

AL-AMEEN COLLEGE OF LAW

Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, student's representation on various bodies)

We involve the students actively and make sure that students participation is must for the successful for the development of the college. College has developed many student committees/clubs are operational in the college to showcase the student's representation and engagement in various administrative, co-curricular and extracurricular activities:

1. Class Representatives:

Al-ameen Conducts the proper Students Council Elections there will be proper representation from all the classes for both 3 years and 5 years course. The students council elections will be held as per the general elections as there will be nomination papers, open speech and Ballot Paper. Student council is responsible for representing any issues related to academics/non-academics to concerned.

2. Cultural and Sports Committees:

Students have strong representations in all cultural and sports committees. They help in organization and management of events. Major events include annual sports competition, National Seminar, National Moot Court and all major events.

3. Internal Quality Assurance Cell

We make sure that there will be students representation in the Internal Quality Assurance Cell of the College for both 3 Year and 5 Years Course.

4. Hostel Administration:

Students provide strong support in the administration and management of hostel affairs. Each hostel has students in its Mess Committee. They are involved in all major decision making aspects related to students.

5. Placement Committees: student members are important components in placement activities. Student members are being involved for coordinating the activities during placement drives at campus.

6. Internship Committee

The College has internship headed by the Lecturer and the student are involved internships includes

- Internship with Supreme Court of India
- Internship with Central Bureau of Investigation
- Internship with Advocate General of India
- Internship with Law Ministry, Government of India
- Internship with Karnataka Legal Services Authority
- Internship with Judges of High courts
- Internship with Advocates
- Internship with Corporate sector
- Internship with mediation court
- Internship with Arbitration Center
- Internship with family court
- Internship with NGO



REGULATIONS GOVERNING AACL STUDENTS' COUNCIL

1. Abstract

The AACL Students' Council is an organization responsible for student services and the representation of student interest. It will be a body of student-elected representatives that surveys the students' opinion and presents it in front of the Institution itself and its leadership; represents students in the Institution's main decision-making bodies, together with offering services for the students. The Council will be dedicated to social, organizational activities, representation, and academic support of the students.

These regulations may be called as "Regulations Governing AACL Students' Council". These regulations govern the aims and objects of the Council, method of election, roles and responsibilities of the office bearers of the Council and the matters connected therewith and incidental thereto.

2. Aims and Objects of the Council

The following will be the aims and objects of the Council:-

- (i) To promote mutual contact, a democratic outlook and a spirit of oneness among the students of the Institution.
- (ii) To help students engage themselves in meaningful pursuits outside the co-curricular programme of the Institution and to provide opportunities for training as good citizens.
- (iii) To promote the social, socio-legal, cultural and intellectual development of the students of the Institution.
- (iv) To promote consciousness among the students of the Institution of the events taking place around them with a view to better equipping them as responsible and educated citizens and to build up a healthy students movement.
- (v) To promote among the students of the Institution a sense of service to the people and duty towards the State.
- (vi) To promote harmonious relations among all sections of the Institution Community.
- (vii) To meet, discuss and make representations to the Institution authorities on matters concerning common interests of the students. Specifically in the academic matters.

3. Activities of the Council

The Council may organize the following activities namely:-

- (i) Debates, lectures, discussions, Mock Trials, Moot Court Competitions, essay competitions etc.
- (ii) Cultural performance and contests.
- (iii) Indoor and outdoor games in coordination with Sports Unit.
- (iv) Publication of magazine, bulletin.
- (v) Trips and tours to places of historical and educational importance.
- (vi) Visit to Police Station, Central Jail, Forensic Lab, RBI etc.
- (vii) Social Service and Social Relief Activities in coordination with NSS Unit.
- (viii) Creation of helping Fund
- (ix) Book Bank to help needy Students
- (x) Such other activities as will further the realization of the above aims and objects.

4. The Funds, Budget and Accounts of the Council

- (1) The funds of the Council shall be built up with the amount of contributions collected from the students and it shall be limited to the amount so collected for one year only for which the Council is to function. The fund of the Council may also be built with the amount received from the college and donations.
- (2) Unutilized funds, if there be any, can in no way be diverted to other ends and shall be transferred to the 'Students' Welfare Fund' of the College after notification of the date of election of the Students' Council for the next session.
- (3) The Annual Budget for the year shall be prepared by the Secretary, in consultation with the Treasurer for allocating funds from Council's fund to meet expenditures under different heads including emergency expenditure.
- (4) The President shall cause an audit to be made for all such accounts by the Principal or any Senior Faculty of the college who may be so appointed by the Principal.
- (5) The Secretary and Treasurer shall be jointly and severally responsible for maintaining Accounts of the Students' Council and shall submit the Audited Accounts of expenditures of the Council before notification of the date of Election of the Students' Council for the next session or immediately after full utilization of fund whichever is earlier, to the Principal.

5. The office-bearers of the Council

- (1) There shall be the following office-bearers of the Council:-
 - (i) President
 - (ii) Vice-President
 - (iii) Secretary
 - (iv) Joint-Secretary
 - (v) Treasurer and
 - (vi) Members (Not less than two may exceed to three)
- (2) All the office-bearers shall be elected through free and fair elections by the students. Provided that any of the office-bearers may be unanimously elected without conducting the elections if situation demands.
- (3) The elected office-bearers shall hold the office for a period of one year only.
- (4) In the event of a vacancy arising for whatsoever reason in any office of the Council, the President shall call a meeting of the Council to elect new office bearer. Such interim vacancies shall be filled by nomination by the Principal and Staff by means of Co-option.

6. The Role and Responsibilities of Office-bearers of the Council

The role and functions of the office-bearers of the Council are as follow:-

(i) *The President*

The President shall ordinarily preside over the meetings of the Council. A resolution shall not be considered as passed by the Council unless it is duly signed by the President.

The President shall co-operate with the Principal in peacefully carrying out all the Council activities as mentioned under Clause 3 of these Regulations. He shall maintain the decorum of the college and shall strive hard to maintain a cordial relationship among the college and the students.

He shall always make his team work in the interest of the institution, any untoward incidents which hinders such progress, shall be strictly taken into account.

(ii) *The Vice-President*

The Vice-President shall assist the President in conducting the meetings of the Council and carrying out the activities of the Council.

In the absence of the President the Vice-President shall preside the meetings of the Council.

He may also preside over a meeting with the consent of the President if necessary and will conduct the meeting. Any resolution passed in such a meeting would have to be duly approved and signed by the President of the Council, otherwise, it shall not be considered as finally and validly passed.

(iii) *The Secretary*

The Secretary shall be the Executive Head of the Council. He shall carry out the day to day functions of the Council and shall be responsible to the members of the Council in particular and to the Students of the college in general for activities of the Council.

The Secretary shall work under the guidance, control and supervision of the Council.

In the absence of President and Vice-President the Secretary shall preside over the meetings of the Council.

He shall have the right to delegate any of his powers to the Joint Secretary with the previous approval of the Council.

He shall co-ordinate and organize all the Council activities and shall assist the President in bringing out the objects of this Council.

It shall be the duty of the Secretary of the Council to prepare the minutes of all the meetings of the Council and to keep the records of these meetings properly and in safe custody.

The Secretary of the Council will also carry on correspondence on behalf of the Council and will keep and maintain all records.

(iv) *The Joint Secretary*

The Joint Secretary shall assist the Secretary in the matters of the Council for its peaceful functioning and will perform the duties of the Secretary in his absence.

(v) *The Treasurer*

The Treasurer shall be responsible for the issue of receipts and vouchers for funds received or paid. The Treasurer shall be jointly responsible with the General Secretary for all expenditures of the Students' Council. He shall coordinate along with the Secretary regarding maintenance

of accounts for the expenditures of Council activities
keeping records for audit of accounts.

7. Meetings of the Council

- (1) General Meeting of all office bearers will be held once in 15 days. All the office bearers shall be present in each meeting without fail. A notice of at least three days shall be given for general meetings of the Council by the Secretary.
- (2) An emergency meeting of the Council may, however be convened in consultation with the Principal by giving at least 24 hours' notice.
- (3) Proceedings of the meeting will be entered in the book maintained for that purpose only. The same shall be signed by the Principal.
- (4) All the meetings of the Council shall be held in College only.
- (5) An agenda of the meeting will be issued along with the notice of the meeting except for an emergency meeting.
- (6) The notice of a meeting and a copy of the agenda (except for an emergency meeting) for the meeting will be duly served on all the members.
- (7) The attendance and the minutes of the meetings shall be confirmed in the subsequent meeting. A copy of the confirmed minutes shall be furnished to the Principal immediately thereafter.
- (8) A register of attendance of the members at the meetings shall be maintained by the Secretary and signed by the President at each meeting.
- (9) Two Faculty members shall be nominated by the Principal as Special Invitees to each meeting to give valuable suggestions.
- (10) The Council will decide any matter by vote (by simple majority) whenever differences would arise. All the members must abide by the decision of the Council.

8. Suspension/Prorogation/ Dismissal of the Council

The Principal may suspend, prorogue or dismiss the Students' Council temporarily or for the whole period of the tenure if he is satisfied beyond doubt that-

- (a) The Council has been acting contrary to the provision(s) of the Regulations; or
- (b) The Council is unable to carry out its function owing to internal disturbances.

The Principal shall takeover the functioning of the Council till the reinstatement of the Council or till the new elections are held as the case may be.

9. Elections

- (1) Elections will be conducted in each academic year for the posts of office-bearers of the Councils per the list provided under clause 5 of these Regulations.
- (2) Each and every existing student of the College shall be eligible to cast his vote for every post subject to certain conditions as may be prescribed by time to time.
- (3) Certain posts may be reserved for certain categories of students as may be finalized by the Principal and the Staff from time to time.
- (4) In a case where only one nomination is filed for any post than the student who has filed the nomination will be unanimously elected for that post.
- (5) In a case where no nomination was filed for any particular post than the Principal with the help of the staff members may nominate any eligible student for that particular post.

10. Election Commission

- (1) There shall be an Election Commission for the purpose of conducting elections for the office-bearers of the Council consisting of the members to be constituted as under :
 - a. Principal - Chief Election Officer *ex officio*; and
 - b. Assistant Election Officers (minimum two)
- (2) The above said members of the Election Commission shall be appointed by the Principal from amongst the faculty members.
- (3) The Commission shall fix up dates and time table of election to the Councils per provisions envisaged in the Regulations and in consultation with the Principal.
- (4) The Commission shall be responsible for proper conduct of the election and resolve dispute, if any, regarding holding of election by appropriate action as it may deem fit and proper.
- (5) The tenure of the Election Commission shall be one academic year.
- (6) The Election Commission can form various committees and assigned them their responsibilities for the purpose of conducting free and fair elections. Such committees may consist of the Teaching faculty and non-teaching staff as well.

11. Filing of Nomination

- (1) The interested students who want to contest for an election and who fulfil all the conditions laid down under these regulations may file their nomination in **Form A** on the date as may be prescribed.

- (2) The nomination has to be filed along with the prescribed amount of non-refundable fees.
- (3) The name of the contesting candidate should be duly proposed by any one valid voter of the same category and seconded by any one valid voter of the same category. A valid voter shall be eligible to propose or second not more than two names as candidates of his category. Further a candidate can neither propose nor second for any other candidate.
- (4) Filled in Nomination Paper should be submitted personally by the candidate to the Election Commission in presence of the proposer and seconder. After submission of nomination paper, receipt must be issued by the Chief Election Officer to him/her. At the time of submission of nomination paper, the candidate must deposit his/her Fee, photocopy of College ID Card and two Recent Passport size photographs.
- (5) At the time of submission of nomination paper, the candidate must sign the Declaration Form; **Form B**, to the effect that he fulfils all conditions to contest for the election.
- (6) The Candidate may withdraw his nomination by giving duly filled **Form C** on the date prescribed.

12. Eligibility for Contesting Elections

Subject to the reservations made and conditions prescribed from time to time the student for the purpose of contesting elections must fulfil the following conditions:-

- (1) He must be the present student of the College.
- (2) He must be a regular student with 75% of attendance.
- (3) He must be eligible for the current academic year as per the rules laid down by the Karnataka State Law University, Hubli.
- (4) He should not have criminal charges or affiliation to any political or communal outfit and he should not have any charges of indiscipline.
- (5) He must sign declaration in **Form B**

13. Procedure of the Election

- (1) The elections under these Regulations shall be held in accordance with simple majority voting system and through secret ballot.
- (2) The Election Commission shall publish through Notification and by displaying in the college Notice Board the Draft Electoral Roll prior to the date of election.
Any objection regarding omission/inclusion/deletion of name in the Electoral Roll shall be entertained within one working day of the date

of publication of the Draft Electoral Roll after which no objection shall be entertained.

- (3) The Election Commission at any point of time considering the exigency can alter the programme and should be duly notify the same.
- (4) The detailed procedure of Election, Polling and Counting shall be determined by the Election Commission, which should be duly notified beforehand by the Chief Election Officer.
- (5) The Election Commission shall dispose of all matters relating to any objection raised or clarification sought for by any student in regard to election matters.

Provided that, in case the Election Commission fails to resolve any dispute or prefers to refer any such matter to the Principal, the decision of the Principal shall be final and binding.

- (6) Nomination paper after submission is to be scrutinized by the Election Commission. Candidates will not be allowed during scrutiny. If any nomination paper is found invalid by the Commission, the concerned candidate will be given an opportunity to know the causes but the decision of the commission shall be final.
- (7) A draft list of valid candidates after scrutiny is to be published. Such list must bear the name, roll number and the post of the candidate. The list must be signed by the Chief Election Officer and shall be displayed in the College Notice Board.
- (8) The final list of valid candidates shall be published after the last date of withdrawal of candidature. Such list must bear the name, roll number and the post of the candidate. The list must be signed by the Chief Election officer and be displayed in the College Notice Board.
- (9) After scrutiny of the number of valid nominations are found not to exceed one the valid names of candidates shall be declared elected as uncontested by the Election Commission. Such elected candidates shall enjoy, without any prejudice, full right and privileges of a duly elected representative.
- (10) In the elections envisaged under these Regulations, the forms of Nomination (*Form A*), Declaration (*Form B*) and Withdrawal of candidature (*Form C*) annexed to these Regulations shall be used.

14. Conduct of Polling

- (1) Excepting the voters, no one without a valid pass/letter of authority from the Election Commission shall enter the college premises on the date of election.
- (2) Vote will be cast according to the Electoral Roll of the College. Voters shall leave the college premises immediately after casting of votes. Either the candidate or his/her agent (who shall be a valid voter of the College) can only be present. Candidate or his/her agent must enter the

specified class room at least 15 minutes before the commencement of polling.

- (3) The ballot paper should be marked by Swastika Stamp provided for casting vote.
- (4) The identification proof for the student voters would be the
 - a) Studentship Identity Card or
 - b) College Library Card or
 - c) Fee Receipt issued by the College

15. Counting of Votes

- (1) Counting of votes shall ordinarily be held immediately after the polling ends in presence of the candidates' authorized agents (who should be the valid voters of the College)
- (2) The counting of the votes will be carried out in the Principal's Chamber and in the presence of the Principal.
Provided that the Chief Election Officer may fix any other room and time for counting, but that should be duly notified earlier.
- (3) The Counting Officer / Presiding Officer / Polling Officer will start counting with permission from the Chief Election Officer in presence of the contesting candidates' authorized agents.
- (4) The appeal for recounting should be made to the election commission in writing along with the prescribed amount of fees and the decision of the election commission in this regard shall be final and binding upon all.
- (5) In case of tie between two or more candidates the decision shall be by drawing of lots by the Chief Election Officer before the candidates and member of commission.
- (6) In case of any dispute while conducting the poll and counting of votes, the decision given by the Chief Election Officer shall be final and binding.
- (7) A valid vote in ballot paper must bear clear intention of voting in favour of a candidate; any ambiguity shall make the ballot invalid.
- (8) After receiving the results from the Presiding / Counting Officers the Chief Election Officer shall notify the names of the candidates, who are being declared elected for various posts and will issue a certificate to the winning candidate immediately.
- (9) The elected Office-bearer shall take on oath in **Form D**, before assuming his office.

16. Code of Conduct for Candidates

- (1) No candidate shall indulge in or abet any activity which may aggravate existing difference or create mutual hatred or cause tension

between different castes and communities, religious or linguistic or between any group(s) of students.

- (2) 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.
- (3) There shall be no appeal to caste or communal feelings for securing votes. Place of worship, within or without the campus shall not be used for election propaganda.
- (4) All candidates shall be prohibited from indulging or abetting, all activities which are considered to be "corrupt practices" and offences, such as bribing of voters, intimidation of voters, impersonation of voters, canvassing or the use of propaganda within 100 meters of polling stations, holding public meeting / canvassing during the class hours, the transport and conveyance of voters to and from polling station etc.
- (5) No candidate is permitted to canvass for other candidates except for himself.
- (6) No candidate shall be permitted to make use of printed posters, printed pamphlets, or any other printed material for the purpose of canvassing. Candidates may only utilize hand-made posters for the purpose of canvassing and they may also use the platform of social media for the purpose of canvassing except in official WhatsApp groups.
- (7) Candidate may only utilize hand-made posters at certain places in the campus, which shall be notified in advance to the Election Commission.
- (8) No candidate shall be permitted to carry out processions or public meetings or in any way canvass or distribute propaganda outside the college campus.
- (9) No candidate shall, nor shall his/her supporters, deface or cause any destruction to any property of the college campus, for any purpose whatsoever. All candidates shall be held jointly and severally liable for any destruction / defacing of any college property.
- (10) After the announcement of final list, the individual candidates may hold processions and / or public meetings provided that such processions and / or public meetings do not, in any manner, disturb the classes and other co-curricular activities of the college and decorum of the college as well. Further such processions and / or public meetings may not be held without the prior written permission of the Election Commission.
- (11) Any contravention of any of the above recommendations may make the candidate liable to be stripped of his candidature, or his elected post, as the case may be. The Election Commission authorities

may also take appropriate disciplinary action against such a violator after giving him an opportunity of being heard. The decision of the Election Commission will be final in this regard.

17. Code of Conduct for the Elected Students

- (1) The office bearers of the Students' Council shall co-operate fully with the Principal and staff of the college in promoting intellectual and cultural activities among students.
- (2) The Students' Council office-bearers shall take upon themselves the responsibility of not involving in any act of indiscipline leading to disruption of normal life in the campus.
- (3) The problems and issues in the college shall be resolved by representations and negotiations and not be resorting to any other method.
- (4) The office-bearers shall under no circumstance deem it as part of their duty to represent to the authorities on matters and causes, which do not fall under the purview of the Council.
- (5) The office-bearers may make their representations to the Principal only on matters pertaining to the general interest of the students and not on individual cases.
- (6) The office-bearers shall not interfere directly or indirectly in matters involving discipline and action thereon, which are the responsibilities of the Principal.
- (7) No decision on the activities/programmes of the Council shall be taken by the Council office bearers except with the recommendations of the Students' representatives consisting of the office-bearers themselves, class representatives and staff advisers and approval of the Principal.
- (8) The Budget for the Council shall be prepared by the Office-bearers in consultation with the Students Representatives and the staff advisers. This shall be submitted to the Principal for approval.
- (9) It shall be obligatory on the part of the Office-bearers to present the statement of accounts of the Council as may be prescribed.
- (10) The Office-bearers shall not invite any outsider to the college for meetings and functions except with the approval and consent of the Principal.
- (11) The Office-bearers shall not involve themselves in any kind of fund-raising campaigns except with the specific approval of the Principal.
- (12) Strict action will be taken against the Office-bearer who will not attend any three meetings of the Council consecutively.
- (13) The above said instructions shall be followed by each and every Office-bearer and those who violate these shall be dealt with suitable

actions which may also lead to the dismissal or suspension of the Office-bearer from his office.

18. Grievances Redressal Mechanism

- (1) Grievances Redressal Cell shall be constituted with the Principal as its chairman, Two senior faculty members (preferably the students welfare officer) as its members and two final year students one boy and one girl (till the election results declared, students can be nominated on the basis of merit and / or participation in the co-curricular activities in the previous year) as its members.
- (2) The grievance cell shall be mandated with the redressal of election-related grievance, including, but not limited to breaches of the code of conduct of elections and complaints relating to election related expenditure, this cell would be the regular unit of the institution.
- (3) In pursuit of its duties, the grievance cell shall prosecute violators of any aspect of the code of conduct or the rulings of the grievance cell. The grievance cell may pass such orders according to these regulations and as may be prescribed from time to time in this regard, against the respondents.

19. Emergency Powers

Notwithstanding anything contained in these regulations, the Principal in any emergency may take any action as he deems fit and necessary.

20. Removal of Difficulties

If any doubt or dispute arises as to the interpretation of intention of any of the provisions of these regulations, or if any difficulty arises on an issue not covered by these Regulations, the matter shall be referred by the President of the Council to the Principal who shall take appropriate measures for resolving the difficulties or settling the dispute and the decision taken by the Principal shall be final and binding.

ANNEXURE

**FORM A
NOMINATION**

PART – I

POST CONTESTING FOR:

1.	NAME OF THE CANDIDATE	
2.	AGE	
3.	GENDER	
4.	SEM. & COURSE	
5.	ADRESS FOR COMMUNICATION	
6.	CONTACT NUMBER	

PART – IIA

1. NAME OF THE PROPOSER:

2. SEM. & COURSE:

DECLARATION BY THE PROPOSER

I hereby propose that, be the candidate for the above election.

SIGNATURE OF THE PROPOSER

PART – IIB

1. NAME OF THE SECONDER:

2. SEM. & COURSE:

DECLARATION BY THE SECONDER

I hereby second that, be the candidate for the above election.

SIGNATURE OF THE SECONDER

PART – III

UNDERTAKING

I....., hereby state that the particulars furnished here are true & best to my knowledge. And I the undersigned undertake to abide with the rules & regulations as lay down by the Election Commission of the Institution.

SIGNATURE OF THE CANDIDATE

Date:

Place:

PART – IV

The nomination form (*FORM-A*) of for the post ofis duly scrutinized, found to be valid/invalid and eligible/not eligible.

Election officers

Chief Election Officer

FORM B
CANDIDATES'S DECLARATION

I,studying in
bearing Register number contesting for the post
of do hereby undertake to maintain 75% of
attendance as per Karnataka State Law University, Hubli, norms, and further
acknowledge to help and participate in all the activities of college and smooth
functioning of it, also I will not promote any kind of disharmony in and outside the
college premises among the students of Law. If I fail to maintain the same the
college has all the authority to take necessary action against me. I shall abide by
all the conditions as per the university and College.

Further I shall submit myself completely to the conditions; also I further
acknowledge that on non-adherence I shall forfeit my right to continue as an
Office-bearer of the AACL Students' Council.

Signature of the candidate

FORM C
WITHDRAWAL OF CANDIDATURE

AACL Students' Council Election of the Year

I,, as a candidate at the above mentioned election do hereby give notice that I withdraw my candidature asat the said election.

Signature of the Candidate

FOR OFFICE USE

The notice of withdrawal of candidature of of class..... is delivered to me by the candidate personally on

Chief Election Officer

FORM D
OATH OF OFFICE

I,..... do solemnly swear that I will diligently execute the position of of AACL Students' Council, & will, to the best of my ability, uphold, promote & support the ideas activities & rules of this Esteemed Institution. Also I will serve as a positive role model, leader, & voice for the students. I will represent the students' community to the best of my endeavour.

Signature of the Student