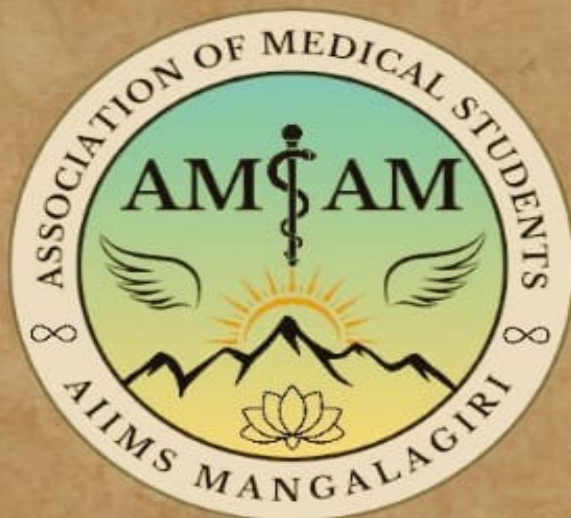


THE CONSTITUTION

ASSOCIATION OF MEDICAL STUDENTS

ALL INDIA INSTITUTE OF MEDICAL SCIENCES MANGALAGIRI



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PREAMBLE

*We, the Students of the **All India Institute of Medical Sciences (AIIMS), Mangalagiri**, pursuing the **Bachelor of Medicine, Bachelor of Surgery (MBBS)** degree, hereby solemnly resolve the establishment of the Students Association of this institution, and thereby, to secure to all its members Social, Cultural, Athletic and Literary activities with:-*

LIBERTY of Thought, Expression and Faith;

EQUALITY in Opportunities without discrimination towards Academic excellence and Professional development;

PRINCIPLES of Justice, Tranquility, Compassion, Collaboration, Innovation, Leadership and Mutual respect;

FRATERNITY among all its members, assuring the dignity of the individual and the unity and integrity of the community.

With this Constitution, we seek to cultivate a vibrant and inclusive community, that promotes the welfare and rights of all students, social responsibility and holistic well-being.

*As a recognition of our shared commitment to academic excellence and student welfare, we the students of **All India Institute of Medical Sciences (AIIMS), Mangalagiri**, the future leaders and healers of the nation, hereby establish and adopt this Constitution of the **Association of Medical Students AIIMS Mangalagiri (AMSAM)**, on this day <DATE>, to serve as the guiding framework for our collective aspirations and endeavours, for the betterment of our institution and society at large.*

ARTICLE I – NAME AND LOGO



Association of Medical Students, AIIMS Mangalagiri [AMSAM]

Motto:

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"Samprayatnena Soukhyam"

Achieving welfare through unity and perseverance

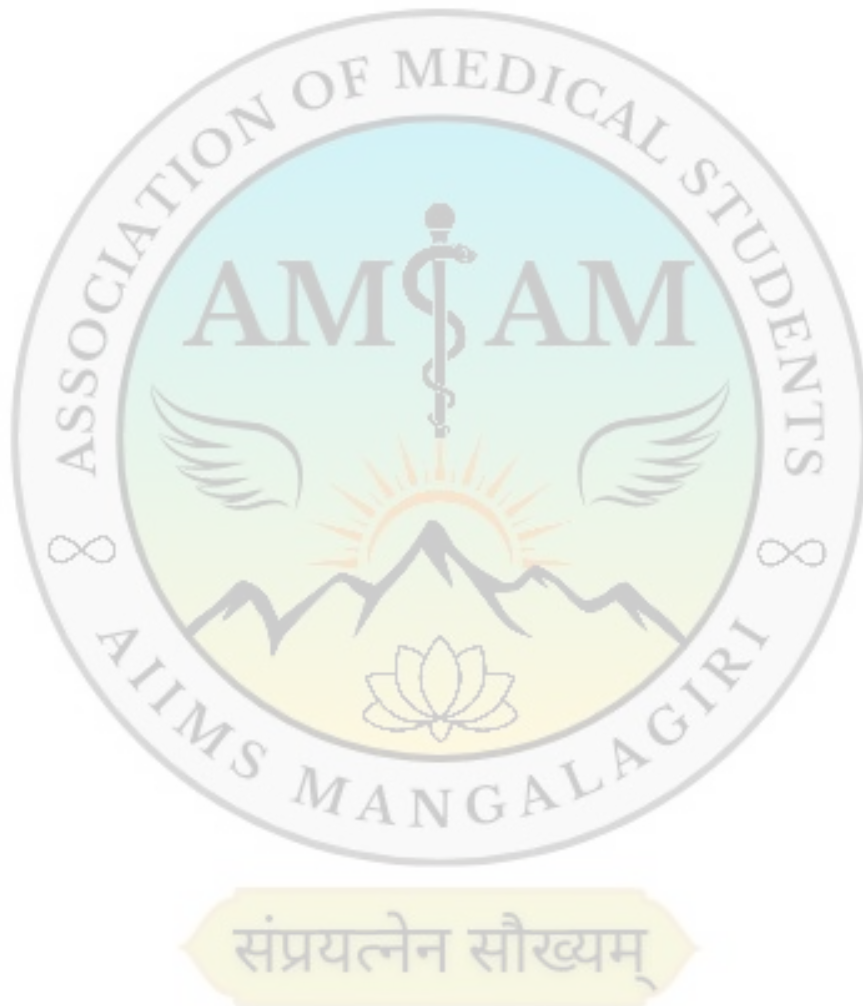
Explanation of the motto:

Through combined and constant efforts, it is possible to attain the common goal of welfare of students.

Explanation of Logo:

- *The circular outline of the logo highlights the coming together of students for the formation of a association .*
- *The Rod of Asclepius, which is the universal symbol of healing, is incorporated in the name of the organisation, AMSAM.*
- *The hills symbolise Mangalagiri, surrounding and enriching the beauty of our campus. Above the hills, is the rising orange sun, signifying new beginnings.*
- *On either sides, are the wings of a dove, which are a sign of empowerment, implying that this organisation shall work towards uplifting the rights and needs of students.*
- *The 7 petal lotus signifies knowledge and enlightenment.*
- *The 2 Infinity loops present in the logo symbolise unity, a prerequisite for effective functioning of any organisation.*

- *Yellow colour in the background of the inner circle signifies enthusiasm and positive spirit, and Blue colour stands for harmony.*
- *The gradient created with merging of these colours highlights that a successful combination of all these principles is necessary in uplifting and taking the organisation forward.*



ARTICLE II – OBJECTIVES

Section I

(a) The student body shall endeavour to foster a spirit of cooperation and comradeship among the members and to promote their collective and individual academic, social, cultural, and literary activities.

ARTICLE III – SOCIETIES, COMMITTEES AND CLUBS

Section I - Social and Environmental club

- a) They shall be responsible for organising activities to make the campus pollution free.*
- b) They shall be responsible for continuous waste segregation and proper management.*
- c) They shall be responsible in maintaining the plantations. Eg. Herbal garden.*
- d) They shall be conducting competitions related to the club.*
- e) They shall be maintaining the notice board representing all the activities of the club.*

- f) They shall encourage students and in social activities in and outside the campus.*
- g) They shall aid in all events in maintaining the campus pollution free.*
- h) They shall be responsible to organise activities on special occasions related to the environment. Eg. Earth day, Environment day etc.*

Section II - Cultural club

- a) The club shall be responsible for the inclusivity and promotion of cultural understanding in the institution.*
- b) The club shall be responsible for conducting various intra-college and inter-college cultural competitions except in extraordinary circumstances.*
- c) The club shall aid the institution in the cultural aspect of national days and annual day.*
- d) The club shall conduct auditions for selecting the best candidates for various programmes.*
- e) The club shall conduct competitions and events related to the club.*
- f) The club shall carry out enrolment into standing clubs under the cultural club.*
- g) The club shall be responsible for maintaining a room for managing equipment and resources of the club.*
- h) The club shall be maintaining the notice board representing all the activities of the club.*

- i) The club shall be responsible for maintaining and handling the funds, donations and sponsorships received pertaining to the cultural club and events.*
- j) The club shall be responsible for maintaining the cultural club social networking sites.*
- k) The club shall be responsible for organising picnics, parties, fete and social gatherings in association with other members of the executive committee with permission from advisory committee.*
- l) The club shall be responsible for aiding in events in association with other cultural organisations.*

Section III - Literary club

- a) The club is responsible to conduct events related to literature.*
- b) The club is responsible to maintain the student library register.*
- c) The club is responsible to procure new books and magazines for the student library.*
- d) The club is responsible to publish the bimonthly college magazine and the annual student yearbook.*
- e) The club is responsible to conduct photography competitions and conduct related workshops.*
- f) The club shall prepare the questionnaire for the midterm review of the functioning of the student panel.*

Section IV - Sports club

- a) They shall conduct events pertaining to sports throughout the year.*
- b) They shall Manage equipment and if required, request for their repair or replacement.*
- c) They shall be responsible for maintaining a room for equipment.*
- d) They shall encourage students and to take part in sports activities in and outside the campus.*
- e) They shall aid in purchasing the equipment.*
- f) They shall maintain college gym and its equipment.*
- g) They can broadcast any national or international sports events.*

Section V - IT Club

The IT Club shall comprise the IT incharges assigned by the secretaries of each club/committee/society, and headed by the IT Secretary. Other members of the association can join the IT club irrespective of their prior membership in any other club/committee/society.

Functions:

- a) To prepare and maintain the AMSAM website and all other linked social networking sites.*
- b) To update various notifications and decisions taken in meetings on the website and/or notice board.*
- c) To assist every committee and GB in matters related to Public Relations, IT Management and Academics.*

- d) To ensure at least one member is deputed in other clubs/ committees/societies, whenever required, for detailed updates.*
- e) To work in co-ordination with IT Cell AIIMS - MG to effectively communicate any changes or events in the campus to Students, Faculty and Staff.*

Section VI - Academic club

The academic club comprises of students from 1st to 9th semesters who are interested in academic activities and shall be headed by the representatives from the 6th or 7th semesters.

Functions:

- a) To propose the administration for study tours.*
- b) To look after various aspects of academics like lecture theatres, labs and lab related matters, Library and various equipment.*
- c) To organise various events/initiatives to promote learning spirit and propagate the culture of academics among students.*
- d) To conduct screening and select the best candidates for various events like quizzes, etc.*

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Section VII - Mess committee

The mess committee shall be headed by the elected male and female mess secretaries, and shall consist of representatives elected in the elections conducted by them.

- a) *They are responsible to look after the cleanliness and welfare of mess.*
- b) *They are responsible to visit the mess regularly to check and assess the quality of food served.*
- c) *They are responsible to periodically change the mess menu and check for its implementation.*
- d) *They are responsible to organise special lunches and dinners on important days and events as decided by the Association.*
- e) *They are responsible to be a part of the meeting conducted by Mess advisories of the college and in decisions taken by them.*
- f) *They are responsible to maintain the complaint forms and suggestions through google forms in both the messes and take steps to address the issues.*
- g) *They are responsible To be a part of meetings of mess committee*
- h) *In case of any event organised in mess prior information should be given to the mess committee and they are responsible to coordinate with the club which is organising the event.*
- i) *They are responsible to maintain a proper channel between mess advisor, mess vendor and students.*
- j) *They are responsible to look into the issues regarding mess fee regulation during holidays taken by the student with prior intimation.*

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ARTICLE IV – MEMBERSHIP

Section I

a) All the undergraduate students and rotating interns of All India Institute of Medical Sciences, shall compulsorily become REGULAR MEMBERS of the association.

Clause - 1 :

All the members of the Teaching and Research Staff of the Institute can take part in the association activities viz. Social, Cultural, Athletic and scientific etc.

Section II

The privileges of the members are:

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- a) Take part in various events conducted by the AMSAM, the societies and the clubs affiliated to it.*
- b) To use the equipment of sports, music and others, provided to the association by the college and kept under the supervision and maintenance of the association.*

c) *To use the facilities (if any) other than those mentioned above in Article IV, section 2b, maintained by the association.*

Clause - 1 :

AIIMS Mangalagiri policy requires that there be no arbitrary exclusion from membership to the association or activities of the association and affiliated societies and clubs on the basis of sex, race, caste, language, region, religion or disability. This is to be strictly followed.

Clause - 2 :

Admission to societies and clubs that require a particular skill/talent may be denied to regular or other participants of the AMSAM, after a fair and authentic chance to demonstrate his skill/talent, the person may or may not be admitted into the club.

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Section III

The responsibilities of the members are:

- a) To comply with the rules and regulations set by the AMSAM for the benefit of the students and/or other teaching and non-teaching staff.*
- b) To attend the meetings of the general body and affiliated societies and clubs without fail.*
- c) To take care of the equipment maintained by the student body and timely return of equipment.*
- d) To report damage to the equipment, if any, after use. The damage would then be assessed and the needful be done by the respective society/club/committees.*

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ARTICLE V – FINANCE

The funds of the association shall be obtained as follows:

Clause - 1 :

The annual subscription fee of Rs.5500/- shall be paid by the regular members and associate members at the commencement of each year.

Clause - 2 :

all the regular members, teaching staff ,research staff and non-teaching staff shall pay the subscription for the games in any sports events, the amount which is decided by the sports secretary in consulting with the advisory.

Clause - 3 :

Special subscriptions raised from the teaching, research and regular members of the association by either cultural/social and environmental/ literary/ IT/ hostel/ mess committees on special occasions.

Clause - 4 :

Income obtained by the selling souvenirs, brochures, magazines, waste, hand-made products.

Clause - 5 :

Any grants and donations from the institute towards any of the committees mentioned in Article III.

Clause - 6 :

Any donations from other agencies and individuals with the prior approval of the President.

Clause - 7 :

Any number of sponsorships from any number of agencies with prior approval of Chairman of Advisory Committee shall be credited to the AMSAM account along with the finances mentioned in Clauses 1, 2, 3, 4, 5, 6 and 7 of Article V.

ARTICLE VI - ACCOUNTS

Section I - The association fund

All funds shall be deposited in a bank, approved by the governing body, in the name of AMSAM and shall be jointly operated by the president, general secretary and finance secretary.

Clause - 1 :

No single person, society or club affiliated to the AMSAM can collect money from any source within the college or outside, using the name of the AMSAM, without the authorisation of the executive committee.

Clause - 2 :

- a) All collected money, after approval from the executive committee, should be submitted to the finance secretary and proper receipt taken.*
- b) It is the duty of the finance secretary to collect the amount from the individual, society or club and record it with the purpose of collection.*
- c) And it is the duty of the individual, society or club representative to ensure that the finance secretary has recorded the amount and appropriate receipt is given.*
- d) Unrecorded amounts without proper receipt cannot be claimed by the individual, society or clubs.*

SECTION II - Annual budget

The finance secretary will submit the annual budget of the AMSAM fund to the general body at the commencement of the session. It should include the balance amount at the start of the session, the expected amount to be received in that year through various sources, and all possible expenditures planned in the year.

SECTION III

The finance secretary has to submit a detailed statement of accounts once every three months to the students' panel.

SECTION IV

Expenditure of any sort shall be done after the approval in the annual budget by the general body.

Clause - 1 :

But prior to approval or for any other purpose where allocation was not made in the approval budget, the respective advisors of the advisory committee are authorised to allow release of funds from the AMSAM fund.

Clause - 2 :

The use of the approved funds in the annual budget can only be carried out by the secretary related to a specific field in consultation with the respective staff advisor.

SECTION V

All release of amounts mentioned in and out of the budget will be through the president, general secretary and finance secretary signature only.

SECTION VI

The annual report of the accounts of all the funds shall be submitted by the finance secretary to the general body after they are duly audited by the auditor appointed by the chairman, Advisory Committee before handing over the charge to the next executive committee.

- a) No vouchers or bills shall be submitted for auditing unless they are countersigned by the general secretary or president or vice president and finance secretary.*
- b) However the vouchers, bills etc. in relation to the expenditure of clubs and societies should be countersigned by respective secretaries.*
- c) Accounts for all the expenditures of the AMSAM fund shall be submitted to the finance secretary after they have been duly signed immediately but not later than 15 days after the expenditure was incurred by the members.*
- d) A Xerox copy of the bill should be maintained by the respective society or club's treasurer.*

ARTICLE VII – OFFICE BEARERS

The following are the various bodies with their constitution shall manage the working of the AMSAM.

Section I - The Advisory Committee

It shall be constituted of the Director of AIIMS Mangalagiri, as Chairman with the following:

i) Vice Chairman

ii) Advisor for Social and Environmental Club

iii) Advisor for Cultural club

iv) Advisor for Literary Society

v) Advisor for Sports

vi) Advisor for Mess Committee

vii) Advisor for IT club

viii) Advisor for Hostels

Clause - 1 :

The Advisory committee shall be proposed by the Chairman every year - one male and one female.

Section II - Governing body

The Governing Body shall consist of the elected members. The following members of the Governing Body are elected annually by all the eligible members of the AMSAM as mentioned in Clause-1, Section III, Article VII.

i) The President

ii) The Vice President

iii) The General Secretary

iv) Finance Secretary

Section III - Executive committee

The Executive Committee shall consist of the elected members. The following members of the Executive Committee are elected annually by all the eligible members of the AMSAM as mentioned in Clause-1, Section III, Article VII.

i) The Secretary for Social and Environmental Club

ii) The Secretary for Cultural Club

iii) The Secretary for Literary society

iv) The Secretary for Sports Club

v) The Secretary for IT Club

vi) The Boy's Secretary for Mess

vii) The Girl's Secretary for Mess

viii) The Secretary for Boy's Hostels

ix) The Secretary for Girl's Hostels

x) The Vice Secretary for Social and Environmental Club

xi) The Vice Secretary for Cultural Club

xii) The Vice Secretary for Literary society

xiii) The Vice Secretary for Sports club

xiv) The Treasurer for Social and Environmental club

xv) The Treasurer for Cultural Club

xvi) The Treasurer for Literary society

xvii) The Treasurer for Sports Club



xviii) Eight Class representatives

one boy's representative and

one girl's representative, two each from

1st year (1st and 2nd semesters),

2nd year (3rd, 4th, 5th semesters),

3rd year (6th and 7th semesters) and

4th year (8th and 9th semesters)

to be elected by the students from the prescribed semesters

Clause - 1 :

All regular members from the 3rd to 9th semesters and the rotating interns can vote for choosing their representatives for the above posts (Article VII, Section III - i, ii, iii, iv, v, vi, vii, viii, ix, x, xi, xii, xiii, xiv, xv, xvi.)

Clause - 2 :

All regular members of 1st and 2nd semester can vote for choosing their class representatives.

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Section IV

The Governing Body and the Executive Committee together shall form the Student Panel.

Section V

The representatives from the administration of AIIMS Mangalagiri with the Director of AIIMS Mangalagiri as Chairman, to advise the Student Panel, shall be referred to as the “Advisory Committee”.



ARTICLE VIII - ELECTIONS

Elections to the various offices of Governing body and Executive committee as detailed in the Article VII above shall be held as detailed below -

- 
- i) President
 - ii) General Secretary
 - iii) Finance Secretary
 - iv) Secretary for Social and Environment Club
 - v) Secretary for Cultural Club
 - vi) Secretary for Literary society
 - vii) Secretary for Sports Club
 - viii) Secretary for IT Club
 - ix) Boy's Secretary for Mess
 - x) Girl's Secretary for Mess
 - xi) Secretary for Boy's Hostels
 - xii) Secretary for Girl's Hostels

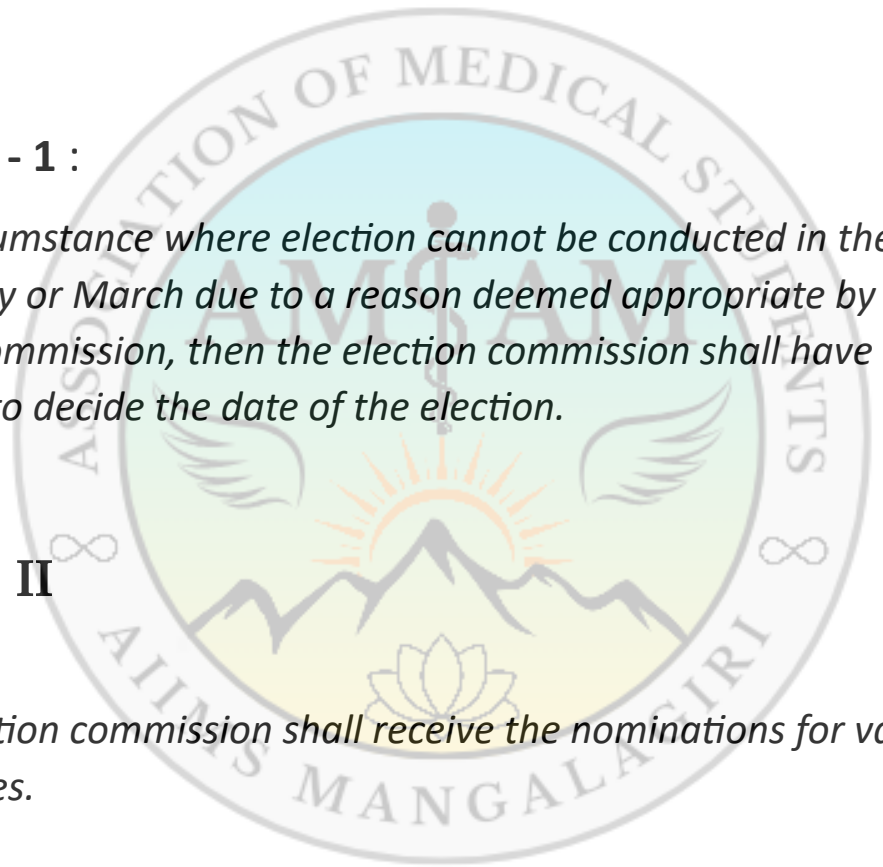
Section I

Elections shall be held in the month of February or March when no batch have any assessment or professional exams 7 working days before or 7 working days after the election dates, preferably in the month of February.

Clause - 1 :

In the circumstance where election cannot be conducted in the months of February or March due to a reason deemed appropriate by the election commission, then the election commission shall have the authority to decide the date of the election.

Section II

- 
- a) *Election commission shall receive the nominations for various offices.*
 - b) *The chairman in consultation with the president of AMSAM shall nominate the following members to form the election commission for conducting the elections.*
 - c) *Ten members who are not contesting in the current elections from 8th-9th semesters are nominated. They shall form the election commission to conduct elections.*

- d) *Chairman shall appoint one member from the advisory committee to guide the election commission and oversee the elections.*

Section III

Only those members of the AMSAM who are not in arrears of their membership dues/subscription shall have the right to vote.

Section IV

Voting shall be conducted using a secret ballot on a single day at such time and place as decided by the election commission.

Section V

A valid vote is one :

- a) *in which the stamp covers at least $\frac{3}{4}$ th of designated space in the paper.*
- b) *In which the stamp should be cast in the designated space for only one candidate for a given position.*

- c) An individual shall cast a vote for a given position only once.*
- d) An individual cannot substitute a vote for any other individual.*
- e) Any vote which does not align with the above conditions shall be considered invalid.*
- f) Any vote found to be invalid by election commission, by any other means other than ones mentioned above shall also be considered to be invalid.*

Section VI

- a) Not less than a 7 working day notice shall be given by the election commission for filing of the nominations for various offices.*
- b) Last working day in the 7 working days notice shall be allotted for the withdrawal of nomination by the candidate.*
- c) After final announcement of the candidates no withdrawal of nominations by the candidates will be allowed.*
- d) After the final announcement of candidates, the election shall be held within a period not exceeding 7 working days.*

Section VII

Candidate for election shall be proposed and seconded; with the signatures of the candidate, proposer and seconder given in the candidate's nomination.

Clause - 1 :

No member shall propose and second more than one candidate per post.

Clause - 2 :

Likewise a candidate shall not propose or second another candidate.

Clause - 3 :

No candidates shall contest for elections in more than one offices in the Executive committee and Governing body.

Clause - 4 :

In case of less than 2 nominations for the post of President, then the outgoing Governing body shall nominate the required (1 or 2) candidates from the regular members of the Association who meet the eligibility criteria (Article VIII, section XVI, clause - 1).

Clause - 5 :

In case of no nominations for the post of the General Secretary or the Finance Secretary, the outgoing Governing body shall nominate 1 candidate from the regular members of the Association who meet the eligibility criteria (Article VIII, section XVI, clause - 1).

Clause - 6 :

In case of less than 3 nominations for the position of office bearers from each club/society, the outgoing secretaries of the respective clubs/ societies with the opinion of the respective club or society shall nominate, the required number of candidates from the regular members of the Association who meet the eligibility criteria (Article VIII, section XVI, clause I), with exceptions as mentioned in clause 7 of section VII of Article VIII.

Clause - 7 :

The elections for office bearers of the following committees are exempted from clause 6 of Section VII of Article VIII are

- (a) The Mess committee*
- (b) The IT club*
- (c) The hostel committee*

Clause - 8 :

In Case of no nominations for the post of office bearers of the committees mentioned in the Clause - 7 of Section VII of Article VIII, the respective outgoing secretaries shall nominate 1 candidate from the regular members of the Association who meet the eligibility criteria (Article VIII, section XVI, clause - 1).

Section VIII

In each case the candidate securing the majority of votes shall be declared to the office.

Section IX

In case of not more than one candidate seeking election to any office the only candidate shall be declared unanimously, as applicable to

- 1. The General Secretary*
- 2. The finance secretary*
- 3. Secretary of IT club*
- 4. Boys Secretary of Mess*
- 5. Girls Secretary of Mess*
- 6. Secretary for Boys Hostel*
- 7. Secretary for Girls Hostel*

Section X

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Clause - 1 :

Of all the candidates contesting for The President position, the candidate with the highest amount of votes shall be appointed as The President and the candidate with second highest amount of votes shall be appointed as The Vice President.

Clause - 2 :

Of all the candidates contesting for the respective clubs's or society's Secretary position , the candidate with the highest amount of votes shall be appointed as the Secretary, the second highest being appointed as the Vice Secretary and the candidate with the third highest amount of votes as the Treasurer.

Section XI

In case of a tie for any office the remaining members of the newly elected Student Panel shall elect one of the tied candidates for the post by vote.

Section XII

The results of elections shall be announced by the Election commission within 24 hours after the polling is over.

Clause - 1 :

No details of the vote cast shall be given batch wise.

Clause - 2 :

Number of votes cast for each candidate shall be given.

Clause - 3 :

Only the total votes polled and number of invalid votes shall be given.

Section XIII

The decision of the Election commission shall be final in case of disputes.

Clause - 1 :

Any appeal has to be made within 3 working days of the announcement of results to the election commission.

Section XIV

The oath of office shall be given by the newly elected members of the student panel in the presence of the chairman of the Advisory Committee in the first general body meeting.

Section XV

After the above general body meeting is over, the newly elected members of the Governing body and executive committee shall take charge from the previous committee.

Clause - 1 :

Before handing over the powers the ex-Finance Secretary is supposed to put before the general body the additional expenditures incurred in his year of office that have not been passed in the budget year; and has to get them passed.

Clause - 2 :

In case he fails he will hand over the power to the new officer and await the newly elected Executive Committee's decision on the topic in consultation with the Advisory Committee.

Clause -3 :

The Advisory Committee has the power to form a 3 member special committee to investigate the excess expenditure if any form of foul play is suspected, on recommendation of the newly elected Governing body and Executive committee.

Section XVI

Eligibility of candidates shall be as per the following criteria :

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Clause -1 :

The candidate must be a continuous member of the association for the period of at least 2 years.

Clause - 2 :

The candidate must not have any backlogs.

Clause - 3 :

The candidate must not have a criminal record.

Clause - 4 :

The candidate must resign the post within 24 hrs if an F.I.R is filed against his/her name.

Clause - 5 :

There is no room for any bias based on religion, region, caste, age, sex, language, sexuality nor shall any language or non secular feeling will be tolerated and the nomination will be forfeited.

Clause - 6 :

The candidate should have been a member of the respective committee/ society/club for a minimum of 1 year, to be eligible to contest for the position of any office bearer from his/her respective committee/ society/ club.

Section XVII - Elections for class representatives

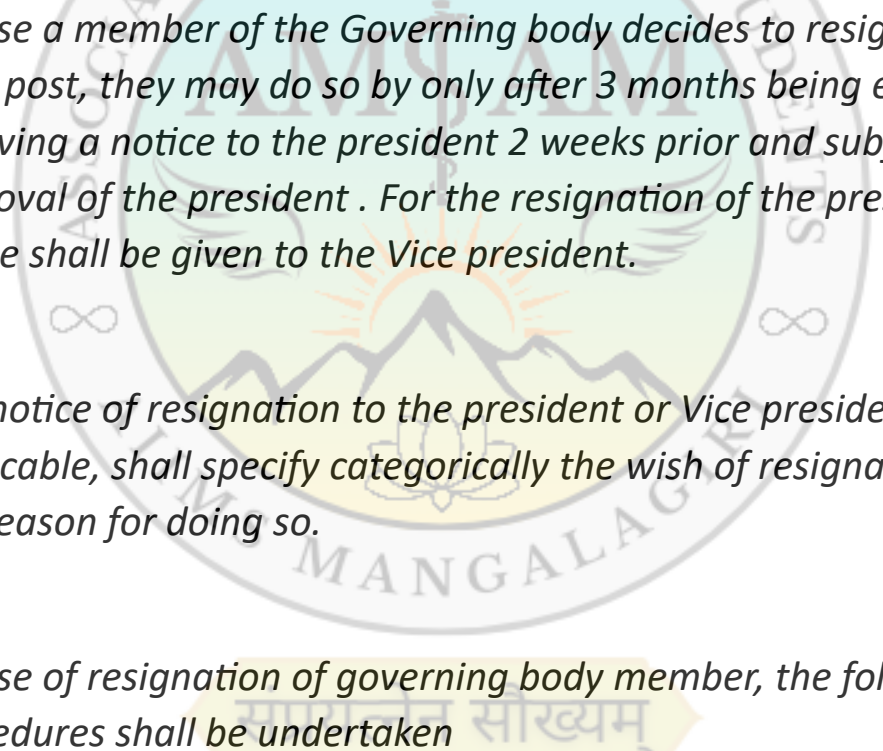
Clause 1:

The elections for class representatives for each batch is to be conducted by the outgoing class representatives of the immediate senior batch, within 2 weeks of completion of the general elections.

Clause - 2 :

For the incoming first year batch, each year, the elections for class representatives, will be conducted by the governing body of the students association for that year.

Section XVIII - Resignation of a member of Governing body

- 
- a) In case a member of the Governing body decides to resign from their post, they may do so by only after 3 months being elected , by giving a notice to the president 2 weeks prior and subject to the approval of the president . For the resignation of the president, the notice shall be given to the Vice president.*
 - b) The notice of resignation to the president or Vice president as applicable, shall specify categorically the wish of resignation and the reason for doing so.*
 - c) In case of resignation of governing body member, the following procedures shall be undertaken*

Clause - 1 :

If the president resigns, the Vice president takes the post ,General secretary takes the post of vice president and one of the executive members is elected as General secretary by internal voting of the student panel .

Clause - 2 :

If the Vice president resigns, the General secretary takes the post and one of the Executive committee members is elected as general secretary by internal voting of the student panel.

Clause - 3 :

If the general secretary resigns, one of the executive committee members is elected as general secretary by internal voting of the student panel.

Clause - 4 :

If the finance secretary resigns, one of the executive body members is elected as finance secretary by internal voting of the student panel.

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Section XIX - Resignation of a member of Executive committee

In case a member of the Executive body decides to resign from their post, they may do so only after 3 months being elected, by giving a notice to the general secretary 2 weeks prior and subject to the approval of the president

The notice of resignation to the general secretary must specify categorically the wish of resignation and the reason for doing so.

- a) *In case of a resignation of a member belonging to executive committee, the following procedures shall be undertaken –*

Clause - 1 :

If a secretary resigns, the vice secretary shall take over the post.

Clause- 2 :

If a vice secretary resigns, the respective secretary shall nominate a new representative from the same club/committee upon consultation with the General secretary

Clause - 3 :

If a Treasurer resigns, the respective secretary shall nominate a new representative from the same club/committee upon consultation with the General secretary

Clause - 4 :

If a class representative resigns then, re-elections shall be conducted by the class representatives of their immediate senior batch, within 4 working days

Clause - 5 :

If a mess or hostel secretary resigns, the General secretary will nominate a student from the regular members of the Association who meets the eligibility criteria, upon consulting the co-secretary.

Clause - 6 :

If the secretary of IT club resigns, the General secretary will nominate a student from the association who meets the criteria of eligibility, who is a member of the IT club.

Section XX - By-Elections

- a) If 2 or more members of the Governing body resign/are impeached/removed under any circumstances then by-elections are to be held by the same election commission formed for the general elections of that year, within 2 weeks from the date of resignation/impeachment/removal.*
- b) If a Class representative resigns then the by-elections are to be conducted as per clause 5 of Section XIX of Article VIII.*

Section XXI - Midterm Review

- a) A midterm review of the functioning of the student panel in general shall be conducted by the Governing body under the supervision of the president by the months of September or October. In this process, the Literary society with the help of Executive committee members will form a questionnaire in the google forms which will be reviewed by the students who were earlier part of the election commission.*
- b) If more than 80% of the MBBS students give a feedback score of less than 50% in favour of the student panel, all members of governing body ie. The President ,Vice president ,General secretary and finance secretary shall have to resign en-masse.*

- c) *Only the feedback forms submitted through college mail id will be valid. Only one feedback form from each id whichever has been submitted the earliest will be considered.*

Section XXII

In all disputes in the workings of the election and its results, the decision made by the Election commission shall be final.

ARTICLE IX – GENERAL BODY WORKING AND FUNCTIONS

Section I

Subject to the provisions of the constitution, the General Body shall be the supreme organ of the AMSAM Its functions shall be as follows:

- a) *To promote all the Student activities and to take major decisions regarding the same.*
- b) *To pass the budget and approve the audited accounts.*
- c) *To exercise all the residuary powers under the constitution.*

Section II

The General Body shall meet within one month of declaration of results of the election. Purpose of each extra General Body meeting called should be clearly defined.

Section III

The General Secretary acting on instructions from the president of the AMSAM shall call a meeting of the General Body for which not less than 3 working days' notice shall be given.

Section IV

On demand from at least 2/3rd of the regular members under their signatures specifying the definite purpose for calling an extraordinary meeting, the General Secretary in consultation the President of the AMSAM shall call a General Body meeting for which not less than 3 working days' notice shall be given. The presence of the members of the Advisory Committee may vary based on their convenience.

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Section V

The Chairman of the Advisory Committee or when 50% of the student panel members agree, an emergency meeting of the General Body can be called within 24 hours' notice.

Section VI

The Chairman of the Advisory Committee shall ordinarily preside over all the General Body meetings and shall have a casting vote when the house is equally divided in opinion.

Clause - 1:

In the absence of the Chairman of the Advisory board the President of the AMSAM shall preside over the General Body meetings.

Clause - 2 :

In case the Chairman and the President are not available the Vice President of the AMSAM shall preside over the General Body meetings.

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Section VII

The agenda for any meetings shall be announced simultaneously with the notice calling for a meeting. All members who are specially required to discuss the particular agenda will be informed prior and are needed to be present on that day.

Section VIII

The presiding authority shall permit any question brought up by the members regarding the topics in the agenda.

- a) If the concerned office bearer cannot answer the question, the Chairman shall put a time limit within which the individual member shall receive the answer.*
- b) Additional questions out of the agenda may be allowed by the presiding authority if time and his convenience permits.*

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Section IX

- a) Any proposal from any member of the AMSAM shall be submitted in writing to the General Secretary who shall put it before the Student Panel.*

- b) Such proposals with the recommendations of the Student Panel
Shall be put before the next General Body meeting.*

Section X

*1/3rd of total of the regular members shall form a quorum for a meeting.
If there is no quorum the meeting shall be adjourned without taking any
decision.*

Section XI

*The house shall abide by the decision of the majority, voting being done
by show of hands unless specified otherwise in or prior to the General
Body meeting.*

Section XII

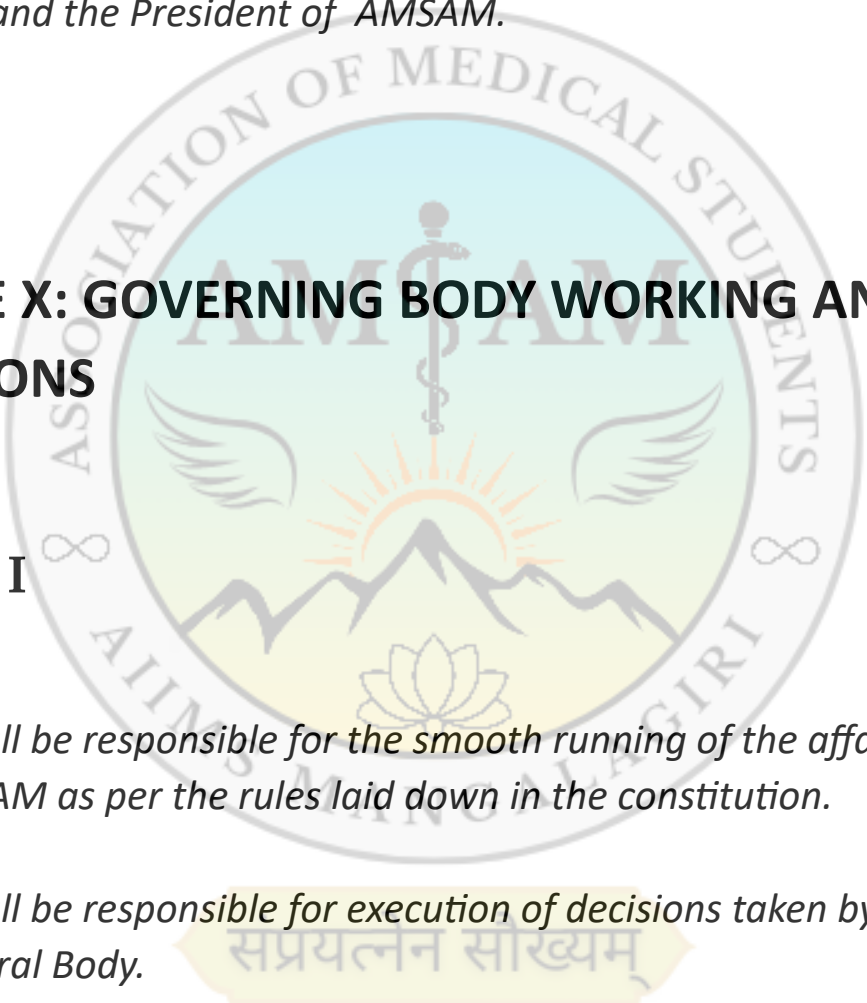
*Proposals once passed by the AMSAM shall not be revoked until at least
three months have passed after the proposals come into effect.*

Section XIII

The minutes of the General Body meeting shall be maintained by the General Secretary who shall be presenting the same at the next meeting of the General Body, and on confirmation, this shall be signed by the Chairman and the President of AMSAM.

ARTICLE X: GOVERNING BODY WORKING AND FUNCTIONS

Section I

- 
- a) It shall be responsible for the smooth running of the affairs of the AMSAM as per the rules laid down in the constitution.*
 - b) It shall be responsible for execution of decisions taken by the General Body.*
 - c) It shall frame the annual budget of the AMSAM which shall have the approval of the General Body before coming into force.*
 - d) It shall consider all proposals from the members of the AMSAM before forwarding them with their remarks to the General Body.*⁴⁹

- e) It shall make such by-laws as they may deem necessary from time to time for the management of the affairs of the AMSAM, provided they are consistent with the rules of constitution; such by laws being subject to ratification at the next General Body meeting.*
- f) It shall appoint delegates for any purpose, as and when necessary.*
- g) It shall appoint paid personnel for the work of the AMSAM and fix their payment wherever and whenever required with consultation from the Advisory Committee.*
- h) It shall be the competent authority to accept resignation from any elected or nominated member of the Student Panel.*

It shall also have the powers to nominate any regular member to the vacancy caused either by resignation or due to no-confidence passed.

Section II - Meetings

- a) The Student Panel shall call a regular meeting once in every month or earlier, if necessary.*
- b) The General Secretary in Consultation with the President shall call a meeting of the Student Panel for which not less than 48 hours' notice shall be given*
- c) The President can on 6 hours' notice summon an emergency meeting of the Student Panel.*

- d) 60% elected members shall form a quorum for a Student Panel meeting.
- e) The Student Panel shall abide by the decision of the majority, voting being done by the elected members only by a show of hands. If any member disagrees with this procedure, a secret ballot may be used then and there.
- f) The President shall ordinarily preside over the Student Panel meeting and shall have an additional casting vote in case the opinion is equally divided.
- g) Any Student Panel member who fails to attend 3 regular consecutive meetings , of the Student Panel without prior permission of whosoever is heading the meeting, shall have to forfeit his post in the Student Panel.
- h) If the President fails to attend three regular consecutive meetings, he/she shall have to forfeit his/her post.
- i) The Secretary of a committee has the right to call a meeting of their committee whenever he/she desires so or upon the advice of the Governing Body. The Secretary shall preside over such meetings.

Section III

Joint meeting of the Advisory Committee and the Student Panel may be called by the President in consultation with chairman if deemed necessary which will be presided by the chairman, Advisory Committee.

ARTICLE XI – FUNCTIONS OF ADVISORY COMMITTEE

It shall have the following functions:

To render necessary advice and suggestions to the concerned office bearers or the Executive committee and/or the Governing body in performing their duties.

ARTICLE XII – AMENDMENTS TO THE CONSTITUTION

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- a) Any proposed amendments of the constitution shall be submitted in writing to the General secretary who shall put it to the General Body after it is duly considered by the student panel.*

b) It can come into effect when it is passed by the General Body by 2/3rd of the total membership of the regular members of the AMSAM.

c) The majority would be decided by show of hands. If not clear then ballot can be used.

ARTICLE XIII – VOTE OF NO CONFIDENCE

Section I

a) A motion of no confidence may be carried against any member of the Governing body or executive committee or as a whole for neglect of duty or unbecoming conduct.

b) An application with signature of 2/5th regular members of the AMSAM in favour of no confidence motion if submitted to the General Secretary, with prior notification to The advisor to AMSAM of Advisory committee, a general body meeting shall be organised to put forward this motion

c) It shall be considered effective when more than half of the total membership of regular members of the AMSAM vote in favour of the motion. The voting shall be carried by secret ballot.

Clause - 1 :

If the motion is passed, the member against whom the motion is passed shall immediately resign. If the motion is passed against the entire student panel, the Chairman, Advisory committee shall take over the AMSAM and call for the elections.

Clause - 2 :

- In case of no confidence motion against the class representative, an application signed by at least one fourth of the total strength of the class must be submitted to the General Secretary of the AMSAM.*
- He shall then arrange a meeting of the class within 5 working days of the receipt of the application.*
- Motion shall be considered effective when the majority of the class vote in favour of the motion.*
- Voting shall be carried out by secret ballot only.*

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ARTICLE XIV – Impeachment of an Elected member

Section I

When a President or any other officer-bearer is to be impeached for violation of the constitution or mis utilisation of funds and property, the following procedure is to be undertaken.

- a) In the instance of the president being charged, the proposal will be submitted to the chairman of the Advisory Committee and general secretary in writing, along with the required evidence serving as grounds for impeachment.*
- b) In the instance of any other office-bearer being charged, the proposal will be submitted to the chairman of the advisory committee and President in writing, along with the required evidence serving as grounds for impeachment.*
- c) On receiving such a proposal, the President/general secretary and the Chairman shall review the charge on a fair basis, and appoint a five member committee to investigate the matter out of which three members will be the members of previous student panel and other two members shall be regular members of the AMSAM, but not the members of the student panel.*

- d) *The punishments for such acts proved beyond doubt will be suggested by the 5 member committee appointed by the chairman of the Advisory committee and shall be executed by the same and he/she will be removed from the office immediately with proof.*
- e) *If as a result of the investigation, the accused is found not guilty, the petitioner can submit the same complain with signature of ¾ th of regular members of AMSAM within 5 working days, such a resolution will be equivalent to a no confidence motion and shall have the effect of removing him/her from the office immediately after voting through secret ballot as mentioned in Article XIII, Section I*

Section II

- a) *The person accused shall be charged guilty only by the 5 member committee and not by the General body based on votes.*
- b) *The punishment may be suggested by the 5 member committee, but the decision of the Advisor for the AMSAM of Advisory committee is final.*
- c) *General body cannot decide the punishment but can only remove him/her from power as mentioned in Article XIV Section I point d.*

ARTICLE XV – OFFICE OF AMSAM

Office of the AMSAM shall be maintained by the General Secretary under the supervision of the President.

Its expenditure shall be borne from the AMSAM fund.

Stores of the AMSAM shall be maintained by the General Secretary.

ARTICLE XVI - DUTIES OF OFFICE BEARERS

Section I - Chairman

- a) He/She will preside over and conduct the General Body meeting*
- b) He/She will administer the oath of office to the members of the Governing body and Executive Committee.*
- c) He/She will nominate members of the Advisory Committee as specified in Article VII, Section I, Clause 1.*
- d) He/She will nominate members as Chairman or President for various clubs and societies as specified in Schedules.*

Section II - Vice chairman

- a) He/She will be the chief advisor on all matters of the association.*
- b) He/She will preside over and conduct the General Body meetings in the absence of the Chairman.*
- c) He/She will exercise all such powers and duties that may be relegated to him by the chairman.*

Section III - Advisor for Social and environmental club

- a) The advisor of social and environmental club will aid in the conduction of activities in the club.*
- b) He/She will preside the meetings of the club.*
- c) He/She will aid in gathering participants in various activities of the club.*
- d) He/She will verify the operation of finance in social and environmental club.*
- e) He/She will aid in smooth conduction of social activities outside the campus.*
- f) He/She will entertain any appeal, complaints or suggestion regarding the social and environmental club and give his verdict after discussion with secretary for social and environmental club.*
- g) He/She would monitor the maintenance of any equipment or plantations under the control of social and environmental club.*
- h) He/She will help in encouraging the participants from all levels in the activities of the club.*

Section IV - Advisor for Cultural club

- a) The advisor for cultural affairs would preside over the meetings of cultural society.*
- b) He/She will aid in the conduction of the cultural activities conducted by the AMSAM and participation of students in various programs outside the college also.*
- c) He/She will verify the operation of finance of cultural society.*
- d) He/She will aid in the participation of members of the Students association in various cultural affairs in and out of college.*
- e) He/She will entertain any appeal, complaints or suggestion regarding the cultural society and give his verdict after discussion with the secretary for cultural affairs.*
- f) He/She will aid in the smooth conduction of the cultural activities during the college fest.*
- g) He/She would monitor the maintenance of any equipment under the control of the cultural society.*

Section V - Advisor for Literary Society

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Part I - Magazine and Other Publications

- a) He/She will advise the editor for the magazine in all the matters concerned with publication of bimonthly magazines , brochures and monthly news bulletin and students yearbook.*

- b) He/She will form a magazine publishing committee with literary Secretary (Magazine editor), joint editors and sub editors, for which he will be the Chairman.*
- c) He/She will help the members of the magazine committee in securing the advertisements for the AMSAM.*

Part II - Student's Library

- a) He/She will be the advisor for the maintenance of the student's library in the hostel premises.*
- b) He/She will form the library committee with the literary secretary and joint librarians.*

Other Activities

- a) The advisor for literary activities would preside over the meetings of literary society.*
- b) He will aid in the conduction of the literary activities conducted by the Students association and participation of students in various programs outside the college.*
- c) He will verify the finances of the literary society.*
- d) He/She will entertain any appeal, complaint or suggestion regarding the literary society and give his verdict after discussion with the secretary for literary activities.*
- e) He/She will aid in the smooth conduction of the literary activities during the college fest.*

f) He/She would monitor the maintenance of any equipment under the control of the literary society.

Section VI - Advisor for Sports

- a) He/She will be the officer, responsible for maintenance of sports equipment and the first person the sports secretary would approach in case of any issues with the sports materials.*
- b) He/She will aid in the participation of members of the Students association in various sports activities in and out of the college.*
- c) He/She will verify the finance of the sports society.*
- d) He/She will entertain any appeal or complaint or requirement of sports equipment and give his verdict in consultation with Sports Secretary.*
- e) He/She will preside over the meetings of the Sports society.*
- f) He/She will aid in the smooth conduction of the sports events during the college fest.*
- g) He/She would be in charge of the management and smooth running of the college gym. He would also entertain any appeal or complaint in relation with the equipment or functioning of the gym in consultation with sports secretary.*

Section VII - Advisor for Mess Committee

- a) He/she shall be presiding the meetings of mess committee.*
- b) He/she shall be in charge of food inspection and will periodically review the quality of preparation of food in mess.*
- c) He/she shall be responsible for guiding the mess tender and making necessary changes in the tender with inputs from students.*
- d) He/she shall be responsible for guiding the mess committee for preparation of mess menu and also during special occasions and festivals.*
- e) He/she shall entertain any feedback or complaints from the students regarding the quality or any change of mess menu.*
- f) He/she shall be responsible for guiding the mess committee for the smooth operation of mess.*
- g) He/she shall be responsible for launching a proper investigation in case of food poisoning/ poor food quality.*
- h) He/she would monitor for proper maintenance of mess and it's operations.*

Section VIII - Advisor of IT club

- a) He/She shall ordinarily preside the meetings of the IT club*
- b) He/she shall supervise the official accounts of clubs and societies*
- c) He/she shall be supervising the official website of AMSAM*

d) He/she shall be guiding the IT secretary in maintaining the website

Section IX - Advisor for Hostels

- a) He/She will be over-all in charge of all hostels, and is responsible of its proper maintenance.*
- b) He/She will look into the complaints and suggestion regarding the hostel management and will implement improvement at once.*
- c) He/she along with officials of hostels shall be responsible for supervision of hostels*

Section X - Registrar of students association

The Registrar will be appointed by the chairman from the advisory committee on the day of 1st General body meeting

Responsibilities of a Registrar :

- a) He/she shall be responsible for impartial maintenance of summaries of general body meetings, budgets of executive bodies , motions , rules , clauses , amendments passed during general body meetings*

- b) He/she shall be responsible for receiving all the above mentioned documents from General secretary of the student association every quarter (3 months)*
- c) He/she shall be responsible for receiving and reviewing the above mentioned documents from previous Registrar on the 1st general body meeting.*

Section XI - Registrar of State

Part I - Amendments

Any amendment in the constitution or rules-regulations of the society or institution is to be passed by 2/3rds majority of members of the total member in the general body meeting. If found necessary and in the interest of the society or institution the Registrar of firms and societies hall have the powers to amend the registered constitution or rules-regulations of the society which will be acceptable to each member. Every Proposal for amendment of rules and regulations of the society shall be forwarded to the Registrar with such fee as prescribed.

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Part II - Dissolution

Any number not less than 2/3rds of the members may determine that the society shall be dissolved in the General body meeting. After dissolution of the society, the movable and immovable property of the society may be handed over to some other likewise society. The action pertaining to dissolution should be taken as per provisions of the Act.

Part III - Property

The movable and immovable property of the society/institution shall be in the name of the society/institution. No immovable property shall be acquired or transferred by sale, gift or otherwise without the prior permission of the registrar in writing. The Society will have to pay the fee as prescribed for the same.

Part IV - Bank Account

For proper transaction of money, the funds of the institution/society should be kept in a scheduled Bank or Post Office.

Part V - Power of Registrar to call meeting

In case the officials of the society or institution failed to call the annual meeting as required under registered rules and regulation of the institution/society or otherwise found necessary; the Registrar of Firms and Societies shall have every right to call the meeting. The registration may decide the subjects for discussion in the meeting.

Part VI - Dispute

In case of any dispute in the institution/society the Chairman/President shall have the right to solve the same with the permission of the general meeting. If this condition is not acceptable to both sides then he/she may refer the dispute to the registrar for decision and his/her decision, thereon, shall be final. The Registrar shall have the power to solve dispute connected with the meetings and management of committee and his/her decision thereon shall be final.

Section XII - President

- a) He/She shall preside over all the meetings of executive committee and in the absence of advisor for AMSAM shall also preside over the General Body meetings.*
- b) He/She shall have authority over all the elected members of the executive committee and over the secretaries of various clubs.*

and societies and shall hold joint responsibility with the various office bears for smooth functioning of AMSAM.

- c) He/She shall be the accredited spokesman of the AMSAM.*
- d) He/She shall jointly with the Finance Secretary, control the funds and operate the accounts of AMSAM.*
- e) He/She shall in consultation with the executive committee nominate any regular member of Student's Committee to an office unfilled after the annual election.*
- f) To arbitrate in disputes relating to the interpretation of the constitution wherein their decision shall be considered final and binding until a separate body for custodianship of the constitution is formed.*

Section XIII - Vice President

- a) In absence of the President, He/She shall act for and on behalf of the President.*
- b) He/She shall exercise all such powers and duties that may be delegated to him by the President.*
- c) He/She shall arrange educational tours in consultation with the advisor for the AMSAM, Advisory committee, and the President.*
- d) He shall attend all the correspondence of the AMSAM as and when required to do so under instruction from the President.*
- e) He/She has the power to spend upto **Rs10,000** at any time for any purpose deemed necessary.*
- f) He/She shall maintain the AMSAM stores.*

- g) In consultations with the President, He/She shall call the Secretaries of various bodies affiliated to it to attend the Executive Committee meeting as and when required.*

Section XIV - General Secretary

- a) He/She shall be the recording secretary for the executive committee and general body meeting and shall present the minutes of the proceeding's meetings at each subsequent meeting of the respective body.*
- b) He/She shall call the Executive Committee meeting in consultation with the President.*
- c) He/She shall call a general body meeting in consultation with the advisor for the AMSAM Advisory committee and the President.*
- d) He/She shall attend to all the correspondence of the AMSAM as and when required to do so under instructions from the President*
- e) He/She shall have the power to spend upto **Rs 10,000** at any time for any purpose deemed necessary.*
- f) He/She shall maintain the AMSAM Office and stores.*
- g) In consultations with the President, He/She shall call the secretaries of various bodies affiliated to it to attend the Executive Committee meeting as and when required.*
- h) He/she shall be responsible for submitting to the registrar the following documents every quarter (3months) : summaries of general body meetings, budgets of executive bodies , motions , rules , clauses , amendments passed during general body meetings.*

- i) *He/She shall ensure that no post in the Executive body shall remain vacant for more than 2 weeks.*

Section XV - Finance Secretary

- a) *He/She shall have the custody of all the funds of the AMSAM and shall jointly with the president and general secretary operate the accounts for and on behalf of the AMSAM.*
- b) *He/She shall submit the statement of accounts to the executive committee at least once every three months and the annual report of the accounts to the General body at the commencement of session.*
- c) *He/She shall submit the budget to the General Body at the commencement of session.*
- d) *He/She shall along with the Staff advisor for literary activities, Magazine Editor and the Secretary for Literary Affairs shall secure the advertisements.*
- e) *He/She shall have the power to hold an amount of upto **Rs 10,000** as cash in hand in case.*
- f) *He/She shall form a finance committee which would include the finance secretary themselves, the joint finance secretary, the two joint secretaries and a member from each society benefited from the AMSAM fund.*

Section XVI - Secretary for Social and Environment club

- a) He/She shall be responsible for organising activities to minimise pollution in the campus.*
- b) He/She shall be responsible for promoting and maintaining waste segregation and proper management.*
- c) He/She shall be responsible in maintaining the plantations. Eg. Herbal garden.*
- d) He/She shall be conducting competitions related to the club.*
- e) He/She shall be maintaining the notice board representing all the activities of the club.*
- f) He/She shall encourage students and faculty in social activities in and outside the campus.*
- g) He/she shall appoint heads/sub heads for associated sub clubs.*
- h) He/She shall aid in events in maintaining the campus pollution free.*
- i) He/She shall be responsible to organise activities on special occasions related to the environment. Eg. Earth day, Environment day etc.*
- j) He/She shall be responsible for maintaining a room for the equipment and donations and the articles received.*
- a) He/She shall be responsible for organising activities promoting health awareness.*
- b) He/She shall be responsible for organising all the activities regarding donations and distributing the same in and out of the campus.*

Section XVII - Cultural club secretary

- a) *He/she shall be responsible for organising social and cultural activities.*
- b) *He/she shall aid the institution in the cultural aspect of national days and annual day.*
- c) *He/she shall conduct inter-college and intra-college cultural events except in extraordinary circumstances.*
- d) *He/she shall overlook the auditions for selecting the best candidates for various programmes.*
- e) *He/she can call upon a meeting of his/her club whenever he/she desires and shall preside over that meeting.*
- f) *He/she will be the admin for various social networking sites.*
- g) *He/she shall appoint heads/sub heads for associated sub clubs.*
- h) *He/she shall record the minutes and attendance of cultural club meetings and present it in the subsequent meeting.*
- i) *He/she shall overlook the appointment of the head of various standing clubs under the club. Eg: dance, music and others pertaining to cultural club.*
- j) *He/she should conduct the auditions for members of the standing clubs along with head of the associated standing club.*
- k) *He/she shall be responsible for organising picnics, parties, fete and social gatherings in association with other members of the executive committee with permission from advisory committee.*

Section XVIII - Literary Society Secretary

Part I - Events

- a) *They shall be responsible for organising inter batch and inter-medical college events.*
- b) *They shall be responsible for arranging special lectures and symposia as and when required.*
- c) *They shall be responsible for organising Scientific activities Eg: Scientific Exhibitions, book exhibitions etc.*
- d) *They shall be responsible for non-scientific activities Eg: Book fairs, competitions etc.*
- e) *They shall with the approval of the General Secretary , make a list of the newspapers, magazines and periodicals to be subscribed for the student library.*
- f) *He/she shall appoint heads/sub heads for associated sub clubs*
- g) *They shall in consultation with Advisor for literary activities call a meeting of literary society.*
- h) *They shall record the minutes of literary society meetings and present it in the subsequent meeting.*
- i) *He/She shall be responsible for appointing one member for handling the IT and Social media account related to the club, and that member shall in turn be a part of the IT club for managing the said duties.*

Part 2 – Publications

- a) They shall act in consultation with the Staff-Advisor.*
- b) They shall be responsible along with joint and sub-joint editors for publishing the magazine.*
- c) They shall be responsible for publishing an annual student's yearbook.*
- d) They shall appoint student coordinators for book clubs, student journal clubs and academic groups as and when required.*
- e) They shall be responsible for securing advertisement.*
- f) They shall appoint joint librarians for the maintenance of the student library.*

Section XIX - Sports Secretary

- a) He/she shall act in consultation with the sports advisor for sports society activities.*
- b) He/she shall be the spokesman of the gym in charge in the Students Panel and shall be responsible for the efficient running of the gym.*
- c) He/she shall frame the budget of sports committee and in consultation with sports advisor and the gym in charge, shall present the budget to the General Body at the commencement of the session.*
- d) He/she shall be in charge of all indoor and out-door games and shall be responsible for all the matters pertaining to the sports*

including inter-class games, sports day and other sports activities inside and outside the college.

- e) He/she shall appoint heads/sub heads for associated sub clubs.*
- f) He/she shall along with Advisor for sports conduct the elections of the captains for various games.*
- g) He/she shall, if necessary, fix extra subscription for the players in particular games with the approval of the advisor for sports.*
- h) He/she shall arrange friendly matches in various games against any team within or outside the station.*
- i) He/she shall in consultation with the Advisor for sports call a meeting of sports society.*
- j) He/she shall maintain a performance record of all the players of each team.*
- k) He/she shall record the minutes of sports society meetings and present it in the subsequent meeting.*
- k) He/She shall be responsible for appointing one member for handling the IT and Social media account related to the club, and that member shall in turn be a part of the IT club for managing the said duties.*

Section XX - Secretary for Mess (both male and female)

- a) They shall be responsible for proper feedback collection from the students and presenting it to the advisor.*

- b) They along in consultation with the mess advisor they will be responsible for creating a mess menu with feedback from students of all batches.*
- c) They shall be responsible for ensuring that the food preferences of students belonging to different regions in all the batches are considered and taken into account while making any new decisions regarding the mess menu.*
- d) They shall be responsible for calling a meeting for passing any motion. The timing and agenda of the meetings are to be notified prior to the meeting. They have to ensure that there is a minimum of one member from each batch attending the meeting.*
- e) They are responsible for collecting any complaints regarding mess from students and presenting it to advisor and vendor for it's correction and management.*
- f) They are responsible for creating menu during special occasions and festivals in consultation with advisor.*
- g) They are responsible for providing proper communication between management , mess vendors and students.*
- h) They along with food inspection committee are responsible for checking the quality of food and it's preparation periodically.*
- i) They are responsible for monitoring the food quantity and quality in consultation with mess vendors.*
- j) With permission from mess advisor they are responsible for conducting various competitions in the mess along with the organising clubs.*
- k) They are responsible for maintaining the mess and its operations*
- l) They shall be responsible for appointing one member for handling the IT aspects related to the club, and that member shall in turn be a part of the IT club for managing the said duties.*

m) They shall be responsible for electing mess representatives from each batch.

Section XXI - Secretary for IT club

- a) To ensure adequate preparation and management of AMSAM website and other linked social networking sites.*
- b) To ensure that various notifications and decisions taken in meetings are updated in the website and/or notice board.*
- c) They shall assist every committee and GB in matters related to Public Relations, IT Management and Academics.*
- d) To ensure that at least one member from each club/committee/society is deputed under the club for detailed updates.*

Section XXII - Secretary for Hostels (Boys and Girls)

- a) He/She shall act in consultation with the hostel advisor.*
- b) He/She may, in consultation with the AMSAM. Executive, nominate monitors of various hostels.*
- c) He/She shall jointly be responsible with monitor for proper maintenance of guest rooms and common rooms.*

- d) He/She shall be the honorary secretaries of the catering committee and shall jointly with the catering secretary be responsible for the smooth running of the messes.*
- e) He/She shall be responsible for conveying the suggestions and complaints if any, from the residents of the respective hostels to the Advisory for hostels.*
- f) He/She shall be responsible for appointing one member for handling the IT aspects, and that member shall in turn be a part of the IT club for managing the said duties.*

Section XXIII - Class Representatives

- a) They shall represent their respective classes in the Students association. Executive meetings and put forward the requirements, demands or problems of the batch if any*
- b) They shall form the Academic club and be responsible for exercising the functions of the same.*

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ARTICLE XVII - DISCIPLINARY MEASURES

Section I - Penalty for Unparliamentary Language or Behaviour

The use of any unparliamentary language and behaviour towards any member of the student panel during their discharge of duties under AMSAM shall be dealt strictly. The individual(s) involved shall be warned and may be fined up to Rs. 1000 which shall be forfeited to the treasury, subject to ratification by the President. Non-payment of the fine within the stipulated time period as decided by the finance secretary would lead to striking of the student's name off the Enrolment Register.

Section II - Penalty for Repeat Offence

If after the warning there is a repeat of the similar incident, then the name of the involved individual(s) may be directly struck off the Enrollment Register and are fined up to Rs.1000.

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Section III - Penalty for Insubordination

If any member of student panel has been found guilty of insubordination by the President or any other member of the student panel, then by the instruction of the President or vice president, the individual(s) may undergo the same procedures as mentioned in Articles XVII, section I and II

Section IV - Safeguard against Violation of this Constitution

Clause - 1 :

If any authority of student panel is found to be violating this Constitution, a no confidence motion may be initiated by any member of the committee, as applicable on this ground.

Clause - 2 :

For the purpose of this article, violation of any Provision of the SOP of a committee adopted under this Constitution shall also be considered as violation of this Constitution and shall be dealt with as per the provisions mentioned in this article.