GUIDELINES TO STAFF ADVISORS FOR COLLEGE UNION ELECTION

Verification of Nomination Forms

Staff Advisors are requested to **exercise utmost care and diligence while verifying the nomination forms**. The following points shall be strictly verified before signing the nomination form:

1. Verification of Candidate Details

- Verify the **Name of the candidate** with the Electoral Roll.
- Verify the **KTU ID** with the Electoral Roll.
- In the case of **First Year B.Tech and S3 LET students**, verify the **Admission Number** as applicable.
- Verify the **Gender of the candidate** as per the Electoral Roll.
- Verify the **age of the candidate** and ensure that the candidate is **not more than 27 years of age**.

2. Attendance Requirement

Ensure that the **candidate, proposer and seconder** satisfy the prescribed minimum attendance requirement:

- **Male students:** Minimum **75% attendance in the previous semester**
- **Female students:** Minimum **73% attendance in the previous semester**

The attendance of **all three — candidate, proposer and seconder — shall be verified** from the official attendance records.

3. Academic Eligibility

- Ensure that the candidate has **no active back papers/backlogs**, as per the prescribed eligibility criteria.

4. Disciplinary Status

- Ensure that **no disciplinary action has been taken against or is pending against the candidate**, as applicable under the prescribed election rules.

5. Comments/Remarks in the Nomination Form

- HoDs and Faculty Advisors shall write their comments only in the space specifically provided in the nomination form.
- No other markings, remarks, endorsements or comments shall be made anywhere else on the nomination form.

- Care shall be taken to ensure that the nomination form is not altered or defaced in any manner.

IMPORTANT

- The nomination form shall be signed only after all the above details and eligibility conditions have been carefully verified. Staff Advisors are requested to ensure strict compliance with these instructions to avoid errors or disputes during the election process.
- In case of any doubt regarding the candidate's age, details, attendance, academic status, disciplinary status or any other eligibility criterion, the Staff Advisor shall contact the Returning Officer (RO) for clarification before signing the nomination form. Staff Advisors shall not certify the nomination form based on assumptions when any doubt exists.