



CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION
(Established by the Government of Kerala)

No.G-2518/2019/CAPE/ 1779

Thiruvananthapuram
Dated 09.08.2019

To,
The Head of Institutions of colleges under CAPE

Sir,
Sub :- CAPE- College Union Activities- Conduct of elections -reg.
Ref :-1.This office Guideline No.G-5059/2016/CUE/CAPE/2418 dated
10.08.2019.
2. Letter No.KTU/PATOPVC/4143/2019 dated05.08.2019 received from
APJ Abdul Kalam Technological University.

As per the notification of University, You are requested to conduct College Union Election in between 15.08.2019 to 30.08.2019 that the period of election should not be more than two weeks starting from notification of the election till the announcement of the result adhere to the democratic values. You are requested to ensure proper Law and Order in the Campus during the entire election process . A guideline in this regard is enclosed for reference.

Yours faithfully,

DIRECTOR

Encl:As above



06 AUG 2019

2518 received 08/08/19

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

CET campus, Thiruvananthapuram - 695 016
Ph: 0471 2598122; Fax: 2598522 www.ktu.edu.in Email: university@ktu.edu.in

No. KTU/PATOPVC/4143/2019

Thiruvananthapuram

Dated: 05.08.2019

CIRCULAR

Sub:- APJAKTU - Academic - College Union Activities - Conduct of Elections 2019-20 -
Regarding,

Ref :- 1. Recommendations of Shri. J.M. Lyngdoh Committee on student union election.

The objective and responsibility of the College Union is to mould a student as a responsible person and develop his skills to achieve his overall growth. Curricular and co-curricular activities are inevitable part of education and involvement in the above activities will be co-ordinated by the College Union and the College authorities.

Therefore, the college authorities shall take appropriate action and give necessary guidance to the students for the formation of College Union strictly conforming to the procedure laid down by J.M. Lyngdoh Committee and the orders issued by the Hon'ble Courts and Government of Kerala. Further, it is directed to conduct the College Union elections in between 15.08.2019 and 30.08.2019 that the period of election should not be more than two weeks starting from notification of the election till the announcement of the result. Please ensure proper Law and Order in the Campus during the entire Election Process, and strictly adhere to the democratic values.

Composition of the College Union shall be the same as that in the previous year.

The selection of representatives to the University (KTU) will be informed in due course of time.

Dr. J. SREEKUMAR *
Dean (Academic)

To

The Principals of all affiliated institutions.

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



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**Rules /Guidelines for the conduct of elections to the
College union as per parliamentary(indirect) mode based
on the Lyngdoh Committee directions.**

Lyngdoh Committee had suggested different models for the conduct of election to the College Union. A suitable model is suggested in CAPE Institutions as shown in Appendix A.

- 1. The Returning Officer:** The Principal of the College or a senior member of the Staff appointed by the Principal shall be the Returning Officer for all Union elections held in the College. He/she may appoint the following officers to assist him in the conduct of election.

- One Presiding Officer
- Assistant Presiding Officer

It shall be the responsibility of the Returning Officer to take all precautionary measures to ensure a peaceful atmosphere in the college campus during election days. Appoint the class tutors as Polling officer of each class and appoint two Assistant Polling Officers to assist him for the conduct of election of class representatives.

- 2. Electoral Rolls:** 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 be made available to the students in the office of the Returning Officer.

3. Eligibility to take part in Elections:

- (i) The names of all the students who are on the admission register of the college on the date of publication of the election notification shall be included in the electoral roll. Only persons whose names are on the electoral rolls shall be entitled to participate in the elections. The students who are in the electoral rolls have to produce photo identity card duly signed by the head of the institution with the seal of the institution before the Presiding Officer for Voting. The electoral roll for the election of the Office Bearers shall be the list of elected class representatives.
- (ii) 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 struck off from the electoral roll.
- (iii) The Returning Officer shall make any 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 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.

- 4. Notification of Election:** The Returning Officer shall under the direction from the University/CAPE Head Office notify the election to the students, simultaneously causing it to be displayed in the College Notice Boards. The notification shall be

issued within 10 (Ten) clear days before the date of the Poll. The notification shall contain the programme of the election giving the following details.

Sl No.	Programme	Date
I .Election of Class Representatives.		
1.	Date of Notification	: Not less than 10 (Ten) clear days before the date fixed for the Poll.
2.	Date of publication of Class wise Electoral Roll	: Succeeding working day from the date of Notification.
3.	Last date and hour for filing complaints on the class wise Electoral Roll	: 12.00Noon on the same day fixed for the publication of the Electoral Roll
4.	Publication of the class wise final Electoral Roll	: 3.00 p.m on the same day fixed for the publication of the Electoral Roll
5.	Last Date and Hour for receipt of Nomination	: At 2.00 p.m. with 2 (Two) clear working days from the date of Notification.
6.	Scrutiny of Nomination	: 2.05 p.m. on the same day fixed for the receipt of Nomination.
7.	Publication of the list of valid nominations	: Same day fixed for Scrutiny.
8.	Last date and time for withdrawal of Candidature	: At 11.00 a.m. on the succeeding working day of the publication of valid nominations.
9.	Publication of the final list of Candidates	: 3.00p.m on the same day fixed for withdrawal of candidature
10.	Date & Time of Polling	: 9.00 a.m. to 11.15 a.m. with 10 (Ten) clear days from the date of publication of the notification of the election.
11.	Scrutiny and counting of Votes and publication of list of elected class representatives	: From 11.30a.m on the day fixed for the Poll.
II. Election of Office Bearers		
12.	Publication of Electoral Roll(ie the list of elected class representatives)	: 1.00 p.m on the same date fixed for election of Class representatives
13.	Time for filing nominations	: 1.30 p.m to 2.00 p.m " "
14.	Scrutiny of Nomination	: 2.05 p.m onwards " "
15.	Publishing the list of valid nominations	: 2.20 p.m " "
16.	withdrawal of Candidature	: 2.20 p.m to 2.30 p.m " "
17.	Publication of the final list of Candidates	: 2.45 p.m " "
18.	Polling of votes	: From 3.20p.m to 4.00 p.m " "
19.	Scrutiny & counting of votes and declaration of results	: 4.10 p.m onwards " "

5. Eligibility of Candidates :

- i. Under graduate students between the age of 17-22 may contest the election. Post graduate students the maximum age limit to legitimately contest and election would be 28 years.
- ii. The candidate should in no event have any academic arrears in the year of contesting the election.
- iii. The candidate should have attained the minimum percentage of attendance as prescribed by the university or 75% whichever is higher.
- iv. The candidate shall not have been tried and/or convicted of any criminal offence or misdemeanour. The candidate shall not have been subject to any disciplinary action by the College/University authorities.
- v. The candidate must be a regular, full time student of the College.

6. Structure of the College Union Council

I. Office Bearers

- 1) The Chairman
- 2) The Vice Chairman *(represented by ladies)*
- 3) The General Secretary
- 4) Joint Secretary
- 5) University Union Councillor
- 6) Editor, College Magazine
- 7) General Captain (sports)
- 8) The Arts Club Secretary

II. Class Representatives – Two each from UG Classes (One shall preferably be a girl) and one from P.G Class.

7. 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 B**) 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 Nomination paper in sealed covers 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.

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. No nomination paper shall be rejected on technical grounds.

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 boards in the College.

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 eligible for re-nomination as a candidate for the same election 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 showing the names arranged in alphabetical order together with their class, group, subject etc.

12. 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 the 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).
- (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) Voting shall be by secret ballot. No vote shall be given by proxy. The Poll shall begin at 9.00 a.m. on the date fixed and shall close at 11.15 a.m. on the same day. For the convenience of students and for the smooth conduct of the election, a number of Polling Booths may be arranged. There will be a Returning Officer/Polling Officer and two Assistant Polling Officers attached to each booth.
- (ii) 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.
- (iii) The Returning Officer/Polling 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 voter 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 initials of the Returning Officer/Polling Officer thereon and handed over to the member.

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- (v) At the time of issuing the ballot paper, the person authorised by the Returning Officer/Polling 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 in the electoral roll.
 - (vi) The elector who has received the ballot paper shall then proceed to a place screened from observation by others, for marking the vote, 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.
 - (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 causes, it shall be competent for him to record his vote by the hand of the Returning Officer.

14. Procedure on counting:-

- (i) The Scrutiny and Counting of Votes shall be held by the Returning Officer / Polling Officer on the date and time 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/Polling Officer.
- (ii) No person shall be present at the venue/room where scrutiny and counting of votes being held except the Returning Officer /Polling 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.

15. Ballot Paper when rejected:-

(1) A Ballot Paper shall be invalid and rejected;

- (i) if it does not bear the initials of the Returning Officer in the case of elections of Office bearers and Polling Officers of the Class concerned in the case of elections of Class Representatives.
- (ii) if a voter signs his name or writes any word or makes any mark on it by which it becomes recognisable; or
- (iii) if the vote is recorded thereon by any mark other than thus 'X' against the name or names of the candidate(s); or
- (iv) if no vote is recorded thereon; or
- (v) if the number of votes recorded thereon exceeds the number of vacancies to be filled; or

- (vi) if it is void for uncertainty; or
 - (vii) if it violates any other law.
- (2) Every Ballot Paper rejected, shall be so endorsed by the Returning Officer and such papers shall be kept separately and shall be retained for one year.

16.Recounting:-

- (i) Any candidate (or his agent) may immediately after completion of the counting request (in writing) the Returning Officer/Polling Officer to re-examine or recount the Ballot papers of all or any post and the Returning Officer/Polling 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.

17.Declaration of Results:-

- (i) Those two candidates who secured the highest number of votes in the chronological order shall be declared as duly elected in the case of Class Representatives and one who secures the higher number of votes for the post of office bearer will be declared as elected in the case of Office Bearers.
- (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.

18.Objection:- Objection to the election, if any, 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 decisions after causing an enquiry to be made as he may deem fit, shall be final.

19.Preservation of election Papers:- All papers connected with the conduct of Union elections(Electoral Rolls, Nomination Papers, Used ,Unused and Rejected 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 year after the declaration of the results, or if any dispute arises regarding the election until it is disposed off.

20.Miscellaneous:-

- (1) 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.

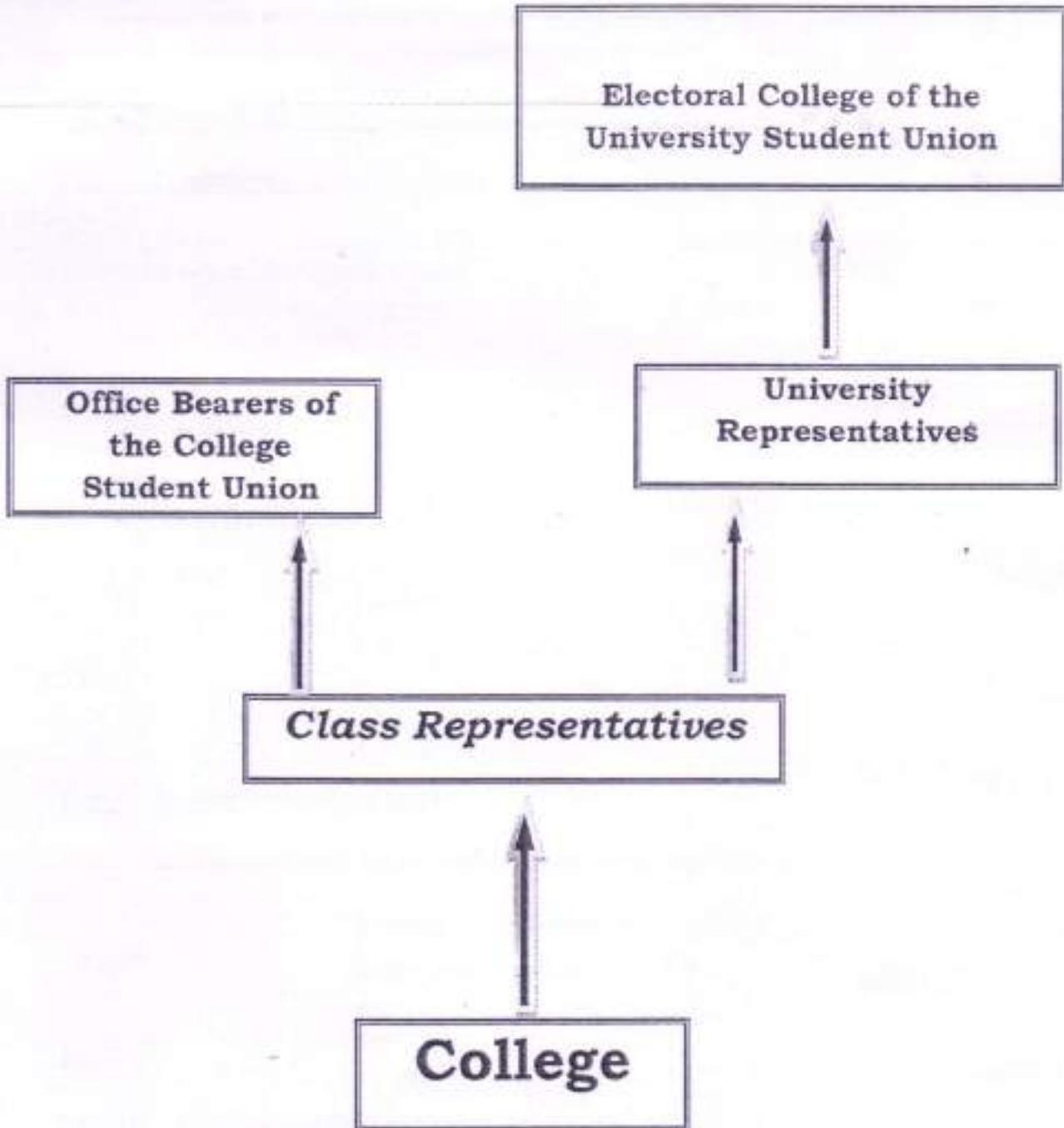
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- (2) Election campaign/propaganda in the College Campus shall be limited to the issue of pamphlets and bit notices, display of banners and posters and conducting group meetings to present the candidates.
- (3) Persons who are not on the rolls of the college register shall not take part in the propaganda work in the College Campus.
- (4) Students shall not arrange for election propaganda/campaign meetings in the College Campus during working hours except with the specific sanction of the Principal. Special schedule must be prepared by the Returning Officer for election campaign either at the beginning or at the end of each period.
- (5) 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.
- (6) Students shall not use loudspeakers/amplifiers in connection with the College Union election campaign/propaganda.

A.S. Singh
DIRECTOR

Appendix- A

A suitable model for the conduct of elections to the College Union as per Lyngdoh Committee.



Election to College 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 College Union.

- 1. Name of the Candidate :
- 2. Electoral Roll No. :
- 3. Class & Subject :
- 4. Sex :
- 5. 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 here by 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 College 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 Class Representative for thetime. *(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 concerned Head of the Department

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 HOD/Class Advisor :

Name of the HOD/Class Advisor :

Date :

Decisions of the Returning Officer

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Appendix - C

Sl. No.

..... College,

Counter foil of Ballot Paper

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

Name of Voter

Class

Group/Subject

No. of the voter on the Electoral Roll:

Sl. No.

.....COLLEGE,

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

BALLOT PAPER

Initials of the R.O.

Sl. No.	Name, Class, Group/Subject of the Candidate	Mark showing voters Choice
		*

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