GOVT.ENGINEERING COLLEGE WAYANAD

Thalapuzha PO, Ph : 04935 257321

(Affiliated to APJ Abdul Kalam Technological University)

Education – Technical – Government Engineering College, Wayanad – College Union Election 2026-2027 – Publishing of College Union Election Notification.

Academic (C1) Section

GECWYD/726/2026-C1 *05-10-2026*

NOTIFICATION

Election to the College Union for the Academic Year 2026–27

1. University Election Notification No. KTU/ASST1(STUDENT AFFAIRS)/2999/2026 dated 04-10-2026, issued by APJ Abdul Kalam Technological University.
2. College Office Order No. GECWYD/726/2026-C1 dated 05-10-2026 issued by the Principal appointing the Returning Officer for the conduct of the College Union Election.
3. KTU Statutes and Election Manual.
4. Guidelines and recommendations of the J. M. Lyngdoh Committee as accepted by the Hon'ble Supreme Court of India.

With reference to the University Election Schedule and the orders cited above, it is hereby notified that the **Election to the posts in the College Union for the Academic Year 2026–27** will be conducted in this institution as per the schedule and guidelines detailed below.

- The election shall be conducted in **Presidential Mode.**

SCHEDULE OF EVENTS FOR COLLEGE UNION ELECTION 2026-2027

(Presidential Mode)

Sl. No	Programme / Item	Date	Time
1.	Date of Notification	05.10.2026	
2.	Date of publication of Electoral Roll	06.10.2026	1.00 pm
3.	Last Date and hour for filing complaints regarding Electoral Roll	07.10.2026	11.00 am
4.	Publication of the final Electoral Roll	07.10.2026	4.00 pm
5.	**Last date and hour for receipt of nomination**	**09.10.2026**	**02.00 pm**
6.	Scrutiny of nomination	09.10.2026	02.05 pm Onwards
7.	Publication of the list of valid nominations	09.10.2026	After 06.00 pm
8.	Withdrawal of Candidature / Nomination	12.10.2026	Up to 11.00 am
9.	Publication of Final list of candidates	12.10.2026	04.00 pm
10.	**Polling**	**16.10.2026**	**10.00 am to 12.30 pm**
11.	Scrutiny and counting of votes	16.10.2026	2.00 pm
12.	Declaration of results	16.10.2026	within 1 hour of finishing counting of votes

S.NO	NAME OF POST	No. OF SEATS
1.	CHAIRPERSON	1
2.	VICE CHAIRPERSON (Only Female students)	1
3.	GENERAL SECRETARY (Except final year students)	1
4	MAGAZINE EDITOR (Except final year students)	1
5	ARTS CULB SECRETARY	1
6	COUNCILORS OF UNIVERSITY UNION	2
7	WOMEN REPRESENTATIVE	2
8	UG DEGREE REPRESENTATIVE OF CIVIL & ENVIRONMENTAL ENGG.	1
9	UG DEGREE REPRESENTATIVE MECHANICAL ENGG.	1
10	UG DEGREE REPRESENTATIVE ELECTRICAL ENGG.	1
11	UG DEGREE REPRESENTATIVE COMPUTER SCIENCE & ENGG.	1
12	UG DEGREE REPRESENTATIVE ELECTRONICS & COMM. ENGG.	1
13	PG DEGREE REPRESENTATIVE COMPUTER SCIENCE & ENGG.	1

for Sulall. G
5/10/26

PRINCIPAL

PRINCIPAL
GOVT. ENGINEERING COLLEGE, WAYAN
MANANTHAVADY, PIN: 670 644

Note: Electoral Roll is published on the college website. Refer election manual in college website for further details. Nomination forms and other forms are also available in the website.

GOVT. ENGINEERING COLLEGE * WAYANAD - 670 644 *

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY
CET campus, Thiruvananthapuram - 695 016
Ph: 0471 2598122; Fax: 2598522 www.ktu.edu.in Email: registrar@ktu.edu.in

KTU/ASST1(STUDENT AFFAIRS)/2999/2026
04.10.2026

NOTIFICATION

Sub:- Election to College Union in the affiliated college of the University for the Academic Year, 2026-27 - Reg:-

Ref:- 1. Chapter 4, Statue 6 of the APJ Abdul Kalam Technological University First Statutes.
2. Election Manual of the University.
3. U.O. No. 2354/2026/KTU dated 01.10.2026.
4. Lyngdoh Committee recommendations approved by the Hon'ble Supreme Court of India.

As per references cited above, it is hereby notified that an election will be held in all affiliated colleges of the APJ Abdul Kalam Technological University for the constitution of College Unions for the Academic Year, 2026-27. Election to the College Union shall be conducted by secret ballot, either in Parliamentary or Presidential mode, in Simple Majority Election System.

The elections shall be notified by the College authorities 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. The Proforma shall reach the University on or before **28.10.2026** by **5.00 PM**. The proforma shall be addressed to - The Dean Academic, APJ Abdul Kalam Technological University, CET Campus, Thiruvananthapuram - 695016, by Speed Post.

Enclosures

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

Dr. VINU THOMAS
Dean (Academic)
(By Order of the Vice Chancellor)

To
1. The Principal of all Affiliated Colleges.
2. JD(IT) for publishing in the University Website.

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

SCHEDULE OF EVENTS FOR COLLEGE UNION ELECTION 2026-2027

(Presidential Mode)

Sl. No	Programme / Item	Date	Time
1.	Date of Notification	05.10.2026	
2.	Date of publication of Electoral Roll	06.10.2026	1.00 pm
3.	Last Date and hour for filing complaints regarding Electoral Roll	07.10.2026	11.00 am
4.	Publication of the final Electoral Roll	07.10.2026	4.00 pm
5.	**Last date and hour for receipt of nomination**	**09.10.2026**	**02.00 pm**
6.	Scrutiny of nomination	09.10.2026	02.05 pm Onwards
7.	Publication of the list of valid nominations	09.10.2026	After 06.00 pm
8.	Withdrawal of Candidature / Nomination	12.10.2026	Up to 11.00 am
9.	Publication of Final list of candidates	12.10.2026	04.00 pm
10.	**Polling**	**16.10.2026**	**10.00 am to 12.30 pm**
11.	Scrutiny and counting of votes	16.10.2026	2.00 pm
12.	Declaration of results	16.10.2026	within 1 hour of finishing counting of votes

SCHEDULE OF EVENTS FOR COLLEGE UNION ELECTION 2026-2027

(Parliamentary Mode)

Stage 1-Election of Class Representatives

Sl. No.	Programme / Item	Date	Time
1.	Date of Notification	05.10.2026	
2.	Date of publication of Electoral Roll for each class	06.10.2026	1.00 pm
3.	Last Date and hour for filing complaints regarding Electoral Roll of each class	07.10.2026	11.00 am
4.	Publication of the final Electoral Roll of each class	07.10.2026	4.00 pm
5.	**Last date and hour for receipt of nomination for election of each class representatives**	**09.10.2026**	**02.00 pm**
6.	Scrutiny of nomination	09.10.2026	02.05 pm Onwards
7.	Publication of the list of valid nominations for election of each class representatives	09.10.2026	After 06.00 pm
8.	Withdrawal of Candidature / Nomination	12.10.2026	11.00 am
9.	Publication of Final list of candidates for election of each class representatives	12.10.2026	04.00 pm
10.	**Polling of Votes for Class Wise Election (Class Representative)**	**16.10..2026**	**09.15 am to 10.30 am**
11.	Scrutiny and counting of votes for Class Wise Election for election of class representatives	16.10..2026	10.35 am onwards or in the event that polling is not completed by then, immediately up on completion of the polling process.
12.	Declaration of results of election of class representatives	16.10..2026	Within 15 mins of finishing counting of votes.

Stage 2 -Election of College Union Executive Committee Members

Sl. No.	Programme / Item	Date	Time
13	Publishing of Electoral Roll of elected class representatives	16.10..2026	12.00 pm to 12.15 pm
14	Time for filing Nominations to various positions of the College Union	16.10..2026	12.15 pm to 1.30 pm
15	Scrutiny of nominations	16.10..2026	1.40 pm to 2.20 pm
16	Publication of the list of valid nominations	16.10..2026	2.50 pm
17	Withdrawal of Candidature / Nomination	16.10..2026	3.00 pm to 3.15 pm
18	Publication of Final list of candidates	16.10..2026	3.30 pm
19	**Polling of Votes**	**16.10..2026**	**4.00 pm to 4.45 pm**
20	Scrutiny & counting of votes	16.10..2026	05.00 pm onwards or in the event that polling is not completed by then, immediately up on completion of the polling process.
21	Declaration of results	16.10..2026	Within 1 hour of finishing counting of votes.

Note: Parliamentary mode of election refers to a decentralized system of election in which students of each class in an institution choose their representatives through the mode of secret ballot, who in turn elect the Executive Members of the Union from among themselves through the mode of secret ballot.



APJ Abdul Kalam Technological University

Nomination Form for College Union Election

(Read University Election Manual and College Election Notification before filling in)

Name of the College/ Institution	
Name of the Post to which candidate is contesting (As Given in the College Election Notification)	
Whether the candidate has contested College Union elections previously	
If so, give details (post(s) to which contested, year(s))	

Part I: Nomination of the Candidate by the Proposer:

I,----------[Name of Proposer], do hereby nominate the following person as a candidate for election to the post of----------

-- ----------[Name of the Post] of the College Union:

Candidate Details		
1	Name of the Candidate: (In block letters)	
2	KTU ID: (For first – year or S3 Lateral Entry students, provide the Admission Number if the KTUID is not available.)	
3	Programme: Branch:	Semester:
4	Age:	Date of Birth:

Proposer Details		
1	Name & Signature of the proposer with date:	
2	KTU ID: (For first-year or S3 Lateral Entry students, provide the Admission Number if the KTUID is not available.)	
3	Programme: Branch:	Semester:
4	Age:	Date of Birth:

Part II: Seconding of the Candidate by the Seconder:

I do hereby second the nomination of the candidate proposed above:

1	Name & Signature of the Seconder with date:	
2	KTU ID: (For first-year or S3 Lateral Entry students, provide the Admission Number if the KTUID is not available.)	
3	Programme: Branch:	Semester:
4	Age:	Date of Birth:

Part III – Consent and Declaration of the Candidate

I. I,----------**[Name of Candidate],**

hereby consent to my nomination as a candidate for the post of----------

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[Name of the Post] in the College Union election. If elected, I agree to serve on the College Union.

II. I hereby declare that:

(1) I am a student of the _____programme, and my name exists in the Electoral Roll.

(2) I have no academic arrears as of the date of this nomination. I have passed all the examinations for which results have been declared, and I have not been absent from any examinations whose results are pending.

(3) I have not been subjected to any disciplinary actions by the College/University.

(4) My age is _____as on the election notification date and my date of birth is_____. I confirm that I am within the age limit prescribed for contesting the election.

(5) I will adhere to the code of conduct for candidates during the election.

(6) I have not been tried or convicted of any criminal offence or misdemeanor.

I further declare that all the statements made above are true and correct to the best of my knowledge and belief.

1	Signature of the candidate with date:	
2	KTU ID: (For first-year or S3 Lateral Entry students, provide the Admission Number if the KTUID is not available.)	
3	Programme: Branch:	Semester:
4	Age:	Date of Birth:
5	Mobile No:	E-mail Id:

Part IV – Verification Report by the concerned Senior Faculty Advisor and Head of the Department

The declarations made by the candidate at **Part III**-Sl. Nos. II – 1,2,3 & 4 above have been verified with the records and found **correct/incorrect** (Strike off as applicable, furnish details if any of the statements is incorrect).

Senior Faculty Advisor/Faculty Advisor	**Head of the Department/Staff in charge**
Verified: Yes/No	Verified: Yes/No
Signature:	Signature:
Name:	Name
Date:	Date:
Comments(if any):	Comments(if any):

Part V: Decision of the Returning Officer

After reviewing the nomination and verification reports, the decision of the Returning Officer is as follows:

Decision: Approved/Rejected (Strike off as applicable)

Comments (if any):

Signature of Returning Officer:

Name of Returning Officer:

Date:

GUIDELINES FOR THE CONDUCT OF COLLEGE UNION ELECTIONS 2026-27 IN AFFILIATED COLLEGES

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. The provisions contained in the **Election Manual** except to the extent provided hereunder shall be strictly followed for the conduct of College Union Elections.

General Guidelines for the conduct of Elections (Applicable for both Parliamentary & Presidential Mode)

1. Subject to the provisions contained in clause 15 of Chapter 3 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.
2. A candidate shall be considered eligible with respect to academic arrears for contesting College Union Elections only if all of the following conditions are satisfied:

   a) The candidate has **passed all subjects of the completed semesters**, the results of which have been declared by the University, as on the date of filing the nomination.

   b) The candidate has **appeared for all regular examinations** of the completed semesters and has not been absent from any regular examination, including examinations whose results are pending as on the date of filing nomination

   c) Subjects of the last completed semesters for which results have not yet been declared by the University as on the date of filing nomination shall not be taken into account for determining academic eligibility, provided the candidate has appeared for such examinations.

   d) The following shall not be considered for the purpose of assessing academic eligibility of candidates:

   - Digital 101 MOOC course included in the 2024 curriculum
   - Minor courses
   - Honours courses
   - Challenge Courses (B. Tech-2024 Scheme)

3. Attendance Eligibility for College Union Elections

Attendance eligibility shall be assessed exclusively on the basis of the last completed semester of the programme. Attendance of the ongoing/current semester shall not be considered for any purpose relating to election eligibility.

For students admitted to the **First Semester**, since no semester has been completed at the time of the election, attendance shall be considered as on the date of publication of the College Union Election Notification.

The minimum attendance required for eligibility shall be as follows:

- Male students: 75%
- Female students: 73%
- Students with benchmark disabilities (PwD): 70%

Eligible attendance may include approved condonation of attendance, as per the norms prescribed by the University.

- Students who have been granted University-approved duty leave, and who thereby attain the prescribed minimum attendance, shall also be considered eligible for contesting the election.

The attendance eligibility condition shall be mandatory and uniformly applicable to:

- Candidate
- Proposer
- Seconder

4. It is the responsibility of the candidate to verify and ensure that the Nomination Form is duly and completely filled in all respects before submitting the same to the Returning Officer
5. A candidate may file Nomination Forms for more than one post. However, after the expiry of the withdrawal period, a student shall be permitted to contest as a candidate for only one (1) post at a time in a College Union Election.

   If a candidate’s name continues to appear against more than one post after the withdrawal period, the candidate shall be declared ineligible to contest for all such posts.



6. No elector shall propose or second more than one candidate for the same post.
7. The Nomination Form should be filed in a sealed envelope and deposited in the nomination box placed in the office of the Returning Officer as per the given schedule.
8. Any candidate who has filed a nomination may withdraw the nomination by a written notice signed by the candidate and delivered in person by the candidate or through an authorized representative who is included in the Electoral Roll, to the Returning Officer within the date and time prescribed in the election schedule. If the withdrawal request is submitted by an authorized person, the Returning Officer shall ensure that the request is submitted with the knowledge and consent of the candidate.

9. The upper age limit for contesting College Union Elections shall be:
    - Undergraduate (UG) and Postgraduate (PG) students: Not exceeding twenty seven (27) years. The candidate shall not have attained the age of 28 years as on 05.10.2026**.**
10. A student who is under suspension from the college as on the date of polling shall not be eligible to vote in the College Union Elections.

11. **Election of University Union Councillor(s) and Women Representatives**.

a. As per the KTU Election Manual, the number of University Union Councillor(s) to be elected shall be determined based on the total student strength of the college, as follows:
- One (1) University Union Councillor shall be elected if the total student strength is up to 750.
- Two (2) University Union Councillors shall be elected if the total student strength exceeds 750.

b. The election of University Union Councillor(s) and Women Representatives shall be conducted using separate single ballot papers for each category, applicable to both Presidential Mode and Parliamentary Mode of election.

c. Where two (2) candidates are to be elected, the two candidates securing the highest number of valid votes shall be declared elected.

d. Ballot Validity Condition:

I. If a voter marks votes for more candidates than the number of posts to be filled, the ballot shall be treated as invalid.

II. If a voter marks votes equal to or fewer than the number of posts to be filled, the ballot shall be treated as valid to the extent of such valid markings.

e. The same procedure and ballot validity rules shall apply to the election of Women Representatives, wherever applicable.

f. Women Representatives shall be elected only in mixed colleges, where women students are enrolled.

12. A candidate contesting for a particular post shall not act as a proposer or seconder for any candidate contesting for the same post.
13. There shall be no age limit for a proposer or seconder.
14. A student may contest a maximum of two College Union posts during the programme, and this limit shall apply to College Union elections conducted in both Presidential Mode and Parliamentary Mode (Phase II). The two posts may comprise either one Office-Bearer post and one (1) non-Office-Bearer Executive post, or two non-Office-Bearer Executive posts. Under no circumstances shall a student be permitted to contest for more than one (1) Office-Bearer post during the programme.
15. A student who is facing or has faced disciplinary action by the College or University, as applicable under the prescribed rules, shall not be eligible to contest the election or act as a proposer or seconder.
16. Only students whose names appear in the final Electoral Roll shall be eligible to vote, contest, propose or second, subject to the applicable category-specific conditions.
17. Where two or more candidates secure an equal number of valid votes for the same post, the result shall be decided by draw of lots conducted by the Returning Officer in the presence of the candidates or their authorized representatives.
18. 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.
19. 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 Programme (UG/PG) the proposer and the seconder of students contesting as candidates shall belong to the same Programme.

Other Guidelines for the conduct of Elections – Applicable only for

Parliamentary Mode

In the Parliamentary Mode of election, the number and category of Class Representatives to be elected shall depend on the student strength and gender composition of the class.
The Class Representatives shall be elected as follows:

a. Undergraduate (UG) class with student strength of twenty (20) or below:
One (1) Class Representative (General) shall be elected.

b. Mixed Undergraduate (UG) class with student strength **exceeding twenty** (20):
Two (2) Class Representatives shall be elected, namely:

i. **One Class Representative (General)**; and
ii. **One Class Representative (Lady-Reserved)**.

General Seat:

- Any student of the concerned class may contest.
- Candidates may be Male, Female, or Transgender.
- The nomination shall be proposed and seconded by any two students of the same class, irrespective of gender.
- All eligible students of the class shall be entitled to vote for the General Seat.

Lady-Reserved Seat:

- Only a female student of the concerned class may contest.
- The nomination shall be proposed and seconded by female students of the same class.



- Only eligible female students of the class shall be entitled to vote for the Lady-Reserved Seat.

Under no circumstances shall more than one male Class Representative be elected from any mixed U.G class.

In mixed UG classes with student strength exceeding twenty (20), voting shall be conducted using two ballot papers: (a) a non-pink ballot paper for the General Class Representative, in which all eligible students of the class, irrespective of gender, shall vote; and (b) a pink ballot paper for the Lady-Reserved Class Representative, in which only eligible female students of the class shall vote. Votes shall be counted separately for each category, and the candidate securing the highest number of valid votes in the respective category shall be declared elected.

Phase II election:

Eligibility to contest in the Phase II election shall be determined by the category under which the Class Representative was elected, and not by the gender of the elected Class Representative.

a) Lady-Reserved Category Class Representative:

- Lady-Reserved Category Class Representatives shall be entitled to vote only for the Women Representative post(s).

- A Class Representative elected under the Lady-Reserved Category shall not be eligible to contest for the post of Vice-Chairperson or any other General-Category post.

b) General Category Class Representative:

- A Class Representative elected under the General Category shall be eligible to contest for General-Category posts, subject to fulfilment of the prescribed eligibility conditions. The post of Vice-Chairperson shall be contested only by a female Class Representative elected under the General Category.

- General Category Class Representatives shall be entitled to vote for the prescribed General-Category posts in Phase II, subject to the applicable eligibility conditions.

a. Postgraduate (PG) class:

One (1) Class Representative shall be elected from each class, irrespective of gender composition.

b. Classes with student strength less than three (3):
No Class Representative election shall be conducted.

c. For the posts of UG Degree Representative and PG Degree Representative, it shall not be mandatory to have a proposer and a seconder at the time of filing nominations for the **Phase II election**.

• All other prescribed requirements relating to the Nomination Form, candidate eligibility, declarations, signatures and scrutiny shall remain applicable.

d. Where no valid nomination is received from a class within the prescribed time, the Returning Officer shall declare that no election is conducted for that class.

e. In the Second Phase of Parliamentary Mode elections, submission of a Verification Report by the concerned Senior Faculty Advisor and Head of the Department is not mandatory, as the eligibility of the candidate to contest the election has already been verified during the First Phase. However, all other particulars and declarations in the nomination form shall be duly and correctly filled by the candidate at the time of filing nomination for the Second Phase.

• If there are no sufficient female students elected as Class Representatives under the General Category to fill the post of Vice-Chairperson, the Executive Committee shall have the power to nominate one female student as Vice-Chairperson from among the elected Class Representatives under the Female/Lady-Reserved Category, as the circumstances may necessitate.



Note: The colleges shall use the format of Nomination Form attached along with this Notification.

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

ELECTION MANUAL

(For Election to College Unions & University Union)

(Incorporating Amendments as on 16/01/2025)

(Amended as per U.O No.1746/2022/KTU, dated 22.07.2022 &

U.O No.2998/2024/KTU, dated 31.10.2024)

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 organize 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 rescrutiny 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.

33. **Observer to oversee conduct of elections**

1) The University shall appoint a faculty belonging to a Government Engineering College or Government Aided Engineering College or Government controlled Self Financing Engineering College as an Observer to oversee the conduct of elections to the College Union.

2) It shall be the duty of the Observer to ensure that the elections have been conducted in accordance with the provisions contained in the Election Manual and the guidelines issued by the University for the conduct of elections to the College Union.



3) The Principal of the college and the Returning Officer shall provide all necessary support and facilities for the Observer as required by the Observer and furnish such documents required by the Observer for preparing report.
4) The Observer shall submit a report to the University with a copy to the Principal of the college within 2 working days after conclusion of the elections containing such details as may be required by the University from time to time.
5) The Observer shall be paid honorarium at the rate fixed by the Syndicate from time to time.
6) The University shall take such steps as may be required based on the report furnished by the Observer.

***New Rule 33 inserted by vide U.O.No.2998/2024/KTU dated 31.10.2024**

Appendix-A
APJ Abdul Kalam Technological University
Nomination Form for College Union Election
(Read University Election Manual and College Election Notification before filling in)

Name of the College/ Institution	
Name of the Post to which candidate is contesting (As Given in the College Election Notification)	
Whether the candidate has contested College Union elections previously	
If so, give details (post(s) to which contested, year(s))	

Part I: Nomination of the Candidate by the Proposer:

I, ---------- [Name of Proposer], do hereby nominate the following person as a candidate for election to the post of---------- ---------- [Name of the Post] of the College Union:

Candidate Details		
1	Name of the Candidate: (In block letters)	
2	KTU ID: (For first – year or S3 Lateral Entry students, provide the Admission Number if the KTUID is not available.)	
3	Programme/Branch:	Semester:
4	Age:	Date of Birth:
Proposer Details		
1	Signature of the proposer with date:	

2	KTU ID: (For first-year or S3 Lateral Entry students, provide the Admission Number if the KTUID is not available.)	
3	Programme/Branch:	Semester:
4	Age:	Date of Birth:

Part II: Seconding of the Candidate by the Seconder:

I do hereby second the nomination of the candidate proposed above:

1	Signature of the Seconder with date:	
2	KTU ID: (For first-year or S3 Lateral Entry students, provide the Admission Number if the KTUID is not available.)	
3	Programme/Branch:	Semester:
4	Age:	Date of Birth:

Part III – Consent and Declaration of the Candidate

I. I,----------**[Name of Candidate],**

hereby consent to my nomination as a candidate for the post of…….

……..

[Name of the Post] in the College Union election. If elected, I agree to serve on the College Union.

II. I hereby declare that:

(1) I am a student of the _____programme, and my name exists in the Electoral Roll.

(2) I have no academic arrears as of the date of this nomination. I have passed all the examinations for which results have been declared, and I have not been absent from any examinations whose results are pending.

(3) I have not been subjected to any disciplinary actions by the College/University.



(4) My age is _____as on the election notification date and my date of birth is_____. I confirm that I am within the age limit prescribed for contesting the election.

(5) I will adhere to the code of conduct for candidates during the election.

(6) I have not been tried or convicted of any criminal offence or misdemeanor.

I further declare that all the statements made above are true and correct to the best of my knowledge and belief.

1	Signature of the candidate with date:	
2	KTU ID: (For first-year or S3 Lateral Entry students, provide the Admission Number if the KTUID is not available.)	
3	Programme/Branch:	Semester
4	Age:	Date of Birth:
5	Mobile No:	E-mail Id:

Part IV – Verification Report by the concerned Senior Faculty Advisor and Head of the Department

The declarations made by the candidate at **Part III**-Sl. Nos. II – 1,2,3&4 above have been verified with the records and found **correct/incorrect** (Strike off as applicable, furnish details if any of the statements is incorrect).

Senior Faculty Advisor/Faculty Advisor	**Head of the Department/Staff in charge**
Verified: Yes/No	Verified: Yes/No
Signature:	Signature:
Name:	Name
Date:	Date:
Comments(if any):	Comments(if any):

Part V: Decision of the Returning Officer

After reviewing the nomination and verification reports, the decision of the Returning Officer is as follows:

Decision: Approved/Rejected (Strike off as applicable)

Comments (if any):

Signature of Returning Officer:

Name of Returning Officer:

Date:

NOTE

1. Posts of Chairperson, Vice Chairperson, General Secretary, Magazine Editor, Arts Club Secretary are Office Bearer posts. These posts and other posts in the College Union are Executive Committee member posts.
2. Student can contest,-

   a. To the post of Office Bearer exclusively once and post of Executive Committee member other than to the post of Office Bearers exclusively once. i.e. during the programme duration, total 2 contests.

   b. To the post of Executive Committee member exclusively, other than to the post of Office Bearers twice during the programme duration i.e. total 2 contests.

3. Students facing or who have faced disciplinary actions shall not be entitled to participate in the elections as a candidate, proposer or seconder. What amounts to disciplinary action shall be informed separately.
4. Part time students shall not be entitled to participate in the elections as a candidate, proposer or seconder.
5. Student can contest as a candidate to only 1 post at a time in a College Union Election.

** **Existing Appendix-A substituted with new Appendix-A vide U.O.No.2998/2024/KTU dated 31.10.2024**

ACKNOWLEDEGMENT

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

34. **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').

35. **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.

36. **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.
37. **Membership in the University Union** - All the students registered in the students Portal of the University shall be members of the University Union
38. **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.
39. **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.
40. **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.
41. **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.
42. **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.
43. **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.
44. **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.



45. **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

46. **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.

47. **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.

48. **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’.

49. **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.

50. **Election of Councilors to the University Union General Council other than Councilors under Rule 47(1)(c)(d) and (e),**

    (1) The Returning Officer shall notify the Election with detailed schedule including the manner and procedure of Election.

    (2) The Returning Officer shall publish the draft Electoral Roll of the Councilors elected from the respective categories other than those covered under Rule 47(1)(c)(d) and (e) within 2 clear working days of notification of Election.

    (3) Objections, requests for correction, alteration, inclusion or deletion etc. in the Electoral Roll shall be made by the Councilors included in the respective Electoral Rolls within 24 hrs of the publication of the Electoral Roll.

    (4) The Returning Officer shall consider the same and publish final Electoral Roll within 2 working days after the expiry of the tie specified for filing of Objections, requests for correction, alteration, inclusion or deletion etc. thereafter.

    (5) The Returning Officer shall direct the Councilors other than the Councilors elected under Rule 47(1)(c)(d) and (e) to assemble on the date, place and time notified by him for electing the respective number of Councilors from the respective categories in accordance with the schedule prescribed in the notification.

    (6) The schedule of the election shall contain the date, time and venue of election, the procedure for filing nomination, withdrawal of nomination,

publication of final list of valid nomination, the procedure and manner for conducting election, counting of votes and declaration of results.

51. **Election of Official Office Bearers of the University Union, Members of the University Union Executive Council and Students Council by the Members of the University Union General Council from among themselves.**

(1) The Returning Officer shall notify the Election with detailed schedule including the manner and procedure of Election.

(2) The Returning Officer shall publish the draft Electoral Roll of the Councilors elected to the University Union General Council within 2 clear working days of notification of Election.

(3) Objections, requests for correction, alteration, inclusion or deletion etc. in the Electoral Roll shall be made by the Councilors included in the Electoral Rolls within 24 hrs of the publication of the Electoral Roll.

(4) The Returning Officer shall consider the same and publish final Electoral Roll within 2 working days after the expiry of the tie specified for filing of Objections, requests for correction, alteration, inclusion or deletion etc. thereafter

(5) The Returning Officer shall direct the Councilors elected to the University Union General Council to assemble on the date, place and time notified by him for electing the Office Bearers and Members of the University Union General Council in accordance with the schedule prescribed in the notification.

(6) The schedule of the election shall contain the date, time and venue of election, the procedure for filing nomination, withdrawal of nomination, publication of final list of valid nomination, the procedure and manner for conducting election, counting of votes and declaration of results.

(7) The Returning Officer shall ensure Election of Official Office Bearers of the University Union, Members of the University Union Executive Council and Students Council by the Members of the University Union General Council from among themselves are conducted on the same day, at the same venue.



52. **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.

53. **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.

54. **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.

55. **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.
56. **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.



57. **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.

58. **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.

59. **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

*** **Original Rules 49 and 50 substituted vide new Rules 49 and 50 and rules 54, 55, 56, 57, 58, 59, 60, 61, 62, 63 and 68 were deleted.**

**** **Existing Rules 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 64, 65, 66, 67, and 69 renumbered as Rules 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58 and 59**

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

ACKNOWLEDGEMENT

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

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

എന്നാൽ പരാതി ഉള്ളപക്ഷം അപ്രകാരമുള്ള തീരുമാനത്തിൽ നിന്നും വ്യതിചലിച്ചുകൊണ്ട് ചെയർമാന് 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 യൂണിയന് സമാനമായ ഒരു സമിതി, അതിന്റെ ഘടന, രൂപീകരണം, അധികാരങ്ങൾ, കടമകൾ, കർത്തവ്യങ്ങൾ എന്നിവയെ സംബന്ധിച്ച് സിൻഡിക്കേറ്റ് തീരുമാനിക്കേണ്ടതാണ്.

1. കോളേജ് യൂണിയന്റെ രൂപീകരണം – കോളേജ് യൂണിയന് 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);

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(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 പട്ടികവിഭാഗത്തിലോപെട്ട ഒരു വിദ്യാർത്ഥി;

(xi) പേട്രൻ കം ട്രഷറർ - പ്രിൻസിപ്പൽ/സ്ഥാപനമേധാവി/ചാർജ്ജുള്ള അദ്ധ്യാപകൻ (എക്സ്-ഒഫിഷ്യോ);

(xii) സ്റ്റാഫ് അഡ്വൈസർ (എക്സ്-ഒഫിഷ്യോ) - പ്രിൻസിപ്പൽ/സ്ഥാപനമേധാവി/ചാർജ്ജുള്ള അദ്ധ്യാപകൻ നാമനിർദ്ദേശം ചെയ്യുന്ന ഒരദ്ധ്യാപകൻ;

(xiii) എക്സിക്യൂട്ടീവ് കമ്മിറ്റി നാമനിർദ്ദേശം ചെയ്യുന്ന സ്പോർട്സ് സെക്രട്ടറി ആയ ഒരു വിദ്യാർത്ഥി;

2. <u>കോളേജ് യൂണിയന്റെ എക്സിക്യൂട്ടീവ് കമ്മിറ്റിയുടെ ക്വാറവും യോഗങ്ങളും</u> – (1) എക്സിക്യൂട്ടീവ് കമ്മിറ്റിയുടെ ഏതൊരു യോഗത്തിന്റെ ക്വാറം ആകെയംഗങ്ങളുടെ പകുതിയായിരിക്കുന്നതാണ്.

(2) എക്സിക്യൂട്ടീവ് കമ്മിറ്റി സാധാരണയായി രണ്ട് മാസത്തിൽ ഒരിക്കലെങ്കിലും കൂടേണ്ടതാണ്.

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 ചെയർമാന് അടിയന്തര യോഗം വിളിച്ചു

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കൂട്ടാവുന്നതാണ്. അത്തരം യോഗങ്ങളിൽ എല്ലാ അംഗങ്ങൾക്കും സമയബന്ധിത മായി അറിയിപ്പ് നൽകേണ്ടതാണ്.

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

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

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

(7) യോഗങ്ങൾക്കുള്ള നടപടിക്രമം എക്സിക്യൂട്ടീവ് കമ്മിറ്റി തീരുമാനിക്കുന്നപ്രകാരമാ യിരിക്കുന്നതാണ്.

(8) യോഗതീരുമാനങ്ങൾ പേട്രൻ കം ട്രഷറർക്ക് ജനറൽ സെക്രട്ടറി അയച്ചുകൊടുക്കേ ണ്ടതാണ്. യോഗതീരുമാനങ്ങൾ സാധാരണഗതിയിൽ അതേപടി പേട്രൻ കം ട്രഷറർ ജനറൽ സെക്രട്ടറിയുമായി കൂടിയാലോചിച്ച് നടപ്പാക്കേണ്ടതാണ്. ഏതെങ്കിലും കാര ണവശാൽ പേട്രൻ കം ട്രഷറർ തീരുമാനത്തോട് വിയോജിക്കുന്നുവെങ്കിൽ അക്കാര്യം രേഖാമൂലം എക്സിക്യൂട്ടീവ് കമ്മിറ്റിയുടെ തൊട്ടടുത്ത യോഗത്തെ അറിയി ക്കേണ്ടതും എക്സിക്യൂട്ടീവ് കമ്മിറ്റി ഉചിതമായ തീരുമാനം എടുക്കേണ്ടതുമാണ്. പേ ട്രൻ കം ട്രഷറർ എടുത്ത തീരുമാനത്തിന് വിരുദ്ധമായി എടുത്ത തീരുമാനമാണ് എക്സിക്യൂട്ടീവ് കമ്മിറ്റി എടുക്കുന്നുവെങ്കിൽ, അതിനോട് പേട്രൻ കം ട്രഷറർ യോജി ക്കുകയും ചെയ്യാത്ത സാഹചര്യത്തിൽ ആ വിഷയം കോളേജ് കൗൺസിലിന്റെ തീരു മാനത്തിന് വിടേണ്ടതും കോളേജ് കൗൺസിലിന്റെ തീരുമാനം അന്തിമമായിരിക്കുന്നതു മാണ്.

3. <u>കോളേജ് യൂണിയന്റെ ഔദ്യോഗിക ഭാരവാഹികളും അവരുടെ അധികാരങ്ങൾ, കടമ കൾ, കർത്തവ്യങ്ങൾ</u> – (1) ചെയർമാൻ, വൈസ് ചെയർമാൻ, ജനറൽ സെക്രട്ടറി, മാഗ സിൻ എഡിറ്റർ, ആർട്സ് ക്ലബ്ബ് സെക്രട്ടറി, സ്പോർട്സ് സെക്രട്ടറി, പേട്രൻ കം ട്രഷറർ, സ്റ്റാഫ് അഡ്വൈസർ എന്നിവർ കോളേജ് യൂണിയന്റെ ഔദ്യോഗിക ഭാരവാഹികൾ ആയിരിക്കുന്നതാണ്

(2) ചെയർമാൻ – കോളേജ് യൂണിയന്റെ യോഗങ്ങളിലും പരിപാടികളിലും അദ്ധ്യക്ഷം വഹിക്കുന്നത് ചെയർമാനായിരിക്കുന്നതാണ്. ചെയർമാന്റെ അഭാവത്തിൽ വൈസ് ചെയർമാൻ അദ്ധ്യക്ഷത വഹിക്കും. ചെയർമാന്റെയും വൈസ് ചെയർമാന്റെയും

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അഭാവത്തിൽ എക്സിക്യൂട്ടീവ് കമ്മിറ്റി അംഗങ്ങൾ തങ്ങൾക്കിടയിൽ നിന്നും ഒരാളെ അദ്ധ്യക്ഷനായി തെരഞ്ഞെടുക്കേണ്ടതാണ്.

(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 പേട്രൻ/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 അദ്ധ്യാപകൻ;

(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 അദ്ധ്യാപകർ, അവരിൽ ഒരാൾ വനിത (ഇവരിൽ ഒരാൾ സ്റ്റാഫ് എഡിറ്ററായി പ്രവർത്തിക്കും).

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(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 അനുമതിയോടുകൂടി 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 അദ്ധ്യാപകൻ നാമനിർദ്ദേശം ചെയ്യുന്ന സ്ഥാപനത്തിലെ ഒരു സീനിയർ അദ്ധ്യാപകൻ കോളേജ് യൂണിയന്റെ സ്റ്റാഫ് അഡ്വൈസർ ആയിരിക്കുന്നതാണ്. കോളേജ് യൂണിയൻ അല്ലെങ്കിൽ സമാന നികായത്തിന്റെ പ്രവർത്തനങ്ങൾ ഏകോപിപ്പിക്കാനും ആവശ്യമായ ഉപദേശങ്ങൾ നൽകാനും ചുമതലപ്പെട്ട ആളായിരിക്കുന്നതാണ്.

4. <u>കോളേജ് യൂണിയന്റെ ഔദ്യോഗിക ഭാരവാഹികൾ അല്ലാത്തവരുടെ അധികാരങ്ങൾ, ചുമതലകൾ, കർത്തവ്യങ്ങൾ</u> - (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 ശിപാർശകൾ നടത്തുകയും ഉചിത തീരുമാനങ്ങൾ എടുപ്പിക്കുകയും ചെയ്യേണ്ടതാണ്. ബിരുദതലത്തിലും ബിരുദാനന്ത

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രതലത്തിലും ഉള്ള ഓരോ പഠനവിഭാഗത്തിനും, പഠനവിഭാഗം മേധാവിയെ അദ്ധ്യക്ഷനാ യും ബന്ധപ്പെട്ട പ്രതിനിധിയും, അവർ രണ്ടുപേരും കൂടി കൂടിയാലോചിച്ച് നിശ്ചയിക്കുന്ന അദ്ധ്യാപകരും വിദ്യാർത്ഥികളും അടങ്ങുന്ന ഒരു പഠനകോഴ്സ് അസോസിയേഷനുകൾ പ്രത്യേകം രൂപീകരിക്കേണ്ടതാണ്. കോളേജ് യൂണിയന്റെ ഫണ്ടിൽ നിന്നും അസോസിയേ ഷന്റെ പ്രവർത്തനങ്ങൾക്കുള്ള ഫണ്ട് എക്സിക്യൂട്ടീവ് കൗൺസിലിന് അനുവദിക്കാവുന്ന താണ്.

5. കോളേജ് യൂണിയന്റെ അധികാരങ്ങൾ, ചുമതലകൾ, കർത്തവ്യങ്ങൾ – (1) കോളേജ് യൂണിയന്റെ പ്രവർത്തനങ്ങൾ നടത്താൻ ആവശ്യമായ സ്ഥലസൗകര്യങ്ങൾ പ്രിൻസി പ്പൽ/സ്ഥാപനമേധാവി/ചുമതലയുള്ള അദ്ധ്യാപകൻ അനുവദിക്കേണ്ടതാണ്.

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

(3) കോളേജ് യൂണിയന്റെ എക്സിക്യൂട്ടീവ് കമ്മിറ്റി അതിന്റെ പ്രവർത്തനങ്ങളെ സംബ ന്ധിച്ച് പൊതുനയം തയ്യാറാക്കേണ്ടതാണ്. അക്കാദമിക വർഷത്തിന്റെ ആരംഭത്തിൽ അതിന്റെ പ്രവർത്തനങ്ങൾക്കും അസ്സോസിയേഷനുകളുടെയും ക്ലബ്ബുകളുടെയും സമാനമായ നികായങ്ങളുടെയും പ്രവർത്തനത്തിന് ആവശ്യമായ ധനകാര്യ എസ്റ്റിമേ റ്റുകളും എക്സിക്യൂട്ടീവ് കമ്മിറ്റി തയ്യാറാക്കേണ്ടതാണ്. കോളേജ് യൂണിയൻ ഫണ്ടിൽ നിന്നും വിവിധ ആവശ്യങ്ങൾക്കും പ്രവർത്തനങ്ങൾക്കുമുള്ള തുക വകകൊള്ളിക്കേ ണ്ടതാണ്.

(4) കോളേജ് യൂണിയൻ കോളേജ് കൗൺസിലുമായി കൂടിയാലോചിച്ച് നേതൃത്വപരിശീ ലന പദ്ധതികളും മറ്റു പ്രൊഫഷണൽ നികായങ്ങളുടെ സഹായത്തോടെ വിദ്യാർത്ഥി കളുടെ അക്കാദമിക നിലവാരം ഉയർത്താനും നേതൃപാടവഗുണങ്ങൾ വളർത്താനുമുള്ള പരിപാടികൾ സംഘടിപ്പിക്കേണ്ടതാണ്.

(5) സ്ഥാപനത്തിൽ സംഘടിപ്പിക്കുന്ന കലാ, കായിക, മറ്റു ശാരീരിക ക്ഷമതാ പദ്ധതികൾ, സാംസ്കാരിക, അക്കാദമിക തുടങ്ങിയ എല്ലാ പാഠ്യാനുബന്ധ പരിപാടികൾക്കും പ ാഠ്യേതര പരിപാടികളിലും സജീവമായ നേതൃത്വവും പങ്കാളിത്തവും ഉറപ്പാക്കേണ്ടതാ ണ്.

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

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ഞ്ഞെടുപ്പിൽ മത്സരിക്കാനുള്ള യോഗ്യത, തെരഞ്ഞെടുപ്പ് ചെലവ്, ധനകാര്യ ചുമതല, മത്സരാർത്ഥികൾക്കും തെരഞ്ഞെടുപ്പ് നടത്തുന്നവരുടെയും പ്രവൃത്തിസംബന്ധിച്ച ചുമത ലകളും പരിമിതികളും, നിയമസമാധാന പരിപാലനം, തെരഞ്ഞെടുപ്പ് പരാതികൾ, തർക്ക ങ്ങൾ സംബന്ധിച്ച കാര്യങ്ങൾ തുടങ്ങിയവയെ സംബന്ധിച്ച് സർവ്വകലാശാല കാലാകാല ങ്ങളിൽ പുറപ്പെടുവിക്കുന്ന റെഗുലേഷനുകളോ ചട്ടങ്ങളോ ഉത്തരവുകളോ നിർദ്ദേശ ങ്ങളോ അനുസരിച്ചായിരിക്കും തിരഞ്ഞെടുപ്പ് നടത്തുക. കോളേജ് യൂണിയനിലെ വിദ്യാർത്ഥി പ്രതിനിധികളെയും ആക്ടിലും സ്റ്റാറ്റ്യൂട്ടുകളിലും വ്യവസ്ഥ ചെയ്യുന്ന വിദ്യാർത്ഥി പ്രതിനിധികളെയും തെരഞ്ഞെടുക്കേണ്ടത് സംബന്ധിച്ച രീതി അവ മറ്റു വിധ ത്തിൽ ആക്ടിലും സ്റ്റാറ്റ്യൂട്ടിലും വ്യവസ്ഥ ചെയ്തിട്ടില്ലെങ്കിൽ, സർവ്വകലാശാല നിശ്ചയി ക്കുന്നപ്രകാരമായിരിക്കുന്നതാണ്.

7. <u>കോളേജ് യൂണിയന്റെ ഔദ്യോഗിക കാലാവധി</u> – കോളേജ് യൂണിയന്റെ ഔദ്യോഗിക കാലാവധി അക്കാദമിക വർഷത്തിന്റെ അവസാന തീയതി വരെയോ അല്ലെങ്കിൽ തെര ഞ്ഞെടുപ്പ് നടത്തി എക്സിക്യൂട്ടീവ് രൂപീകരിച്ച തീയതി മുതൽ ഒരു വർഷമോ ഏതാണോ ആദ്യം സംഭവിക്കുന്നത് അത് വരെയായിരിക്കുന്നതാണ്.

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

എന്നുമാത്രമല്ല അതിനിടയിൽ തെരഞ്ഞെടുക്കപ്പെട്ട പുതിയ എക്സിക്യൂട്ടീവ് കമ്മിറ്റി നില വിൽ വരുന്നദിവസം, നിലവിലുള്ള എക്സിക്യൂട്ടീവ് കമ്മിറ്റിയുടെ കാലാവധി അവസാനി ച്ചതായി കണക്കാക്കുന്നതാണ്. നിലവിലുള്ള എക്സിക്യൂട്ടീവ് കമ്മിറ്റിയുടെ കാലാവധി തീരുന്നതിന് രണ്ട് മാസം മുമ്പെങ്കിലും പ്രിൻസിപ്പൽ/സ്ഥാപനമേധാവി/ചാർജ്ജുള്ള അദ്ധ്യാപകൻ പുതിയ എക്സിക്യൂട്ടീവ് കമ്മിറ്റി രൂപീകരിക്കാൻ ആവശ്യമായ നടപടികൾ സ്വീകരിക്കേണ്ടതാണ്.

<u>7. കോളേജ് സ്പോർട്സ് കൗൺസിൽ</u> – സർവ്വകലാശാലയുമായി അഫിലിയേറ്റ് ചെയ്ത കോളേജുകൾ, സ്ഥാപനങ്ങൾ, സ്വയംഭരണ കോളേജുകൾ, അനുബന്ധ കോളേജുകൾ, അക്കാ ദമിക സ്വയംഭരണം നൽകിയ കോളേജുകൾ എന്നിവയിലും സർവ്വകലാശാല ബോർഡ് ഓഫ് ഗവർണേഴ്സ് നിശ്ചയിക്കുന്ന മറ്റു അക്കാദമിക സ്ഥാപനങ്ങളിലും ഒരു കോളേജ് സ്പോർട്സ് കൗൺസിൽ രൂപീകരിക്കേണ്ടതാണ്. വിദ്യാർത്ഥികളും അദ്ധ്യാപകരും അടങ്ങുന്ന പ്രസ്തുത കോളേജ് സ്പോർട്സ് കൗൺസിലിലെ അല്ലെങ്കിൽ സ്ഥാപനത്തിനെ സംബന്ധിക്കുന്ന എല്ലാ കായിക, ഗെയിംസ്, മറ്റു ശാരീരികക്ഷമതാ പരിപാടികൾ നടത്തുകയും മേൽനോട്ടം വഹിക്കു

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भारत सरकार
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उच्चतर शिक्षा विभाग
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GOVERNMENT OF INDIA
MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF HIGHER EDUCATION
SHASTRI BHAVAN
NEW DELHI-110 001

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

Dear Dr Kem,

Pursuant to an order of the Hon'ble Supreme Court dated 2nd December 2005, the Ministry of Human Resource Development had 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 26th May 2006. The Hon'ble Supreme Court in its order dated 22nd 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,

Anupama
(Anupama Bhatnagar)
Director(HE)
16/11/06

J.S.(PS/AC)
Diary No. 5 65
Date 28/11/06

for n.a on priority
24/12

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

Secretary Secretariat
File No. 277
Date 23/11/06

JS(L)

US(P/AC)

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28.11.2006

US (CPP-II)
P.O (Web Site)

DO(P)

सर्व शिक्षा अभियान
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-1-

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 the 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 Statue, 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 TECHNOLOGIAL UNIVERISTY

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

Name and address of the College:

Total number of voters:
Total number of elected councillors :

Details of the Councillor

(Separate sheets to be used for each Councillor)

1.Name of the Councillor (Both in English & Malayalam) :

2.Sex :

3.Age & Date of Birth :

4.Class, Course and Subject :

5.Duration of the Course :

6.Date of Admission :

7.Date of completion of the Course of Study :

8.Permanent Address with District

& Pin Code:

9.Telephone & Mobile Nos :

10.E-mail IDs, if any :

Specimen Signatures	Photograph of the councilor attested by the Principal. Affix using **glue**.	Photograph of the councilor attested by the Principal. Affix using STAPLER.
1.		
2.		
3.		

Certificate by the Principal

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

Place:

Date:

Signature&Name of the

Principal: Office Seal:

N.B. This proforma should reach the University on or before **28.10.2026, 5 PM**. A copy of the college **ID card of the student duly attested** by the Principal should also be attached.