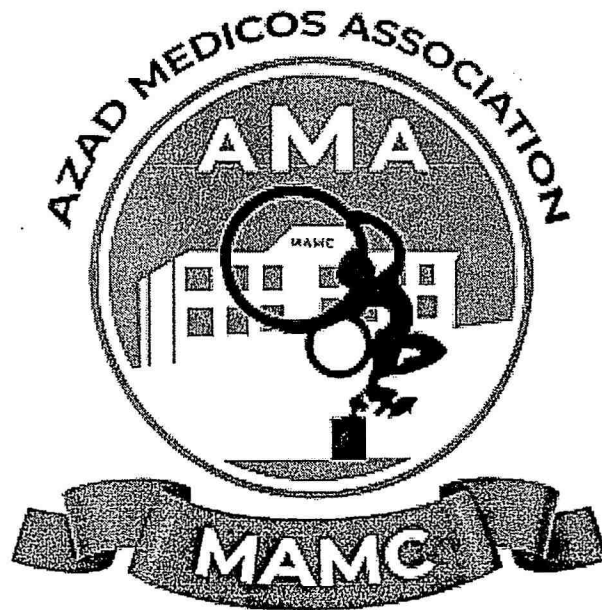


# The Constitution of Azad Medicos Association

Last updated in <sup>JULY</sup> 2023



Dean   
MAULANA AZAD MEDICAL COLLEGE  
NEW DELHI-110002

## Preamble

"We, the Students of Maulana Azad Medical College, solemnly pledge to form a Student's Council named Azad Medicos Association in order to secure to all the members, liberty of thought and expression, to promote fraternity among all the members and to encourage among all members Social, Cultural, Literary and Athletic activities all the while accruing the dignity of the individual and the Institute. In our General Body, from this day of October 1, 2014 we do hereby adopt, enact and pledge our allegiance to this Constitution."

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NEW DELHI-110002

# Drafting Committee

THE CONSTITUTION DRAFTED IN OCTOBER 2014

BY Patron

Dr. Deepak K. Tempe

Dean

## Members of the Drafting Committee

Varun Singh (President, AMA 2014)

Anshul Singh (General Secretary, AMA 2014)

Himanshu Shekhar (Hostel Secretary, AMA 2013 & NBH Representative, AMA 2014)

Kumar Saurav (Vice-President, AMA 2014)

Abhay Meena (General Secretary, AMA 2013)

Anand Sharma (President, AMA 2013)

Vishal Arora (Joint Literary Secretary AMA 2013)

Aishwarya Gulati (Joint Editor, AMA 2013 & Literary Secretary, AMA 2014)

## Members of Advisory Committee 2014

Dr. J.M.Kaul

Dr. Anurag Mishra

Dr. Subash Dadeya

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### 1st Amendment To The Constitution (May 2017)

Under patron Dr S. Ramji (Dean)

By Ayush Agarwal (Joint Literary Secretary, AMA 2016-17)

### 2nd Amendment To The Constitution (June 2018)

Under patron Dr S. Ramji (Dean)

By Jaideep Singh Bhalla (Literary Secretary, AMA 2017-18)

### 3rd Amendment To The Constitution (JULY 2023)

Under patron Dr Poonam Narang (Dean)

By Gaurav Sinha (Joint Literary Secretary, AMA 2022-23)

Dean

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# Introduction

The earlier student executive committee existed under the name of Azad Medicos Association and it had no constitution/bye-laws to follow. This is the constitution enacted in September 2014 which will be followed by the Azad Medicos Association always.

## Article I: Name

The Union shall be called "Azad Medicos Association, Maulana Azad Medical College", with the Dean of the Maulana Azad Medical College as the Patron.

For all intents and purposes, the student body shall henceforth be referred to as AMA in the constitution and "Maulana Azad Medical College" as the institute.

## Article II: Aims and Objectives

The Union shall endeavour to foster a spirit of cooperation and comradeship among the members and to promote their social, cultural, athletic, literary and scientific activities.

- (a) The AMA shall strive to live up to the important role students have to play in the development and progress of the institute.
- (b) The AMA shall undertake its responsibility to foster a spirit of cooperation and comradeship among the members and to promote their social, cultural, athletic, literary and scientific activities.
- (c) The AMA shall endeavour to democratise the structure of decision-making concerning the welfare of students.
- (d) The AMA shall strive to maintain the decorum and honour of the institute by propagating dignified and disciplined behaviour among the students.
- (e) The AMA will ensure that the decisions of the government and its bodies are adhered to in letter and in spirit!
- (f) The AMA shall also ensure that the Name and Logo of the College is utilized for the overall benefit of the students and not to meet personal gains.

## Article III: Membership

### Clause 1

All undergraduate MBBS students and interns of Maulana Azad Medical College are, by default, the Regular Members of AMA (hereafter referred to as students) including the elected representatives. However if, there are students who have membership of different societies, which are not affiliated to AMA, they will not be called as a regular member of AMA, their membership will not be associated to AMA. Also such societies will not be funded by AMA.

#### Clause 1A

BDS students and students of courses other than MBBS will not be a part of and participate in the AMA in any form.

#### Clause 2

All members of the Teaching Staff of the institute can supervise the activities conducted and coordinated by the AMA viz. Social, Cultural, Athletic and Scientific etc.

#### Clause 3

The Advisory Committee should have at least one female faculty member.

### Article IV: Societies, Clubs and Festivals

All the societies and clubs formed and organized by the students are to be affiliated with the AMA. Societies shall be managed by the faculty members as per orders issued from time to time.

The various societies and their hierarchy is as follows:

1. Cultural Society
  - (a) Confluence: The Music Society
  - (b) Mrichhkatikam: The Dramatics Society
  - (c) Prodigy: Dance Society
2. Pravachya – the Literary Society
3. Sports Society
4. Minerva: Fine Arts Society
5. General Awareness, Cleanliness and Nature Society

The above societies shall be managed by the Faculty Members as per orders of the Dean issued from time to time.

#### Clause 1- Creation of a new society

Creation of any new society will require a General body meeting to be called with a quorum of atleast one- fourth members. The motion will be accepted if it is passed by atleast 2/3<sup>rd</sup> of the quorum and subsequently approved by the executive committee and the advisory committee.



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## Clause 2: Elections of the Society

Each society shall elect 1 head, 1 secretary and 2 executives in consultation with the President and Cultural secretary. The newly appointed cultural secretary shall call for the existing members of each society to file their nominations for these posts to him. In case, there are more than one nominations for a post, he/she shall appoint the candidate who receives greater votes by a secret ballot/signature in the society meeting called by him/her, wherein the contesting candidates shall not participate.

## Clause 2A

The Literary, sports and fine arts society are exempt from this clause. The appointed respective secretary for each of these societies shall appoint 3 executives in consultation with the President.

## Clause 3

Apart from these societies, any others performing during the annual cultural festival, it shall fall directly under the jurisdiction of the Cultural Secretary.

## Clause 4

All society heads (including the sports society) will make a ledger of equipment and items available with them and submit it to the Advisory committee from time to time. This should include all damaged items and consumables. The Advisory Committee may ask for physical verification of damaged items before issuing replacements.

# Article V: Management

The management structure of AMA shall be as follows:

## Clause 1: The Advisory Committee

- (a) The Dean, MAMC will be the Patron of the AMA as well as the head of the Advisory Committee.
- (b) The Advisory Committee shall comprise of 5 Teaching Members (Provost, Academic officer and Three other Faculty Members including one female faculty member) appointed by the Dean in the capacity of the Patron of AMA.
- (c) The Lady member(s) of the Advisory Committee will be responsible for addressing the issues concerning the female regular members of the AMA.
- (d) The Advisory Committee shall be constituted by the Dean in consultation with the elected AMA office bearers.
- (e) The Advisory committee shall overlook the functioning of the AMA and shall provide advice on all important matters for the welfare and all-round development of the Institution and its students.

- (f) In turn, the AMA is accountable to the Advisory committee on all matters and shall report on the functioning of the AMA every 3 months.
- (g) In case any member of Advisory committee retires or is transferred from the college, The Dean shall constitute a new Advisory Committee in consultation with the elected AMA office bearers.
- (h) In case any member of the Advisory Committee is on leave or during vacations, the decision of the Dean with respect to functioning of the AMA, will be final.

## Clause 2: The Executive Committee

The Executive Committee will be an elected body comprising of the following representatives:

1. President
2. Vice-President
3. General Secretary
4. Cultural Secretary
5. Sports Secretary
6. Literary Secretary
7. Student Editor
8. Hostel Secretary
9. Cinema Secretary
10. Fine Arts Secretary
11. Joint Secretary
12. Joint Cultural Secretary
13. Joint Sports Secretary
14. Joint Literary Secretary
15. Joint Editor
16. Joint Cinema Secretary
17. Girls Representative
18. IT Secretary, to be nominated by the Executive Committee

## Clause 3: Associate Representatives

- Class representatives each from 1st year, 2nd year, 3rd year, 4th year and Interns batch.
- Six Hostel representatives from Sushruta Hostel, Sanjeevani Hostel, Charaka Hostel, Dr Anandi Hostel, Mother Teresa Hostel and Dhanvantari Hostel.

# Article VI: Funds and Finances

## Clause 1: The Annual budget

- (a) A newly elected Executive committee shall frame an annual budget concerning student welfare along with the annual calendar.
- (b) The Annual budget along with the event calendar shall be presented by the President in the Executive committee meeting within 1 month of the completion of Elections.
- (c) Sponsorship will be taken as per directions of the Advisory committee.
- (d) 2/3rd majority of the Executive committee shall prepare a draft to be presented to the General Body when ever necessary.

## Clause 2: Funds

- (a) 'Funds' for the AMA includes any funding received from the institution, through donations or via sponsorships. All money with the AMA will constitute the funds.
- (b) All funds available which are already approved and sanctioned i.e. Union Funds, Sports Funds, Magazine Funds etc will be well accounted and maintained by the AMA.
- (c) There will be separate permanent Festival account and unspent amount of the sanctioned money shall be transfer into the Students Welfare account within one month.

## Clause 3: Festival finances

- (a) The expenses of every festival shall be reported to the advisory committee within a Month time after completion of the festival.

# Article VII: Accounts and Auditing

## Clause 1

The accounts shall be discussed in the Executive committee and collaborated by the General Secretary.

## Clause 2

The committee will meet after every three months for planning the expenses under different Heads.

## Clause 3: External Auditing

Festival account will be audited by the Govt. Appointed Chartered Accountant.

# Article VIII: Elections

Elections to the various representative posts detailed in the Article V Clause 2 above, shall be held as detailed below:

## Clause 1

Elections shall be held annually in the month of May or June. The dates for the elections will be decided by the Dean and the Advisory Committee.

## Clause 2

An Election Officer appointed by the Dean shall receive the nominations for the various representative posts.

### Clause 3

Only the members of the AMA, i.e. all undergraduate students with interns, shall have the right to vote.

### Clause 4

Voting, if necessary, shall be conducted on a single day at such time and place as decided by the Election Officer.

### Clause 5

Not less than a week's notice shall be given by the Election Officer for filling of the nomination papers for the various representative posts and after the announcement of the candidates, one day shall be allowed for withdrawal. After the final announcement of the candidates in picture, the election shall be held within a week.

### Clause 6: Nomination

- (a) Nominations shall be accepted in the prescribed proforma with the prescribed refundable security.
- (b) Candidate for election shall be proposed and seconded with the signatures of candidate, proposer and seconder on the regular nomination paper.
- (c) No member shall propose or second more than one candidate, and second another candidate. Likewise a candidate shall not propose or second another candidate, nor shall a candidate contest for election more than one representative post. In the event of a candidate filing in nominations for more than one post after the date of withdrawal his nominations to all posts shall be invalidated.

### Clause 7: Year-wise Eligibility for various posts in the Execution committee

- (a) President and Vice-President: III Prof. (Part 2)
- (b) General, Cultural, Sports, Hostel and Literary Secretaries: III Prof. (Part 1)
- (c) Student Editor: III Prof. (Part 1)
- (d) Fine Arts Secretary: III Prof. (Part 1) or II Prof.
- (e) All Joint Secretaries: II Prof.
- (f) Girls' Representative: III Prof. (Part 1)

### Eligibility Criteria

- (a) Must be Bonafide student of MAMC
- (b) Every contesting candidate shall have to pay all the dues to the college.
- (c) Should not have been more than two years repeat.
- (d) Should not have their names entered into the College Adverse Register due to misconduct.



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## Clause 8- Conduct of the Candidates

- (a) No candidate or voter shall indulge in any official canvassing or pamphleteering during the 24 hours prior to the commencement of polling.
- (b) Candidates and voters are expected to abide by the norms of decent canvassing. Personal slanders and defacing, tearing and pulling down of posters may result in disciplinary action by the Election Committee which can include the disqualification of the candidate and the disenfranchisement of the voters.

## Clause 9- Conduct of Elections

The Election Committee will work within the purview of following the rules and procedure:

- (a) All voting will be by secret ballot or electronic voting as deemed fit by the Election Officer.
- (b) **Ballot papers/Electronic voting:** Names of the candidates will be in English in alphabetical order, the first name of the candidate (not surname) appearing first.
- (c) Voters will mark the ballot paper against the name of the candidates with the rubber stamp provided by the Election Committee.

## Clause 10- Counting of votes and Results

- (a) In each case, the candidate securing the majority of votes shall be declared elected to that representative post.
- (b) In case of not more than one candidate seeking election to any office, the only candidate shall be declared elected unanimously.
- (c) In case no member files nomination for any of the officers, the newly elected President, in consultation with other elected representatives shall nominate any regular member i.e., student who has not already contested for the current election.
- (d) In case no candidate files nomination for office of the President, the elected representatives shall elect the President from among the regular members, i.e., students who have not contested the current election.
- (e) In case of a 'tie' for any office in the Elections, the remaining newly elected representatives shall elect one of the two candidates for the post.
- (f) No sticking of posters and banners is allowed anywhere.

## Clause 11- Announcement of Results

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

- (a) No details of the votes cast shall be given class wise.
- (b) Only the total votes polled and details of invalid votes shall be given.

### Clause 12

The Election Officer shall submit the result to the Dean who shall declare the same and the decision of the Dean shall be final.

### Clause 13

Any appeal against the result shall be filed within one day of the declaration of the result.

### Clause 14

Within 7 days after the announcement of the results of the elections, the oath (sample described in Article IX) shall be administered by the Advisory Committee to the various newly elected representative posts in a General Body Meeting.

### Clause 15

After the above General Body meeting is over, the newly elected Executive Committee shall take over the charge from the previous body.

## Article IX: A Sample Oath

#### Form of oath of office for any Post:

I, \_\_\_\_\_, do hereby solemnly pledge that I will bear true faith and allegiance to the constitution of the Azad Medicos Association, that I will faithfully and conscientiously discharge my duties as \_\_\_\_\_ and that I will do right to all members without fear or favour. I will remain disciplined and ensure that college premises are a ragging free zone.

## Article X: General Body Meeting and functions

### Clause 1

The General Body shall be the supreme organ of AMA and will comprise of all the members of the Executive committee, all associate representatives and regular students.

### Clause 2

The General Body shall require a quorum of at least one-fourth members of MAMC undergraduate students.

### Clause 3

In the event of non-fulfilment of the Clause 2, if the quorum is not complete the General Body Meeting will assemble after a gap of at least one hour.



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#### Clause 4

Subject to the provisions of the constitution, the elected General Body functions shall be as follows:

- (a) To promote all the Students activities and to take major decisions regarding the same.
- (b) To pass the budget and approve the audited accounts.
- (c) To appoint student committees whenever necessary.
- (d) To exercise all the laid down powers under the constitution.
- (e) To decide all the matters concerning the General policy of the AMA.
- (f) To discuss all the proposals from the Executive Committee concerning the general welfare of the members, i.e., the students.
- (g) To act as the decisive body concerning Article XII and XIII.

#### Clause 5: Meetings

The General Body shall meet once every 3 months or earlier if necessary.

#### Clause 6

The General Secretary acting on instructions from the President of the AMA shall call a meeting of the General Body for which not less than a day's notice shall be given except in events of emergency as described in Article XIII - Clause 5.

#### Clause 7

On demand from at least one-fourth of the members, i.e., the students under their signatures specifying the definite purpose for calling an extra ordinary meeting, the General Secretary, in consultation with the Advisory Committee and the President, shall call a General Body Meeting for which not less than a day's notice shall be given.

#### Clause 8

The Advisory Committee or the AMA can, on 24 hours' notice, summon an Emergency meeting of the General Body.

#### Clause 9

The agenda for any meeting shall be announced simultaneously with the notice calling for meeting.

#### Clause 10

Any proposal from any regular member, i.e., student shall be submitted in writing to the General Secretary who shall put it before the executive committee. Such proposals, with the recommendations of the elected representatives shall be put before the next General Body meeting.

### Clause 11

The house shall abide by the decision of the majority, voting being done by show of hands. (This clause shall not be binding for Articles XII & XIII).

### Clause 12

The time of the general body meeting shall be maintained by the General Secretary.

## Article XI: Executive Committee and functions

### Clause 1

The Executive Committee as defined in Article V, Clause 2 shall act as the excutional body of the AMA.

### Clause 2

The Executive Committee shall meet at least once a month for which the General Secretary shall inform all the representatives 3 days before.

### Clause 3

In events of emergency, the President holds the power to call an emergency meeting of the Executive committee with prior notice of 12 hours

### Clause 4

A quorum of at least 2/3rd of the elected representatives must be present for the Executive Committee to function. The President (or the Vice-President in his/her absence) shall preside over the Executive Committee.

### Clause 5

Subject to the provisions of the Constitution, the functions of the Executive Committee shall be as follows,

- (a) It shall be responsible for the smooth running of the affairs of the AMA as per rules laid down in the Constitution.
- (b) It shall be responsible for execution of decisions taken by the General Body.
- (c) It shall frame the annual budget and the annual calendar of AMA which shall have the approval of the General body and the Advisory Committee before coming into force; within a month of being appointed to their respective posts.
- (d) It shall consider all proposals from the members of the union before forwarding them with their remarks to the General Body. It shall consider all the issues forwarded by the Student Welfare Board.

- (e) It shall make such bye-laws as they may deem necessary from time to time for the management of the affairs of the union, provided they are consistent with the rules of constitution; such bye laws being subject to ratification at the next general body.
- (f) It shall appoint delegates for any purpose, as and when necessary.
- (g) It shall act as the Festival Committee during inter-college fests like Synapse as laid down in the Annual calendar.
- (h) It shall be the competent authority i.e. Executive Committee to accept resignation from any elected or nominated member of the Executive Committee, and shall also have the powers to nominate any regular member to the vacancy caused either by resignation or due to no-confidence passed by the union in any elected member, for the remaining term of that office.

## Article XII: Amendments

Any proposed amendments of the constitution shall be submitted in writing to the General Secretary who shall put it to the General Body Meeting after it is duly considered by the elected representatives. It can come into effect when it is passed by the General Body by a majority of 2/3rd of the quorum taken by a secret ballot or through signatures (as deemed fit by the Patron) and subsequently approved by the Advisory Committee. The quorum of General Body meeting for this purpose should be one-fourth of the total number of regular members.

## Article XIII: Motion of no confidence

### Clause 1

A motion of no confidence may be carried against any elected representative for neglect of duty or unbecoming conduct etc. An application signed by a minimum of 200 regular members of AMA, i.e., students in favour of no confidence motion should be submitted to the President. The motion shall be put into consideration at a General Body meeting called for this purpose. The motion shall be considered effective when the 2/3rd majority of a quorum of a minimum of one-fourth of regular members are in favour of the motion. The voting shall be carried by secret ballot or through signatures (as deemed fit by the Patron). It has to be subsequently approved by the Advisory Committee.

### Clause 1A

A motion of no confidence may be carried against any elected representative for neglect of duty or unbecoming conduct etc. by a member of the Executive committee. A motion in this regard may be submitted to the President. The motion will then be put forward in a meeting of the Executive Committee and associated representatives called for this purpose. The minimum quorum of the meeting should be 15 members. The motion shall be considered effective when the 2/3rd majority of a quorum of the members in favor of the motion. It has to be subsequently approved by the Advisory Committee. The meeting for this motion will be called in not less a day's notice to all the members of the executive committee and associated members.

## Clause 2

If the motion is passed and approved by the Advisory Committee, the representative against whom the motion is passed shall immediately resign. If the motion is passed against the entire Executive Committee, the Advisory Committee or the representatives appointed by it shall take over the working of the AMA and call for the elections.

## Clause 3

In case of no confidence against the President, the Vice-President shall receive the motion and call for a General body meeting for the same.

## Clause 4

In case of no confidence motion against the Class Representative, an application signed by at least one third of the total strength of the class must be submitted to the President, who shall then arrange a meeting of the class within 5 days of the receipt of the application. Motion shall be considered effective when majority of the total strength of the class votes in favor of the motion. Voting shall be carried out by secret ballot only.

## Clause 5

In case of involvement in any unlawful activity, misappropriation of funds, the same is also liable for penal action.

## Clause 6

The Dean, in his/her power as the patron of AMA, can remove any member of the Executive Committee of the AMA for misdemeanour.

## Clause 7

If any member of the Executive Committee has their name entered in the College Adverse Register, they will be immediately disbarred from their post.

# Article XIV: Powers and Duties

## Clause 1: The President

- (a) He/she shall preside over all the meetings of the General Body in usual circumstances.
- (b) He/she shall have authority over all the elected representatives of AMA and over the secretaries of various clubs and societies and shall hold joint responsibility for smooth functioning of the Council.
- (c) President will nominate the spokesman for the union.
- (d) He/she shall submit the statement of accounts to be General Body of AMA at least once every three months and the annual report of the accounts to the AMA at the end of each year.

- (e) He/she shall submit the budget to the General body at the commencement of session.
- (f) He/She shall be appointing the Society head, society secretary and 2 executives of General Cleanliness and awareness Society after consultation with the executive committee.

## Clause 2: The Vice-President

- (a) In absence of the President, he/she shall act for and on behalf of the President.
- (b) He/she shall exercise all such powers and duties that may be relegated to him by the President.
- (c) He/she shall assist the President in all of his duties.
- (d) He/she shall call for a General Body meeting if the President is under impeachment.
- (e) He/she shall be acting as the Sanitation Secretary for the college.

## Clause 3: The General Secretary

- (a) He/she shall be the recording secretary for the AMA and during the general body meeting.
- (b) He/she shall call the General Body meetings in consultation with the President of the AMA.
- (c) He/she shall attend to all the correspondence of the AMA as and when required to do so under instructions from the President.
- (d) He/she shall maintain the AMA Office and stores.
- (e) He/She shall be the Chief Co-ordinator of the annual intra and inter collegiate Festival.

## Clause 4: Cultural Secretary

- (a) He/she shall be responsible for inter-college and intra-college activities organizing social and cultural activities.
- (b) He/she shall be responsible for the celebration of National days.
- (c) He/she shall be responsible for arranging picnics, parties, festivals and social gatherings.
- (d) He/she shall be responsible for informing the institute's students/ teams of various competitions and events being organized in other colleges in accordance with the respective society secretaries.
- (e) He/she shall be appointing the society head, society secretary and 2 executive members under the consultation and approval of President as per Article IV, Clause 2.
- (f) He/she shall be responsible for sending out formal invitations to all invited colleges for inter-collegiate events.

### Clause 5: Literary Secretary

- (a) He/she shall be responsible for inter-college (Avant Garde) and intra-college literary activities including debates, quizzes, poetry and writing competitions etc.
- (b) He/she shall be responsible for informing the institute's students/ teams of various competitions and events being organised in other colleges.
- (c) He/she shall be the society head.
- (d) He will appoint 3 executive members under the consultation and approval of the President. The decision of the Advisory committee will be final and binding for such appointment.
- (e) He/ she shall be responsible for organizing meetings/events of all the 3 clubs under the Literary society: Quaestium (the quiz club), Vox Populi (the Debate club) and Guftgu (the poetry club). The decision of the secretary shall be final and binding upon all 3 clubs, which shall together function under the umbrella of the Literary society for all purposes and events.
- (f) He/she shall also appoint the heads of the Quiz Club, the Debate Club and the Poetry Club.
- (g) Additionally, the informal events organized in each festival shall also be under his/her discretion.

### Clause 6- Student Editor

- (a) He/she shall act in consultation with the Staff- Advisor.
- (b) He/she will form a magazine publishing committee, henceforth referred to as the Editorial Board, with joint editors, photographers, and other members.
- (c) He/she shall be responsible along with joint and sub-editors for publishing the magazine annually.
- (d) He/she shall publish Brochures, Souvenirs and Newsletters as and when required. All published content regarding MAMC pertaining to the students (online or otherwise) shall be the responsibility of the editorial board.
- (e) He/she shall be responsible for securing sponsorships and advertisements for the same.

### Clause 7- Sports Secretary

- (a) He/she shall conduct various sports activities for both girls and boys both inter and intra-college.
- (b) He/she shall be in charge of all the indoor and outdoor games and shall be responsible for all the matters pertaining to the sports.
- (c) He/she shall arrange friendly matches in various games against any team within or outside the station.

- (d) He/she shall maintain a performance record of all the players of each team.
- (e) He/she shall be responsible for informing the institute's students/ teams of various competitions and events being organized in other colleges.
- (f) He/she shall be the society head of the Sports Society.
- (g) He/she will appoint 3 executive members under the consultation and approval of the President. The decision of the Advisory committee will be final and binding for such appointment.

### Clause 8- Fine Arts Secretary


- (a) He/she shall be responsible for inter-college and intra-college Fine arts activities.
- (b) He/she shall be responsible for informing the institute's students/ teams of various competitions and events being organised in other colleges.
- (c) He/she, in concordance with the President, is responsible for the funds for the events.
- (d) He/she shall be the head of the Fine Arts society.
- (e) He/she shall be appointing the society secretary and 2 executive members under the consultation and approval of President. The decision of the Advisory committee will be final and binding for such appointment.

### Clause 9- Hostel Secretary

- (a) He/she shall act in consultation with the hostel wardens and provost.
- (b) He/she shall jointly be responsible with monitor for proper maintenance of guest rooms and common rooms.
- (c) He/she shall be responsible for the smooth running of the messes and cafeterias.
- (d) He/she shall be responsible for conveying the suggestions and complaints if any, from the residents of the respective hostels to the hostel superintendent/warden.
- (e) He/she shall be free to formulate a committee to Supervise the quality of Food.
- (f) He/she shall appoint Hostel representatives from each hostel under the consultation and approval of the president. The decision of the Advisory committee, wardens and provost will be final in this regard.

### Clause 10- Cinema Secretary

- (a) He/she shall be responsible for screening all important events, or events voted for by members, in the respective hostels or auditorium.
- (b) He/she shall be responsible for screening an appropriate feature film monthly or as per the institute's activity calendar.

  
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### Clause 11- Joint Secretaries

- (a) All Joint Secretaries have the same duties and responsibilities as their respective Secretaries.
- (b) They must assist the respective Secretaries in all the duties.
- (c) They shall be responsible for organising the intra-college fest, Goonj, as described in the Annual Calendar.
- (d) The Joint Secretary shall be responsible for maintaining the official record file of the AMA with help from the other joint secretaries.
- (e) The Joint Literary secretary and Joint Sports Secretary will act as the society secretary of Literary and Sports society respectively.

### Clause 12- IT Secretary

- (a) He/she shall be responsible for all the media and social media related issues.
- (b) He/she in concordance with the General Secretary shall be responsible for maintaining the updated student database every year, with the help of Class Representative.
- (c) He/She will directly be accountable to the Provost MAMC.

### Clause 13- Girl's Representative

- (a) She shall be responsible to voice the concerns of the Lady members.
- (b) All the issues concerning the above should be brought up to the executive committee by her.
- (c) In case of personal issues/interests, it can be directly discussed with any Lady Faculty or Lady Advisor or Dean.

### Clause 14- Class representatives

- (a) They shall represent their respective classes in the meeting. They should be chosen within one month of the starting of the class. (one male and female student each)
- (b) They act as links between the members of their class and any faculty member.
- (c) They are responsible for ensuring information dissemination among the members of their year.
- (d) They shall be responsible for advising the Executive committee on all Student-related issues.
- (e) They shall be responsible for helping the IT Secretary establish the updated student database each year.

#### Clause 14A: Election of the Class Representatives

- (a) In case only one candidate decides to contest for the post, he/she shall be directly appointed after consultation with the AMA.
- (b) In case more than one candidate files a nomination with the General Secretary, the AMA is obliged to carry out elections for the post in the batch meeting called by him/her, wherein the contesting candidates shall not participate and the one receiving greater number of votes by a secret ballot/signature shall be declared elected.

Dean  
MAULANA AZAD MEDICAL COLLEGE  
NEW DELHI-110002

## Appendix I

The following points are to be added as mentioned in letter F. No. 403(149)/2017/MASC-Elect /MC/ACA/11343 dated 30/5/2023

- (a) The AMA elections are an internal matter of the institution, therefore, canvassing and all activities related to these elections will be confined to the campus and no canvassing for these elections will be permitted on social media. Any student found using social media for campaigning, either for self or on behalf of any candidate will amount to violation of Code of Conduct for the AMA elections and the student found guilty will not be permitted to vote in the said elections. All candidates will ensure that neither they nor the students supporting them are indulging in canvassing on social media as this would be construed as violation of code of conduct and the action deemed fit will be taken by the Election Officer.
- (b) Specific guidelines with respect to the above point will be issued by the Election Officer before each election.

Dean  
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NEW DELHI-110002