

**STUDENTS UNION
PSG COLLEGE OF TECHNOLOGY
CONSTITUTION**

1. NAME

- a) The name of the Union shall be “PSG COLLEGE OF TECHNOLOGY STUDENTS UNION”, herein after referred as “The Students Union”.

2. PATRONS

- b) The Managing Trustee of the PSG & Sons Charities shall be the Chief Patron of the Students Union.
- c) The Principal, PSG College of Technology shall be the Patron of the Student Union.

3. OBJECTIVE

The Students Union shall strive:

- a) To provide opportunities for the development of technical skills and knowledge through the various affiliated Associations.
- b) To promote social, cultural and literacy activities through the various affiliated Clubs.
- c) To organize such other activities as the Council (vide 5) may decide from time to time.

4. MEMBERSHIP

- a) All the students of PSG College of Technology shall be members of the Students Union.
- b) All members of Faculty shall be honorary members of the Students Union.

5. GENERAL COUNCIL

- a) Constitution:

The General Council, hereafter referred to as “The Council”, shall consist of the following members:

1. Chairperson
2. Co-Chairperson
3. Secretary (Men)

4. Secretary (Women)
5. General secretary of the hostel (Men & Women)
6. Two Secretaries of the previous year
7. Sports Secretary
8. Secretaries of the affiliated Associations and Clubs
9. Class representatives
10. Dean, Faculty Advisors and Treasurer of the Students Union

Members (1) to (4) will hereafter referred to as the “Office Bearers of the Students Union”.

b) Functions:

- i. The Council shall in conformity with the objectives of the Students Union, formulate the policies and suggest the course of action to be adopted by the Executive Committee (Vide 6).
- ii. The Council shall consider, amend if necessary and sanction the budget proposals presented by the Finance Committee (Vide 7).

c) Meetings:

- i. The Chairperson will normally preside over the meetings of the Council to be convened by the Co-Chairperson.
- ii. The Council shall ordinarily meet at least once in a year.
- iii. The quorum for the Council meeting shall be 30% of the members of the council.
- iv. No decision of the Council shall have effect unless it is included in the
- v. minutes of the meeting and approved by the Patron. The Patron may veto or cancel any action specified in the minutes.

6. EXECUTIVE COMMITTEE

a) Constitution:

The Executive Committee shall consist of the following members:

- i) Office Bearers of the Students Union
- ii) Four Students nominated by the Patron
- iii) General Secretary of the Hostel
- iv) Secretaries of the clubs
- iv) Dean, Faculty Advisors and Treasurer of the Students Union

b) Functions:

- i. The Executive Committee shall carry out the activities of the Students Union as approved by the Council.
- ii. In matters of urgency, the Executive Committee may act on behalf of the Council. However, the Committee shall present a report on such actions taken at the next meeting of the Council.

c) Meetings:

- i) The Chairperson will normally preside over the meetings to be convened by the Co-Chairperson.
- ii) Executive Committee ordinarily meets twice a year.
- iii) A quorum for the meeting shall be 50% of the members of the Executive Committee.
- iv) No Decision of the Executive committee shall have effect unless it is included in the minutes of the meeting and approved by the Patron. The Patron may veto or cancel any action specified in any minutes.

7. FINANCE COMMITTEE

a) Constitution:

Finance Committee shall consist of the following members:

- i) Office Bearers of the Students Union
- ii) Secretaries of the clubs
- iii) Treasurer of the previous year
- iv) Dean, Faculty Advisors and Treasurer of the Students Union

b) Functions:

- i) The Finance Committee shall prepare a budget for the year and submit it through the Treasurer at the first meeting of the Council for its approval.
- ii) It shall act as an advisory body of the Council on all matters involving the finance of the Students Union.
- iii) It shall formulate rules, subject to the approval of the Council, to govern the administration of the finance.

8. ADDITIONAL COMMITTEES

Additional Committees may be formed at the discretion of the council and these committees shall have such duties and powers as the Council may decide from time to time.

9. FINANCE

- a) All subscriptions and contributions shall be collected by the Treasurer on behalf of the Students Union and shall be deposited in the Students Union account in a scheduled bank. The treasurer shall operate this account.
- b) The Finance committee may authorize the collection of any other contribution to the Students Union fund subject to the approval of the Patron.
- c) A reserve fund of 20% of the total subscription and contributions shall be set aside to meet capital expenses.
- d) The Treasurer shall, at no time, keep more than a specified sum of the Students Union fund in cash, this limit to be decided from time to time by the finance committee of the Students Union.
- e) The Secretaries and the Secretaries of the affiliated associations and clubs may be given some advance money, the value of which shall be fixed by the Finance Committee from time to time, depending upon the nature of the requirements.
- f) Correct accounts and books shall be kept by the Treasurer showing the financial transactions of the Students Union. At the close of the academic year, the Treasurer shall submit the accounts to the Patron for audit by his nominee.

10. SELECTION

- a) There shall be a Selection Committee constituted from among the members of the faculty by the Patron. This Committee shall, with the approval of the Patron, decide the mode of selection of the Office bearers of Students Union from among the eligible candidates, the eligibility conditions for the various posts being stipulated by the Selection Committee from time to time.

b) Each class shall elect one class representative for every academic year.

In addition, each class shall elect one woman class representative, if there are five or more women students in the class and if the class representative is not a woman.

11. RESPONSIBILITIES:

Chairperson:

- i. Setting the directions and guiding the office bearers and volunteers all through the year
- ii. Giving importance to values and ensure that law and order is maintained in all SU activities.
- iii. Coordinating and organizing functions in an orderly manner
- iv. Presiding over the Council meetings and the Executive Committee meetings
- v. On stage arrangements including audio and agenda for the meeting

Co-Chairperson:

- i. Convene for the Council and Executive Committee meetings
- ii. Organize off- stage arrangements within the campus for the functions
- iii. Executing the work of the chairperson in his/her absence
- iv. Assisting the Chairperson in all his/her deeds and sharing all his/her responsibilities

Secretary:

- i. Maintaining all accounts
- ii. Preparing the budget for Students Union
- iii. Convenor for the Finance committee
- iv. Planning for all the meetings including halls & catering
- v. Publicity including banners, displays, internet and invitations
- vi. Obtain suggestions from the students so that the welfare of the students is ensured.
- vii. Preparing Minutes of the meeting

12. AMENDMENT TO THE CONSTITUTION / BYLAWS

The constitution may be amended at the meeting of the Council provided that (a) at least 14 days' notice of the proposed changes approved by the Patron is given to the members of the Council and (b) the amendment is voted for by at least two-third of those members present and by at least half of the members of the Council later by circulation if necessary. Such amendments shall take effect only after the approval of the Patron.

The Patron may amend the bylaws at any time based on the suggestions of the Faculty Advisors of the Students Union.

13. Technical Associations

- a) The following Technical Associations shall be affiliated to the Union.
1. Apparel & Fashion Design Association
 2. Applied Science Association
 3. Automobile Engineering Association
 4. Biomedical Engineering Association
 5. Biotechnology Association
 6. Civil Engineering Association
 7. Computational Sciences Association
 8. Computer Applications Association
 9. Computer Science & Engg. Association
 10. Electrical & Electronics Engineering Association
 11. Electronics & Communication Engg. Association
 12. Fashion Technology Association
 13. Information Technology Association
 14. Instrumentation & Control Systems Engineering Association
 15. Management Association
 16. Mechanical Engineering Association
 17. Metallurgical Engineering Association
 18. Production Engineering Association
 19. Robotics & Automation Engineering Association
 20. Textile Technology Association
 21. American Society of Mechanical Engineers (Student Section)
 22. ASM Materials Advantage (Students Chapter)
 23. Graduate Students Association
 24. IEEE EMBS Student Branch
 25. Indian Concrete Institute (Students Chapter)
 26. Indian Green Building Council (Students Chapter)
 27. Indian Institution of Industrial Engineering (Students Chapter)
 28. Institute of Electrical & Electronics Engg. (IEEE) (Students Chapter)
 29. International Society of Automation (ISA) (Student Section)

30. ISHRAE (Students Chapter)
31. ISTE (Students Chapter)
32. Ramanujan Association of Mathematics
33. Sir C.V.Raman Physics Association
34. Aeronautical Association
35. Society of Automotive Engineers (SAE) (Collegiate Chapter)
36. Society of Manufacturing Engineers
37. Solar Energy Society of India (Students Chapter)
38. The Indian Institute of Metals (Students Affiliate Chapter)
39. The Institution of Electronics & Telecommunication Engineers (Stu.Chap)

and such other Associations as may be formed on the approval of the Patron from time to time depending upon the courses offered.

- b) The Patron shall have the power to form, modify or close any Technical Association, if such a step is warranted in the interest of the Students Union.
- c) The following shall be the office bearers, members and functions of each of the Technical Association:

FACULTY ADVISOR

A member of the faculty of the respective department nominated by the Patron. He / She will be guiding the office bearers in carrying out the activities.

SECRETARY AND JOINT – SECRETARIES

There shall be one Secretary from the final year and two Joint- Secretaries one each belonging to the 2nd and 3rd year of department to be selected by the respective branch committee comprising of the HoD, the faculty advisor of the association and the respective class tutors. (For applied science association there shall one secretary from the final year and one Joint-secretary belonging to the pre-final year to be selected by the respective branch students).

The Secretary shall represent the association in the Council. The Secretary may depute one joint secretary in his / her absence to represent the association in the council.

OBJECTIVES

To provide a forum for discussing topics of general and technical interest and to organize other activities to promote the knowledge and understanding in the field of study.

MEMBERSHIP

- i) All the students of a branch are members of the respective association.
- ii) Members of the faculty of the respective branch are honorary members.

FINANCE

- i) The Students Union will normally provide an annual grant, the value of which shall be determined by the Council.
- ii) The association may collect any subscription on its own, subject to the approval of the Patron

RESPONSIBILITIES

The Secretary shall be responsible for the correspondence and other organizational activities of the association. He / She shall also maintain the accounts of the association.

13. AFFILIATED CLUBS

- a) The following clubs shall be affiliated to the Students Union:
 - 1. Tek Music
 - 2. Tamil Mandram
 - 3. Dramatix Club
 - 4. Fine Arts Club
 - 5. CAP & Nature Club
 - 6. English Literary Society

7. Youth Red Cross Society
8. Martial Arts Club
9. Rotaract Club
10. Entrepreneurs Club
11. Astronomy Club
12. Pathshala Club
13. Global Leaders Forum
14. Higher Education Forum
15. Animal Welfare Club
16. Women Development Cell
17. Association of Serious Quizzers
18. Student Research Council
19. Industry (Alumni) Interaction Forum
20. Radio Hub
21. Book Readers Club
22. PSG Tech Chronicle Club
23. Youth Outreach Club
24. Artificial Intelligence & Robotics Club
25. Aeromodelling Club
26. Finverse Club
27. SPIC-MACAY Heritage Club
28. Anti Drug Club
29. Yuva Tourism Club
30. Cyber Security Club

and such other clubs may be formed at the approval of the Patron from time to time.

- b) The Patron shall have the power to form, modify or close any club, if such a step is warranted in the interest of the Students Union.
- c) The following shall be the office bearers, members and functions of each of the clubs:

FACULTY ADVISOR

A member of the faculty nominated by the Patron.

SECRETARY

- a) There shall be a Secretary (men) and a Secretary (women) to be selected by a Selection Committee constituted from among the members of the faculty by the Patron. This Committee shall, with the approval of the Patron, decide the mode of selection of the Office bearers of clubs from among the eligible candidates, the eligibility conditions for the various posts being stipulated by the Selection Committee from time to time.
- b) One Secretary shall represent the club in the council. This Secretary may depute the other Secretary in his / her absence to represent the club in the council.

MEMBERSHIP:

All the students are members of the Clubs. A Student can be an active member at the maximum in three clubs including NSS & NCC but excluding sports & games.

FINANCE

The Students Union will normally provide an annual grant, the value of which shall be determined by the Council.

RESPONSIBILITIES

The Secretaries shall be responsible for the correspondence and other organizational activities of the club. They shall also maintain the accounts of the club.

The Objectives of the various clubs are as follows:

(i) CAP & NATURE CLUB

To facilitate the development of character and personality of the members, so as to enable them succeed in their chosen careers and personal life, through weekly meetings, group discussion sessions, training in yoga and psychological techniques etc and to create environmental awareness by having afforestation

(ii) DRAMATIX CLUB

To provide opportunities for the development of cultural ability through various cultural programmes. The programmes of the club also aim to create social awareness.

(iii) FINE ARTS

The fine arts of PSG TECH consists of four wings namely Drawing and Painting, Philately, Photography and Multimedia. It aims to encourage art appreciation – to unleash creativity and to understand the divine nature in the student, to initiate the students to learn the art of photography, appreciate and practice to enhance the general knowledge of the students through stamps, appreciate, practice and acquire multimedia skills.

(iv) ENGLISH LITERARY SOCIETY

To create an awareness of the growing importance of English Language in professional colleges and to develop the communication abilities of the students with greater emphasis on spoken English, to educate, enlighten and encourage the individuals in the use of English through workshops, classes and competitions.

(v) ENTREPRENEURSHIP CLUB

In an atmosphere where science and literary interests are promoted, the club seeks to promote entrepreneurship and interest in business ventures. A number of workshops and talks will be organized by the club in various areas pertaining to entrepreneurship.

The club also brings out a newsletter once in three months to keep its members and the college informed about its activities.

(vi) MARTIAL ARTS

Its main objective is to build self defense and self security to face any situation using karate. It also provides self confidence and courage by providing a strong physique which in turn makes a sound mind.

(vii) PAATHSHALA

To help students in learning Hindi.

(viii) ROTARACT CLUB

To conduct effective and consistent activities that is aimed at welfare of community around us as well as the personal development of our student members.

(ix) TAMIL MANDRAM

To foster the love and development of the Tamil language, culture and art and to help the engineers to convey the scientific ideas in Tamil and thereby contribute to the growth of scientific and technical literature in Tamil.

(x) TEK MUSIC

To encourage musical talents of the students and to act as a useful source of entertainment.

(XI) YOUTH RED CROSS

The Youth Red Cross (YRC) of PSG College of Technology is a part of the Indian Red Cross Society. It is a voluntary relief movement whose purpose is to protect life, health and to ensure respect for the human life. The YRC includes Blood donor wing and Red ribbon club.

(XII) GLOBAL LEADERS FORUM

The primary objective of the Global Leaders Forum of PSG College of Technology is to instill the spirit of leadership and team-work while inculcating a global outlook in the students. A number of guest lectures, workshops and events will be conducted by the Forum to enhance the overall Leadership skills and social awareness of the students. The Forum will also work towards enlightening the students about the various international opportunities that are arising in the college for students to pursue studies abroad through exchange programmes and internships. The Forum will also bring out a monthly Newsletter highlighting various points of interest from the college as well as from all over the world.

14. OTHER SCHEMES AND WINGS

- i. National Service Scheme (5Units)
- ii. NCC – Engineers Platoon
- iii. NCC – Air wing
- iv. NCC – Infantry
- v. NCC-Infantry (Girls)

15. CHAPTERS OF PROFESSIONAL BODIES:

- i. Institute of Electrical and Electronic Engineers
(USA), IEEE (USA) - Student Branch
- ii. Indian Society for Technical Education, ISTE-Student Chapter
- iii. Institution of Engineers, IE (INDIA)-Student Chapter
- iv. Society of Automotive Engineers (SAE)-Collegiate Chapter
- v. Society of Manufacturing Engineers (SME)
- vi. American Society of Mechanical Engineers (ASME)-Student Section
- vii. Institute of Electronics and
Telecommunication Engineers (IETE) – Student
Chapter
- viii. International Society of Automation-Student Chapter
- ix. Indian Institution of Industrial Engineering-
Student Chapter

16. GENERAL:

- i. Whistling, shouting and screaming are strictly not allowed in any of the functions conducted by the Students Union
- ii. Any function conducted by the Students Union shall not extend beyond 7:45pm. The Patron and the Dean, Student Affairs have the authority to stop the function at any point of time if there is any discrepancy
- iii. The outside students' strength at any function is limited to 200 on any day.
- iv. The events conducted by Students Union shall not in any form hurt others.
- v. The captions for the functions, the materials to be displayed / posted shall be first approved by the respective faculty advisors.

Office bearers shall be selected based on the recommendations of a selection committee (constituted by Principal)

Clubs: Students interested to contest for the post of an office bearer, shall submit an application (format enclosed) through the faculty advisors.

Students without CGPA (having arrears) are not eligible to become office bearers of any club/Associations

50% weightage shall be given for earlier service.

Selection of office bearers shall be completed within a week after reopening of the college.

Club/Association:

The secretary will be responsible for all the activities of the club/associations

All clubs and Associations shall submit their activities plan by 2nd week after reopening

All activities shall be forwarded by Dean, Students affairs and approved by the Patron in the case of clubs, where as all association activities shall be approved by respective HOD.

Prior to the General budget meeting each club shall conduct a pre-budget meeting with Dean, treasurer and faculty advisor and the minutes be recorded and be forwarded to Principal through Dean, Students Affairs.

Events:

The organizer shall request a faculty other than faculty advisor to observe the events till the end.

The event organized shall be relevant to club/association and shall be designed in such a way that it should be useful for their curriculum / life style.

All clubs shall plan their activities within the budget, excess money from their pockets or from other students shall not be collected.

Minutes of the meeting be recorded for all events

The organizer shall ensure the discipline during all on stage events by arranging a special group of volunteers for this purpose.

For Treasure Hunt event hints shall not be displayed / pasted on the walls.

Display of circulars:

For display of posters (maximum A4 size), approval from the faculty advisor shall be taken.

No Circular /Poster shall be fixed without the written permission of Faculty Advisor. Prior to display an approved copy shall be sent to Dean, Student Affairs

Poster size shall not exceed A4 size.

Invitation for internal events (except major event like kriya) shall be restricted to A5 size paper and shall be printed using copier machine.

Students union will provide enough number of display boards to be placed at places of attraction, and all circulars/posters shall be affixed only at these places. If posters are affixed at other than the indicated place, they will be removed and the programme will be cancelled and further programs will not be permitted.

Separate provisions will be given for flex board display. These displays will be permitted not earlier than 3 days of a permitted event.

Outside display is allowed only for major events of Students Union.

Flex display of size 6x4 feet is only permitted (lengthy flex, cloth shall not be used).

The displayed poster shall be removed within one day from the close of events/programme

Sponsors

All the clubs and associations shall submit the list of three possible sponsors before starting their activities. An approval from pattern is required before requesting for sponsorship.

PSG College of Technology

Students Union

Name of the Club _____

Office Bearers Selection for the Academic Year _____

Post Applied for:

Name of the Student :

Roll No:

Programme and Semester:

CGPA:

History of arrears

(Attach April Examination Results Copy)

Earlier Service to the club /Association:

(A Certificate from the Faculty Advisor during previous academic years)

Your activity plan

(Separate sheet may be enclosed)

Signature of the Student

Date:

Forwarded by (for office use only)

Faculty Advisor

PSG College of Technology

Students Union

Events / Program Approval Form

(To be submitted one week in advance of the proposed event)

Date:

Submitted to Principal

Name of the Club / Association :

Date(s) of the event proposed :

Event Title :

Description of the event :

Chief Guest :
(with address)

President :

Expected expense for the event :

Total amount allotted by Students Union :

Total amount spent on the Date of request :

Expected No. of Audience/ Participants :

Name of Faculty observer :

Department:

Signature of the Faculty observer

Signature of Faculty Advisor

Forwarded by Dean, Student affairs

Approved / Not Approved

Principal

Remark / Special
Instruction by Principal