APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

ELECTION MANUAL

(For Election to College Unions & University Union)

(Incorporating Amendments as on 16/01/2025)

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

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

CHAPTER – I

Provisions in the First Statutes relating to Elections

Chapter 4 Statute 2 Sub Statute 4 – Manner of election of official office bearers of the University Union.

(1) The Vice Chancellor shall appoint a statutory officer of the University as the Returning Officer for conducting elections to the positions of official office bearers of the University Union.

(2) The Councilors referred in categories (i) to (viii) of statute 5 of these statutes shall be the electors who shall elect the official office bearers of the University Union. The Returning Officer shall prepare the voters list of electors in accordance with the election manual and shall publish the same at least one month before elections to the positions of office bearers of the University Union are announced. Objections to the voters list, publication of the final voters list, submission of nomination for elections, withdrawal of nominations, place, date and time of elections, date of counting, declaration of results etc. shall be the responsibility of the Returning Officer. The Returning Officer shall also take other measures to ensure smooth conduct of the election.

(3) The Councilors present in the General Council shall elect the official office bearers by secret ballot from among themselves on majority basis. The election shall be conducted under the supervision of the Returning Officer appointed by the Vice Chancellor and officers of the University deputed for elections appointed by the Returning Officer.

(4) Any dispute regarding elections shall be submitted as a complaint before the Returning Officer and the Returning Officer shall after following such procedures dispose of the complaint as deemed fit by order after recording the reasons thereof.

(5) In case of complaint against the order of the Returning Officer an appeal can be filed before the Vice Chancellor, within 15 days after it is issued, who shall after following such procedures dispose of the complaint as deemed fit by order after recording the reasons thereof. The decision of the Vice Chancellor shall be final.

(6) The expenditure for the conduct of elections to the positions of official office bearers of the University Union shall be met from the University Union fund.

(7) Elections to the teaching departments of the University, elections to the College Unions of colleges, institutions, autonomous colleges, constituent colleges and colleges conferred with academic autonomy affiliated to the University and elections of councilors to the University Union after such election shall be conducted in the manner determined by the University from time to time and the expenditure for elections met from the respective institutions.

Chapter 4 Statute 2 Sub Statute 5 - University Union General Council.

Councilors shall be elected to the University Union General Council from the following 8 categories in the manner specified therein.

i. 15 Councilors elected by Councilors included in the electoral field of student councilors elected from Private Self Financing Engineering Colleges affiliated to the University.

ii. 5 Councilors elected by Councilors included in the electoral field of student councilors elected from each Government Controlled Self Financing College affiliated to the University.

iii. 2 Councilors elected by Students from each Government Engineering College affiliated to the University.

iv. 2 Councilors elected by Students from each Aided Engineering College affiliated to the University.

v. 2 Councilors elected by the students of the University.

vi. 1 Councilor elected by Councilors of Autonomous Colleges from among themselves.

vii. 1 Councilor elected by Councilors of Constituent Colleges from among themselves.

viii. 1 Councilor elected by Councilors of Colleges conferred with academic autonomy from among themselves.

Chapter 4 Statute 2 Sub Statute 3 – Official Office Bearers of the University Union

i. Chairperson
ii. Vice Chairpersons – 3
iii. General Secretary
iv. Joint Secretaries – 3

Provided that one Vice Chairperson and one Joint Secretary shall be women. One Joint Secretary shall belong to Scheduled caste or scheduled tribe.

Chapter 4 Statute 6

College Union

Colleges, Institutions, Autonomous Colleges, Constituent Colleges and Colleges conferred with academic autonomy affiliated to the University shall have a College Union by whatever name known.

Sub Statute 6(1) – Constitution of College Union

The College Union shall have an Executive Committee. The following members shall be included in the Committee.

i. Chairperson
ii. Vice Chairperson
iii. General Secretary
iv. Magazine Editor
v. Arts Club Secretary
vi. The Councilors elected to the General Council of the University Union (the number of Councilors in the various categories of the General Council shall be as determined by the University if it is not specifically provided for in these statutes).
vii. One Student representing each degree course
viii. One Student representing each post graduate course
ix. Where there are girl students, the representatives of girl students shall be as determined by the University.
x. Where there are no elected girl students belonging to scheduled caste or scheduled tribe one Student belonging scheduled caste of scheduled tribe nominated by the Executive Committee
xi. Patron cum Treasurer – Principal/Head of the Institution/Teacher in Charge (Ex-Officio)

xii. Staff Advisor (Ex-Officio) – One teacher nominated by Principal/Head of the Institution/Teacher in Charge

xiii. A Student who is Sports Secretary nominated by the Executive Committee

Elections to the University Union and College Union

In respect of matters relating to date, method, qualifications for contesting elections, election expenditure, financial responsibility, duties and limitations in the actions of the contestants and those conducting elections, maintenance of law and order, election complaints, disputes etc. relating to the conduct of elections shall be in accordance with the Regulations, Rules, Orders and Guidelines issued by the University from time to time. The manner of electing students to the various positions in the College Union and the manner of electing Councilors to the University Union General Council for electing the Official Office Bearers of the University Union and the manner of electing Official Office Bearers of the University Union shall be as provided in the Act and Statutes and the manner of conducting elections shall be as determined by the University if it is not otherwise prescribed in the Act and Statutes.

CHAPTER – II

APPLICATION OF THE APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY ACT, 2015 AND THE FIRST STATUTES 2020

The provisions contained in the application of the APJ Abdul Kalam Technological University Act, 2015 and the APJ Abdul Kalam Technological University First Statutes, 2020 relating to University Union and College Union shall govern the functioning of the University Union and College Unions.

CHAPTER – III

RULES & REGULATIONS FOR THE CONDUCT OF ELECTIONS TO THE COLLEGE UNION

1. **College Union** - There shall be a College Union by name as provided in Chapter 4 Statute 6 of the First Statutes of the APJ Abdul Kalam Technological University 2020, in Colleges, Institutions, Autonomous Colleges, Constituent Colleges and Colleges conferred with academic autonomy affiliated to the University and for all teaching departments of the University together. For the purpose of these Rules and Regulations Institutions, Autonomous Colleges, Constituent Colleges and Colleges conferred with academic autonomy affiliated to the University and all teaching departments of the University together shall be deemed to be termed as Colleges.
2. **Aims and Objects of the College Union** - The aims and objects of the College Union shall be;-
    a) To create an atmosphere of learning in the college through camaraderie, sharing, scaffolding, and imbibing the spirit of democratic values, ethics and morals.
    b) To promote friendship and bonding among students as human beings across gender, caste, race, religion, language, descent, place etc.
    c) To train students in upholding the law of the land in letter and spirit in tune with the principles and essence of justice enshrined in the Constitution of India.

d) To inculcate in students the requirement to respect and follow the sage advice of parents, teachers, elders and such others in their journey across life.
e) To promote opportunities for the development of character, leadership, efficiency, knowledge and spirit of service among students.
f) To organize debates, seminars, work squads, touring parties and such other functions; and
g) To encourage sports, arts and other cultural, educational, social or recreational activities that are incidental and conducive to the above objects.

3. **Membership** - All students enrolled in the college and having live registration in the students portal of the University shall be members of the College Union. They shall have the right to vote for and contest in the various positions of the College Union Executive Committee subject to the limitations prescribed in these Rules and Regulations.

4. **Tenure** - The tenure of College Union shall be as prescribed in Chapter 4 Statute 6 Sub Statute 7 of the First Statutes of the University.

5. **Positions in the College Union Executive Committee**– The various positions in the College Union shall be as prescribed in Chapter 4 Statute 6 Sub Statute 1 of the First Statutes of the University.

6. **Positions in the College Union Executive Committee to which Elections are conducted –**

(1) Chairperson
(2) Vice Chairperson
(3) General Secretary
(4) Magazine Editor
(5) Arts Club Secretary
(6) Councilor/s to the election field of University Union General Council (one Councilor if the total strength of the students on the rolls of the college is upto 750 and two Councilors if the total strength of the students on the rolls of the college is exceeds 750)
(7) One student representing each degree course of study
(8) One student representing each post graduate degree course of study.
(9) Two girl students representing all the girl students in the college (if girl students are enrolled in the college).

Positions in the College Union to which elections are not conducted:-

(1) One girl student belonging to Scheduled caste/Scheduled Tribe nominated by the College Union Executive Committee if in the absence of an elected girl student belonging to Scheduled caste/Scheduled Tribe.
(2) Patron cum Treasurer (as prescribed in the Statutes)
(3) Staff Advisor (as prescribed in the Statutes)
(4) One Student who is the Sports Secretary nominated by the College Union Executive Committee.

7. **Official Office Bearers of the College Union and their powers, duties and functions** - Official Office Bearers of the College Union and their powers, duties and functions shall be as prescribed in Chapter 4 Statute 6 Sub Statute 3 of the First Statutes of the University.
8. **Meetings of the College Union Executive Committee** - Meetings of the College Union Executive Committee shall be as prescribed in Chapter 4 Statute 6 Sub Statute 2 of the First Statutes of the University.
9. **Powers, Duties and Functions of the Official Office Bearers of the College Union** - Powers, Duties and Functions of the Official Office Bearers of the College Union shall be as prescribed in Chapter 4 Statute 6 Sub Statute 3 of the First Statutes of the University.
10. **Powers, Duties and Functions of the members of the College Union other than Official Office Bearers** - Powers, Duties and Functions of the members of the College Union other than Official Office Bearers shall be as prescribed in Chapter 4 Statute 6 Sub Statute 4 of the First Statutes of the University.
11. **Powers, Duties and Functions of the College Union** - Powers, Duties and Functions of the College Union shall be as prescribed in Chapter 4 Statute 6 Sub Statute 5 of the First Statutes of the University.
12. **Funds** - The College Union shall institute a fund called 'College Union Fund'. It shall collect the prescribed fees fixed by the College Council from time to time from the students on the rolls of the college each year towards Union activities as directed by the University from time to time. The fees collected from the students shall be deposited in any public sector bank decided by the College Council. The expenditure of money from the College Union Fund, maintenance of its income and expenditure shall be as prescribed in Chapter 4 Statute 6 Sub Statute 3(8) of

the First Statutes of the University. The audit of accounts of the College Union Fund shall be done by an auditor appointed by the Principal.

ELECTIONS TO POSITIONS IN THE COLLEGE UNION TO WHICH ELECTIONS ARE CONDUCTED

13. **Conduct of Elections -** Elections shall be conducted to the various positions in the College Union Executive Committee as per the applicable conditions provided in these Rules and Regulations.
14. **Appointment of Returning Officer -** The Returning Officer for the conduct of elections to the College Union shall be a senior faculty of the College. The Returning Officer may appoint the required number of staff to assist him in the conduct of elections. It shall be the responsibility of the Returning Officer to ensure a peaceful atmosphere in the College during the election days. The name of the Principal or the faculty appointed by the Principal to act as the Returning Officer shall be intimated to the University.
15. **Electoral Rolls -** The Returning Officer shall maintain an electoral roll of students in the College eligible to take part the elections for the purpose of electing candidates contesting to positions in the College Union to which elections are conducted showing their names serially numbered with details of their Semester, Course etc. Copies of the electoral rolls shall be made available to the students who request for the same free of cost from the office of the Returning Officer. For the purpose of these Rules and Regulations Institutions, Autonomous Colleges, Constituent Colleges and Colleges conferred with academic autonomy affiliated to the University and for all teaching departments of the University together shall be deemed to be Colleges and every student included in the electoral roll shall be referred to as an 'elector'.
16. **Eligibility to take part in Elections** – (i) The names of all the students who are on the KTU portal of the College as on the date of publication of the election notification shall be included in the electoral rolls and shall be eligible to participate and contest in the elections:

    Provided that after publication of the election notification but before the date notified for election, if any student, whose name is removed from the KTU portal of the College he/she shall not be eligible to vote in the elections or contest the elections, even if he/she is included in the electoral rolls.

Provided further that the Returning Officer shall be empowered to make any correction, alteration, inclusion or deletion in the electoral roll if requisition for the same is received within twenty four hours of the publication of the electoral rolls and further is satisfied that the correction, alteration, inclusion or deletion is justified.

17. **Notification of Election** - The Returning Officer shall under the direction from the University notify the election to the College Union in the office of the Returning Officer, simultaneously causing it to be displayed in the College notice boards. The notification shall be issued within 10 (Ten) days before the date of the Poll. The notification shall contain the programme of the election giving the following details.

    (1) Positions in the College Union to which elections are conducted.
    (2) Date of Notification - Not less than 10 (Ten) clear days before the date fixed for the poll.
    (3) Date of publication of Electoral Roll - Succeeding working day from the date of notification.
    (4) Last date and hour for receipt of nomination - At 2-00 PM with 2 (two) clear working days from the date of notification.
    (5) Scrutiny of nomination - 2.05 PM on the same day fixed for the receipt of nomination.
    (6) Publication of the list of valid nomination - Same day fixed for Scrutiny.
    (7) Withdrawal - At 11.00 AM on the succeeding working day.
    (8) Polling - 10.00 AM to 1.00 PM with 10 (Ten clear days from the date of publication of the notification of the election.
    (9) Scrutiny and counting of votes - To start from 2.00 PM on the day fixed for the Poll.
    (10) Declaration of results – Within 1 hour of finishing counting of votes

18. **Nomination of Candidates to Contest Elections** - Every elector included in the electoral roll may nominate an elector included in the electoral roll to contest the elections to the various positions in the College Union to which elections are conducted provided he/she is otherwise eligible to contest the elections to the respective positions in accordance with these Rule and Regulations as a candidate. Every nomination shall be in the prescribed form (Specimen form shown in Appendix A) and shall be made by the student in writing and shall be proposed and seconded by two other students included in the electoral roll. The nomination paper shall be put in sealed covers and deposited in the box kept for the purpose by the Returning Officer in his office, within the date and hour fixed for filing of nominations. Every elector who has been nominated to contest the elections shall be referred to as a ‘candidate’ for the elections.

19. **Scrutiny of nominations** - All nomination papers deposited in the box provided for the purpose shall be scrutinized by the Returning Officer at the hour on the date notified in the election notification. The candidate/s contesting the elections or his/her nominee (one who shall be a student included in the electoral roll) will be permitted to be present at the time of scrutiny of nominations. The Returning Officer shall examine the nomination papers and shall decide on all objections made to any nominations.
20. **List of candidates validly nominated** - A list of candidates contesting each of the positions in the College Union to which elections are conducted along with their names, semester, course etc. whose nominations have been found valid shall be published by affixing the same in the office of the Returning Officer and the notice boards in the college.
21. **Withdrawal of nomination** - Any candidate who has filed a nomination may withdraw his nomination by notice in writing signed by him and delivered in person or by his/her authorized representative who shall be one included in the electoral roll, to the Returning Officer so as to be received by him within the date and hour fixed for the same. Withdrawal once made shall be final. A candidate who has withdrawn his nomination shall not be eligible for renomination as a candidate for the same election in that academic year.
22. **Final List of Candidates** - The Returning Officer shall publish after the lapse of time fixed for withdrawal of candidature a final list of candidates for each positions for which elections are conducted validly nominated showing the names arranged in alphabetical order together with their names, semester, course etc.
23. **Declaration of election of validly nominated candidates** -
    (i) If the number of candidates validly nominated and not withdrawn does not exceed the number of vacancies to be filled by election, such candidates shall be declared to have been duly elected.
    (ii) If the number of candidates validly nominated and withdrawn is less than the number of vacancies to be filled by election, such candidates shall be declared to have been duly elected; and the electorate shall be called upon to elect a person(s) as the case may be, to fill the remaining vacancies).
    (iii) If the number of candidates validly nominated and not withdrawn exceeds the number of vacancies to be filled by election, then the Returning Officer shall proceed with the election in the manner prescribed in the Rules and Regulations on the date and hour notified in the election notification.
24. **Voting** - Every elector including the candidates included in the electoral roll shall be entitled to elect a candidate of his/her choice who has been validly nominated for contesting the election by exercising his/her preference by a vote if he/she is otherwise eligible to vote as per the Rules and Regulations in the manner provided herein.

25. **Polling -**

(1) Polling shall be by secret ballot in the prescribed form (Specimen form shown in Appendix B). No vote shall be given by proxy. The date and time of polling shall be as specified in the election notification. For the convenience of electors and for the smooth conduct of the election, the Returning Officer may arrange sufficient number of polling booths. The Returning Officer may also appoint sufficient number of officers and staff of the College to supervise the conduct of elections.

(2) The ballot box sealed or locked (in the presence of the Candidates or their agents if so required by them) shall be placed in a convenient place in the polling booth for voting and depositing the ballot papers through a slit provided in the box.

(3) The Returning Officer or such other officer appointed and authorized by him/her shall ascertain (a) the identity of the elector casting the vote before issue of the ballot paper and (b) that the elector presenting himself/herself to vote has not already voted.

(4) The name of the elector who has voted shall be entered upon the serially numbered counterfoil of the ballot paper and in a ballot paper issue book and got acknowledged by the elector who voted. The ballot paper corresponding to that counterfoil shall then be torn off after fixing the initials of the Returning Officer thereon and handed over to the elector for the purpose of voting and the counterfoil securely kept.

(5) At the time of issuing the ballot paper, the officer authorized by the Returning Officer shall make a mark against the name of the elector in a copy of the electoral roll kept for the purpose and get the signature of the elector against his/her name in the electoral roll.

(6) The elector who received the ballot paper shall then proceed to a place screened from observation by others for marking his/her vote in the ballot paper against the name of the candidate/s of his/her choice and then proceed to the place where the ballot box is placed and deposit the ballot paper in the ballot box.

(7) No elector shall be allowed to enter the place arranged for marking of vote when another elector is exercising his vote and no student shall remain there longer than is necessary for recording his vote.

(8) If any elector is incapacitated to vote due to blindness or other physical reasons, it shall be competent for him/her to record his/her vote by the hand of the Returning Officer or such other officer authorized by him.

(9) The Returning Officer shall seal the slit of the ballot box immediately after polling is over and keep it in safe custody.

26. **Procedure on counting -**

(1) The scrutiny and counting of votes shall be done by the Returning Officer as prescribed in the election notification. The ballot box shall be opened at the hour fixed for the purpose and the scrutiny and counting shall begin in the presence of the Returning Officer.

(2) No person other than the Returning Officer, the officers and staff appointed by him for the purpose and the candidates shall be present at the time of scrutiny and counting of votes. However, the candidate, with the permission of the Returning Officer may authorize an elector in the electoral roll to represent him/her to be present at the time of scrutiny and counting, in his/her place as his/her authorized representative.

(3) The persons present at the time of scrutiny and counting shall record their presence in the manner determined by the Returning officer.

(4) The persons present at the time of scrutiny and counting shall be present at the time of declaration of results and shall record their presence in the manner determined by the Returning Officer.

27. **Ballot Paper when rejected -**

(1) A ballot paper shall be rejected for the purpose of scrutiny and counting.

(i) If it does not bear the initials of the Returning Officer or the person duly authorized by him/her for the purpose, or

(ii) If an elector records his name or writes any word or makes any mark on it revealing his/her identity, or

(iii) If the vote is recorded thereon by any mark other than thus 'X' against the name of names of the candidate (s), or

(iv) If no vote is recorded thereon, or

(v) If the number of votes recorded thereon exceeds the number of vacancies to be filled, or

(vi) If it is not identifiable or uncertain as to whom vote has been cast, or

(vii) If vote is recorded violating any other law, order, guidelines etc. issued by the Returning Officer in respect of the elections.

(2) Every ballot paper rejected, shall be authenticated by the Returning Officer and such ballot papers kept separately for future purposes, if any, till such time as provided in these Rules and Regulations.

28. **Recounting -**

(1) Any candidate or his authorized representative may immediately after completion of the scrutiny and counting request in writing to the Returning Officer to re-scrutiny or recount the votes received by all or

any of the candidates and the Returning Officer shall rescrutiny or recount the same accordingly.

(2) The Returning Officer may at his own discretion recount the votes either once or more than once when he is not satisfied as to the correctness of any previous counting:

Provided however that nothing in these Rules and Regulations shall require on the Returning Officer to recount the same votes more than once.

(3) The persons present at the time of scrutiny and counting shall be present at the time of recounting.

29. **Declaration of Results** -

(1) The results of the polling shall be declared as prescribed in the election notification.

(2) The candidate/s equal to the number of vacancies to which elections are conducted, receiving the largest number of votes shall be declared duly elected to such vacancies.

(3) If two or more candidates receive an equal number of votes against election to a vacancy, the Returning Officer shall draw a lot with the names of such candidates, and the candidate selected from the lot would be declared duly elected to such vacancy.

(4) The results shall be declared by the Returning Officer on a document in such manner determined by the Returning Officer.

(5) The persons present at the time of scrutiny, counting and recounting shall be present at the time of declaration of results and record their name and signature on the document containing the declaration of results.

(6) The document containing the details of the results with the name and signature of the persons present at the time of scrutiny, counting and recounting shall be immediately forwarded to the Registrar of the University under acknowledgement.

30. **Complaints Regarding Elections** - Complaints regarding the conduct of elections to College Union, if any, shall be made in writing to the Vice Chancellor of the University so as to reach him/her within seven days after the declaration of the results of the election and the Vice Chancellor after causing an enquiry into the Complaint in such manner as deemed fit take an appropriate decision and by Order dispose of the complaint. The decision of the Vice Chancellor on the complaint shall be final.

31. **Preservation of Election papers** - All papers connected with the conduct of elections to the College Union including electoral rolls, nomination papers, used and unused ballot papers etc. shall be preserved by the Returning Officer in a box locked and sealed in the presence of candidates or their authorized representatives

duly recording their presence, for a period of one month after the declaration of the results, or till any complaint regarding the election is disposed of.

32. **Code of Conduct for Elections**

(1) The following shall be the general code of conduct for elections to the College Union;

i. No person other than a student of the college shall participate in the propaganda, meetings and other gatherings inside the college without the written permission of the Returning Officer.

ii. Candidates, their authorized representatives and other students shall not disfigure any class rooms, compound walls and buildings in the college campus by pasting of posters or writing on the walls as part of their election campaign.

iii. Election campaign/propaganda in the college campus shall be limited to the issue of pamphlets, display of banners and posters and conducting group meetings.

iv. Election campaign/propaganda/meetings shall be held in the college campus only during the working hours of the college. Election campaign/propaganda/meetings before or after working hours of the college shall be done only with the sanction of the Returning Officer.

v. Election campaign/propaganda/meetings/canvassing in the college campus on the day fixed for the poll and till the election results are declared is prohibited.

vi. Election campaign/propaganda/meetings/canvassing shall be held in a peaceful, co-operative, friendly manner keeping in view the aims and objects of the College Union.

(2) Complaints of violation of the code of conduct shall be given in writing to the Returning Officer who shall dispose of the same on merits.

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

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

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

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

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

Appendix-A

APJ Abdul Kalam Technological University

Nomination Form for College Union Election

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

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

Part I: Nomination of the Candidate by the Proposer:

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

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

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

Part II: Seconding of the Candidate by the Seconder:

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

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

Part III – Consent and Declaration of the Candidate

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

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

……..

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

II. I hereby declare that:

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

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

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

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

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

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

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

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

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

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

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

Part V: Decision of the Returning Officer

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

Decision: Approved/Rejected (Strike off as applicable)

Comments (if any):

Signature of Returning Officer:

Name of Returning Officer:

Date:

NOTE

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

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

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

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

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

ACKNOWLEDEGMENT

Name of the College .....…….

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

Received the nomination paper of ……..

Returning Officer
Date & Seal

College Seal

Sl.No.

Name of the College……..

Counterfoil of Ballot Paper

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

Name of the elector ……..

Semester ……..

Course ……..

Number of the elector in the electoral roll ……..

Returning Officer

Seal of the College

Sl. No. **APPENDIX B**

Name of the College……..……..

Election to ……

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

BALLOT PAPER

Sl.No	Name of the Candidate, Semester, Course	Mark showing Voter's Choice
1		
2		
3		
4		

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

Returning Officer
Seal of the College

CHAPTER IV

RULES & REGULATIONS FOR THE CONDUCT OF ELECTIONS TO THE UNIVERSITY UNION GENERAL COUNCIL, OFFICIAL OFFICE BEARERS OF THE UNIVERSITY UNION AND THE UNIVERSITY UNION EXECUTIVE COUNCIL

34. **University Union -** There shall be constituted a University Union by name as provided in Chapter 4 Statute 2 Sub statutes 1 and 2 of the First Statutes of the APJ Abdul Kalam Technological University 2020, for the APJ Abdul Kalam Technological University (Herein after referred to as 'University').

35. **Aims and Objects of the University Union -**

(1) The aims and objects of the University Union shall be

a) To play a leadership role in achieving the aims and objects of the University.
b) To be a role model for other University Unions and students of the University and other Universities.
c) To be interface of the Students of the University with the University.
d) To bring all or any matters affecting the Students of the University.
e) To provide opportunities for the students of the University to play a vital role in participating in the academic, scientific, social, cultural and political space in the State and the Country and to organize all kinds of the programme to achieve the same.
f) To organize festivals and programmes in academic, science, arts, sports, literature, cultural and other spheres of human endeavor
g) To lead and motivate the student of the University to participate in social activities for serving the people in need and community at large.

(2)) The Syndicate of the University shall be empowered to prescribe such other matters to be included in the aims in the objects of the University time to time.

(3) The Syndicate of the University may prescribe the manner and procedure for achieving the aims in the objects of the University Union.

36. **Powers Duties and Functions of the University Union** - The Powers Duties and Functions of the University Union shall be as provided in Chapter 4 Statute 2 Sub Statute 8 of the First Statutes of the University.
37. **Membership in the University Union** - All the students registered in the students Portal of the University shall be members of the University Union
38. **Tenure in the University Union** - The official tenure of University Union, its General Council, Executive Council, Official Office Bearers, and Members shall be as prescribed in Chapter 4 Statute 2 Sub Statute 7(1) of the First Statutes of the University.
39. **Members of University Union General Council** - The members of the University Union General Council shall be as provided in Chapter 4 Statute 2 Sub Statute 5 of the First Statutes of the University.
40. **Members of University Union Executive Council** - The members of the University Union Executive Council shall be as provided in Chapter 4 Statute 2 Sub Statute 6 of the First Statutes of the University.
41. **Official Office Bearers of the University Union** - The Official Office Bearers of the University Union shall be as provided in Chapter 4 Statute 2 Sub Statute 3 of the First Statutes of the University.
42. **Powers Duties and Functions of the Official Office Bearers of the University Union** -The Powers Duties and Functions of the Official Office Bearers of the University Union shall be as provided in Chapter 4 Statute 2 Sub Statute 21 of the First Statutes of the University.
43. **Meetings of the University Union and their Conduct** - Meetings of the University Union and their Conduct shall be as provided in Chapter 4 Statute 2 Sub Statute 9 to 19 of the First Statutes of the University.
44. **University Union Fund** - A University Union Fund shall be maintained and operated as provided in Chapter 4 Statute 2 Sub Statute 20 of the First Statutes of the University.

45. **Election of Official Office Bearers of the University Union, their number and manner of their election:**

(1) The following shall be the positions to which elections are conducted:

i. Chairman – 1

ii. Vice Chairman- 3 (One position of Vice Chairman reserved for Girl Students)

iii. General Secretary – 1

iv. Joint Secretary – 3 (One position of Joint Secretary reserved for Girl Students and One position of Joint Secretary reserved for Student belonging to Scheduled Caste or Scheduled Tribes)

(2) The manner of election shall be as hereinafter provided

46. **Election of Councilors to the General Council of the University Union.**

(1) The following shall be the number of councilors and the category from which to which they are to be elected:

(a) 15 Councilors elected by Councilors of Private Self Financing Engineering Colleges affiliated to the University (category (i) of Chapter 4, Statute 2, Sub Statute 5).

(b) 5 Councilors elected by Councilors of Government Controlled Self Financing Engineering Colleges affiliated to the University (category (ii) of Chapter 4, Statute 2, Sub Statute 5).

(c) 2 Councilors elected by Students from each Government Engineering College affiliated to the University.

(d) 2 Councilors elected by Students from each Aided Engineering College affiliated to the University.

(e) 2 Councilors elected by the students of the University.

(f) 1 Councilor elected by Councilors of Autonomous Colleges from among themselves.

(g) 1 Councilor elected by Councilors of Constituent Colleges from among themselves.

(h) 1 Councilor elected by Councilors of Colleges conferred with academic autonomy from among themselves.

(2) The manner of election shall be as hereinafter provided.

47. **Appointment of Returning Officer** - The Vice Chancellor of the University shall appoint a statutory officer of the University as the Returning Officer for the conduct of elections to the University Union General Council, Official Office Bearers of the University Union and the University Union Executive Council. The Returning Officer may appoint the required number of staff to assist him in the conduct of elections. It shall be the responsibility of the Returning Officer to ensure peaceful conduct of the elections.

48. **Electoral Roll of Councilors of College Unions for election to the University Union General Council -**

(1) The Returning Officer shall prepare separate electoral rolls comprising of Councilors of College Union elected from each category referred to in Chapter 4 Statute 2 Sub Statute 5 which shall comprise as following:

(a) Electoral Roll of Councilors elected from Private Self Financing Engineering Colleges affiliated to the University.

(b) Electoral Roll of Councilors elected from Government Controlled Self Financing Engineering Colleges affiliated to the University.

(c) Electoral Roll of Councilors elected from Government Engineering Colleges affiliated to the University.

(d) Electoral Roll of Councilors elected from Government Aided Engineering Colleges affiliated to the University.

(e) Electoral Roll of Councilors elected by the students of the University.

(f) Electoral Roll of Councilors elected from Autonomous Colleges affiliated to the University from among themselves.

(g) Electoral Roll of Councilors elected from Constituent Colleges affiliated to the University from among themselves.

(h) Electoral Roll of Councilors elected from Colleges Conferred Academic Autonomy from among themselves.

(2) The names of the Councilors serially numbered with details of their College, Semester, Course etc shall be noted in each of the electoral roll. Copies of the electoral rolls shall be made available to the Councilors included in the respective Electoral roll who request for the same free of cost from the office of the Returning Officer. Every Councilor included in the electoral roll shall be referred to as an ‘elector’.

49. **Eligibility to take part in Elections to the University Union General Council** - The names of all the Councilors who are included in the respective category of the Electoral Roll prepared by the Returning Officer as on the date of publication of the election notification shall be eligible to participate and contest the elections to the University Union General Council from the respective category except Councilors included in the electoral rolls specified in Rule 47(1)(c), (d) and (e):

Provided that the Returning Officer shall be empowered to make any correction, alteration, inclusion or deletion in the electoral roll if requisition for the same is received within twenty four hours of the publication of the electoral rolls and further is satisfied that the correction, alteration, inclusion or deletion is justified.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

52. **Electoral Roll of Councilors of University Union General Council -** After election of Councilors to the University Union General Council under Rule 47(1)(a), (b), (f), (g) and (h) the Returning Officer shall prepare a combined electoral roll of all Councilors elected to the University Union General Council for election of Official Office Bearers of the University Union.

53. **Notification of Election of Official Office Bearers of the University Union** - The Returning Officer shall under the direction from the University notify the elections to the positions of Official Office Bearers of the University Union, in the office of the Returning Officer, simultaneously causing it to be displayed in the notice boards of the Colleges and University. The notification shall contain the programme of the election giving the following details.

(1) Date of Notification – As Notified by the Returning Officer of the University.

(2) Date of publication of Electoral Roll - Succeeding working day from the date of notification.

(3) Last date and hour for receipt of nomination - At 2-00 PM with 2 (two) clear working days from the date of notification.

(4) Scrutiny of nomination - 2.00 PM two days from on the day fixed for the receipt of nomination.

(5) Publication of the list of validly nominated candidates - Same day fixed for Scrutiny.

(6) Withdrawal - At 11.00 AM two days succeeding the day fixed for scrutiny.

(7) Publication of final list of candidates at 11.00 AM two days succeeding the day fixed for withdrawal.

(8) Polling - 10.00 AM to 1.00 PM on the date notified by the Returning Officer of the University.

(9) Scrutiny and counting of votes - To start from on the date and time notified by the Returning Officer of the University in the University.

(10) Declaration of results – Within 1 hour of finishing counting of votes.

54. **Nomination of Candidates to Contest Elections to the positions of Official Office Bearers of the University Union** - Every elector included in the electoral roll specified in Rule 51 may nominate an elector included in the electoral roll to contest the elections as a candidate to the positions of Official Office Bearers of the University Union in accordance with these Rules and

Regulations. Every nomination shall be in the prescribed form (Specimen form shown in Appendix A) and shall be made by the elector in writing and shall be proposed and seconded by two other electors included in the respective electoral roll. The nomination paper shall be put in sealed covers and deposited in the box kept for the purpose by the Returning Officer in his office or by Registered Post with acknowledgement due within the date and hour fixed for filing of nominations. However nominations sent by post, if not acknowledged by the Returning Officer within the date and hour fixed for filing of nominations will not be treated to have been filed. Every elector who has been nominated to contest the elections shall be referred to as a candidate for the elections.

55. **Declaration of Results -**

(1) The results of the polling shall be declared as prescribed in the election notification.

(2) The candidate/s equal to the number of vacancies to which elections are conducted, receiving the largest number of votes shall be declared duly elected to such vacancies.

(3) If two or more candidates receive an equal number of votes against election to a vacancy, the Returning Officer shall draw a lot with the names of such candidates, and the candidate selected from the lot would be declared duly elected to such vacancy.

(4) The results shall be declared by the Returning Officer on a document in such manner determined by the Returning Officer.

(5) The persons present at the time of scrutiny, counting and recounting shall be present at the time of declaration of results and record their name and signature on the document containing the declaration of results.

56. **Complaints Regarding Elections -** Complaints regarding the conduct of elections, if any, shall be made in writing to the Vice Chancellor of the University so as to reach him/her within seven days after the declaration of the results of the election and the Vice Chancellor after causing an enquiry into the Complaint in such manner as deemed fit take an appropriate decision and by Order dispose of the complaint. The decision of the Vice Chancellor on the complaint shall be final.

57. **Preservation of Election papers** - All papers connected with the conduct of elections including electoral rolls, nomination papers, used and unused ballot papers etc. shall be preserved by the Returning Officer in a box locked and sealed in the presence of candidates or their authorized representatives duly recording their presence, for a period of one month after the declaration of the results, or till any complaint regarding the election is disposed of.

58. **Code of Conduct for Elections**

(1)) The following shall be the general code of conduct for elections;

i. No person other than a student's shall participate in the propaganda, meetings and other gatherings inside the college without the written permission of the Returning Officer.

ii. Candidates, their authorized representatives and other students shall not disfigure any class rooms, compound walls and buildings in the college campus or University buildings by pasting of posters or writing on the walls thereof as part of their election campaign.

iii. Election campaign/propaganda in the college campus/university shall be limited to the issue of pamphlets, display of banners and posters and conducting group meetings.

iv. Election campaign/propaganda/meetings shall be held in the college campus/University only during the working hours of the college or University. Election campaign/propaganda/meetings before or after working hours of the college/University shall be done only with the sanction of the Returning Officer

v. Election campaign/propaganda/meetings/canvassing in the college campus or University on the day fixed for the poll and till the election results are declared is prohibited.

vi. Election campaign/propaganda/meetings/canvassing shall be held in a peaceful, co-operative, friendly manner keeping in view the aims and objects of the University Union.

vii. Complaints of violation of the code of conduct shall be given in writing to the Returning Officer who shall dispose of the same on merits.

59. **Publishing the constitution of the University Union General Council and its Members, declaring the names and details of the Official Office Bearers of the University Union and Constitution of the University Union Executive Council and its Members.**

The Returning officer shall within 3 days from the date declaration of results of the respective elections publish in the University Website the constitution of the University Union General Council and its Members, the names and details of the Official Office Bearers of the University Union and the Constitution of the University Union Executive Council and its Members

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

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

APPENDIX – A

Name of the College…….

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

……

NOMINATION PAPER

Name of the candidate ……

Semester of the candidate ……

Course enrolled for ……

Number of the candidate in the electoral roll ……

KTU ID number ……

Consent of the candidate **I agree, if elected, to serve on the body to which I am proposed as a candidate**

Signature …… Date ……

Name of the Proposer ……

Semester of the proposer ……

Course enrolled for ……

Number of the proposer in the electoral roll ……

KTU ID number ……

Signature of the proposer

……Date ……

Name of the seconder ……

Semester of the seconder ……

Course enrolled for ……

Number of the seconder in the electoral roll ……

KTU ID number ……

Signature of the seconder

……Date ……

College Seal

ACKNOWLEDGEMENT

Name of the College .....…….

Election to (here mention the vacancy to which election is being conducted)…….

Received the nomination paper of ……..

Returning Officer

Date & Seal

College Seal

Sl.No.

Name of the College……..

Counterfoil of Ballot Paper

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

Name of the elector ……..

Semester ……..

Course ……..

Number of the elector
in the electoral roll
……..

Returning Officer

Seal of the College

Sl. No. APPENDIX B

Name of the College……..……..

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

BALLOT PAPER

Sl.No	Name of the Candidate, Semester, Course	Mark showing Voter's Choice
1		
2		
3		
4		

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

Returning Officer

Seal of the College