

NATIONAL LAW UNIVERSITY DELHI
STUDENT BAR COUNCIL CONSTITUTION



TABLE OF CONTENTS

Particulars	Page	
Preamble	v	
Acknowledgement	vi	
Part I	NLU Delhi Student Bar Council and its Organs	
Article 1	NLU Delhi Student Bar Council	1
Article 2	Organs of the SBC	1
Part II	SBC Committees Organ	
Article 3	SBC Committees	1
Article 4	Composition of SBC Committee-Executive	2
Article 5	Composition of SBC Committee-General Body	4
Article 6	Faculty Advisor of SBC Committee	5
Article 7	Term of SBC Committee and Faculty Advisor of SBC Committee	6
Article 8	General Body Meeting	6
Article 9	Public Consultation	7
Article 10	SBC Committee Rules	7
Part III	SBC Societies Organ	
Article 11	SBC Societies	8
Article 12	Founding of an SBC Society	8
Article 13	Operation and Governance of SBC Societies	11
Article 14	Nesting of SBC Society	12
Article 15	Register of Societies	13
Part IV	SBC Governing Council Organ	
Article 16	SBC Governing Council	13
Article 17	Functions of SBC-GC	14
Article 18	SBC-GC Meeting	15

Article 19	SBC GC Resolution	15
Article 20	SBC Meeting	16
Article 21	SBC Governing Council Rules	17
Part V	Elections	
Article 22	Election Management Organ	17
Article 23	Commencement of General Election	18
Article 24	Right to Vote	18
Article 25	Election Procedure	18
Article 26	Election to Committee-Executive	19
Article 27	Procedure in case of Vacancy	20
Article 28	Grievances and Complaints	20
Part VI	Financial Provisions	
Article 29	SBC Budget	22
Article 30	Budgetary Procedure	23
Article 31	Semester Financial Reports	24
Article 32	Financial Recording	25
Part VII	Grievances under the SBC Constitution	
Article 33	Grievance Management Organ	26
Article 34	Scope	27
Article 35	Complaint	27
Article 36	Management of Complaint	28
Article 37	Penalty	29
Article 38	Appropriate Group	31
Article 39	Initiation of Removal Proceedings	31
Article 40	Removal Proceedings	32
Article 41	Effect of Removal	33

Article 42	Grievance Management Rules	33
Part VIII	Amendment and Review	
Article 43	Amendment of the Constitution	34
Article 44	Recommendation for Amendment	34
Article 45	Management of Recommendation for Amendment	34
Article 46	Electorate and Voting Group	35
Article 47	Management of Amendment Proposal	36
Article 48	Acceptance of Approved Amendment Proposal	37
Article 49	Review of the Constitution	38
Part IX	Miscellaneous	
Article 50	Calculation of Time Periods	38
Article 51	Functionaries of the University	39
Article 52	Application of University Rules and Regulations	40
Article 53	Power to Remove Difficulties	40
First Schedule	List of SBC Committees	41
Second Schedule	SBC Committee Rules	58
Third Schedule	SBC Governing Council Rules	67
Fourth Schedule		72
Fifth Schedule	Format for Declaration Form	75
Sixth Schedule		76
Seventh Schedule	SBC Financial Recording Rules	77

PREAMBLE

Recognising the need for a formalised structure to ensure a conducive environment for meaningful student engagement within the University,

Acknowledging the role of such structure in the development of character, personality, and respect for one another,

Understanding the importance to promote a cordial relationship amongst students, faculty, and the functionaries of the University, and

Emphasising the need to ensure transparency and a sense of responsibility towards the holistic development of the University,

In the fifteenth year since the founding of the University, we, the members of the Student Bar Council of National Law University Delhi, hereby adopt, enact, and give to ourselves this Constitution.

ACKNOWLEDGEMENT

The adoption of the National Law University Delhi Student Bar Council Constitution would not have been possible without the contributions of the SBC Constitution Oversight Committee and the NLU Delhi SBC Constitution Review Committee.

The SBC Constitution Oversight Committee, first constituted in 2018, has worked towards the drafting, approval, and adoption of this Constitution.

The SBC Constitution Oversight Committee of 2022-23 comprises the following students of the B.A.LL.B. (Hons.) course at National Law University Delhi.

Name	Batch	Name	Batch
Lokendra Singh Chouhan	2023	Priyanjali Malik	2026
Nikhil Prasad (Convenor)	2023	Sanskriti Yukta Nayak	2026
Ishaan Nyati (Co-Convenor)	2024	Siddharth Malik	2026
Labdhi Golecha	2024	Vedika Chawla	2026
Nimal Padiyath	2025	Abhinav Ravi	2027
Smita Singh	2025	Kaushiki Chauhan	2027
Vineet Mishra	2025	Vedant Jha	2027
Pranav Vinayak Jain	2026		

The following students of the B.A.LL.B. (Hons.) course at National Law University Delhi have contributed to the formulation of this Constitution as past members of the Oversight Committee.

National Law University Delhi Student Bar Council Constitution

Name	Batch	Name	Batch
Ritaj Singh	2019	Sanchita Bhat	2022
Shivpriya Gurtoo	2019	Anuj Bhawe	2022
Aditi Bohra	2020	Aayush Saxena	2023
Arshdeep Singh	2020	Livie Jain	2023
Asmita Verma	2020	Nimrah Rasheed	2023
Ishaan Jain	2020	Supriya Shekhar	2023
Karthik Inzamam Prasad	2020	Swastik Bhardwaj	2023
Bharat Bhardwaj	2021	Kaartikay Aggarwal	2024
Karthikey Singh	2021	Rishabh Jain	2024
Lakshana Ramakrishna	2021	Neelanshi Gupta	2025
Shreyasi Tripathi	2021	Samarth Singh	2025
Shubham Jain	2021	Kavya Singh	2026
Vaibhav	2021		

The following students of the B.A.LL.B. (Hons.) course at National Law University Delhi have substantially contributed to the formulation of this Constitution.

Name	Batch	Name	Batch
Karthik Tayur	2019	Kumar Ritwik	2020

National Law University Delhi Student Bar Council Constitution

The NLU Delhi SBC Constitution Review Committee has supported in the formulation and approval of this Constitution.

The following members have been part of the NLU Delhi SBC Constitution Review Committee since it was first constituted.

Name	Term
Prof. (Dr.) Anup Surendranath (Professor, NLU Delhi)	2019-2023
Dr. Mukul Raizada (Associate Professor, NLU Delhi)	2021-2023
Ms. Preeti Lakhera (Assistant Professor, NLU Delhi)	2022-2023
Dr. Dakshina Chandra (Assistant Professor, NLU Delhi)	2023
Dr. Daniel Mathew (Associate Professor, NLU Delhi)	2022-2023
Dr. Arul George Scaria (Associate Professor, NLSIU Bangalore)	2019-2022
Prof. (Dr.) Amar Pal Singh (Professor, University School of Law and Legal Studies, GGSIPU)	2021-2022
Prof. (Dr.) M. Afzal Wani (Vice-Chairman, Institute of Objective Studies)	2019-2021
Prof. (Dr.) Ruhi Paul (Professor, NLU Delhi)	2019-2021

National Law University Delhi and the NLU Delhi Student Bar Council shall remain immensely grateful for the valuable contributions and efforts by the above towards this Constitution.

PART I

NLU DELHI STUDENT BAR COUNCIL AND ITS ORGANS

ARTICLE 1

NLU DELHI STUDENT BAR COUNCIL

- (1) The NLU Delhi Student Bar Council (“SBC”) shall consist of all students pursuing the B.A.LL.B. (Hons.) course and all students pursuing the LL.M. programme as its members.
- (2) Every student, not being a member of the SBC, pursuing any course other than the courses mentioned in Clause (1) at NLU Delhi shall be affiliated to the SBC; Provided that a student pursuing an exchange programme under any course at NLU Delhi shall be affiliated to the SBC.

ARTICLE 2

ORGANS OF THE SBC

The SBC shall have the following organs:

- (a) SBC Committees Organ;
- (b) SBC Societies Organ;
- (c) SBC Governing Council Organ;
- (d) SBC Election Management Organ; and
- (e) SBC Grievance Management Organ.

PART II

SBC COMMITTEES ORGAN

ARTICLE 3

SBC COMMITTEES

- (1) There shall be SBC Committees as provided for in Column (2) of the First Schedule.

(2) Each SBC Committee shall comprise:

(a) a Committee Executive ("**Committee-Executive**") which shall be the executive branch, and

(b) a General Body ("**Committee-GB**") which shall be the consultative branch;

Provided that the Committee-Executive shall not be bound by the decisions of the Committee-GB.

(3) Each Committee-Executive shall have the following positions, to be elected by all other representatives:

(a) Convenor & Co-Convenor, who would be elected internally from and by the members of the Committee-Executive and shall:

(i) coordinate committee issues in the SBC-GC,

(ii) jointly authorise all decisions and actions undertaken by the Committee-Executive, and

(iii) bear overall responsibility for compliance with provisions of this Constitution, including all obligations towards the respective Committee-GB;

(b) A Committee Secretary, who would be elected internally from and by the members of the Committee-Executive and shall:

(i) keep minutes of every meeting involving the Committee,

(ii) maintain records of all documents involving the Committee, and

(iii) ensuring access to information concerning the Committee.

ARTICLE 4

COMPOSITION OF SBC COMMITTEE-EXECUTIVE

(1) The composition of the SBC Committee-Executive shall be in accordance with Column

(3) of the First Schedule;

Provided that the total number of positions for the B.A.LL.B. (Hons.) course shall be uniformly distributed across each batch of the B.A.LL.B. (Hons.) course.

(2) If an SBC Committee deems it necessary to include members from the LL.M. batch or students from any batch of any other course in its Committee-Executive, it shall submit a request for expansion of membership to the SBC Governing Council (“SBC-GC”); Provided that if the SBC-GC allows such request through an SBC-GC Resolution, the additional positions shall be created in the Committee-Executive for the ongoing term of the SBC Committee and a Vacancy in respect of such positions shall have arisen.

(3) At least one half of the candidates elected from each batch of the B.A.LL.B. (Hons.) course or any other course to the Committee-Executive of an SBC Committee shall be women.

Provided that special reservation shall apply to the positions in the Committee-Executive in accordance with Column (4) of the First Schedule.

(4) No person shall be a member of the Committee-Executive of more than one SBC Committee at a given time.

(5) Notwithstanding anything contained in Clause (1), if an SBC Committee deems its Committee-Executive to be underrepresented in terms of its gender composition, caste composition, or representation of any marginalised or minority group, it may nominate, subject to Clause (6) of this article, members from the said group, as may be necessary, to make good its underrepresentation, after approval from the SBC-GC has been received to enable the committee to conduct such nomination.

(6) A person shall be ineligible to be a member of the Committee-Executive of an SBC Committee if the person:

(a) has been debarred from contesting elections in the University under any of Rules or Regulations for the time being in force in the University,

(b) has been found guilty in any proceedings of the University pertaining to PoSH Act and, in the opinion of the Registrar, is to be restrained from contesting elections in the University,

(c) is part of an exchange programme, provided that a person shall be ineligible under this sub-clause only for the academic semester during which the person is part of an exchange programme,

(d) is a Student Election Officer, or

(e) becomes ineligible due to any other provision under this Constitution.

- (7) A person shall cease to be a member of a Committee-Executive when the person:
- (a) resigns in accordance with Article 10,
 - (b) is removed in accordance with Part VII,
 - (c) ceases to be eligible to be a member of the Committee-Executive of an SBC Committee,
 - (d) ceases to be a member of the batch of the B.A.LL.B. (Hons.) course or the batch of any other course from which the person is elected; Provided that this sub-clause shall only apply if the person is elected from the batch of the B.A.LL.B. (Hons.) course or a batch of any other course, or
 - (e) ceases to be a member or affiliate of the SBC;

Provided that if a person, who is not nominated under Clause (5), ceases to be a member of a Committee-Executive for any of the reasons provided in this clause, it gives rise to a Vacancy.

ARTICLE 5

COMPOSITION OF SBC COMMITTEE-GENERAL BODY

- (1) Any member of the SBC may nominate oneself to the Committee-GB.
- (2) The SBC Core Committee ("**SBC Core**") shall, not more than two weeks after the procedure under Article 26 is completed, call for members of the SBC to nominate themselves to be members of the respective Committee-GB, and such membership shall begin with the communication of the same to the SBC Core.
- (3) A member of the SBC may nominate oneself to be a member of the Committee-GB apart from the procedure provided in Clause (2), by communicating the same, in writing, to the SBC Core and the Committee-Executive; Provided that such membership shall begin after fifteen days or after completion of two Committee-GB meetings following such communication, whichever is earlier.
- (4) A member of the SBC shall not be a member of Committee-GBs of more than two SBC Committees, at any given time.

- (5) A member of a Committee-GB may withdraw one's membership by communicating the same, in writing, to the SBC Core and the respective Committee-Executive, and the withdrawal shall be effective immediately from when such communication is received.
- (6) A member of a Committee-GB who does not attend a meeting called under Article 8 (2) on three consecutive occasions or ceases to be a member of the SBC shall cease to be a member of the Committee-GB with immediate effect.

ARTICLE 6

FACULTY ADVISOR OF SBC COMMITTEE

- (1) There shall be a Faculty Advisor of every SBC Committee from the full-time faculty of the University.
- (2) The Vice-Chancellor shall appoint the Faculty Advisor of an SBC Committee in consultation with the Committee-Executive of the SBC Committee.
- (3) The Faculty Advisor of one SBC Committee shall not serve as the Faculty Advisor for any other SBC Committee.
- (4) The Faculty Advisor of an SBC Committee shall only perform an advisory role in the functioning of the SBC Committee and may guide the SBC Committee in the performance of their functions and in the formulation of its programmes and proposals for the academic year.
Explanation – The Faculty Advisor shall not bind the SBC Committee to act in accordance with its advice or guidance.
- (5) The Vice-Chancellor may replace the Faculty Advisor of the SBC Committee upon receiving a request for replacement supported by not less than three-fourths of the members of the Committee-Executive.

ARTICLE 7

TERM OF SBC COMMITTEE AND FACULTY ADVISOR OF SBC COMMITTEE

The term of an SBC Committee and the Faculty Advisor of the SBC Committee shall be one academic year; Provided that the term shall extend to a period till the procedure under Article 26 is completed.

ARTICLE 8

GENERAL BODY MEETING

- (1) There shall be at least two General Body Meetings, that is, a meeting of a Committee-Executive of the SBC Committee with the Committee-GB of the SBC Committee, during the term of the SBC Committee.
- (2) A General Body Meeting shall be called by the Convenor or Co-Convenor of the Committee-Executive through a notice, containing the agenda of the meeting, issued to members of the Committee-Executive and Committee-GB of SBC Committee and the Faculty Advisor of the SBC Committee, not less than forty-eight hours before the proposed time for the meeting.
- (3) One-third of the total number of members of the Committee-GB and one-half of the total members of the Committee-Executive shall be required to attend the General Body Meeting;
Provided that, if the requirement in this clause is not met in a General Body Meeting conducted under Article 30 (1), the meeting shall not constitute a General Body Meeting for the purpose of Clause (1) of this article.
- (4) Any rescheduling in the timing of the proposed meeting shall require the issuance of a fresh notice under Clause (2).
- (5) The Committee Secretary of the Committee-Executive of the SBC Committee shall communicate the minutes of the General Body Meeting not more than twenty-four hours after the conclusion of the General Body Meeting to the members of the SBC.

ARTICLE 9

PUBLIC CONSULTATION

- (1) A Public Consultation, that is, a meeting of all members of the SBC and its affiliates with the Committee-Executive of an SBC Committee, shall be called by the Convenor or Co-Convenor of the Committee-Executive, on decision of the Committee-Executive or on resolution passed by the SBC-GC; Provided that a Public Consultation with the Committee-Executive of more than one SBC Committee shall be called on decision of the Committee-Executive of all such SBC Committees or on resolution passed by the SBC-GC.
- (2) The Convenor or Co-Convenor of the Committee-Executive shall call the Public Consultation through a notice, containing the agenda of the meeting, issued to the members of the SBC and its affiliates, not less than seventy-two hours before the proposed time for the meeting.
- (3) One-half of the members of Committee-Executive of the respective SBC Committee shall be required to attend the meeting; Provided that if the Public Consultation is with the Committee-Executive of more than one SBC Committee, one-half of the members of the Committee-Executive of each such SBC Committee shall be required to attend the meeting.
- (4) Any rescheduling in the timing of the proposed meeting shall require the issuance of a fresh notice under Clause (2).
- (5) The Committee Secretary of the Committee-Executive of the SBC Committee shall communicate the minutes of the Public Consultation not more than twenty-four hours after the conclusion of the Public Consultation to the members of the SBC.

ARTICLE 10

SBC COMMITTEE RULES

- (1) The SBC Committee and the Faculty Advisor of the SBC Committee shall operate in accordance with the SBC Committee Rules provided in Second Schedule.
- (2) All members of the Committee-Executive of an SBC Committee shall comply and act in accordance with the SBC Committee Rules provided in Second Schedule.

PART III
SBC SOCIETIES ORGAN

ARTICLE 11
SBC SOCIETIES

- (1) There shall be SBC Societies, which are founded, governed, and operated in accordance with this Part.
- (2) Each SBC Society shall have a Society-Executive, which shall consist of at least five members of the SBC.
- (3) The list of SBC Societies shall be maintained in the Register of Societies by the SBC Core.

ARTICLE 12
FOUNDING OF AN SBC SOCIETY

- (1) A proposal to found an SBC Society may be made by a member of the SBC and must be submitted to the Core in accordance with this article.
- (2) A proposal to found an SBC Society shall be seconded by at least five other members of the SBC and shall include a Founding Plan and a Charter for the proposed SBC Society.
- (3) A Founding Plan shall provide for:
 - (a) The Date of Commencement, which is the date on which the Founding Plan shall begin to be executed and shall not be less than thirty days after the submission of the complete proposal to found the SBC Society to the SBC Core,
 - (b) A timeline for the execution of the Charter of the proposed SBC Society and filling of all organisational positions within it,
 - (c) Names of the persons who shall form the Society-Executive till the Charter of the proposed SBC Society is completely executed, and
 - (d) Names of the persons who shall take up the position of Special Functionary, if any is required;

Provided that a Special Functionary shall be required if a function in the Founding Plan cannot be performed by the Society Executive; Provided further that a person named as a Special Functionary shall not be part of the Society-Executive under sub-clause (c); Provided further that the position of Special Functionary shall cease to exist once the Charter of the SBC Society is completely executed;

Provided that no person shall be named in the Founding Plan if such person has not seconded the proposal for founding the SBC Society.

- (4) The Charter of the SBC Society shall be in accordance with this Part and shall include specifically the objectives of and the functions sought to be performed by the proposed SBC Society.
- (5) Once the SBC Core receives a proposal in accordance with this article, the SBC Core shall communicate the proposal to the members of the SBC and invite suggestions and objections, if any, to the proposal from the members of the SBC, other SBC Societies, and SBC Committees.
- (6) The SBC Core shall require an SBC-GC Meeting to be called in relation to the proposal for founding the SBC Society to be held not more than seven days after the proposal is received.
- (7) The SBC-GC in an SBC-GC Meeting shall decide, through a resolution, whether the proposal should be approved.
- (8) The SBC-GC, in deciding to give its approval under Clause (7), shall consider:
 - (a) Suitability of the provisions of the Charter of the proposed SBC Society,
 - (b) Overlap, if any, with the functions of any SBC Committee or existing SBC Society;
Provided that the SBC-GC may require any such SBC Committee or SBC Society to submit its opinion on the proposal of the founding of the SBC Society,
 - (c) Workability and practicability of the Founding Plan, and
 - (d) Any other objections and suggestions received by the SBC Core in relation to the proposal.

- (9) If the SBC-GC, after consideration under Clause (8), is of the opinion that some changes need to be made in the Founding Plan or the Charter of the proposed SBC Society, it may require, through a resolution, the SBC Core to inform the members of the SBC who proposed and seconded the proposal of such opinion along with the final date to incorporate such changes or convey non-incorporation of said changes.
- (10) The SBC-GC shall decide whether the proposal should be approved not more than twenty-one days after the meeting under Clause (6).
- (11) The SBC-GC shall not deny approval of a proposal without providing a reasonable opportunity for the members of the SBC who proposed and seconded the proposal to be heard and shall include detailed reasons for denying approval of the proposal within the resolution denying such approval; Provided that the SBC-GC shall only deny approval of a proposal for the reasons provided under Clause (8) (a) and (b); Provided further that the SBC-GC conveying its opinion under Clause (9) shall not be regarded as a denial of approval of the proposal.
- (12) If the SBC-GC denies approval of a proposal, the members of the SBC who proposed and seconded the proposal, jointly, may, not more than twenty-four hours after communication of denial under Clause (11) has been received, appeal such denial by submitting an appeal to the Vice-Chancellor and informing the SBC-GC; Provided the Vice-Chancellor shall provide the members of the SBC who proposed and seconded the proposal and the SBC-GC a reasonable opportunity to be heard; Provided further that the Vice-Chancellor shall communicate the decision on the appeal to the members of the SBC who filed the appeal and the SBC-GC.
- (13) A proposal shall lapse if the date under Clause (9) is not adhered to, or if the SBC-GC denies approval of the proposal and no appeal is preferred under Clause (12), or if an appeal under Clause (12) is preferred, and the Vice-Chancellor decides to uphold the denial of approval to the proposal.
- (14) After a proposal has been approved by the SBC-GC, it shall require the SBC Core to incorporate the SBC Society into the Register of Societies.

ARTICLE 13

OPERATION AND GOVERNANCE OF SBC SOCIETIES

- (1) Each SBC Society shall operate and be governed in accordance with its Charter, subject to this Constitution.
- (2) The Charter shall include the organisational structure, including the Society-Executive, for the management of the SBC Society and the division of responsibility within such structure.
- (3) The Charter shall provide for the manner of filling the positions in the organisational structure of the SBC Society; Provided that if the manner involves an election to be conducted, such election shall be conducted by the SBC Election Office, in the same manner as election would be conducted to fill a vacant position under Article 27 and in accordance with the provisions of the Charter.
- (4) The Charter shall include the rules for membership, including manner of attaining membership and eligibility for membership, of the SBC Society.
- (5) The Charter may provide that the SBC Society shall have a Faculty Advisor and how the Faculty Advisor shall be appointed; Provided that notwithstanding the lack of provision for Faculty Advisor in the Charter, the Vice-Chancellor may require the Society-Executive of the SBC Society to nominate a Faculty Advisor for the SBC Society, subject to the acceptance of the concerned faculty member and the approval of the Vice-Chancellor; Provided further that in any case, the Faculty Advisor shall be from the full-time faculty of the University.
- (6) The Faculty Advisor shall have an advisory role towards the Society; Provided that the Faculty Advisor may be assigned additional responsibilities by the SBC Society through its Charter.
- (7) The Charter shall include the procedure for proposing an amendment to the Charter.
- (8) Any amendment to the Charter of an SBC Society shall be proposed by the Society-Executive in accordance with the procedure laid down in the Charter for proposing an amendment.

- (9) Any amendment to the Charter of an SBC Society proposed by the Society-Executive shall come into effect when it is approved by the SBC-GC; Provided that the approval shall be subject to the procedures laid down in Clauses (7) to (14) of Article 12.
- (10) The Society-Executive shall have the overall responsibility regarding the functioning of the society, including maintenance of all financial and other records.
- (11) The SBC-GC shall review the functioning of each SBC Society at least once every academic year; Provided that if, during review under this clause, the SBC-GC is of the opinion that the functioning of an SBC Society is not in accordance with its Charter or this Constitution, it shall, through a resolution, either recommend, to the Society-Executive of the respective SBC Society, steps to be taken by the SBC Society to comply with the provisions of the Charter or this Constitution, or make a complaint to the SBC Complaint Management Body regarding such non-compliance.
- (12) The SBC Society shall include the procedure for dissolution of the SBC Society; Provided that an SBC Society shall not be dissolved without notice to the SBC-GC and the members of the SBC not less than two weeks before the date of dissolution; Provided further that the last Society-Executive of the SBC Society before the dissolution of the SBC Society shall comply with all requirements which the SBC Society would have to undertake during the entire academic year in which it got dissolved if it had not been dissolved during that academic year.

ARTICLE 14

NESTING OF SBC SOCIETY

- (1) If the SBC-GC is of the opinion that the objectives and functions of any SBC Society are closely connected to the mandate of an SBC Committee, it shall, through a resolution, nest the SBC Society with the SBC Committee; Provided that where the objectives and functions of any SBC Society are closely connected to the mandate of more than one SBC Committee, the SBC-GC shall decide which SBC Committee to nest the SBC Society with.

- (2) The SBC-GC shall not arrive at an opinion in Clause (1) before hearing the Society-Executive of the concerned SBC Society and the Committee-Executive of the concerned SBC Committee.
- (3) If an SBC Society is nested with an SBC Committee, the Faculty Advisor of the SBC Committee shall be the Faculty Advisor of the SBC Society under Article 13 (5); Provided that nothing in this article shall be construed to mean that the functions of the Faculty Advisor of an SBC Committee with respect to the SBC Committees Organ shall be applicable with respect to the SBC Society.

ARTICLE 15

REGISTER OF SOCIETIES

- (1) The Register of Societies shall include the Founding Plan, the Charter, and the list of proposers and seconders of each SBC Society, as well as the list of members of the Society-Executive and Faculty Advisor, if any, of the SBC Society.
- (2) Any change in the Register of Societies shall come into effect when the SBC Core shall notify the members of the SBC and the Registrar of the changes.

PART IV

SBC GOVERNING COUNCIL ORGAN

ARTICLE 16

SBC GOVERNING COUNCIL

- (1) There shall be an SBC Governing Council.
- (2) The Convenor and Co-Convenor of the Committee-Executive of all SBC Committees shall be the members of the SBC-GC; Provided that each member shall have one vote, equal to all other members.
- (3) The SBC-GC shall have a Convenor and Co-Convenor, who would be elected internally from and by the members of the SBC-GC and shall:
 - (a) coordinate within the SBC-GC for conduction of its affairs, and
 - (b) ordinarily, chair meetings conducted under Article 18.

- (4) The SBC-GC shall have a Secretary, who would be elected internally from and by the members of the SBC-GC and shall:
- (a) maintain minutes of every meeting involving the Council,
 - (b) maintain records of all documents involving the Council, and
 - (c) ensuring access to information concerning the Council.

ARTICLE 17

FUNCTIONS OF SBC-GC

- (1) The SBC-GC shall only perform the functions provided for in this Constitution, including:
- (a) Decision on approval of the creation of additional positions in the Committee-Executive of an SBC Committee under Article 4 (2);
 - (b) Decision on approval of the conducting of nominations to the Committee-Executive of an SBC Committee under Article 4 (5);
 - (c) Decision regarding the calling of a Public Consultation under Article 9;
 - (d) Decisions during the process of founding of an SBC Society under Article 12;
 - (e) Decision on approval of an amendment to the Charter of an SBC Society under Article 13 (9);
 - (f) Periodic review of the functioning of an SBC Society under Article 13 (11);
 - (g) Decision regarding nesting of an SBC Society with an SBC Committee under Article 14;
 - (h) Decision regarding the calling of an SBC Meeting under Article 20;
 - (i) Decisions during the process of approval of the Budget Proposal under Article 30; and
 - (j) Decisions during the process of amendment to this constitution under Article 45.

ARTICLE 18

SBC-GC MEETING

- (1) An SBC-GC Meeting, that is, a meeting of all the members of the SBC-GC, shall be called by the Convenor or Co-Convenor of the SBC-GC, on a request for approval under this Constitution or on a request for holding such meeting made by not less than three members of the SBC-GC jointly or in pursuance of an SBC-GC Resolution or on decision of the Committee-Executive of the SBC Core.
- (2) The Convenor or Co-Convenor of the SBC-GC shall call an SBC-GC Meeting through a notice, containing the agenda of the meeting, issued to the members of the SBC-GC and members of the Committee-Executive of the SBC Core not less than forty-eight hours before the proposed time for the meeting; Provided that if the meeting is called in pursuance of an SBC-GC Resolution which stipulates the date and time for the meeting, it may be called through a notice issued not less than one hour before the time for the meeting.
- (3) One-half of the members of the SBC-GC shall be required to attend the meeting; Provided that all members of the SBC Core shall be allowed to attend, participate, and be heard in all parts of the SBC-GC Meeting.
- (4) Any rescheduling in the timing of the proposed meeting shall require the issuance of a fresh notice under Clause (2).
- (5) The Secretary shall communicate the minutes of the SBC-GC Meeting not more than twenty-four hours after the conclusion of the SBC-GC Meeting to the members of the SBC-GC and to the SBC Core.

ARTICLE 19

SBC-GC RESOLUTION

- (1) The SBC-GC shall make decisions by way of an SBC-GC Resolution, that is, a resolution passed by assent of not less than two-thirds of the total number of members of the SBC-GC.
- (2) A resolution shall be put to vote for passing before the members of the SBC-GC only once it has been laid before the SBC-GC in an SBC-GC Meeting.

- (3) Each member of the SBC-GC shall be allowed to vote on a resolution, notwithstanding their absence from the respective SBC-GC Meeting.
- (4) The Secretary of the SBC-GC shall record details of the vote cast by each member of the SBC-GC on a resolution.
- (5) The Convenor or Co-Convenor of the SBC-GC shall notify all SBC-GC Resolutions, along with details of votes given by each member of the SBC-GC, not more than one hour after the passing of such resolution, to all members of the SBC.

ARTICLE 20

SBC MEETING

- (1) An SBC Meeting, that is, a meeting of all members of the SBC and its affiliates with the SBC-GC, shall be called by the Convenor or Co-Convenor of the Committee-Executive of the SBC Core, on resolution passed by the SBC-GC, on decision of the Committee-Executive of the SBC Core, or on a request for holding such meeting made by not less than one-fourth of all members of the SBC.
- (2) The Convenor or Co-Convenor of the Committee-Executive of the SBC Core shall call the SBC Meeting through a notice, containing the agenda of the meeting, issued to the members of the SBC, its affiliates, and the SBC-GC, not less than seventy-two hours before the proposed time for the meeting.
- (3) One-half of the members of the SBC-GC shall be required to attend the SBC Meeting, and one-half of the members of the Committee-Executive of the SBC Core shall be required to attend the meeting.
- (4) Any rescheduling in the timing of the proposed meeting shall require the issuance of a fresh notice under Clause (2).
- (5) The Committee Secretary of the Committee-Executive of the SBC Core shall communicate the minutes of the SBC Meeting not more than twenty-four hours after the conclusion of the SBC Meeting to the members of the SBC.

ARTICLE 21

SBC GOVERNING COUNCIL RULES

- (1) The SBC-GC shall operate in accordance with the SBC Governing Council Rules provided in Third Schedule.
- (2) All members of the SBC-GC shall comply and act in accordance with the SBC Governing Council Rules provided in Third Schedule.
- (3) The SBC Core shall be bound by the SBC Governing Council Rules provided in Third Schedule.

PART V

ELECTIONS

ARTICLE 22

ELECTION MANAGEMENT ORGAN

- (1) The Election Management Organ shall include the Chief Election Officer and SBC Election Office.
- (2) The Vice-Chancellor shall appoint the Chief Election Officer from the full-time faculty of _____ the _____ University; Provided that the Vice-Chancellor shall appoint the Chief Election Officer not more than one week after the commencement of classes for the academic year for all batches of the B.A.LL.B. (Hons.) course.
- (3) The SBC Election Office shall comprise ten Student Election Officers; Provided that the total number of officers shall be distributed uniformly over each batch of _____ the _____ B.A.LL.B. _____ (Hons.) _____ course; Provided further that any person who is ineligible to be a member of the Committee-Executive of an SBC Committee under Article 4 (6), except for reasons provided in Article 4 (6) (d), shall be ineligible to be a Student Election Officer.
- (4) The Chief Election Officer shall appoint Student Election Officers not more than three working days after the appointment of the Chief Election Officer; Provided that the incumbent Student Election Officers shall aid the Chief Election

Officer in inviting students to become Student Election Officers and shall conduct elections to decide whom to appoint as Student Election Officers, if required; Provided further that the Chief Election Officer shall appoint, as far as may be possible, not less than one woman from each batch of the B.A.LL.B. (Hons.) course as a Student Election Officer.

- (5) The term of the Chief Election Officer and the SBC Election Office shall be till the end of an academic year.

ARTICLE 23

COMMENCEMENT OF GENERAL ELECTION

The Registrar shall notify the commencement of the General Election, not more than two weeks after the classes for the academic year for all batches of the B.A.LL.B. (Hons.) course have commenced, including the date of the General Election; Provided that the procedure under Article 26 is to be completed not more than two weeks from the notification of commencement of General Election.

ARTICLE 24

RIGHT TO VOTE

- (1) All members of the SBC, who are not ineligible to vote, shall have the right to vote in accordance with this Part.
- (2) Each member of a particular batch of the SBC shall have the number of vote(s) equal to the number of positions for that batch to which election to a Committee-Executive of an SBC Committee is to be conducted.

ARTICLE 25

ELECTION PROCEDURE

- (1) The SBC Election Office shall be responsible for conducting the General Election to the Committee-Executives of SBC Committees.
- (2) The General Election shall be conducted in accordance with the SBC Election Rules.

- (3) The Chief Election Officer shall, in consultation with the Student Election Officers, notify the SBC Election Rules, not more than five days after the notification under Article 23 is issued; Provided that the SBC Election Rules shall include the provisions provided for in Fourth Schedule; Provided further that the SBC Election Rules shall come into force on the date on which the notification under this clause has been issued and shall cease to be in force when procedure under Article 26 is completed.
- (4) The Chief Election Officer shall, in consultation with the Student Election Officers, notify an Electoral Code of Conduct, not more than five days after the notification under Article 23 is issued; Provided that the Electoral Code of Conduct shall include the provisions provided for in Sixth Schedule; Provided further that the Electoral Code of Conduct shall come into force on the date on which the notification under this clause has been issued and shall cease to be in force when procedure under Article 26 is completed.

ARTICLE 26

ELECTION TO COMMITTEE-EXECUTIVE

- (1) The member of the SBC who receives the maximum number of votes in the General Election, subject to Article 4 (3), shall be elected to the Committee-Executive of SBC Committees.
- (2) If one member would be elected to the Committee-Executive of more than one SBC Committee, such member shall choose to be elected to only one such Committee-Executive and shall be so elected; Provided that such member shall not be considered forthwith for election to the Committee-Executive of SBC Committees not so chosen, and election to such Committee-Executive shall take place subject to such non-consideration in accordance with Clause (1).
- (3) The final list of members elected to the Committee-Executives of the SBC Committees shall be approved by the Chief Election Officer and, thereafter, notified by the Registrar.

- (4) If after the procedure under this article is completed, no person is elected to a position in the Committee-Executive of an SBC Committee, such position remaining unfilled shall not result in the rising of a Vacancy; Provided that if a member of the SBC, who is eligible to be a member of the Committee-Executive for the position remaining unfilled, expresses willingness to be a member of the Committee-Executive in that position to the SBC Election Office in writing, a Vacancy shall arise in relation to such position, and the member expressing such willingness shall be a candidate for the purposes of Item 5 in the Fourth Schedule.

ARTICLE 27

PROCEDURE IN CASE OF VACANCY

If any Vacancy arises in the Committee-Executive of any SBC Committee, the SBC Election Office shall fill the Vacancy through elections conducted in accordance with the procedure laid down in Articles 23, 24, 25, and 26; Provided that the notification provided for under Article 21 shall be notified by the Chief Election Officer; Provided further that the SBC Election Rules and Electoral Code of Conduct shall be notified not more than two working days after the notification provided for under Article 23; Provided further that if a vacancy arises not more than three months before when the classes for the academic year for all batches of the B.A.LL.B. (Hons.) course shall commence, the vacancy shall be filled under this Article only if the Chief Election Officer, in consultation with the Faculty Advisor of the SBC Committee in the Committee-Executive of which the vacancy has arisen, decides that the vacancy should be filled.

ARTICLE 28

GRIEVANCES AND COMPLAINTS

- (1) Any member or group of members of the SBC may make a complaint of a violation of this Part to the Chief Election Officer not more than seven days after the completion of the procedure under Article 26.

- (2) When a complaint under Clause (1) is received, the Chief Election Officer shall decide whether the violation complained of has taken place and determine the persons guilty for the violation; Provided the Chief Election Officer shall provide such person a reasonable opportunity to be heard; Provided further that any person against whom a violation has been raised shall be presumed to be innocent unless shown otherwise by the proof submitted.
- (3) If a person is found guilty of violating the Electoral Code of Conduct, the Chief Election Officer shall impose any one or any combination of the following penalties:
- (a) Reprimanding such person for the violation and warning such person against further violation;
 - (b) Requiring such person to issue a private or public apology;
 - (c) Making such person ineligible to vote under Article 24 (1) for a period not exceeding fourteen months;
 - (d) Making such person ineligible to be a member of the Committee-Executive of an SBC Committee for a period not exceeding fourteen months.
- (4) If a Student Election Officer is found guilty of violating the SBC Election Rules or the Electoral Code of Conduct, the Chief Election Officer shall remove such member from the SBC Election Office; Provided that removal under this clause shall be in addition to any penalty imposed under Clause (3).
- (5) Any determination in Clause (2), along with any penalty under Clause (3), if imposed, and removal under Clause (4), if made, shall be communicated to the person against whom the complaint has been made; Provided that the Chief Election Officer may, if required, undertake or require to be undertaken, any corrective measures.
- (6) Any person who is found guilty under Clause (2) may, not more than twenty-four hours after communication under Clause (5) has been received, appeal such decision by submitting an appeal to the Vice-Chancellor and informing the Chief Election Officer; Provided the Vice-Chancellor shall provide such person a reasonable opportunity to be heard;

Provided further that the Vice-Chancellor shall communicate the decision on the appeal to the person who filed the appeal and the Chief Election Officer.

- (7) The decision of the Vice-Chancellor shall be final.
- (8) The Chief Election Officer shall:
- (a) if no violation has taken place, not more than one hour after making such decision;
 - (b) if a person is found guilty and the Chief Election Officer has not received communication under Clause (6), not more than twenty-five hours after communication under Clause (5) has been made; or
 - (c) if a person has appealed a decision and the Vice-Chancellor has made the decision, not more than one hour after communication of decision by the Vice-Chancellor on appeal is received;

communicate the decision of the Chief Election Officer and the Vice-Chancellor, if any, to the members of the SBC.

- (9) Any penalty imposed under Clause (3) and any removal under Clause (4) shall come into effect when communication under Clause (8) is completed.

PART VI

FINANCIAL PROVISIONS

ARTICLE 29

SBC BUDGET

- (1) There shall be an SBC Budget, which shall be prepared for an academic year.
- (2) The SBC Budget shall specify the activities, events, and programmes that SBC Committees and SBC Societies plan to undertake in an academic year, along with the duration and tentative dates of the event, activity, or programme, the heads of expenditure therefor and tentative estimates for each head of expenditure, the expenses under which shall be covered by the University; Provided that any expense to be covered by the University under any other Policy or Rules as notified by the functionaries of the University shall not be included in the SBC

Expenditure Plan;

Provided further that nothing in this article shall preclude any SBC Committee or Society, or individual or group of individuals from requesting funding from the University for activities, events, and programmes or other expenses which are not covered by the SBC Expenditure Plan.

- (3) The SBC Budget shall be prepared in accordance with the procedure laid down in Article 30.

ARTICLE 30

BUDGETARY PROCEDURE

(1) Budget Proposal

- (a) The SBC Core shall be responsible for formulation of the Budget Proposal.
- (b) All SBC Committees and SBC Societies shall make written submissions of recommendations for the proposed SBC Expenditure Plan and the SBC Contingency Fund Appropriations Policy to the SBC Core; Provided that the Committee-Executive of every SBC Committee shall consult the Committee-GB of the SBC Committee, through a General Body Meeting, and the Faculty Advisor of the SBC Committee before making such submissions, and the Committee-Executive shall submit the minutes of these consultations with the Committee-GB and the Faculty Advisor to the SBC Core along with its submissions; Provided further that a meeting called under Article 8 shall constitute a General Body Meeting for the purpose of this clause even if the requirement for attendance of members of the Committee-GB under Article 8 (3) is not met.
- (c) The SBC Core shall prepare a draft of the Budget Proposal on the basis of the written submissions made by SBC Committees and SBC Societies.
- (d) The SBC Core shall present the draft prepared under sub-clause (c) to and invite written recommendations on the draft from the members of the SBC.
- (e) The draft prepared under sub-clause (c) and the written recommendations received under sub-clause (d) shall be presented to the SBC-GC for review; Provided that notwithstanding anything in Article 19, any decision by the SBC-

GC in the course of such review shall be taken by a simple majority of the members present and voting.

- (f) The SBC Core shall, guided by the decisions of the SBC-GC taken under sub-clause (e), prepare the Budget Proposal.
- (2) Approval of the Budget Proposal
- (a) The SBC Core shall table the Budget Proposal before the SBC-GC.
 - (b) The Budget Proposal shall be passed by approval of the SBC-GC through an SBC-GC Resolution; Provided that if the Budget Proposal is not passed, the SBC Core shall prepare a revised Budget Proposal in consultation with the SBC-GC.
 - (c) The Budget Proposal passed by the SBC-GC shall be presented by the SBC Core to the Vice-Chancellor for approval; Provided that if the Budget Proposal is not approved by the Vice-Chancellor, the SBC Core shall call for a meeting of the SBC-GC with the Vice-Chancellor and subsequently prepare a revised Budget Proposal.
 - (d) The Budget Proposal, after being approved by the Vice-Chancellor, shall be the Budget.
- (3) The Budgetary Procedure shall be concluded not more than four weeks after the procedure under Article 26 has been completed.

ARTICLE 31

SEMESTER FINANCIAL REPORTS

- (1) The Committee-Executive of each SBC Committee and Society-Executive of each SBC Society shall submit a Semester Financial Report to the SBC Core in accordance with this Article.
- (2) The Semester Financial Report shall contain all financial information with relevant particulars regarding the SBC Committee or SBC Society, including any amount expended under the SBC Budget.
- (3) The Semester Financial Report shall be prepared for each academic semester.

- (4) The Semester Financial Report of a particular semester shall contain information for the time period of starting on the day after the day on which the End-Semester Examinations for the previous semester for all batches of the B.A.LL.B. (Hons.) course have concluded and ending on the day on which the End-Semester Examinations for the particular semester for all batches of the B.A.LL.B. (Hons.) course have concluded.
- (5) The Semester Financial Report of a particular semester shall be submitted to the SBC Core not more than two weeks after the End-Semester Examinations for the particular semester for all batches of the B.A.LL.B. (Hons.) course have concluded.
- (6) The SBC Core shall prepare the SBC Semester Financial Report as a compilation as well as a consolidation of Semester Financial Reports submitted under Clause (1).
- (7) The SBC Core shall lay the SBC Semester Financial Report of a particular semester before the SBC not more than four weeks after the End-Semester Examinations for the particular semester for all batches of the B.A.LL.B. (Hons.) course have concluded.
- (8) The SBC Committee or SBC Society may be denied funds by the University, including funds provided for in the SBC Budget, if any provision of this Article is not complied with.

ARTICLE 32

FINANCIAL RECORDING

- (1) The Committee-Executive of each SBC Committee and the Society-Executive of each SBC Society shall maintain a Financial Record for the SBC Committee or SBC Society, as the case may be, in accordance with this Article.
- (2) The Financial Record shall contain all financial documents approved by or received from functionaries of the University, including the SBC Budget.
- (3) The Financial Record shall be made available, as per request received by the Committee-Executive of each SBC Committee or the Society-Executive of each SBC Society, as the case may be, to functionaries of the University.
- (4) The Financial Record shall be maintained in the format and manner provided in the SBC Financial Recording Rules in the Seventh Schedule.

PART VII
GRIEVANCES UNDER THE SBC CONSTITUTION

CHAPTER 1
GRIEVANCE MANAGEMENT ORGAN

ARTICLE 33
GRIEVANCE MANAGEMENT ORGAN

- (1) The Grievance Management Organ shall include the Complaint Management Body and any Fact-Finding Body constituted under this article.
- (2) The Complaint Management Body shall consist of three members from the full-time faculty of the University; Provided that the Vice-Chancellor shall appoint the members of the Complaint Management Body not more than two weeks after the commencement of classes for the academic year for all batches of the B.A.LL.B. (Hons.) course; Provided further that the term of the members of the Complaint Management Body shall be the same as the term of the SBC Committees for the corresponding academic year.
- (3) A Fact-Finding Body shall consist of at least one woman and one man or non-binary person from the B.A.LL.B. (Hons.) course; Provided that the Vice-Chancellor shall, not more than one week after a request from the Complaint Management Body for constituting such a body is received, appoint, in accordance with the composition requested by the Complaint Management Body, members of the Fact-Finding Body; Provided further that the Vice-Chancellor shall also appoint one woman and/or one man or non-binary person from the LL.M. course, if and as requested by the Complaint Management Body; Provided further that the term of the Fact-Finding Body shall be for the period informed by the Complaint Management Body; Provided further that nothing in this article prevents the Vice-Chancellor from appointing more than one Fact-Finding Body at a given time.

- (4) No member of the Grievance Management Organ shall be a member of the Committee-Executive of any SBC Committee or a Faculty Advisor of any SBC Committee; Provided that nothing in this clause prevents the Vice-Chancellor from appointing a member of an existing Fact-Finding Body as a member of another Fact-Finding Body.

CHAPTER 2

COMPLAINT MANAGEMENT

ARTICLE 34

SCOPE

- (1) This chapter shall apply to violation of any provision of this Constitution and rules made thereunder, but not to a violation of Part V and rules made thereunder.
- (2) This chapter shall not apply to any violation by a person who is not a member or an affiliate of the SBC.

ARTICLE 35

COMPLAINT

- (1) Any member or group of members of the SBC, the Committee-Executive of any SBC Committee, any SBC Society, the Faculty Advisor of any SBC Committee, the Faculty Advisor of any SBC Society, or the SBC-GC may, individually or jointly, make a complaint of a violation of this Constitution to the Complaint Management Body.
- (2) The complaint must contain the date of making such complaint, details of the complainant(s), details of the person(s) or body(s) alleged to have committed a violation, and details of the violation alleged, including the provisions of the SBC Constitution or of rules made thereunder alleged to have been violated.

ARTICLE 36

MANAGEMENT OF COMPLAINT

- (1) The Complaint Management Body, when a complaint under Article 35 is received, shall consider whether the fact alleged, *prima facie*, makes out any violation of this Constitution.
- (2) If the Complaint Management Body is of the opinion that a violation of this Constitution is made out on the facts alleged, it shall request the Vice-Chancellor to constitute a Fact-Finding Body as required.
- (3) The Fact-Finding Body shall assess the facts and prepare a Fact Analysis Report on the occurrence of facts alleged to have led to the violation complained of; Provided that the Fact-Finding Body shall conduct such assessment only to the extent of the Terms of Reference given and in accordance with the procedure laid down by the Complaint Management Body.
- (4) The Fact-Finding Body shall submit the Fact Analysis Report to the Complaint Management Body within the time period specified by the Complaint Management Body in its directions.
- (5) The Complaint Management Body shall share the Fact Analysis Report with the person(s) or body(s) alleged to have committed the violation and the complainant, not more than twenty-four hours after receiving the Fact Analysis Report.
- (6) The Complaint Management Body shall consider the Fact Analysis Report, the written and/or oral submissions of the complainant(s), of the person(s) and/or body(s) alleged to have committed the violation, and of any other person or body it deems appropriate in making a determination on the facts of the complaint and the interpretation of this Constitution.
- (7) The Complaint Management Body shall make a determination on the facts of the complaint and the violation alleged not more than two weeks after the submission of the Fact Analysis Report by the Fact-Finding Body.
- (8) The determination of the Complaint Management Body shall be final and not subject to appeal.

- (9) The Complaint Management Body shall share with, the complainant, the person(s) and/or body(s) alleged to have committed the violation, and the members of the SBC, its determination under Clause (7) along with the reasons for arriving at such determination.
- (10) The Complaint Management Body shall take decisions, conduct proceedings, and make determinations under this Part in accordance with principles of natural justice.

ARTICLE 37

PENALTY

- (1) If the Complaint Management Body determines that a violation has been committed, it shall also, as part of its determination, determine the measure, which must be imposed on the violating person(s) and/or body(s), and/or the penalty, which must be imposed on the violating person(s); Provided that the Complaint Management Body shall only impose such measure or penalty which is provided for under this article.
- (2) The Complaint Management Body, in its determination, may impose any one or any combination of the following measures on any person(s) and/or any body(s):
- (a) Compel to take such remedial actions, as it deems fit;
 - (b) Warn against further violation.
- (3) The Complaint Management Body, in its determination, may impose any one or any combination of the following penalties on any person(s):
- (a) Suspend, for not more than six months, from any position(s) held under this Constitution;
Provided that the Complaint Management Body shall direct temporary changes to be made to accommodate the suspension, as it deems appropriate;
 - (b) If the person is a member of the Committee-Executive of an SBC Committee, direct initiation of removal proceedings under Article 40;
 - (c) If the person is:
 - (i) not a member of the Committee-Executive of an SBC Committee,

- (ii) a member of the Committee-Executive of an SBC Committee through nomination under Article 4 (5), or
- (iii) a person on whom penalty under clause (b) has been previously imposed and the person was not removed as a result of the ensuing proceedings under Article 40,

remove from any or all positions held under this Constitution; Provided that this penalty cannot be imposed if the penalty under Sub-Clause (b) is also being imposed.

- (d) Temporarily or permanently bar from holding any position under this Constitution;

Provided that the Complaint Management Body shall only impose such penalty if it also imposes the penalty under Sub-Clause (b) or (c); Provided further that such penalty shall only come into effect if and when the person on whom the penalty is imposed is removed; Provided further that the Complaint Management Body may bar the person(s) from holding a specific position(s); Provided further that if the person is barred from becoming a member of the Committee-Executive of an SBC Committee, such penalty shall have the effect of the person becoming ineligible under Article 4 (6).

- (4) Any person on whom a penalty has been imposed under Clause (3) may, not more than forty-eight hours after the determination of the Complaint Management Body has been shared, request the Vice-Chancellor to reduce or remove the penalty imposed.
- (5) The Vice-Chancellor shall decide whether to grant or reject the request under Clause (4) not more than ninety-six hours after such request is received, and share the decision with the person making such request, the Complaint Management Body, and the members of the SBC.
Explanation: The Vice-Chancellor may only reduce the penalty to a penalty previous to it under Clause (3) or remove the penalty, but may not decide against the determination made by the Complaint Management Body on the alleged violation.
- (6) Any penalty imposed by the Complaint Management Body shall come into effect forty-eight hours after the sharing of its determination with the person on whom such penalty

is to apply;
Provided that if a request under Clause (4) is made, the penalty as applicable, will come into effect when the decision under Clause (5) is shared.

- (7) No further appeal or request shall be allowed against the decision under Clause (5).

CHAPTER 3
REMOVAL OF MEMBER OF COMMITTEE-EXECUTIVE OF SBC
COMMITTEES

ARTICLE 38
APPROPRIATE GROUP

For the purposes of this chapter, with respect to a member of the Committee-Executive of an SBC Committee, the Appropriate Group shall be:

- (a) The Committee-Executive of the SBC Committee, if such person is a member nominated under Article 4 (5), or
- (b) The batch to which the person belongs, if such person is not a member nominated under Article 4 (5).

ARTICLE 39
INITIATION OF REMOVAL PROCEEDINGS

- (1) The removal proceedings under Article 40 in respect of a member of the Committee-Executive of an SBC Committee shall begin if:
 - (a) direction to such effect is received under Article 37, or
 - (b) the Complaint Management Body accepts a request made by a member of the Appropriate Group and supported by not less than one-fourth of the total number of persons in the Appropriate Group.
- (2) The Complaint Management Body shall accept any request under Sub-Clause (b) of Clause (1), if such request:

- (a) is made not more than one week after the Complaint Management Body determines, under Article 36, that the person in respect of whom removal proceedings are sought to be initiated has violated this Constitution, or
- (b) makes out some legitimate reasons(s) for distrust among the persons in the Appropriate Group towards the person in respect of whom removal proceedings are sought to be initiated; Provided that subject to the Grievance Management Rules, in making such determination, the Complaint Management Body may require the request to be supported by a higher number of persons in the Appropriate Group than that is required in Sub-Clause (b) of Clause (1); Provided further that the Complaint Management Body may hear oral and other written submissions in making such determination; Provided further that the Complaint Management Body shall make such determination not more than seventy-two hours after such request has been received by it; Provided further that if the Complaint Management Body determines that the basis for distrust is or includes an alleged or perceived violation of this Constitution, such request shall be considered a complaint under Article 35.

ARTICLE 40

REMOVAL PROCEEDINGS

- (1) If the Complaint Management Body determines to accept a request for initiating removal proceedings under Article 39, such determination shall be communicated to the person against whom the removal proceedings have been initiated, all persons in the Appropriate Group, and to the SBC Election Office; Provided that the Complaint Management Body may choose to share, along with such communication, any such information that it considered or relied on while making the determination under Article 39, as it deems necessary or appropriate; Provided further that the Complaint Management Body shall communicate such determination not more than twenty-four hours after determination has been arrived at.
- (2) The SBC Election Office shall conduct a vote, asking persons in the Appropriate Group to vote in favour of or against the removal of the person from the Committee-Executive;

Provided that the SBC Election Office shall decide on the mode and manner of such a vote in consultation with the Chief Election Officer; Provided further that the vote shall be conducted not less than twenty-four hours after and not more than seventy-two hours after communication under Clause (1) is received.

- (3) If not less than three-fourths of total number of persons in the Appropriate Group vote in favour of removal, the person shall be removed from the Committee-Executive of the SBC Committee; Provided that the person against whom removal proceedings are being conducted shall be included in calculating the total number of persons in the Appropriate Group.
- (4) The outcome of the vote shall, after being certified by the Chief Election Officer, be final and not subject to appeal.

ARTICLE 41

EFFECT OF REMOVAL

- (1) A person removed under Articles 37 or 40 shall cease to be a member of the Committee-Executive of the SBC Committee under Article 4 (7) (b) with immediate effect; Provided that the removal of such member shall be communicated to the members of the SBC by the SBC Election Office.
- (2) A person removed under Article 40 shall be ineligible to become a member of the Committee-Executive of any SBC Committee till the next General Election.

CHAPTER 4

POWER TO MAKE RULES

ARTICLE 42

GRIEVANCE MANAGEMENT RULES

The Complaint Management Body or, if there is no Complaint Management Body, the Vice-Chancellor shall notify the Grievance Management Rules which shall provide for the procedure for management of complaints and other requests; Provided that the Grievance Management Rules shall come into effect when it is notified to the members of the SBC and shall continue to be into effect till a notification

with the effect of it ceasing to be applicable is made by the Complaint Management Body or, if there is no Complaint Management Body, the Vice-Chancellor.

PART VIII
AMENDMENT AND REVIEW

ARTICLE 43
AMENDMENT OF THE CONSTITUTION

An amendment to any part of this Constitution shall be done by the Vice-Chancellor only in accordance with the procedure laid down in this Part.

ARTICLE 44
RECOMMENDATION FOR AMENDMENT

A Recommendation for amendment may be put forth in writing by any member or group of members of the SBC, the Committee-Executive of any SBC Committee, SBC-GC, any SBC Society, or the Vice-Chancellor to the SBC Core.

ARTICLE 45
MANAGEMENT OF RECOMMENDATION FOR AMENDMENT

- (1) The SBC Core shall, not more than twenty-four hours after a Recommendation under Article 44 is received, communicate such Recommendation to the members of the SBC and invite suggestions on or objections to the Recommendation by way of written submissions;
Provided that the SBC Core may, after receiving written submissions from the members of the SBC, call for a Public Consultation.
- (2) The SBC Core shall forward the Recommendation and all suggestions and objections received under Clause (1), along with its written opinion on the Recommendation and the suggestions and objections received, not more than ten days after the Recommendation is received to the SBC-GC.

- (3) Upon consideration of the Recommendation along with suggestions or objections of the SBC and the written opinion of the SBC Core, if the SBC-GC is of the opinion that the Recommendation warrants the consideration of the SBC, it shall, through a resolution, direct the SBC Core to prepare an Amendment Proposal; Provided that the SBC-GC shall conclude its deliberation on and convey its determination under this clause not more than five days after the Recommendation is received;
- Provided further that if the SBC-GC determines in the negative under this clause, detailed reasons for such determination shall be recorded, and such determination and reasons shall be communicated to the members of the SBC not more than twenty-four hours after such determination.
- (4) If the SBC-GC determines in the negative under Clause (3), the person or body making the Recommendation under Article 44 may appeal against such determination to the Vice Chancellor, who may direct the SBC Core to prepare an Amendment Proposal; Provided that the Vice-Chancellor shall provide the person or body making the Recommendation and the SBC-GC a reasonable opportunity to be heard; Provided further that the Vice-Chancellor shall communicate the decision on the appeal to the person or body making the Recommendation and the SBC-GC.
- (5) The SBC Core shall prepare the Amendment Proposal and submit the Amendment Proposal to the members of the SBC not more than ten days after receiving the direction from the SBC-GC under Clause (3) or from the Vice-Chancellor under Clause (4) to prepare an Amendment Proposal.

ARTICLE 46

ELECTORATE AND VOTING GROUP

- (1) The Electorate shall consist of all persons who are a member of the Committee-Executive of any SBC Committee.
- (2) The Voting Group shall consist of:
- (a) all members of the SBC and all other persons who are part of the Electorate, if the Amendment Proposal prepared under Article 45:
 - (i) amends any provision in Part II of this Constitution,

- (ii) amends any provision in Part IV of this Constitution,
 - (iii) amends any provision in Part VI of this Constitution,
 - (iv) amends any provision in Part VIII of this Constitution,
 - (v) adds an entry, removes an entry, or significantly amends any entry in the First Schedule,
 - (vi) adds, removes, or amends any entry in the Second Schedule, or
 - (vii) adds, removes, or amends any entry in the Third Schedule;
- (b) All persons who are part of the Electorate, in any case which is not covered by Sub-Clause (a).

ARTICLE 47

MANAGEMENT OF AMENDMENT PROPOSAL

- (1) The SBC Core shall require an SBC Meeting to discuss the Amendment Proposal to be held not more than seven days after the date on which such Amendment Proposal is submitted under Article 41 (5).
- (2) The SBC Election Office shall conduct a vote, asking persons in the Voting Group to vote in favour of or against approval of the Amendment Proposal; Provided that the SBC Election Office shall decide on the mode and manner of such a vote in consultation with the Chief Election Officer; Provided further that the SBC Election Office shall conduct the vote in a manner through which the identity of each voter along with the vote case can be identified; Provided further that the vote shall be conducted not less than twenty-four hours after and not more than seventy-two hours after the SBC Meeting under Clause (1) is completed.
- (3) The Amendment Proposal shall become an Approved Amendment Proposal if more than half of the total number of persons in the Electorate and more than half of the total number of persons in the Voting Group vote in favour of approval of the Amendment Proposal;
Provided that if the Amendment Proposal:
 - (a) amends any provision in Part II of this Constitution,

- (b) amends any provision in Part IV of this Constitution,
- (c) adds, removes, or amends any entry in the Second Schedule, or
- (d) adds, removes, or amends any entry in the Third Schedule;

the Amendment Proposal shall become an Approved Amendment Proposal even when not more than half of the total number of persons in the Electorate, if not less than two-thirds of the total number of persons in the Voting Group vote in favour of approval of the Amendment Proposal.

- (4) If the Amendment Proposal becomes an Approved Amendment Proposal, the SBC Core shall present the Approved Amendment Proposal before the Vice-Chancellor.

ARTICLE 48

ACCEPTANCE OF APPROVED AMENDMENT PROPOSAL

- (1) The Vice-Chancellor shall decide whether to accept an Approved Amendment Proposal in not more than ten days after it is presented under Article 47 (6).
- (2) The Vice-Chancellor shall not deny acceptance to an Approved Amendment Proposal without providing the SBC-GC and the Committee-Executive of the SBC Core a reasonable opportunity to be heard; Provided that the SBC-GC may require the Vice-Chancellor to also provide such opportunity to the Committee-Executive of any SBC Committee and to the person or body who made the Recommendation under Article 44.
- (3) If the Approved Amendment Proposal under Clause (1) is not accepted, the Vice-Chancellor shall communicate the decision and the detailed reasons for such decision to the SBC Core, which shall forward such communication to the members of the SBC.
- (4) If the Approved Amendment Proposal under Clause (1) is accepted, the amendment proposed takes place; Provided that such amendment shall come into force when the Vice-Chancellor issues a notice informing the members of the SBC that the amendment has taken place.

ARTICLE 49

REVIEW OF THE CONSTITUTION

- (1) The Vice-Chancellor shall constitute an ad-hoc Constitution Review Committee every five academic years after this Constitution comes into force.
- (2) The Constitution Review Committee shall consist of at least three members from the full-time faculty of the University.
- (3) The Constitution Review Committee shall, with the assistance of the SBC Core, conduct a review of the provisions and implementation of this Constitution and submit a report of opinions and recommendations to the Vice-Chancellor not more than 45 days after the constitution of the Constitution Review Committee.
- (4) Any modification to this Constitution, if recommended by the Constitution Review Committee, shall only be made through the procedure laid down under this Part.

PART IX

MISCELLANEOUS

ARTICLE 50

CALCULATION OF TIME PERIODS

- (1) Any period of time provided for under this Constitution shall, unless the contrary is provided for, be computed in accordance with this Article.
- (2) Any period of time shall begin at the event from which time is to be calculated.
- (3) Any period of time provided for in number of “days” shall end when twenty-four hours for each “day” have been completed, starting at the earliest 12:00 AM at or after the beginning of the period of time.
Illustration A: A period of 3 days beginning at 12:00 AM on 21 January shall end at 12:00 AM on 24 January.
Illustration B: A period of 3 days beginning at 4:00 PM on 21 January shall end at 12:00 AM on 25 January.
- (4) Any period of time provided for in number of “weeks”, “months”, or “years”, shall be calculated as if such period was defined in the manner under Clause (3);

Provided that one week shall be considered as seven days, one month shall be considered as thirty days, and one year shall be considered as three hundred and sixty-five days.

- (5) Any period of time provided for in number of “hours”, not being less than twelve hours, shall end when the provided number of hours have completed, starting at the beginning of the period of time.
- (6) Any period of time provided for in number of “hours”, being less than twelve hours, shall end when the provided number of business hours have completed, starting at the beginning of the period of time;
Provided that all periods of time provided under Article 18 and Article 19 and Rule 3 (b) of the Second Schedule shall be calculated in the manner provided under Clause (5).
- (7) Business hours shall be 9:00 AM to 7:00 PM on each Monday, Tuesday, Wednesday, Thursday, and Friday;
Provided that there shall be no business hours on a day which is a holiday declared in the Academic Calendar of the B.A.LL.B. (Hons.) course.

ARTICLE 51

FUNCTIONARIES OF THE UNIVERSITY

- (1) The “Vice-Chancellor” under this Constitution shall refer to the Vice-Chancellor of National Law University Delhi.
- (2) The “Registrar” under this Constitution shall refer to the Registrar of National Law University Delhi.
- (3) The “functionaries of the University” under this Constitution shall refer to any and all persons or bodies performing functions of or on behalf of National Law University Delhi.

ARTICLE 52

APPLICATION OF UNIVERSITY RULES AND REGULATIONS

- (1) This Constitution shall be in addition to all Rules and Regulations in force in the National Law University Delhi.
- (2) All bodies and persons covered by this Constitution shall adhere to all Rules and Regulations in force in the National Law University Delhi.

ARTICLE 53

POWER TO REMOVE DIFFICULTIES

- (1) The Vice-Chancellor is authorized to remove any difficulties in the implementation of this Constitution.
- (2) Any measures taken by the Vice-Chancellor under Clause (1) will be placed before the appropriate authority for consideration and ratification.

FIRST SCHEDULE
LIST OF SBC COMMITTEES

(1)	(2)	(3)	(4)	(5)
Sr. No.	Name of SBC Committee	Number of Positions in the Committee-Executive	Special Reservations	Mandate of SBC Committee
1	Academic Committee	10 from the B.A.LL.B. (Hons.) Course	-	<p>(1) Represent student concerns in the field of academics to the functionaries of the University;</p> <p>(2) Conduct periodic feedback surveys of faculty engagement with education at the University, prioritizing:</p> <p style="padding-left: 40px;">(i) enhancement of educational standards;</p> <p style="padding-left: 40px;">(ii) increasing student engagement in academics;</p> <p>(3) Organize academic counselling for students;</p>

				<p>(4) Assemble and maintain databases regarding internships, higher studies, and other academic activities;</p> <p>(5) organizing Academic Assistance classes, in coordination with respective Teaching Assistants, open to all students in such subjects and such time as necessary;</p> <p>(6) In coordination with the appropriate authorities, develop policies for and suggest academic reforms, including course structuring and academic evaluation scheme; and</p> <p>(7) Recommend measures to implement BCI Rules and UGC Guidelines pertaining to academics.</p>
2	ADR Committee	10 from the B.A.LL.B. (Hons.) Course	-	<p>(1) Promote awareness and education about ADR competitions throughout the University;</p> <p>(2) Organize ADR orientation programmes</p>

				<p>in the University;</p> <p>(3) Organize the Internal ADR Selection(s) to allocate ADR competitions to students, representing the University at different forums;</p> <p>(4) Conduct regular inter-batch & intra-batch ADR competitions;</p> <p>(5) Act as a contact point with all other Universities, institutions and organizations that organize ADR competitions; and</p> <p>(6) Assist teams representing the University in obtaining academic leaves, project exemptions, monetary reimbursements, and any other related entitlements.</p>
3	Cultural and Dramatics Committee	10 from the B.A.L.L.B. (Hons.) Course	-	<p>(1) Facilitate and promote all cultural activities in the University;</p> <p>(2) Organize regular workshops to cater to various vocational/ extra-</p>

				<p>curricular sensibilities; and</p> <p>(3) Organize intra-college or inter-college cultural and fine arts events on behalf of the University.</p>
4	Hostel Management Committee	10 from the B.A.L.L.B. (Hons.) Course	-	<p>(1) Monitor and ensure cleanliness of all student halls of residence spaces;</p> <p>(2) Monitor and ensure regular servicing and maintenance of equipment installed in student halls of residence (including but not limited to air conditioners and water coolers);</p> <p>(3) Ensure the availability of clean and safe drinking water in student halls of residence;</p> <p>(4) Serve as the point of contact between the University IT Department and the student body with regard to all concerns pertaining to the wireless internet connectivity in the student halls of residence;</p>

				<p>(5) Frame suitable room allocation policies for student-residents in consonance with the Halls of Residence and Campus Regulations for the time being in force; and</p> <p>(6) Encourage practices for environmental sustainability in relation to water and electricity consumption in the student halls of residence.</p>
5	Legal Services Committee	10 from the B.A.LL.B. (Hons.) Course	-	<p>(1) Facilitate all student legal aid activities in the University;</p> <p>(2) Organise orientation and training programmes on legal aid;</p> <p>(3) Organise legal aid activities on behalf of the University; and</p> <p>(4) Maintain contact and collaborate with other Universities, institutions, and organisations that organise legal aid programs.</p>
6	Library	10 from the	-	(1) Collaborate with the

	Committee	B.A.L.L.B. (Hons.) Course		<p>Library Administration in functions relating to library resources and/or academic resources including the evaluation, procurement, maintenance, and improvement of the same;</p> <p>(2) Develop and review, in consultation with the Library Administration, policies governing and/or affecting library resources and/or academic resources, including reviewing the distribution of University funding as regards academic resources and library resources and advising the functionaries of the University on the same; and</p> <p>(3) Promote better engagement with and coordinating events related to library resources and/or academic resources.</p> <p>Explanation 1 – “Academic resources” as used in these</p>
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				<p>clauses does not include academic resources that can be and have been directly provided by professors to students in their educational role (such as lecture presentations, lists of cases and syllabi) and not in any administrative role.</p> <p>Explanation 2 – “Academic resources” as used in these clauses do not include modules.</p> <p>Explanation 3 – “Academic resources” as used in these clauses include scholarly, literary, and other books, journals, newspapers, magazines and online databases, and other online and offline academic resources not excluded by explanations 1 and 2.</p> <p>Explanation 4 – “Library resources” as used in these clauses include devices and spaces in the library and the library infrastructure in general.</p> <p>Explanation 5 – Nothing contained in explanations 1, 2,</p>
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				3 or 4 shall exclude from the mandate of the library committee function(s) otherwise included in their mandate, if said function(s) have been carried out by the library committee as function(s) of the library committee for a long enough duration of time.
7	Literary, Quizzing and Debating Committee	10 from the B.A.LL.B. (Hons.) Course	-	<p>(1) Facilitate all literary, debating & quizzing activities in the University;</p> <p>(2) Coordinate selection of the University debating teams;</p> <p>(3) Organize orientation programmes in debating and quizzing;</p> <p>(4) Organize literary, debating & quizzing activities on behalf of the University;</p> <p>(5) Maintain contact with all other Universities, institutions and organizations that organize debating and quizzing competitions;</p>

				<p>(6) Receive the invites to literary, debating and quizzing events and ensuring the University's representation; and</p> <p>(7) Publish magazines/literary texts.</p>
8	Mess Committee	10 from the B.A.LL.B. (Hons.) Course	-	<p>(1) Administer the Mess, as per extant mess rules;</p> <p>(2) Maintain hygiene, quality of food served in the mess;</p> <p>(3) Maintain cleanliness and hygiene within the mess premises, including the mess dining areas;</p> <p>(4) Ensure price efficiency with relation to the mess;</p> <p>(5) Audit mess accounts; and</p> <p>(6) Redressal of student grievances relating to the mess.</p>
9	Moot Court Committee	10 from the B.A.LL.B. (Hons.) Course	-	<p>(1) Equitably, effectively, and efficiently implement the Moot Court Committee Policy of the University;</p> <p>(2) Promote awareness and</p>

				<p>education about moot court competitions throughout the University;</p> <p>(3) Undertake proactive measures to promote inclusivity in participation of students, particularly the underprivileged, in mooting activities in the University, including but not limited to increasing accessibility to resources necessary for effective participation in mooting activities;</p> <p>(4) Organize orientation programmes for mooting activities in the University;</p> <p>(5) Assist the teams and individuals participating in moot court competitions in obtaining any entitlements that they may be entitled to by virtue of their participation in such competitions;</p> <p>(6) Serve as the point of contact with all other</p>
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				<p>Universities, institutions and organizations in relation to moot court competitions or anything incidental thereto; and</p> <p>(7) Receive invitations to participate in moot court competitions that may be sent by other Universities, institutions and organizations, and to process the invitations, subject to the provisions of the Moot Court Committee Policy for the time being in force.</p>
10	SBC Core Committee	10 from the B.A.LL.B. (Hons.) Course	-	<p>(1) Coordinate the meetings of the SBC-GC;</p> <p>(2) Collate and make available materials required for decision making by the SBC-GC;</p> <p>(3) Inform the SBC-GC of matters that need to be brought to its attention;</p> <p>(4) Communicate all decisions by the SBC-GC to the SBC and, when required, to the functionaries of the</p>

				<p>University;</p> <p>(5) Provide support to other SBC Committees in preparing and maintaining financial accounts;</p> <p>(6) Conduct periodic reviews of the management of the SBC Fund and communicate the information gathered from such review to the SBC;</p> <p>(7) Collate, simplify, and make accessible information pertaining to any source of funds earmarked for student affairs;</p> <p>(8) Assist the SBC-GC in establishing the basis for administration of the SBC Fund;</p> <p>(9) Prepare the budget proposal for the upcoming academic year;</p> <p>(10) Receive from the functionaries of the University a copy of:</p> <p style="padding-left: 40px;">(a) all financial reports, audit</p>
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				<p>report or any other document pertaining to funds earmarked for student affairs;</p> <p>(b) all authorisations for funds given by the functionaries of the University which may have a bearing on the student body; and</p> <p>(11) Require SBC Committees to prepare, maintain and provide accurate accounting statements regarding all the finances handled by them and inspect discrepancies therein, if any.</p>
11	Social Inclusion and Equity Committee	10 from the B.A.LL.B. (Hons.) Course	One member from every batch shall be from any of the following categories (in case of absence of candidature from the mentioned categories, the seat is open for all	(1) Raise awareness about cultural competence, spectrum of diversity and imperative of equity within the college community and to provide a platform to discuss and voice issues related to social inclusion and equality and accessibility

			<p>students to contest):</p> <p>a. Scheduled Caste;</p> <p>b. Scheduled Tribe;</p> <p>c. Other Backward Classes (non-creamy layer);</p> <p>d. Economic Weaker Sections;</p> <p>e. Person with Disabilities;</p> <p>f. Kashmiri Migrant/ Residents;</p> <p>g. Person from North-Eastern region (Arunachal Pradesh, Assam, Meghalaya, Mizoram, Nagaland, Manipur, Tripura, and Sikkim).</p> <p>h. Person belonging to LGBTQ+</p>	<p>of opportunities;</p> <p>(2) Create a student equity and social inclusion plan;</p> <p>(3) Identify the target groups by taking into account social, educational, and financial backgrounds of the students;</p> <p>(4) Develop guidance and mentorship programmes to guide the students regarding various available opportunities (internship, career, scholarship, academics, research opportunities and extra-curricular activities);</p> <p>(5) Coordinate with and make recommendations to relevant bodies within the University (which will include SBC Committees, Student Groups, Research Centres, committees set up by the University) and to the functionaries of the University on issues relating to student equity, access, and achievements;</p> <p>(6) Evaluate and recommend</p>
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			community.	<p>resource allocation to meet the needs of disproportionately impacted group of students; and</p> <p>(7) Review the existing policies and UGC guidelines/ regulations related to social inclusion and recommend measures for their effective implementation.</p>
12	Sports Committee	10 from the B.A.LL.B. (Hons.) Course	-	<p>(1) Facilitate all sports activities;</p> <p>(2) Maintain contact with all other Universities, institutions and organizations that organize sports competitions;</p> <p>(3) Receive invites for sports competitions and ensure the University's representation;</p> <p>(4) Coordinate the constitution of teams of the University;</p> <p>(5) Acquisition and maintenance of sports and</p>

				gym equipment; and (6) Facilitate live screening of sports events on campus.
13	Student Welfare Committee	10 from the B.A.LL.B. (Hons.) Course	-	(1) Ensure the availability of and access to adequate standards of medical care (concerning both physical and mental health) on campus; (2) Ensure availability of and access to the University Ambulance and other emergency services; (3) Active engagement with various practices of sustainability of the environment, including but not limited to horticulture, water and electricity consumption at the University level; (4) Monitor and ensure cleanliness of all common student spaces in the University; (5) Monitor and ensure regular servicing and maintenance of equipment installed in common student spaces in

				<p>the University (including, but not limited to, air conditioners, water coolers, and internet equipment);</p> <p>(6) Serve as a point of contact between the University and the student body regarding all concerns pertaining to student utilities and university infrastructure (including, but not limited to, internet services, road lighting and food vendors);</p> <p>(7) Facilitate access to those services intended for the student body that do not fall within the stated mandate of any other SBC Committee; and</p> <p>(8) Conducting orientation programmes for students, in collaboration with other SBC Committees.</p>
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SECOND SCHEDULE

SBC COMMITTEE RULES

1. Position-Holders

- (a) The Convenor, the Co-Convenor and the Committee Secretary shall be the Position-Holders of the Committee-Executive of an SBC Committee.
- (b) The term of a Position-Holder shall be the same as that of the SBC Committee.
- (c) Each Committee-Executive shall elect, from within its members, not more than twenty-four hours after the completion of the procedure in Article 26 or after the beginning of the term, as the case may be, the Position-Holders; Provided that a member of the Committee-Executive elected to be a Position-Holder shall cease to be a Position-Holder in any other position, in which case a new Position-Holder shall be elected to such latter position.
- (d) Any member of the Committee-Executive, except members from the first-year batch of the B.A.LL.B. (Hons.) course, may be elected as a Convenor or a Co-Convenor;
Provided that the Co-Convenor shall not be elected from the same batch as the batch from which the Convenor is elected.
- (e) A Position-Holder may submit a resignation from the position to the Faculty Advisor of the SBC Committee, which, if not withdrawn before, shall come into effect when such resignation is accepted; Provided that the resignation shall be deemed to be accepted five days after the resignation is submitted; Provided further that the Faculty Advisor of the SBC Committee may seek to resolve any issues that may have been the cause of the resignation before the resignation is accepted; Provided further that the Committee-Executive shall elect, from within its members, not more than forty-eight hours after the acceptance of such resignation, the Position-Holder; Provided further that the Position-Holder so resigning shall continue to act as the Position-Holder till a new Position-Holder is elected by the Committee-Executive.

- (f) A Position-Holder shall be removed from the position by the Faculty Advisor of the SBC Committee, not more than five days after a request for the removal of such Position-Holder is submitted by not less than two-thirds of the members of the Committee-Executive to the Faculty Advisor; Provided that the members of the Committee-Executive submitting such request shall record the reasons for such request, which shall only be made available to the Faculty Advisor of the SBC Committee and to any Fact-Finding Body.
- (g) A list of Position-Holders shall be maintained by the SBC Core; Provided that any change in the Position-Holders of the Committee-Executive of an SBC Committee shall be communicated by the Committee Secretary of the Committee-Executive to the SBC Core and to all members of the SBC not more than one hour after such change.

2. Annual Plan of SBC Committees

- (a) Each Committee-Executive shall, in consultation with its Faculty Advisor, prepare an Annual Plan for each term of the SBC Committee.
- (b) The Annual Plan shall include:
- (i) the principles and policies that form the basis of the working of the committee, and
 - (ii) the tasks it plans to undertake in the course of the academic year;

Provided that each Committee-Executive shall ensure that the Annual Plan so prepared is not in conflict, as far as possible, with the mandate of other SBC Committees as provided in Column (5) of the First Schedule.

- (c) Each Committee-Executive shall, not more than two weeks after conclusion of the procedure under Article 26, present the Draft Annual Plan to the members of the SBC and invite suggestions on and objections to the Draft Annual Plan.
- (d) Each Committee-Executive shall, after considering the suggestions and objections received under Sub-Rule (c), not more than two weeks after the Draft Annual Plan is presented under Sub-Rule (c), communicate the Annual Plan to the members of the SBC; Provided that the Committee-Executive shall communicate responses to the

suggestions and objections received by it from the members of the SBC along with the Annual Plan.

- (e) Each SBC Committee shall, as far as may be possible, endeavour to align its functioning with the contents of its Annual Plan.

3. Committee-Executive Meeting

- (a) A Committee-Executive Meeting, that is, a meeting of all members of the Committee-Executive, where not less than one-half of the members of the Committee-Executive are present, shall be called by the Convenor or Co-Convenor, on a request for holding such meeting made by not less than three members of the Committee-Executive jointly, or on the direction of Faculty Advisor, or if the Convenor or Co-Convenor of the Committee-Executive is of the opinion that such meeting is required.
- (b) The Convenor or Co-Convenor shall call a Committee-Executive Meeting through a notice, containing the agenda of the meeting, issued to the members of the Committee-Executive not less than twenty-four hours before the proposed time for the meeting; Provided that notwithstanding anything in this clause, the Convenor or Co-Convenor of the Committee Executive may call a Committee-Executive Meeting through such notice issued not less than two hours before the proposed time for the meeting, if the Convenor or Co-Convenor is of the opinion that such meeting is required to be held on an emergency basis for reasons which are recorded in writing and are communicated to the members of the Committee-Executive in the notice for the meeting or if the proposed time is acceptable to not less than seven members of the Committee-Executive and such acceptability is recorded in writing.
- (c) All members of the Committee-Executive are required to attend the meeting; Provided that if a member is unable to attend a Committee-Executive Meeting, the reasons for the same must be communicated to the Convenor or Co-Convenor.

(d) A shared record of the members present in a meeting called under this rule and reasons for any member not being present shall be maintained by the Committee Secretary.

(e) The Committee Secretary shall maintain minutes of all meetings under this rule.

4. Decision-making within SBC Committees

(a) Each Committee-Executive shall, as far as possible, take all decisions by consensus.

(b) In the event that a Committee-Executive is unable to take a decision by consensus, a vote shall be taken and the decision may be taken by a simple majority of the total members in the Committee-Executive; Provided that a vote may be conducted either in a Committee-Executive Meeting or in writing; Provided further that in a vote taken, if the votes are divided equally, it shall not be a decision by the Committee-Executive.

(c) A vote under sub-rule (b) may be taken through secret ballot, if not less than two-thirds of the members of the Committee-Executive agree in writing to the vote being conducted by secret ballot.

(d) The Committee Secretary of a Committee shall maintain a record of all decisions taken by the Committee-Executive, including the votes recorded, and the identity of the members corresponding to the votes cast, as applicable; Provided further that a shared record of the deliberations of the Committee-Executive shall be maintained by the Committee Secretary.

5. Communications within and by SBC Committees

(a) All communications within the Committee-Executive of an SBC Committee shall be made:

(i) in a Committee-Executive Meeting, where it shall be recorded in the minutes of the meeting, or

(ii) outside of Committee-Executive Meeting if it is made:

1. in writing or in any other mode that can be preserved for the record of the SBC Committee, and

2. through a mode which can be accessed by all members of the Committee-Executive.
- (b) All communications from the Committee-Executive to the Committee-GB shall be addressed to the Committee-GB and shall be made through an authorised email to all members of the SBC.
- (c) All communications from the Committee-Executive to the Faculty Advisor of the SBC Committee or the members of the SBC shall be made:
- (i) through an authorised email, or
 - (ii) in writing, which shall:
 1. be marked as “communication from the Committee-Executive”,
 2. be approved by a decision of the Committee-Executive,
 3. contain the name(s) of the person(s) who have made the communication, and
 4. be preserved for the record of the SBC Committee.
- (d) All communications from the Committee-Executive to any person or body not expressly provided for in this rule shall be made through an authorised email.
- (e) All communications received by the Committee-Executive or any member of the Committee-Executive shall be made available to all members of the Committee-Executive and shall be preserved for the record of the SBC Committee.
- (f) An authorised email is an email:
- (i) sent from the official email account of the SBC Committee,
 - (ii) approved by a decision of the Committee-Executive,
 - (iii) contains the name(s) of the person(s) who have executed the email, and
 - (iv) is preserved for the record of the SBC Committee.
- (g) No communication shall be said to have taken place if the Committee-Executive has only placed certain communication or material at a location accessible to the intended recipient.

6. Record of the SBC Committees

- (a) The record of an SBC Committee shall be a record of all material prepared by and available with the Committee-Executive of the SBC Committee, which shall include, inter alia:
- (i) minutes of each Committee-Executive Meeting,
 - (ii) minutes of each General Body Meeting and Public Consultation,
 - (iii) minutes of any meeting of the Committee-Executive with any person or body,
 - (iv) any decision taken by the Committee-Executive,
 - (v) any communication within the Committee-Executive,
 - (vi) any communication made by the Committee-Executive,
 - (vii) any communication received by the Committee-Executive or any Position Holder,
 - (viii) any details of the functioning of the Committee-Executive and distribution of work within the members of the Committee-Executive, and
 - (ix) any record maintained by the Committee-Secretary.
- (b) Any member of the SBC or the Faculty Advisor of an SBC Committee may request the Committee-Secretary of the Committee-Executive of the SBC Committee to share a part of the record of the SBC Committee.
- (c) Subject to Sub-Rule (d), the Committee-Secretary shall share the part of the record of the SBC Committee which is requested under Sub-Rule (b) not more than five days after the request is received. Provided that the Committee-Secretary may share the part of the record of the SBC Committee which is requested under Sub-Rule (b) not more than ten days after the request is received, after providing reasons for the delay in writing, not less than five days after the request is received.
- (d) The Committee-Secretary shall not share the part of the record which is:

- (i) required to be kept confidential by the Faculty Advisor of the SBC Committee or any functionary of the University,
- (ii) required to be kept confidential under the provisions of any Rules or Regulations of the University, or
- (iii) required to be kept confidential by any member of the SBC, if such part of the record includes information or communication received from such member of the SBC.

Provided that anything that shall not be shared under this sub-rule shall be kept confidential by all members of the Committee-Executive.

7. Conduct of Members

- (a) Every member of the Committee-Executive shall act in accordance with this Constitution and any other rules, regulations, or guidelines enforced in the University, as may be applicable, during the term of the SBC Committee.
- (b) No member of the Committee-Executive shall create or cause to be created a hostile environment within the Committee; Provided that any environment that, *inter alia*, is disrespectful, discriminatory, or otherwise impedes free expression of opinions by members within the Committee-Executive shall be considered a hostile environment.

8. Resignation of Members of the Committee-Executive

- (a) A member of the Committee-Executive may submit resignation from such membership to the Convenor of the Committee-Executive; Provided that if the member seeking to submit resignation is the Convenor of the Committee-Executive, the resignation shall be submitted to the Co-Convenor of the Committee-Executive.
- (b) The Convenor or Co-Convenor, as the case may be, shall forward the resignation to the Faculty Advisor of the SBC Committee and the Chief Election Officer.
- (c) The resignation, if not withdrawn before, shall come into effect when it is accepted by the Faculty Advisor of the SBC Committee; Provided that the resignation shall be deemed to be accepted five days after the

resignation is forwarded under Sub-Rule (b); Provided further that the Faculty Advisor of the SBC Committee may seek to resolve any issues that may have been the cause of the resignation before the resignation is accepted.

9. Review of Committee-Executive

- (a) The Faculty Advisor of an SBC Committee shall conduct a review of the operation and functioning of the SBC Committee and the performance and conduct of the members of the Committee-Executive of the SBC Committee if:
- (i) after receiving information or a complaint from any person or group or persons and examining such information or complaint, the Faculty Advisor of the SBC Committee is of the opinion that such review must be conducted,
 - (ii) the Faculty Advisor of the SBC Committee receives a request for a review from not less than two members of the SBC Committee-Executive, or
 - (iii) six months have passed since the beginning of the term of the SBC Committee or since the conclusion of the last review, whichever occurred later;

Provided that the Faculty Advisor may conduct a review of a limited scope, if required, for reasons recorded in writing in the SBC Committee Review Report prepared under Sub-Rule (b).

- (b) The Faculty Advisor shall prepare a SBC Committee Review Report, which shall contain the details of the operation of the SBC Committee, functions it has performed, the performance and conduct of the members of the Committee-Executive of the SBC Committee, and its compliance with the provisions of this Constitution; Provided that the SBC Committee Review Report shall be presented to the members of the SBC not more than fifteen days after the review has started.
- (c) If, during the review under this rule, the Faculty Advisor of an SBC Committee is of the opinion that the operation and functioning of the SBC Committee or the conduct of a member of the Committee-Executive of the SBC Committee

is not in accordance with this Constitution, the Faculty Advisor shall either recommend, to the Committee-Executive of the respective SBC Committee, steps to be taken by the SBC Committee to comply with the provisions of this Constitution, or make a complaint to the SBC Complaint Management Body regarding such non-compliance.

10. The Committee-Secretary may, subject to the acceptance of such a member, nominate any member of the Committee-Executive to perform each or any duty of the Committee-Secretary under these rules for a period of time or for specific activities; Provided that such nomination shall come into effect when it is communicated to the Convenor or Co-Convenor.

THIRD SCHEDULE
SBC GOVERNING COUNCIL RULES

1. Position-Holders

- (a) The Convenor, the Co-Convenor, and the Secretary shall be the Position-Holders of the SBC-GC.
- (b) The term of a Position-Holder shall be the same as that of the SBC Committee.
- (c) The SBC-GC shall elect, from within its members, not more than forty-eight hours after the completion of the procedure in Article 26 or after the beginning of the term, as the case may be, the Position-Holders; Provided that a member of the SBC-GC elected to be a Position-Holder shall cease to be a Position-Holder in any other position, in which case a new Position-Holder shall be elected to such latter position.
- (d) The Co-Convenor shall not be elected from the same SBC Committee as the SBC Committee from which the Convenor is elected.
- (e) A Position-Holder may submit a resignation from the position to the Chief Election Officer, which, if not withdrawn before, shall come into effect when such resignation is accepted; Provided that the resignation shall be deemed to be accepted five days after the resignation is submitted; Provided further that the Chief Election Officer may seek to resolve any issues that may have been the cause of the resignation before the resignation is accepted; Provided further that the SBC-GC shall elect, from within its members, not more than forty-eight hours after the acceptance of such resignation, the Position-Holder; Provided further that the Position-Holder so resigning shall continue to act as the Position-Holder till a new Position-Holder is elected by the SBC-GC.
- (f) A Position-Holder shall be removed from the position by the Chief Election Officer, not more than five days after a request for the removal of such Position-Holder is submitted by not less than two-thirds of the members of the SBC-GC to the Chief Election Officer;

Provided that the members of the SBC-GC submitting such request shall record the reasons for such request, which shall only be made available to the Chief Election Officer and to any Fact-Finding Body.

- (g) A list of Position-Holders shall be maintained by the SBC Core; Provided that any change in the Position-Holders of the SBC-GC shall be communicated by the Secretary to the SBC Core and to all members of the SBC not more than one hour after such change.

2. Request for information from the SBC Core

- (a) The SBC-GC may, through a resolution, request the SBC Core to present any information, which:

- (i) the SBC-GC requires for any deliberations within the SBC-GC, and
- (ii) in the opinion of the SBC-GC, is available or would be made available to the SBC Core.

- (b) The request shall clearly lay down an identifiable description of the information requested and the time period within which such information must be presented; Provided that the time-period shall not be less than seventy-two hours.

- (c) The SBC Core shall present all information requested to all members of the SBC-GC and all members of the Committee-Executive of the SBC Core within the time period provided in the request; Provided that if the requested information or part of the requested information is not available with and is not being made available to the SBC Core, the SBC Core shall communicate reasons for such non-availability within the time period provided in the request.

- (d) Any information presented or communication made by the SBC Core to the SBC-GC shall be preserved for the record of the SBC-GC.

3. Communications within and by the SBC-GC

- (a) All communications within the SBC-GC shall be made:

- (i) in an SBC-GC Meeting, where it shall be recorded in the minutes of the meeting, or
- (ii) outside of an SBC-GC Meeting, if it is made:

1. in writing or in any other mode that can be preserved for the record of the SBC-GC, and
2. through a mode which can be accessed by all members of the SBC-GC and all members of the Committee-Executive of the SBC Core.

(b) All communications from the SBC-GC to any person or body shall be made through an authorised email.

(c) All communications received by the SBC-GC shall be made available to all members of the SBC-GC and all members of the Committee-Executive of the SBC Core.

(d) All communications received by the SBC-GC shall be preserved for the record of the SBC-GC.

(e) An authorised email is an email:

- (i) sent from the official email account of the SBC-GC,
- (ii) approved by a decision of the SBC-GC,
- (iii) contains the name(s) of the person(s) who have executed the email, and
- (iv) is preserved for the record of the SBC-GC.

(f) No communication shall be said to have taken place if the SBC-GC has only placed certain communication or material at a location accessible to the intended recipient.

4. Record of the SBC-GC

(a) The record of an SBC-GC shall be a record of all material prepared by and available with the members of the SBC-GC and the members of the Committee-Executive of the SBC Core, which shall include, inter alia:

- (i) minutes of each SBC-GC Meeting,
- (ii) minutes of each SBC Meeting,
- (iii) minutes of any meeting of the SBC-GC with any person or body,
- (iv) any decision taken by the SBC-GC,

- (v) any communication within the SBC-GC,
 - (vi) any communication made by the SBC-GC,
 - (vii) any communication received by the SBC-GC or any Position Holder,
 - (viii) any details of the functioning of the SBC-GC, and
 - (ix) any record maintained by the Secretary.
- (b) Any member of the SBC may request the Secretary to share a part of the record of the SBC Committee.
- (c) Subject to Sub-Rule (d), the Secretary shall share the part of the record of the SBC-GC which is requested under Sub-Rule (b) not more than five days after the request is received; Provided that the Secretary may share the part of the record of the SBC-GC which is requested under Sub-Rule (b) not more than ten days after the request is received, after providing reasons for the delay in writing, not less than five days after the request is received.
- (d) The Secretary shall not share the part of the record which is:
- (i) required to be kept confidential by the Faculty Advisor of any SBC Committee or any functionary of the University,
 - (ii) required to be kept confidential under the provisions of any Rules or Regulations of the University, or
 - (iii) required to be kept confidential by any member of the SBC, if such part of the record includes information or communication received from such member of the SBC.

Provided that anything that shall not be shared under this sub-rule shall be kept confidential by all members of the SBC-GC and all members of the SBC Core.

5. Conduct of Members

- (a) Every member of the SBC GC shall act in accordance with this Constitution and any other rules, regulations, or guidelines enforced in the University, as may be applicable.

(b) No member of the SBC-GC shall create or cause to be created a hostile environment within the SBC-GC; Provided that any environment that, inter alia, is disrespectful, discriminatory, or otherwise impedes free expression of opinions by members within the SBC-GC shall be considered a hostile environment.

6. The Secretary may, subject to the acceptance of such a member, nominate any member of the SBC-GC to perform each or any duty of the Secretary under these rules for a period of time or for specific activities; Provided that such nomination shall come into effect when it is communicated to the Convenor or Co-Convenor.

FOURTH SCHEDULE

Procedure for Nominations

1. The SBC Election Office shall invite nominations from members of the SBC to be a candidate in the election to the Committee-Executive of an SBC Committee.
2. There shall be no limit on the number of SBC Committees to the Committee-Executive of which a member of the Batch can nominate themselves.
3. Each member of the SBC who nominates themselves to be a candidate in the election to the Committee-Executive of an SBC Committee shall also fill the Declaration Form provided in Fifth Schedule, the record of which shall be maintained with both the SBC Election Office and the Registrar.
4. The SBC Election Office shall open the invitation for nominations for a minimum of twenty-four hours.
5. The SBC Election Office, after the closing of the invitation for nominations, shall furnish the list of nominees to the Chief Election Officer who shall, upon the directions of the Registrar, remove the nomination of any person ineligible to be a member of the Committee-Executive of an SBC Committee under Article 4 (6), and publish the List of Candidates.
6. The Registrar shall not communicate the reason for ineligibility under Article 4 (6) to the Chief Election Officer but shall communicate the reason for ineligibility to the person who is so held.
7. The List of Candidates shall contain a list of all candidates who have nominated themselves for the positions in the Committee-Executive of each SBC Committee, separated by batch of the B.A.LL.B. (Hons.) course.
8. The List of Candidates shall appropriately indicate if the candidate is covered by Special Reservation for an SBC Committee, but not the details of the category under which such person is covered, and if the candidate is a woman.
9. The Chief Election Officer shall remove any person from the List of Candidates found to be ineligible, including on the basis of any information received from any member of the SBC, or becoming ineligible under Article 4 (6) after the publishing of the List of Candidates and inform the members of the SBC about such removal.

Procedure for Voting

10. The voting shall take place on the date and at the time and the venue notified by the Registrar.
11. Voting shall take place a minimum of twenty-four hours after the List of Candidates is published.
12. The Registrar shall appoint Faculty Observers for the voting from the full-time faculty of the University.
13. The voting for positions to be filled by members of separate batches of the B.A.LL.B. (Hons.) course shall be held at separate venues.
14. The voting shall be conducted in person.
15. The voting at each venue shall be conducted by two Student Election Officers and overseen by two Faculty Observers; Provided that one Student Election Officer conducting the election at a venue shall be from the batch of the B.A.LL.B. (Hons.) course the voting for which is being held at the respective venue (Attending Member 1), and one Student Election Officer shall be from another batch of B.A.LL.B. (Hons.) course (Attending Member 2).
16. The members of the SBC who wish to cast their votes shall be required to be present at the notified time at the notified venue.
17. Attending Member 2 shall be allowed to move to the room where voting for their respective batch of the B.A.LL.B. (Hons.) course is being held and cast their vote before the commencement of the voting.
18. The members of the SBC shall adhere to the following steps to cast their vote.
 - (a) The member shall show their University ID Card or a Government-issued ID-Card to Student Election Officer for verification.
 - (b) The member shall sign against their name on the Attendance Sheet with the Student Election Officer.
 - (c) The Student Election Officer shall note that the member has voted in the Verification Sheet.

19. All members of the SBC who cast a vote shall be required to cast all votes available with them for the particular election.
20. After all voting members of the batch of the B.A.LL.B. (Hons.) course have cast their vote, the number of votes cast shall be verified with Attendance Sheet and the Verification Sheet by the Student Election Officers conducting the elections.
21. After verification of votes has been successfully completed, the SBC Election Office, in presence of the Chief Election Officer, shall together take note of the number of votes received by each candidate in each Batch.

FIFTH SCHEDULE
FORMAT FOR DECLARATION FORM

Name of the Candidate:

Roll No:

Email ID:

Previous Disciplinary Actions with date (if any):

DECLARATION

I, the above-named deponent, do hereby declare that I do not suffer from any of the grounds of ineligibility provided under Article 4 (6) of the NLU Delhi Student Bar Council Constitution. I further declare that the contents of this Form are true and correct to the best of my knowledge and belief, no part of it is false, and nothing material has been concealed therein.

SIXTH SCHEDULE

1. No candidate shall engage in any activity which promotes or has the potential to promote enmity between different groups on grounds of sex, gender, religion, economic status, race, place of birth, residence, language, caste, community, race, physical characteristics, and similar grounds.
2. No person shall serve or cause to be served any consumables, nor shall distribute or cause to be distributed any money, gifts, or materials.
3. No candidate or their supporter shall engage in corrupt and unfair practices, including bribing or intimidation of voters or other candidates and impersonation of voters.

SEVENTH SCHEDULE

SBC FINANCIAL RECORDING RULES

1. The Financial Record for an academic year shall be maintained in the form of a physical binder.
2. The cover of the binder shall provide the title "Financial Record", the name of the SBC Committee or SBC Society, and the academic year to which the Financial Record pertains.
3. An "Index of Items" shall be affixed on the inner left page of the binder and shall provide the particulars of the documents and the date of approval or receipt of the document along with the page numbers of the document.
4. The documents shall be added to the right side of the binder, with older documents at the bottom and newer documents being added on top of old documents.
5. The documents shall be numbered beginning with the page on the bottom.
6. A soft copy of the Financial Record, including the Index of Items, shall be maintained and made available to the SBC Core and all members of the SBC; Provided that the soft copy of the Financial Record shall be updated not more than one hour after any addition or other modification to the Financial Record is made; Provided further that subject to the request made by functionaries of the University, the soft copy of the Financial Record may be made available under Article 32 (3).

