provision stands amended with the terms.
3. The Hon'ble Vice Chancellor shall have the direct authority to amend any part of this Constitution, provided that such amendment shall be with the assent of the Core Committee of the Karnavati University Student Governing Council.

H. S. S.
25/8/22



Date: 24th August, 2022



ANNEXURE -A (NOMINATION FORM)

KARNAVATI UNIVERSITY



STUDENT GOVERNING COUNCIL NOMINATION FORM

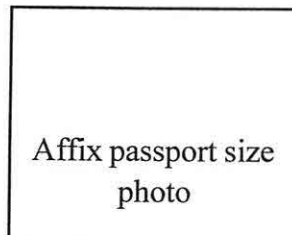
KARNAVATI
UNIVERSITY

1. NAME:
2. DEPARTMENT:
3. SEMESTER:
4. AGE AND D.O.B:
5. GENDER:
6. ENROLLMENT NO:
7. DO YOU HAVE ANY ACADEMIC ARREARS?
8. HAVE YOU EVER BEEN SUBJECTED TO ANY DISCIPLINARY ACTIONS BY THE UNIVERSITY AUTHORITIES?
9. POST CONTESTED:
10. PAST EXPERIENCE:

DECLARATION

I, (name) _____ hereby declare that all the information given above are true and I agree that my candidature will stand disqualified if any of the above stated information is found to be false or misrepresented.

I also agree to abide by the Karnavati Student Governing Council Constitution.



DATE:

PLACE:

(SIGNATURE OF THE NOMINEE)

ANNEXURE – B (AMENDMENT RESOLUTION)



DATE –

DAY –

RESOLUTION MOVED BY – HON'BLE VICE CHANCELLOR / PRESIDENT; KU SGC

AMENDMENT TO ARTICLE: _____.

PROPOSED AMENDMENT/ CHANGES:

REASONS FOR AMENDMENT OF ARTICLE:

INSERTION /REMOVAL OF ARTICLE: _____

REASONS FOR INSERTION/REMOVAL OF ARTICLE:

SIGNATURE