

**The Constitution of the Subject Association**  
**Jamia Millia Islamia, New Delhi**

**A) Preamble :**

There shall be a "Subject Association" indicating the name of respective Departments, in every Deptt. of Studies in the University which shall endeavor towards organizing academic and co-curricular activities. Such Associations shall undertake steps towards developing academic atmosphere thereto generating creative activities in the Depts.

**B) Aims and Objectives :**

The Subject Associations shall:

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

**C) Membership:**

1. Each bonafide student of the concerned Deptt. paying fees towards Subject Associations Fund shall be the member of the Subject Association.
2. The Pass Course students of the Faculties of Natural Science & Social Science shall have their association with bonafide students as its members.

**D) Composition of the Subject Associations.**

**Executive Committee:**

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

**E) Office Bearers:**

1. There shall be the following office bearers:
  - i) The Head of the Department shall be the Ex-Officio President of a Subject Association, provided that, in case of Pass Course, the Dean, Faculty of Natural Sciences & Social Science shall be the President accordingly.
  - ii) Vice-President
  - iii) General Secretary
  - iv) Joint Secretary
2. The Office Bearers mentioned in the sub-clause (ii), (iii), (iv) shall be elected by the Class Representatives whereby the positions shall be allotted in order from the senior most class to classes in descending order.
3.
  - i) Only such candidates can contest for office bearers (ii, iii, iv) who are covered under clauses C and D.2.
  - ii) Only class representatives shall contest for any post of the Subject Association.

4. The Executive functions of the Subject Association shall be carried out by the G. Secretary. In the absence of the G. Secretary, the Jt. Secretary shall discharge the responsibilities of the G. Secretary.

**F) Powers and Functions :**

1. **President:**

The president who is an Ex-Officio, Head of the Dept. or Dean or Director as the case may be shall:

- i) Look after over all activities of the Subject Association.
- ii) Preside over the meetings of the E.C. of the Subject Association
- iii) Appoint an Advisor for each academic session from amongst the members of the teaching staff.
- iv) Convene the meetings of the E.C. of Subject Association alongwith the Advisor from time to time to assess and review the functioning of the Subject Association.
- v) Decide and give ruling in the event of any conflict arising in the course of the meeting of the E.C. Decisions and the ruling of the President on any matter shall be treated as final.

2. **Advisor:** The Advisor shall:

- i) Guide and supervise the activities of the Subject Association
- ii) Counter sign all the expenditure of the Association
- iii) Conduct elections of the Association
- iv) Keep the President informed about activities of the Association and v) Attend all the meetings of the E.C.

**Vice-President** shall:

- i) Preside over the meetings of the E.C. in the absence of the President;
- ii) Perform such duties as it may be assigned to him/her by the President and the Advisor from time to time and
- iii) Assist the President and the Advisor.

3. **General Secretary** shall:

- i) Keep the records of the Association, convene meetings of the E.C. in consultation with the Advisor, who in turn shall inform the President;
- ii) Maintain the minutes of each E.C. meeting;
- iii) Frame the budget in consultation with the Advisor and submit an account of expenditure to the E.C. for approval;
- iv) Operate the account of the Association duly countersigned by the Advisor;

- v) Make a presentation of the Annual Report of the activities of the Association to the Deptt. through the Advisor and
- vi) Perform such other duties as may be assigned to him/her by the President and Advisor from time to time.

4. **Jt. Secretary** shall:

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

**G) Quorum :**

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

**H) Resignation / Removal :**

- 1. Any Office Bearer or member of E.C. except the President shall cease to be member on resignation or for not attending three consecutive meetings of the E.C. without any intimation to the President or the Secretary of the Association.
- 2. The resignation shall be submitted to the President.
- 3. The President shall have power to remove any member of E.C. for misconduct.

**I) Vacancies:**

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

**J) Finance and Audits:**

- 1. Jamia Millia Islamia shall be the banker of the Associations and their account shall be operated by the respective G. Secretaries, countersigned by the Advisors through the Presidents' office.
- 2. A nominee of the President, appointed for this purpose shall audit the account of the respective Associations.

**K) Term:**

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