



# APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

CET campus, Thiruvananthapuram - 695 016

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No. KTU/ASST1(STUDENT  
AFFAIRS)/1849/2023

Dated: 05.10.2023

From

The Dean (Academic)

To

The Principals of all Affiliated Colleges.

Sir/Madam,

Sub:- College Union Elections 2023-24 in affiliated colleges of the University-  
Conduct of Elections-Reg:-

The 44th meeting of the Syndicate of the APJ Abdul kalam Technological University held on 31-05-2023 vide item No.S-044-008 resolved to conduct the elections to the College Unions in all affiliated colleges. The Hon'ble Vice Chancellor has approved the decision of the Syndicate. The 49<sup>th</sup> meeting of the Syndicate held on 25-09-2023 vide item no.S-049-OA4 resolved to entrust the Hon'ble Vice Chancellor to approve the schedule for the conduct of the college union election 2023-24, so as to conduct the election on 18-10-2023, as per the guidelines approved by the Syndicate.

I am to inform you that in accordance with the resolutions of the Syndicate, the Hon'ble Vice Chancellor has ordered to conduct elections to the College Unions of all affiliated colleges on 18-10-2023 for the year 2023-24 in accordance with the Schedule and Guidelines attached herewith.

I am therefore, direct you to conduct elections to the College Unions on **18-10-2023**.

The elections shall be notified by the Principal and conducted in accordance with the provisions contained in Chapter 4, Statute 6 of the APJ Abdul Kalam Technological University First Statutes 2020, the Election Manual of the University and the Schedule and Guidelines attached herewith.

**Noncompliance of the above shall be treated as willful disobedience and**



**violation of statutory directions of the University and will invite appropriate actions against the college in accordance with the provisions contained in APJ Abdul Kalam Technological University Act 2015 and APJ Abdul Kalam Technological University First Statutes 2020.**

On conclusion of the elections, the details of those students elected as University Union Councillor (s) shall be furnished in the proforma enclosed herewith along with their two passport size photographs and three specimen signatures duly attested by the Principal with in a period of Ten (10) days thereafter.

#### Enclosures

1. Extract of Chapter 4 Statute 6 of APJ Abdul Kalam Technological University First Statutes 2020.
2. Election Manual of the University.
3. Schedule of Elections.
4. Guidelines for conduct of elections.
5. Copy of the recommendations of Lyngdoh Committee as approved by the Hon'ble Supreme Court of India.
6. Proforma for furnishing the details of University Union Councilors.

Yours faithfully  
Dr. VINU THOMAS \*  
Dean (Academic)

\* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.



(4) കോളേജ് കൗൺസിലിന്റെ തീരുമാനങ്ങൾ നടപ്പാക്കേണ്ട ബാധ്യത ചെയർമാനായിരിക്കുന്നതാണ്. സാധാരണഗതിയിൽ തീരുമാനങ്ങൾ മാറ്റം കൂടാതെ നടപ്പാക്കേണ്ടതാണ്.

എന്നാൽ പരാതി ഉള്ളപക്ഷം അപ്രകാരമുള്ള തീരുമാനത്തിൽ നിന്നും വ്യതിചലിച്ചുകൊണ്ട് ചെയർമാൻ തീരുമാനമെടുക്കാവുന്നതും പ്രസ്തുത തീരുമാനങ്ങൾ എന്തുകൊണ്ട് എടുത്തുവെന്ന് ചെയർമാൻ കോളേജ് കൗൺസിലിന്റെ തൊട്ടടുത്ത യോഗത്തിൽ വിശദീകരിക്കേണ്ടതുമാണ്.

**6. കോളേജ് യൂണിയൻ** - സർവ്വകലാശാലയുമായി അഫിലിയേറ്റ് ചെയ്ത കോളേജുകൾ, സ്ഥാപനങ്ങൾ, സ്വയംഭരണ കോളേജുകൾ, അനുബന്ധ കോളേജുകൾ, അക്കാദമിക സ്വയംഭരണം നൽകിയ കോളേജുകൾ തുടങ്ങിയവയിൽ ഒരു കോളേജ് യൂണിയൻ അത് ഏത് പേരിൽ അറിയപ്പെട്ടാലും ഉണ്ടായിരിക്കേണ്ടതാണ്. ഈ സ്റ്റാറ്റ്യൂട്ടുകൾ പ്രാബല്യത്തിൽ വന്ന് ആറ് മാസത്തിനുള്ളിൽ കോളേജ് യൂണിയൻ രൂപീകരിക്കേണ്ടതാണ്. രൂപീകരിച്ച വിവരം സർവ്വകലാശാലയെ അറിയിക്കേണ്ടതാണ്.

എന്നാൽ സർവ്വകലാശാലയിലെ പഠനവകുപ്പുകൾക്ക് ആകെയായി കോളേജ് യൂണിയൻ സമാനമായ ഒരു സമിതി, അതിന്റെ ഘടന, രൂപീകരണം, അധികാരങ്ങൾ, കടമകൾ, കർത്തവ്യങ്ങൾ എന്നിവയെ സംബന്ധിച്ച് സിൻഡിക്കേറ്റ് തീരുമാനിക്കേണ്ടതാണ്.

1. **കോളേജ് യൂണിയന്റെ രൂപീകരണം** - കോളേജ് യൂണിയൻ ഒരു എക്സിക്യൂട്ടീവ് കമ്മിറ്റി ഉണ്ടായിരിക്കേണ്ടതാണ്. അതിൽ താഴെപ്പറയുന്ന അംഗങ്ങൾ ഉണ്ടായിരിക്കേണ്ടതാണ്, അതായത്:-

- (i) ചെയർപേഴ്സൺ;
- (ii) വൈസ് ചെയർപേഴ്സൺ;
- (iii) ജനറൽ സെക്രട്ടറി;
- (iv) മാഗസിൻ എഡിറ്റർ;
- (v) ആർട്സ് ക്ലബ്ബ് സെക്രട്ടറി;
- (vi) സർവ്വകലാശാല യൂണിയൻ ജനറൽ കൗൺസിലിന്റെ തിരഞ്ഞെടുപ്പ് മണ്ഡലത്തിലേക്കുള്ള കൗൺസിലർമാർ (ഈ സ്റ്റാറ്റ്യൂട്ടുകളിൽ പ്രത്യേകം വ്യവസ്ഥ ചെയ്തിട്ടില്ലാത്ത ജനറൽ കൗൺസിലിലെ മണ്ഡലങ്ങളിൽ കൗൺസിലർമാരുടെ എണ്ണം സർവ്വകലാശാല നിശ്ചയിക്കുന്ന പ്രകാരമായിരിക്കും);



- (vii) ഓരോ ബിരുദ പഠനകോഴ്സിലെയും വിദ്യാർത്ഥികളെ പ്രതിനിധീകരിക്കുന്ന ഒരു വിദ്യാർത്ഥി;
- (viii) ഓരോ ബിരുദാനന്തരബിരുദ പഠനകോഴ്സിലെയും വിദ്യാർത്ഥികളെ പ്രതിനിധീകരിക്കുന്ന ഒരു വിദ്യാർത്ഥി;
- (ix) വിദ്യാർത്ഥിനികളുണ്ടെങ്കിൽ അവരെ പ്രതിനിധീകരിക്കുന്ന വിദ്യാർത്ഥിനികൾ (എണ്ണം സർവ്വകലാശാല നിശ്ചയിക്കുന്ന പ്രകാരമായിരിക്കും);
- (x) പട്ടികജാതി പട്ടികവർഗ്ഗ വിഭാഗങ്ങളിൽ നിന്നും തെരഞ്ഞെടുക്കപ്പെട്ട വിദ്യാർത്ഥിനി ഇല്ലെങ്കിൽ എക്സിക്യൂട്ടീവ് കമ്മിറ്റി നാമനിർദ്ദേശം ചെയ്യുന്ന പട്ടികജാതിയിലോ പട്ടികവിഭാഗത്തിലോപ്പെട്ട ഒരു വിദ്യാർത്ഥി;
- (xi) പേട്രൻ കം ട്രഷറർ - പ്രിൻസിപ്പൽ/സ്ഥാപനമേധാവി/ചാർജ്ജുള്ള അധ്യാപകൻ (എക്സ്-ഒഫീഷ്യോ);
- (xii) സ്റ്റാഫ് അഡ്വൈസർ (എക്സ്-ഒഫീഷ്യോ) - പ്രിൻസിപ്പൽ/സ്ഥാപനമേധാവി/ചാർജ്ജുള്ള അധ്യാപകൻ നാമനിർദ്ദേശം ചെയ്യുന്ന ഒരു അധ്യാപകൻ;
- (xiii) എക്സിക്യൂട്ടീവ് കമ്മിറ്റി നാമനിർദ്ദേശം ചെയ്യുന്ന സ്പോർട്സ് സെക്രട്ടറി ആയ ഒരു വിദ്യാർത്ഥി;

2. കോളേജ് യൂണിയന്റെ എക്സിക്യൂട്ടീവ് കമ്മിറ്റിയുടെ ക്യാറവും യോഗങ്ങളും - (1) എക്സിക്യൂട്ടീവ് കമ്മിറ്റിയുടെ ഏതൊരു യോഗത്തിന്റെ ക്യാറം ആകെയംഗങ്ങളുടെ പകുതിയായിരിക്കുന്നതാണ്.

(2) എക്സിക്യൂട്ടീവ് കമ്മിറ്റി സാധാരണയായി രണ്ട് മാസത്തിൽ ഒരിക്കലെങ്കിലും കൂടെണ്ടതാണ്.

എന്നാൽ അടിയന്തിര വിഷയങ്ങൾ ചർച്ച ചെയ്യാൻ എപ്പോൾ വേണമെങ്കിലും എക്സിക്യൂട്ടീവ് കമ്മിറ്റിക്ക് യോഗം കൂടാവുന്നതാണ്.

(3) എക്സിക്യൂട്ടീവ് കമ്മിറ്റിയുടെ സാധാരണയോഗങ്ങൾക്ക് മൂന്ന് വ്യക്തമായ ദിവസങ്ങളുടെ മുൻകൂർ നോട്ടീസ് നൽകേണ്ടതാണ്.

എന്നാൽ അടിയന്തിര യോഗങ്ങൾ ബഹുമാനാർത്ഥനായ പേട്രൻ കം ട്രഷററുമായും സ്റ്റാഫ് അഡ്വൈസർമായും കൂടിയാലോചിച്ച് ചെയർമാൻ അടിയന്തര യോഗം വിളിച്ചു



കൂട്ടാവുന്നതാണ്. അത്തരം യോഗങ്ങളിൽ എല്ലാ അംഗങ്ങൾക്കും സമയബന്ധിതമായി അറിയിപ്പ് നൽകേണ്ടതാണ്.

(4) യോഗങ്ങൾക്കുള്ള അജണ്ടയും മറ്റു രേഖകളും യോഗം കൂടുന്നതായുള്ള നോട്ടീസും അംഗങ്ങൾക്ക് ജനറൽ സെക്രട്ടറി നൽകേണ്ടതാണ്.

(5) എക്സിക്യൂട്ടീവ് കമ്മിറ്റിയുടെ എല്ലാ തീരുമാനവും തത്സമയം സന്നിഹിതരായിരിക്കുന്ന അംഗങ്ങളുടെ ഭൂരിപക്ഷ തീരുമാനം അനുസരിച്ചായിരിക്കേണ്ടതാണ്.

(6) അജണ്ട കുറിപ്പുകളോ മറ്റു രേഖകളോ നോട്ടീസോ ഏതെങ്കിലും അംഗത്തിന് ലഭിച്ചില്ലായെന്ന കാരണം യോഗതീരുമാനങ്ങളെ അസാധുവാക്കുന്നതല്ല.

(7) യോഗങ്ങൾക്കുള്ള നടപടിക്രമം എക്സിക്യൂട്ടീവ് കമ്മിറ്റി തീരുമാനിക്കുന്നപ്രകാരമായിരിക്കുന്നതാണ്.

(8) യോഗതീരുമാനങ്ങൾ പേട്രൻ കം ട്രഷറർക്ക് ജനറൽ സെക്രട്ടറി അയച്ചുകൊടുക്കേണ്ടതാണ്. യോഗതീരുമാനങ്ങൾ സാധാരണഗതിയിൽ അതേപടി പേട്രൻ കം ട്രഷറർ ജനറൽ സെക്രട്ടറിയുമായി കൂടിയാലോചിച്ച് നടപ്പാക്കേണ്ടതാണ്. ഏതെങ്കിലും കാരണവശാൽ പേട്രൻ കം ട്രഷറർ തീരുമാനത്തോട് വിധേയപ്പെടുന്നില്ലെങ്കിൽ അക്കാര്യം രേഖാമൂലം എക്സിക്യൂട്ടീവ് കമ്മിറ്റിയുടെ തൊട്ടടുത്ത യോഗത്തെ അറിയിക്കേണ്ടതും എക്സിക്യൂട്ടീവ് കമ്മിറ്റി ഉചിതമായ തീരുമാനം എടുക്കേണ്ടതുമാണ്. പേട്രൻ കം ട്രഷറർ എടുത്ത തീരുമാനത്തിന് വിരുദ്ധമായി എടുത്ത തീരുമാനമാണ് എക്സിക്യൂട്ടീവ് കമ്മിറ്റി എടുക്കുന്നില്ലെങ്കിൽ, അതിനോട് പേട്രൻ കം ട്രഷറർ യോജിക്കുകയും ചെയ്യാത്ത സാഹചര്യത്തിൽ ആ വിഷയം കോളേജ് കൗൺസിലിന്റെ തീരുമാനത്തിന് വിധേയപ്പെടേണ്ടതും കോളേജ് കൗൺസിലിന്റെ തീരുമാനം അന്തിമമായിരിക്കുന്നതുമാണ്.

3. കോളേജ് യൂണിയന്റെ ഔദ്യോഗിക ഭാരവാഹികളും അവരുടെ അധികാരങ്ങൾ, കടമകൾ, കർത്തവ്യങ്ങൾ - (1) ചെയർമാൻ, വൈസ് ചെയർമാൻ, ജനറൽ സെക്രട്ടറി, മാഗസിൻ എഡിറ്റർ, ആർട്സ് ക്ലബ്ബ് സെക്രട്ടറി, സ്പോർട്സ് സെക്രട്ടറി, പേട്രൻ കം ട്രഷറർ, സ്റ്റാഫ് അഡ്വൈസർ എന്നിവർ കോളേജ് യൂണിയന്റെ ഔദ്യോഗിക ഭാരവാഹികൾ ആയിരിക്കുന്നതാണ്

(2) ചെയർമാൻ - കോളേജ് യൂണിയന്റെ യോഗങ്ങളിലും പരിപാടികളിലും അധ്യക്ഷനാവുന്നതാണ് ചെയർമാനായിരിക്കുന്നതാണ്. ചെയർമാന്റെ അഭാവത്തിൽ വൈസ് ചെയർമാൻ അധ്യക്ഷത വഹിക്കും. ചെയർമാന്റെയും വൈസ് ചെയർമാന്റെയും



അഭാവത്തിൽ എക്സിക്യൂട്ടീവ് കമ്മിറ്റി അംഗങ്ങൾ തങ്ങൾക്കിടയിൽ നിന്നും ഒരാളെ അധ്യക്ഷനായി തിരഞ്ഞെടുക്കേണ്ടതാണ്.

(3) വൈസ് ചെയർമാൻ - സ്ഥാപനത്തിൽ പെൺകുട്ടികളും ആൺകുട്ടികളും വിദ്യാർത്ഥികളായിട്ടുണ്ടെങ്കിൽ, വൈസ് ചെയർമാൻ ഒരു വനിതയായിരിക്കേണ്ടതാണ്. ചെയർമാന്റെ അഭാവത്തിലോ ചെയർമാൻ ആവശ്യപ്പെടുന്ന സാഹചര്യത്തിലോ ചെയർമാനിൽ നിക്ഷിപ്തമായ അധികാരങ്ങളും ചുമതലകളും കർത്തവ്യങ്ങളും നിർവ്വഹിക്കേണ്ടതാണ്.

(4) ജനറൽ സെക്രട്ടറി - ഏതൊരു പഠനകോഴ്സിലെയും അവസാനവർഷ വിദ്യാർത്ഥി അല്ലാത്ത ഒരു വിദ്യാർത്ഥി ജനറൽ സെക്രട്ടറിയായിരിക്കേണ്ടതാണ്. കോളേജ് യൂണിയന്റെ എല്ലാ അധികാരങ്ങളും ചുമതലകളും കർത്തവ്യങ്ങളും ജനറൽ സെക്രട്ടറിയിൽ നിക്ഷിപ്തമായിരിക്കുന്നതാണ്. എക്സിക്യൂട്ടീവ് കമ്മിറ്റിയുടെ തീരുമാനങ്ങളും നിർദ്ദേശങ്ങളും നടപ്പാക്കുന്നത് പേടൻ/ട്രഷററുടെ അംഗീകാരത്തോടെ ജനറൽ സെക്രട്ടറിയായിരിക്കുന്നതാണ്. കോളേജ് യൂണിയന്റെ എല്ലാ ബിസ്സിനസ്സും നടത്തേണ്ടതും റെക്കോർഡുകൾ സൂക്ഷിക്കേണ്ടതും ജനറൽ സെക്രട്ടറിയായിരിക്കുന്നതാണ്.

(5) മാഗസിൻ എഡിറ്റർ - ഏതൊരു പഠനകോഴ്സിലെയും അവസാനവർഷ വിദ്യാർത്ഥി അല്ലാത്ത ഒരു വിദ്യാർത്ഥി മാഗസിൻ എഡിറ്റർ ആയിരിക്കേണ്ടതാണ്. മാഗസിൻ പ്രസിദ്ധീകരിക്കേണ്ട ചുമതല മാഗസിൻ എഡിറ്റർക്കായിരിക്കുന്നതാണ്. മാഗസിൻ എഡിറ്ററെ സഹായിക്കാൻ താഴെപ്പറയുന്ന അംഗങ്ങൾ അടങ്ങിയ ഒരു എഡിറ്റോറിയൽ ബോർഡ് ഉണ്ടായിരിക്കേണ്ടതാണ്, അതായത്:-

- (i) പ്രിൻസിപ്പൽ/സ്ഥാപനമേധാവി/ചുമതലയുള്ള അധ്യാപകൻ;
- (ii) മാഗസിൻ എഡിറ്റർ (കൺവീനർ);
- (iii) കോളേജ് യൂണിയൻ ചെയർമാൻ;
- (iv) കോളേജ് യൂണിയൻ ജനറൽ സെക്രട്ടറി;
- (v) എക്സിക്യൂട്ടീവ് കമ്മിറ്റി നാമനിർദ്ദേശം ചെയ്യുന്ന മൂന്ന് വിദ്യാർത്ഥികൾ;
- (vi) എക്സിക്യൂട്ടീവ് കമ്മിറ്റി നാമനിർദ്ദേശം ചെയ്യുന്ന രണ്ട് അധ്യാപകർ, അവരിൽ ഒരാൾ വനിത (ഇവരിൽ ഒരാൾ സ്റ്റാഫ് എഡിറ്ററായി പ്രവർത്തിക്കും).



(6) ആർട്സ് ക്ലബ്ബ് സെക്രട്ടറി - സ്ഥാപനത്തിലെ വിദ്യാർത്ഥികളുടെ കലാപരമായ കഴിവുകൾ പ്രോത്സാഹിപ്പിക്കാൻ വേണ്ട പ്രവർത്തനങ്ങൾ സംഘടിപ്പിക്കുക, നടത്തുക തുടങ്ങിയവ ആർട്സ് ക്ലബ്ബ് സെക്രട്ടറിയുടെ ചുമതലയായിരിക്കുന്നതാണ്.

(7) സ്പോർട്സ് സെക്രട്ടറി - കോളേജ് യൂണിയന്റെ പൊതുനിർദ്ദേശങ്ങൾക്ക് വിധേയമായി സ്ഥാപനത്തിൽ കായികം, ഗെയിംസ്, മറ്റു ശാരീരികക്ഷമതാ പ്രവൃത്തികൾ ബന്ധപ്പെട്ട സമിതികളുമായി കൂടിയാലോചിച്ച് സംഘടിപ്പിക്കുകയും പ്രോത്സാഹിപ്പിക്കുകയും ചെയ്യേണ്ടതിന്റെ ചുമതല സ്പോർട്സ് സെക്രട്ടറിയിൽ നിക്ഷിപ്തമായിരിക്കുന്നതാണ്.

(8) പേട്രൻ കം ട്രഷറർ - കോളേജ് യൂണിയൻ ഫണ്ട് കൈകാര്യം ചെയ്യേണ്ടത് പേട്രൻ കം ട്രഷററും കോളേജ് യൂണിയൻ അല്ലെങ്കിൽ സമാന നികായത്തിന്റെ ജനറൽ സെക്രട്ടറിയും ചേർന്നായിരിക്കും. എക്സിക്യൂട്ടീവ് കമ്മിറ്റിയുടെ മുൻകൂർ അനുമതി യോടുകൂടി കോളേജ് യൂണിയന്റെ പ്രവർത്തനങ്ങൾക്കുള്ള ചെലവ് ഈ ഫണ്ടിൽ നിന്നും വകകൊള്ളിക്കേണ്ടതാണ്. കോളേജ് യൂണിയന്റെ വരവ് ചെലവ് കണക്കുകൾ പേട്രൻ കം ട്രഷറർ തയ്യാറാക്കേണ്ടതും സൂക്ഷിക്കേണ്ടതും എക്സിക്യൂട്ടീവ് കമ്മിറ്റിയുടെ അംഗീകാരം വാങ്ങേണ്ടതുമാണ്.

(9) സ്റ്റാഫ് അഡ്വൈസർ - പ്രിൻസിപ്പൽ/സ്ഥാപനമേധാവി/ചാർജ്ജുള്ള അധ്യാപകൻ നാമനിർദ്ദേശം ചെയ്യുന്ന സ്ഥാപനത്തിലെ ഒരു സീനിയർ അധ്യാപകൻ കോളേജ് യൂണിയന്റെ സ്റ്റാഫ് അഡ്വൈസർ ആയിരിക്കുന്നതാണ്. കോളേജ് യൂണിയൻ അല്ലെങ്കിൽ സമാന നികായത്തിന്റെ പ്രവർത്തനങ്ങൾ ഏകോപിപ്പിക്കാനും ആവശ്യമായ ഉപദേശങ്ങൾ നൽകാനും ചുമതലപ്പെട്ട ആളായിരിക്കുന്നതാണ്.

4. കോളേജ് യൂണിയന്റെ ഔദ്യോഗിക ഭാരവാഹികൾ അല്ലാത്തവരുടെ അധികാരങ്ങൾ, ചുമതലകൾ, കർത്തവ്യങ്ങൾ - (1) എക്സിക്യൂട്ടീവ് കൗൺസിലിലെ വിവിധ ബിരുദതല പഠനകോഴ്സിലെ വിദ്യാർത്ഥികളെ പ്രതിനിധീകരിക്കുന്ന വിദ്യാർത്ഥി പ്രതിനിധികളും വിവിധ ബിരുദാനന്തര ബിരുദ പഠനകോഴ്സിലെ വിദ്യാർത്ഥികളെ പ്രതിനിധീകരിക്കുന്ന വിദ്യാർത്ഥി പ്രതിനിധികളും അതാത് തലത്തിലുള്ള പഠനവിഭാഗം മേധാവിയുമായി അതാത് തലത്തിലുള്ള പഠനകോഴ്സുകളിലെ പരിപാടികൾ സംഘടിപ്പിക്കുകയും ഏകോപിപ്പിക്കുകയും ചെയ്യേണ്ടതാണ്. ബന്ധപ്പെട്ട പ്രതിനിധി ബിരുദതലത്തിലും ബിരുദാനന്തര തലത്തിലുമുള്ള ഓരോ പഠനകോഴ്സിനെയും സംബന്ധിച്ച വിഷയങ്ങൾ എക്സിക്യൂട്ടീവ് കമ്മിറ്റിയുടെ ശ്രദ്ധയിൽ കൊണ്ടുവരികയും ശുപാർശകൾ നടത്തുകയും ഉചിത തീരുമാനങ്ങൾ എടുപ്പിക്കുകയും ചെയ്യേണ്ടതാണ്. ബിരുദതലത്തിലും ബിരുദാനന്തര



രതലത്തിലും ഉള്ള ഓരോ പഠനവിഭാഗത്തിനും, പഠനവിഭാഗം മേധാവിയെ അധ്യക്ഷനായും ബന്ധപ്പെട്ട പ്രതിനിധിയും, അവർ രണ്ടുപേരും കൂടി കൂടിയാലോചിച്ച് നിശ്ചയിക്കുന്ന അധ്യാപകരും വിദ്യാർത്ഥികളും അടങ്ങുന്ന ഒരു പഠനകോഴ്സ് അസോസിയേഷനുകൾ പ്രത്യേകം രൂപീകരിക്കേണ്ടതാണ്. കോളേജ് യൂണിയന്റെ ഫണ്ടിൽ നിന്നും അസോസിയേഷന്റെ പ്രവർത്തനങ്ങൾക്കുള്ള ഫണ്ട് എക്സിക്യൂട്ടീവ് കൗൺസിലിന് അനുവദിക്കാവുന്നതാണ്.

5. കോളേജ് യൂണിയന്റെ അധികാരങ്ങൾ, ചുമതലകൾ, കർത്തവ്യങ്ങൾ - (1) കോളേജ് യൂണിയന്റെ പ്രവർത്തനങ്ങൾ നടത്താൻ ആവശ്യമായ സ്ഥലസൗകര്യങ്ങൾ പ്രിൻസിപ്പൽ/സ്ഥാപനമേധാവി/ചുമതലയുള്ള അധ്യാപകൻ അനുവദിക്കേണ്ടതാണ്.

(2) സ്പോർട്സ്, ഗെയിംസ്, മറ്റു കായികക്ഷമതാ പരിപാടികൾ, കല, സാംസ്കാരിക, അക്കാദമിക, സാമൂഹിക തുടങ്ങിയ വിവിധതരം കാര്യങ്ങൾ പ്രോത്സാഹിപ്പിക്കുന്നതിനും നടത്തുന്നതിനും കോളേജ് യൂണിയന്റെ എക്സിക്യൂട്ടീവ് കമ്മിറ്റി അസോസിയേഷനുകളും ക്ലബ്ബുകളും രൂപീകരിക്കേണ്ടതാണ്.

(3) കോളേജ് യൂണിയന്റെ എക്സിക്യൂട്ടീവ് കമ്മിറ്റി അതിന്റെ പ്രവർത്തനങ്ങളെ സംബന്ധിച്ച് പൊതുനയം തയ്യാറാക്കേണ്ടതാണ്. അക്കാദമിക വർഷത്തിന്റെ ആരംഭത്തിൽ അതിന്റെ പ്രവർത്തനങ്ങൾക്കും അസ്സോസിയേഷനുകളുടെയും ക്ലബ്ബുകളുടെയും സമാനമായ നികായങ്ങളുടെയും പ്രവർത്തനത്തിന് ആവശ്യമായ ധനകാര്യ എസ്റ്റിമേറ്റുകളും എക്സിക്യൂട്ടീവ് കമ്മിറ്റി തയ്യാറാക്കേണ്ടതാണ്. കോളേജ് യൂണിയൻ ഫണ്ടിൽ നിന്നും വിവിധ ആവശ്യങ്ങൾക്കും പ്രവർത്തനങ്ങൾക്കുമുള്ള തുക വകകൊള്ളിക്കേണ്ടതാണ്.

(4) കോളേജ് യൂണിയൻ കോളേജ് കൗൺസിലുമായി കൂടിയാലോചിച്ച് നേതൃത്വപരിശീലന പദ്ധതികളും മറ്റു പ്രൊഫഷണൽ നികായങ്ങളുടെ സഹായത്തോടെ വിദ്യാർത്ഥികളുടെ അക്കാദമിക നിലവാരം ഉയർത്താനും നേതൃപാടവഗുണങ്ങൾ വളർത്താനുമുള്ള പരിപാടികൾ സംഘടിപ്പിക്കേണ്ടതാണ്.

(5) സ്ഥാപനത്തിൽ സംഘടിപ്പിക്കുന്ന കലാ, കായിക, മറ്റു ശാരീരിക ക്ഷമതാ പദ്ധതികൾ, സാംസ്കാരിക, അക്കാദമിക തുടങ്ങിയ എല്ലാ പാഠ്യാനുബന്ധ പരിപാടികൾക്കും പാഠ്യേതര പരിപാടികളിലും സജീവമായ നേതൃത്വവും പങ്കാളിത്തവും ഉറപ്പാക്കേണ്ടതാണ്.

6. കോളേജ് യൂണിയനിലേക്കുള്ള തെരഞ്ഞെടുപ്പ് - സർവ്വകലാശാലയുമായി അഫിലിയേറ്റ് ചെയ്ത സ്ഥാപനങ്ങളിൽ നടത്തേണ്ട തെരഞ്ഞെടുപ്പ് സംബന്ധിച്ച തീയതി, രീതി, തെര



ഞെട്ടപ്പിൽ മത്സരിക്കാനുള്ള യോഗ്യത, തെരഞ്ഞെടുപ്പ് ചെലവ്, ധനകാര്യ ചുമതല, മത്സരാർത്ഥികൾക്കും തെരഞ്ഞെടുപ്പ് നടത്തുന്നവരുടെയും പ്രവൃത്തിസംബന്ധിച്ച ചുമതലകളും പരിമിതികളും, നിയമസമാധാന പരിപാലനം, തെരഞ്ഞെടുപ്പ് പരാതികൾ, തർക്കങ്ങൾ സംബന്ധിച്ച കാര്യങ്ങൾ തുടങ്ങിയവയെ സംബന്ധിച്ച് സർവ്വകലാശാല കാലാകാലങ്ങളിൽ പുറപ്പെടുവിക്കുന്ന റെഗുലേഷനുകളോ ചട്ടങ്ങളോ ഉത്തരവുകളോ നിർദ്ദേശങ്ങളോ അനുസരിച്ചായിരിക്കും തിരഞ്ഞെടുപ്പ് നടത്തുക. കോളേജ് യൂണിയനിലെ വിദ്യാർത്ഥി പ്രതിനിധികളെയും ആക്ടിലും സ്റ്റാറ്റ്യൂട്ടുകളിലും വ്യവസ്ഥ ചെയ്യുന്ന വിദ്യാർത്ഥി പ്രതിനിധികളെയും തെരഞ്ഞെടുക്കേണ്ടത് സംബന്ധിച്ച രീതി അവ മറ്റു വിധത്തിൽ ആക്ടിലും സ്റ്റാറ്റ്യൂട്ടിലും വ്യവസ്ഥ ചെയ്തിട്ടില്ലെങ്കിൽ, സർവ്വകലാശാല നിശ്ചയിക്കുന്നപ്രകാരമായിരിക്കുന്നതാണ്.

7. കോളേജ് യൂണിയന്റെ ഔദ്യോഗിക കാലാവധി - കോളേജ് യൂണിയന്റെ ഔദ്യോഗിക കാലാവധി അക്കാദമിക് വർഷത്തിന്റെ അവസാന തീയതി വരെയോ അല്ലെങ്കിൽ തെരഞ്ഞെടുപ്പ് നടത്തി എക്സിക്യൂട്ടീവ് രൂപീകരിച്ച തീയതി മുതൽ ഒരു വർഷമോ ഏതാനോ ആദ്യം സംഭവിക്കുന്നത് അത് വരെയായിരിക്കുന്നതാണ്.

എന്നാൽ തെരഞ്ഞെടുക്കപ്പെട്ട ഒരു എക്സിക്യൂട്ടീവ് കമ്മിറ്റിയുടെ കാലാവധി അവസാനിക്കുന്ന മുറയ്ക്ക് പുതിയ എക്സിക്യൂട്ടീവ് കമ്മിറ്റി രൂപീകരിക്കാൻ കഴിയാതെ വരുന്ന സാഹചര്യത്തിൽ സ്ഥാപനത്തിന്റെ പ്രിൻസിപ്പൽ/സ്ഥാപനമേധാവി/ചാർജ്ജുള്ള അധ്യാപകന് കോളേജ് കൗൺസിലുമായി കൂടിയാലോചിച്ച് തത്സമയം നിലവിലുള്ള എക്സിക്യൂട്ടീവ് കമ്മിറ്റിയുടെ കാലാവധി മൂന്ന് മാസം കൂടി നീട്ടാവുന്നതാണ്.

എന്നുമാത്രമല്ല അതിനിടയിൽ തെരഞ്ഞെടുക്കപ്പെട്ട പുതിയ എക്സിക്യൂട്ടീവ് കമ്മിറ്റി നിലവിൽ വരുന്നദിവസം, നിലവിലുള്ള എക്സിക്യൂട്ടീവ് കമ്മിറ്റിയുടെ കാലാവധി അവസാനിച്ചതായി കണക്കാക്കുന്നതാണ്. നിലവിലുള്ള എക്സിക്യൂട്ടീവ് കമ്മിറ്റിയുടെ കാലാവധി തീരുന്നതിന് രണ്ട് മാസം മുൻപെങ്കിലും പ്രിൻസിപ്പൽ/സ്ഥാപനമേധാവി/ചാർജ്ജുള്ള അധ്യാപകൻ പുതിയ എക്സിക്യൂട്ടീവ് കമ്മിറ്റി രൂപീകരിക്കാൻ ആവശ്യമായ നടപടികൾ സ്വീകരിക്കേണ്ടതാണ്.

**7. കോളേജ് സ്പോർട്സ് കൗൺസിൽ** - സർവ്വകലാശാലയുമായി അഫിലിയേറ്റ് ചെയ്ത കോളേജുകൾ, സ്ഥാപനങ്ങൾ, സ്വയംഭരണ കോളേജുകൾ, അനുബന്ധ കോളേജുകൾ, അക്കാദമിക് സ്വയംഭരണം നൽകിയ കോളേജുകൾ എന്നിവയിലും സർവ്വകലാശാല ബോർഡ് ഓഫ് ഗവർണ്ണേഴ്സ് നിശ്ചയിക്കുന്ന മറ്റു അക്കാദമിക് സ്ഥാപനങ്ങളിലും ഒരു കോളേജ് സ്പോർട്സ് കൗൺസിൽ രൂപീകരിക്കേണ്ടതാണ്. വിദ്യാർത്ഥികളും അധ്യാപകരും അടങ്ങുന്ന പ്രസ്തുത കോളേജ് സ്പോർട്സ് കൗൺസിലിലെ അല്ലെങ്കിൽ സ്ഥാപനത്തിനെ സംബന്ധിക്കുന്ന എല്ലാ കായിക, ഗെയിംസ്, മറ്റു ശാരീരികക്ഷമതാ പരിപാടികൾ നടത്തുകയും മേൽനോട്ടം വഹിക്കു



## Introduction

The APJ Abdul Kalam Technological University was established and incorporated on the 5<sup>th</sup> day of May 2014 as a University for the promotion of technical education in the State of Kerala by the APJ Abdul Kalam Technological University Act 2015 (Act No. 17 of 2015), enacted by the Legislature of the State of Kerala. It became the Umbrella University for regulating all the Institutions offering technical education affiliated to other Universities in the State, by transferring their affiliation from those other Universities to the APJ Abdul Kalam Technological University.

The First Statutes of the University issued as per S.R.O No.480/2020 dated 07/08/2020 published on 05/08/2020 provides for the University Union and the College Union

Chapter 4 Statute 2 provides for the University Union. The constitution, structure, the manner of electing its office bearers and their tenure, powers, duties and functions of the University Union, constitution of University Union General Council, University Union Executive Council, their election, their meeting and its conduct, tenure of office bearers are provided in the Statutes.

Chapter 4 Statute 6 provides that there shall be a College Union by whatever name called in the colleges, institutions, autonomous colleges, constituent colleges and colleges granted academic autonomy which are affiliated to the University. The



constitution, constitution of the College Union, College Union Executive Committee, office bearers, their powers, duties and functions, elections to the College Union and its official tenure are provided in the Statutes.

The University Union and the College Union can be constituted only after elections. Since the University Union and College Union are statutory bodies, the rules and regulations relating to the conduct of elections have to be framed so as to give it statutory effect.

Item (V), Sub section (2) of Section 30 of the APJ Abdul Kalam Technological University Act, 2015 empowers the Syndicate of the University to exercise control over the students of the University, to secure their health, well being and discipline and to exercise through the affiliated Colleges control for similar purposes over the students of affiliated Colleges.

Chapter 4, Statute 2 provides for the constitution of the University Union and allied matters. Chapter 4 Statute 2 provides for the constitution of the College Union and allied matters.

A draft Election Manual incorporating the rules and regulations for the conduct of elections to the University Union and College Union has to be framed by the University. The Standing Committee of the Syndicate on Student Affairs to the Syndicate in its meeting held on 01.11.2021. submitted a draft proposal to the Syndicate for its consideration and approval. The Syndicate



in its 27<sup>th</sup> meeting held on 02-12-2021 Vide item no. S-027-OA6 considered the draft Election Manual and approved the same with modifications. The Election Manual as approved by the Syndicate is hereby published for implementation by all concerned.

## CHAPTER - I

### **Provisions in the First Statutes relating to Elections**

#### Chapter 4 Statute 2 Sub Statute 4 - Manner of election of official office bearers of the University Union.

- (1) The Vice Chancellor shall appoint a statutory officer of the University as the Returning Officer for conducting elections to the positions of official office bearers of the University Union.
- (2) The Councilors referred in categories (i) to (viii) of statute 5 of these statutes shall be the electors who shall elect the official office bearers of the University Union. The Returning Officer shall prepare the voters list of electors in accordance with the election manual and shall publish the same at least one month before elections to the positions of office bearers of the University Union are announced. Objections to the voters list, publication of the final voters list, submission of nomination for elections, withdrawal of nominations, place, date and time of elections, date of counting, declaration of results etc. shall be the responsibility of the Returning Officer. The Returning Officer shall also take other measures to ensure smooth conduct of the election.
- (3) The Councilors present in the General Council shall elect the official office bearers by secret ballot from among themselves on majority basis. The election shall be conducted under the supervision of the Returning Officer appointed by the Vice Chancellor and officers of the University deputed for elections appointed by the Returning Officer.



- (4) Any dispute regarding elections shall be submitted as a complaint before the Returning Officer and the Returning Officer shall after following such procedures dispose of the complaint as deemed fit by order after recording the reasons thereof.
- (5) In case of complaint against the order of the Returning Officer an appeal can be filed before the Vice Chancellor, within 15 days after it is issued, who shall after following such procedures dispose of the complaint as deemed fit by order after recording the reasons thereof. The decision of the Vice Chancellor shall be final.
- (6) The expenditure for the conduct of elections to the positions of official office bearers of the University Union shall be met from the University Union fund.
- (7) Elections to the teaching departments of the University, elections to the College Unions of colleges, institutions, autonomous colleges, constituent colleges and colleges conferred with academic autonomy affiliated to the University and elections of councilors to the University Union after such election shall be conducted in the manner determined by the University from time to time and the expenditure for elections met from the respective institutions.

#### Chapter 4 Statute 2 Sub Statute 5 - University Union General Council

Councilors shall be elected to the University Union General Council from the following 8 categories in the manner specified therein.

- (i) 15 Councilors elected by Councilors included in the electoral field of student councilors elected from Private Self Financing Engineering Colleges affiliated to the University.
- (ii) 5 Councilors elected by Councilors included in the electoral field of student councilors elected from each Government Controlled Self Financing College affiliated to the University.



- (iii) 2 Councilors elected by Students from each Government Engineering College affiliated to the University.
- (iv) 2 Councilors elected by Students from each Aided Engineering College affiliated to the University.
- (v) 2 Councilors elected by the students of the University.
- (vi) 1 Councilor elected by Councilors of Autonomous Colleges from among themselves.
- (vii) 1 Councilor elected by Councilors of Constituent Colleges from among themselves.
- (viii) 1 Councilor elected by Councilors of Colleges conferred with academic autonomy from among themselves.

#### Chapter 4 Statute 2 Sub Statute 3 – Official Office Bearers of the University Union

- (i) Chairperson
- (ii) Vice Chairpersons – 3
- (iii) General Secretary
- (iv) Joint Secretaries – 3

Provided that one Vice Chairperson and one Joint Secretary shall be women. One Joint Secretary shall belong to Scheduled caste or scheduled tribe.

#### Chapter 4 Statute 6

##### College Union

Colleges, Institutions, Autonomous Colleges, Constituent Colleges and Colleges conferred with academic autonomy affiliated to the University shall have a College Union by whatever name known.

##### Sub Statute 6(1) – Constitution of College Union

The College Union shall have an Executive Committee. The following members shall be included in the Committee.

- (i) Chairperson
- (ii) Vice Chairperson
- (iii) General Secretary
- (iv) Magazine Editor



- (v) Arts Club Secretary
- (vi) The Councilors elected to the General Council of the University Union (the number of Councilors in the various categories of the General Council shall be as determined by the University if it is not specifically provided for in these statutes).
- (vii) One Student representing each degree course
- (viii) One Student representing each post graduate course
- (ix) Where there are girl students, the representatives of girl students shall be as determined by the University.
- (x) Where there are no elected girl students belonging to scheduled caste or scheduled tribe one Student belonging scheduled caste of scheduled tribe nominated by the Executive Committee
- (xi) Patron cum Treasurer - Principal/Head of the Institution/Teacher in Charge (Ex-Officio)
- (xii) Staff Advisor (Ex-Officio) - One teacher nominated by Principal/Head of the Institution/Teacher in Charge
- (xiii) A Student who is Sports Secretary nominated by the Executive Committee

#### Elections to the University Union and College Union

In respect of matters relating to date, method, qualifications for contesting elections, election expenditure, financial responsibility, duties and limitations in the actions of the contestants and those conducting elections, maintenance of law and order, election complaints, disputes etc. relating to the conduct of elections shall be in accordance with the Regulations, Rules, Orders and Guidelines issued by the University from time to time. The manner of electing students to the various positions in the College Union and the manner of electing Councilors to the University Union General Council for electing the Official Office Bearers of the University Union and the manner of electing Official Office Bearers of the University Union shall be as provided in the Act and Statutes and the manner of conducting elections shall be as determined by the University if it is not otherwise prescribed in the Act and Statutes.



## CHAPTER - II

### APPLICATION OF THE APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY ACT, 2015 AND THE FIRST STATUTES 2020

The provisions contained in the application of the APJ Abdul Kalam Technological University Act, 2015 and the APJ Abdul Kalam Technological University First Statutes, 2020 relating to University Union and College Union shall govern the functioning of the University Union and College Unions.

## CHAPTER - III

### RULES & REGULATIONS FOR THE CONDUCT OF ELECTIONS TO THE COLLEGE UNION

1. **College Union** - There shall be a College Union by name as provided in Chapter 4 Statute 6 of the First Statutes of the APJ Abdul Kalam Technological University 2020, in Colleges, Institutions, Autonomous Colleges, Constituent Colleges and Colleges conferred with academic autonomy affiliated to the University and for all teaching departments of the University together. For the purpose of these Rules and Regulations Institutions, Autonomous Colleges, Constituent Colleges and Colleges conferred with academic autonomy affiliated to the University and all teaching departments of the University together shall be deemed to be termed as Colleges.
2. **Aims and Objects of the College Union** - The aims and objects of the College Union shall be;-
  - (a) To create an atmosphere of learning in the college through camaraderie, sharing, scaffolding, and imbibing the spirit of democratic values, ethics and morals.
  - (b) To promote friendship and bonding among students as human beings across gender, caste, race, religion, language, descent, place etc.
  - (c) To train students in upholding the law of the land in letter and spirit in tune with the principles and essence of justice enshrined in the Constitution of India.



- (d) To inculcate in students the requirement to respect and follow the sage advice of parents, teachers, elders and such others in their journey across life.
  - (e) To promote opportunities for the development of character, leadership, efficiency, knowledge and spirit of service among students.
  - (f) To organise debates, seminars, work squads, touring parties and such other functions; and
  - (g) To encourage sports, arts and other cultural, educational, social or recreational activities that are incidental and conducive to the above objects
3. **Membership** - All students enrolled in the college and having live registration in the students portal of the University shall be members of the College Union. They shall have the right to vote for and contest in the various positions of the College Union Executive Committee subject to the limitations prescribed in these Rules and Regulations.
4. **Tenure** - The tenure of College Union shall be as prescribed in Chapter 4 Statute 6 Sub Statute 7 of the First Statutes of the University.
5. **Positions in the College Union Executive Committee-** The various positions in the College Union shall be as prescribed in Chapter 4 Statute 6 Sub Statute 1 of the First Statutes of the University.
6. **Positions in the College Union Executive Committee to which Elections are conducted** -
- (1) Chairperson
  - (2) Vice Chairperson
  - (3) General Secretary
  - (4) Magazine Editor
  - (5) Arts Club Secretary
  - (6) Councilor/s to the election field of University Union General Council (one Councilor if the total strength of the



students on the rolls of the college is upto 750 and two Councilors if the total strength of the students on the rolls of the college is exceeds 750)

(7) One student representing each degree course of study.

(8) One student representing each post graduate degree course of study.

(9) Two girl students representing all the girl students in the college (if girl students are enrolled in the college).

**Positions in the College Union to which elections are not conducted:-**

(1) One girl student belonging to Scheduled caste/Scheduled Tribe nominated by the College Union Executive Committee if in the absence of an elected girl student belonging to Scheduled caste/Scheduled Tribe.

(2) Patron cum Treasurer (as prescribed in the Statutes)

(3) Staff Advisor (as prescribed in the Statutes)

(4) One Student who is the Sports Secretary nominated by the College Union Executive Committee.

**7. Official Office Bearers of the College Union and their powers, duties and functions** - Official Office Bearers of the College Union and their powers, duties and functions shall be as prescribed in Chapter 4 Statute 6 Sub Statute 3 of the First Statutes of the University.

**8. Meetings of the College Union Executive Committee** - Meetings of the College Union Executive Committee shall be as prescribed in Chapter 4 Statute 6 Sub Statute 2 of the First Statutes of the University.

**9. Powers, Duties and Functions of the Official Office Bearers of the College Union** - Powers, Duties and Functions of the Official Office



Bearers of the College Union shall be as prescribed in Chapter 4 Statute 6 Sub Statute 3 of the First Statutes of the University.

10. **Powers, Duties and Functions of the members of the College Union other than Official Office Bearers** - Powers, Duties and Functions of the members of the College Union other than Official Office Bearers shall be as prescribed in Chapter 4 Statute 6 Sub Statute 4 of the First Statutes of the University.
11. **Powers, Duties and Functions of the College Union** - Powers, Duties and Functions of the College Union shall be as prescribed in Chapter 4 Statute 6 Sub Statute 5 of the First Statutes of the University.
12. **Funds** - The College Union shall institute a fund called 'College Union Fund'. It shall collect the prescribed fees fixed by the College Council from time to time from the students on the rolls of the college each year towards Union activities as directed by the University from time to time. The fees collected from the students shall be deposited in any public sector bank decided by the College Council. The expenditure of money from the College Union Fund, maintenance of its income and expenditure shall be as prescribed in Chapter 4 Statute 6 Sub Statute 3(8) of the First Statutes of the University. The audit of accounts of the College Union Fund shall be done by an auditor appointed by the Principal.

#### **ELECTIONS TO POSITIONS IN THE COLLEGE UNION TO WHICH ELECTIONS ARE CONDUCTED**

13. **Conduct of Elections** - Elections shall be conducted to the various positions in the College Union Executive Committee as per the applicable conditions provided in these Rules and Regulations.
14. **Appointment of Returning Officer** - The Returning Officer for the conduct of elections to the College Union shall be a senior faculty of the College. The Returning Officer may appoint the required number of staff to assist him in the conduct of elections. It shall be the responsibility of the Returning Officer to ensure a peaceful atmosphere in the College during



the election days. The name of the Principal or the faculty appointed by the Principal to act as the Returning Officer shall be intimated to the University.

15. **Electoral Rolls** - The Returning Officer shall maintain an electoral roll of students in the College eligible to take part the elections for the purpose of electing candidates contesting to positions in the College Union to which elections are conducted showing their names serially numbered with details of their Semester, Course etc. Copies of the electoral rolls shall be made available to the students who request for the same free of cost from the office of the Returning Officer. For the purpose of these Rules and Regulations Institutions, Autonomous Colleges, Constituent Colleges and Colleges conferred with academic autonomy affiliated to the University and for all teaching departments of the University together shall be deemed to be Colleges and every student included in the electoral roll shall be referred to as an 'elector'.
16. **Eligibility to take part in Elections** - (i) The names of all the students who are on the KTU portal of the College as on the date of publication of the election notification shall be included in the electoral rolls and shall be eligible to participate and contest in the elections:

Provided that after publication of the election notification but before the date notified for election, if any student, whose name is removed from the KTU portal of the College he/she shall not be eligible to vote in the elections or contest the elections, even if he/she is included in the electoral rolls.

Provided further that the Returning Officer shall be empowered to make any correction, alteration, inclusion or deletion in the electoral roll if requisition for the same is received within twenty four hours of the publication of the electoral rolls and further is satisfied that the correction, alteration, inclusion or deletion is justified.

17. **Notification of Election** - The Returning Officer shall under the direction from the University notify the election to the College Union in the office of the Returning Officer, simultaneously causing it to be displayed in the College notice boards. The notification shall be issued within 10 (Ten) days



before the date of the Poll. The notification shall contain the programme of the election giving the following details.

- (1) Positions in the College Union to which elections are conducted.
- (2) Date of Notification - Not less than 10 (Ten) clear days before the date fixed for the poll.
- (3) Date of publication of Electoral Roll - Succeeding working day from the date of notification.
- (4) Last date and hour for receipt of nomination - At 2-00 PM with 2 (two) clear working days from the date of notification.
- (5) Scrutiny of nomination - 2.05 PM on the same day fixed for the receipt of nomination.
- (6) Publication of the list of valid nomination - Same day fixed for Scrutiny.
- (7) Withdrawal - At 11.00 AM on the succeeding working day.
- (8) Polling - 10.00 AM to 1.00 PM with 10 (Ten) clear days from the date of publication of the notification of the election.
- (9) Scrutiny and counting of votes - To start from 2.00 PM on the day fixed for the Poll.
- (10) Declaration of results - Within 1 hour of finishing counting of votes.

**18. Nomination of Candidates to Contest Elections** - Every elector included in the electoral roll may nominate an elector included in the electoral roll to contest the elections to the various positions in the College Union to which elections are conducted provided he/she is otherwise eligible to contest the elections to the respective positions in accordance with these Rule and Regulations as a candidate. Every nomination shall be in the prescribed form (Specimen form shown in Appendix A) and shall be made by the student in writing and shall be proposed and seconded by two other students included in the electoral roll. The nomination paper shall be put in sealed covers and deposited in the box kept for the purpose by the Returning Officer in his office, within the date and hour fixed for filing of nominations. Every elector who has been nominated to contest the elections shall be referred to as a 'candidate' for the elections.



**19. Scrutiny of nominations** - All nomination papers deposited in the box provided for the purpose shall be scrutinized by the Returning Officer at the hour on the date notified in the election notification. The candidate/s contesting the elections or his/her nominee (one who shall be a student included in the electoral roll) will be permitted to be present at the time of scrutiny of nominations. The Returning Officer shall examine the nomination papers and shall decide on all objections made to any nominations.

**20. List of candidates validly nominated** - A list of candidates contesting each of the positions in the College Union to which elections are conducted along with their names, semester, course etc. whose nominations have been found valid shall be published by affixing the same in the office of the Returning Officer and the notice boards in the college.

**21. Withdrawal of nomination** - Any candidate who has filed a nomination may withdraw his nomination by notice in writing signed by him and delivered in person or by his/her authorized representative who shall be one included in the electoral roll, 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 eligible for renomination as a candidate for the same election in that academic year.

**22. Final List of Candidates** - The Returning Officer shall publish after the lapse of time fixed for withdrawal of candidature a final list of candidates for each positions for which elections are conducted validly nominated showing the names arranged in alphabetical order together with their names, semester, course etc.

**23. Declaration of election of validly nominated candidates -**

- (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.



- (ii) If the number of candidates validly nominated and withdrawn is less than the number of vacancies to be filled by election, such candidates shall be declared to have been duly elected; and the electorate shall be called upon to elect a person(s) as the case may be, to fill the remaining vacancies).
- (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 in the Rules and Regulations on the date and hour notified in the election notification.

24. **Voting** - Every elector including the candidates included in the electoral roll shall be entitled to elect a candidate of his/her choice who has been validly nominated for contesting the election by exercising his/her preference by a vote if he/she is otherwise eligible to vote as per the Rules and Regulations in the manner provided herein.

25. **Polling** - (1) Polling shall be by secret ballot in the prescribed form (Specimen form shown in Appendix B). No vote shall be given by proxy. The date and time of polling shall be as specified in the election notification. For the convenience of electors and for the smooth conduct of the election, the Returning Officer may arrange sufficient number of polling booths. The Returning Officer may also appoint sufficient number of officers and staff of the College to supervise the conduct of elections.

(2) 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 in the polling booth for voting and depositing the ballot papers through a slit provided in the box.

(3) The Returning Officer or such other officer appointed and authorized by him/her shall ascertain (a) the identity of the elector casting the vote before issue of the ballot paper and (b) that the elector presenting himself/herself to vote has not already voted.



(4) The name of the elector who has voted shall be entered upon the serially numbered counterfoil of the ballot paper and in a ballot paper issue book and got acknowledged by the elector who voted. The ballot paper corresponding to that counterfoil shall then be torn off after fixing the initials of the Returning Officer thereon and handed over to the elector for the purpose of voting and the counterfoil securely kept.

(5) At the time of issuing the ballot paper, the officer authorized by the Returning Officer shall make a mark against the name of the elector in a copy of the electoral roll kept for the purpose and get the signature of the elector against his/her name in the electoral roll.

(6) The elector who received the ballot paper shall then proceed to a place screened from observation by others for marking his/her vote in the ballot paper against the name of the candidate/s of his/her choice and then proceed to the place where the ballot box is placed and deposit the ballot paper in the ballot box.

(7) No elector shall be allowed to enter the place arranged for marking of vote when another elector is exercising his vote and no student shall remain there longer than is necessary for recording his vote.

(8) If any elector is incapacitated to vote due to blindness or other physical reasons, it shall be competent for him/her to record his/her vote by the hand of the Returning Officer or such other officer authorized by him.

(9) The Returning Officer shall seal the slit of the ballot box immediately after polling is over and keep it in safe custody.

**26. Procedure on counting** - (1) The scrutiny and counting of votes shall be done by the Returning Officer as prescribed in the election notification. 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.



(2) No person other than the Returning Officer, the officers and staff appointed by him for the purpose and the candidates shall be present at the time of scrutiny and counting of votes. However, the candidate, with the permission of the Returning Officer may authorize an elector in the electoral roll to represent him/her to be present at the time of scrutiny and counting, in his/her place as his/her authorized representative.

(3) The persons present at the time of scrutiny and counting shall record their presence in the manner determined by the Returning officer.

(4) The persons present at the time of scrutiny and counting shall be present at the time of declaration of results and shall record their presence in the manner determined by the Returning Officer.

**27. Ballot Paper when rejected** - (1) A ballot paper shall be rejected for the purpose of scrutiny and counting.

(i) If it does not bear the initials of the Returning Officer or the person duly authorized by him/her for the purpose, or

(ii) If an elector records his name or writes any word or makes any mark on it revealing his/her identity, or

(iii) If the vote is recorded thereon by any mark other than thus 'X' against the name of names of the candidate (s), or

(iv) If no vote is recorded thereon, or

(v) If the number of votes recorded thereon exceeds the number of vacancies to be filled, or

(vi) If it is not identifiable or uncertain as to whom vote has been cast, or

(vii) If vote is recorded violating any other law, order, guidelines etc. issued by the Returning Officer in respect of the elections.



(2) Every ballot paper rejected, shall be authenticated by the Returning Officer and such ballot papers kept separately for future purposes, if any, till such time as provided in these Rules and Regulations.

28. **Recounting** - (1) Any candidate or his authorized representative may immediately after completion of the scrutiny and counting request in writing to the Returning Officer to re-scrutiny or recount the votes received by all or any of the candidates and the Returning Officer shall re-scrutiny or recount the same accordingly.

(2) 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 correctness of any previous counting:

Provided however that nothing in these Rules and Regulations shall require on the Returning Officer to recount the same votes more than once.

(3) The persons present at the time of scrutiny and counting shall be present at the time of recounting.

29. **Declaration of Results** - (1) The results of the polling shall be declared as prescribed in the election notification.

(2) The candidate/s equal to the number of vacancies to which elections are conducted, receiving the largest number of votes shall be declared duly elected to such vacancies.

(3) If two or more candidates receive an equal number of votes against election to a vacancy, the Returning Officer shall draw a lot with the names of such candidates, and the candidate selected from the lot would be declared duly elected to such vacancy.

(4) The results shall be declared by the Returning Officer on a document in such manner determined by the Returning Officer.



- (5) The persons present at the time of scrutiny, counting and recounting shall be present at the time of declaration of results and record their name and signature on the document containing the declaration of results.
- (6) The document containing the details of the results with the name and signature of the persons present at the time of scrutiny, counting and recounting shall be immediately forwarded to the Registrar of the University under acknowledgement.

**30. Complaints Regarding Elections** - Complaints regarding the conduct of elections to College Union, if any, shall be made in writing to the Vice Chancellor of the University so as to reach him/her within seven days after the declaration of the results of the election and the Vice Chancellor after causing an enquiry into the Complaint in such manner as deemed fit take an appropriate decision and by Order dispose of the complaint. The decision of the Vice Chancellor on the complaint shall be final.

**31. Preservation of Election papers** - All papers connected with the conduct of elections to the College Union including 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 candidates or their authorized representatives duly recording their presence, for a period of one month after the declaration of the results, or till any complaint regarding the election is disposed of.

### **32. Code of Conduct for Elections**

- (1) The following shall be the general code of conduct for elections to the College Union;
  - i. No person other than a student of the college shall participate in the propaganda, meetings and other gatherings inside the college without the written permission of the Returning Officer.
  - ii. Candidates, their authorized representatives and other students shall not disfigure 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.

- iii. Election campaign/propaganda in the college campus shall be limited to the issue of pamphlets, display of banners and posters and conducting group meetings.
- iv. Election campaign/propaganda/meetings shall be held in the college campus only during the working hours of the college. Election campaign/propaganda/meetings before or after working hours of the college shall be done only with the sanction of the Returning Officer.
- v. Election campaign/propaganda/meetings/canvassing in the college campus on the day fixed for the poll and till the election results are declared is prohibited.
- vi. Election campaign/propaganda/meetings/canvassing shall be held in a peaceful, co-operative, friendly manner keeping in view the aims and objects of the College Union.

(2) Complaints of violation of the code of conduct shall be given in writing to the Returning Officer who shall dispose of the same on merits.



APPENDIX - A

Name of the College.....

Election to (here mention the vacancy to which election is being conducted)  
.....

NOMINATION PAPER

Name of the candidate .....

Semester of the candidate .....

Course enrolled for .....

Number of the candidate in the electoral roll .....

KTU ID number .....

Consent of the candidate I agree, if elected, to serve on the body to which I am proposed as a candidate

Signature ..... Date .....

Name of the Proposer .....

Semester of the proposer .....

Course enrolled for .....

Number of the proposer in the electoral roll .....

KTU ID number .....

Signature of the proposer  
..... Date .....

Name of the seconder .....

Semester of the seconder .....

Course enrolled for .....

Number of the seconder in the electoral roll .....

KTU ID number .....

Signature of the seconder  
.....Date .....

College Seal



**ACKNOWLEDGMENT**

**Name of the College** .....

**Election to (here mention the vacancy to which election is being conducted)** .....

**Received the nomination paper of** .....

**Returning Officer  
Date & Seal**

**College Seal**



Sl.No.

Name of the College.....

**Counterfoil of Ballot Paper**

Election to ..... (here mention the vacancy to which election is being held)

Name of the elector .....

Semester .....

Course .....

Number of the elector in the electoral roll .....

Returning Officer

Seal of the College



Sl. No.

**APPENDIX B**

Name of the College.....

**Election to .....**

**(here mention the vacancy to which position election is being held)**

**BALLOT PAPER**

| Sl.No | Name of the Candidate, Semester, Course | Mark showing Voter's Choice |
|-------|---|-----------------------------|
| 1     |   |                             |
| 2     |   |                             |
| 3     |   |                             |
| 4     |   |                             |

**(Elector's choice to be shown by X mark)**

Returning Officer  
Seal of the College



## CHAPTER IV

### RULES & REGULATIONS FOR THE CONDUCT OF ELECTIONS TO THE UNIVERSITY UNION GENERAL COUNCIL, OFFICIAL OFFICE BEARERS OF THE UNIVERSITY UNION AND THE UNIVERSITY UNION EXECUTIVE COUNCIL

33. **University Union** - There shall be constituted a University Union by name as provided in Chapter 4 Statute 2 Sub statutes 1 and 2 of the First Statutes of the APJ Abdul Kalam Technological University 2020, for the APJ Abdul Kalam Technological University (Herein after referred to as 'University').

34. **Aims and Objects of the University Union -**

(1) The aims and objects of the University Union shall be-

- a) To play a leadership role in achieving the aims and objects of the University.
- b) To be a role model for other University Unions and students of the University and other Universities.
- c) To be interface of the Students of the University with the University.
- d) To bring all or any matters affecting the Students of the University.
- e) To provide opportunities for the students of the University to play a vital role in participating in the academic, scientific, social, cultural and political space in the State and the Country and to organize all kinds of the programme to achieve the same.
- f) To organize festivals and programmes in academic, science, arts, sports, literature, cultural and other spheres of human endeavor
- g) To lead and motivate the student of the University to participate in social activities for serving the people in need and community at large.

(2) The Syndicate of the University shall be empowered to prescribe such other matters to be included in the aims in the objects of the University time to time.

(3) The Syndicate of the University may prescribe the manner and procedure for achieving the aims in the objects of the University Union.



- 35. Powers Duties and Functions of the University Union** - The Powers Duties and Functions of the University Union shall be as provided in Chapter 4 Statute 2 Sub Statute 8 of the First Statutes of the University.
- 36. Membership in the University Union** - All the students registered in the students Portal of the University shall be members of the University Union.
- 37. Tenure in the University Union** - The official tenure of University Union, its General Council, Executive Council, Official Office Bearers, and Members shall be as prescribed in Chapter 4 Statute 2 Sub Statute 7(1) of the First Statutes of the University.
- 38. Members of University Union General Council**- The members of the University Union General Council shall be as provided in Chapter 4 Statute 2 Sub Statute 5 of the First Statutes of the University.
- 39. Members of University Union Executive Council**- The members of the University Union Executive Council shall be as provided in Chapter 4 Statute 2 Sub Statute 6 of the First Statutes of the University.
- 40. Official Office Bearers of the University Union**- The Official Office Bearers of the University Union shall be as provided in Chapter 4 Statute 2 Sub Statute 3 of the First Statutes of the University.
- 41. Powers Duties and Functions of the Official Office Bearers of the University Union**-The Powers Duties and Functions of the Official Office Bearers of the University Union shall be as provided in Chapter 4 Statute 2 Sub Statute 21 of the First Statutes of the University
- 42. Meetings of the University Union and their Conduct**- Meetings of the University Union and their Conduct shall be as provided in Chapter 4 Statute 2 Sub Statute 9 to 19 of the First Statutes of the University.



**43. University Union Fund-** A University Union Fund shall be maintained and operated as provided in Chapter 4 Statute 2 Sub Statute 20 of the First Statutes of the University.

**44. Election of Official Office Bearers of the University Union, their number and manner of their election:** (1) The following shall be the positions to which elections are conducted:

- i. Chairman - 1
- ii. Vice Chairman- 3 (One position of Vice Chairman reserved for Girl Students)
- iii. General Secretary - 1
- iv. Joint Secretary - 3 (One position of Joint Secretary reserved for Girl Students and One position of Joint Secretary reserved for Student belonging to Scheduled Caste or Scheduled Tribes)

(2) The manner of election shall be as hereinafter provided

**45. Election of Councilors to the General Council of the University Union.**

- (1) The following shall be the number of councilors and the category from which to which they are to be elected:
  - (a) 15 Councilors elected by Councilors of Private Self Financing Engineering Colleges affiliated to the University (category (i) of Chapter 4, Statute 2, Sub Statute 5).
  - (b) 5 Councilors elected by Councilors of Government Controlled Self Financing Engineering Colleges affiliated to the University (category (ii) of Chapter 4, Statute 2, Sub Statute 5).
  - (c) 2 Councilors elected by Students from each Government Engineering College affiliated to the University.
  - (d) 2 Councilors elected by Students from each Aided Engineering College affiliated to the University.
  - (e) 2 Councilors elected by the students of the University.
  - (f) 1 Councilor elected by Councilors of Autonomous Colleges from among themselves.



- (g) 1 Councilor elected by Councilors of Constituent Colleges from among themselves.
- (h) 1 Councilor elected by Councilors of Colleges conferred with academic autonomy from among themselves.

(2) The manner of election shall be as hereinafter provided

**46. Appointment of Returning Officer** - The Vice Chancellor of the University shall appoint a statutory officer of the University as the Returning Officer for the conduct of elections to the University Union General Council, Official Office Bearers of the University Union and the University Union Executive Council. The Returning Officer may appoint the required number of staff to assist him in the conduct of elections. It shall be the responsibility of the Returning Officer to ensure peaceful conduct of the elections.

**47. Electoral Roll of Councilors of College Unions for election to the University Union General Council -**

- (1) The Returning Officer shall prepare separate electoral rolls comprising of Councilors of College Union elected from each category referred to in Chapter 4 Statute 2 Sub Statute 5 which shall comprise as following:
  - (a) Electoral Roll of Councilors elected from Private Self Financing Engineering Colleges affiliated to the University.
  - (b) Electoral Roll of Councilors elected from Government Controlled Self Financing Engineering Colleges affiliated to the University.
  - (c) Electoral Roll of Councilors elected from Government Engineering Colleges affiliated to the University.
  - (d) Electoral Roll of Councilors elected from Government Aided Engineering Colleges affiliated to the University.
  - (e) Electoral Roll of Councilors elected by the students of the University.



- (f) Electoral Roll of Councilors elected from Autonomous Colleges affiliated to the University from among themselves.
- (g) Electoral Roll of Councilors elected from Constituent Colleges affiliated to the University from among themselves.
- (h) Electoral Roll of Councilors elected from Colleges Conferred Academic Autonomy from among themselves.

(2) The names of the Councilors serially numbered with details of their College, Semester, Course etc shall be noted in each of the electoral roll. Copies of the electoral rolls shall be made available to the Councilors included in the respective Electoral roll who request for the same free of cost from the office of the Returning Officer. Every Councilor included in the electoral roll shall be referred to as an 'elector'.

**48. Eligibility to take part in Elections to the University Union General Council** - The names of all the Councilors who are included in the respective category of the Electoral Roll prepared by the Returning Officer as on the date of publication of the election notification shall be eligible to participate and contest the elections to the University Union General Council from the respective category except Councilors included in the electoral rolls specified in Rule 47(1)(c), (d) and (e):

Provided that the Returning Officer shall be empowered to make any correction, alteration, inclusion or deletion in the electoral roll if requisition for the same is received within twenty four hours of the publication of the electoral rolls and further is satisfied that the correction, alteration, inclusion or deletion is justified.

**49. Notification of Election to University Union General Council** - The Returning Officer shall under the direction from the University notify the elections to the University Union General Council, Official Office Bearers of the University Union and the University Union Executive Council, in the office of the Returning Officer, simultaneously causing it to be displayed in the notice boards of the Colleges and University. The notification shall contain the programme of the election giving the following details.



- (1) Date of Notification - As Notified by the Returning Officer of the University.
- (2) Date of publication of Electoral Roll - Succeeding working day from the date of notification.
- (3) Last date and hour for receipt of nomination - At 2-00 PM with 2 (two) clear working days from the date of notification.
- (4) Scrutiny of nomination - 2.00 PM two days from on the day fixed for the receipt of nomination.
- (5) Publication of the list of validly nominated candidates - Same day fixed for Scrutiny.
- (6) Withdrawal - At 11.00 AM two days succeeding the day fixed for scrutiny.
- (7) Publication of final list of candidates at 11.00 AM two days succeeding the day fixed for withdrawal.
- (8) Polling - 10.00 AM to 1.00 PM on the date notified by the Returning Officer of the University.
- (9) Scrutiny and counting of votes - To start from on the date and time notified by the Returning Officer of the University in the University.
- (10) Declaration of results - Within 1 hour of finishing counting of votes.

**50. Nomination of Candidates to Contest Elections to the University Union**

**General Council** - Every elector included in the electoral roll specified in Rule 47(1) except those Councilors included in (c), (d) and (e) may nominate an elector included in the respective electoral roll to contest the elections as a candidate in accordance with these Rule and Regulations. Every nomination shall be in the prescribed form (Specimen form shown in Appendix A) and shall be made by the elector in writing and shall be proposed and seconded by two other electors included in the respective electoral roll. The nomination paper shall be put in sealed covers and deposited in the box kept for the purpose by the Returning Officer in his office or by Registered Post with acknowledgement due within the date and hour fixed for filing of nominations. However nominations sent by post, if not acknowledged by the Returning Officer within the date and hour fixed for filing of nominations will not be treated to have been filed.



Every elector who has been nominated to contest the elections shall be referred to as a candidate for the elections.

**51. Electoral Roll of Councilors of University Union General Council -**

After election of Councilors to the University Union General Council under Rule 47(1)(a), (b), (f), (g) and (h) the Returning Officer shall prepare a combined electoral roll of all Councilors elected to the University Union General Council for election of Official Office Bearers of the University Union.

**52. Notification of Election of Official Office Bearers of the University**

**Union** - The Returning Officer shall under the direction from the University notify the elections to the positions of Official Office Bearers of the University Union, in the office of the Returning Officer, simultaneously causing it to be displayed in the notice boards of the Colleges and University. The notification shall contain the programme of the election giving the following details.

- (1) Date of Notification - As Notified by the Returning Officer of the University.
- (2) Date of publication of Electoral Roll - Succeeding working day from the date of notification.
- (3) Last date and hour for receipt of nomination - At 2-00 PM with 2 (two) clear working days from the date of notification.
- (4) Scrutiny of nomination - 2.00 PM two days from on the day fixed for the receipt of nomination.
- (5) Publication of the list of validly nominated candidates - Same day fixed for Scrutiny.
- (6) Withdrawal - At 11.00 AM two days succeeding the day fixed for scrutiny.
- (7) Publication of final list of candidates at 11.00 AM two days succeeding the day fixed for withdrawal.
- (8) Polling - 10.00 AM to 1.00 PM on the date notified by the Returning Officer of the University.
- (9) Scrutiny and counting of votes - To start from on the date and time notified by the Returning Officer of the University in the University.
- (10) Declaration of results - Within 1 hour of finishing counting of votes.



**53. Nomination of Candidates to Contest Elections to the positions of Official Office Bearers of the University Union** - Every elector included in the electoral roll specified in Rule 51 may nominate an elector included in the electoral roll to contest the elections as a candidate to the positions of Official Office Bearers of the University Union in accordance with these Rules and Regulations. Every nomination shall be in the prescribed form (Specimen form shown in Appendix A) and shall be made by the elector in writing and shall be proposed and seconded by two other electors included in the respective electoral roll. The nomination paper shall be put in sealed covers and deposited in the box kept for the purpose by the Returning Officer in his office or by Registered Post with acknowledgement due within the date and hour fixed for filing of nominations. However nominations sent by post, if not acknowledged by the Returning Officer within the date and hour fixed for filing of nominations will not be treated to have been filed. Every elector who has been nominated to contest the elections shall be referred to as a candidate for the elections.

**54. Scrutiny of nominations** - All nomination papers for elections to the University Union General Council and to the positions of Official Office Bearers of the University Union deposited in the box provided for the purpose in the Office of the Returning Officer or received by Post which has been duly acknowledged shall be scrutinized by the Returning Officer at the hour on the date notified in the election notification. The candidate contesting the elections or his/her nominee (one included in the electoral roll of the candidate) will be permitted to be present at the time of scrutiny of nominations. The Returning Officer shall examine the nomination papers and shall decide on all objections made to any nominations.

**55. List of candidates validly nominated - (1)** A list of candidates validly nominated for contesting the elections as a candidate for elections to the University Union General Council and to the positions of Official Office Bearers of the University Union along with their names, semester, course etc. whose nominations have been declared valid shall be published by



affixing the same in the office of the Returning Officer and the notice boards of the University and Colleges from which candidates are elected.

**56. Withdrawal of nomination** - Any candidate who has filed a nomination may withdraw his nomination by notice in writing signed by him/her and delivered in person him/her or by his/her authorized representative who shall be one included in the electoral roll in which candidate is included, 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 eligible for renomination as a candidate for the same election in that academic year.

**57. 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 for the respective elections showing their names arranged in alphabetical order together with names, semester, course etc.

**58. Declaration of election of validly nominated candidates -**

- (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.
- (ii) If the number of candidates validly nominated and withdrawn is less than the number of vacancies to be filled by election, such candidates shall be declared to have been duly elected; and the electorate shall be called upon to elect a person(s) as the case may be, to fill the remaining vacancies).
- (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 in the Rules and Regulations.

**59. Voting** - Every elector including the candidates included in the electoral roll of the respective category shall be entitled to elect a candidate of



his/her choice from the respective category to which elections are conducted by exercising his/her preference by a vote if he/she is otherwise eligible to vote as per the Rules and Regulations in the manner provided herein.

**60. Polling for election of Councilors to the University Union General Council and to the positions of Official Office Bearers of the University Union**

- (1) The Returning officer of the University shall be the Returning Officer for conducting election of Office Bearers of the University Union.
- (2) Polling shall be by Ballot Paper.
- (3) Polling shall be by secret ballot and held in the University.
- (4) A Polling Booth or sufficient number of polling booths shall be arranged by the Returning Officer in the University for conducting the Poll with such numbers of Officers and Staff of the College.
- (5) Polling shall be conducted and done by vote in the manner prescribed in these rules and regulations by making his/her choice in the ballot paper in the prescribed form (Specimen form shown in Appendix B). No vote shall be given by proxy. The date and time of polling shall be as notified by the Returning officer of the University.
- (6) The Returning Officer shall ascertain (a) the identity of the councilor casting the vote before issue of the ballot paper and (b) that the councilor presenting himself/herself to vote has not already voted.
- (7) The name of the elector who has voted shall be entered upon the serially numbered counterfoil of the ballot paper and in a ballot paper issue book and got acknowledged by the councilor who voted. The ballot paper corresponding to that counterfoil shall then be torn off after fixing the initials of the Returning Officer thereon and handed



over to the councilor for the purpose of voting and the counterfoil securely kept.

(8) At the time of issuing the ballot paper, the Returning Officer shall make a mark against the name of the elector in a copy of the respective electoral roll kept for the purpose and get the signature of the elector against his/her name in the electoral roll.

(9) The elector who received the ballot paper shall then proceed to a place screened from observation by others for marking his/her vote in the ballot paper against the name of the candidate/s of his/her choice and deposit the same in a ballot box sealed or locked (in the presence of the candidates or their agents if so required by them) kept in a convenient place in the Polling booth.

(10) No person shall be allowed to enter the place arranged for marking of vote other than the elector who is eligible to vote.

(11) If any councilor is incapacitated to vote due to blindness or other physical reasons, it shall be competent for him/her to record his/her vote by the hand of the Returning Officer.

**61. Procedure on counting** - (1) The scrutiny and counting of votes shall be done by the Returning Officer as prescribed in the election notification. 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.

(2) No person other than the Returning Officer, the officers and staff appointed by him for the purpose and the candidates shall be present at the time of scrutiny and counting of votes. However, the candidate, with the permission of the Returning Officer may authorize an elector in the electoral roll to represent him/her to be present at the time of scrutiny and counting, in his/her place as his/her authorized representative.



(3) The persons present at the time of scrutiny and counting shall record their presence in the manner determined by the Returning officer.

(4) The persons present at the time of scrutiny and counting shall be present at the time of declaration of results and shall record their presence in the manner determined by the Returning Officer.

**62. Ballot Paper when rejected** - (1) A Ballot Paper shall be rejected for the purpose of scrutiny and counting.

(i) If it does not bear the initials of the Returning Officer or the person duly authorized by him/her for the purpose, or

(ii) If an elector records his name or writes any word or makes any mark on it revealing his/her identity, or

(iii) If the vote is recorded thereon by any mark other than thus 'X' against the name of names of the candidate (s), or

(iv) If no vote is recorded thereon, or

(v) If the number of votes recorded thereon exceeds the number of vacancies to be filled, or

(vi) If it is not identifiable or uncertain as to whom vote has been cast, or

(vii) If vote is recorded violating any other law, order, guidelines etc. issued by the Returning Officer in respect of the elections.

(2) Every ballot paper rejected, shall be authenticated by the Returning Officer and such ballot papers kept separately for future purposes, if any, till such time as provided in these Rules and Regulations.



63. **Recounting** - (1) Any candidate or his authorized representative may immediately after completion of the scrutiny and counting request in writing to the Returning Officer to re-scrutiny or recount the votes received by all or any of the candidates and the Returning Officer shall re-scrutiny or recount the same accordingly.

(2) 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 correctness of any previous counting:

Provided however that nothing in these Rules and Regulations shall require on the Returning Officer to recount the same votes more than once.

(3) The persons present at the time of scrutiny and counting shall be present at the time of recounting.

64. **Declaration of Results** - (1) The results of the polling shall be declared as prescribed in the election notification.

(2) The candidate/s equal to the number of vacancies to which elections are conducted, receiving the largest number of votes shall be declared duly elected to such vacancies.

(3) If two or more candidates receive an equal number of votes against election to a vacancy, the Returning Officer shall draw a lot with the names of such candidates, and the candidate selected from the lot would be declared duly elected to such vacancy.

(4) The results shall be declared by the Returning Officer on a document in such manner determined by the Returning Officer.

(5) The persons present at the time of scrutiny, counting and recounting shall be present at the time of declaration of results and record their name and signature on the document containing the declaration of results.



**65. Complaints Regarding Elections** - Complaints regarding the conduct of elections, if any, shall be made in writing to the Vice Chancellor of the University so as to reach him/her within seven days after the declaration of the results of the election and the Vice Chancellor after causing an enquiry into the Complaint in such manner as deemed fit take an appropriate decision and by Order dispose of the complaint. The decision of the Vice Chancellor on the complaint shall be final.

**66. Preservation of Election papers** - All papers connected with the conduct of elections including 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 candidates or their authorized representatives duly recording their presence, for a period of one month after the declaration of the results, or till any complaint regarding the election is disposed of.

**67. Code of Conduct for Elections**

(1) The following shall be the general code of conduct for elections;

- i. No person other than a student's shall participate in the propaganda, meetings and other gatherings inside the college without the written permission of the Returning Officer.
- ii. Candidates, their authorized representatives and other students shall not disfigure any class rooms, compound walls and buildings in the college campus or University buildings by pasting of posters or writing on the walls thereof as part of their election campaign.
- iii. Election campaign/propaganda in the college campus/university shall be limited to the issue of pamphlets, display of banners and posters and conducting group meetings.



- iv. Election campaign/propaganda/meetings shall be held in the college campus/University only during the working hours of the college or University. Election campaign/propaganda/meetings before or after working hours of the college/University shall be done only with the sanction of the Returning Officer.
- v. Election campaign/propaganda/meetings/canvassing in the college campus or University on the day fixed for the poll and till the election results are declared is prohibited.
- vi. Election campaign/propaganda/meetings/canvassing shall be held in a peaceful, co-operative, friendly manner keeping in view the aims and objects of the University Union.
- vii. Complaints of violation of the code of conduct shall be given in writing to the Returning Officer who shall dispose of the same on merits.

**68. Election of Members to the University Union Executive Committee**

- (1) The Returning officer shall immediately after constitution of the University Union General Council and election of Official Office Bearers of the University Union convene the first meeting of the University Union General Council on such date notified him/her in consultation with University Union General Secretary to elect members of the University Union Executive Council under the categories specified in Chapter 4 Statute 2 Sub statute 6(1)(ii) to (ix).
- (2) The Returning Officer shall determine the manner of conducting the election and inform the Members of the University Union General Council sufficiently early before the first meeting of the University Union General Council.



(3) Immediately after the conduct of the election the Returning Officer shall declare the results at the first meeting of the General Council.

**69. Publishing the constitution of the University Union General Council and its Members, declaring the names and details of the Official Office Bearers of the University Union and Constitution of the University Union Executive Council and its Members.**

The Returning officer shall within 3 days from the date declaration of results of the respective elections publish in the University Website the constitution of the University Union General Council and its Members, the names and details of the Official Office Bearers of the University Union and the Constitution of the University Union Executive Council and its Members.

APPENDIX - A

Name of the College.....

Election to (here mention the vacancy to which election is being conducted)  
.....



NOMINATION PAPER

Name of the candidate .....

Semester of the candidate .....

Course enrolled for .....

Number of the candidate in the electoral roll .....

KTU ID number .....

Consent of the candidate I agree, if elected, to serve on the body to which I am proposed as a candidate

Signature ..... Date .....

Name of the Proposer .....

Semester of the proposer .....

Course enrolled for .....

Number of the proposer in the electoral roll .....

KTU ID number .....

Signature of the proposer  
..... Date .....

Name of the seconder .....

Semester of the seconder .....

Course enrolled for .....

Number of the seconder in the electoral roll .....

KTU ID number .....

Signature of the seconder  
.....Date .....

College Seal

**ACKNOWLEDGMENT**

Name of the College .....



**Election to (here mention the vacancy to which election is being conducted) .....**

**Received the nomination paper of .....**

**Returning Officer  
Date & Seal**

**College Seal**



Sl.No.

Name of the College.....

Counterfoil of Ballot Paper

Election to ..... (here mention the vacancy to which election is being held)

Name of the elector .....

Semester .....

Course .....

Number of the elector in the electoral roll .....

Returning Officer

Seal of the College



Sl. No.

APPENDIX B

Name of the College.....

Election to .....

(here mention the vacancy to which position election is being held)

BALLOT PAPER

| Sl.No | Name of the Candidate, Semester, Course | Mark showing Voter's Choice |
|-------|---|-----------------------------|
| 1     |   |                             |
| 2     |   |                             |
| 3     |   |                             |
| 4     |   |                             |

(Elector's choice to be shown by X mark)

Returning Officer

Seal of the College





**SCHEDULE OF EVENTS FOR COLLEGE UNION ELECTION 2023-2024**

| <b>Sl. No</b> | <b>Programme / Item</b>   | <b>Date</b>       | <b>Time</b>   |
|---------------|---|-------------------|---|
| 1.            | Date of Notification  | 06.10.2023        |   |
| 2.            | Date of publication of Electoral Roll                             | 06.10.2023        | 1.00 pm   |
| 3.            | Last Date and hour for filing complaints regarding Electoral Roll | 09.10.2023        | 11.00 am  |
| 4.            | Publication of the final Electoral Roll                           | 09.10.2023        | 4.00 pm   |
| 5.            | <b>Last date and hour for receipt of nomination</b>               | <b>10.10.2023</b> | <b>02.00 pm</b>                                       |
| 6.            | Scrutiny of nomination  | 10.10.2023        | 02.05 pm<br>Onwards                                   |
| 7.            | Publication of the list of valid nominations                      | 10.10.2023        | 06.00 pm  |
| 8.            | Withdrawal of Candidature / Nomination                            | 11.10.2023        | 11.00 am  |
| 9.            | Publication of Final list of candidates                           | 11.10.2023        | 04.00 pm  |
| 10.           | <b>Polling</b>  | <b>18.10.2023</b> | <b>10.00 am to<br/>01.00 pm</b>                       |
| 11.           | Scrutiny and counting of votes                                    | 18.10.2023        | 2.00 pm   |
| 12.           | Declaration of results  | 18.10.2023        | within 1 hour<br>of finishing<br>counting of<br>votes |



## **GUIDELINES FOR THE CONDUCT OF COLLEGE UNION ELECTIONS**

### **2023-24 IN AFFILIATED COLLEGES OF APJ ABDUL KALAM**

#### **TECHNOLOGICAL UNIVERSITY**

1. The guidelines for students' elections in colleges framed by the J M Lyngdoh Committee as approved by the Hon'ble Supreme Court of India shall be strictly followed.
2. The provisions contained in the Election Manual except to the extent provided hereunder shall be strictly followed by the Principal/Head of the Institution/Teacher in charge of the College/Institution in the conduct of College Union Elections.
3. The upper age limit for contesting College Union Elections in the case of Under Graduate and Post Graduate students shall not exceed 27 years as on the date of notification for nomination of candidates for the College Union Elections.
4. Subject to the provisions contained in clause 15 of Chapter 2 of the Election Manual, the Returning Officer shall prepare an Electoral Roll of all students of each class and a consolidated Electoral Roll of all students of the college belonging to all classes.
5. Where the College/ Institution decides to conduct college union elections in Parliamentary mode or hybrid mode it shall be ensured by Principal/Head of the institution/Teacher in charge of the College/Institution that all students of each class included in the Electoral Roll of the students of the respective classes participate in the election of class representatives of the respective classes.
6. It is hereby clarified that the condition prescribed by the J M Lyngdoh Committee that a student contesting the elections should in no event have any academic arrears in the year of contesting election is that he/she shall have passed all the subjects of the completed semesters of the course whose final results have been declared by the University as on the date of filing the nomination as a candidate.
7. It is hereby clarified that the condition prescribed by the J M Lyngdoh Committee that a student contesting the elections should have attained



the minimum percentage of attendance as prescribed by the University or 75 % attendance, whichever is higher, shall be that, if the contesting student is a male, he should have attained a minimum of 75% of attendance in the completed semester of the course to which he was admitted and if the contesting student is a female, she should have attained, a minimum of 73% of attendance in the completed semester of the course to which she was admitted. The above referred 75%/73% of attendance may be attained by enjoying the eligible condonation of attendance. The above condition would also be applicable to the proposer and the seconder of the candidate contesting the election.

8. The proposer and the seconder of students representing female students' constituencies shall only be female students representing the respective constituencies and for the purpose, separate Electoral Roll of female students shall be prepared for the respective constituencies.
9. Where elections are conducted in Parliamentary Mode or Hybrid Mode, the proposer and the seconder of students contesting as candidates of class representatives shall belong to the Electoral Roll of the same class. Where elections are conducted for election of representatives of each course (UG/PG) the proposer and the seconder of students contesting as candidates shall belong to the same course.





(MRS.) ANUPAMA BHATNAGAR  
DIRECTOR (HE)  
ROOM No. 522 (C-Wing)  
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भारत सरकार  
मानव संसाधन विकास मंत्रालय  
उच्चतर शिक्षा विभाग  
शास्त्री भवन  
नई दिल्ली - 110 001  
GOVERNMENT OF INDIA  
MINISTRY OF HUMAN RESOURCE DEVELOPMENT  
DEPARTMENT OF HIGHER EDUCATION  
SHASTRI BHAVAN  
NEW DELHI-110 001

D.O.No. F 9-6/2005-U-5

Dear Dr. Kem...

Pursuant to an order of the Hon'ble Supreme Court dated 2<sup>nd</sup> December 2005, the Ministry of Human Resource Development has constituted a Committee under Shri J.M. Lyngdoh, (former Chief Election Commissioner) to examine and recommend upon certain aspects of student body and student union election conducted in universities, colleges and other institutions of higher education across India. The Committee submitted its report on 26<sup>th</sup> May 2006. The Hon'ble Supreme Court in its order dated 22<sup>nd</sup> Sept. 2006 directed the recommendations of the Committee to be implemented (enclosed as annex.A) and shall be followed in all College/University Elections, to be held hereinafter.

I would like to request you that necessary steps may be taken to ensure compliance of Hon'ble Supreme Court's direction *and also to give it widest publicity and put it on UGC's website.*

With regards,

Yours sincerely,

J.S.(PS/AC)  
Distt No. 1765  
Date: 28/11/06

Dr. T.R.Kem.  
Secretary,  
U.G.C.

Secretary Secretary  
No. 277  
Date: 23/11/06

*for n.a. on print*  
*1/11/12*

(Anupama Bhatnagar)  
Director(HE)

*J.S.(2)*

*USP/AM*

*वि०*  
*28/11/2006*

*सो(P)*

*US (CAP-II)*

*P.O (Website)*



सर्व शिक्षा अभियान

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The recommendation of the Committee accepted by the Hon'ble Supreme Court for implementation:

- 6.1.1**            **Universities and colleges across the country must ordinarily conduct elections for the appointment of students to student representative bodies. These elections may be conducted in the manner prescribed herein, or in a manner that conforms to the standards prescribed herein.**
  
- 6.1.2**            **Where the atmosphere of the university campus is adverse to the conduct of peaceful, free and fair elections, the university, its constituent colleges and departments must initiate a system of student representation based on nominations, especially where elections are being held at present. It would be advisable, however, not to base such nomination system on purely academic merit, as is being practiced throughout the country.**
  
- 6.1.3**            **In cases where elections are not being held, or where the nomination model prevails, the nomination model should be allowed to continue for a limited period of time. It is to be noted that the nomination system suffers from several flaws, and must only be resorted to as an INTERIM MEASURE.**
  
- 6.1.4**            **Subject to the recommendations in respect of the possible models of elections, all institutions must, over a period of 5 years, convert from the nomination model to a structured election model, that may be based on a system of parliamentary (indirect) elections, or on the presidential (direct) system, or a hybrid of both. It is highly desirable that all institutions follow this mechanism of gradual conversion, especially for privately funded institutions that prefer a status quo situation.**
  
- 6.1.5**            **All institutions must conduct a review of the student representation mechanism. The first review may be conducted after a period of 2 years of the implementation of the mechanism detailed above, and the second review may be conducted after the 3rd or the 4th year of implementation. The primary objective of these reviews will be to ascertain the success of the representation and election mechanism in each individual institution, so as to decide whether or not to implement a full-fledged election structure. Needless to say these reviews will be based on a consideration of the views and suggestions of all stakeholders, such as students, faculty, administration, student bodies, and parents.**



- 6.1.6** Institutions must, as a primary objective, subject to the pertinent issue of discipline on campus, seek to implement a structured system of student elections by the conclusion of a period of 5 years from the date of the implementation of these recommendations.
- 6.1.7** Subject to the autonomy of the universities in respect of the choice of the mode of election, all universities must institute an apex student representative body that represents all students, colleges, and departments coming under the particular university. In the event that the university is geographically widespread, individual colleges may constitute their own representative bodies, which would further elect representatives for the apex university body.
- 6.1.8** The union/representative body so elected shall only comprise of regular students on the rolls of the institution. No faculty member, nor any member of the administration shall be permitted to hold any post on the executive of such representative body, nor shall be allowed to be a member of any such representative body.

## **6.2 Modes of Elections**

- 6.2.1** A system of direct election of the office bearers of the student body whereby all students of all constituent colleges, as well as all students of the university departments vote directly for the office bearers. This model may be followed in smaller universities with well-defined single campuses (for e.g. JNU/University of Hyderabad), and with a relatively smaller student population. A graphic representation of this model is annexed herewith at Annexure IV-A.

In respect of universities with large, widespread campuses and large student bodies, either of the following models may be adopted:

- 6.2.2** A system of elections, where colleges and campuses directly elect college and campus office bearers, as well as university representatives. The university representatives form an electoral college, which shall elect the university student union office bearers. A graphic representation of this model is annexed herewith at Annexure IV-B.
- 6.2.3** A system of elections where on one hand, directly elected class representatives elect the office bearers of the college as well as the university representatives, and the campus itself directly elects the campus office bearers and the university representatives. The university representatives shall form an electoral college, which shall



elect the office bearer of the university student union. A graphic representation of this model is annexed herewith at Annexure IV-C.

**6.2.4** A system of election wherein class representatives shall be directly elected in the colleges and universities campus and they in turn shall elect the office bearers for the college unions and the university campus union. Also they shall elect their representatives for university student union. These elected representatives from colleges and university campus shall form the Electoral College, which shall elect the office bearers of the university student union. This model shall be applicable to large university with large number of affiliated colleges. A graphic representation of this model is annexed herewith at Annexure IV-D.

**6.3** **Disassociation of Student Elections and Student Representation from Political Parties**

**6.3.1** During the period of the elections no person, who is not a student on the rolls of the college/university, shall be permitted to take part in the election process in any capacity. Any person, candidate, or member of the student organisation, violating this rule shall be subject to disciplinary proceedings, in addition to the candidature, as the case may be, being revoked.

**6.4** **Frequency and Duration of the Election Process**

**6.4.1** It is recommended that the entire process of elections, commencing from the date of filing of nomination papers to the date of declaration of results, including the campaign period, should not exceed 10 days.  
**6.4.2** It is further recommended that elections be held on a yearly basis and that the same should be held between 6 to 8 weeks from the date of commencement of the academic session.

**6.5** **Eligibility Criteria for Candidates**

**6.5.1** 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.

**6.5.2** For Post Graduate Students the maximum age limit to legitimately contest and election would be 24 – 25 years.

**6.5.3** For research Students the maximum age limit to legitimately contest an election would be 28 years.



- 6.5.4** Although, the Committee would refrain from prescribing any particular minimum marks to be attained by the candidate, the candidate should in no event have any academic arrears in the year of contesting the election.
- 6.5.5** The candidate should have attained the minimum percentage of attendance as prescribed by the university or 75% attendance, whichever is higher.
- 6.5.6** 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.
- 6.5.7** 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.
- 6.5.8** 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.
- 6.6** Election - Related Expenditure and Financial Accountability
- 6.6.1** The maximum permitted expenditure per candidate shall be Rs. 5000/-
- 6.6.2** Each candidate shall, within two weeks of the declaration of the result, submit complete and audited accounts to the college / university authorities. The college/university shall publish such audited accounts, within 2 days of the submission of such accounts, through a suitable medium so that any member of the student body may freely examine the same.
- 6.6.3** The election of the candidate will be nullified in the event of any noncompliance or in the event of any excessive expenditure.
- 6.6.4** With the view to prevent the inflow of funds from political parties into the student election process, the candidates are specially barred from utilizing funds from any other sources than voluntary contributions from the student body.
- 6.7** Code of Conduct for Candidates and Elections Administrators



- 6.7.1** No candidate shall indulge in, nor shall abet, any activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic, or between any group(s) of students.
- 6.7.2** Criticism of other candidates, when made, shall be confined to their policies and programs, past record and work. Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the other candidates or supporters of such other candidates. Criticism of other candidates, or their supporters based on unverified allegations or distortion shall be avoided.
- 6.7.3** There shall be no appeal to caste or communal feelings for securing votes. Places of worship, within or without the campus shall not be used for election propaganda.
- 6.7.4** All candidates shall be prohibited from indulging or abetting, all activities which are considered to be “corrupt practices” and offences, such as bribing of voters, intimidation of voters, impersonation of voters, canvassing or the use of propaganda within 100 meters of polling stations, holding public meetings during the period of 24 hours ending with the hour fixed for the close of the poll, and the transport and conveyance of voters to and from polling station.
- 6.7.5** No candidate shall be permitted to make use of printed posters, printed pamphlets, or any other printed material for the purpose of canvassing. Candidates may only utilize hand-made posters for the purpose of canvassing, provided that such hand-made posters are procured within the expenditure limit set out herein above.
- 6.7.6** Candidates may only utilize hand-made posters at certain places in the campus, which shall be notified in advance by the election commission / university authority.
- 6.7.7** No candidate shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda outside the university/college campus.
- 6.7.8** No candidate shall, nor shall his/her supporters, deface or cause any destruction to any property of the university / college campus, for any purpose whatsoever, without the prior written permission of the college / university authorities. All candidates shall be held jointly and severally liable for any destruction / defacing of any university / college property.



- 6.7.9** During the election period the candidates may hold processions and / or public meetings, provided that such processions and / or public meetings do not, in any manner, disturb the classes and other academic and co curricular activities of the college / university. Further, such procession / public meeting may not be held without the prior written permission of the college / university authority.
- 6.7.10** The use of loudspeakers, vehicles and animals for the purpose of canvassing shall be prohibited.
- 6.7.11** On the day of polling, student organizations and candidates shall -:
- (i)** co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction;
  - (ii)** not serve or distribute any eatables, or other solid and liquid consumables, except water on polling day;
  - (iii)** not hand out any propaganda on the polling day.
- 6.7.12** Excepting the voters, no one without a valid pass / letter of authority from the election commission or from the college / university authorities shall enter the polling booths.
- 6.7.13** The election commission / college/ university authorities shall appoint impartial observers. In the case of deemed universities and self-financed institutions, government servants may be appointed as observers. If the candidates have any specific complaint or problem regarding the conduct of the elections they may bring the same to the notice of the observer. Observers shall also be appointed to oversee the process of nomination of students in institutions that are following the nomination model of student representation.
- 6.7.14** All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 48 hours of the conclusion of polling.
- 6.7.15** Any contravention of any of the above recommendations may make the candidate liable to be stripped of his candidature, or his elected post, as the case may be. The election commission / college / university authorities may also take appropriate disciplinary action against such a violator.
- 6.7.16** In addition to the above-mentioned code of conduct, it is also recommended that certain provisions of the Indian Penal Code, 1860



(Section 153A and Chapter IXA – “Offences Relating to Election”), may also be made applicable to student elections.

## **6.8 Grievance Redressal Mechanism**

**6.8.1** There should be a Grievances Redressal Cell with the Dean (Student Welfare) / teacher in charge of student affairs as its chairman. In addition, one senior faculty member, one senior administrative officer and two final year students – one boy and one girl (till the election results declared, students can be nominated on the basis of merit and/or participation in the co-curricular activities in the previous year). The grievance cell shall be mandated with the redressal of election-related grievances, including, but not limited to breaches of the code of conduct of elections and complaints relating to election-related expenditure. This cell would be the regular unit of the institution.

**6.8.2** In pursuit of its duties, the grievance cell may prosecute violators of any aspect of the code of conduct or the rulings of the grievance cell. The grievance cell shall serve as the court of original jurisdiction. The institutional head shall have appellate jurisdiction over issues of law and fact in all cases or controversies arising out of the conduct of the elections in which the grievance cell has issued a final decision. Upon review, the institutional head may revoke or modify the sanctions imposed by the grievance cell

**6.8.3** In carrying out the duties of the office, the Grievance cell shall conduct proceedings and hearings necessary to fulfill those duties. In executing those duties they shall have the authority:

- (i)** to issue a writ of subpoena to compel candidates, agents, and workers, and to request students to appear and give testimony, as well as produce necessary records; and
- (ii)** to inspect the financial reports of any candidate and make these records available for public scrutiny upon request.

**6.8.4** Members of the Grievance cell are prohibited from filing complaints. Any other student may file a complaint with the Grievance cell, within a period of 3 weeks from the date of declaration of results. All complaints must be filed under the name of the student filing the complaint. The Grievance cell shall act on all complaints within 24



hours after they are received by either dismissing them or calling a hearing.

- 6.8.5** The Grievance cell may dismiss a complaint if:
- (i)** the complaint was not filed within the time frame prescribed in Recommendation 8.4 above;
  - (ii)** the complaint fails to state a cause of action for which relief may be granted;
  - (iii)** the complainant has not and / or likely will not suffer injury or damage.
- 6.8.6** If a complaint is not dismissed, then a hearing must be held. The Grievance cell shall inform, in writing, or via e-mail, the complaining party and all individuals or groups named in the complaint of the time and place of the hearing. The parties are not considered notified until they have received a copy of the complaint.
- 6.8.7** The hearing shall be held at the earliest possible time, but not within twenty-four (24) hours after receipt of the notice described above, unless all parties agree to waive the 24-hour time constraint.
- 6.8.8** At the time notice of a hearing is issued, the Grievance cell, by majority vote, may issue a temporary restraining order, if it determines that such action is necessary to prevent undue or adverse effects on any individual or entity. Any restraining order, once issued, will remain in effect until a decision of the Grievance cell is announced after the hearing or until rescinded by the Grievance cell.
- 6.8.9** All Grievance cell hearings, proceedings, and meetings must be open to the public.
- 6.8.10** All Parties of the Grievance cell hearing shall present themselves at the hearing, may be accompanied by any other student from which they can receive counsel, and have the option to be represented by that counsel.
- 6.8.11** For any hearing, a majority of sitting Grievance cell members must be in attendance with the Chair of the Grievance cell presiding. In the



absence of the Chair, the responsibility to preside shall fall to an Grievance cell member designated by the Chair.

**6.8.12**

The Grievance cell shall determine the format for the hearing, but must require that both the complaining and responding parties appear physically before the board to discuss the issues through a complaint, answered, rebuttal, and rejoinder format. The purpose of the hearing is to gather the information necessary to make a decision, order, or ruling that will resolve an election dispute. To effectuate this purpose, the following rules should prevail at all hearings:

- **Complaining parties shall be allowed no more than two witnesses, however the Grievance cell may call witnesses as required. If said witnesses are unable to appear at the hearing, signed affidavits may be submitted to the Grievance cell Chair for the purpose of testifying by proxy.**
- **All questions and discussions by the parties in dispute shall be directed to the Grievance cell.**
- **There shall be no direct or cross-examination of any party or witness by complaining or responding parties during hearings.**
- **Reasonable time limits may be set by the Grievance cell, provided they give fair and equal treatment to both sides.**
- **The complaining party shall bear the burden of proof.**
- **Decisions, orders, and rulings of the Grievance cell must be concurred to by a majority of the Grievance cell present and shall be announced as soon as possible after the hearing. The Grievance cell shall issue a written opinion of the ruling within 12 hours of announcement of the decision. The written opinion must set forth the findings of fact by the Grievance cell and the conclusions of law in support of it. Written opinions shall set a precedent for a time period of three election cycles for Grievance cell rulings, and shall guide the Grievance cell in its proceedings. Upon consideration of prior written opinions, the grievance cell may negate the decision, but must provide written documentation of reasons for doing so.**
- **If the decision of the Grievance cell is appealed to the institutional head, the Grievance cell must immediately submit its ruling to the commission.**



- **The Grievance cell shall select the remedy or sanction most appropriate to both the type and severity of the infraction, as well as the state of mind or intent of the violator as determined by the Grievance cell. Possible remedies and sanctions include, but are not limited to, fines, suspension of campaigning privileges, and disqualification from the election.**
- **Any fine or total amount of fines against a candidate in an election cycle may not exceed the spending limit as defined herein above.**
- **If, after a hearing, the Grievance cell finds that provisions of this Code were violated by a candidate, or a candidate's agents or workers, the Grievance cell may restrict the candidate, or the candidates agents or workers, from engaging in some or all campaign activities for some or all of the remainder of the campaign. If an order is issued covering only part of the remaining campaign period, it shall take effect immediately so that after its termination, the candidate will have an opportunity to resume campaigning during the days immediately prior to and including the election days.**
- **If, after a hearing, the Grievance cell finds that provisions of either this Code or decisions, opinions, orders, or rulings of the Grievance cell have been willfully and blatantly violated by a candidate, or a candidate's agents or workers, the Grievance cell may disqualify the candidate.**
- **Any party adversely affected by a decision of the Grievance cell may file an appeal with the institutional head within twenty-four (24) hours after the adverse decision is announced. The 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.**
- **The decision of the Grievance cell shall stand and shall have full effect until the appeal is heard and decided by the institutional head.**
- **The 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.**



- **The 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.**
- **The institutional head shall review findings of the Grievance cell when appealed. The institutional head may affirm or overturn the decision of the Grievance cell, or modify the sanctions imposed.**

**6.9 Maintaining Law and Order on the Campus during the Election Process**

**6.9.1 Any instance of acute lawlessness or the commission of a criminal offence shall be reported to the police by the university / college authorities as soon as possible, but not later than 12 hours after the alleged commission of the offence.**

**6.10 Miscellaneous Recommendations**

**6.10.1 Student representation is essential to the overall development of students, and, therefore, it is recommended that university statutes should expressly provide for student representation.**

**6.10.2 Student representation should be regulated by statute (either a Central Statute, State Statute or individual university statutes), incorporating the recommendations prescribed herein.**

**6.10.3 The institution should organize leadership-training programs with the help of professional organizations so as to groom and instill in students leadership qualities.**

**6.10.4 In the event of the office of any major post of office bearer falling vacant within two months of elections, re-elections should be conducted; otherwise the Vice President may be promoted to the post of President and Joint Secretary to the post of Secretary, as the case may be.**



# APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

## PROFORMA FOR FURNISHING DETAILS OF UNIVERSITY UNION COUNCILLOR(S) 2023-24

1. Name and Address of College :
2. Year for which the Councillor(s) is /are elected :
3. Number of Councillor(s) elected :
4. Date of Election :
5. Particulars of Councillor(s) :

| Name, Course, Semester, email ID of the councillor(s) elected | Home Address | Specimen Signature of the candidate/ s elected (To be signed in the presence of the principal) |  |
|---|--------------|--|--|
| 1   |              | 1  |  |
|   |              | 2  |  |
|   |              | 3  |  |
| KTU ID:   |              |  |  |
| 2   |              | 1  |  |
|   |              | 2  |  |
|   |              | 3  |  |
| KTU ID:   |              |  |  |

- Certified that the Councilor (s) elected has/have signed in my presence.
- Signature attested

College Seal

Signature of the Principal

### **\*Space for affixing photographs of the Councillor(S)**

|                          |
|--------------------------|
| 1.Affix photograph here. |
|--------------------------|

|                         |
|-------------------------|
| 2.Affix photograph here |
|-------------------------|

\*The photographs are to be attested by the Principal on the reverse side and to be affixed using staples.



