



Mahatma Gandhi University

Priyadarsini Hills P.O., Kottayam, Kerala - 686 560

(Established by Kerala State Legislature by Notification No. 3431/Leg. C1/85/Law, dated 17th April 1985)

No. 3270/2/2022/Elen

Dated: 21.02.2022

From

The Registrar

To

The Principals of all Affiliated Colleges

Sir

Sub:- Conduct of Election to College Union 2021 -22 - Intimation for College Principals.

Ref:- 01. Orders passed by the Hon'ble Supreme Court in SLP No. 24295/2004

02. University Order No. 1738/AC L/2022/MGU dated 19.02.2022 approving the Regulations for the Constitution of Students Union of Affiliated Colleges/University Teaching Departments/Centres and Constitution of University Students Union and Conducting of Elections to those Bodies"

03. Election Notification No: 3270/2/2022/Elen dated 23.02.2022

04. Corrigendum Notification No: 3270/2/2022/Elen dated 23.02.2022

The University has decided to conduct the elections to the College Unions of all its affiliated colleges on 15-03-2022 as per the schedule given below. The Elections may be conducted either in Presidential Mode or in Parliamentary Mode as envisaged in the recommendations contained in the J.M. Lyngdoh Committee Report, accepted by the Honourable Supreme Court.

SCHEDULE OF ELECTION TO THE COLLEGE UNION (2021 - 22)

PRESIDENTIAL MODE

Sl.No.	Programme	Date & Time
1	Date of Notification	23.02.2022
2	Date of Publication of Preliminary Electoral Roll	24.02.2022
3	Last date and hour for filing complaints regarding the Preliminary Electoral Roll	28.02.2022, up to 02.00 p.m
4	Publication of the Final Electoral Roll	28.02.2022
5	Last Date and Hour for receipt of Nomination	03.03.2022, up to 02.00 pm
6	Scrutiny of Nomination	03.03.2022, 02.05 pm onwards
7	Publication of the list of valid Nominations	03.03.2022
8	Last date and time for withdrawal of Nominations	04.03.2022, up to 11.00 am
9	Publication of the final list of valid Nominations	04.03.2022
10	Polling	15.03.2022, 10.00 am to 01.00 pm
11	Scrutiny & Counting of Votes	15.03.2022, 02.00 pm onwards

PARLIAMENTARY MODE

Sl.No.	Programme	Date & Time
Stage I. Election of class representatives		
1	Date of Notification	23.02.2022
2	Date of Publication of class-wise Preliminary Electoral Roll	24.02.2022
3	Last date and hour for filing complaints on the class-wise Preliminary Electoral Roll	28.02.2022, up to 02.00 pm
4	Publication of the class wise Final Electoral Roll	28.02.2022
5	Last Date and Hour for receipt of Nomination for election of class representatives	03.03.2022, up to 02.00 pm
6	Scrutiny of Nominations filed for election of class representatives	03.03.2022, 02.05 pm onwards
7	Publication of the list of valid Nominations for election of class representatives	03.03.2022
8	Last date and time for Withdrawal of Nominations	04.03.2022, up to 11.00 am
9	Publication of the final list of valid Nominations for election of class representatives	04.03.2022
10	Date & Time of Polling of votes for class wise election	15.03.2022, 09.30 am to 11.15 am
11	Scrutiny & Counting of Votes of class wise election	15.03.2022, from 11.30 am onwards
Stage II. Election of Office Bearers		
12	Publication of electoral roll for election of Office Bearers (ie the list of elected class representatives)	15.03.2022, 01.00 pm
13	Time for filing nominations	15.03.2022, 01.30 pm to 02.00 pm
14	Scrutiny of nominations for office bearers	15.03.2022, 02.05 pm onwards
15	Publishing of list of valid nominations	15.03.2022, 02.20 pm
16	Withdrawal of candidature	15.03.2022, 02.20 pm to 02.30 pm
17	Publishing of final list of contesting candidates	15.03.2022, 02.45 pm
18	Polling of votes	15.03.2022, 03.20 pm to 04.00 pm
19	Scrutiny & counting of votes and declaration of results	15.03.2022, 04.10 pm

I request you to conduct the election to the College Union of your college as per the above schedule in accordance with the "Regulations for the Constitution of Students Union of Affiliated Colleges/University Teaching Departments/Centres and Constitution of University Students Union and Conducting of Elections to those Bodies", which are appended herewith. The 'Regulations' have been formulated by the University, in compliance with the orders passed by the Honorable Supreme Court of India approving the recommendations of the J.M Lyngdoh Committee. The directives of the Supreme Court in SLP No. 24295/2004, also appended herewith, shall be supplementary to the 'Regulations'. Wherever there is inconsistency between the directives of the Honourable Supreme Court and the clauses contained in the 'Regulations', the directives of the Supreme Court shall prevail.

The Election Notification, containing the schedule, nomination and ballot paper formats as well as the format for furnishing details of University Union Councilors has also been appended. The schedule fixed shall be followed strictly. Copies of the order appointing Returning Officers, list of candidates validly nominated and the result of election shall be e-mailed to the University (**mail-id: election@mgu.ac.in**), positively then and there. Non receipt of the above items at the right occasion from a college/institution will draw the University to the conclusion that the programme has not been conducted as per the schedule.

There will not be any University examinations or other academic programmes on the date of poll; neither shall the colleges schedule any internal examinations on that date. Intimation shall be given to the Superintendent of Police of the District and also to the SHO of Police of your area about the election.

Details of the University Union Councillors in the prescribed format shall be delivered (in hard copy) to the Election Section of the University for ensuring their membership in the General Council, on or before **05.04.2022**.

Yours faithfully
Dr.Prakash Kumar B.
Registrar

Encl:

Documents referred to as (02), (3) & (4) above.

മഹാത്മാഗാന്ധി സർവ്വകലാശാല, കേരളം

parameters regarding the eligibility for participation in election. However, no nomination paper shall be rejected on technical grounds.

- d. Only the published result of examinations shall be considered for calculating the academic arrear for deciding the eligibility of a candidate. If a candidate is awaiting the result of a Supplementary Exam taken by him, that paper need not be considered as an arrear. A certificate of having no exam arrears is incorporated in the nomination paper, which should be signed by the candidate and attested by the Head of the Department concerned. However, if challenged with enough proof, the Returning Officer shall verify the details with Examination wing of the University.
- e. For deciding the eligibility of a candidate as per clause 6.5.7 of the recommendations of the J.M. Lyngdoh committee, it is clarified that a candidate becomes ineligible to contest the election only if he is convicted of any criminal offence or misdemeanor by any Court of Justice, that is, if a particular case is under trial, the same alone would not make the candidate ineligible. If he/she is otherwise eligible as far as the disciplinary action by the University authorities is concerned, the same principle is to be followed. That is, a candidate can be considered ineligible, only after the passing of the judgment/order imposing such punishment/disciplinary action.
- f. At the time of the Scrutiny of Nominations, the burden of producing enough evidence, for a challenge regarding the credentials submitted/declarations made by a Candidate, lies exclusively on the person raising such a challenge. Any such challenge/complaint, lacking enough proof, can be rejected by the Returning Officer.

Conduct of Election and Constitution of College Union shall strictly be in compliance with the Regulations in this regard, formed by the University, in tune with the orders of the Hon'ble Supreme Court approving the recommendations of the Lyngdoh Committee.

The Honourable Supreme Court of India have perused the Report of the Committee, headed by Mr. J. M. Lyngdoh, former Chief Election Commissioner, constituted by the Ministry of Human Resource Development, Government of India for making recommendations and suggestions relating to the Students' Union Elections in terms of the order of the Supreme Court dated 12.12.2005. The Supreme Court have accepted the recommendations as an interim measure and directed to implement the recommendations subject to such modifications indicated therein. The recommendations have been incorporated as a part of the order. The Supreme Court have also made it clear that the recommendations made, which the court have accepted to be adopted as an interim measure, shall be followed in all College/University Elections, to be held hereinafter, until further orders. The full text of the verdict of the Supreme Court is reproduced hereunder and forms part of this election notification. All the recommendations made by the committee and accepted by the Supreme Court are applicable to this election. The directives of the Supreme Court shall be supplementary to the clauses contained in the **Regulations For The Constitution Of Students Union Of Affiliated Colleges /University Teaching Departments/Centres And Constitution Of University Students Union And Conducting Of Elections To Those Bodies** formed by the University and the same shall supersede any of the clauses that are inconsistent with it.

ORDER

Heard.

We have perused the Report of the Committee constituted by the Ministry of Human Resource Development, Government of India in terms of the order of this Court dated 12.12.2005. The Committee headed by Mr. J.M. Lyngdoh has submitted the Report making recommendations and suggestions relating to Students' Union Elections. We are, prima-facie, of the view that the recommendations need acceptance and as an interim measure, we direct the following recommendations to be implemented, subject to such modifications indicated hereinafter. The recommendations are:-

"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 restored to as an INTERIM MEASURE.

6.1.4 Subject to the recommendations in respect of the possible model 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 conclusion of a period of 5 years from the date of the implementation of the 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 universities 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 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 college and campus office bearers, as well as university representatives. The university representative 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 representative 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 representative 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 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.

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 153-A and Chapter IX-A - "Offences Relating to Election"), may also be made applicable to student elections.

6.8 Grievances 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 grievance, 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 hearing 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:

- (iii) the complaint was not filed within the time frame prescribed in Recommendation 8.4 above;
- (iv) the complaint fails to state a cause of action for which relief may be granted.
- (v) 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 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 hearing is issued, the Grievance Cell, by majority vote, may issue a temporary restraining order, if it determines that such action is necessary

Sl.No.

Sl. No.

Signature of the RO/ARO:

Election to College/ Department Students' Union

Election to College/Department Students' Union

Counter foil of Ballot Paper

Name of the Post:

Name of the Post:

Number of Seats:

No. of Seats:

BALLOT PAPER

Name of the elector:

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

Class:

Electoral Roll No:

Electoral Roll Number

Name, Class and subject of the Candidate

Space for marking vote

Date of Poll:.....

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

Appendix 2



മഹാത്മാഗാന്ധി സർവ്വകലാശാല, കേരളം

സംഗ്രഹം

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

അക്കാദമിക് ലെജിസ്ലേഷൻ

നമ്പർ. 1738/AC L/2022/എം.ജി.യു

പ്രിയദർശിനി ഹിൽസ്, തീയതി: 19.02.2022

പരാമർശം:-17.02.2022 ലെ ബഹു: വൈസ് ചാൻസിലറുടെ ഉത്തരവ്

ഉത്തരവ്

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

തദനുസരണം ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

സന്ജൻ എ എസ്

അസിസ്റ്റന്റ് രജിസ്ട്രാർ 2 (അക്കാദമിക്)
രജിസ്ട്രാർക്ക് വേണ്ടി

പകർപ്പ്

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

ഉത്തരവിൻ പ്രകാരം

സെക്ഷൻ ഓഫീസർ

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

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

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

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

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

1. Objectives:- The objectives of the Union shall be

- (a) to train the students of the College/University Teaching Department/Centre in the duties, responsibilities and rights of citizenship,
- (b) to promote opportunities for the development of character, leadership, efficiency, knowledge and spirit of service among students,
- (c) to organise debates, seminars, work squads, touring parties and such other functions; and
- (d) to encourage sports, arts and other cultural, educational, social or recreational activities that are incidental and conducive to the above objects.

2. Membership:- All students in the rolls of College/ University Teaching Department/Centre shall ipso facto be members of the Union. All teachers in the College/ University Teaching Department/Centre shall be ex-officio members of the Union. However, the teachers will have no voting power.

3. Term:- The tenure of office of the College Union/University Department Students Union shall be one academic year, i.e., from 1st June to 31st May.

4. Funds:- The Colleges/University shall institute a 'College Union Fund/Department Students Union Fund'. It shall collect the prescribed fees from students towards Union activities along with the first instalment of tuition fees at the beginning of each academic year and shall credit the same to the College Union Fund /Department Students Union Fund.

5. Associations:-

- (a) The College/University Department may have one or more associations subordinated to the College Union/University Department Students Union according to different subjects and languages taught at the Degree and Post-Graduate level in the College/University Department, or as necessitated by the circumstances in the College/University Department and a student can be a member of one or more associations depending on his subjects of study.

- (b) The College Union/University Department Students Union may also organise various forums or clubs like Social Service League, Planning Forum, etc.

6. Executive Committee of College Union:- The College Union shall have an Executive Committee consisting of:-

- (1) The Chairperson.
- (2) The Vice-Chairperson.
- (3) The General Secretary.
- (4) The Councillor(s) to the University Union.
- (5) The Editor of the College Magazine.
- (6) The Arts Club Secretary.

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

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

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

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

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

6) Notification of Election:

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

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

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

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

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

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

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

7) Nomination of Candidates:

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

8) Scrutiny of Nominations:

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

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

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

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

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

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

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

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

13) **Voting:**

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

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

(iii) Time of Poll:

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

b) Parliamentary mode:

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

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

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

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

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

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

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

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

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

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

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

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

17) Declaration of Results:-

a. Presidential mode:

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

b. Parliamentary mode:

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

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

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

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

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

20) Miscellaneous:-

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

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

3. Membership:

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

4. Membership Fee:

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

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

5. College Students Unions and University Departments Students Union:

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

6. The Patron:

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

7. Office Bearers:

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

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

8. The Chairperson:

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

9. The Vice-Chairperson:

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

10. The General Secretary:

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

11. The Joint Secretaries:

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

12. The Honorary Treasurer:

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

13. The Executive Committee:

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

14. University Union Accounts Committee:

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

4. **Electoral Roll:**

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

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

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

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

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

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

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

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

14. Procedure on counting:-

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

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

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

APPENDICES

Appendix – A

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

NOMINATION PAPER

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

Name of the Post:

Part I : Nomination of the Candidate

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

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

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

Date:

Part II : Seconding the Candidature

I do hereby second the nomination of the above candidate.

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

Date:

Part III : Consent and Declarations of the Candidate

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

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

.....
.....

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

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

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

Signature of the Candidate:
Name of the Candidate :

Date:

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

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

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

Date:

(Office Seal)

Decisions of the Returning Officer

MAHATMA GANDHI UNIVERSITY

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

Name and address of the College :

Total number of voters :

Total number of elected councillors :

Details of the Councillor

(Separate sheets to be used for each Councillor)

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

Specimen Signatures
1.
2.
3.

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

Certificate by the Principal

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

Place:
Date:

Signature &
Name of the Principal

Office Seal

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

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

NOMINATION PAPER

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

Name of the Post:

Part I : Nomination of the Candidate

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

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

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

Date:

Part II : Seconding the Candidature

I do hereby second the nomination of the above candidate.

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

Date:

Part III : Consent and Declarations of the Candidate

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

Signature of the Candidate:

Name of the Candidate :

Date:

Decisions of the Returning Officer

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MAHATMA GANDHI UNIVERSITY, KERALA

No: 3270/2/2022/Elen

Dated:23.02.2022

ELECTION TO COLLEGE UNION CORRIGENDUM NOTIFICATION

(To be appended to the Main Election Notification No: 3270/2/2022/Elen dated 23.02.2022)

Sub: - Election to College Union – Notification – Corrections - reg.

Ref: - Election Notification of even number dated 23.02.2022

The following corrections, in the Notification referred above, are notified herewith:-

1. The academic year mentioned in the Notification for the election to College Union stands corrected as 2021-22.
2. In the light of Covid pandemic circumstances, the attendance criteria stipulated in PART A Clause 5 (vi) of the Regulation for the Constitution of College Union stands exempted for the current College Union Election (2021-22)

VICE CHANCELLOR