



Unveiling Excellence

USTM

USTM STUDENTS FORUM

(Chapter - XVII, University Policies & Guidelines)



CHAPTER XVII

THE CONSTITUTION OF STUDENTS FORUM

Brief History of USTM Students Forum:

The USTM Students Forum is constituted with a group of selected students in the year 2014 with an aim to make the students participate in the development of the Institute and develop their career, personality and organizational skills through interactive programs with the faculty, administration and society.

The selected portfolio holders are the student leaders participate in the planning and assist the administration and faculties to organise/conduct various events and rallies. They also assist administration with events for the local community such as plantation drives, welfare activities, blood donations campaigns, etc. Student council members bring ideas, requests, and feedback to the meetings and a democratic process is used to give students a voice and make decisions. Students who participate in student councils, under the supervision of Director Students Affairs, learn about the democratic process, civic responsibility, leadership, problem solving, and teamwork.

Preamble:

The Students Forum of University of Science & Technology, Meghalaya is a selected representation of the students community. The purpose of the forum is to serve as a welfare body formed for the benefit of the students community. The student's forum is to serve as a channel through which the students community can voice their opinions and concerns to the management. The forum also ensures the participation of the students in various activities and events to create a healthy environment pave the way for making USTM a centre of excellence.

Vision:

To inculcate the leadership quality through participation and exposure and deliver back the responsible citizens to the society for nation building.

Mission:

- ❖ Involving students in meaningful, purpose-oriented activities.
- ❖ Helping each student to develop a sincere regard for law and order appropriate to this democratic society and by leading each individual in developing a sense of personal responsibility and earned self-respect.
- ❖ By helping create harmonious relationships among faculty, administration, student body and the community.
- ❖ By providing organized services to the university in the interest of the general welfare.
- ❖ By promoting opportunities for leadership among student body members.

1. Objectives:

- To promote sense of integrity and duty towards the Country and thus develop the students social awareness.
- To promote the cultural and intellectual development of the students.
- To promote leadership, interaction and knowledge sharing.
- To promote the students to learn team work and develop organisational abilities.

2. ORGANIZATION AND ORGANIZATIONAL PRINCIPLES:

1. Each office bearer is expected to abide by the ethics and vision highlighted in the statutes of the university.

2. Each office bearer is expected to comply with established procedures and practices expected of students of USTM.
3. It is established that each office bearer adheres to the established communication procedure followed at the USTM and report any grievance, any other feedback to the appropriate authority with a copy to the Director of Student Affairs.
4. All office bearers are expected to maintain a consistently good academic performance and lead a well-disciplined life in the campus.
5. The forum has to ensure the functioning of the various sub committees under the Students Forum though it shall not interfere the day to day functions, activities and the governance of the committees which will work under the general policy guidelines.

3. Following are the major Portfolios of the Students Forum:

- Chief Coordinator
- Joint Chief Coordinator
- Coordinator of Sports
- Coordinator of Cultural Activities
- Coordinator of Debate and Symposium
- Coordinator of Literary and Magazine
- Executive Members
- Class Representative (CR)
- Joint Class Representative (JCR)

Tenure:

The student portfolio holders of the Students Forum shall hold office from 1st September of the ensuing year for a period of 1 year.

4. STUDENTS OFFICE BEARERS:

1. The members of the forum are selected on the basis of their talents required for each portfolio based on the application called by the Office of the Director Students Affairs. The candidates are evaluated based on the following attributes-
 - a) Co-curricular and extracurricular performance
 - b) Academic Performance
 - c) Leadership Qualities
 - d) Communicative Skills
 - e) Behavioural Sophistication
2. A Personal Interview is held, conducted by a committee constituted by the Honourable Vice Chancellor of the University, Registrar, Dy Registrar and Director Students Affairs.
3. Results are announced and the candidates are required to sign an oath in the Oath taking ceremony.
4. In certain situation, the Honourable Vice Chancellor, in his/her capacity as the VC can constitute the Student Forum, by selecting office bearers, after scrutinizing the same the university faculty members.
5. The Vice Chancellor USTM, on the recommendation of the Director of Student Affairs has the power to substitute any of the Office bearers.
6. The Class Representatives (CR's) and Joint Class Representatives (JCR's) are the ex officio of the Students Forum.

5. Pledge of the Students Forum:

I, holding the.....in the Student Forum, hereby declare that I will work in the best of my capacity to discharge the duties to ensure smooth and effective functioning of the Student welfare forum.

I will abide by all the statutes of the USTM.

I understand that with prior notice, any of us incumbents of the office may be substituted by an alternative candidate by the Vice Chancellor, USTM, on Disciplinary non-performance/ Academic non-performance.

6. Duties and Responsibilities of Office Bearers:-

Chief Coordinator

1. The overall co-ordination of the student welfare body.
2. Taking full responsibilities in conducting the University Week.
3. Facilitating successful implementation of all co-curricular and extra-curricular activities as notified by the Director of Students Affairs and Higher Administrative authorities of the university.

Joint Chief Coordinator:

1. To assist the Chief Coordinator in discharging all his duties.
2. To guide all the Coordinators of different Forums
3. To perform all the duties of the Chief Coordinator in his/her absence.

Coordinator of Sports:

1. To organize inter collegiate and inter university sports events.
2. To take full responsibilities of the sports events of the University Week
3. To assist in all sports events organized by USTM
4. To assist the Chief Coordinator and Joint Chief Coordinator in conducting all the co-curricular and extra-curricular activities.

Coordinator of Cultural Activities:

1. To organize inter collegiate and inter university Cultural events.
2. To take full responsibilities of the cultural events of the University Week
3. To assist in all cultural events organized by USTM
4. To assist the Chief Coordinator and Joint Chief Coordinator in conducting all the co-curricular and extra-curricular activities.

Coordinator of Debate and Symposium:

1. To organize inter collegiate and inter university debates and symposium.
2. To assist in presentation of papers and others matters for all events organized by USTM.
3. To assist the Chief Coordinator and Joint Chief Coordinator in conducting all the co-curricular and extra-curricular activities.

Coordinator of Literary and Magazine Activities:

1. He/she is responsible for the successful compilation and publication of the university magazine.
2. He/she is required to coordinate with all the departments, National Service Scheme Cell (NSS Cell) and keep a record of all the major events conducted in the campus and ensure that each event is well represented in the college magazine.
3. To assist the Chief Coordinator and Joint Chief Coordinator in conducting all the co-curricular and extra-curricular activities.

Executive Member:

The elected Class Representatives (CR's) and Joint Class Representatives (JCR's) from each and every department and class are the ex officio of the Students Forum.

Class Representative (CR)

1. To represent the aspiration and problems of the class that he and she represent.
2. To assist the Chief Coordinator, Joint Chief Coordinator and Coordinators of different Forums in conducting all the co-curricular and extra-curricular activities.

Joint Class Representative (JCR)

1. To assist the Class Representative in discharging all the duties.
2. To perform all the duties of the Class Representative in his/her absence.
3. To assist the Chief Coordinator, Joint Chief Coordinator and Coordinators of different Forums in conducting all the co-curricular and extra-curricular activities

7. Meetings of the Students Forum:

- a) The Student forum should at least meet twice in a semester. The convener shall call the meetings of the Students Forum.
- b) It is mandatory for each and every member to attend the meetings dealing with important decision making before the commencement of the major events/activities.
- c) A member of the Students Forum can invite any person to a meeting with the consent (and on behalf) of the Convener for a specific agenda.
- d) The minutes of the meetings shall be recorded by the Convener and circulated to all members of the committee.

8. Code of Conduct

PERSONAL CONDUCT:

- From the very first day, every member is a representative of the University. His/Her personal appearance, actions and the impressions made - both during and after business hours - are important to the his/her advancement and to the continuing development of the University's image and reputation.
- While there are no rigid rules for personal behaviour, there exists a standard for personal conduct for every member connected with the University and it can be maintained by exercising good taste, good judgment and moderation at all times.

DEMONSTRATIONS AND STRIKES:

No member shall engage himself/herself or participate in any demonstration or strike which is prejudicial to the interest of the University or to the interest of public order, decency or morality without informing the university authority.

CRITICISM OF UNIVERSITY, COLLEGE OR GOVERNMENT:

No office bearers should publish any print or electronic messages anonymously in his/her own name, or in the name of any other person, or in any communication to the press, or in any public utterance, make any statement or express an opinion.

CANVASSING OF OUTSIDE INFLUENCE:

Office bearers shall bring or attempt to bring any political or other influence in the university management system or any other issues and will not hold or organise any political meetings in the university premises. The decision of the university management is the final.

OFFICE STATIONERY:

As a matter of policy, office letterheads and stationery are not to be used for personal correspondence.

9. Termination of the Office Bearers:

In the event of any kind of misconduct/indiscipline, or non-confirmation of official instructions within or outside the university premises shall be reviewed by the panel and disciplinary action and/or resulting in termination of the office bearers.

CONTACT:

For any clarification and Details Dy. Registrar (Admin)/ Director Welfare may be contacted.

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