

5.3.2. Supporting documents

ARTICLE - 13: POWERS AND FUNCTIONS OF THE EXECUTIVES:

1. President:

- i. The President shall be the Head of the Executive Council.
- ii. He/She is empowered to advise and instruct any of the Executives.
- iii. He/She shall preside over the meetings of the Executive Council and the General Body.
- iv. He/She, after referring the matter to the Executive Council, is empowered to accept/reject the resignation of any Office Bearer.
- v. He/She is empowered to act on behalf of the MCCSC.
- vi. His/Her consent has to be taken into account in planning, working and organizing any activity.
- vii. The President exercises the above (i) to (vi) powers with the consent and approval of the Executive Council.

2. Vice President:

- i. The Vice- President shall assist the President in all official matters of the Executive Council.
- ii. He/She is empowered to act and exercise all the powers of the President in his/her absence or, in case of Resignation/Removal of the President, till the new President is elected.

3. General Secretary:

- i. The General Secretary, in consultation with the President, shall convene the meetings of the Executive Council, and record the meeting minutes and other correspondences.
- ii. In the absence of the President and Vice- President, the General Secretary shall assume the responsibilities and functions of the President/Vice-President.

⁵ Sub-clauses 1 and 2 were inserted by The Second Amendment 2019.

4. Joint Secretary:

- i. The Joint Secretary shall assist the General Secretary.
- ii. He/She shall perform the duties of the General Secretary in his/her absence.

5. Treasurer:⁶

- i. The Treasurer shall keep the fund of the Council.
- ii. He/She shall maintain record of receipt and expenditure.

6. Games & Sports Secretary:

- i. The Games & Sports Secretary shall be responsible for organizing the Sports Week and other sports related activities.
- ii. He/She shall maintain and record all the sports goods and activities.

7. Joint Games & Sports Secretary:

- i. He /She shall assist the Games & Sports Secretary in any Sports activity.
- ii. He/She shall perform the duties of Games & Sports Secretary in his/her absence.

8. Women Co-ordinator:

- i. There shall be one Women Co-ordinator to look after the welfare of the women folk in the college.
- ii. She shall be responsible for promoting the various activities of women members.

9. Cultural Secretary:

- i. He/She shall be responsible for organizing cultural activities in the college.⁷

10. Literary Secretary:


- He/She shall be responsible for organizing any literary activities in the college.

11. Information and Publicity Secretary:

- He/She shall be responsible for giving information, press release and advertisement.

ARTICLE - 14: GENERAL BODY MEETING⁸

- i. The Student Council shall convene General Meeting at least twice in a tenure, i.e., one at the beginning of the tenure and the other at the end of the tenure.
- ii. The President shall have the power to convene special General Meetings, if required, in consultation with the Dean of Students Welfare (DSW).


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