



മഹാത്മാഗാന്ധി സർവ്വകലാശാല, കേരളം

സംഗ്രഹം

മഹാത്മാഗാന്ധി സർവ്വകലാശാലയോട് അഫിലിയേറ്റ് ചെയ്യപ്പെട്ടിട്ടുള്ള കോളേജുകൾ / സർവ്വകലാശാല പഠനവിഭാഗങ്ങൾ / സെന്ററുകൾ എന്നിവിടങ്ങളിലെ സ്റ്റുഡന്റ്സ് യൂണിയൻ , സർവ്വകലാശാല സ്റ്റുഡന്റ്സ് യൂണിയൻ എന്നിവയുടെ രൂപീകരണവും അതിനുള്ള തെരഞ്ഞെടുപ്പും - റെഗുലേഷൻസ്- അംഗീകരിച്ച് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

അക്കാദമിക് ലെജിസ്ലേഷൻ

നമ്പർ. 1738/AC L/2022/എം.ജി.യു

പ്രിയദർശിനി ഹിൽസ്, തീയതി: 19.02.2022

പരാമർശം:-17.02.2022 ലെ ബഹു: വൈസ് ചാൻസിലറുടെ ഉത്തരവ്

ഉത്തരവ്

മേൽ പരാമർശ പ്രകാരം "REGULATIONS FOR THE CONSTITUTION OF STUDENTS UNION OF AFFILIATED COLLEGES / UNIVERSITY TEACHING DEPARTMENTS / CENTRES AND CONSTITUTION OF UNIVERSITY STUDENTS UNION AND CONDUCTING OF ELECTIONS TO THOSE BODIES " ന്റെ കരട് രൂപം, പ്രസ്തുത വിഷയത്തിന്റെ അടിയന്തിര സ്വഭാവം കണക്കിലെടുത്ത്, മഹാത്മാഗാന്ധി സർവ്വകലാശാല ആക്ട് 1985, അദ്ധ്യായം III, വകുപ്പ് 10(17) പ്രകാരം, ബഹു: വൈസ് ചാൻസിലർ തന്നിൽ നിക്ഷിപ്തമായ അക്കാദമിക് കൗൺസിലിന്റെ അധികാരം ഉപയോഗപ്പെടുത്തി അംഗീകരിച്ച് ഉത്തരവായിരിക്കുന്നു.

തദനുസരണം ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

സൻജാൻ എ എസ്

അസിസ്റ്റന്റ് രജിസ്ട്രാർ 2 (അക്കാദമിക്)
രജിസ്ട്രാർക്ക് വേണ്ടി

പകർപ്പ്

1. അഫിലിയേറ്റഡ് കോളേജുകൾ / സർവ്വകലാശാല പഠന വകുപ്പുകൾ / സെന്ററുകൾ .
2. വിസി/പിവിസി എന്നിവരുടെ പ്രൈവറ്റ് സെക്രട്ടറിമാർ
3. രജിസ്ട്രാർ/പരീക്ഷ കൺട്രോളർ എന്നിവരുടെ പി.എ.മാർ
4. ജെആർ II/ഡിആർ/എആർ (അക്കാദമിക്)
5. ഇലക്ഷൻ സെക്ഷൻ
6. എ.സി.സി. സെക്ഷൻ
7. പി.ആർ.ഒ. സെക്ഷൻ
8. കണ്ട്രോൾ മാനേജ്മെന്റ് സെക്ഷൻ (വെബ്സൈറ്റിൽ ലഭ്യമാക്കുന്നതിനായി)
9. റെക്കോർഡ്സ് സെക്ഷൻ
10. കരുതൽ ഫയൽ/ഫയൽ കോപ്പി

ഉത്തരവിൻ പ്രകാരം

സെക്ഷൻ ഓഫീസർ



MAHATMA GANDHI UNIVERSITY

KOTTAYAM

**REGULATIONS FOR THE CONSTITUTION OF
STUDENTS UNION OF AFFILIATED
COLLEGES/ UNIVERSITY TEACHING
DEPARTMENTS/ CENTRES AND
CONSTITUTION OF UNIVERSITY STUDENTS
UNION AND CONDUCTING OF ELECTIONS TO
THOSE BODIES**

REGULATIONS FOR THE CONSTITUTION OF STUDENTS UNION OF AFFILIATED COLLEGES /UNIVERSITY TEACHING DEPARTMENTS/CENTRES AND CONSTITUTION OF UNIVERSITY STUDENTS UNION AND CONDUCTING OF ELECTIONS TO THOSE BODIES

1. Title and commencement:

1. These regulations may be called “REGULATIONS FOR THE CONSTITUTION OF STUDENTS UNION OF AFFILIATED COLLEGES / UNIVERSITY TEACHING DEPARTMENTS/CENTRES AND CONSTITUTION OF UNIVERSITY STUDENTS UNION AND CONDUCTING OF ELECTIONS TO THOSE BODIES”

2. They shall come into force with immediate effect.

3. These Regulations will be binding on all the Aided Colleges, Unaided Colleges, Autonomous Colleges affiliated to the University as well as the Teaching Departments/Centres of the University.

2. Definitions:

In these regulations, unless the context otherwise requires:

- i. ‘Academic year’ means the period of twelve months commencing from the 1st of June every year.
- ii. ‘College’ means affiliated colleges and constituent Colleges/Institutions/Institutes of Mahatma Gandhi University.
- iii. ‘School/Department/Centre’ means a University School/Teaching Department/Centre of teaching and research, established and maintained by Mahatma Gandhi University.
- iv. ‘College Union’ means Union of Students constituted in Colleges/Institutions/Institutes affiliated to Mahatma Gandhi University.
- v. ‘Department Students Union’ means Union of Students constituted in Mahatma Gandhi University incorporating the Students of Schools/Departments/Centres of teaching and research, established and maintained by Mahatma Gandhi University.
- vi. ‘University Union’ means the Mahatma Gandhi University Union.
- vii. ‘General Council’ means the General Council of Mahatma Gandhi University Union, the members of which will be the Councillors, representing Colleges/Institutions/Institutes affiliated to Mahatma Gandhi University as well as Schools/Departments/Centres of teaching and research, established and maintained by Mahatma Gandhi University.
- viii. ‘Student’ means any person undergoing a course of study, on a full-time or part-time basis in a College/Institution/Institute affiliated to Mahatma Gandhi University or in a University School/Department/Centre of teaching and research, established and maintained by Mahatma Gandhi University. Such a person ceases to be a student after the last date of the academic year, which happens to be the Final Year/Semester of the particular course, he/she is undergoing.
- ix. ‘Teacher’ means any person imparting education to students in the affiliated Colleges or in the University Departments
- x. ‘Syndicate’ means the Syndicate of Mahatma Gandhi University.
- xi. ‘Laws of the University’ means the provisions contained in the Mahatma Gandhi University Act 1985 and the Statutes, the Ordinances, the Regulations, the Rules and the Bye - Laws under the said Act.
- xii. ‘Funds’ means the funds of College Unions/Department Students Union/Mahatma Gandhi University Union which shall be maintained by college concerned and Mahatma Gandhi University.
- xiii. ‘Presidential mode of election’ means system of election in which all the students of an institution directly elect the office bearers of the Union, through the mode of secret ballot.
- xiv. ‘Parliamentary mode of election’ means a decentralized system of election in which students of each class of an institution choose their representatives through the mode of secret ballot, who in turn elect the office bearers of the Union from among themselves through the mode of secret ballot.

- xv. 'Simple majority election system' means a system of election in which the candidate(s) equal in number to the number of vacancies, receiving the largest number of votes, through direct voting, shall be declared duly elected.
- xvi. 'Proportional representation by means of single transferable vote', means a system of election in which an elector casts his/her vote in form of preferences starting from 01 to candidates, where a quota is fixed for winning and the surplus votes gained by winning candidates as well as the votes of the excluded candidates are considered for transfer to continuing candidates in case all the vacancies are not filled up by quota attaining candidates in the initial counting itself.
- xvii. 'Patron' means the Patron of the Mahatma Gandhi University Union/University Department Students Union/College Students Union. The Vice Chancellor shall be the patron of Mahatma Gandhi University Union and Mahatma Gandhi University Department Students Union, while The Principal of a College shall be the patron of the College Students Union. However the ultimate Patronage of all the three Union of Students will vest with the Vice Chancellor of Mahatma Gandhi University.
- xviii. 'Ballot Box' includes any box, cover, bag or other receptacle used for insertion of ballot paper by voters.
- xix. 'Candidate' means a person qualified to seek election, who has been duly nominated in accordance with these regulations.
- xx. 'Continuing Candidates' means a candidate not elected or not excluded from the poll at any given time.
- xxi. 'Elector' means a person who is qualified to vote at the election.
- xxii. 'Exhausted Paper' means a ballot paper on which no further preference is recorded for a continuing candidate, provided that a paper shall also be deemed to be exhausted in any case in which-
 - (i) the names of two or more candidates, whether continuing or not, are marked with the same figure and are next in earlier preference.
 - (ii) the names of the candidate next in order of preference whether continuing or not, is marked by a figure not following consecutively after some other figure on the ballot paper or by two or more figures.
- xxiii. 'First preference' means the figure '1' set opposite to the name of any candidate, "Second preference" means the figure '2', "Third preference" means the figure '3' and so on.
- xxiv. 'Original Votes' in regard to any candidate means the votes derived from ballot papers on which a first preference is recorded for such candidates.
- xxv. 'Polling Station' means the place fixed for conducting the poll at the election.
- xxvi. 'Returning Officer' includes any Assistant Returning Officer performing any function he is authorized to perform by the Returning Officer.
- xxvii. 'Surplus' means the number by which the votes of any candidates, original and transferred exceed the quota as defined in clause 14 (viii) of Part B of these Regulations.
- xxviii. 'Transferred Vote' in regard to any candidate means a vote credited to such candidate and which is derived from a ballot paper on which a second or subsequent preference is recorded for such candidate.
- xxix. 'Unexhausted Paper' means a ballot paper on which a further preference is recorded for a continuing candidate.

03. Constitution of College Union/ Mahatma Gandhi University Department Students Union and University Union:-

The ultimate body for representation of students of the University is the University Union, the members of which shall be the councillors elected by students of Colleges/Institutions/Institutes affiliated to Mahatma Gandhi University as well as Schools/Departments/Centres of teaching and research, established and maintained by Mahatma Gandhi University. Hence each College affiliated to the Mahatma Gandhi University as well as the University Departments shall have a College Union/Department Students Union duly constituted as prescribed by the University abiding by clause 6.2.3 & 6.2.4 of the JM Lyngdoh Committee Report approved by the Supreme Court of India in its Judgement on Special Leave to Appeal (Civil) No(s).24295/2004

PART A
CONSTITUTION OF COLLEGE UNION/ MAHATMA GANDHI UNIVERSITY DEPARTMENT STUDENTS UNION

The College Union shall be constituted as prescribed hereunder, by conducting elections either in Presidential or Parliamentary mode, in Simple Majority Election System. However the elections to Mahatma Gandhi University Department Students Union shall be conducted only by way of Presidential mode, in Simple Majority Election System itself.

- 1. Objectives:-** The objectives of the Union shall be
 - (a) to train the students of the College/University Teaching Department/Centre in the duties, responsibilities and rights of citizenship,
 - (b) to promote opportunities for the development of character, leadership, efficiency, knowledge and spirit of service among students,
 - (c) to organise debates, seminars, work squads, touring parties and such other functions; and
 - (d) to encourage sports, arts and other cultural, educational, social or recreational activities that are incidental and conducive to the above objects.
- 2. Membership:-** All students in the rolls of College/ University Teaching Department/Centre shall ipso facto be members of the Union. All teachers in the College/ University Teaching Department/Centre shall be ex-officio members of the Union. However, the teachers will have no voting power.
- 3. Term:-** The tenure of office of the College Union/University Department Students Union shall be one academic year, i.e., from 1st June to 31st May.
- 4. Funds:-** The Colleges/University shall institute a 'College Union Fund/Department Students Union Fund'. It shall collect the prescribed fees from students towards Union activities along with the first instalment of tuition fees at the beginning of each academic year and shall credit the same to the College Union Fund /Department Students Union Fund.
- 5. Associations:-**
 - (a) The College/University Department may have one or more associations subordinated to the College Union/University Department Students Union according to different subjects and languages taught at the Degree and Post-Graduate level in the College/University Department, or as necessitated by the circumstances in the College/University Department and a student can be a member of one or more associations depending on his subjects of study.
 - (b) The College Union/University Department Students Union may also organise various forums or clubs like Social Service League, Planning Forum, etc.
- 6. Executive Committee of College Union:-** The College Union shall have an Executive Committee consisting of:-
 - (1) The Chairperson.
 - (2) The Vice-Chairperson.
 - (3) The General Secretary.
 - (4) The Councillor(s) to the University Union.
 - (5) The Editor of the College Magazine.
 - (6) The Arts Club Secretary.

- (7) The Secretary for Sports.
- (8) One member representing the students of each year of Degree and Post-Graduate Courses, elected by and from among the class representatives of the respective years of Degree/PG Course.
- (9) Two Lady Representatives, elected by and from among the elected lady class representatives, in the case of mixed colleges.
- (10) One member representing the students belonging to the Scheduled Castes or Scheduled Tribes to be nominated by the Executive Committee in case none of the elected class representatives belong to S.C./S.T.
- (11) The Honorary Treasurer and Staff Adviser (Ex-Officio)

7. Executive Committee of Mahatma Gandhi University Department Students Union

(a) Constitution: The Mahatma Gandhi University Department Students Union shall have an Executive Committee consisting of:-

- (1) The Chairperson.
- (2) The Vice-Chairperson (Lady).
- (3) The General Secretary.
- (4) The Councillor(s) to the University Union (Two Posts).
- (5) The Editor of the College Magazine.
- (6) The Arts Club Secretary.
- (7) The Secretary for Sports.
- (8) One member representing the students of each Faculty of study, elected by and from among the students of the departments coming under the respective Faculties of study.
- (9) Two Lady Representatives, elected by and from among the woman students.
- (10) One member representing the students belonging to the Scheduled Castes or Scheduled Tribes to be nominated by the Executive Committee in case none of the elected members of the Committee belong to S.C./S.T.
- (11) The Honorary Treasurer and Staff Adviser (Ex-Officio)

(b) Modes of Elections: Elections to Mahatma Gandhi University Department Students Union shall be conducted by way of Presidential mode, in Simple Majority Election System.

(c) Independent Elections: Those University Departments that are situated outside the main campus of the University shall, as per the directions of the University, constitute a Students Union separately for such Departments, by conducting elections independently. The pattern of Office Bearers of the Union can be decided by each such Department.

8. The Chairperson:- The Chairperson shall be elected in:-

- a. **Presidential mode** - by and from among the total students of the College/ University Teaching Department/Centre.
- b. **Parliamentary mode** - by and from among the elected class representatives of the College.
- c. The Chairperson shall preside over all meetings and other functions of the Union and regulate and control the meetings. In the absence of the Chairperson, the Vice-Chairperson shall preside at the meeting. If both the Chairperson and Vice-Chairperson are absent, the members present shall elect one from among themselves as the Chairperson for the meeting.
- d. The Chairperson as a member of the Executive Committee has a normal vote at the meetings of the Committee. In addition to this he has a **casting vote** mentioned under Clause (18) (b). The Casting Vote is to be exercised by the Chairperson only when the members of the Committee are equally divided on any particular issue and the Chairperson is inclined to take a decision on the question. **Casting Vote may be exercised openly by the Chairperson**

9. The Vice Chairperson:- The Vice Chairperson shall be elected in:-

- a. **Presidential mode** - by and from among the total students of the College/ University Teaching Department/Centre. However, Vice – Chairperson of the University Department Students Union shall be a Lady Student.
- b. **Parliamentary mode** - by and from among the elected class representatives of the College.
- c. In mixed Colleges the Vice-Chairperson shall be a lady student. In the case of Parliamentary mode if there is lack of enough number of lady class representatives to fill up the posts of Vice Chairperson and lady representatives the executive committee shall have the power to nominate one lady student as Vice Chairperson and two other lady students as lady representatives as the circumstances necessitate.
- d. The Vice-Chairperson shall perform the duties of the Chairperson in his absence or as per the request of the Chairperson.

10. General Secretary: - The General Secretary shall be elected in:-

- a. **Presidential mode** - by and from among the total students of the College/ University Teaching Department/Centre.
- b. **Parliamentary mode** - by and from among the elected class representatives of the College.
- c. The General Secretary shall issue notices for meetings and functions of the Union and he/she shall keep the minutes and generally be in charge of the conduct of all Union activities. He/she shall take steps to carry out the decisions of the Executive Committee and shall be the custodian of all records relating to the Union.

11. University Union Councillor(s) :- The Councillor(s) to the University Union shall be elected in:-

- a. **Presidential mode** - by and from among the total students of the College/ University Teaching Department/Centre.
- b. **Parliamentary mode** - by and from among the elected class representatives of the College.
- c. The number of Councillors from each college will be restricted to one where the strength of the students is less than 500 and to two where it is 500 or more. The Councillor(s) elected by the students will represent the students of the College/ University Teaching Department/Centre in the University Union.

12. The Magazine Editor: - The Editor of the College/University Magazine shall be elected in:-

- a. **Presidential mode** - by and from among the total students of the College/ University Teaching Department/Centre.
- b. **Parliamentary mode** - by and from among the elected class representatives of the College.
- c. No student of the final year class of a particular course shall be eligible for election as the Magazine Editor of the College/University Department. The Editor shall be responsible for the publication of the College/University Department Magazine.
- d. There shall be an Editorial Board to help the Editor for discharging his duties. The Editorial Board shall consist of:-
 - i. The Patron or a teaching staff nominated by the Patron
 - ii. The Editor (Convenor)
 - iii. The Chairperson of the College Union/University Department Students Union.
 - iv. The General Secretary of the College Union/University Department Students Union.
 - v. Three student members to be nominated by the Executive Committee, and
 - vi. Two Staff members to be nominated by the Principal in the case of Colleges and Three Staff members to be nominated by the Vice Chancellor in the case of University Department.

13. The Arts Club Secretary:- The Arts Club Secretary shall be elected in:-

- a. **Presidential mode** - by and from among the total students of the College/ University Teaching Department/Centre..
- b. **Parliamentary mode** - by and from among the elected class representatives of the College.
- c. It shall be his duty to organise activities for promoting the artistic talents of the students of the College/ University Teaching Department/Centre.

14. The Secretary for Sports:- The Secretary for Sports shall be nominated by the Executive Committee from among the Students of the College/Departments. He shall organise activities in the field of sports and games. In Colleges, the Secretary for Sports shall discharge such duties with the help and co-operation of the General Athletic Committee constituted by the Principal.

15. Secretaries of Associations (Only in the case of College Union):- In a Degree College each subject may have a Subject Association where membership shall be restricted to students studying that subject as the Main subject at the Degree or Post Graduate level. The Head of the Department concerned shall be the **President of the Association**. The Secretaries of Association shall be elected in:-

- a. **Presidential mode** - by the members of the Association concerned, from among themselves.
- b. **Parliamentary mode** - by and from among the elected class representatives of the subject concerned.
- c. If any of the elected office bearers of the College Union/ University Department Students Union other than the Councillor to the University Union, fails to execute his/her duties, a member of the Executive Committee shall be nominated by the Principal/Vice Chancellor, on the recommendation of the Executive Committee to act in his/her place.

16. The Honorary Treasurer:- The Patron shall be the Honorary Treasurer of the College/ University Department Students Union. However, He/She can depute a Teaching staff member to perform the duties. The Honorary Treasurer shall be an ex-officio member of the Executive Committee without voting power.

17. The Staff Adviser:- It shall be competent for the Patron to nominate a senior member of the teaching staff of the College/University as the Staff Adviser of the College Union/ University Department Students Union. The Staff Adviser shall be an ex-officio member of the Executive Committee without voting power.

18. Accounts:- The funds of the College Union/ University Department Students Union shall be deposited in an approved bank in the name of the Union which shall be held and operated by the Honorary Treasurer. Expenses of the Union activities shall be met from this fund with the prior sanction of the Executive Committee, except on occasions of emergency. The Honorary Treasurer shall cause to keep regular accounts of the income and expenditure of the Union.

19. Meetings:-

- a. The Executive Committee shall meet at least once in two months. For all ordinary Meetings, there shall be a notice of three clear days. Quorum for the meeting shall be not less than one half of the total number of members of the committee.

- b. The Executive Committee shall take decisions by simple majority in its meetings and the Chairperson shall have a casting vote.

20. Functioning:-

- a. The Executive Committee shall formulate the general policy and also guide the activities of the Union. It shall prepare at the beginning of each academic year, an annual financial estimate for all activities of the Union and subordinate Associations or Clubs.
- b. The College Union / The Mahatma Gandhi University Department Students Union shall endeavour to organise a student's centre to promote club activities like indoor games, photographic clubs and hobby clubs and so on. The Patron may allocate separate room/space for the functioning of College Union Office / The Mahatma Gandhi University Department Students Union Office.
- c. In all matters connected with the College Union / University Department Students Union, the final decision rests with the Union Executive Committee. However, in case of disputes an appeal shall lie to the Patron.

21. Elections:- Except as otherwise exempted by the Syndicate of the University the conduct of all elections in the Colleges affiliated to the University/University Teaching Departments/Centres shall be held as provided hereunder:

- 1) All elections to the College Union/ University Department Students Union will be held by secret ballot either in Presidential or Parliamentary mode in Simple Majority Election system.
- 2) The Vice Chancellor, being the 'principal academic and executive officer' of the University, shall issue a complete schedule of Students Union elections to be conducted at College and University Department level as well as the schedule for the conduct of subsequent University Union election, through Notifications, giving therein the details as given hereunder.

ELECTION SCHEDULE – PRESIDENTIAL MODE	
Sl. No.	Programme
01	Date of issue of Election Notification
02	Date of publication of Preliminary Electoral Roll
03	Last date and hour for filing complaint regarding the Preliminary Electoral Roll
04	Date and Time of Publication of Final Electoral Roll
05	Last date and hour for filing Nominations
06	Date and Time of Scrutiny of Nominations
07	Date and Time of Publication of the list of valid Nominations
08	Last date and hour for withdrawal of Nominations
09	Date and Time of Publication of the final list of valid Nominations
10	Date and Time of Polling
11	Date and Time of Scrutiny and Counting of votes

ELECTION SCHEDULE – PARLIAMENTARY MODE	
Sl. No.	Programme
Stage I – Election of Class Representatives	
01	Date of issue of Election Notification
02	Date of publication of class wise Preliminary Electoral Roll
03	Last date and hour for filing complaint regarding the class wise Preliminary Electoral Roll

04	Date and Time of Publication of class wise Final Electoral Roll
05	Last date and hour for filing Nominations for election of class representatives
06	Date and Time of Scrutiny of Nominations filed for election of class representatives
07	Date and Time of Publication of the list of valid Nominations for election of class representatives
08	Last date and hour for withdrawal of Nominations
09	Date and Time of Publication of the final list of valid Nominations for election of class representatives
10	Date and Time of Polling for class wise election
11	Date and Time of Scrutiny & Counting of Votes of class wise election & declaration & publication of list of elected class representatives
Stage II – Election of Office Bearers	
12	Date and Time of Publication of electoral roll for election of Union office bearers (i.e. the list of elected class representatives)
13	Last date and hour for filing Nominations for election of Union office bearers
14	Date and Time of Scrutiny of Nominations filed for election of Union office bearers
15	Date and Time of Publication of the list of valid Nominations for election of Union office bearers
16	Last date and hour for withdrawal of Nominations
17	Date and Time of Publication of the final list of valid Nominations for election of Union office bearers
18	Date and Time of Polling for election of Union office bearers
19	Date and Time of Scrutiny & Counting of Votes for election of Union office bearers & declaration of results

All the affiliated Colleges / Institutions / University Teaching Departments/Centres shall be bound to conduct the elections strictly as per the schedule. The power to make any changes in the schedule of the election will be vested only with the Vice – Chancellor.

3) The Returning Officer:

a. College Union Elections: The Principal, being the patron of the College concerned, will be considered as the Returning Officer for the election. However he/she may appoint a senior member of the Teaching Staff as the Returning Officer for all Union elections held in the College and the matter shall be intimated to the University. The Returning officer may appoint the required number of staff to assist him/her in the conduct of election. It shall be the responsibility of the Returning Officer to take all precautionary measures to ensure a peaceful atmosphere in the college campus during election days.

b. University Department Students Union Elections: The Registrar or an officer appointed by the Registrar, with the approval of the Vice Chancellor, shall be the Returning Officer for the elections to Mahatma Gandhi University Department Students Union. The Returning Officer may appoint required number of Assistant Returning Officers and other staff to assist him in the conduct of elections. It shall be the responsibility of the Returning Officer to take all precautionary measures to ensure a peaceful atmosphere in the campus during election days.

4) Electoral Rolls: The Electoral Roll for College Union/ University Department Students Union elections will consists of all students admitted to various courses of study in

the College/Institution/ University Teaching Departments/Centres concerned, up to one day before the date fixed for filing of Nominations.

- a. **Presidential mode:** The Returning Officer shall maintain electoral rolls to elect candidates at any election showing the names of students qualified to vote thereat, serially numbered with details of their class, group, subject, etc. Copies of the electoral rolls should be made available to the students in the office of the Returning Officer.
- b. **Parliamentary mode:** The Returning Officer shall maintain separate class wise electoral rolls for election of class representatives and office bearers. The list of elected class representatives shall be the electoral rolls for the election of office bearers.
- c. The Electoral Roll shall contain the names of students qualified to vote, serially numbered with details of their class, group, subject, etc. Copies of the electoral rolls should be made available to the students in the office of the Returning Officer.
- d. A Preliminary Electoral Roll shall be published by the Returning Officer as scheduled. After considering the complaints regarding the same, a Final Electoral Roll shall be published on the date scheduled for the same. However, the Returning Officer may make correction, alteration or deletion in the roll provided the requisition for the same is received by him within twenty-four hours of the publication of rolls and further if he is satisfied that the correction, alteration or deletion is justified. The Returning Officer may also include the name of any student inadvertently omitted from the original electoral rolls

5) Eligibility to take part in elections (applicable to both Presidential and Parliamentary modes): The following criteria for eligibility, prescribed by the Lyngdoh Committee Report and approved by the Hon'ble Supreme Court of India, shall strictly be followed:-

- i. The names of all the students who are on the admission register of the College/Institution/University Teaching Departments/Centres, up to one day before the date fixed for filing of Nominations, shall be included in the electoral roll. Only persons whose names are on the electoral rolls shall be entitled to participate in the elections. Provided however that any student, whose name is subsequently removed from the admission register and thereby ceases to be a student before the date of election, shall be excluded from the electoral roll.
- ii. Under graduate students between the ages of 17 and 22 may contest elections. This age range may be appropriately relaxed in the case of professional colleges, where courses often range between 4 to 5 years.
- iii. For Post Graduate Students the maximum age limit to legitimately contest and election would be 24 - 25 years.
- iv. For research Students the maximum age limit to legitimately contest an election would be 28 years.
- v. The candidate should in no event have any academic arrears in the year of contesting the election.
- vi. The candidate should have attained the minimum percentage of attendance as prescribed by the university or 75% attendance, whichever is higher.
- vii. The candidate shall have one opportunity to contest for the post of office bearer, and two opportunities to contest for the post of an executive member.
- viii. The candidate shall not have a previous criminal record, that is to say he should not have been tried and/or convicted of any criminal offence or misdemeanor. The candidate shall also not have been subject to any disciplinary action by the University authorities.

- ix. The candidate must be a regular, full time student of the college/university and should not be a distance/proximate education student. That is to say that all eligible candidates must be enrolled in a full time course, the course duration being at least one year.
- x. The students who are in the electoral rolls have to produce photo identity card duly signed by the head of the College/Institution/University Teaching Departments/Centres with the seal of the College/Institution/ University Teaching Departments/Centres before the Presiding/Polling Officer for casting their votes.

6) Notification of Election:

The Vice Chancellor, being the 'principal academic and executive officer' of the University, shall issue the Notification for election. The Returning Officer of each College/Institution or the Heads of University Departments shall, under the direction from the University, display it in the Notice Board of the College/Institution/ University Teaching Departments/Centres, for the knowledge of students.

a. Presidential mode: The notification shall contain the programme of the election giving the following details.

01	Date of Notification	Not less than 10 (Ten) clear days before the date fixed for the Poll.
02	Date of Publication of Preliminary Electoral Roll	Succeeding working day from the date of Notification.
03	Last date and hour for filing complaint regarding the Preliminary Electoral Roll	At 02.00 p.m with 2 (Two) clear working days from the date of publication of Preliminary Electoral Roll.
04	Date and Time of Publication of Final Electoral Roll	Same day fixed for filing complaint regarding the Preliminary Electoral Roll.
05	Last Date and Hour for receipt of Nomination	At 02.00 p.m with 2 (Two) clear working days from the date of Publication of Final Electoral Roll.
06	Scrutiny of Nominations	2.05 p.m. on the same day fixed as the last date for the receipt of Nomination.
07	Publication of the list of valid Nominations	Same day fixed for Scrutiny of Nominations.
08	Withdrawal of Nominations	At 11.00 a.m. on the succeeding working day.
09	Publication of the final list of valid Nominations	Same day fixed for Withdrawal of Nominations
10	Polling	10.00 a.m. to 1.00 p.m. after a minimum of 10 (Ten) clear days from the date of publication of the notification of the election, with a gap of 07 clear working days from the date of publication of Final list of Candidates.
11	Scrutiny and counting of Votes	To start at 2.00 p.m. on the day fixed for the Poll.

b. Parliamentary mode: The notification shall contain the programme of the election giving the following details.

Stage I - Election of Class Representatives		
01	Date of Notification	Not less than 10 (Ten) clear days before the date fixed for the Poll.
02	Date of Publication of class wise Preliminary Electoral Roll	Succeeding working day from the date of Notification.
03	Last date and hour for filing complaint regarding the class wise Preliminary Electoral Roll	At 02.00 p.m with 2 (Two) clear working days from the date of publication of class wise Preliminary Electoral Roll.
04	Date and Time of Publication of class wise Final Electoral Roll	Same day fixed for filing complaint regarding the class wise Preliminary Electoral Roll.
05	Last Date and Hour for receipt of Nomination for election of class representatives	At. 2.00 pm with 2 (Two) clear working days from the date of Publication of class wise Final Electoral Roll
06	Scrutiny of Nomination filed for election of class representatives	2.05 p.m. on the same day fixed as the last date for the receipt of Nomination.
07	Publication of the list of valid nominations for election of class representatives	Same day fixed for Scrutiny of Nominations.
08	Withdrawal of Nominations	At 11.00 a.m. on the succeeding working day.
09	Publication of the final list of valid Nominations for election of class representatives	Same day fixed for Withdrawal of Nominations
10	Polling of votes for class wise election	9.30 am to 11.15 am after a minimum of 10 (Ten) clear days from the date of publication of the notification of the election, with a gap of 07 clear working days from the date of publication of Final list of Candidates.
11	Scrutiny and counting of Votes of class wise election	From 11.30 a.m. on the day fixed for the Poll.
Stage II - Election of Office Bearers		
12	Publishing of electoral roll for election of Office bearers. (i.e. the list of elected class representatives)	1.00 pm on the date of polling of votes of class representatives
13	Time for filing Nominations	1.30 pm to 2.00.p.m on the date of polling of votes of class representatives
14	Scrutiny of nominations for office bearers	2.05 pm onwards on the date of polling of votes of class representatives
15	Publishing of list of valid nominations	2.20 pm on the date of polling of votes of class representatives
16	Withdrawal of candidature	2.20 pm to 2.30 pm on the date of polling of votes of class representatives
17	Publishing of final list of contesting	2.45 pm on the date of polling of

	candidates	votes of class representatives
18	Polling of votes	3.20pm to 4.00pm on the date of polling of votes of class representatives
19	Scrutiny and counting of votes polled and declaration of result	4.10 pm on the date of polling of votes of class representatives

In order to ensure participation of all students in the election process, necessary directions shall be given by the Vice Chancellor, to the Colleges/University Departments as well as the Examination wing of the University to avoid scheduling of any Examinations or other important events on the date of Scrutiny of Nomination Papers as well as on the day of Polling.

7) Nomination of Candidates:

- a. **Presidential mode of election:** Every elector shall be at liberty to nominate a qualified student to fill up a vacancy.
- b. **Parliamentary mode of election:** Every elector of each class will have the right to nominate a qualified student of that particular class to fill the vacancy of the respective class representative. In the case of mixed colleges / mixed classes, they will have the right to elect one representative each from each gender of the class. Each class representative of a gender shall be nominated and elected by and from among the students of that class who belong to that particular gender.
- c. Every nomination shall be strictly in the prescribed form, which is in accordance with the recommendations made by the Lyngdoh Committee report, **(specimen form – Appendix A)** and shall be made by an elector in writing and shall be seconded by another elector. **A proposer and seconder can nominate/second only one person to a single post at a time.**
- d. Every nomination shall be accompanied by the consent of the nominee agreeing to serve on the body, if elected.
- e. The Nomination paper must be verified and attested by the Head of the Department/Institution concerned. It shall be in sealed cover and must be caused to be deposited in a box kept by the Returning Officer in his office within the date and hour fixed for the purpose.
- f. **For deciding the number of chances for contesting the election, the posts of Chairperson, Vice-Chairperson and Gen. Secretary only shall be considered as office bearers.**

8) Scrutiny of Nominations:

- (i) All nomination papers deposited in the box provided for the purpose shall be scrutinised by the Returning Officer at the hour on the date prescribed.
- (ii) The candidate or his authorised agent from among the electors alone will be permitted to be present at the time of scrutiny of nominations.
- (iii) The Returning Officer shall examine the nomination papers and shall decide all objections made to any nomination Paper. All nomination papers shall be strictly cross verified with the parameters regarding the eligibility for participation in election. However, no nomination paper shall be rejected on technical grounds.
- (iv) Only the published result of examinations shall be considered for calculating the academic arrear for deciding the eligibility of a candidate. If a candidate is awaiting the result of a Supplementary Exam taken by him, that paper need not be considered as an arrear. A certificate of having no exam arrears is incorporated in the nomination paper, which should be signed by the

candidate and attested by the Head of the Department concerned. However, if challenged with enough proof, the Returning Officer shall verify the details with Examination wing of the University.

- (v) For deciding the eligibility of a candidate as per clause 6.5.7 of the recommendations of the J.M. Lyngdoh committee, it is clarified that a candidate becomes ineligible to contest the election only if he is convicted of any criminal offence or misdemeanor by any Court of Justice, that is, if a particular case is under trial, the same alone would not make the candidate ineligible. If he/she is otherwise eligible as far as the disciplinary action by the University authorities is concerned, the same principle is to be followed. That is, a candidate can be considered ineligible, only after the passing of the judgment/order imposing such punishment/disciplinary action.
- (vi) At the time of the Scrutiny of Nominations, the burden of producing enough evidence, for a challenge regarding the credentials submitted/declarations made by a Candidate, lies exclusively on the person raising such a challenge. Any such challenge/complaint, lacking enough proof, can be rejected by the Returning Officer.

9) List of Candidates Validly Nominated: A List of Candidates with their names, class, subject, group etc. whose nominations have been declared valid shall be published by affixing the same on the notice board in the College/University.

10) Withdrawal of Candidature: Any candidate may withdraw his candidature by notice in writing signed by him and delivered in person or by messenger who is one of the electors to the Returning Officer so as to be received by him within the date and hour fixed for the same. Withdrawal once made shall be final. A Candidate who has withdrawn his nomination shall not be considered eligible for re-nomination as a candidate for the same election in that academic year.

11) Final List of Candidates: The Returning Officer shall publish after the lapse of time fixed for withdrawal of candidature a final list of candidates validly nominated as candidates for election, showing the names arranged in alphabetical order, together with their class, group, subject etc.

12) Declaration of election of validly nominated Candidates (Candidates elected unopposed):

- (i) If the number of candidates validly nominated and not withdrawn does not exceed the number of vacancies to be filled by election, such candidates shall be declared to have been duly elected unopposed.
- (ii) If the number of candidates validly nominated and not withdrawn is less than the number of vacancies to be filled by the election, such candidates shall be declared to have been duly elected unopposed, and the electorate shall be called upon to elect a person(s) as the case may be to fill the remaining vacancy (ies).
- (iii) If the number of candidates validly nominated and not withdrawn exceeds the number of vacancies to be filled by election, then the Returning Officer shall proceed with the election in the manner prescribed.

13) Voting:

- (i) Direct voting in accordance with the 'Simple Majority System of Election' is to be adopted both in Presidential and Parliamentary modes of Elections.

(ii) Voting shall be by secret ballot only both in Presidential and Parliamentary modes of Elections. No vote shall be given by proxy.

(iii) Time of Poll:

a) Presidential mode: The Poll shall begin at 10.00 a.m. on the appointed day and shall close at 1.00 p.m. on the same day.

b) Parliamentary mode:

STAGE - 1 Class wise election - The Poll for class wise election shall begin at 9.30 a.m. on the appointed day and shall close at 11.15 am on the same day. (Scrutiny and counting of Votes of class wise election shall begin at 11.30 am and shall be completed well before 01.00 pm on the same day)

STAGE – 2 Election of Office Bearers – The Poll for election of Office Bearers shall begin at 03.20 pm and close at 04.00 pm

- (iv) For the convenience of students and for the smooth conduct of the election, sufficient numbers of Polling Booths may be arranged both in Presidential and Parliamentary modes of Elections.. There shall be a Presiding Officer and Polling Officers attached to each booth, appointed by the Principal/Returning Officer.
- (v) Both in Presidential and Parliamentary modes of Elections, sufficient numbers of serially numbered ballot papers (serial numbers shall be there both in counterfoil as well as in ballot papers), in the prescribed form (**for specimen see Appendix B**), shall be printed with the names of candidates in the order of the final list of candidates published.
- (vi) Both in Presidential and Parliamentary modes of Elections, every ballot paper issued to voters shall bear the signature of the Returning Officer/Presiding Officer, without which a ballot paper shall be considered invalid.
- (vii) Both in Presidential and Parliamentary modes of Elections, the Ballot Box sealed or locked (in the presence of the candidates or their agents if so required by them) shall be placed in a convenient place with arrangements for exercising the franchise by the electors by depositing the Ballot Papers through a slit provided in the box.
- (viii) Both in Presidential and Parliamentary modes of Elections, the Returning Officer/Presiding Officer/Polling Officer shall, before issue of the ballot paper, ascertain:-
- (a) the identity of the elector and
 - (b) that the person desiring to vote has not already voted.
 - (c) that the ballot paper to be issued contains the signature of Returning Officer/Presiding Officer.
- (ix) Both in Presidential and Parliamentary modes of Elections, the name of the voter shall be entered upon the serially numbered counterfoil of the Ballot Paper (**for specimen see Appendix B**) in all ballot paper book which shall be got printed for the purpose. The ballot paper corresponding to that counterfoil shall then be torn off after affixing the initials of the Returning Officer thereon and handed over to the voter.
- (x) Both in Presidential and Parliamentary modes of Elections, at the time of issuing the ballot paper, the person authorised by the Returning Officer shall strike off the name of the elector in a diagonal manner in the copy of the electoral roll kept for the purpose and get the signature of the elector in the electoral roll.
- (xi) Both in Presidential and Parliamentary modes of Elections, the elector who has received the ballot paper shall then proceed to a voting compartment, arranged to be screened from observation by others, for marking the vote. There he/she shall record his vote in the ballot paper in the manner prescribed and then proceed to the place where the Ballot Box is placed and deposit the same in the Ballot Box.

- (xii) Both in Presidential and Parliamentary modes of Elections, no elector shall be allowed to enter the place arranged for marking the vote when another elector is there and no elector shall remain in the voting compartment longer than the time needed for recording his/her vote.
- (xiii) Both in Presidential and Parliamentary modes of Elections, if an elector is incapacitated from blindness or other physical causes, it shall be competent for him to record his vote by the hand of the Returning Officer/Presiding Officer. However the Returning Officer/Presiding Officer may allow a companion to assist such a person to cast his/her vote, provided that the person shall be a member of the electoral roll and acceptable to the voter. A declaration to that purpose shall be obtained from the companion duly attested/signed by the elector, and kept with the Returning Officer/Presiding Officer. In any case no such companion should be allowed to assist more than one voter with such physical disabilities.
- (xiv) Both in Presidential and Parliamentary modes of Elections, the Returning Officer shall seal the slit of the ballot box immediately after the polling is over, affix his signature and seal after obtaining the signature of the polling agents present and keep it in safe custody.
- (xv) **Stage II in the Parliamentary mode of election - Election of Office Bearers of the college Union, lady representatives, Secretaries of Associations and Degree/PG representatives of each year of Degree/PG courses by and from among the elected class representatives:-**
- All formal election procedures and Rules for the conduct of class wise elections should be followed in the case of election of office bearers also.
 - The election process for election of office bearers should start at 1.00 pm on the date fixed for it.
 - Model for ballot paper and nomination form shall be the same as that prescribed for the election of class representatives. However, counter signature of the HOD's concerned may be avoided since the same has already been furnished by them in the nomination for election as class representatives.
 - Only the elected class representatives can participate in the election of office bearers.

14) Procedure on counting (for Both Presidential and Parliamentary modes of Elections):-

- The Scrutiny and Counting of Votes shall be held by the Returning Officer from the hour appointed on the date fixed. The Ballot Box shall be opened at the hour fixed for the purpose and the scrutiny and counting shall begin in the presence of the Returning Officer as well as the Candidates or their agents, if any.
- No person shall be present at the scrutiny and counting of votes except the Returning Officer and his staff as well as the candidates concerned. A Candidate, in case he/she is unable to be present at the counting, may nominate (in writing) a representative (agent) from among the voters, to be present at the time of counting, on his/her behalf.

15) Ballot Paper when rejected (for Both Presidential and Parliamentary modes of Elections):-

- A Ballot Paper shall be invalid and rejected;**
 - if it does not bear the initials of the Returning Officer; or
 - if a voter signs his name or writes any word or makes any mark on it by which it becomes recognisable; or
 - if the vote is recorded thereon by any mark other than thus 'X' against the name or names of the candidate(s); or

- d) if no vote is recorded thereon; or
- e) if the number of votes recorded thereon exceeds the number of vacancies to be filled; or
- f) if it is void for uncertainty; or
- g) if it violates any other law.

(2) Every Ballot Paper rejected/cancelled, shall be so endorsed by the Returning Officer and such papers shall be kept separately.

16) Recounting (for Both Presidential and Parliamentary modes of Elections):-

- (i) Any candidate (or his agent) may immediately after completion of the counting request (in writing) the Returning Officer to re-examine or recount the papers of all or any candidate and the Returning Officer shall re-examine and recount the same accordingly.
- (ii) The Returning Officer may at his own discretion recount the votes either once or more than once when he is not satisfied as to the accuracy of any previous count.
- (iii) **Provided however that nothing in these rules shall make it obligatory on the Returning Officer to recount the same votes more than once.**

17) Declaration of Results:-

a. Presidential mode:

- (i) The candidate(s) equal in number to the number of vacancies, receiving the largest number of votes shall be declared duly elected.
- (ii) If two or more candidates receive an equal number of votes and they cannot all be declared elected, the final election shall be made by drawing lots by the Returning Officer.

b. Parliamentary mode:

- (i) The candidate(s) equal in number to the number of vacancies, receiving the largest number of votes shall be declared duly elected. This system shall be followed in both Stage 1 and 2 of the election.
- (ii) If two or more candidates receive an equal number of votes and they cannot all be declared elected, the final election shall be made by drawing lots by the Returning Officer. This system shall be followed in both Stage 1 and 2 of the election.
- (iii) The class wise election result shall be published immediately after the counting of votes of Stage 1 of the election. The elected class representatives form the Electoral College for the election of office bearers, which should be published in the notice board of the college/institution soon after the declaration of the result of class wise election by the Returning Officer.
- (iv) The Returning Officer should publish the list of elected office bearers of the new college union, elected in Stage II, in the notice board of the college.
- (v) All complaints regarding the college union election must be entertained by the Returning Officer/Grievance Redressal Cell in time as envisaged by the JM Lyngdoh Committee report.

- c. Details of Candidate(s) elected as University Union Councillors shall be forwarded by the Colleges/ University Teaching Departments/Centres to the University Office within three weeks from the date of election in the prescribed proforma (see Appendix - C).

18) Objection and Grievances Redressal:-

COLLEGES

- i. A Grievance Redressal Committee, in compliance with the recommendation no 6.8.1 of the JM Lyngdoh Committee report, shall be constituted in every college/institution solely to deal with the complaints/grievances related to election.
- ii. Any complaint/grievance regarding the conduct of election should initially be submitted to the Committee within 3 weeks from the date of declaration of the result.
- iii. The Grievance Cell shall act on all complaints within 24 hours after they are received, strictly following the direction laid down in this regard by the JM Lyngdoh Committee report, in its recommendations 6.8.1 to 6.8.12, and deliver its ruling to the appellant with a copy of the same to the Principal.
- iv. Any party adversely affected by a decision of the Grievance Cell may file an appeal with the Principal/Institutional head within twenty four (24) hours after the adverse decision is announced.
- v. The Principal/Institutional head shall have discretionary appellate jurisdiction over the Grievance Cell in all cases in which error on the part of the Grievance Cell is charged.
- vi. The Principal/Institutional head shall hear appeals of Grievance Cell rulings as soon as possible, but not within twenty four (24) hours after the Grievance cell delivers to the Appellant and the institutional head a copy of its written opinion in the case. Appeal may be heard prior to this time, but only if the Appellant waives the right to a written opinion and the institutional head agrees to accept the waiver.
- vii. The Principal/Institutional head can issue suitable orders to suspend or halt the operation of the ruling issued by the Grievance Cell until the appeals are decided.
- viii. The Principal/Institutional head shall review findings of the Grievance cell when appealed. He/She may affirm or overturn the decision of the Grievance cell, or modify the sanctions imposed.
- ix. Any party adversely affected by the final decision of the Grievance Cell/Principal/Institutional head, shall file a complaint in writing to the Vice-Chancellor of the University, along with a copy of the disposal of his/her petition at the college/institution level. The complaint shall reach the Vice Chancellor within seven days after the disposal of the petition at the college/institution level. The decision of the Vice Chancellor, after causing an enquiry to be made as he may deem fit, shall be final.

UNIVERSITY TEACHING DEPARTMENTS/CENTRES

- a. In the case of University Department Students Union election A Grievance Redressal Committee, in compliance with the recommendation no 6.8.1 of the JM Lyngdoh Committee report, shall be constituted in the University with the Vice Chancellor or the person nominated by him as its head, solely to deal with the complaints/grievances related to election.
- b. Any complaint/grievance regarding the conduct of election should initially be submitted to the Committee within 3 weeks from the date of declaration of the result.
- c. The Grievance Cell shall act on all complaints within 24 hours after they are received, strictly following the direction laid down in this regard by the JM Lyngdoh Committee report, in its recommendations 6.8.1 to 6.8.12, and deliver its ruling to the appellant with a copy of the same to the Vice Chancellor.
- d. Any party adversely affected by a decision of the Grievance Cell may file an appeal with the Vice Chancellor within twenty four (24) hours after the adverse decision is announced. The Vice Chancellor shall have discretionary appellate

jurisdiction over the Grievance Cell in all cases in which error on the part of the Grievance Cell is charged.

- e. The Vice Chancellor shall hear appeals of Grievance Cell rulings as soon as possible, but not within twenty four (24) hours after the Grievance cell delivers to the Appellant and the institutional head a copy of its written opinion in the case. Appeal may be heard prior to this time, but only if the Appellant waives the right to a written opinion and the institutional head agrees to accept the waiver.
- f. The Vice Chancellor can issue suitable orders to suspend or halt the operation of the ruling issued by the Grievance Cell until the appeals are decided.
- g. The Vice Chancellor shall review findings of the Grievance cell when appealed. He/She may affirm or overturn the decision of the Grievance cell, or modify the sanctions imposed. The decision of the Vice Chancellor, after causing an enquiry to be made as he may deem fit, shall be final.

19) Preservation of election Papers (for Both Presidential and Parliamentary modes of Elections):- All papers connected with the conduct of Union elections (Electoral Rolls, Nomination Papers, Used and Unused Ballot Papers, etc.) shall be preserved by the Returning Officer in a box locked and sealed in the presence of the candidates or their agents if present, for a period of one month after the declaration of the results. However in case of any dispute arising regarding the election, they may be preserved until it is disposed off.

20) Miscellaneous:-

- (i) Students shall desist from disfiguring any class rooms, compound walls and buildings in the college campus by pasting of posters or writing on the walls as part of their election campaign. They shall not disfigure the compound walls of neighbouring buildings as well.
- (ii) Election campaign/propaganda in the College Campus shall be limited to the issue of pamphlets and bit notices, display of banners and posters and conducting group meetings to present the candidates.
- (iii) Persons who are not on the rolls of the college register shall not take part in the propaganda work in the College Campus.
- (iv) Students shall not arrange for election propaganda/campaign meetings in the College Campus during working hours except with the specific sanction of the Principal.
- (v) There shall not be any sort of canvassing/propaganda in the College Campus on the day fixed for the Poll till the election results are announced.
- (vi) Students shall not use loudspeakers/amplifiers in connection with the College Union election campaign/propaganda.
- (vii) No student shall be allowed to propagate or indulge in any type of political activity in connection with the election.
- (viii) The Patron/Returning Officer shall make enough arrangements for Security/Police force in order to maintain law and order inside the campus on the day of election.

PART B
CONSTITUTION OF MAHATMA GANDHI UNIVERSITY UNION

The ultimate body for representation of students of the University will be the Mahatma Gandhi University Union, which shall be reconstituted every year through elections by and from among the members of the General Council of the University.

1. General Council:

Immediately after the College/University Department Union Elections each year, the Principals/Heads of all affiliated Colleges/University Departments shall duly forward to the University, the details of the Candidate (s), elected as University Union Councillors, in the form prescribed for the same (**see Appendix C**). Based on the data so collected, the Syndicate of the University shall constitute the General Council every year including all such students who have been elected as University Union Councillors from various Colleges/University Departments.

- i) The General Council shall consist of Councillors to the University Union elected from the Colleges/Departments.
- ii) The Members of the General Council shall hold office for a period of 12 months or till the reconstitution of the next General Council, whichever is earlier, notwithstanding the fact that they ceased to be students.
- iii) The General Council will be the electorate for the elections to Mahatma Gandhi University Union. It will also be the electorate for the elections to Students Council and Senate which are statutory bodies that involve student representation.
- iv) The General Council shall meet at least once in six months and such meetings along with the agenda shall be notified at least 15 days in advance.
- v) The General Council shall have power
 - a) to give general guidance to all College Unions/Departments Union.
 - b) to frame rules for the conduct of business at meetings of the Union.
 - c) to issue instructions not inconsistent with the Bye-Laws and the Rules in all matters not otherwise provided for;
 - d) to consider and approve the budget estimates of the Union.

2. Objectives, Powers and Functions of the University Union:-

The Mahatma Gandhi University Union shall have the following objectives powers and functions:-

- a) to promote corporate social and cultural life of the students of the University and to train them in the duties and rights of citizenship;
- b) to promote opportunities for the development of character, discipline, efficiency, knowledge, democratic, secular, scientific and socialist outlook and the spirit of service among its members;
- c) to organize youth centres, clubs or groups like student writers' club, student farmers' forum, study circles, training camps, work camps, debates, seminars, state and inter-state tours and to undertake such other activities and programmes;
- d) to impart training in leadership and in the conduct of public works in collaboration with voluntary organizations;
- e) to organize arts festivals to promote and develop the artistic talents of students;
- f) to organize sports, physical culture clubs and recreational clubs;
- g) to organize work squads and operate in urban and rural areas to encourage students and teachers to co-operate with farm and factory workers.
- h) to organize programmes encouraging students in various constructive activities in the context of national development; and

- i) to encourage such other activities as would be incidental in keeping with the general objectives of the Union.

3. Membership:

- a. All students in the rolls of affiliated Colleges/University Teaching Departments/Centres shall ipso facto be members of the Mahatma Gandhi University Union, represented by the Candidates elected as University Union Councillors from the respective Colleges/University Teaching Departments/Centres each year. The Councillors so elected shall form the General Council, constituted by the Syndicate each year, which will be the electorate for the elections to the University Union also.
- b. All teachers in the Colleges and University Teaching Departments/Centres shall be ex-officio members of the Union. However, the teachers will have no voting power.

4. Membership Fee:

All Colleges/University Teaching Departments/Centres shall collect the prescribed fee, stipulated and revised by the University from time to time, from each student towards the University Union fee along with the first installment of fees. The Colleges/ University Teaching Departments/Centres shall remit the fees to the University by chalan and the chalan receipt shall be forwarded to the Honorary Treasurer of the University Union by the Principals/Heads. The fee so collected towards University Union shall be distributed as follows:-

- (i) 2/3rd of the fee collected shall be used for the expenses of the University Union.
- (ii) 1/3rd of the fee collected shall be used for the activities of Club/Associations in the Affiliated Colleges/ University Teaching Departments/Centres under the guidance of the University Union.

5. College Students Unions and University Departments Students Union:

- a. There shall be a Students Union in all Colleges and University Teaching Departments/Centres' constituted strictly in accordance with the regulations laid down in this regard in **Clause 3 (PART A)**.
- b. The Students Union so formed in the Colleges/ University Teaching Departments/Centres will be the feeding bodies for the formation of General Council for the University Union.
- c. Each College Union as well as the University Departments' Union shall be represented at the General Council by one or two Councillors elected to the University Union.

6. The Patron:

- 1) The Vice-Chancellor of the Mahatma Gandhi University shall be the Ex-officio Patron of the Mahatma Gandhi University Union.
- 2) He/She shall be informed of all the activities of the Union well in advance.
- 3) He/She shall have power to convene the General Council or any of the Committees of the Union as and when he deems it fit for improving the functioning of the Union.
- 4) He/She shall have the powers to notify the elections for the reconstitution of the University Union as well as the elections to the Union of students of affiliated Colleges/ University Teaching Departments/Centres, which are the feeding bodies for the formation of General Council of the University.

7. Office Bearers:

The following shall be the Office Bearers of the Mahatma Gandhi University Union:-

- a) The Chairperson – Elected member.
- b) Three Vice-Chairpersons– Elected members.
- c) The General Secretary– Elected member.
- d) Joint Secretaries– Elected member.
- e) The Honorary Treasurer– Ex-officio member.
- f) The Staff Adviser - Ex-officio member.

8. The Chairperson:

- 1) The Chairperson shall be elected by and from among the members of the General Council.
- 2) The Chairperson shall preside over all meetings of the Executive Committee, General Council and all other functions of the Union.
- 3) The Chairperson shall conduct business of the Union according to the rules and standing orders.
- 4) The Chairperson shall have the right to give rulings on any point of order and his decisions shall be final as far as the meeting is concerned.

9. The Vice-Chairperson:

- 1) Three Vice-Chairpersons shall be elected by and from among the members of the General Council, of whom at least one shall be lady.
- 2) One of the three Vice-Chairpersons chosen by the members present shall preside over the meetings of the Executive Committee and General Council and all other functions of the Union in the absence of the Chairperson.
- 3) The Vice-Chairperson shall perform the duties of the Chairman in his absence or as per the request of the Chairperson.

10. The General Secretary:

- 1) The General Secretary shall be elected by and from among the members of the General Council.
- 2) The duties of the General Secretary shall be,
 - a) to issue notice of all meetings in consultation with the Chairman;
 - b) to keep the minutes of the business meetings and to present them for confirmation at the next meeting;
 - c) to sign all documents on behalf of the Union;
 - d) to keep records of all proceedings of the Union;
 - e) to conduct all the correspondences of the Union;
 - f) to arrange for the purchase of the requisites of the Union;
 - g) to incur expenditure for items specifically included among the objects of the Union with the previous concurrence of the Executive Committee and to submit vouchers for payment and to render monthly statements of expenditure incurred by the Union to the Honorary Treasurer; and also to submit the monthly accounts of the Union to the Executive Committee;
 - h) to submit the accounts before the Union Accounts Committee every six months;
 - i) to submit the accounts and vouchers relating to the year for audit at the end of the year.

11. The Joint Secretaries:

- 1) Two Joint Secretaries shall be elected by and from among the members of the General Council.
- 2) The Joint Secretaries shall perform the duties of the General Secretary in his absence or as per the request of the General Secretary.

12. The Honorary Treasurer:

- 1) The Director of Student Services shall be the Honorary Treasurer of the University Union.
- 2) The Honorary Treasurer shall be an ex-officio member of the Executive Committee and the General Council without voting power.
- 3) The Honorary Treasurer shall be in charge of the funds of the Union on behalf of the Executive Committee.
- 4) It shall be the duty of the Honorary Treasurer to see that vacancies in office are filled up promptly and the office work is done smoothly.
- 5) He/she shall also be the Staff Adviser to the University Union.

13. The Executive Committee:

- 1) The Executive Committee shall consist of the following members:-
 - i) **Ex-Officio Members**
 - a) The Honorary Treasurer
 - ii) **Elected Members**
 - a) The Chairperson
 - b) Three Vice-Chairpersons (one shall be lady)
 - c) The General Secretary
 - d) Two Joint Secretaries
 - e) Fifteen Executive Committee Members: elected by and from among the members of the General Council, of whom at least three shall be ladies.
- 2) The Executive Committee shall manage the affairs of the Union and shall have power, subject to the provisions of the Rules to carry out the objectives of the Union.
- 3) The Executive Committee shall prepare annual report and present the same before the General Council for review.
- 4) The Executive Committee shall prepare the annual budget in respect of the activities of the Union and present it to the General Council for consideration and adoption.
- 5) It shall consider the review report on expenditure submitted by the Accounts Committee.
- 6) The Executive Committee may appoint Sub-Committees or Ad-hoc Committees for specific purposes in consonance with the objectives of the Union from among the members of the General Council. The Conveners of such committees shall be entitled to be present at the meetings of the Executive Committee but shall not be entitled to vote.
- 7) The Executive Committee shall meet at least once in a month and such meetings, along with the agenda, shall be notified at least 7 days in advance. The notice of the meeting shall be prepared by the office bearers of the Union and dispatched through Department of Students Services, with proper documentation, utilizing the stamp account of the Department.
- 8) The urgent meeting of the Executive Committee may be convened with three days' notice.
- 9) The Executive Committee may frame standing orders.
- 10) A member of the Executive Committee, who has not attended 3 meetings of the body consecutively, without informing specific reasons to the Chairperson or the General Secretary in writing, shall forfeit his membership.
- 11) Decisions of the Executive Committee shall be taken in accordance with the opinion of the majority of the members present.
- 12) The meetings of the Executive Committee shall be conducted in the spirit of Parliamentary Democracy. The minutes shall reflect not only the majority opinions, but also the dissenting voices. At the end of the minutes of each meeting all the members present may sign.

14. University Union Accounts Committee:

- i. The University Union Accounts Committee shall consist of:-
 - a. five members elected by and from among the members of the General Council
 - b. three members elected by the members of the Senate from among themselves at a meeting of the Senate/ nominated by the Syndicate.
- ii. The Accounts Committee shall review the accounts of the Union and the review report shall be presented to the Executive Committee every six months.
- iii. The notice of the meeting of the Accounts Committee shall be prepared by the office bearers of the Union and dispatched through Department of Students Services, with proper documentation, utilizing the stamp account of the Department.

15. Student Services Committee:

- a. There shall be a Student Services Committee constituted by the University as an advisory body for the effective functioning of the University Union. It shall consist of the following members:-
 - 1) The Pro Vice-Chancellor (Chairperson)
 - 2) The Director of Student Services (Secretary)
 - 3) Two members of the Syndicate (nominated by the Vice-Chancellor from the SW & D committee)
 - 4) The General Secretary, University Union.
 - 5) The Chairperson, University Union.
- b. The Students Services Committee may meet at least twice in a term of twelve months.
- c. The first meeting shall be convened at least two weeks before the date of the meeting of the General Council in which the General Secretary, University Union shall present to the Students Services Committee the detailed annual budget of the University Union, as approved by the Executive Committee.
- d. The second meeting shall be convened before the announcement of the mega event UNIVERSITY YOUTH FESTIVAL, in which the Committee shall review the previous year's programmes and shall plan the subsequent activities.
- e. However, the Pro Vice Chancellor, as the Chairperson, will have the power to convene meeting of the Students Service Committee to discuss any other urgent matters to be addressed as and when required.

16. Funds of the Union:

- 1) Separate Head of Account may be opened in the Mahatma Gandhi University Budget to accommodate all funds of the Union including that allocated in the annual grant in the Mahatma Gandhi University.
- 2) The Honorary Treasurer of the Union will be in charge of the funds of the Union on behalf of the Executive Committee. Expenses for the activities of the Union shall not be incurred without the previous sanction of the Executive Committee.
- 3) The Hon. Treasurer can disburse an amount up to Rs.5000/- (Rupees Five Thousand only) for programmes approved by the Executive Committee.
- 4) For programmes requiring expenditure above Rs.5000/- (Rupees Five Thousand Only) the previous approval should be obtained from the University authorities concerned.
- 5) The accounts of all programmes shall be settled within one month of the programme, failing which no further amount will be released.

17. Miscellaneous:

- 1) The quorum of the meeting of the General Council and all Committees of the Mahatma Gandhi University Union shall be $\frac{1}{4}^{\text{th}}$ of the total number.
- 2) A notice of no-confidence motion signed by $\frac{1}{3}^{\text{rd}}$ of the total members against an elected office bearer of the Mahatma Gandhi University can be presented in the General Council.
- 3) A motion of no-confidence shall not be moved within the first three months of the taking of office.
- 4) A special meeting of the General Council shall be convened by the Chairperson, if 20 percentage of the members of the General Council demand for a meeting, specifying the purpose, with written notice.
- 5) The General Council shall be convened to discuss the no-confidence motion with a special notice of 15 days. The motion shall be carried by the simple majority of the members of the General Council present.
- 6) The Patron and or the Honorary Treasurer or any person invited by the Executive Committee shall be entitled to be present and to address any of the meetings of the Union or bodies or Committees constituted thereunder, but shall not be entitled to vote thereat.
- 7) The Syndicate shall have power to make amendments to these Bye-Laws. Any question of dispute arising under these Bye-Laws, with regard to its provisions, contents, interpretation

or the procedure laid down shall be determined by the Syndicate. The decision of the Syndicate shall be final in all such cases.

- 8) The Executive Committee of the Union shall be in liaison with the Student Services Committee regarding to the activities and programmes of the Union in general.

18. Reconstitution:

- 1) The General Council, the Executive Committee and the Accounts Committee of the Union shall be reconstituted by the Syndicate every year.
- 2) Election of Office Bearers, members to the Executive Committee and members to the Accounts Committee shall be held in accordance with the system of Proportional Representation by means of Single Transferable Vote and in accordance with the procedure prescribed by Chapter 44 of the Mahatma Gandhi University Statutes 1997 in this regard.
- 3) Notwithstanding anything contained in these Bye-Laws the Syndicate shall have power to reconstitute the General Council and/or Executive Committee or Accounts Committee or fill up the casual vacancies in these bodies by nomination or any other method as the Syndicate may decide, in case the elections could not be conducted as envisaged, provided that any such action taken by the Syndicate shall be subject to the ratification by the Senate.

19. Elections of Office Bearers of Mahatma Gandhi University Union: - The Syndicate of the University, on the basis of the data received, regarding University Union Councillors elected from the Colleges/University Departments, shall constitute the General Council of the University including all those Councillors. The General Council, so formed, shall be the electorate for the election to the Mahatma Gandhi University Union.

1. **Schedule of Election:** Immediately after the constitution of General Council of the University, the Vice Chancellor, being the Patron of the Mahatma Gandhi University Union, shall issue a schedule for the election of office bearers of University Union as given hereunder:-

ELECTION SCHEDULE	
Sl. No.	Programme
01	Date of issue of Election Notification
02	Date of publication of Preliminary Electoral Roll
03	Last date and hour for filing complaint regarding the Preliminary Electoral Roll
04	Date and Time of Publication of Final Electoral Roll
05	Last date and hour for filing Nominations
06	Date and Time of Scrutiny of Nominations
07	Date and Time of Publication of the list of valid Nominations
08	Last date and hour for withdrawal of Nominations
09	Date and Time of Publication of the final list of valid Nominations
10	Date and Time of Polling
11	Date and Time of Scrutiny and Counting of votes
12	Venue of election

The power to make any changes in the schedule of the election will be vested only with the Vice – Chancellor.

2. **System of Election:** Election of Office Bearers, members to the Executive Committee and members to the Accounts Committee shall be held by secret ballot, in accordance with the system of Proportional Representation by means of Single Transferable Vote and in compliance with the procedures of election, laid down in Chapter 44 of the Mahatma Gandhi University Statutes 1997 in this regard.
3. **The Returning Officer:** The Registrar or an officer appointed by the Registrar, with the approval of the Vice Chancellor, shall be the Returning Officer for the elections to Mahatma Gandhi University Union. The Returning Officer may appoint required number of Assistant Returning Officers and other staff to assist him in the conduct of elections. It shall be the responsibility of the Returning Officer to take all precautionary measures to ensure a peaceful atmosphere in the campus during election days.

4. **Electoral Roll:**

- a. The Electoral Roll for the election of Office Bearers, members to the Executive Committee and members to the Accounts Committee to the Mahatma Gandhi University Union shall consist of the University Union Councillors elected from the affiliated Colleges as well as from the University Teaching Departments/Centres.
- b. The Electoral Roll shall contain the names of Councillors, serially numbered with details of their class, group, subject, etc, as reported by the Colleges/University Teaching Departments/Centres along with their photographs attested by the Principal/Head.
- c. Copies of the electoral rolls should be made available to the students in the office of the Returning Officer and also be published in the official website of the University.
- d. A Preliminary Electoral Roll shall be published by the Returning Officer as scheduled. After considering the complaints regarding the same, a Final Electoral Roll shall be published on the date scheduled for the same.
- e. However, the Returning Officer may make correction, alteration or deletion in the roll provided the requisition for the same is received by him within twenty-four hours of the publication of rolls and further if he is satisfied that the correction, alteration or deletion is justified. The Returning Officer may also include the name of any student inadvertently omitted from the original electoral rolls

5. **Eligibility to take part in elections:**

- (i) Only persons whose names are on the electoral rolls, up to one day before the date fixed for filing of Nominations, shall be entitled to contest the elections. Any persons, whose names are later on added in the Electoral Roll, by the Returning Officer, will be eligible for casting their votes, though they cannot contest the election.
- (ii) At the time of filing nomination, a candidate contesting the elections should neither have been convicted by any Court of Law nor have been subject to any disciplinary action by the University authorities.
- (iii) Only those Councillors whose names are on the Final Electoral Roll and have been issued an Identity Card regarding their membership in the General Council, by the University, shall be eligible to cast their votes. Therefore, electors are bound to produce the same before the Returning Officer/ Polling official at the time of election.

6. **Notification of Election:** The Returning Officer shall issue the Notification for election, which shall be published in the University Office as well as in the official website of the University. The notification shall contain the programme of the election giving the following details:-

01	Date of Notification	After 30 clear days from the date of Notification regarding the constitution of General Council.
02	Date of Publication of Preliminary Electoral Roll	Succeeding working day from the date of Notification.
03	Last date and hour for filing complaint regarding the Preliminary Electoral Roll	At 12.00 p.m with 10 (Ten) clear working days from the date of publication of Preliminary Electoral Roll.
04	Date and Time of Publication of Final Electoral Roll	Within 12.00 p.m to 04.00 p.m with 04 (Four) clear working days from the last date fixed for the receipt complaints regarding Preliminary Electoral Roll.

05	Last Date and Hour for receipt of Nomination	At 01.00 p.m with 7 (Seven) clear working days from the date of Publication of Final Electoral Roll.
06	Scrutiny of Nominations	2.05 p.m. on the same day fixed as the last date for the receipt of Nomination.
07	Publication of the list of valid Nominations	Same day fixed for Scrutiny of Nominations.
08	Withdrawal of Nominations	At 12.00 p.m. on after two clear working days from the date of Publication of the list of valid Nominations.
09	Publication of the Final list of Candidates	Same day fixed for Withdrawal of Nominations
10	Polling	10.00 a.m. to 1.00 p.m. after a minimum of 10 (Ten) clear days from the date of publication of the notification of the election, with a gap of 07 clear working days from the date of publication of Final list of Candidates.
11	Scrutiny and counting of Votes	To start at 2.00 p.m. on the day fixed for the Poll.

7. **Nomination of Candidates:**

- i. Every elector shall be at liberty to nominate a General Council member, whose name is on the electoral roll, to fill up a vacancy.
- ii. Every nomination shall be strictly in the prescribed form, **(specimen form – Appendix D)** and shall be made by an elector in writing and shall be seconded by another elector.
- iii. A proposer and seconder can nominate/second only one person to a single post at a time.
- iv. Every nomination shall be accompanied by the consent of the nominee agreeing to serve on the body, if elected.
- v. The Nomination paper shall be in sealed cover and must be caused to be deposited in a box kept by the Returning Officer in his office within the date and hour fixed for the purpose.
- vi. **For deciding the number of chances for contesting the election, the posts of Chairperson, Vice-Chairperson and Gen. Secretary only shall be considered as office bearers.**

8. **Scrutiny of Nominations:**

- (i) All nomination papers deposited in the box provided for the purpose shall be scrutinised by the Returning Officer at the hour on the date prescribed.
- (ii) The candidate or his authorised agent from among the electors alone will be permitted to be present at the time of scrutiny of nominations.
- (iii) The Returning Officer shall examine the nomination papers and shall decide all objections made to any nomination Paper. All nomination papers shall be strictly cross verified with the parameters regarding the eligibility for participation in election. However, no nomination paper shall be rejected on technical grounds.
- (iv) At the time of the Scrutiny of Nominations, the burden of producing enough evidence, for a challenge regarding the credentials submitted/declarations made by a Candidate, lies exclusively on the person raising such a challenge. Any such

challenge/complaint, lacking enough proof, can be rejected by the Returning Officer.

- 9. List of Candidates Validly Nominated:** A List of Candidates with their names, class, subject, group etc. (as reported by the Colleges/University Departments). whose nominations have been declared valid shall be published by affixing the same on the notice board as well as in the official Website of Mahatma Gandhi University.
- 10. Withdrawal of Candidature:** Any candidate may withdraw his/her candidature, by notice in writing, signed by him/her and delivered in person or by messenger, who is one of the electors, to the Returning Officer, so as to be received by him, within the date and hour fixed for the same. Withdrawal once made shall be final. A Candidate who has withdrawn his/her nomination shall not be considered eligible for re-nomination as a candidate for the same election in that academic year.
- 11. Final List of Candidates:** The Returning Officer shall publish after the lapse of time fixed for withdrawal of candidature, a final list of candidates validly nominated as candidates for election, showing the names arranged in alphabetical order, together with their class, group, subject etc. as reported by the Colleges/University Departments.
- 12. Declaration of election of validly nominated Candidates (Candidates elected unopposed):**
- (i) If the number of candidates validly nominated and not withdrawn does not exceed the number of vacancies to be filled by election, such candidates shall be declared to have been duly elected unopposed.
 - (ii) If the number of candidates validly nominated and not withdrawn is less than the number of vacancies to be filled by the election, such candidates shall be declared to have been duly elected unopposed, and the electorate shall be called upon to elect a person(s) as the case may be to fill the remaining vacancy (ies).
 - (iii) If the number of candidates validly nominated and not withdrawn exceeds the number of vacancies to be filled by election, then the Returning Officer shall proceed with the election in the manner prescribed.
- 13. Voting:**
- (i) Election of Office Bearers, members to the Executive Committee and members to the Accounts Committee shall be held by secret ballot, in accordance with the system of Proportional Representation by means of Single Transferable Vote and in compliance with the procedures of election, laid down in Chapter 44 of the Mahatma Gandhi University Statutes 1997 in this regard. In this system, electors are supposed to mark their order of preference to Candidates. Every elector entitled to vote at the election shall have as many preferences as there are candidates. An elector may indicate the order of preference by placing the figures 1, 2, 3, etc. against the names of the candidates, who represent respectively his first, second, third, etc., choice. For marking the preferences only the Arabic numerals 1, 2, 3, etc. shall be used. Any use of other type of numerals/signs shall make the ballot paper invalid
 - (ii) No vote shall be given by proxy.
 - (iii) Time of Poll: The Poll shall begin at 10.00 a.m. on the appointed day and shall close at 1.00 p.m. on the same day.
 - (iv) Prohibition of canvassing in or near polling station: No person shall, on the date on which a poll is taken at the polling station, commit any of the following acts within the polling station or within a distance of one hundred metres of the polling station, namely:-
 - a) canvassing for votes; or
 - b) soliciting the vote of any elector; or
 - c) persuading any elector not to vote for any particular candidate; or
 - d) persuading any elector not to vote at the election; or
 - e) exhibiting any notice or sign for improving his prospects of election.

- (v) For the convenience of electors and for the smooth conduct of the election, sufficient numbers of Polling Booths may be arranged. There shall be a sufficient Polling Officers attached to each booth, appointed by the Returning Officer.
- (vi) Sufficient numbers of serially numbered ballot papers (serial numbers shall be there both in counterfoil as well as in ballot papers), in the prescribed form (**for specimen see Appendix E**), shall be printed with the names of candidates in the order of the final list of candidates published.
- (vii) Every ballot paper issued to voters shall bear the signature of the Returning Officer/Assistant Returning Officer, without which a ballot paper shall be considered invalid.
- (viii) The Ballot Box sealed or locked (in the presence of the candidates or their agents if so required by them) shall be placed in a convenient place with arrangements for exercising the franchise by the electors by depositing the Ballot Papers through a slit provided in the box.
- (ix) Each voter shall be issued a duly signed Identity Card regarding General Council membership by the Returning Officer and sent to the respective Colleges/University Departments. Members are supposed to collect the same from their respective Colleges/University Departments and produce it before the Polling Officer at the time of election. Ballot papers shall not be issued to those who fail to produce this Identity Card. Those members whose Cards have been lost irrecoverably shall make a request to the Returning Officer for a duplicate Identity Card, which should be accompanied by a photo affixed authentication from the Principal/Head of the College/University Departments concerned and a proof of remittance of the fee prescribed for the duplicate Identity Card. No duplicate Identity Card shall be issued on the date of election. The original Identity card of those members, who have been issued with a duplicate Identity Card shall lose its validity and shall not at all be considered for election.
- (x) Before issue of the ballot paper, the Returning Officer/Assistant Returning Officer/Polling Officer shall ascertain:-
 - (a) the identity of the elector and
 - (b) that the person desiring to vote has not already voted.
 - (c) that the ballot paper to be issued contains the signature of Returning Officer/Assistant Returning Officer.
- (xi) The name of the person shall be entered upon the serially numbered counterfoil of the Ballot Paper (**for specimen see Appendix E**) in all ballot paper book which shall be got printed for the purpose. The ballot paper corresponding to that counterfoil shall then be torn off after affixing the initials of the Returning Officer thereon and handed over to the voter.
- (xii) At the time of issuing the ballot paper, the person authorised by the Returning Officer shall strike off the name of the elector in a diagonal manner in the copy of the electoral roll kept for the purpose and get the signature of the elector in the electoral roll.
- (xiii) The elector who has received the ballot paper shall then proceed to a voting compartment, arranged to be screened from observation by others, for marking the vote. There he/she shall record his vote in the ballot paper in the manner prescribed and then proceed to the place where the Ballot Box is placed and deposit the same in the Ballot Box.
- (xiv) No elector shall be allowed to enter the place arranged for marking the vote when another elector is there and no elector shall remain in the voting compartment longer than the time needed for recording his/her vote.
- (xv) If an elector is incapacitated from blindness or other physical causes, it shall be competent for him to record his vote by the hand of the Returning Officer/Presiding Officer. However the Returning Officer/Presiding Officer may allow a companion to assist such a person to cast his/her vote, provided that the

person shall be a member of the electoral roll and acceptable to the voter. A declaration to that purpose shall be obtained from the companion duly attested/signed by the elector, and kept with the Returning Officer/Presiding Officer. In any case no such companion should be allowed to assist more than one voter with such physical disabilities.

(xvi) The Returning Officer shall seal the slit of the ballot box immediately after the polling is over, affix his signature and seal after obtaining the signature of the polling agents present and keep it in safe custody.

14. Procedure on counting:-

- (i) The Scrutiny and Counting of Votes shall be held by the Returning Officer from the hour appointed on the date fixed. The Ballot Box shall be opened at the hour fixed for the purpose and the scrutiny and counting shall begin in the presence of the Returning Officer as well as the Candidates or their agents, if any.
- (ii) No person shall be present at the scrutiny and counting of votes except the Returning Officer and his staff as well as the candidates concerned. A Candidate, in case he/she is unable to be present at the counting, may nominate (in writing) a representative (agent) from among the voters, to be present at the time of counting, on his/her behalf.
- (iii) The ballot boxes shall be opened and ballot papers shall be mixed together by the counting officials in the presence of the Returning Officer. The ballot papers will then initially be sorted according to the posts and bundled. Each bundle will then be taken for counting.
- (iv) The Returning Officer shall reject a ballot paper as invalid, for any of the following reasons, namely:-
 - a) if the ballot paper cover contains any matter other than the ballot paper.
 - b) if it does not bear the initials of the Returning Officer/Assistant Returning Officer.
 - c) if the voter signs his name or writes any word or makes any mark by which the identity of the voter becomes recognizable.
 - d) If the preferences marked are not in Arabic Numerals.
 - e) if the figure 1 is not marked.
 - f) if the figure 1 is set opposite the name of more than one candidate; or is so marked as to render it doubtful to which candidate it is intended to apply.
 - g) if the figure 1 and some other figures are set opposite the name of the same candidate.
- (v) On every paper so rejected, the Returning Officer shall endorse the word "Rejected" stating the grounds of rejection and keep such rejected papers in a separate packet.
- (vi) Fractions and preferences: In carrying out the provisions regarding the procedure for election hereinafter prescribed:-
 - a) all fractions shall be disregarded; and
 - b) all preferences recorded for candidates already elected or excluded from the poll shall be ignored.
- (vii) Division into parcels according to first preference: After the invalid ballot papers, if any, have been rejected, the remaining papers shall be divided into parcels according to the first preferences recorded for each candidate and the number of papers in each parcel noted and credited to the concerned candidates' account.
- (viii) Quota: The number of papers in all the parcels shall then be added together and the total divided by a number exceeding by one the number of vacancies to be filled by election and the quotient increased by one shall be the number sufficient to secure the return of candidates, hereinafter called the "quota".
- (ix) When persons who obtained quota are declared elected:

- a) If at the end of any count a number of candidates equal to the number of vacancies to be filled by election have obtained the quota, such candidates shall be treated as elected and no further steps shall be taken.
 - b) A candidate, in whose parcel the number of votes on the first preference being counted is equal to or greater than quota, shall be duly declared elected.
 - c) If the number of papers in any such parcel is equal to the quota, the papers shall be set as finally disposed of.
- (x) Transfer of surplus:
- I. If the number of the papers in any such parcel is greater than the quota, the surplus shall be transferred to the continuing candidates so indicated in the ballot papers as next in the order of the voters' preference in the manner hereinafter prescribed.
 - II. If more than one candidate has a surplus, the largest surplus shall be dealt with first and the others in the order of magnitude, provided that every surplus arising on the first count of votes shall be dealt with before those arising on the second count, and so on.
 - III. Where two or more surpluses are equal, regard shall be had to the original votes of each candidate and the candidate who is credited with the largest number of original votes are equal, the Returning Officer shall decide by lot which candidate shall have his surplus first distributed.
 - IV.
 - a. If the surplus of any candidate to be transferred arises from original votes only, the Returning Officer shall examine all the papers in the parcel belonging to the Candidate, divide the unexhausted papers into sub-parcels according to the next preference recorded thereon and make a separate sub-parcel of the exhausted papers.
 - b. The number of the papers in each sub-parcel and the total of all the unexhausted papers shall then be ascertained.
 - c. If the total number of the exhausted papers is equal to or less than the surplus to be transferred, all the sub-parcels shall be transferred to the continuing candidates, the value of each paper so transferred being one.
 - d. If the total number of unexhausted papers is greater than the surplus, the sub- parcels shall be transferred to the continuing candidates, and the value at which each paper shall be transferred shall be ascertained by dividing the surplus by the total number of unexhausted papers.
 - V. If, in ascertaining the number of papers to be transferred from a sub-parcel, fractional parts are found to exist and if, owing to the existence of such fractional parts the number of papers to be transferred is less than the surplus, as many of these fractional parts taken in the order of their magnitude, beginning with the largest, as are necessary to make the total number of papers to be transferred equal to the surplus shall be reckoned as of the value of unity; and the remaining fractional parts shall be ignored. If two or more fractional parts are of equal magnitude, that fractional parts shall be deemed to be the larger which arise from the largest sub-parcel, and if the sub-parcels in question are equal in size, preference shall be given to the candidate who obtained the larger number of original votes.
 - VI. If the surplus of any candidate to be transferred arises from transferred as well as original votes, all the papers in the subparcel last transferred to

the candidate shall be examined and the exhausted papers divided into sub-parcel, according to the next preference recorded thereon. The sub-parcel shall be dealt with in the same manner as is provided in the case of the sub-parcels referred to in clause (4).

VII. The papers transferred to each candidate shall be added in the form of a sub-parcel to the papers already belonging to such candidate, and the value of such transferred votes credited to his account.

VIII. All the papers in the parcel or sub-parcel of an elected candidate not transferred to any continuing candidate under this statute shall be set apart as finally disposed off.

(xi) Exclusion of candidate lowest in the poll:

- a) If, after all the surpluses have been transferred as hereinafter provided, the number of candidates elected is less than the required number Returning Officer shall exclude from the poll the candidate lowest on the poll and shall distribute his unexhausted papers among the continuing candidates according to the next preference marked thereon and any exhausted papers shall be set apart as finally disposed off.
- b) The papers containing original votes of an excluded candidate shall first be transferred, the transfer value of such paper being one.
- c) The papers containing the transferred votes of an excluded candidate shall then be transferred in the order of the transfers in which, and at the value at which he obtained them.
- d) Each of such transfers shall be deemed to be a separate transfer, but not a separate count.
- e) If the total of the votes of two or more candidates lowest on the poll together with any surplus votes transferred, is less than the votes credited to the next highest candidate, those candidates may in one operation be excluded from the poll and their votes transferred in accordance with the provisions in clauses (1) to (4).
- f) The above process shall be repeated on the successive exclusions one after another of the candidates lowest on the poll until the last vacancy is filled, either by the election of a candidate with the quota or as hereinafter provided.

(xii) Completion for transfer when quota obtained: If as a result of a transfer of papers under these statutes, the number of votes obtained by a candidate is equal to or greater than the quota, the transfer then proceeding shall be completed and no further papers shall be transferred to him.

(xiii) Procedure in the case of candidates obtaining votes equal to or greater than the quota:

- a) After the completion of any transfer under these statutes, the number of votes of any candidate is equal to or greater than the quota, he shall be declared elected.
- b) If the number of the votes of any candidate is equal to the quota, the whole of the papers on which such votes are recorded shall be set aside as finally disposed of.
- c) If the number of the votes of any such candidate is greater than the quota, his surplus shall thereupon be distributed in the manner hereinbefore provided, before the exclusion of any other candidate.

(xiv) When continuing candidates are declared elected: When at the end of any count, the number of continuing candidates is reduced to the number of vacancies remaining unfilled, the counting candidates shall be declared elected.

- (xv) When the number of votes of one candidate exceeds the total votes of the other candidates: When at the end of any count only one vacancy remains unfilled and number of votes of any one candidate exceeds the total of all the votes of the other continuing candidates together with any surplus not transferred, the candidate shall be declared elected.
- (xvi) When continuing candidates have equal number of votes: When at the end of any count only one vacancy remains unfilled and there are only two continuing candidates and each of them has the same vale of votes and no surplus remains capable of transfer the Returning Officer shall decide by lots which of them shall be excluded, and after the exclusion of one of the candidates by drawing lots, the other candidate shall be declared elected.
- (xvii) Exclusion of candidate when two or more candidates have equal number of votes: If at any time it becomes necessary to exclude a candidate and two or more candidates have the same number of votes and are lowest on the poll, regard shall be had to the original votes of each candidate, and the candidate for whom the lowest original votes are recorded shall be first excluded; and if their original votes are equal, the Returning Officer shall decide by lot which candidate shall be excluded.

(xviii) Recounting:

- a) Any candidate or his agent may, at any time during the counting of votes, either before the commencement or after the completion of any transfer of votes, request the Returning Officer in writing to re-examine or recount of the papers of all or any candidate (not being papers set aside at any previous transfer as finally disposed of) and the Returning Officer shall forth with re-examine or recount the same accordingly.
- b) The Returning Officer may, at his discretion count the votes either once or more than once in any case in which he is not satisfied as to the accuracy of any previous count, provided that nothing in this statute shall make it obligatory on the Returning Officer to recount the same votes more than once.

(xix) Declaration of results: The Returning Officer shall, at the end of the counting, declare the names of the candidates who have been duly elected.

(xiv) Records of election: The Returning Officer shall maintain the following documents regarding the counting process of election

- a) The declaration at the commencement of counting, which should be signed by the candidates/their agents present.
- b) Account of Ballot Papers of various posts, copies of which should be given to the candidates/their agents present.
- c) Counting Sheets of ballots of different posts.
- d) Result Sheets of different posts.
- e) Formal Notification of result regarding the candidates elected.

15. Preservation of election papers: The nomination papers, ballot papers, declaration papers and the ballot paper covers shall be preserved in the University Office for a period of one month after the date of declaration of the results, or if any dispute arises regarding the election, until it is disposed of. Thereafter, they may be destroyed.

16. Election Petitions:

- (i) Presentation of election petition: Any election petition calling in question any election may be presented within seven days of the declaration of the result of the election by any candidate at such election –
 - a) on one or more of the grounds, specified in sub-section (1) of section 34 of the Act or
 - b) on the ground that the result of the election has been materially affected –
 1. by the improper reception or refusal of a vote; or

2. by any non-compliance with the provisions of the Act or of any Statute issued thereunder; or
 - c) on the ground that the nomination of any candidate has been wrongly rejected or the nomination of the successful candidate or of any other candidate who has not withdrawn his candidature has been wrongly accepted.
- (ii) One authenticated copy of the petition and the annexure thereto, if any, for the use of the Vice-Chancellor and as many additional copies as there are respondents shall be produced along with the petition.
16. Parties to the petition: A petitioner shall join as respondent to his petition:
- a) Where the petitioner, in addition to claiming a declaration that the election of all or any of the returned candidate is void, claim a further declaration that he himself or any other candidate has been duly elected; all the contesting candidates other than the petitioner; and
 - b) Where no further declaration as under (a) above is claimed, all the returned candidates.
17. Contents of petition:
- (i) An election petition
 - a) shall contain a concise statement of the material facts on which the petitioner relies;
 - b) shall set forth full particulars of the malpractice that the petitioner alleges including a full statement if possible of the names of the persons alleged to have committed such malpractice; and
 - c) shall be signed by the petitioner.
 - (ii) Any schedule or annexure to the petition shall also be signed by the petitioner.
18. Relief that may be claimed by the petitioner: Petitioner may, in addition to claiming a declaration that the election of all or any of the returned candidates is void, claim a further declaration that he himself or any other, candidate has duly elected.

APPENDICES

Appendix – A

**Election to College Union/ University Departments Students' Union
.....(Year)
College/University Department.....**

NOMINATION PAPER

(Please read the election notification carefully before filling up this Nomination form. Furnish correct and full information. It is the responsibility of the proposer, seconder and the candidate to submit the nomination paper, complete in every respect, to the Returning officer within the time limit.)

Name of the Post:

Part I : Nomination of the Candidate

I do hereby nominate the following person as a candidate for election to the above mentioned post of the College Union/ University Departments' Union.

- 1. Name of the Candidate :
- 2. Electoral Roll No. :
- 3. Class & Subject :
- 4. Department/School :
- 5. Sex :
- 6. Age and Date of Birth :

Signature of the Proposer :
Name of the Proposer :
Electoral Roll No. of the Proposer :

Date:

Part II : Seconding the Candidature

I do hereby second the nomination of the above candidate.

Signature of the Secunder :
Name of the Secunder :
Electoral Roll No. of the Secunder :

Date:

Part III : Consent and Declarations of the Candidate

- I. I,(Name of the Candidate) agree to serve on the College Union/Mahatma Gandhi University Departments' Union, if elected.
- II. I hereby declare that:
 - (1) I am within the age limit prescribed in the election notification for contesting the election.
 - (2) I am a full time regular student of the course.
 - (3) I have no academic arrears as on date. I have passed all the examinations the results of which have been declared and have not absented from any of the examinations the results of which are to be declared.
 - (4) I have attained the minimum percentage of attendance prescribed by the University for the course of study or 75%, whichever is higher.

(5) I have been/ have not been subjected to disciplinary proceedings by the University
(Strike off whichever is not applicable. If subjected to disciplinary proceedings,
give full details of the case)

.....
.....

(6) I am contesting for post of office bearer for thetime/for the post of
Execute Committee Member for the time (Strike off whichever is not
applicable)

(7) I will follow the code of conduct for candidates.

(8) I have not been tried and /or convicted of any criminal offence or misdemeanor.

Signature of the Candidate:
Name of the Candidate :

Date:

Part IV - Verification Report by the Head of the Department concerned

The declarations made by the candidate at Sl. Nos. II - 1, 2, 3, 4 and 5 above have been
verified with the records and found correct/incorrect. (Strike off whichever is not applicable.
Furnish details if any of the statements is incorrect.)

Signature of the Director/HoD :
Name of the Director/HoD :
Name of the School :

Date:

(Office Seal)

Decisions of the Returning Officer

Sl.No. _____ Signature of the RO/ARO:

Election to College/ Department Students' Union (Year)

Election to College/Department Students' Union(Year)

Counter foil of Ballot Paper

Name of the Post:

Name of the Post:

Number of Seats:

No. of Seats:

BALLOT PAPER

Name of the elector:

(Vote by placing the mark 'X' against the name of the candidate for whom you vote)

Class:

Electoral Roll No:

Electoral Roll Number	Name, Class and subject of the Candidate	Space for marking vote

Date of Poll:.....

Appendix – B

MAHATMA GANDHI UNIVERSITY

Format for furnishing the details of the Councillor to the University Union

Name and address of the College :

Total number of voters :

Total number of elected councillors :

Details of the Councillor

(Separate sheets to be used for each Councillor)

- 1. Name of the Councillor :
- 2. Sex :
- 3. Age & Date of Birth :
- 4. Class, Course and Subject :
- 5. Duration of the Course :
- 6. Date of Admission :
- 7. Date of completion of the Course of Study :
- 8. Permanent Address with District and Pin Code :
- 9. Telephone & Mobile Nos :
- 10. E-mail ids, if any :

Specimen Signatures
1.
2.
3.

Photograph of the councillor attested by the Principal. Affix using glue.	Photograph of the councillor attested by the Principal. Affix using STAPLER
---	---

Certificate by the Principal

Certified that the details furnished above have been verified and found correct. The above person has signed before me. The photographs are attested.

Place:
Date:

Signature &
Name of the Principal

Office Seal

(N.B. This proforma should reach the University Office within three weeks from the date of election. A copy of the college ID Card of the student duly attested by the Principal should also be attached)

Election to Mahatma Gandhi University Union..... (Year)

NOMINATION PAPER

(Please read the election notification carefully before filling up this Nomination form. Furnish correct and full information. It is the responsibility of the proposer, seconder and the candidate to submit the nomination paper, complete in every respect, to the Returning officer within the time limit.)

Name of the Post:

Part I : Nomination of the Candidate

I do hereby nominate the following person as a candidate for election to the above mentioned post of the Mahatma Gandhi University Union..... (Year)

- 1. Name of the Candidate :
- 2. Electoral Roll No. :
- 3. Class & Subject :
- 4. College/Department :
- 5. Sex :
- 6. Age and Date of Birth :
- 7. Official Address with Phone No. :

Signature of the Proposer :
 Name of the Proposer :
 Electoral Roll No. of the Proposer :

Date:

Part II : Seconding the Candidature

I do hereby second the nomination of the above candidate.

Signature of the Secunder :
 Name of the Secunder :
 Electoral Roll No. of the Secunder :

Date:

Part III : Consent and Declarations of the Candidate

- I. I,(Name of the Candidate) agree to serve on the Mahatma Gandhi University Union..... (Year), if elected.

Signature of the Candidate:

Name of the Candidate :

Date:

Decisions of the Returning Officer

Sl.No. _____ Signature of the RO/ARO:

Mahatma Gandhi University

Election to University Union..... (Year)
Counter foil of Ballot Paper

Name of the Post :

No. of Seats:

Name of the elector:

.....

Elector Roll No:

Date of Poll:

**MAHATMA GANDHI UNIVERSITY
ELECTION TO UNIVERSITY UNION..... (YEAR)**

Name of the Post:

Number of Seats:

BALLOT PAPER

Every elector entitled to vote at the election shall have as many preferences as there are candidates. An elector may indicate the order of preference by placing the figures 1, 2, 3, etc. (Arabic numerals only), against the names of the candidates, who represent respectively his/her first, second, third etc..... choice. Roman numerals or any other sign shall not be affixed.

Elector Roll Number	Name and Address	Space for marking preference