



UNIVERSITY OF CALICUT
DEPARTMENT OF STUDENTS WELFARE

Bye-laws of the
College Students' Unions



Calicut University
Calicut University P.O.
Malappuram, Kerala. 673 635



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Bye-laws of the College Students' Unions

(Approved by the Syndicate as per resolution 84-75 dated 31-1-1984
and revised as per resolution 2012.587 dated 29/06/2012)

1. Every College affiliated to the University of Calicut shall have a College students' Union called (Name of the College) Union, hereinafter called the Union.
2. The objectives of the Union shall be:
 - a) To train the students of the college 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 the students,
 - c) To organize debates, seminars, work squads, tours and similar other activities,
 - d) To encourage sports, arts and other cultural, educational and recreational activities that are incidental and conducive to the above objects, and
 - e) To work for the general welfare of the student community.
3. Every college shall institute a fund called (name of the college) Union fund. It shall collect the prescribed fees from the members towards Union activities along with the first installment of the tuition fees at the beginning of each academic year and shall credit the same to the Union Fund.
4. The College may have one or more associations besides the College Union according to the different subjects taught at the degree and / or post-graduate level in the college as main subject.
5. a) All students of the college shall *Ipso facto* be ordinary members of the Union and shall have the right to vote and contest in the elections of the Union, unless they are otherwise disqualified.

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- b) Every ordinary member of the Union can become a member of the other associations, according to his/her main/optional subject or second language.
- c) Every ordinary member shall pay the prescribed fee towards the College Union Fund and the University Union and the fee for Magazine and other associations. The fees shall be paid with the first installment of fees every academic year as per the instructions from the General and Academic branch of the University of Calicut from time to time. The magazine fee shall be fixed by the college authorities as per the advice of the Magazine Committee under intimation to the General and Academic branch.
6. The term of the Union shall generally be one year from the date on which the union assumes office or till the date of the elections to the Union in the subsequent year, whichever is earlier. However, a member or an office-bearer will cease to be a member or office-bearer (as the case may be) if he/she ceases to be a student of the College. However, this will not apply to the University Union Councilors, who will be governed by the Constitution of the University Union.
7. a) the Union shall have a Union Council comprising of the following Office-bearers.
- i) The President of the Union (Principal of the college, ex-officio)
 - ii) The Chairman
 - iii) The Vice-Chairman,
 - iv) The Secretary,
 - v) The Joint Secretary,
 - vi) The Councillor/Councillors to the Calicut University Union,
 - vii) The Secretary, Fine Arts,
 - viii) The Chief Student Editor of the College Magazine,
 - ix) The General Captain of Sports and Games
 - x) The Staff-Advisor nominated by the President in consultation with the Executive Committee.
 - xi) The Secretaries of the various College associations (restricted to degree and post-graduate students only)
 - xii) One representative each of I D.C., II D.C., and III D.C., - in professional colleges one representative for every class (year-wise) i.e. one for First year class , one for Second year Class etc. and
 - xiii) One representative for all P.G. Students.
- b) The offices of the Vice-Chairman and Joint Secretary in mixed colleges shall be reserved for lady students, provided the total number of lady

- students in the college is not less than 5% of the total number of students in the college.
- c) The number of University Union Councillors shall be one in colleges having student strength of less than 800 and two in colleges where the students strength is 800 or above 800.
- d) The offices ii to ix given in sub-section (a) above shall be filled by election by all the students of the college and the offices from xi to xiii by election by the students of the particular association or class as the case may be.
- 8 a) There shall be an executive Committee for the Union with the following office-bearers:
- i) The President of the Union,
 - ii) The Chairman,
 - iii) The Vice-Chairman,
 - iv) The secretary,
 - v) The Joint Secretary,
 - vi) The University Union Councillor/Councillors,
 - vii) The Chief Student Editor,
 - viii) The Secretary Five Arts
 - ix) The General Captain for Sports & Games,
 - x) Three members elected by the Union Council from among themselves except in Training colleges.
 - xi) The staff advisor
- b) The Secretary of the Union shall act as the Secretary of the executive committee.
- 9 a) The elections to the college Union Council shall be held in all the colleges in the University on a day to be fixed by the Vice-Chancellor of the University. If, however, the election in any college could not be conducted on that day, it can be conducted on a subsequent day with the permission on the Vice-Chancellor.
- b) The elections shall be held by secret ballot on the Principle on each member having one single non-transferable vote for one post without postal ballot according to the rules framed by the Syndicate of the University from time to time.
- 10 a) The Chairman shall ordinarily preside over all the meeting of the Union council and executive Committee and shall guide the activities of the Union.
- b) The Vice-Chairman shall act as Chairman in the absence of the latter and assist the Chairman in the discharge of his duties.

- c) The secretary shall issue notices of the meetings and functions of the Union and keep the minutes of the meetings. He shall take steps to carry out the decisions of the Union Council and the Executive committee and shall be the custodian of all the records relating to the Union.
- d) The Joint Secretary will act as the Secretary in the absence of the latter and shall assist the Secretary,
- e) The Secretary Fine Arts shall primarily be responsible for promoting the artistic talents of the students and for this purpose it shall be his duty to organise activities and functions.
- f) The Chief Student Editor shall be responsible for the publication of the College Annual with help of the Magazine Committee which shall consist of : i) The Chief student Editor, ii) The Chairman of the Union, iii) The Secretary of the Union, iv) The Staff-Advisor of the Union, v) The Staff Editor to be nominated by the President and vi) Three members of the Union nominated by the Chief student Editor with the approval of the president.
No student of the final year class of any course of the college shall be eligible to contest the election as the Chief student Editor of the college Magazine,
- g) The Councilor/Councilors of the University Union will represent the Union in the University Union.
- h) The Principal will be the Ex-officio President of the Union and shall have the authority to suspend any or all activities of the Union, with the prior approval of the Vice-Chancellor, if in his opinion circumstances warrant such action.
- i) The Staff Advisor shall be nominated by the President from among the members of the teaching staff of the College. "The funds of the Union shall be kept in the joint account of the Principal and Secretary of the Union, opened in a nationalised bank and shall be operated by both of them."
Expenses for the Union activities shall be incurred only with the previous sanction of the Union Executive Committee except on occasions of emergency. Secretary of the Union may submit proposals for each programme after obtaining the approval of the Executive Committee and avail 75% of the expected expenditure as advance, which will be settled immediately after the programme. The Staff-Advisor shall cause to keep the regular accounts of income and expenditure. Unspent balance, if any, shall be carried over to the next year. The accounts will be audited by a teacher appointed by the Principal, at the end of each financial year.
- 11 In a degree college each main subject may have a subject association in which the membership shall be restricted to the students studying that subject as the main subject.

12. Each subject association shall have Secretary elected by and from the members of the association at the degree and P.G. level. The Secretary so elected shall organize the activities of the Association. The Head of the Department concerned shall be the ex-officio President of the Association.
- 13 The Union Council shall meet at the beginning of the academic year to formulate the activities and prepare and pass the annual budget. It shall also meet subsequently whenever necessary.
- 14 The Executive Committee shall be responsible for carrying out the policy and programme decided by the Council. It shall meet as often as is necessary for the effective discharge of its functions. It shall be responsible for the administration of the Union funds and for submitting the audited accounts of the Union at the end of the year.
- 15 the Union Executive committee shall also function as a consultative committee to advise the principal of the college on student needs and problems.
- 16 the Union Council and the Executive Committee shall take decisions by simple majority. In case of the tie, the Chairman will have a casting vote in addition to his normal vote. The quorum for the meeting shall be one-third of the total members.
- 17 The Executive Committee may nominate.
a) a convener for organizing the Planning Forum and
b) a convener for organizing social service activities.
- 18 Any amendment to these Bye-laws shall be made by the syndicate of the University.
- 19 Any dispute or question arising with regard to the provisions contained in these Bye-Laws be decided by the Vice-Chancellor in consultation with the Syndicate and such decisions made by the Vice-Chancellor shall be final.

Sd/-
Dean of Students Welfare

UNIVERSITY OF CALICUT
COLLEGE OF UNION ELECTION RULES

(Approved by the Syndicate as per resolution 84-75 dated 31/01/1984
and revised as per resolution 2012.587 dated 29/06/2012)

- I The College Union Council comprises the following offices:-
1. The President of the Union (Principal of the College – Ex-Officio)
 2. The Chairman
 3. The Vice-Chairman
 4. The Secretary
 5. The joint Secretary
 6. Councilor/Councilors to the Calicut University Union of the College Union.
 7. The Secretary, Fine Arts
 8. The Chief Student Editor of the College Magazine
 9. General Captain (Sports & Games)
 10. The Staff Advisor /Treasurer nominated by the President (with no vote)
 11. The Secretary of each of the various (Main subject-wise) College Associations
 12. One representative each of I D.C., II D.C., and III D.C., (For professional colleges, one representative for each year) elected by the students of the respective classes and one representative elected by all the P.G. Students.
- II The Vice –Chairmanship and the Joint Secretary ship in mixed colleges shall be reserved for ladies provided the number of lady students in the colleges is not less than five percent of the total number of students in the Colleges. If girl students are not willing to contest in the election, these reserved offices shall be kept vacant. The number of councilors shall be one in colleges having strength of less than 800 and shall be two where the strength is 800 and above. Offices 2 to 9 shall be filled by election by all the students of the college and offices (11) & (12) by the students of the respective associations/class. The election procedure for all the sets shall be the same.
- III The Union Executive Committee comprises the following offices:
1. The President of the Union
 2. The Chairman
 3. The Vice-Chairman

4. The Secretary
 5. The joint Secretary
 6. Councilor/Councilors to the Calicut University Union
 7. The Secretary, fine Arts Club
 8. The Chief Student Editor of the College Magazine
 9. General Captain
 10. Three members elected by the Union Council from among themselves (except in Training Colleges)
 11. The staff advisor/Treasurer
- IV The Union Secretary shall act as the Secretary of Executive Committee. In Training colleges the Union Council shall be the Executive committee.
- V 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. **Election should be conducted in 'Presidential mode' only.** Except as otherwise exempted by the University, the conduct of all elections in the Colleges affiliated to the University shall be held as provided hereunder.
- V (1) The Returning Officer
- The Principal of the college or a senior member of the staff appointed by the Principal and intimated to the University in time, shall be the Returning Officer for all Union elections held in the college. He may appoint the required number of staff to assist him in the conduct of election. (It shall be the responsibility of the Principal to take all precautionary measures to ensure a peaceful atmosphere in the college campus during the election days).
- V (2) Notification
- The election shall be notified not less than 10 working days before the date fixed for the polling. The notification shall contain: date of notification; last date of receipt of nominations; date of scrutiny of nomination and publication of list of candidates validly nominated; last date and hour for withdrawal of candidature and that of publication of the final list of candidates; date and hour fixed for the poll date and hour of scrutiny and counting of votes.
- V (3) Electoral Rolls
- The Returning Officer shall maintain electoral rolls to elect candidates at any election showing the names of students qualified to vote there at, serially numbered with details of their class group, subject etc. Copies of the electoral rolls shall be made available to the students in the office of the Returning Officer.

V (4) Eligibility to take part in Elections.

- (i) The names of all the students who are on the effective rolls of the college on the date of publication of the election notification shall be included in the electoral rolls. Only persons whose names are on the electoral rolls shall be entitled to participate in the elections.
- (ii) Provided however that, any student, whose name is subsequently removed from the college roll and thereby ceases to be student before the date of election shall be removed from the electoral rolls.
- (iii) The Returning Officer shall make any correction, alteration or deletion in the rolls provided the requisition for the same is received by him within twenty four hours of the publication of the rolls and further he is satisfied that the correction, alteration or deletion in the rolls provided the requisition for the same is received by him within twenty four hours of the publication of the rolls and further he is satisfied that the correction/alteration/deletion is justified. The Returning Officer may also include the name of any student inadvertently omitted from the original electoral rolls. The corrected final electoral roll shall be published in the College Notice Board.
- (iv) 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. For Post Graduate Students the maximum age limit to legitimately contest an election would be 24-25 years. 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 University Examinations 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 and punished with a fine of Rs. 2000/-. 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.

V (5) Notification of Election

The Returning Officer shall under the general direction from the University; notify the election to the students. Simultaneously causing it to be displayed in the college notice boards. The notification shall contain the schedule of election as detailed in V (2) above.

V (6) Nomination of Candidates.

Every elector shall be at liberty to nominate a qualified student to fill up a vacancy. Every nomination shall be in the prescribed form (specimen form Appendix 'A') and shall be made by an elector in writing and shall be seconded by another elector. Every such nomination shall be accompanied by the consent of the nominee agreeing to serve on the body, if elected, the consent being signed in the presence of the Returning Officer after proper identification. Each nomination for the posts (2) to (9) of clause-I should be accompanied by a security deposit of Rs. 50/- (Rupees Fifty only). The nomination paper should be handed over to the Returning Officer or the person authorized by him in his office, within the date and hour fixed for the purpose. The Returning Officer shall give a receipt for every nomination received by him. If any candidate gives several nominations for the same post, only Rs.50 be received from him/her as security deposit. The security deposit will be returned to the candidate if (1) the nomination is withdrawn as per rules in V (9) and or (2) if the candidate gets at least 20% of the total number of votes polled for the post for which he/she is contesting. Security deposits forfeited by the candidates shall be credited to the College Union Fund.

No person shall propose or second more than one person for the same post. A Person who has proposed another person for a post shall not second a third person for the same post. A candidate nominated for a post shall not propose or second another person for the same post.

V (7) Scrutiny of Nominations

- i) All nomination papers shall be scrutinized by the Returning Officer at the hour on the date prescribed. The candidate or his authorized agent from among the electors alone will be permitted to be present at the time of scrutiny of nominations.
- ii) The Returning Officer shall examine the nomination papers and shall decide all objections made to any nomination paper on the ground that it is not valid and may reject either on his own motion or on such objection on any nomination paper. The decision of the Returning Officer shall in each case be endorsed by him on the nomination paper in respect of which such decision is given.

- V (8) List of Candidates validly nominated
A list of candidates (with their names, class, subject, group) whose nominations have been declared valid shall be published by affixing the same on the notice boards in the College.
- V (9) Withdrawal of candidature:
Any candidate may withdraw his candidature by notice in writing signed by him and delivered in person 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.
- V (10) 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 showing the names arranged in alphabetical order together with their class, group and/or subject.
- V (11) 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 not 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 vacancy(ies) on a subsequent date.
 - 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.
- V (12) Voting
- i) Voting shall be by secret ballot. No vote shall be given by proxy. For the convenience of students and for the smooth conduct of the election, a number of polling booths may be arranged. There will be Presiding and Polling Officers attached to each booth.
 - ii) The ballot box sealed or locked (In the presence of the candidates or their agents if so requested 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.
 - iii) The Presiding Officer shall ascertain (a) the identity of the elector before issue of the ballot paper and (b) that the person desiring to vote has not already voted.
 - iv) The name of the person shall be entered upon the serially numbered counterfoil of the ballot paper (for specimen see appendix 'C') in a

- 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 signature of the Presiding Officer thereon and handed over to the voter.
- v) At the time of issuing the ballot paper, the Polling or Presiding Officer shall tick 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 on the electoral roll.
 - vi) The elector who has received the ballot paper shall then proceed to the place screened from observation by others, for marking the vote, record his vote in the ballot paper in the manner prescribed-ie by affixing the rubber seal bearing 'X' mark against the name of the candidate, in the column provided for that and then proceed to the place where the ballot box is placed and deposit the same in the ballot box.
 - vii) No elector shall be allowed to enter the place arranged for marking the vote when another elector is there and no elector shall remain there longer than is necessary for recording his vote.
 - viii) If an elector is incapacitated from blindness or other physical caused, it shall be competent for him to record his vote by the hand of the Returning Officer.
The Returning Officer shall seal the slit of the ballot box immediately after the polling (but not earlier than the completion of the period for voting) is over and keep it in safe custody.
- V (13) 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.
 - ii) No person shall be present at the scrutiny and counting of votes except the Returning Officer and his staff and the candidates concerned. The candidates (in case they are unable to be present at the counting) may nominate (in writing) a representative (agent) from among the voters in their place to be present at the time of counting.
- V (14) Ballot paper when rejected:
- 1 Ballot paper shall be invalid and rejected:
 - i) If it does not bear signature of the Presiding Officer or
 - ii) If a voter signs his name or writes any word or makes any mark on it by which it becomes recognizable; or
 - iii) If the vote is recorded thereon by any mark other than 'X' against the name or names of the candidate(s); or

- iv) If no vote is recorded thereon; or
- v) If the number of vote recorded thereon exceeds the number of vacancies to be filled; or
- vi) If it is void for uncertainty, or
- vii) If it violates any other law, or
- viii) If the vote is recorded outside the column provided for that purpose.

2 Every ballot paper rejected shall be so endorsed by the Returning Officer and such papers shall be kept separately.

V (15) Recounting:

- 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 contesting for that particular office 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,
Provided however that nothing in these rules shall make it obligatory on the Returning Officer to recount the same votes more than once.

V(16) Declaration of Results:

- 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, the final election shall be made by drawing lots by the Returning Officer.

V (17) Objection:

Complaints and objections regarding the election before the publication of the results shall be made to the Returning Officer, who shall be the authority to dispose of such complaints and objections. Objection to the election if any, after the publication of the results shall be made in writing to the Vice-Chancellor of the University so as to reach him within seven days after the declaration of the results of the election and his decision shall be final.

Every petition containing the objection shall be forwarded to the Vice-Chancellor along with a chalan receipt for Rs.50/- towards petition fee remitted in Treasury to the Credit of the Calicut University. Every such petition shall be accompanied by as many copies thereof as there are respondents mentioned in the petition and every such copy shall be attested by the petitioner under his signature as a true copy of the petition.

V (18) Preservation of Election Papers.

All papers connected with the conduct of Union elections (electoral rolls, nomination papers, used and unused ballot papers, etc.) shall be preserved by Returning Officer for a period of one month after the declaration of the results, or if any dispute arises regarding the election, until it is disposed of,

V (19) Note:

- i) Students should desist from disfiguring the classrooms, compound walls and buildings in the college campus by pasting of posters or writing on the walls as part of their election campaign. They should also desist from disfiguring the compound walls of neighboring buildings as well.
- ii) No candidate shall be permitted to make use of printed posters, printed pamphlets, or any other printed materials 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. 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. 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.
- iii) The maximum permitted expenditure per candidate shall be Rs. 5000/-
- iv) Persons who are not on the rolls of the college Register should not be allowed to take part in the propaganda work in the college campus.
- v) Students should not arrange for election propaganda/Campaign meetings in the college campus during working hours except with the specific sanction of the Principal.
- vi) No candidate shall indulge in, nor shall abet, any capacity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious nor linguistic, or between any group(s) of students
- vii) 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 metres 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.

- VI Grievance Redressal Mechanism.
- (i). There should be a Grievance Redressal Cell with the Dean (Students 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.
 - (ii) 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.
 - (iii) 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:
 - a. 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
 - b. to inspect the financial reports of any candidate and make these records available for public scrutiny upon request.
 - (iv) 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.
 - (v) The Grievance Cell may dismiss a complaint if:
 - a. the complaint was not filed within the time frame prescribed in recommendation VI (iv) above;
 - b. the complaint fails to state a cause of action for which relief may be granted;
 - c. the complainant has not and/or likely will not suffer injury or damage.
 - (vi) 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.
- (vii) 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.
 - (viii) 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 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.
 - (ix) All Grievance Cell hearings, proceedings, and meetings must be open to the public.
 - (x) 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.
 - (xi) 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 a Grievance Cell member designated by the Chair.
 - (xii) 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 hearing:
 - (xiii) Complaining parties shall be allowed no more than two witnesses, however the Grievance Cell may call witnesses as required. If said witnesses are unable to appear at the hearing, signed affidavits may be submitted to the Grievance Cell Chair for the purpose of testifying by proxy.
 - (xiv) All questions and discussions by the parties in dispute shall be directed to the Grievance Cell.
 - (xv) There shall be no direct or cross-examination of any party or witness by complaining or responding parties during hearing.
 - (xvi) Reasonable time limits may be set by the Grievance Cell, provided they give fair and equal treatment to both sides.
 - (xvii) The complaining party shall bear the burden of proof.

- (xviii) 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.
- (xix) If the decision of the Grievance Cell is appealed to the institutional head, the Grievance Cell must immediately submit its ruling to the commission.
- (xx) 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.
- (xxi) Any fine or total amount of fines against a candidate in an election cycle may not exceed the spending limit as defined herein above.
- (xxii) If, after the 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 candidate's 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.
- (xxiii) If, after hearing, the Grievance Cell finds the 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.
- (xxiv) 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.

- (xxv) The decision of the Grievance Cell shall stand and shall have full effect until the appeal is heard and decided by the institutional head.
 - (xxvi) 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.
 - (xxvii) 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.
 - (xxviii) 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.
- VII Maintaining Law and Order on the Campus during the Election Process.
- (i) 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.
- VIII Miscellaneous Recommendations:
- (i) Student representation is essential to the overall development of students, and, therefore, it is recommended that university statutes should expressly provide for student representation.
 - (ii) Student representation should be regulated by statute (either a Central Statute, State Statute or individual university statutes), incorporating the recommendations prescribed herein.
 - (iii) The institution should organize leadership-training programs with the help of professional organizations so as to groom and instill the students' leadership qualities.
 - (iv) 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.

APPENDIX A

Nomination Paper

Post for which nomination is made :
 Name of the candidate :
 Class of the candidate :
 Group/Subject :
 Number of the Candidate in the electoral roll :
 Name of the Proposer :
 Class of the Proposer :
 Group/Subject of the Proposer :
 Number of the proposer in the electoral roll :
 Signature of Proposer
 Date:
 Name of the Seconder :
 Class of the seconder :
 Group/Subject :
 Number of the Seconder in the electoral roll :
 Signature of Seconder
 Date:
 Consent of the Candidate : I agree , if elected, to serve on
 The body to which I am proposed as a candidate.
 Signature
 Date

(To be signed in front of the Returning Officer)

APPENDIX B

.....College

Union Election 20.....

FORM FOR WITHDRAWAL OF CANDIDATE

I.....
 hereby withdraw
 my candidature for the office of.....
 of the College Union.

Signature of Candidate

Place:

Date:

(To be signed in front of the Returning Officer)

APPENDIX C

(Counterfoil)

Sl. No.

Sl. No.

BALLOT PAPER

.....College

Union Election 20.....

.....
(Signature of Presiding Officer)

Election to the post of

College

Union Election 20.....

Name of the voter.....

.....
Election to the Post of

Sl. No.	Name, Class, group and Electoral Roll No of the candidate	Column for marking the vote
1		
2		
3		
4		
5		

No. of the voter in the

Electoral Roll.....

(The fascimile of signature of the returning Officer should be affixed on the reverse side)